

SPECIAL COUNCIL MEETING AGENDA

**CITY COUNCIL SPECIAL MEETING
TUESDAY
MARCH 13, 2018**

**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 March 20, 2018, 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. Consideration and Adoption of Ordinance No. 2018-14: An ordinance of the City Council of the City of Flagstaff, amending the Flagstaff City Code, Title 10, the City of Flagstaff Zoning Code, Chapter 10-50, Supplemental to Zones, Division 10-50.100, Sign Standards, Section 10-50.100.100, Sign Districts of Special Designation, providing for repeal of conflicting ordinances, severability, and establishing an effective date.

STAFF RECOMMENDED ACTION:

- 1) Read Ordinance No. 2018-14 by title only for the final time
- 2) City Clerk reads Ordinance No. 2018-14 by title only (if approved above)
- 3) Adopt Ordinance No. 2018-14

7. Consideration and Approval of the Purchase and Sale Contract: To acquire approximately 2.09 acres of Property located at the Southwest Corner of Lockett Road and North Fanning Drive, Assessor parcel number 108-05-003B, for Affordable Housing.

STAFF RECOMMENDED ACTION:

Approve the Purchase and Sale Contract.

8. Consideration and Possible Adoption: City Council Rules of Procedure, as Amended.

STAFF RECOMMENDED ACTION:

Approve the City Council Rules of Procedure dated March 13, 2018, as amended.

9. Discussion and Possible Action re Joint Response to Navajo-Hopi Land Settlement.

10. Discussion: Concept Zoning

11. Public Participation

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

13. Adjournment

CERTIFICATE OF POSTING OF NOTICE

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

Dated this _____ day of _____, 2018.

Elizabeth A. Burke, MMC, City Clerk

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Brian Kulina, Zoning Code Manager
Date: 03/07/2018
Meeting Date: 03/13/2018



TITLE:

Consideration and Adoption of Ordinance No. 2018-14: An ordinance of the City Council of the City of Flagstaff, amending the Flagstaff City Code, Title 10, the City of Flagstaff Zoning Code, Chapter 10-50, Supplemental to Zones, Division 10-50.100, Sign Standards, Section 10-50.100.100, Sign Districts of Special Designation, providing for repeal of conflicting ordinances, severability, and establishing an effective date.

STAFF RECOMMENDED ACTION:

- 1) Read Ordinance No. 2018-14 by title only for the final time
- 2) City Clerk reads Ordinance No. 2018-14 by title only (if approved above)
- 3) Adopt Ordinance No. 2018-14

Executive Summary:

The Zoning Code was adopted by the City Council on November 1, 2011, to replace the former Land Development Code. Division 10-50.100 *Sign Standards* include provisions for Sign Districts of Special Designation ("Sign Districts"). The three currently established Sign Districts—Flagstaff Central District, Flagstaff Auto Park District, and Flagstaff Mall and Marketplace District—provide standards and location requirements that differ from those that are applied to building mounted and freestanding signs that are not located within a Sign District. The WLB Group, on behalf of Northern Arizona University (NAU) and Consolidated Investment Company, Inc., has requested an amendment to the Zoning Code to create the West University Drive District to allow NAU to locate an entrance monument sign on land not currently owned by the university. Please see the attached Ordinance and Zoning Amendment Document for the project location and vicinity maps.

Financial Impact:

None

Policy Impact:

None

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

Council Goals

None

Regional Plan

There are no Regional Plan Goals or Policies that specifically address or relate to signage.

Strategic Plan

None

Has There Been Previous Council Decision on This:

A Public Hearing was held on March 6, 2018, along with first reading of the ordinance.

Options and Alternatives:

1. Approve Ordinance No. 2018-14 as proposed.
2. Approve Ordinance No. 2018-14 with conditions/modifications.
3. Deny Ordinance No. 2018-14.

Background/History:

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. The 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 U.S. Supreme Court's decision in *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), clarified 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 permitted 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.

9. Series of amendments adopted on December 19, 2017, Ord. No. 2017-31, including amendments to: Section 10-40.40 (Transect Zones) clarifying allowed building types and allowed private frontage types within each transect zone; Section 10-50.110.030 (Building Types Allowed) modifying the allowed building types table to include all transect open (O) sub-zones and alternate (N.2) zones; Section 10-50.110.160 (Live/Work) removing the occupancy requirement and increasing the maximum allowed building width to 50 feet; Section 10-50.110.180 (Commercial Block) adding standards for the division of facade planes into smaller elements; and, Table 10-50.120.020.A (Allowed Private Frontage Types) modifying the allowed private frontage types table to include all transect open (O) sub-zones and alternate (N.2) zones.

Community Involvement:

Inform/Consult

In accordance with State statute and the Zoning Code, the work session and public hearing before the Planning and Zoning Commission and the public hearing before the City Council were advertised in the Arizona Daily Sun on January 9, 2018, which is at least 15-days prior to the scheduled meeting dates.

As of this writing, staff has received one (1) e-mail asking for additional information regarding the proposed amendment.

Attachments: Ord. 2018-14
 Application w/ Letter of Authorization
 Letter of Authorization
 NAU ARD Sign Zoning Amendment Document
 Project Narrative

ORDINANCE NO. 2018-14

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, AMENDING THE FLAGSTAFF CITY CODE, TITLE 10, *THE CITY OF FLAGSTAFF ZONING CODE*, CHAPTER 10-50, *SUPPLEMENTAL TO ZONES*, DIVISION 10-50.100, *SIGN STANDARDS*, SECTION 10-50.100.100, *SIGN DISTRICTS OF SPECIAL DESIGNATION*, 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, Chapter 10-50, *Supplemental to Zones*, Division 10-50.100, *Sign Standards*, Section 10-50.100.100, *Sign Districts of Special Designation*, are necessary in order to ensure consistency with current procedures and processes; and

WHEREAS, the Planning and Zoning Commission at their public meeting on February 14, 2018 provided recommendations to City Council for approval of 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, Chapter 10-50, *Supplemental to Zones*, is hereby amended as follows:

Division 10-50.100, SIGN STANDARDS

Section 10-50.100.100 Sign Districts of Special Designation

ADD the following new **Section F**:

F. WEST UNIVERSITY DRIVE ENTRANCE DISTRICT

1. PURPOSE

THE PURPOSE OF THE WEST UNIVERSITY DRIVE ENTRANCE DISTRICT IS TO ALLOW NORTHERN ARIZONA UNIVERSITY TO LOCATE AN ENTRANCE MONUMENT SIGN ON LAND THAT IS NOT CURRENTLY OWNED BY THE UNIVERSITY. WEST UNIVERSITY DRIVE PROVIDES A MAJOR ENTRANCE TO THE CENTRAL PART OF CAMPUS, AND NORTHERN ARIZONA UNIVERSITY WISHES TO IDENTIFY THIS AS A MAJOR CAMPUS ENTRANCE BY SITING A MONUMENT SIGN AT THIS LOCATION. SITING THIS SIGN ON ADJACENT

PRIVATE PROPERTY IS DESIRABLE DUE TO SPACE CONSTRAINTS, PRIMARILY DUE TO A LARGE REGIONAL STORM WATER BASIN IMMEDIATELY ADJACENT TO UNIVERSITY DRIVE, NORTH OF THE PROPOSED SIGN SITE.

2. APPLICABILITY

- A. THE WEST UNIVERSITY DRIVE ENTRANCE DISTRICT INCLUDES THE NORTHEASTERN PORTION OF THE COMMERCIAL PARCELS AS ILLUSTRATED IN FIGURE L. THIS AREA INCLUDES A RIGHT-OF-WAY FOR A STORM WATER CULVERT TO THE DETENTION BASIN. THE WEST UNIVERSITY DRIVE ENTRANCE DISTRICT IS NOT TO BE CONFUSED WITH ANY OTHER DISTRICT THAT MAY BE DESIGNATED FOR SPECIAL CONSIDERATION WITHIN THE CITY OF FLAGSTAFF.
- B. THE SPECIAL REGULATIONS FOR THE WEST UNIVERSITY DRIVE ENTRANCE DISTRICT APPLY ONLY TO AN OFF-PREMISE NORTHERN ARIZONA UNIVERSITY IDENTIFICATION SIGN LOCATED ON THE NORTHWESTERLY SIDE OF UNIVERSITY DRIVE, NORTH OF THE COMMERCIAL PARCEL'S EAST ACCESS DRIVE AND SOUTH OF THE STORM WATER BASIN. ALL OTHER SIGNS PROPOSED ON LOTS AND PARCELS WITHIN THE WEST UNIVERSITY DRIVE ENTRANCE DISTRICT SHALL COMPLY WITH THE APPLICABLE PROVISIONS OF THIS DIVISION.

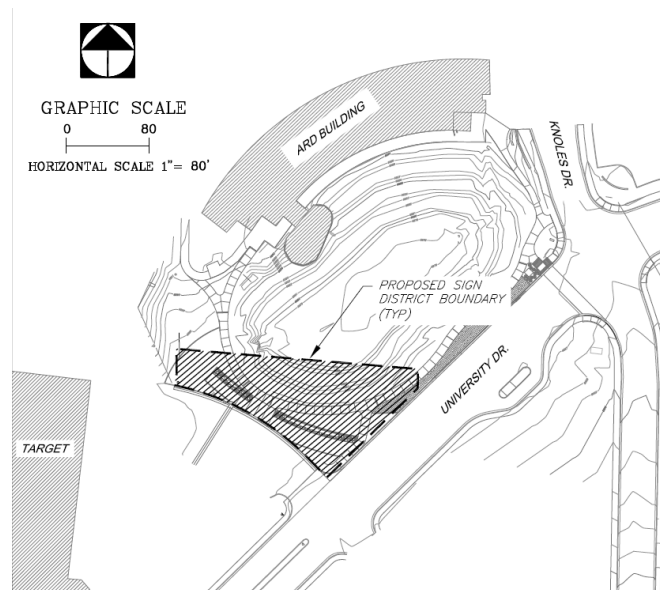


FIGURE L: WEST UNIVERSITY DRIVE ENTRANCE DISTRICT

3. PERMITS

- A. PERMITS FOR SIGNS IN THE WEST UNIVERSITY DRIVE ENTRANCE DISTRICT MAY ONLY BE ISSUED AFTER A COMPLETED SIGN PERMIT APPLICATION (REFER TO SECTION 10-20.40.120 *SIGN PERMIT—PERMANENT SIGN STRUCTURES* AND SECTION 10-20.40.130 *SIGN PERMIT—TEMPORARY SIGNS*) HAS BEEN REVIEWED BY THE PLANNING DIRECTOR.

- B. THE PLANNING DIRECTOR MAY APPROVE, CONDITIONALLY APPROVE, OR DENY A SIGN PROPOSAL FOR THE OFF-PREMISE NORTHERN ARIZONA UNIVERSITY IDENTIFICATION SIGN OR A NORTHERN ARIZONA UNIVERSITY ENTRANCE SIGN IN THE WEST UNIVERSITY DRIVE ENTRANCE DISTRICT, AND SHALL ONLY APPROVE AN APPLICATION THAT COMPLIES WITH THE DESIGN STANDARDS ESTABLISHED IN SUBSECTION 4.

4. DESIGN STANDARDS

THE PRIMARY NORTHERN ARIZONA UNIVERSITY WEST UNIVERSITY DRIVE ENTRANCE DISTRICT IDENTIFICATION SIGN SHALL COMPLY WITH THE FOLLOWING STANDARDS. REFER TO FIGURES M AND N.

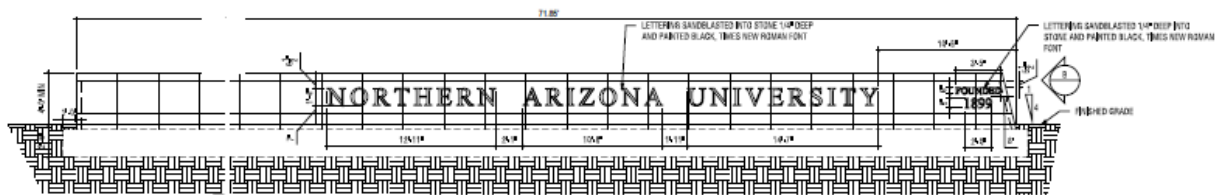


FIGURE M: EASTERN STONE WALL ELEVATION WITH SIGNAGE ELEVATION SOUTH FACE

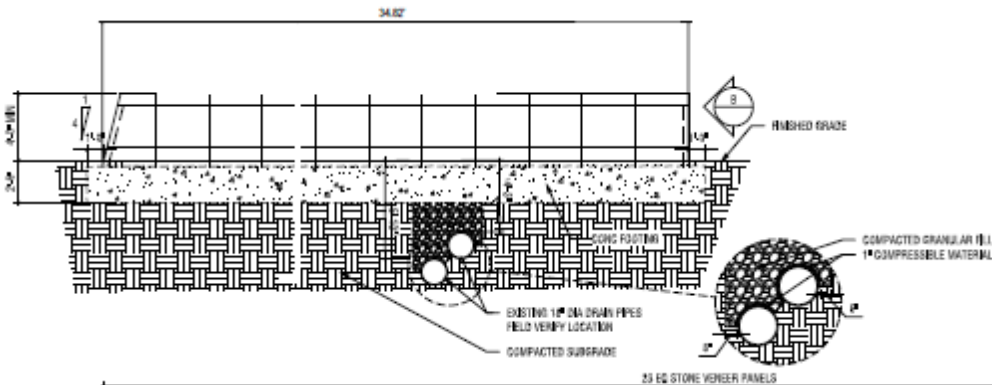


FIGURE N: WESTERN STONE WALL ELEVATION WITH SIGNAGE ELEVATION SOUTH FACE

5. OVERALL SIGN DIMENSIONS

A. HEIGHT

THE MAXIMUM OVERALL HEIGHT OF THE SIGN SHALL BE 4.10 FEET MEASURED FROM GRADE AT THE BASE OF THE SIGN TO THE TOP OF THE SIGN. THE TOP SURFACE OF THE SIGN SHALL BE LEVEL.

B. WIDTH

THE SIGN SHALL CONSIST OF TWO SEGMENTS SEPARATED BY A CONCRETE WALKWAY WHILE FORMING AN ARC WITH A RADIUS OF 255.50 FEET AT THE CENTERLINE OF THE SIGN. THE WIDTH OF THE SEPARATION SHALL BE 36.89 FEET. THIS BREAK IN THE SIGNS IS TO

FACILITE NORTHERN ARIZONA UNIVERSITY SNOW REMOVAL RELOCATION INTO THE BASIN. THE LENGTH OF THE WESTERLY SECTION OF THE SIGN SHALL BE APPROXIMATELY 34.82 FEET AS MEASURED AT THE BASE OF THE SIGN. THE LENGTH OF THE EASTERLY SECTION OF THE SIGN SHALL BE APPROXIMATELY 71.85 FEET AS MEASURED AT THE BASE OF THE SIGN. DIMENSIONS ARE GIVEN AS APPROXIMATE DUE TO POTENTIAL VARIATIONS IN THE THICKNESS OF THE STONE VENEER SIGN FACES.

6. SIGN MATERIALS AND STANDARDS

- A. THE CORE OF THE SIGN WILL BE CONSTRUCTED OF STEEL REINFORCED CONCRETE AND SUPPORTED BY A STEEL REINFORCED CONCRETE FOOTING 2.50 FEET IN DEPTH AND 3.08 FEET IN WIDTH. THE EXTERIOR OF THE SIGN SHALL BE COVERED WITH A ROSE-COLORED SANDSTONE VENEER PANELS TO MATCH EXISTING NORTHERN ARIZONA UNIVERSITY ENTRANCE MONUMENT SIGNS.
- B. THE SIGN COPY WILL CONSIST OF SANDBLASTED TEXT "NORTHERN ARIZONA UNIVERSITY" AND "FOUNDED 1899." ALL TEXT SHALL BE PAINTED OR STAINED BLACK FOR CONTRAST AND EASY VISIBILITY.
- C. THE WEST UNIVERSITY DRIVE ENTRANCE DISTRICT SIGN SHALL INCLUDE A LANDSCAPED AREA LOCATED AROUND THE BASE OF THE SIGN EQUAL TO TWO AND ONE-HALF SQUARE FEET FOR EACH SQUARE FOOT OF SIGN AREA AND CONTAINING TREES, SHRUBS, AND GROUND COVER PLANTS. SHRUBS AND GROUND COVERS SHALL HAVE A SPACING OF NOT GREATER THAT THREE FEET ON CENTER.

7. SIGN ILLUMINATION

INTERNAL ILLUMINATION IS PREFERRED. EXTERNAL ILLUMINATION SHALL COMPLY WITH DIVISION 10-50.70, *OUTDOOR LIGHTING STANDARDS*, AND CONSIST OF LED TAPE IN ALUMINUM CHANNEL MOUNTED UNDER THE SIGN CAP ABOVE THE SIGN TEXT ONLY.

8. SIGN MAINTENANCE

SIGNS SHALL BE MAINTAINED IN ACCORDANCE WITH THE PROVISIONS OF SECTION 10-50.100.050.E.

REORDER current Section F to Section G:

FG. Flagstaff Sign Free Zone

SECTION 2. Repeal of Conflicting Ordinances.

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

SECTION 3. Severability.

If any section, subsection, sentence, clause, phrase or portion of this ordinance or any 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 13th day of March, 2018.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY



City of Flagstaff

Community Development Division

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

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

PREZ/PGM

Date Received	Application for Zoning Map Amendment and/or Minor Regional Plan Amendment			File Number
Property Owner(s) Karen Wood-Nackard	Title President Consolidated Invest.	Phone 928.774.5034	Email cicflag@hotmail.com	
Mailing Address PO Box 9456		City, State, Zip Minneapolis, MN 55440		
Applicant(s) Kelly Davis	Title NAU Sr. Project Manager	Phone 928.523.2481	Email kelly.davis@nau.edu	
Mailing Address		City, State, Zip		
Project Representative) Dan Burke	Title WLB - Director of Operations	Phone 928.779.1500	Email dburke@wlbgroup.com	
Mailing Address 500 N. Beaver St.		City, State, Zip Flagstaff, AZ 86001		
Requested Review	<input checked="" type="checkbox"/> Zoning Map Amendment Text Amendment <input type="checkbox"/> Minor Regional Plan Amendment <input type="checkbox"/> Continued			

Site Address 1650 S Milton Rd	Parcel Number(s) 103-22-005A	Subdivision, Tract & Lot Number Target	
Existing Zoning District HC-Highway Commercial	Proposed Zoning District: HC- Highway Commercial	Existing Regional Plan Land Use Category Commercial	
Existing Use Target Drainage Easement/Basin		Proposed Use Target Drainage Easement/Basin + NAU Campus Entry Sign	
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No Subject property is undeveloped land?		
Requested Urban Growth Boundary Change (If Applicable) N/A		Proposed Regional Plan Land Use Category Commercial	
Property Owner Signature(required) Refer to Attached Letter by Nackard/Target	Date: 9.27.17	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:	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	Engineering	Fire	Public Works/Utilities	Stormwater

September 25, 2017

City of Flagstaff
Community Development Division
211 W Aspen Ave
Flagstaff, AZ 86001

RE: Northern Arizona University's Sign Permit

To Whom It May Concern,

On behalf of Consolidated Investment Company, Inc. (Landlord) and Target Corporation (Ground Leasee) we are writing to express our support of Northern Arizona University's (NAU) request to install an entrance monument sign on property owned by Consolidated Investment Company, Inc. and under a long term Ground Lease controlled by Target Corporation. The ownership parcel and ground lease refer to parcel no 10322005A.

The sign will be located adjacent to University Drive, north of Target's delivery entrance. It will provide the community and visitors with needed wayfinding as it will frame this entrance to NAU as they drive northeast on University Drive. NAU has worked with the Landlord and Target on details related to access and construction and the property owner and Target have agreed to grant NAU a temporary easement to construct and maintain the sign in the north east corner of parcel no 10322005A.

The property owner Consolidated Investment Company, Inc. and Target the Ground Leasee support the sign location and understand the sign will be placed within an existing drainage easement. We believe this is a good use of the property and support the placement of the sign within the aforementioned location.

Target and Consolidated Investment Corporation Inc. support NAU's application requesting City review of a sign application for the proposed monument sign within parcel no 10322005A.

Sincerely,



Karen S. Wood-Nackard

Consolidated Investment Company, Inc.



John E. Dietrich

Target Corporation

Lead Negotiator RE



Northern Arizona University West University Drive Entrance Area of Special Designation

1. Purpose

The purpose of the West University Drive Area of Special Designation is to allow Northern Arizona University to locate an entrance monument sign on land that is not currently owned by the university. West University Drive provides a major entrance to the central part of the campus, and NAU wishes to identify this as a major campus entrance by siting a monument sign at this location. Siting this sign on adjacent private property is desirable due to space constraints, primarily due to a large regional storm water basin immediately adjacent to University Drive, north of the proposed sign site.

2. Applicability

(A) The West University Drive District Area of Special Designation includes the northeastern portion of the parcel owned by Consolidated Investment Company, Inc. and leased to Target Corporation (APN 10322005A), as illustrated in Figure A. This area includes a right of way for a storm water culvert to the detention basin. The NAU West University Drive District Area of Special Designation is not to be confused with any other district which may be designated for special consideration within the City of Flagstaff.

(B) The special regulations for the West University Drive District Area of Special Designation apply only to an off-premise NAU identification sign located on the northwesterly side of University Avenue, north of the Target east access drive and south of the storm water basin. All other signs proposed on all lots and parcels within the West University Drive District Area of Special Designation shall comply with the applicable provisions of this Division.

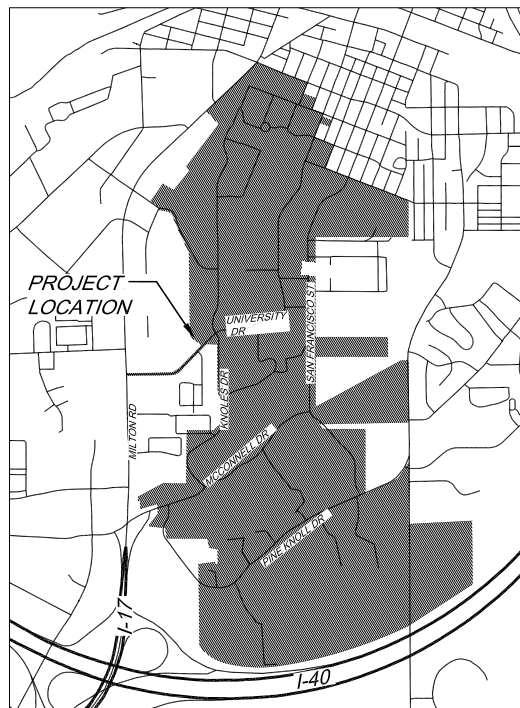


Figure A. NAU with Western University Sign District

3. Permits

(A) Permits for signs in The West University Drive District Area of Special Designation may only be issued after a completed sign permit application (Refer to Section 10-20.40.120, Sign Permit – Permanent Sign Structures and Section 10-20.40.130, Sign Permit – Temporary Signs) has been reviewed by the Planning Director.

(B) The Planning Director may approve, conditionally approve or deny a sign proposal for the off-premise NAU identification sign or an NAU entrance sign in the West University Drive District, and shall only approve an application that complies with the Design Standards established in Subsection 4.

4. Design Standards

(A) Primary West University Drive District Identification Sign

The primary NAU West University Drive District identification sign shall comply with the following standards. Refer also to Figure B and C.

4. Overall Sign Dimensions

(A) *Height*

The minimum overall height of the sign shall be 4 feet measured from grade at the base of the sign to the top of the sign. The top surface of the sign shall be level. The maximum height of the sign will be approximately 4.10 feet.

(B) *Width*

The sign shall consist of two segments separated by a concrete walkway while forming an arc with a radius of 255.50 feet at the centerline of the sign. The width of the separation shall be 36.89 feet. This break in the signs is to facilitate NAU snow relocation into the basin. The length of the westerly section of the sign shall be approximately 34.82 feet as measured at the base of the sign. The length of the easterly section of the sign shall be approximately 71.85 feet as measured at the base of the sign. Dimensions are given as approximate due to potential variations in the thickness of the stone veneer sign faces.

5. Sign Materials and Standards

(A) The core of the sign will be constructed of steel reinforced concrete and supported by a steel reinforced concrete footing 2.5 feet in depth and 3.08 feet in width. The exterior of the sign shall be covered with a rose colored sandstone veneer panels to match existing NAU entrance monument signs.

(B) The sign copy will consist of sandblasted text “Northern Arizona University” and “Founded 1899” All text shall be painted or stained black for contrast and easy visibility.

(C) Illumination of the text shall comply with dark sky standards. The lights will be LED tape light in aluminum channel mounted under the sign cap above the sign text only.

(D) The West University Drive District sign shall include a landscaped area located around the base of the sign equal to two and one-half square feet for each square foot of sign area and containing trees, shrubs and ground cover plants. Shrubs and ground covers shall have a spacing of not greater than three feet on center.

6. Sign Maintenance

Signs shall be maintained in accordance with the provisions of Section 10-50.100.050.E.

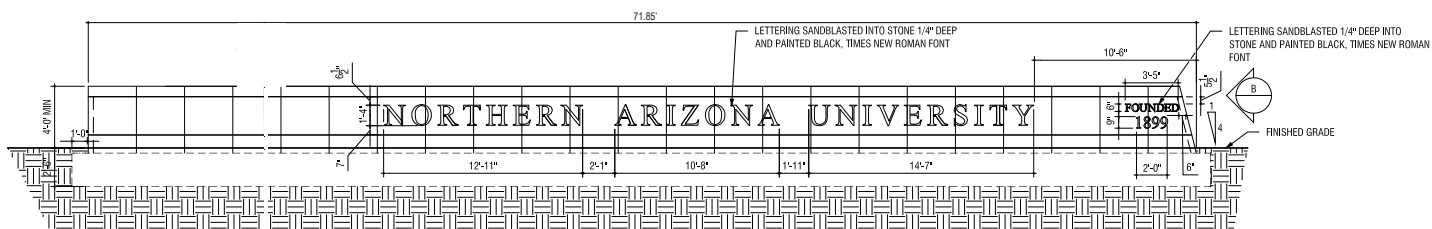


Figure B. Eastern Stone Wall Elevation with Signage Elevation South Face

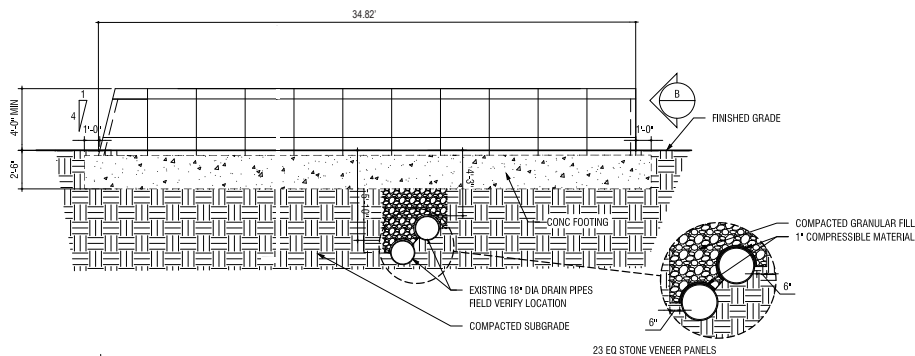


Figure C. Western Stone Wall Elevation with Signage Elevation South Face

Northern Arizona University- West University Drive Entrance Area of Special Designation

Descriptive Narrative

Project Title:

NAU West University Drive Entrance – Campus Entry Sign

Project Location:

A portion of land behind the Target property currently owned by Consolidated Investments Co. and designated as a drainage easement. This portion of land is a shared detention basin between the target property and NAU in front of NAU's Applied Research and Development Building. NAU Permission and rights to place an off-premise sign on the Target property along with sidewalk, and landscaping is currently being negotiated between NAU and Consolidated Investments. This area will also continue to be maintained by NAU. A letter of authorization will be provided to the city with the submittal of the zoning amendment.

Describe Project/Development Request:

The intent of this submittal is to start the approval process in amending the zoning code to allow for a special designation sign district similar to the Flagstaff Mall/Autoplex that allows for NAU to build a campus entry sign with permission from Consolidated Investment Co. NAU has attempted to purchase the piece of property for the sign and amend it to campus however the property could not be acquired and therefore the special designation is required to move forward.

The sign is envisioned as a 4' tall sandstone wall with engraved lettering similar to the sign on South Campus off of McConnell Dr. The wall is divided into two segments 108' long and 34' long with an opening between for access and snow removal. The sign would act as a campus entry point and boundary line.

Parcel Numbers:

APN 10322005A

APN 10319001T

APN 10319001B

Existing Drainage Easement Acreage:

0.31 acres

Engineering • Planning • Surveying • Urban Design • Landscape Architecture

Offices in Flagstaff, Tucson, Phoenix, and Las Vegas

500 N Beaver Street • Flagstaff, Arizona 86001 • (928) 779-1500 • FAX (928) 779-1501

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Charity Lee, Real Estate Manager
Co-Submitter: Sarah Darr/Justyna Costa
Date: 03/07/2018
Meeting Date: 03/13/2018



TITLE:

Consideration and Approval of the Purchase and Sale Contract: To acquire approximately 2.09 acres of Property located at the Southwest Corner of Lockett Road and North Fanning Drive, Assessor parcel number 108-05-003B, for Affordable Housing.

STAFF RECOMMENDED ACTION:

Approve the Purchase and Sale Contract.

Executive Summary:

On February 20th, 2018, Council approved Ordinance 2018-11 authorizing the acquisition of 2.09 acres of real property (the Property) located at the Southwest corner of Lockett Road and North Fanning Drive, Assessor parcel number 108-05-003B, for the purpose of furthering Council's Goal of Affordable Housing. Staff informed Council that at a future Council Meeting Staff would have an opportunity to approve of the Purchase and Sale Contract prior to entering escrow. Staff is requesting Council approval to enter into the agreement to acquire the real property.

Financial Impact:

- Purchase Price \$550,000 plus closing costs. The price is fair market value, as determined in a recent appraisal of the Property obtained by the City.
- Appraisal Fee \$2,500.
- Inspection Fees Estimated \$3,000-\$5,000.

Account Number:021-05-106-0364

Policy Impact:

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:

February 20th, 2018 Council approved Ordinance 2018-11 authorizing City Staff to acquire 2.09 acres of Property located at the Southwest Corner of Lockett Road and North Fanning Drive, Assessor parcel number 108-05-003B for Affordable Housing.

Options and Alternatives:

Approve the Purchase and Sale Contract as drafted or suggested amendments to the contract prior to approval.

Background/History:

The City Council has identified Affordable Housing in the 2017-2019 Council Goals. Staff has been working to identify properties that the City may acquire or develop to achieve Council's Goal. Staff has identified a 2.09 acre parcel of land (the Property) at the Southeast corner of Lockett Road and North Fanning Drive, Assessor parcel number 108-05-003B, to include in the City's property inventory for Affordable Housing.

The Property is zoned High Density Residential. The Property is currently undeveloped. The Property is located north of Siler Homes, a 128 unit Low Income Public Housing development, owned by the City of Flagstaff and managed within the Housing Section.

Key Considerations:

Ordinance No. 2018-11 was approved by Council on February 20th, 2018 authorizing the acquisition of the Property for Affordable Housing as required by City Charter.

The Property is contiguous with a portion of the north side of the Siler Homes Low Income Public Housing development and future development of housing units will lead to administrative efficiencies, given the location of the main Housing Office on the adjacent parcel. The property will be planned to fit into the neighborhood and take transportation needs along Lockett /Fanning into consideration.

The existing zoning of High Density Residential allows development of multi-family housing, and ultimately further Council's goal of increasing the number of affordable rental units. Preliminary calculations estimate that the existing zoning will allow the development of between 21 and 46 units, although actual units possible are dependent on the site planning process.

Expanded Financial Considerations:

The identified source of funds for this acquisition is the "Land Acquisition" account within the Housing Section's budget. The current balance in the account is \$445,000. The Budget Team has approved funding for the difference between the agreed upon sale price (including associated costs) and the balance in the account. While this purchase exhausts the funds in this account, this property, given its location, is a key piece in the larger picture of increasing affordable housing units in Flagstaff.

Account Number: 021-05-106-0364

Community Benefits and Considerations:

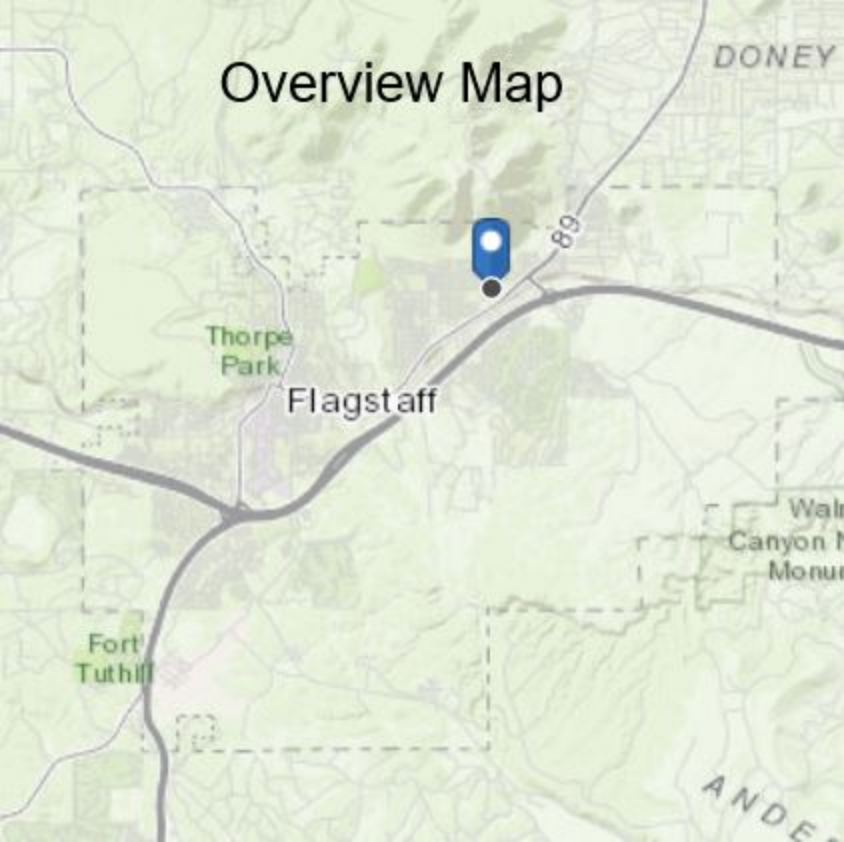
Increase affordable housing units for Flagstaff residents.

Community Involvement:

Attachments:

- [Overview Map](#)
- [Parcel Map](#)
- [Purchase Contract](#)

Overview Map



E LOCKETT RD

Parcel Map

N THOMAS DR

N CHRISTENSEN DR

E MILLER DR

N BERN ST

N ZURICH ST

N FANNING DR

E ELDER DR

N Fanning Dr

E LOCKETT RD

REAL ESTATE PURCHASE AND SALE CONTRACT

The City of Flagstaff, a municipal corporation organized and existing under the laws of the State of Arizona ("Buyer" or "City") and David Merritt ("Seller") hereby enter into this Real Estate Purchase and Sale Contract ("Contract").

1. Property. The City agrees to purchase, and Seller offers to sell 2.09 acres of Property located at the Southwest Corner of Lockett Road and North Fanning Drive, Assessor parcel number 108-05-003B, legally described in Exhibit A, attached hereto ("the Property"). Seller's offer remains open until May 1, 2018, after which time it expires.
2. Purchase Price for Property. The City agrees to pay Seller five hundred fifty thousand dollars (\$550,000.00).
3. Conveyance of Property. Seller shall convey the Property to the City by Special Warranty Deed.
4. Opening of Escrow; Closing. The City shall deposit the sum of one thousand dollars (\$1,000.00) deposit with Pioneer Title Agency, Inc. of Flagstaff, Arizona (the "Escrow Agent") to be applied against the Purchase Price at the Close of Escrow.

The Opening of Escrow shall be deemed to be the date on which the Deposit and a fully executed copy of this Contract are delivered to the Escrow Agent. The consummation of the transaction contemplated by this Contract ("Close of Escrow") shall occur on or before ninety (90) days after the Opening of Escrow. If Escrow Company or Recorder's office is closed on the scheduled closing date, Close of Escrow shall occur on the next day that both are open for business. Buyer, and Seller may accelerate the Closing Date upon mutual acceptance by both parties. The Closing shall occur at the offices of the Escrow Agent, or at such other place as Seller and Buyer may agree in writing. Closing shall be deemed to have occurred when (i) all closing documents contemplated by this Contract have been delivered to, received by, and executed by the appropriate parties, (ii) all conditions to such Closing contemplated by this Contract have been satisfied or waived, (iii) the funds required to be paid under this Contract have been properly delivered to Escrow Agent and are available for distribution to Seller by Escrow Agent, (iv) the deed required pursuant to Conveyance has been recorded.

5. Title. Within (5) days of Opening of Escrow, Escrow Agent shall deliver to the City and Grantor a preliminary title report pertaining to the Property (the "Title Commitment"). On or before fifteen (15) days after receipt of the Title Commitment, the City shall notify Seller of any matters or exceptions shown on the Title Commitment, or on any documents identified in the Title Commitment as title exceptions, that are not acceptable to the City (the "Objections"). Any matters or title exceptions to which the City does not object within such time period shall be deemed to be acceptable matters.
6. Disbursement of Funds. The Escrow Agent shall satisfy encumbrances on the Property by first applying funds from the purchase price on deposit as follows: taxes, mortgage claims, leasehold interests, if any, and other encumbrances as may be authorized for payment, and the remaining balance shall be paid to Seller in consideration for conveyance of the Property. The current year's taxes shall not be prorated regardless of the Closing date. If the subject property is encumbered with Covenants, Conditions and Restrictions, the Escrow Agent shall send a Notice of Pending Sale pursuant to A.R.S. § 33-1806. Title Company shall not be responsible for any liens or encumbrances not of record at the closing of escrow. Each party is responsible for careful review of the closing statement prior to closing.

7. Closing Costs. The City shall pay the premium for a standard ALTA owner's policy of title insurance with a limit of liability in the amount of the Purchase Price for the Property. The City shall pay the purchase price, any special assessments and all lawful costs incidental to closing; escrow fees, title policy fees, recording fees, administrative release fees and other fees to close escrow.
8. Environmental Investigation. Seller hereby grants permission to the City to enter onto the Property to undertake inspections and investigations regarding the Property, which may include, but not be limited to, a physical inspection of the Property as well as any and all improvements, and as deemed reasonably necessary, a Phase I Environmental Assessment (scope to be determined by the City) at the City's expense. The City may choose and retain its inspectors without seeking approval of Seller. However, the City shall not undertake any invasive testing, such as drilling or trenching, without Seller's prior written consent, which consent shall not be unreasonably withheld. The City agrees to indemnify, defend and hold Seller harmless for, from, and against any personal injury and property damage claims arising out of City's exercise of the rights granted by this paragraph, this indemnity shall survive the Closing or the cancellation of this Agreement. Seller acknowledges that City's participation in the performance of any Environmental Investigation or additional inspection will not create any liability for the City as to any Environmental Condition that may exist on the Property unless such condition is exacerbated by City's actions. Environmental Condition shall mean the presence, release, or threatened release into the environment (which includes air, soil or water) of a Hazardous Material. Hazardous Material means and includes any petroleum product and any hazardous substance or any pollutant or contaminant defined as such in (or for purposes of) the Comprehensive Environmental Response, Compensation and Liability Act, any so-called "Superfund" or "Superlien" law, the Toxic Substances Control Act, or any other federal, state, or local statute, law, ordinance, code, rule, regulation, order, or decree regulating, relating to, or imposing liability or standards of conduct concerning any hazardous, toxic, or dangerous waste, substance, or material, as now or at any time hereafter in effect, and asbestos or any substance or compound containing asbestos, PCBs, or any other hazardous, toxic, or dangerous waste, substance, or material, or any hazardous or regulated material, waste, substance, toxin, chemical, or pollutant as those terms are defined by federal, state or local law, rule, regulation, or statute.

The City shall have **thirty (30)** days to conduct all investigations commencing upon receipt of Notice from Seller that its Licensee, Sellers and Sons, which is currently using the Property for a construction staging site, has ceased using the Property and the License is terminated. City will notify Seller of any objections to the Environmental Condition or physical condition of the Property (e.g. damages or refuse left by Licensee), and Seller will have ten (10) days to respond to City's request for cure or reduction in the Purchase Price. City may elect to proceed with the Contract or cancel the Contract within ten (10) days thereafter.

9. No Warranties by Seller. The City agrees and acknowledges that no representations, statements or warranties have at any time been made by Seller, or any agent of Seller, as to the condition, quality, quantity, operation, state of repair, or prospects of the Property, or any other matter concerning the Property, in any respect.
10. Brokerage. The City and Seller warrant to one another that they have not dealt with any broker in connection with the sale of the Property. If any person shall assert a claim to a finder's fee, brokerage commission or other compensation on account of employment or alleged employment as a finder or broker or performance of services as a finder or broker in connection with this transaction, the party under whom the finder or broker is claiming shall indemnify, defend and hold the other party harmless from and against any such claim and all costs, expenses and liabilities incurred in connection with such claim or any action or proceeding brought on such claim, including, but not limited to, counsel and witness fees and court costs in defending against such claim. This indemnity shall survive the close of escrow or the cancellation of the Contract.

11. Cure Period. A party shall have an opportunity to cure a potential breach of this Contract. If a party fails to comply with any provision of this Contract, the other party shall deliver a notice to the non-complying party specifying the non-compliance. If the non-compliance is not cured within thirty (30) business days after delivery of such notice (Cure Period), the failure to comply shall become a breach of Contract.
12. Attorneys' Fees and Costs. If any action is brought by either party in respect to its rights under this Contract, the prevailing party shall be entitled to reasonable attorneys' fees and court costs as determined by the court.
13. Seller Remedies. In the event of default by the City, Seller's sole remedy shall be to cancel this Contract and to retain the Deposit, together with all accrued interest, as liquidated damages. Seller and the City agree that it would be impractical or extremely difficult to fix actual damages in case of the City's default; that the amount of the Deposit paid by City is a reasonable estimate of the Seller's damages in case of City's default; that Seller shall retain said Deposit as its damages; and that, thereafter, neither party shall have any further obligations to the other under this Contract, except with respect to obligations which expressly survive the cancellation of this Contract.
14. Buyer Remedies. In the event of default by Seller, the City shall have as its sole remedy the right to specific performance.
15. Time of the Essence. The parties hereto expressly agree that time is of the essence with respect to this Contract.
16. Notices. Any notice, which a party is required or may desire to give the other, shall be in writing and shall be sent either (a) by United States registered or certified mail, return receipt requested, postage prepaid, or (b) by a generally recognized overnight carrier providing proof of delivery or (c) via e-mail transmittal with confirmed receipt. Any such notice shall be addressed to a party at such party's address appearing next to such party's signature on last page of the main body of this Contract. Any notice so given shall be deemed to have been given as of the date of actual receipt. Notices shall be addressed to the parties as follows:

SELLER:

David Merritt
P.O. Box 1076
Carefree, Arizona 85377
Phone: 602-359-3326
E-mail: v8daveaz@gmail.com

BUYER:

City of Flagstaff
Attn: Charity Lee Real Estate Manager
211 W. Aspen Avenue
Flagstaff, AZ 86001
Phone: 928-213-2072
E-mail: clec@flagstaffaz.gov

17. Governing Law. The laws of the State of Arizona shall govern the validity, construction, enforcement and interpretation of this Contract.
18. Severability. In the event that any phrase, clause, sentence, paragraph, section or other portion of this Contract becomes illegal, null or void or against public policy for any reason, or is held by any court of competent jurisdiction to be illegal, null or void or against public policy, the remaining portions of this Contract will not be affected thereby and will remain in force and effect to the fullest extent permitted by law.
19. Entire Contract. This Contract embodies the entire Contract of the parties. Any amendments hereto shall be in writing and executed by the parties hereto. All exhibits attached hereto are a part of this Contract for all purposes.
20. Successors in Interest. This Contract shall bind and inure to the benefit of Seller, the City, and their heirs, executors, administrators, successors and permitted assigns.
21. Survival of Closing. Each of the covenants, conditions, agreements and representations contained in this Contract shall survive the closing hereunder and the recordation of the Special Warranty Deed.

IN WITNESS WHEREOF, City and Grantor have executed this Contract on the date set forth below.

GRANTOR:

By: _____ Date: 2/9/2018

Is: David Merritt

STATE OF ARIZONA)

Maricopa)ss

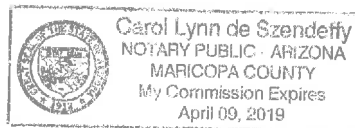
County of Cochise)

ACKNOWLEDGMENT. On this 9th day of February, 2018, before me, a Notary Public, personally appeared David Merritt, known to be or satisfactorily proven to be the person whose name is subscribed to the foregoing instrument and acknowledged that (s)he executed the same for the purposes therein contained.

[Signature]
Notary Public

My Commission Expires:

4/9/2019



CITY:

City of Flagstaff,

an Arizona municipal corporation

By: _____ Date: _____

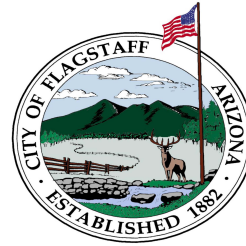
Mayor, Coral Evans

ATTEST:

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Elizabeth A. Burke, City Clerk
Date: 03/07/2018
Meeting Date: 03/13/2018



TITLE:

Consideration and Possible Adoption: City Council Rules of Procedure, as Amended.

STAFF RECOMMENDED ACTION:

Approve the City Council Rules of Procedure dated March 13, 2018, as amended.

Executive Summary:

As changes are made or procedures require clarification, City Council will periodically make amendments to the City Council Rules of Procedure. A list of proposed amendments was discussed by the City Council at their Work Session of February 26, 2018, and those changes are reflected in the attached document.

Financial Impact:

None.

Policy Impact:

None.

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

TEAM FLAGSTAFF STRATEGIC PLAN

Provide Exceptional Service.

Foster clear and consistent communication.

Has There Been Previous Council Decision on This:

The City Council discussed the proposed changes at their Work Session on February 26, 2018. In finalizing the proposed amendments, it became clear that one item was touched on at the Work Session, but staff would like to have a brief discussion to clarify.

Options and Alternatives:

- 1) Adopt the amendments as proposed.
- 2) Make further amendments and then adopt.
- 3) Not adopt amendments.

Background/History:

Below is a recap of the proposed amendments discussed on February 26, 2018, and related direction:

SECTION	TITLE	DISCUSSION	DIRECTION
3.01	Regular Meetings	- Council discussed the Summer Break	No change
		- Council discussed potential changes in the start time of Regular Meetings	No change
4.01	Procedures for Preparation of Council Agenda	- Removes wording of something already occurring	Approved
		- Clarifies process for Councilmember wishing to provide information	Approved
		- Removes noon requirement for distribution of agendas	Approved
4.02	Future Agenda Item Requests (FAIR)	- Consistency in terminology of Council	Approved
		- FAIR items to be requested in public meeting	Approved
		- 2 votes to move to a future agenda for discussion	Approved
		- 4 votes to move it to the front of the discussion list	Approved
		- Formalizes 8-hour rule currently followed by staff	Approved
4.03	Removal of a FAIR Item	- Formalizes the procedure for removing a FAIR item	FURTHER DISCUSSION
9.01	Non-Public Hearing Discussions	- Those in the public being represented by a spokesman will be asked to stand and may not speak to the issue individually	Approved
9.02	Public Hearings	"	Approved

Key Considerations:

With regard to 4.03 referenced above, this was discussed some at the Work Session, but in preparing the updated document, it became unclear as to the direction of Council. Staff is proposing an additional sentence (underlined in the attached) that would clarify that if two or more Councilmembers wish to keep it on the FAIR listing, it will remain; otherwise, it will be removed.

Community Involvement:

Inform.

Attachments: Rules of Procedure



FLAGSTAFF CITY COUNCIL RULES OF PROCEDURE

January 2017
MARCH 13, 2018

RULES OF PROCEDURE
for the
FLAGSTAFF CITY COUNCIL

Rule 1
GENERAL RULES

[Flagstaff City Charter Art. II, §14]

1.01 Rules of Procedure; Journal

The Council shall determine its own rules and orders of business, and shall provide for keeping a record of its proceedings. The record of proceedings shall be open to public inspection.

1.02 Written Rules, Order of Business, and Procedure

These Rules of Procedure of the Council shall be available to all interested citizens.

Rule 2
CODE OF CONDUCT & CONFLICTS OF INTEREST

2.01 Code of Conduct

City Councilmembers occupy positions of public trust. All actions and business transactions of such officials dealing in any manner with public funds shall be in compliance with all laws or ordinances establishing a code of conduct for public officials or pertaining to conflicts of interest of public officials or employees.

2.02 Participation and Voting Bar [A.R.S. §38-503]

Any Councilmember prohibited from participating or voting on any matter before the City by the state conflict of interest laws shall make known such conflict on the record of any meeting where the item is discussed, and shall not enter into discussion, debate, or vote on such matter.

Rule 3
COUNCIL MEETINGS

[Flagstaff City Charter Art. II, §12 and 13]

3.01 Regular Meetings

The City Council shall hold regular meetings on the first and third Tuesday of January, February, March, April, May, June, September, October, November, and December, and on the first Tuesday of July and third Tuesday of August unless a majority of the Council decides to postpone or cancel such meeting. No change shall be made in regular meeting times or place without a published seven day notice.

Regular meetings shall consist of a 4:30 p.m. and 6:00 p.m. meeting. The 4:30 p.m. portion of the meeting will include Approval of Minutes, Appointments, Liquor License Hearings, Consent Items, and Routine Items. At the agenda review work session one week prior to the regular Council Meeting, the City Council may direct that any of the agenda items be moved to the 4:30 p.m. or 6:00 p.m. portion of the meeting. At the 4:30 p.m. meeting, the Council may vote to defer any item on that portion of the agenda to the 6:00 p.m. meeting

The 6:00 p.m. meeting is intended for items of specific interest to the community or items that may require extended discussions, as well as advertised public hearings. The agenda shall include carryover items from the 4:30 p.m. meeting, public hearings, regular agenda items, and discussion items.

If the day fixed for any regular meeting of the Council falls upon a day which the City observes as a legal holiday, the meeting may be cancelled or held at a time and date designated by the Council. All regular meetings of the Council shall be held in the City Hall Council Chambers. No change shall be made in regular meeting times without a published seven-day notice. However, the Mayor or City Manager may change the Council meeting location to adjust to a specific need for additional space required to accommodate a large citizen turnout, upon giving the public notice of such change pursuant to notice requirements. All regular meetings of the Council shall be open to the public.

3.02 Special Meetings

Special meetings may be called by the City Manager, three or more members of the Council, or by the Mayor. The Council may hold any other meetings it deems necessary at such times and locations as it determines appropriate under the circumstances for the purposes of addressing specific issues, specific neighborhood's concerns, strategic planning, budgeting, or for any other purpose allowed by law, so long as notice of such meeting has been given in accordance with the Arizona Open Meeting Law. The City Clerk shall prepare written notice of special sessions, stating time, place, and agenda; this notice shall be given personally, or by telephone, to each member of the Council, the City Manager, and the City Attorney, and shall be posted no later than twenty-four hours in advance of the special meeting. If an emergency requires an earlier meeting of the Council than allowed by this rule, Rule 3.05 pertaining to emergency meetings shall be followed.

3.03 Work Sessions and Agenda Review

Work sessions are public meetings held for the following purposes: (1) briefing Councilmembers on items included on the Council's regular meeting agenda, (2) discussion of long range plans and programs for which no immediate action is required, (3) detailed discussion of matters which may soon be placed on a regular meeting agenda, and (4) exchange of information between the staff and Council. No formal vote shall be taken on any matter under discussion, nor shall any Councilmember enter into a commitment with another respecting a vote to be taken subsequently in a public meeting of the Council, providing that nothing herein shall prevent the Council from giving staff direction on any matter under discussion. Any formal action, however, must be scheduled for Council action at a regular or special Council meeting.

The City Council may hold work sessions every second and fourth Tuesday of each month at 6:00 p.m. When there are five Tuesdays in a month, work sessions will be held on the

second and fifth Tuesdays, and the fourth Tuesday will be available for holding a work session, either at City Hall or throughout the community. No meetings will be held on the last Tuesday of December, unless otherwise agreed to by a majority of the Council.

The work session held the Tuesday prior to a regular Council meeting shall include a review of the action items on the next week's regular Council agenda. In the agenda review, the Council may discuss items on the next week's agenda and give direction to the City Manager as to additional information needed. Public comment need not be taken, but may be accepted, at the discretion of the Chair.

No work sessions will be held during the summer break unless called as a special meeting as provided in Section 3.02 of these Rules.

3.04 Executive Sessions [A.R.S. §38-431.03]

The Council may meet in, or recess into, executive session for all purposes allowed by law. The City Manager shall schedule any such meetings on the second and fourth Tuesdays at 4:00 p.m., or earlier as the need arises, prior to work sessions, but an executive session may be scheduled at any other time where circumstances require more immediate action. When there are five Tuesdays in a month, executive sessions shall be held on the second and fifth Tuesday at 4:00 p.m., or earlier, as needed. An executive session may be convened at a special meeting called for that purpose on a majority vote of the members of the Council, or during a regular meeting, special session, or work session of the Council for legal advice on matters on a meeting's properly noticed agenda. Attendance at the executive session shall be limited to members of the City Council, the City Manager and City Attorney or their designees, and appropriate City staff or consultants to the City as the Council may invite or as may be required for advice or information. No formal vote involving final action shall be taken on any matter under discussion while in an executive session, except the Council may instruct its attorneys and representatives as allowed by law.

3.05 Emergency Meetings [A.R.S. §38-431.02]

In case of an actual emergency, the Council may hold a meeting, including an executive session, upon such notice as is appropriate to the circumstances, but shall post a public notice within twenty-four hours declaring that an emergency session has been held, and setting forth the agenda of specific items discussed, considered, or decided.

3.06 Minutes of Meetings [A.R.S. §38-431.01]

Except as otherwise provided by state law, there shall be minutes of all Council meetings. Such minutes shall include, but need not be limited to: (1) the date, time, and place of the meeting; (2) the members of the City Council recorded as either present or absent; (3) a general description of the matters considered; (4) an accurate description of all legal actions proposed, discussed, or taken, and the names of members who propose each motion; and (5) the name of persons, as given, making statements or presenting material to the Council and a reference to the legal action about which they made statements or presented material. Minutes of all meetings, except executive sessions, shall be open to public inspection.

Rule 4
THE COUNCIL AGENDA

4.01 Procedures for Preparation of Council Agendas

All reports, communications, ordinances and resolutions, contracts or other documents, or other matters to be submitted to the Council as part of the Council meeting agenda packet shall be available to the Council, along with a staff summary by the Friday preceding the agenda review work session for the draft agenda and by the Friday preceding the regular meeting for the regular agenda. The City Manager shall review items submitted for timeliness and completeness of information. ~~and shall make a preliminary determination whether an item should be placed on the 4:30 p.m. or 6:00 p.m. portion of the regular meeting agenda.~~

Those items which are approved for the Council agenda by the City Manager shall be placed on the agenda in accordance with the order prescribed in Rule 5. Copies of the agenda and any background material shall be disseminated to the Mayor and the City Council in the manner prescribed by the Council; to the City Manager, the Deputy City Managers, the City Attorney, and the City Clerk; and shall be made available to the public ~~no later than noon~~ on the Friday preceding the Council meeting at which the agenda will be reviewed.

SHOULD A COUNCILMEMBER WISH TO SHARE INFORMATION REGARDING AN ITEM ON AN AGENDA OTHER THAN UNDER THE F.A.I.R. PROCESS, COPIES MAY BE DISTRIBUTED ON THE DAIS.

The agenda shall be made public in advance of the meeting by posting on the regular public posting board at City Hall and on the City's website. Such action shall be taken concurrently with the furnishing of the agenda to the City Council.

4.02 FUTURE AGENDA ITEM REQUESTS (F.A.I.R.)

The City Manager shall ~~honor~~ **CONSIDER** any request by a ~~member of the Council~~ **COUNCILMEMBER** to include an item on the Future Agenda Item Request (FAIR) portion of the agenda. A Councilmember may submit an item for consideration ~~at any time in a public meeting during to/from~~ and the City Manager ~~will~~ **MAY** place it in a queue with other Council requests to be placed on an agenda.

ONCE THE ITEM IS PLACED ON AN AGENDA UNDER F.A.I.R.:

- A) IF TWO OR MORE COUNCILMEMBERS AGREE, IT IS PLACED IN THE DISCUSSION QUEUE FOR FUTURE MEETINGS IN CHRONOLOGICAL ORDER. (SHOWN ON WORKING CALENDAR AS A DISCUSSION ITEM)**
- B) SHOULD A COUNCILMEMBER WISH TO MOVE THE ITEM TO THE FRONT OF THE DISCUSSION QUEUE, A SEPARATE AND SECONDARY REQUEST MUST BE MADE. SHOULD A MINIMUM OF FOUR COUNCILMEMBERS AGREE TO SUCH REQUEST, THE ITEM WILL BE PLACED AT THE FRONT OF THE DISCUSSION QUEUE AND ITEMS PREVIOUSLY PLACED ON FUTURE AGENDAS FOR DISCUSSION WILL BE SHIFTED ACCORDINGLY.**

~~The date and time of scheduling shall be weighted with other Council priority requests. The requesting Councilmember may, but is not required to, specify in a memorandum what discussion, action, or options are proposed. After discussion and upon agreement by two members of the Council, the item will be moved to a regularly-scheduled Council meeting.~~

ONCE AN ITEM HAS BEEN CONSIDERED UNDER THE F.A.I.R. PROCESS AND PLACED ON A FUTURE AGENDA FOR DISCUSSION, STAFF TIME IN PREPARING FOR SUCH ITEM IS LIMITED TO EIGHT HOURS OR LESS. ONCE DIRECTION IS GIVEN BY A MAJORITY OF THE COUNCIL, FURTHER STAFF TIME MAY BE EXPENDED. (SHOWN ON THE WORKING CALENDAR AS A REGULAR ITEM)

4.03 REMOVAL OF A F.A.I.R. ITEM

A COUNCILMEMBER WHO HAS PREVIOUSLY REQUESTED A F.A.I.R. ITEM MAY HAVE IT REMOVED UP UNTIL THE TIME IT APPEARS ON THE AGENDA AS A F.A.I.R. ITEM. NO OTHER COUNCILMEMBER IS PERMITTED TO REMOVE AN ITEM. IF AN ITEM IS REMOVED DURING THIS PERIOD STAFF WILL NOTIFY THE CITY COUNCIL OF ITS REMOVAL.

ONCE IT HAS BEEN PLACED ON THE AGENDA AS A FAIR ITEM, AND THERE ARE TWO OR MORE COUNCILMEMBERS WHO SUPPORT MOVING IT TO A FUTURE AGENDA FOR DISCUSSION, AN ITEM MAY NOT BE REMOVED UNTIL IT HAS BEEN PLACED BACK ON THE AGENDA AS A F.A.I.R. ITEM TO BE REMOVED. SHOULD THERE BE NO OBJECTION FROM COUNCILMEMBERS, THE ITEM WILL BE REMOVED AS A F.A.I.R. ITEM. IF AT LEAST TWO OTHER COUNCILMEMBERS WISH TO KEEP IT ON THE F.A.I.R. LIST, IT WILL BE PLACED ON A FUTURE AGENDA AS OUTLINED IN SECTION 4.02(A) ABOVE.

Rule 5 ORDER OF BUSINESS

5.01 Regular Meeting Agenda

The agenda for regular meetings of the City Council shall follow the following order:

4:30 P.M. MEETING

Call to Order
Roll Call
Pledge of Allegiance and Reading of the Mission Statement
Approval of Minutes of Previous Meetings
Public Participation
Proclamations and Recognitions
Appointments
Liquor License Public Hearings
Consent Items
Routine Items*
Recess

6:00 P.M. MEETING

Reconvene Regular Meeting
Roll Call
Public Participation
Carryover Items from 4:30 p.m. portion of Meeting
Public Hearing Items
Regular Agenda
Discussion Items
Council Liaison Reports
Future Agenda Item Request (FAIR)
Informational Items and Reports to/from Council and Staff, and Requests for Future Agenda Items
Adjournment

**Routine Items include those agenda items that are common, reoccurring, have been discussed at length in prior Council meetings, or are expected to have little to no public participation. They may include resolutions or ordinances.*

Consent Agenda items may be considered and acted upon by one motion, unless a Councilmember specifically requests that a consent item be considered and voted on separately. If related to a public hearing item on the agenda, ordinances or resolutions shall be placed under Public Hearings. Items requested for consideration and discussion by a Councilmember and placed in the Future Agenda Item Request Section need not have a staff summary or staff review, but the requesting Councilmember may specify in a memorandum what discussion, action, or options are proposed. There will be no discussion of issues raised during public participation, information items and reports, or requests for future agenda items. The City Clerk shall enter into the minutes all consent items approved with one motion, and shall record separately action taken on those items considered separately.

Rule 6 **PRESIDING OFFICER**

[Flagstaff City Charter Art. II, §7 and §8]

6.01 Mayor as Chair

The Mayor, or in his or her absence, the Vice Mayor, shall be the Chair for all meetings of the Council.

6.02 Temporary Chair

In case of the absence of the Mayor and the Vice Mayor, the City Clerk shall call the Council to order. If a quorum is found to be present, the Council shall proceed to elect, by a majority of those present, a Chair for the meeting.

Rule 7
MEETING DECORUM AND ORDER

7.01 Decorum and Order among Councilmembers

The Chair shall preserve decorum and decide all questions of order, subject to appeal to the Council. During Council meetings, Councilmembers shall preserve order and decorum and shall not delay or interrupt the proceedings or refuse to obey the order of the Chair or the Rules of the Council. Every Councilmember desiring to speak shall address the Chair, and upon recognition by the Chair, shall confine himself or herself to the question under debate and shall avoid all personal attacks and indecorous language. A Councilmember once recognized shall not be interrupted while speaking unless called to order by the Chair or unless a point of order is raised by another Councilmember. If a Councilmember is called to order while he or she is speaking, he or she shall cease speaking immediately until the question of order is determined. If ruled to be out of order, he or she shall remain silent or shall alter his or her remarks so as to comply with the Rules of the Council. Councilmembers shall confine their questions to the particular issues before the Council. If the Chair fails to act, any member may move to require him or her to enforce the Rules and the affirmative vote of the majority of the Council shall require the Chair to act.

If Council discussion of a matter exceeds one hour, each Councilmember shall limit their subsequent remarks to three minutes.

7.02 Decorum and Order among City Staff

The Chair shall have the authority to preserve decorum in meetings as far as the audience, staff members, and city employees are concerned. The City Manager shall also be responsible for the orderly conduct and decorum of all City employees under the City Manager's direction and control. Any remarks shall be addressed to the Chair and to any or all members of the Council. No staff member, other than the staff member having the floor, shall enter into any discussion either directly or indirectly without permission of the Chair.

7.03 Decorum and Order among Citizen Participants

Citizens attending Council meetings should observe the same rules of propriety, decorum, and good conduct applicable to members of the Council. Any person causing a disturbance of the peace and good order during a Council meeting, may be removed from the room if so directed by the Chair, and such person may be barred from further audience before the Council. Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations shall not be permitted by the Chair, if such actions cause a disturbance of the peace and good order the Chair may direct the Sergeant-at-Arms to remove such offenders from the room. Should the Chair fail to act, any member of the Council may move to require the Chair to enforce the Rules, and the affirmative vote of the majority of the Council shall require the Chair to act. Political campaigning is prohibited. Any member of the public desiring to address the Council on any agendized item shall be recognized by the Chair shall state his or her name and city of residence in an audible tone for the record, and shall limit his or her remarks to the questions under discussion. Any remarks shall be addressed to the Chair and to any or all members of the Council.

Citizens are allowed to address the Council a maximum of three times throughout the meeting, including comments made during Public Participation. Other than Public Participation, comments shall be limited to the business at hand. Once the Chair recognizes a speaker, the Chair shall limit the period of speaking to a reasonable period of time of no more than three minutes per person, at the discretion of the Chair and a speaker may address the Council with the speaker's own statements and the statements of other persons within the set time period.

Rule 8

RIGHT OF APPEAL FROM THE CHAIR

8.01 Process for Appeal

Any Councilmember may appeal to the Council from a ruling of the Chair. If the appeal is seconded, the member making the appeal may briefly state his or her reason for the same, and the Chair may briefly explain the Chair's ruling. There shall be no debate on the appeal, and no other member shall participate in the discussion. The Chair shall then put the question, "Shall the decision of the Chair be sustained?" If a majority of the members present vote "aye", the ruling of the Chair is sustained; otherwise, it is overruled.

Rule 9

PUBLIC PARTICIPATION IN COUNCIL DISCUSSIONS

9.01 Non-Public Hearing Discussions

Any person wishing to speak on any matter on the agenda before the Council, or during Public Participation, shall fill out a comment card and submit that card to the recording clerk, who will deliver the card to the Chair. The Chair shall limit the period of speaking to a reasonable period of time of no more than three minutes per person (exceptions listed below); a speaker may address the Council with the speaker's own statements and the statements of other persons within the set time limit. The person desiring to speak shall limit his or her remarks to the matter under discussion and shall address his or her remarks to the Chair.

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. **THE TEN PERSONS WILL BE REQUESTED TO IDENTIFY THEMSELVES BY STANDING AND THOSE INCLUDED IN THE GROUP ARE PRECLUDED FROM MAKING COMMENTS ON THE SAME TOPIC BUT MAY PARTICIPATE IN ANY OTHER AGENDIZED TOPICS UP TO THE LIMIT ADDRESSED IN 7.03.**

Any person wishing to speak with the assistance of a translator shall designate such on the speaker card and be permitted to speak up to five minutes.

9.02 Public Hearings

- A. In the case of a public hearing, the Chair shall announce prior to such hearing the total time limit, if any, to be allowed for public debate, depending upon the circumstances and public attendance. The Chair shall also announce the time limits

for each individual speaker (normally no more than three minutes), and that no speaker may be heard more than once.

- B. Any person wishing to speak with the assistance of a translator shall designate such on the speaker card and be permitted to speak up to five minutes.
- C. 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.
- D. Speakers may not cede any portion of their allotted time to another speaker.
- E. The order of presentation and time limits shall be as follows:
 - 1. Staff presentation (ten-minute time limit, except with specific Council permission to exceed this limit).
 - 2. Applicant presentation, only upon applicant's specific request (up to ten minutes, except with specific Council permission to exceed this limit).
 - 3. Council's questions to staff and applicant.
 - 4. Public comment (three minutes for individual speakers, up to fifteen minutes for a representative of ten or more persons present at the meeting who have contributed their time to the representative), **THE TEN PERSONS WILL BE REQUESTED TO IDENTIFY THEMSELVES BY STANDING AND THOSE INCLUDED IN THE GROUP ARE PRECLUDED FROM MAKING COMMENTS ON THE SAME TOPIC BUT MAY PARTICIPATE IN ANY OTHER AGENDIZED TOPICS UP TO THE LIMIT ADDRESSED IN 7.03.**
 - 5. Applicant's response, only upon applicant's specific request (5 minutes),
 - 6. Staff's response (5 minutes),
 - 7. Council deliberation and questions to staff and applicant.
- F. This rule will not preclude questions from members of the Council to the speaker where it is deemed necessary for purposes of clarification or understanding, but not for purposes of debate or argument.

Rule 10

RULES GOVERNING MOTIONS BY THE COUNCIL

10.01 Motion to be Stated by the Chair - Withdrawal

When a motion is made and seconded, it shall be so stated by the Chair before debate commences. A motion may not be withdrawn by the mover without the consent of the member seconding it.

10.02 Motion to Suspend Rules

Suspension of these Rules requires a majority consent of the Councilmembers present. A motion to suspend may not be made while another motion is pending unless it directly applies to the pending motion. Suspension of the Rules may not be appropriate in the context of a Public Hearing.

10.03 Motion to Change Order of Agenda

The Chair may, at his or her discretion, or shall, upon the majority vote of Councilmembers present, change the order of the agenda. However, caution should be given to not changing the order to circumvent the Open Meeting Law.

10.04 Motion to Table

A motion to table is used to delay discussion on an item until later in the meeting or until the next meeting. Neither the motion to table nor other business can be discussed, until a vote has been taken on the motion. If the motion is successful, no further discussion can be had without a motion to take off the table. To take a motion off the table at the same or immediately succeeding meeting, a motion and second must be made to take the item off the table, and it must pass by majority vote.

If not revived by the adjournment of the immediately succeeding meeting, the matter is considered to be dead.

10.05 Motion to Postpone

A motion to postpone is in order when an item is rescheduled to a time certain, when it is delayed with conditions, or when the matter is intended to be disposed of without action. If the motion prevails, the item shall return for Council action at the meeting specified or in accordance with the conditions established in the postponement. A motion to postpone may be debated prior to vote, but no other motion, including a motion to amend, may be offered until the vote is taken and only if the motion to postpone fails.

A motion to postpone indefinitely, if it receives a majority vote, effectively extinguishes an item.

10.06 Motion to Divide the Question

If the question contains two or more divisionable propositions, the Chair may, and upon request of a member shall, divide the same.

10.07 Motion to Amend

On a motion to amend or “strike out and insert”, the motion shall be made so that the intent of the amendment is clear to the Council and public, and for the record.

The Council may materially amend an ordinance after the first read of that ordinance and proceed immediately to the second read and adoption. In other words, it is not necessary to proceed as though it is a new ordinance after a material change.

10.08 Motion to Amend an Amendment

A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be introduced. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order.

10.09 Motion to Reconsider

After the decision on any question, any member who voted with the majority may move for a reconsideration of any action at the same meeting or at the next regular meeting that occurs at least one week after the date the action was taken. In the event of a tie vote on a motion, any Councilmember may move for reconsideration at the next regular meeting of the City Council that occurs at least one week after the date the action was taken, but not thereafter. To ensure that the matter will be included on the posted agenda in conformance with the Open Meeting Law, any Councilmember who wishes to have a decision reconsidered must alert the city clerk in writing at least five (5) days, exclusive of Saturdays, Sundays, and intermediate holidays, prior to the meeting at which the motion to reconsider will be made, unless the motion to reconsider was made and seconded at a Council meeting. A motion to reconsider shall require the affirmative vote of the majority of the members present at the time of reconsideration. After a motion for reconsideration has once been acted on, no other motion for reconsideration of the same subject shall be made without unanimous consent of all Councilmembers.

After the reconsideration time period has expired, the same matter may be placed on a later Council meeting agenda under Future Agenda Item Request at the request of any Councilmember. It shall require agreement by Councilmembers during Future Agenda Item Request to be placed on a future agenda as an action item. If the matter is considered for formal action on a future meeting, the motion for or against taking an action need not be made by a member of the prevailing vote.

10.10 Motion for Roll Call Vote

Any Councilmember may request a roll call vote, or the Chair may ask for a roll call vote for purposes of clarifying a vote for the record. The roll may be called for yeas and nays upon any questions before the Council. Unless allowed by the Chair, it shall be out of order for members to explain their vote during the roll call, or to engage in additional debate or discussion on the subject after the vote is taken.

Rule 11

MISCELLANEOUS PROVISIONS

11.01 Prior Approval by Administrative Staff

Except as to matters requested by individual Councilmembers under the Future Agenda Item Request Section of the agenda, all ordinances, resolutions and contract documents shall, before presentation to the Council, have been approved as to form and legality by the City Attorney or his or her authorized representative, and shall have been examined for practicality by the City Manager or his or her authorized representative.

11.02 Placement of Items on Agendas for Council Action

Pursuant to Council direction received during any Council meeting, the City Manager may present ordinances, resolutions, and other matters or subjects to the Council, and any Councilmember may assume sponsorship thereof by moving that such ordinances, resolutions, matters or subjects be adopted. In addition, ordinances, resolutions and other matters or subjects requiring action by the Council may be introduced and sponsored by a member of the Council through the Future Agenda Item Request process described in Rule 4.01.

11.03 No New Agenda Items after 9:30 p.m. except by Majority Vote.

No new agenda items shall begin after 9:30 p.m. unless approved by majority vote of the City Council. If, however, discussion on an item commences prior to 9:30 p.m., the Council may continue its deliberation or move to postpone that item. Agenda items on a Council agenda not considered will be placed on the immediately succeeding Council meeting.

11.04 Robert's Rules

Robert's Rules of Order, latest edition, shall serve as a guideline for interpretation of and supplementation for these Rules in all cases to which they are applicable, provided they are not in conflict with these Rules or with the Charter of the City of Flagstaff or the laws of the State of Arizona. The interpretation of these Rules and Robert's Rules shall be guided by the principles underlying Parliamentary law, that is, a careful balance of the rights of individuals and minority subgroups of the council with the will of the majority. In no case shall the strict application of a rule or procedure be interpreted to deny any individual or minority the right to participate in a debate, discussion, or vote, nor shall these rules be interpreted in such a way so as to defeat the will of the majority of the whole of the Council.

11.05 Citizen Petitions [Flagstaff City Charter Art. II, §17]

A citizen or a group of citizens may present a written petition to the City Manager, signed by a minimum of 25 citizens from the City of Flagstaff in a form prescribed by ordinance, who shall present it to the Council at its next regular meeting. The Council must act on the petition within 31 days of the City Manager's presentation. Citizen petitions will first be placed on the agenda under Future Agenda Item Request to determine if there is Council interest in placing the item on a future agenda for consideration. Failure to give such direction shall constitute "action" for purposes of this section.

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Dan Folke, Planning Director
Date: 03/07/2018
Meeting Date: 03/13/2018



TITLE

Discussion: Concept Zoning

STAFF RECOMMENDED ACTION:

Information is provided for discussion only

EXECUTIVE SUMMARY:

Last year Councilmember Putzova requested a F.A.I.R. item on Concept Zoning, and on June 20, 2017, others agreed to move this to a future agenda for discussion. The Flagstaff Zoning Code provides two options when preparing a Zoning Map Amendment, commonly known as a rezoning. Applicants may choose between a Direct Ordinance or Concept Zoning Plan. The Direct Ordinance is completed in conjunction with a site plan review, so the request includes the specific details of the development. The Concept Zoning Plan provides general information that allows flexibility for the future use.

INFORMATION:

The Concept Zoning Plan process decouples a zoning map amendment application from an application for site plan review and approval. In this case, a concept zoning plan would be developed and submitted in support of the zone change request, and, assuming Council approval of the Zoning Map amendment, then a complete site plan application would be submitted at a later time.

The Direct Ordinance with a Site Plan process provides an applicant with a shorter approval process with fewer steps. This process enables an applicant to submit fully developed site plans with all supporting information required for site plan review and approval concurrently with the Zoning Map amendment application. Once the Zoning Map amendment is approved by the Council, then the applicant may proceed directly to construction plan and building permit review, and no additional site plan review is required.

A Concept Zone Plan application provides general information on potential development. The application requires the submission and evaluation of a vicinity map, context analysis map, site analysis map, concept phasing plan, building types and a project narrative. A Direct Ordinance application requires more detailed information of the proposed development through the submission and review of a site plan. Submittal requirements include the building footprint, building elevations, building floor plans, grading and drainage plan, landscaping plan, natural resource survey, natural resource protection plan and a lighting plan. Both zoning map amendment applications require a public participation plan with neighborhood notification and meetings, impact analysis of transportation, water and sewer utilities and stormwater. The detailed information for each of these is found in the attached application.

Staff finds both application types are appropriate depending on the circumstances. Property owners who



TEAM FLAGSTAFF



Concept Zoning Plan Map Amendment

Planning and Development Services Section

February 26, 2018

Daniel Folke, Planning Director





TEAM FLAGSTAFF



Zoning Map Amendment – Two Pronged Approach

Direct Ordinance with a Site Plan

- Site plan review first, then proceed with rezoning application

Rezone with Concept Zoning Plan

- Consider the rezoning request first, then proceed with administrative site plan review





TEAM FLAGSTAFF



Two-Pronged Approach

Direct Ordinance

- Building footprint
- Building elevations
- Building floor plans
- Grading and Drainage plan
- Landscaping plan
- Natural resource survey
- Natural resource protection plan
- Lighting plan

Concept Zone Plan

- Vicinity map
- Context analysis map
- Site analysis map
- Concept phasing plan
- Building types
- Project narrative





Both applications require:

Public participation plan

- Neighborhood notification
- Neighborhood meeting
- Meeting report

Impact Analysis

- Transportation
- Water/Sewer
- Stormwater

Cultural Resource Study





TEAM FLAGSTAFF



Concept Zoning Plan

When is the Concept Zoning Plan appropriate?

- Owner wants to entitle the property
- Do not know the end use
- Do not have a builder or proposed site plan
- Limit the upfront costs to the owner
- Provide more options for local businesses





City of Flagstaff

Community Development Division

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

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

PREZ/PGM

Date Received	Application for Zoning Map Amendment and/or Minor Regional Plan Amendment			File Number
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: 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	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

Community Development Division

211 W. Aspen Ave

P: (928) 213-2618

Flagstaff, AZ 86001

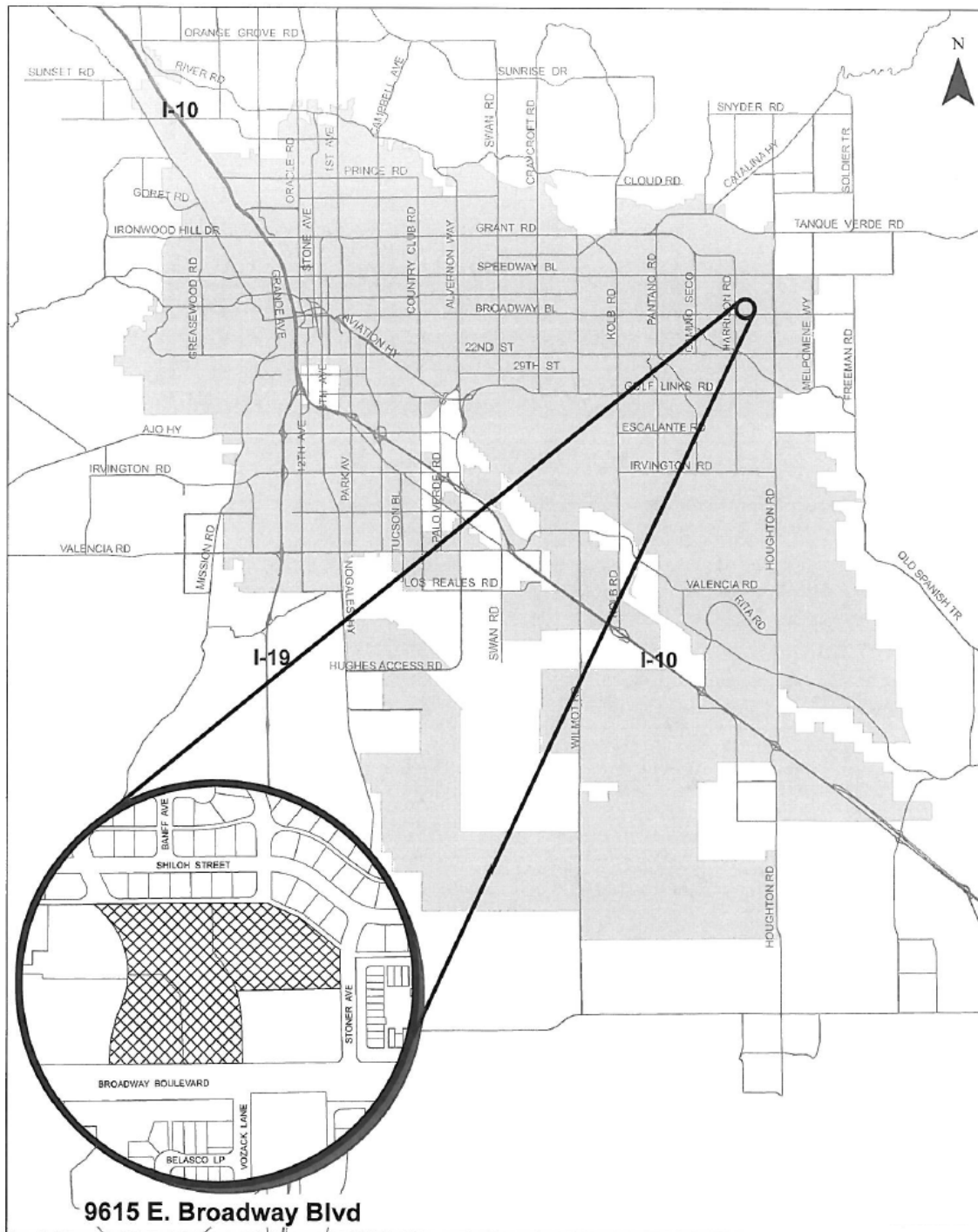
F: (928) 213-2609

www.flagstaff.az.gov

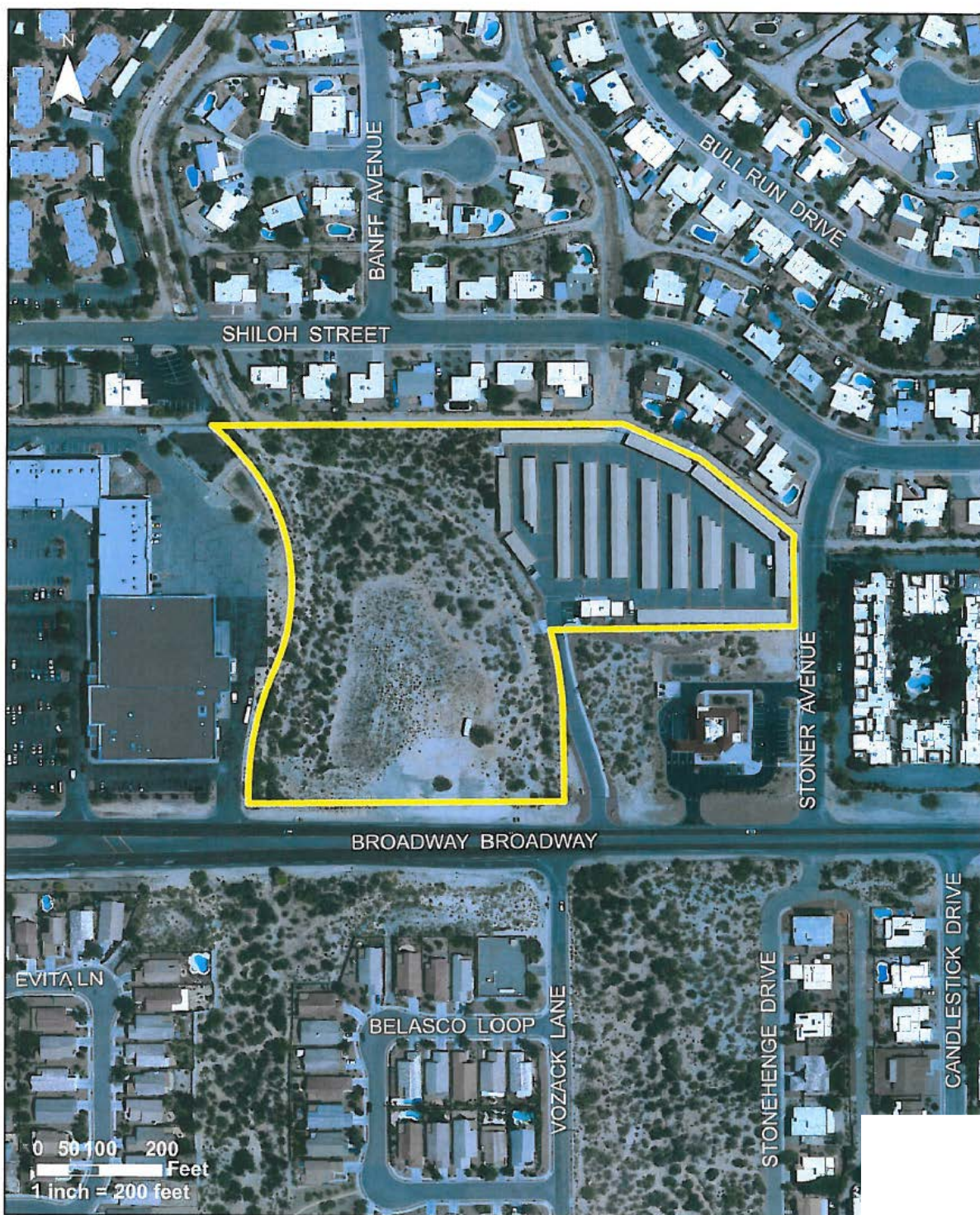
IMP/Scope

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

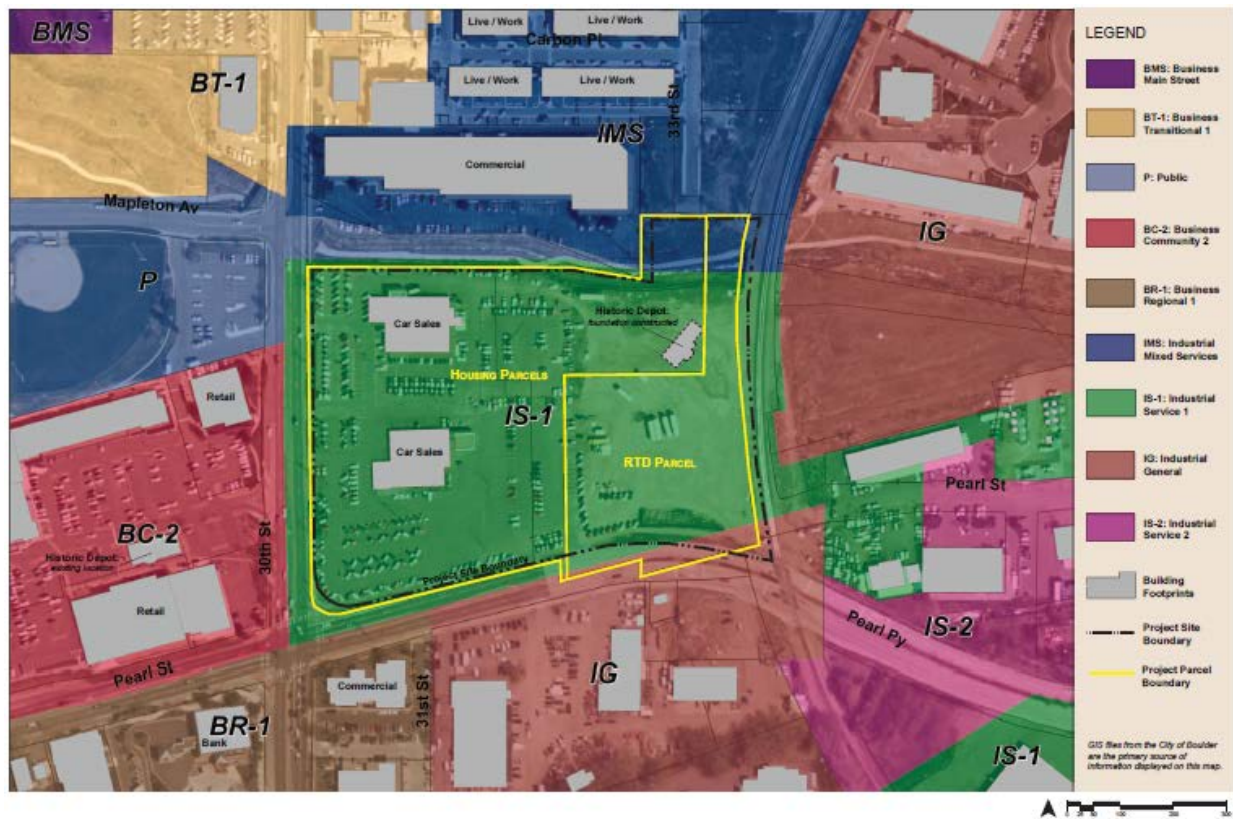


Sample Vicinity Map, Sheet 2:

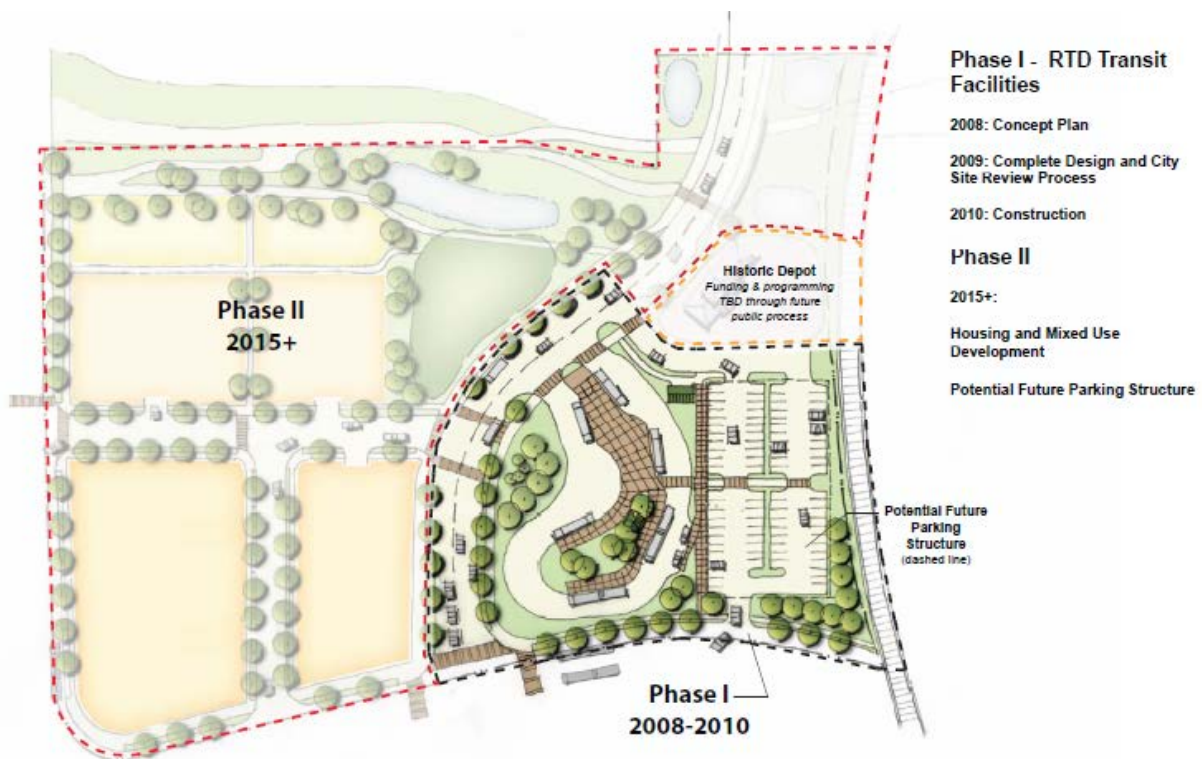


PROJECT NAME: Street Address

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 landscaped 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 come from on-road 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.

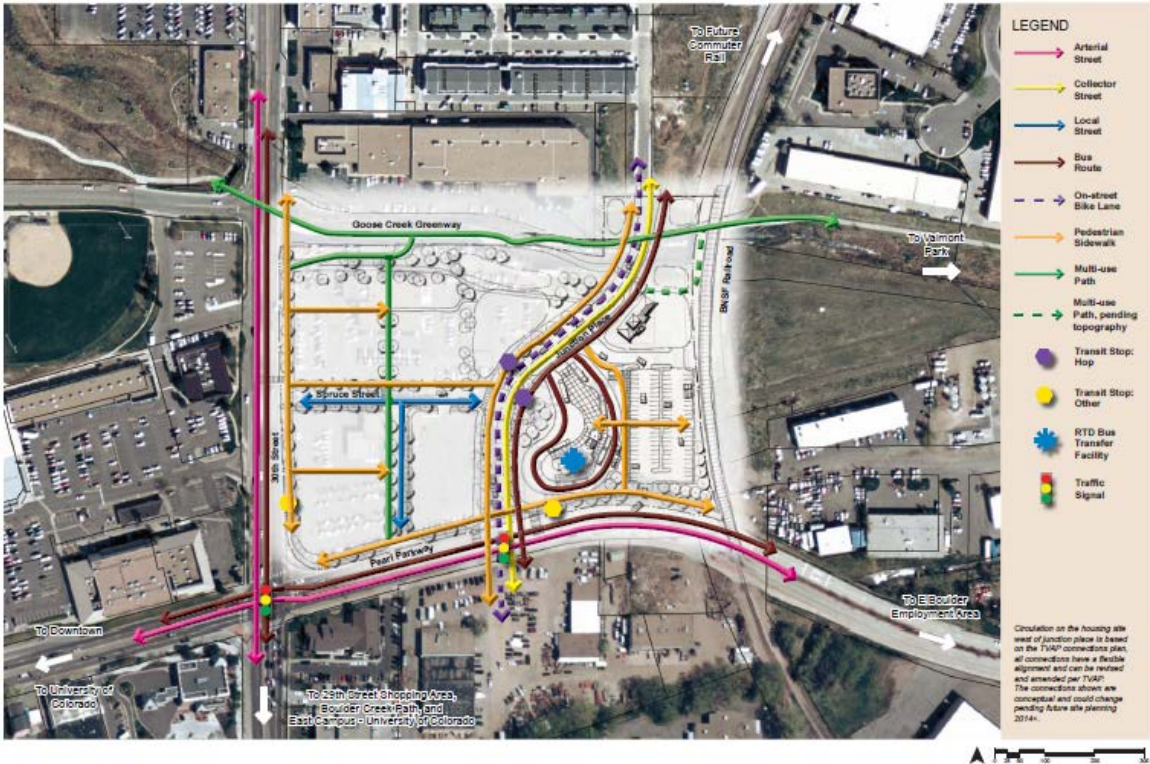


Streetscapes are opportunities for seating and landscaping.



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

Proposed Civic Space Types



Proposed Circulation Map