

COMBINED SPECIAL MEETING/WORK SESSION AGENDA

A M E N D E D

COMBINED SPECIAL MEETING/WORK SESSION
TUESDAY
MARCH 23, 2021

STAFF CONFERENCE ROOM
SECOND FLOOR - CITY HALL
211 WEST ASPEN AVENUE
3:00 P.M.

ATTENTION

**IN-PERSON AUDIENCES AT CITY COUNCIL MEETINGS HAVE BEEN SUSPENDED UNTIL
FURTHER NOTICE**

The meetings will continue to be live streamed on the city's website
(<https://www.flagstaff.az.gov/1461/Streaming-City-Council-Meetings>)

PUBLIC COMMENT PROTOCOL

**The process for submitting a public comment has changed and public comments will no longer be
read by staff during the Council Meetings.**

All public comments will be taken either telephonically or accepted as a written comment.

Public comments may be submitted to publiccomment@flagstaffaz.gov

If you wish to address the City Council with a public comment by phone you must submit the
following information:

First and Last Name
Phone Number
Agenda Item number you wish to speak on

If any of this information is missing, you will not be called. We will attempt to call you only one
time. We are unable to provide a time when you may be called.

All comments submitted otherwise will be considered written comments and will be documented
into the record as such.

If you wish to email Mayor and Council directly you may do so at council@flagstaffaz.gov.

SPECIAL MEETING

1. **Call to Order**

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

*Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the City Council and
to the general public that, at this 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 DEASY

VICE MAYOR DAGGETT

COUNCILMEMBER ASLAN

COUNCILMEMBER MCCARTHY

COUNCILMEMBER SALAS

COUNCILMEMBER SHIMONI

COUNCILMEMBER SWEET

4. **Consideration and Adoption of Resolution No. 2021-11 and Ordinance No. 2021-05:** A Resolution of the City Council of the City of Flagstaff, Coconino County, Arizona, declaring as a public record that certain document filed with the City Clerk and entitled "Case No. PZ-21-00019 Zoning Code Text Amendment - 2021: Affordable Housing Modified Development Standards;" and, an Ordinance of the City Council of the City of Flagstaff, Coconino County, Arizona, amending the Flagstaff City Code, Title 10, Flagstaff Zoning Code, to modify the Affordable Housing Incentives and Parking Standards.

STAFF RECOMMENDED ACTION:

- 1) Adopt Resolution No. 2021-11
- 2) Read Ordinance No. 2021-05 by title only for the final time
- 3) City Clerk reads Ordinance No. 2021-05 by title only (if approved above)
- 4) Adopt Ordinance No. 2021-05

5. **Consideration and Approval:** Flagstaff Shelter Services support letter

STAFF RECOMMENDED ACTION:

Approve the Letter of Support

6. **Adjournment**

WORK SESSION

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. **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.

3. **Sustainability Commission Updates**

4. **Open Spaces Commission Update**

5. **Heritage Preservation Commission Council Update**

6. **Public Participation**

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

8. **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 _____, 2021.

Stacy Saltzburg, MMC, City Clerk

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Dan Symer, Zoning Code Manager
Date: 03/17/2021
Meeting Date: 03/23/2021



TITLE:

Consideration and Adoption of Resolution No. 2021-11 and Ordinance No. 2021-05: A Resolution of the City Council of the City of Flagstaff, Coconino County, Arizona, declaring as a public record that certain document filed with the City Clerk and entitled "Case No. PZ-21-00019 Zoning Code Text Amendment - 2021: Affordable Housing Modified Development Standards;" and, an Ordinance of the City Council of the City of Flagstaff, Coconino County, Arizona, amending the Flagstaff City Code, Title 10, Flagstaff Zoning Code, to modify the Affordable Housing Incentives and Parking Standards.

STAFF RECOMMENDED ACTION:

- 1) Adopt Resolution No. 2021-11
- 2) Read Ordinance No. 2021-05 by title only for the final time
- 3) City Clerk reads Ordinance No. 2021-05 by title only (if approved above)
- 4) Adopt Ordinance No. 2021-05

Executive Summary:

The proposed amendment (Case No. PZ-21-00019) incorporates changes to the Zoning Code that would allow the City Council to approve modifications to the Property Development Standards for permanently affordable housing developments that provide 100% of the dwelling units to persons or families with a household income equal to 80% or less of the area median income for the City of Flagstaff.

The Housing Commission reviewed and provided a recommendation of approval at the February 25, 2021 Housing Commission meeting.

The Planning and Zoning Commission reviewed and provided a recommendation of approval at the March 10, 2021, Planning and Zoning Commission meeting.

Financial Impact:

There are no anticipated financial impacts affiliated with the proposed Zoning Code Text Amendment.

Policy Impact:

City Council Goal: *Support development and increase the inventory of public and private affordable housing for renters and home owners throughout the community.*

- The proposed Zoning Code Text Amendment is intended to assist affordable housing developers and property owners to overcome Zoning Code challenges that potentially increase the cost of housing or minimize the number of units provided.

Connection to PBB Key Community Priorities/Objectives & Regional Plan:

Priority Based Budget Key Community Priorities and Objectives

- Implement innovative local government programs, new ideas & best practices; be recognized as a model for others to follow
- Actively support attainable & affordable housing through City projects & opportunities with developers,

Regional Plan

Staff's analysis of the Regional Plan's goals and policies is included below under the Zoning Code Text Amendment Criteria heading, Finding #1 of the report. In addition, the staff's narrative and Regional Plan and Specific Plan analysis are included as Attachment 2.

Has There Been Previous Council Decision on This:

There has not been a previous City Council decision on this ordinance.

Options and Alternatives:

The City Council may adopt, modify, or deny the amendment.

Proposed Amendment:

The proposed amendment (Exhibit A to the Resolution No. 2021-11) incorporates into the Affordable Housing Incentives certain provisions that would allow the City Council to approve modifications to the Property Development Standards (e.g., area, width, lot size, setbacks, open space, etc.), excluding building height, density, outdoor lighting, signs, and the standards or guidelines applicable to a property with a historic, landmark, or airport overlay zone. The provisions would be valid for permanently affordable housing developments that provide 100% of the dwelling units to persons or families with a household income equal to 80% or less of the area median income for the City of Flagstaff. The Zoning Code defines permanent affordability for affordable housing as a minimum of 30 years for developments with rental units and 99 years on for-sale units.

The intent of the proposed provisions is to implement the Regional Plan and Incentive Policy for Affordable Housing (IPAH) policies to provide flexibility and allow property owners of affordable housing developments to request modifications to the Property Development Standards that may not be easily addressed as part of the design. Additionally, it allows for alternative design solutions. Another example of a modification could be a change in the parking requirements to a rate that is less than one space per dwelling unit and is more appropriate for the development, such as the parking requirements for an affordable housing senior living development. It should be noted that this amendment is also being proposed to assist in addressing Flagstaff's housing crisis that was declared by the previous City Council (Resolution No. 2020-66).

In order to approve any request to modify the Property Development Standards, the City Council will be required to ascertain that the incorporated findings have been met. In summary, these findings are to ensure that the modification to the Property Development Standards maintain consistency with the Regional Plan (General Plan), will not cause health, safety, convenience, or welfare hazards, maintain consistency with other existing developments in the area, and the proposed development is similar in quality to other developments that are available to the public at the market rate. Moreover, an additional finding has been incorporated pertaining to the location of the Development Site to a transit stop. This finding is only applicable when a modification to the number of motor vehicle parking spaces required is proposed to be modified.

Zoning Code Text Amendment Criteria:

A Zoning Code Text Amendment shall be evaluated based on the following findings:

A. Finding #1:

The proposed amendment is consistent with and conforms to the objectives and policies of the General Plan and any applicable specific plan;

The primary purpose of the amendment is to implement and maintain consistency and conformance with the goals and policies of the Regional Plan (General Plan) while encouraging and incentivizing affordable housing through flexible land use development standards that are sensitive to the contextual surroundings. In order to achieve this purpose, the proposed amendment incorporates provisions to allow the City Council to approve modifications to the Property Development Standards of a zone, to accommodate permanently affordable housing developments, as defined in the Zoning Code. The affordable housing developments that qualify for the modification provision constitute developments that provide 100% of the dwelling units to persons or families with a household income equal to 80% or less of the area median income for the City of Flagstaff. In addition, criteria have been incorporated that require the City Council to find that the proposed modifications to the Property Development Standards maintain consistency with the Regional Plan (General Plan).

The proposed provisions and findings address multiple goals and policies of the Regional Plan. These include the following:

- Providing flexibility in the Property Development Standards to incentivize affordable housing developments that contribute to providing a variety of housing types in Flagstaff and to assist in overcoming design and development challenges of a property through the incorporation of creative solutions (Regional Plan Goal NH.3. and Policies ED.7.1., NH.3.5. and LU.1.6.);
- Requiring that the City Council find that the proposed modifications to the Property Development Standards maintain a development design that is contextually sensitive to the development patterns of the area/neighborhood in which the development is proposed (Regional Plan Goal CC.4. and Policies CC.3.1., CC.3.2., ED.7.1., NH.1.1., NH.6.1. and LU.1.6.);
- Protecting existing historic areas and building forms by prohibiting modifications to the Property Development Standards and guidelines of historic and landmark overlay zones¹ (Policies CC.2.7., LU.10.3., and NH.1.1.); and,
- Protecting the airport area from developments that may otherwise hinder current and future airport expansion operations by prohibiting modifications to the Airport Overlay (AO) zone (Policies ED.3.8. and LU.16.1.).

Note: 1. Currently there are three historic and landmark overlay zoning categories: Landmark Overlays (LO), the Townsite Overlay (TO) and the Downtown Overlay (DO).

B. Finding #2

The proposed amendment will not be detrimental to the public interest, health, safety, convenience, or welfare of the City;

The provisions of the amendment are not anticipated to be detrimental to the public interest, health, safety, convenience, or welfare of the city. In order to assist in the implementation of the Regional Plan's policies to encourage, incentivize, and increase the availability of affordable housing, the primary purpose of the amendment is to minimize regulatory constraints by allowing modifications to the Property Development Standards. Furthermore, the amendment includes provisions that require the City Council to find that the proposed modifications to the Property Development Standards will not be detrimental to the public interest, health, safety, convenience, or welfare and will not endanger, jeopardize, or otherwise constitute a hazard to the property or improvements in the vicinity in which the development is located.

C. Finding #3

The proposed amendment is internally consistent with other applicable provisions of this Zoning Code.

The amendment does not substantively modify the existing provisions of the Zoning Code, and it is internally consistent with the code. Furthermore, the proposed amendment utilizes the existing format and does not conflict with other provisions of the Zoning Code. It maintains the Zoning Code's purpose as a comprehensive contemporary set of land uses and requirements that are straightforward, usable, and easily understood.

Citizen Participation:

Persons of interest on file with the Planning and Development Services section of the Community Development Division were notified of the Planning and Zoning Commission and City Council work sessions and public hearing via first-class mail. Moreover, notification of the work sessions and public hearings were published on the City's Facebook and Flagstaff Community Forum web pages and in the Arizona Daily Sun.

At the City Council meeting on February 9, 2021, one public comment was provided in support of the amendment. As of the date of this report, staff has received two sets of comments (Attachment 3) pertaining to the amendment from the public. In addition, two people responded to the Flagstaff Community Forum survey regarding this amendment. One indicated that he/she does not support the amendment, and the other respondent maintained a neutral position.

Planning and Zoning Commission Work Session:

At the Planning and Zoning Commission Work Session of February 10, 2021, staff reviewed the text amendment application with the Commission. The Commission had a series of questions to clarify their understanding of the proposed Zoning Code Text Amendment. In summary, the Commission unanimously recommended that a maximum distance from a transit location be incorporated for any parking modification. The Commission also recommended, as part of the processing of a modification request for a property in a historic district, that staff obtain a recommendation from the Heritage Preservation Commission before presenting the request to the City Council. In addition, the Commission recommended that the following considerations be addressed as part of a future amendment: 1) a public notification requirement; and 2) incorporate a requirement for the Heritage Preservation Commission to make a recommendation to the City Council for any modification to the Property Development Standards of a zone for a property in a historic district. In order to address these concerns, the proposed Zoning Code Text Amendment has been modified to include notification and transit location requirements. Also, the standards and guidelines of the historic and landmark overlay zones have been exempted from the allowable modifications.

City Council Work Session:

At the City Council Work Session on February 9, 2021, staff reviewed the text amendment application with the City Council. The City Council had a series of questions to clarify their understanding of the proposed Zoning Code Text Amendment. In summary, the City Council was supportive of the amendment, although it was opined that when parking modifications are proposed, the Development Site should be near a transit stop and in an activity center. Additionally, it was stated that a menu of considerations should be incorporated for different quantities of affordable units and income ranges. In order to address these concerns, the proposed Zoning Code Text Amendment has been modified to include transit location requirements, and staff recommends incorporating the menu of considerations as part of the larger update to the Zoning Code's Affordable Housing Incentives later this year as a separate amendment.

Housing Commission Meeting:

At the Housing Commission meeting on February 25, 2021, the Commission reviewed the text amendment application and provided a recommendation of approval to City Council. In addition, the Commission had clarification questions and provided the following comments: a concern was expressed regarding reducing the parking requirements, and caution should be taken if there was consideration to reduce the Area Median Income level that would be more exclusive.

City Council Public Hearing:

At the City Council Public Hearing on March 16, 2021, staff reviewed the text amendment application with the City Council, and public comments were provided. In summary, the commentator of the public comments advocated to broaden the required notification requirements to include persons throughout Flagstaff that desire obtaining affordable housing. The City Council had clarification questions. At the conclusion of the Public Hearing, the City Council approved a motion to read Resolution No. 2021-11 with the incorporation of a public notification requirement that is to be sent to all affordable housing advocacy agencies on file with the City of Flagstaff's Housing section.

Attachments: Res. 2021-11
 Exhibit A to Res. 2021-11
 Ord. 2021-05
 2. Narrative and Regional Plan Conformance Analysis
 3. Public Comments
 Staff Presentation

RESOLUTION NO. 2021-11

A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE CITY CLERK AND ENTITLED "CASE NO. PZ-21-00019 ZONING CODE TEXT AMENDMENT-2021: AFFORDABLE HOUSING MODIFIED DEVELOPMENT STANDARDS"

RECITALS:

WHEREAS, pursuant to A.R.S. § 9-802 a municipality may enact or amend provisions of the City Code by reference to a public record, provided that the adopting ordinance is published in full;

WHEREAS, the City of Flagstaff wishes to incorporate by reference amendments to the Flagstaff Zoning Code, Ordinance No. 2021-05, by first declaring said amendments to be a public record.

ENACTMENTS:

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

SECTION 1. In General.

That certain document known as "*Case No. PZ-21-00019 Zoning Code Text Amendment - 2021: Affordable Housing Modified Development Standards*" attached hereto as Exhibit A is hereby declared to be a public record, and one (1) paper copy and one (1) electronic copy shall remain on file with the City Clerk in compliance with A.R.S. § 44-7041, and said copies shall remain on file with the City Clerk.

SECTION 2. Effective Date.

This resolution shall be effective thirty (30) days following adoption by the City Council.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 23rd day of March, 2021.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

Exhibits:

- A. Case No. PZ-21-00019 Zoning Code Text Amendment - 2021: Affordable Housing Modified Development Standards

Case No. PZ-21-00019 Zoning Code Text Amendment - 2021: Affordable Housing Modified Development Standards

HOW TO READ THIS DOCUMENT

Unless otherwise stated, existing provisions that are being deleted are shown in bold red strikethrough text, like this: ~~Provisions that are being deleted are shown with a bold red strikethrough text.~~

Provisions that are being added are shown in bold blue text, like this: **Provisions that are being added are shown in bold blue text.**

Section 1. Amend Title 10 FLAGSTAFF ZONING CODE, Division 10-40.20 Affordable Housing Incentives, Section 10-30.20.020 Applicability, Subsection C. Minimum Percentage., as follows:

10-30.20.020 Applicability

- C. **Minimum Percentage.** A minimum of 10 percent of the total number of proposed units must be affordable housing, as defined in Section 10-30.20.050, Density Bonus, **unless a higher minimum is required by other provisions of this division.**

Section 2. Amend Title 10 FLAGSTAFF ZONING CODE, Division 10-40.20 Affordable Housing Incentives, 10-30.20.040 Affordable Housing Incentives, Subsection B. Incentives Defined., Paragraph 4. Adjustment of Building Form Standards., as follows:

10-30.20.040 Affordable Housing Incentives

- B. **Incentives Defined.** For the purposes of this division, developer incentives for affordable housing development are defined below.
4. **Adjustment of ~~Building Form~~ Property Development Standards.**
- a. Affordable housing can utilize Planned Residential Development (Section 10-40.60.280) in any zone to provide flexibility in the application of building form requirements and to increase the potential building types.
 - b. Minor modifications to ~~building form standards~~ **Property Development Standards** for affordable housing developments ~~(e.g., setbacks, height, coverage, area, lot size, or other lot requirements)~~ may be modified up to 15% ~~percent~~.
 - c. **Additional modifications to the Property Development Standards may be approved by the City Council for a Category 1 affordable housing development that provides 100% of the dwelling units to persons or families with a household income equal to 80% or less of the**

Area Median Income as published annually by the U.S. Department of Housing and Urban Development for the City of Flagstaff.

- (i) To approve a request to modify the Property Development Standards, the City Council shall find that the following criteria have been met:
 - (a) The modifications are consistent with and conform to the goals of the General Plan and any applicable specific plans;
 - (b) The modifications will not be detrimental to the public interest, health, safety, convenience, or welfare of the City and will add to the public good as described in the General Plan;
 - (c) The requested modifications will not endanger, jeopardize, or otherwise constitute a hazard to the property or improvements in the vicinity in which the property is located;
 - (d) The proposed development is consistent with the character of the area; and
 - (e) The type, quality, and amenities of the development are consistent with those found in similar developments that are available to the public at market rate.
- (ii) Additional findings to approve a request to modify the number of motor vehicle parking spaces required (Section 10-50.80.040). To approve a request to modify the motor vehicle parking requirements, the City Council shall also find that:
 - (a) Adequate transit service is available to the Development Site. Adequate transit service from a Development Site to a permanent transit stop is:
 - (a.i.) Less than or equal to 1,320 feet; or
 - (a.ii.) A distance greater than 1,320 feet when the City Council finds that the route to the permanent transit stop has adequate nighttime lighting and does not have a significant grade change, and the distance does not impede reasonable access to transit.

The distance between the permanent transit stop to the Development Site shall be measured following a continuously improved sidewalk and/or public paved trail.
- (iii) Notice of the City Council Meeting. A minimum of 15 days prior to the City Council Meeting, the applicant shall:
 - (a) Notify by first-class mail all property owners of record within 300 feet of the subject property of the purpose of the request, and the time, date, and place of the City Council meeting;
 - (b) Notify by first-class mail all homeowners associations (HOAs) that govern land within 1,000 feet of the subject property as well as all persons or groups whose names are on the registry of persons and groups described in Subsection C of Section 10-20.30.080 who are interested in receiving such notice, of the purpose of the request, and the time, date, and place of the City Council meeting;
 - (c) Notify by first-class mail all affordable housing advocacy agencies on file with the City of Flagstaff's Housing section of the purpose of the request, and the time, date, and place of the City Council meeting; and
 - (d) Install a minimum of one sign that is at least four feet by four feet on the Development Site in a location clearly visible from a public right-of-way and

adjacent residents setting forth the purpose, time, date, and place of the City Council meeting, with an attached information tube containing copies of the meeting notice. All print on the sign shall be visible from a distance of 100 feet.

- d. For the purposes of this section, the Property Development Standards means Building Form, Building Placement, Building Types, Encroachments and Frontage Types, Fences and Screening, Landscape Standards, Lot Requirements, Open Space, Parking Standards and Required Parking, Private Frontage Types, and any other amount, area, dimension, quantity, size, or design requirement of the Zoning Code as determined by the Zoning Administrator. Property Development Standards that may be modified pursuant to this section do not include Building Height, Density, the Number of Units per Building Type, Outdoor Lighting Standards, Signs, and the standards or guidelines of the overlay zones specified in subsection A.1. (Airport Overlay (AO)), A.2., (Downtown Overlay (DO)), A.3. (Landmarks Overlay (LO)) and A.5 (Townsite Overlay (TO)) of Section 10-40.50.030., and any historic overlay zone adopted after the effective date of this provision (CITY CLERK/CODIFIER TO ADD EFFECTIVE DATE).

Section 3. Amend Title 10 FLAGSTAFF ZONING CODE, Division 10-50.80: Parking Standards, Section 10-50.80.060 Parking Adjustments, as follows:

10-50.80.060 Parking Adjustments

In the case that more than one parking adjustment may apply, for example as a result of allowed reductions for affordable housing (see Division 10-30.20, Affordable Housing Incentives), reductions for bike racks, or any other reduction authorized by this code, the cumulative parking adjustment shall not exceed 20 percent. However, in multifamily residential developments no less than one parking space per residential unit shall be required, **unless approved by City Council as part of an affordable housing development meeting the criteria set forth in Section 10-30.20.040.B.4.c.**

ORDINANCE NO. 2021-05

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, AMENDING THE FLAGSTAFF CITY CODE, TITLE 10, FLAGSTAFF ZONING CODE, ADOPTING BY REFERENCE THAT CERTAIN DOCUMENT ENTITLED "CASE NO. PZ-21-00019 ZONING CODE TEXT AMENDMENT - 2021: AFFORDABLE HOUSING MODIFIED DEVELOPMENT STANDARDS"; PROVIDING FOR SEVERABILITY, AUTHORITY FOR CLERICAL CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE

RECITALS:

WHEREAS, the City of Flagstaff wishes to amend Title 10 Flagstaff Zoning Code of the Flagstaff City Code, to incorporate additional Affordable Housing Incentives and an allowance to provide less than one parking space per dwelling unit for an affordable housing development; and

WHEREAS, a citizen review session was held at the Planning Commission work session on February 10, 2021, to discuss the proposed Zoning Code text amendment in accordance with Section 10-20.50.040 of the Flagstaff Zoning Code; and

WHEREAS, the Planning and Zoning Commission held public hearing on March 10, 2021, and provided a recommendation to City Council on proposed Zoning Code text amendment; and

WHEREAS, the Council has read and considered the staff report prepared by the Planning and Development Services section of the Community Development division and all attachments to those reports, and the Council finds that the proposed Zoning Code text amendment is in conformance with the General Plan, and the findings of Section 10- 20.50.040 of the Flagstaff Zoning Code have been met; and

WHEREAS, that certain document known as "*Case No. PZ-21-00019 Zoning Code Text Amendment - 2021: Affordable Housing Modified Development Standards*", one (1) paper copy and one (1) electronic copy of which are on file with the City Clerk in compliance with A.R.S. § 44-7041, was declared to be a public record by Resolution No. 2021-11.

ENACTMENTS:

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

SECTION 1. The foregoing recitals are incorporated as if fully set forth herein.

SECTION 2. That certain document known as "*Case No. PZ-21-00019 Zoning Code Text Amendment - 2021: Affordable Housing Modified Development Standards*", one (1) paper copy and (1) electronic copy are on file in the office of the City Clerk of the City of Flagstaff, Arizona, which document is declared a public record by Resolution No. 2021-11 of the City of Flagstaff, Arizona, is hereby referred to, adopted and made a part hereof as if fully set out in this ordinance and its provisions are hereby declared to amend the Flagstaff City Code, replacing and superseding the existing relevant provisions of the City Code, as set forth therein.

SECTION 3. The amendment is consistent with and conforms to the goals of the Regional Plan.

SECTION 4. The amendment will not be detrimental to the public interest, health, safety, convenience, or welfare of the City, and will add to the public good as described in the General Plan.

SECTION 5. The amendment is internally consistent with other applicable provisions of this Zoning Code.

SECTION 6. Repeal of Conflicting Ordinances

All ordinances and parts of ordinances in conflict with the provisions of the amendment adopted herein are hereby repealed.

SECTION 7. Severability

If any section, subsection, sentence, clause, phrase or portion of this ordinance or any part of the code adopted herein by reference is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

SECTION 8. Clerical Corrections

The City Clerk is hereby authorized to correct clerical and grammatical errors, if any, related to this ordinance, and to make formatting changes appropriate for purposes of clarity, form, or consistency with the Flagstaff City Code.

SECTION 9. Effective Date

This Ordinance shall be effective thirty (30) days following adoption by the City Council.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 23rd day of March, 2021.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

Affordable Housing Modified Development Standards Zoning Code Text Amendment

Narrative and Regional Conformance Analysis

Narrative

The purpose of Division 10-30.20: Affordable Housing Incentives of the Zoning Code is to implement the Regional Plan and Incentive Policy for Affordable Housing (IPAH) policies, in order to encourage the preservation and production of affordable dwelling units and to assist in addressing Flagstaff's housing crisis that was declared by the previous City Council (Resolution No. 2020-66). The Zoning Code currently incorporates density bonuses, reductions in forest resources, landscape requirements and parking requirements, and a 15% modification to Property Development Standards.

The proposed amendment will incorporate additional provisions into the Affordable Housing Incentives, which will allow the City Council to approve modifications to the Property Development Standards (e.g., area, width, lot size, setbacks, open space, etc.) that are greater than 15%, excluding building height, density, outdoor lighting, signs, and the standards or guidelines applicable to a property with a historic, landmark or airport overlay zone. The provisions would be valid for permanently affordable housing developments, as defined in the code, which provide 100% of the dwelling units to persons or families with a household income equal to 80% or less of the area median income for the City of Flagstaff.

The proposed provisions are intended to allow property owners of affordable housing developments to request modifications to the Property Development Standards that may not be easily addressed as part of the design. Modifications greater than 15% will require City Council approval and modifications 15% or less that are currently allowed will still be approved by the Planning Director as. Additionally, it allows for the presentation of alternative design solutions. Another example of a modification could be a change in the parking requirements to a rate that is less than one space per dwelling unit and is more appropriate for the development, such as the parking requirements for an affordable housing senior living development. When a parking modification is proposed, provisions have been incorporated that require the Development Site to be within 1,320 feet or a greater distance approved by the City Council.

Regional Plan Conformance

The Regional Plan analysis supports the required finding of conformance for the proposed Zoning Code Text Amendment and demonstrates the manner in which it implements the related City policies. The Regional Plan has 97 goals and over 300 policies, which sometimes conflict or are given different weight in decision making. The applicable policies are analyzed by chapter below. No conflicting policies were identified with the proposed amendment.

Chapter VIII - Community Character

- Policy CC.2.7. Protect existing historic districts from encroachment by land uses that compromise the historic characteristics of the district.
- Policy CC.3.1. Encourage neighborhood design to be respectful of traditional development patterns and enhance the overall community image.
- Policy CC.3.2. Maintain and enhance existing buildings and blend well-designed new buildings into existing neighborhoods.
- Goal CC.4. Design and develop all projects to be contextually sensitive, to enhance a positive image and identity for the region.

In order to achieve the implementation of the above-referenced policies, modifications to the standards and guidelines of historic and landmark overlay zones have been excluded from the allowed adjustments proposed in the amendment. The purpose of the exclusion is to ensure that developments

in these overlays maintain the character that the overlays are intended to protect. For properties that are not in a historic and landmark overlay, findings have been incorporated to require the City Council to ascertain that the proposed development maintains consistency with the character of other existing developments in the area and is similar in quality of market-rate developments. The City Council will also be able to reference an areas specific plans as a source for defining a neighborhood's character in relation to a requested modification.

Chapter IX – Growth Areas & Land Use

- Policy LU.1.6. Establish greater flexibility in development standards and processes to assist developers in overcoming challenges posed by redevelopment and infill sites.
- Policy LU.10.3. Value the Historic Neighborhoods established around downtown by maintaining and improving their highly walkable character, transit accessibility, diverse mix of land uses, and historic building form.
- Policy LU.16.1. Encourage the continued intensification, expansion, and protection of existing industrial, warehousing, and distribution uses from encroachment where appropriate.

The primary purpose of the proposed amendment is to encourage affordable housing through flexible Property Development Standards that permit the incorporation of alternative design solutions and resolve challenges that potentially increase the cost of housing or minimize the number of units provided. In addition, the proposed amendment excludes the ability to modify the standards and guidelines of the historic and landmark overlays, thereby assisting in maintaining the historic building forms and patterns that these overlays are intended to protect. The provisions of the Airport Overlay (AO) zone have also been exempted from the allowable modifications. This exemption is meant to assist in ensuring that uses are precluded from areas that may otherwise encroach on the current and future airport expansion and operations in accordance with FAA policies.

Chapter XIV - Economic Development

- Policy ED.3.8. Protect existing business and industrial land uses from encroachment and allow for their expansion.
- Policy ED.7.1. Support planning, design, and development that positively, creatively, and flexibly contribute to the community image.

In order to effectuate the above-referenced policies, the Airport Overlay (AO) zone has been exempted from the allowable modifications under the proposed amendment. This exclusion assists in maintaining the flexibility of airport operations, business and industrial uses within the overlay which may otherwise be hindered by residential encroachments. In addition, the proposed amendment allows for the use of the flexible Property Development Standards to achieve creative design solutions that contribute to the contextual area. To ensure that the proposed design solution contributes to the community image, the City Council is required to ascertain that the development is consistent with the contextual area. It should be noted that this amendment will not eliminate the need to rezone a property if it is currently zoned Research and Development (RD), Light Industrial (LI), Light Industrial-Open (LI-O), Heavy Industrial (HI) and Heavy Industrial-Open (HI-O). Therefore, the proposed amendment will not impact the supply of land available for employment uses.

Chapter XIII – Neighborhoods, Housing, & Urban Conservation

- Policy NH.1.1. Preserve and enhance existing neighborhoods.
- Goal NH.3. Make available a variety of housing types at different price points, to provide housing opportunity for all economic sectors.
- Policy NH.3.5. Encourage and incentivize affordable housing.

- Policy NH.6.1. Promote quality redevelopment and infill projects that are contextual with surrounding neighborhoods. When planning for redevelopment, the needs of existing residents should be addressed as early as possible in the development process.

The proposed amendment fosters the implementation of the above-mentioned policies by encouraging and incentivizing affordable housing through modifications to a zone's Property Development Standards. One of the purposes of the proposed amendment is to minimize regulatory challenges that may limit the ability to provide housing for persons and families of varying household incomes. The amendment also includes provisions that the City Council shall ascertain consistency of the proposed development with the contextual area and its similarity in quality to market-rate developments.

Daniel Symer

From: tyler denham <tyler.b.denham@gmail.com>
Sent: Monday, February 8, 2021 11:47 AM
To: Daniel Symer
Subject: Comments on February 9th Work Session PZ-21-00019

Tyler Denham
760-449-0512
PZ-21-00019

I am very excited to see the City Council discuss an expansion of the affordable housing incentives, these incentives have the potential to help many of the neediest families in Flagstaff. However, there is a sentence in the proposed amendment that threatens to undermine the City Council's laudable goal of improving housing affordability. Section B.4.D of 10-30.20.040 states:

[Property Development Standards that may be modified pursuant to this section do not include Building Height, Density or the Number of Units per Building Type.](#)

Overall affordability in Flagstaff will never improve until housing supply catches up with demand. This is a hard fact that the City Council has to grapple with eventually. The affordable housing incentives could be a great vehicle to increase overall supply. Also, by limiting the density of affordable housing developments you limit the number of families that can take advantage of them.

I urge the City Council to edit the proposed amendment to allow density increases, so as to improve overall affordability and increase the number of families that can take advantage of the developments.

Best,
Tyler Denham

Daniel Symer

From: Duffie Westheimer <dwestheimer@gmail.com>
Sent: Wednesday, February 10, 2021 11:33 AM
To: Daniel Symer
Subject: Comments re: affordable housing code amendments

Follow Up Flag: Follow up
Flag Status: Flagged

Greetings Dan,

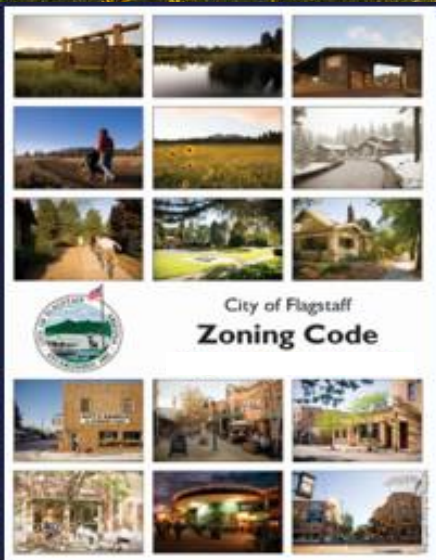
I would like to offer these comments regarding the affordable housing code amendments. They will be brief due to time restraints so if anything is unclear please ask for clarification.

- *There is no end to the need for housing and affordable housing*, especially with so many people relocating these days. Metrics need to be in place to be sure development and building types meet the need rather than opening a free-for-all for developers and investors. This could easily lead to overbuilding and types of housing people don't want located there, or want to live in but work for developers. We cannot build our way to affordability. History shows that prices here have only increased while the size of the city has grown.
- When my City provides incentives that essentially give away value permanently, the benefit to the community needs to also be permanent. For example, 30 year deed restrictions are not commensurate, and neither is increased density if it does not fit with the established area character and makes residents unhappy in their homes.
- The downtown areas should not be the focus of increased density. These areas are the soul of the community and have a character that until recently accommodated growth at a comparable and reasonable scale. *, The historic areas have already absorbed growth.*
- The downtown area already chokes with traffic. People drive and it is legal for people to do so. (I ride a bike and walk for 99.9% of my transportation needs and the roads are already unsafe--we do not need more people who are frustrated by traffic jams, or on their mobile communication devices when at the wheel of a vehicle).
- People have vehicles. It is legal for everyone 16 years old and older to have a vehicle, and to use them (many people have more than one). To think they won't have vehicles and use them is head-in-the sand thinking. This is the type of mistake that has very long term impacts. Require realistic parking.
- Using the bus is not realistic for people who do multi-purpose trips unless they have all day to do so. This is not a criticism of the bus system, just the reality.
- The City should have to get my permission to change the code on my property even if it is to up zone or theoretically increase the value. This is my home, not a revenue source. I live here. I have neighbors very close and so I am considerate of them at all times. The downtown areas are already quite dense.
- It is unlikely people will work near where they live, especially if there are multiple household members who work. This means people move around a lot--vehicles will be used.
- COVID has shown the public health risks of density. There must be open and green areas near dense development. The developers need to provide and pay for it.
- If the zoning code allows and incentivizes increased density that damages neighborhoods and quality of life, people will move out of the homes and into the County, or further.
- Have an "old town" area that has a historic scale and character, and a "new town" area with modern scale and where density, height, etc. are established as the modern character.

That is all for now.
Best regards,
Duffie Westheimer

Case No. PZ-21-00019 Zoning Code Text Amendment - 2021: Affordable Housing Modified Development Standards

Zoning Code Text Amendment



Dan Symer, AICP
Zoning Code Manager

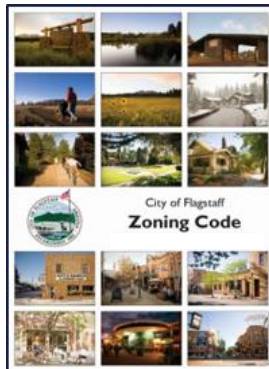


Affordable Housing Modified Development Standards

Reason for the Proposed Zoning Code Text Amendment

Purpose:

- **Amend the Zoning Code to allow:**
 - The City Council to approve modifications to the Property Development Standards (except for building height, density, outdoor lighting, signs, and the standards or guidelines applicable to a property with a historic, landmark or airport overlay zone), and
 - Modifications to the parking requirements to be less than one space per dwelling.
- The provisions would be applicable to permanently affordable housing developments that provide 100% of the dwelling units to persons or families with a household income equal to 80% or less of the area median income for the City of Flagstaff.



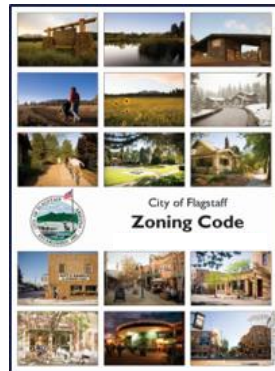


Affordable Housing Modified Development Standards

Proposed Zoning Code Amendment

Revisions incorporated:

- **Provided a maximum distance from a transit stop to the Development Site;**
- **Incorporated public notification requirements; and**
- **Incorporated provisions that exempt the standards and guidelines of the historic and landmark overlay from the allowable modifications.**

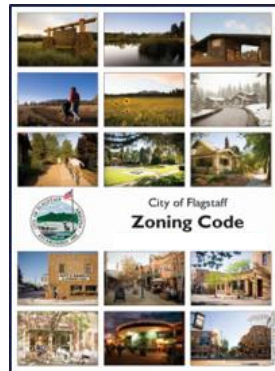




Affordable Housing Modified Development Standards

Proposed Zoning Code Amendment

- **Required findings:**
 - **The modifications are consistent with and conform to the goals of the General Plan and any applicable specific plans;**
 - **The modifications will not be detrimental to the public interest, health, safety, convenience, or welfare of the City and will add to the public good as described in the General Plan;**
 - **The requested modifications will not endanger, jeopardize, or otherwise constitute a hazard to the property or improvements in the vicinity in which the property are located;**

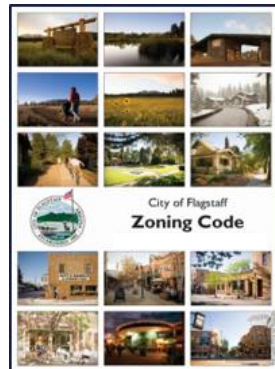




Affordable Housing Modified Development Standards

Proposed Zoning Code Amendment

- **Required findings:**
 - The proposed development is consistent with the character of the area; and
 - The type, quality, and amenities of the development is consistent with the character of similar developments that are available to the public at market rate.
- **Additional finding (summary):**
 - When a parking modification is proposed, provisions have been incorporated that require the Development Site to be within 1,320 feet or a greater distance approved by the City Council.

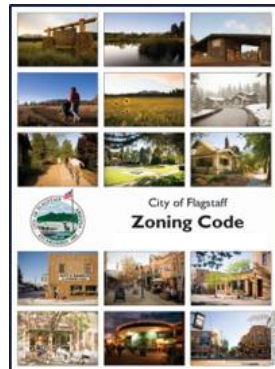




Affordable Housing Modified Development Standards

Zoning Code Amendment

- **Required findings to approve the Zoning Code Text Amendment:**
 - **The proposed amendment is consistent with and conforms to the objectives and policies of the General Plan and any applicable specific plan;**
 - **The proposed amendment will not be detrimental to the public interest, health, safety, convenience, or welfare of the City; and**
 - **The proposed amendment is internally consistent with other applicable provisions of this Zoning Code.**

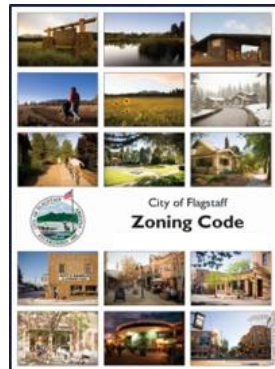




Affordable Housing Modified Development Standards



Questions and Comments!



CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Stacy Saltzburg, City Clerk
Date: 03/22/2021
Meeting Date: 03/23/2021



TITLE:

Consideration and Approval: Flagstaff Shelter Services support letter

STAFF RECOMMENDED ACTION:

Approve the Letter of Support

Executive Summary:

Flagstaff Shelter Services has been denied reimbursement by the Federal Emergency Management Agency (FEMA) Public Assistance program for expenses incurred from non-congregate sheltering of individuals during the COVID-19 pandemic. The attached letter of support urges FEMA to reimburse Flagstaff Shelter Services for expenses incurred and highlights the critical nature that non-congregate sheltering played in reducing the spread of COVID-19 in our community.

Financial Impact:

Policy Impact:

Connection to PBB Key Community Priorities/Objectives & Regional Plan:

Priority Based Budget Key Community Priorities and Objectives

Reference Priorities and Objective documents at: S:\- City of Flagstaff\COUNCIL - AGENDAQUICK & PRESENTATIONS

Regional Plan

Reference Regional Plan Desk Guide at: S:\- City of Flagstaff\COUNCIL - AGENDAQUICK & PRESENTATIONS

Previous Council Decision on This:

Attachments: Letter of Support



CITY OF FLAGSTAFF

FLAGSTAFF CITY COUNCIL

211 West Aspen Avenue, Flagstaff, Arizona 86001
Main Line: 928-213-2000
Website: <https://www.flagstaff.az.gov>

March 23, 2021

Address
Address
Address

Salutation,

The Flagstaff City Council would like to voice its support of the reimbursement of Flagstaff Shelter Services through the Federal Emergency Management Agency's Public Assistance program for the provision of non-congregate sheltering for individuals experiencing homelessness in our community.

Throughout the COVID-19 pandemic, Flagstaff Shelter Services (FSS) has continuously provided life-saving services to mitigate the impact of COVID-19 among our community's most vulnerable. Homeless individuals have been observed to be twice as likely to be hospitalized, two to four times as likely to require critical care and two to three times as likely to die from COVID-19 than the general population.¹ The city of Flagstaff does not directly operate any emergency shelter and thus relies on FSS to provide the only non-congregate shelter in our city/region. This is a critical service to our community and a service that only FSS is equipped to provide locally.

To begin the reimbursement process, FSS applied to the Federal Emergency Management Agency (FEMA) Public Assistance program under a memorandum of understanding between the city of Flagstaff and FSS.² While government entities normally apply directly for FEMA Public Assistance funding, FSS was advised by the Arizona Department of Emergency and Military Affairs to apply directly as an appropriate private nonprofit organization, given the severity and time-sensitive nature of the initial and ongoing response to the COVID-19 pandemic.

The city of Flagstaff urges FEMA to provide reimbursement to FSS for the critical services that have been provided to vulnerable community members during this difficult and dangerous pandemic.

Thank you,

Paul Deasy

Paul Deasy
Mayor of Flagstaff

Jim McCarthy

Jim McCarthy
Flagstaff City Councilmember

Miranda Sweet

Miranda Sweet
Flagstaff City Councilmember

Becky Daggett

Becky Daggett
Vice Mayor of Flagstaff

Regina Salas

Regina Salas
Flagstaff City Councilmember

Austin Aslan

Austin Aslan
Flagstaff City Councilmember

Adam Shmoni

Adam Shmoni
Flagstaff City Councilmember

¹ https://endhomelessness.org/wp-content/uploads/2020/03/COVID-paper_clean-636pm.pdf

² FSS has two applications pending FEMA final review, CV-272 and CV-379

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Dylan Lenzen, Sustainability Specialist
Date: 03/15/2021
Meeting Date: 03/23/2021



TITLE:

Sustainability Commission Updates

DESIRED OUTCOME:

This is an informational update to Mayor and Council on the current and future work program of the Sustainability Commission.

EXECUTIVE SUMMARY:

The Sustainability Commission was established in 2007 for the purpose of advising and supporting the work of the Sustainability Section. In recent years this work has included administering the Neighborhood Sustainability Grant Program, supporting the Climate Emergency Declaration process, providing feedback on various City plans, programs, and budget related to sustainability, and collaborating with other City Commissions.

INFORMATION:

Current Work Program:

Over the past two years, the Commission's Neighborhood Sustainability Grant Program has distributed \$41,895 to 26 different community projects. These projects include objectives related to climate action, sustainable food systems, community resilience, waste prevention and recycling, and water conservation. Additionally, through a Commission Working Group, the grant application and review process have been updated to be able to handle increased funding and demand, as well as provide support to applicants.

Additionally, the Sustainability Commission provides feedback to various City plans, programming, and policy. An example of this is the recent Climate Emergency Declaration. Since the resolution was adopted in Summer 2020, the Commission has received monthly updates and opportunities to weigh in on the Climate Neutrality and corresponding community engagement efforts. The Commission also regularly forms working groups to take action on specific items. For example, a working group was recently formed to provide feedback on the proposed FY21-22 budget requests related to climate action.

Future Work Program:

In the near future, the Sustainability Commission plans to undertake an exercise to develop a mission and vision to guide its work. With multiple new commissioners this exercise will help the reassess its focus and guide the future work program. It will also ensure that it is taking a strategic approach for supporting the Sustainability Section, City Council, and the community within the confines of its original ordinance.

Additionally, the Commission would like to work more closely with other City Commissions. An example

of this work can be found in its recent partnership with the Beautification and Public Art Commission (BPAC). With input and participation from Sustainability Commissioners, BPAC plans to fund an art project featured on Mountain Line buses with a theme climate change and hope. The Commission hopes that this will be the start of future partnerships with BPAC and other commissions.

Attachments: [Sustainability Commission Update PPT](#)

Sustainability Commission Update

Dylan Lenzen, Sustainability Specialist

David McCain, Chair, Sustainability Commission





Background

Commission History and Authority

- **Formed** in 2007 following the development of the Sustainability Program
- **Purpose:** Serve as an advisory and working capacity to recommend and coordinate activities in concert with the Sustainability Section
 - Promote compliance with City sustainability policy
 - Promote sustainable practices in all spheres of life and educating Flagstaff citizens



Background

Sustainability Commission

Current Commissioners

- David McCain, Chair
- Kevin White, Vice Chair
- Eli Chamberlain
- Ariel Coffey
- John Dailey
- Kristin Kauffman
- Kristen Konkel

City Council Liaison: Austin Aslan

Staff Liaison: Dylan Lenzen

Administrative Assistant: Marissa Molloy



Work Program



Current Efforts

- Neighborhood Sustainability Grant Program
- Advancing Climate Action
- Feedback and direction on City planning, policy, programming, and budget
- Collaboration with other City Commissions
- Listening tours of City operations



Current Work Program

Neighborhood Sustainability Grant (NSG) Program

- Provides up to \$2,000 grants supporting:
 - Climate action
 - Sustainable food systems
 - Community resilience
 - Waste prevention and recycling
 - Water Conservation
- Has distributed \$41,895 in last 2 years
 - Funded 26 projects out of 43 total applications



Current Work Program

NSG Program – Examples of Funded Projects

- Compost Crowd - Trailer for Service Expansion (Funded in 2019)
 - The goal of this project was to increase Compost Crowd's capacity to provide compost collection services in the Flagstaff community.
 - Reached over 150 residential customers by the end of the 2019 Flagstaff Community Market season
 - Tripled the volume of food scraps being collected in Flagstaff
 - New partnership with City of Flagstaff for the Pumpkin Drop-Off

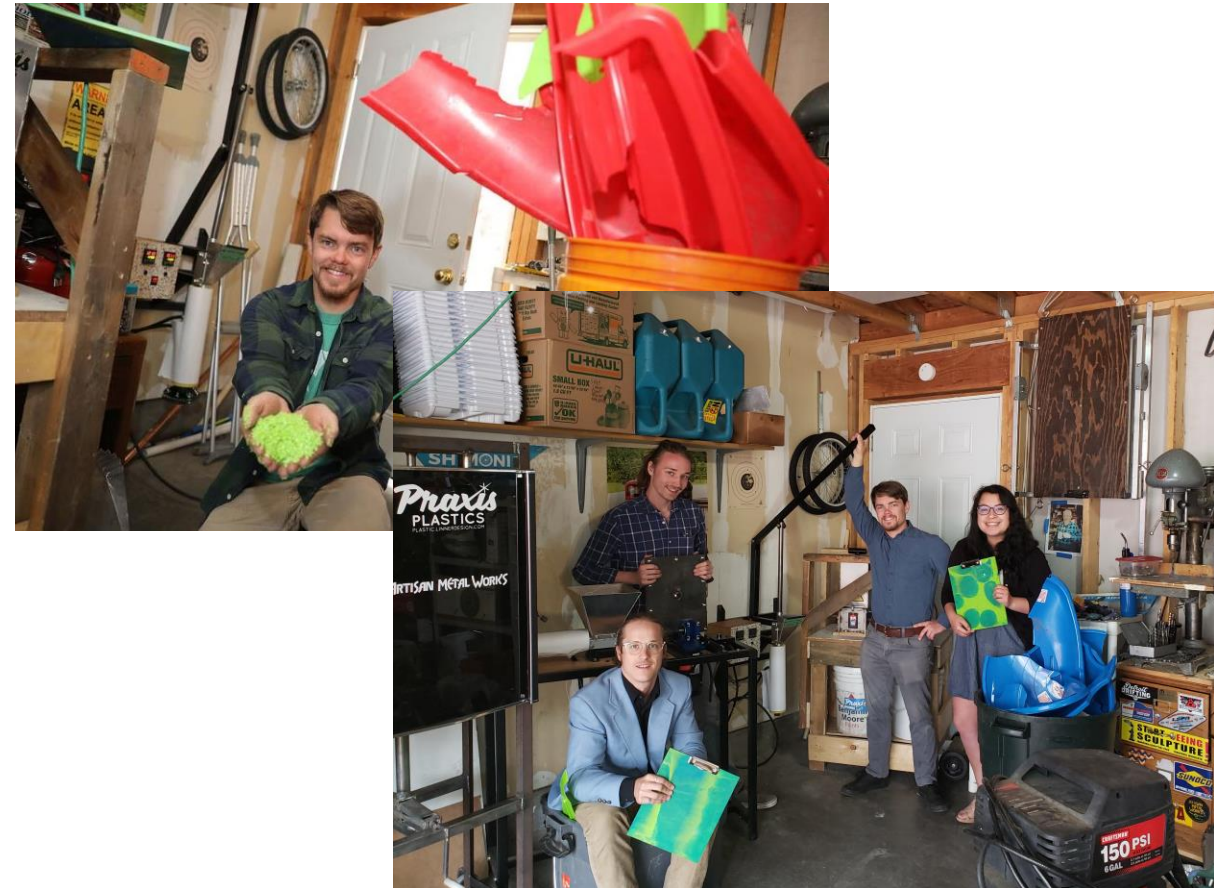




Current Work Program

NSG Program – Examples of Funded Projects

- Tyler Linner- Precious Plastic Recycling Project (Funded in 2018)
 - The goal was to identify and prototype plastic parts to be used to reduce the cost of small-scale recycling machines, considering Flagstaff's inability to recycle most plastic materials.
 - Won Flagstaff's Innovate Waste Challenge which funded his new business (with partner Fran Alvarado), Praxis Waste Solutions
 - Presented prototype clipboards made from recycled sleds to City Council





Current Work Program

NSG Program – Examples of Funded Projects

- Terra BIRDS- Flagstaff City Hall Landscape Conversion Pilot Project (Funded in 2018)
 - Aimed to prove the feasibility of the concept, demonstrate the aesthetics to the public, and work out best practices for the transformation of the remaining City Hall landscape.
 - Converted 2,000 sq. ft. of lawn into meadow that will save about 124,967 gal. of water per year

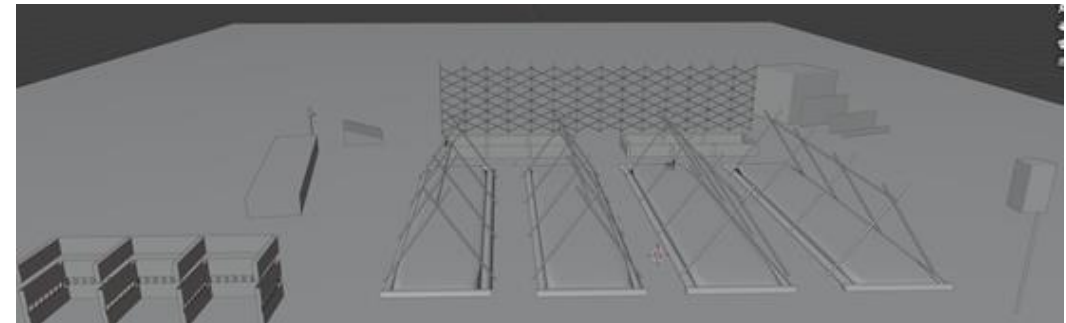




Current Work Program

NSG Program – FY 20-21 Grant Cycle Winners

- The Arboretum at Flagstaff – High Desert Backyard Produce Garden
 - Funded for \$1,900.24
 - Demonstrates multiple sustainable practices for successful food production in limited space
 - An educational opportunity, as well as growing space for produce donation and seed sharing

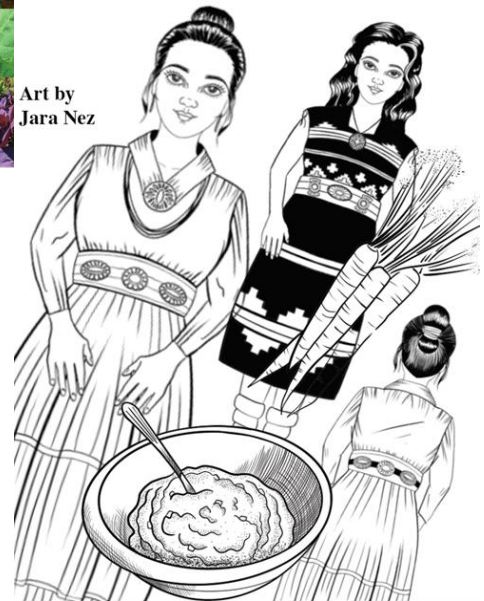
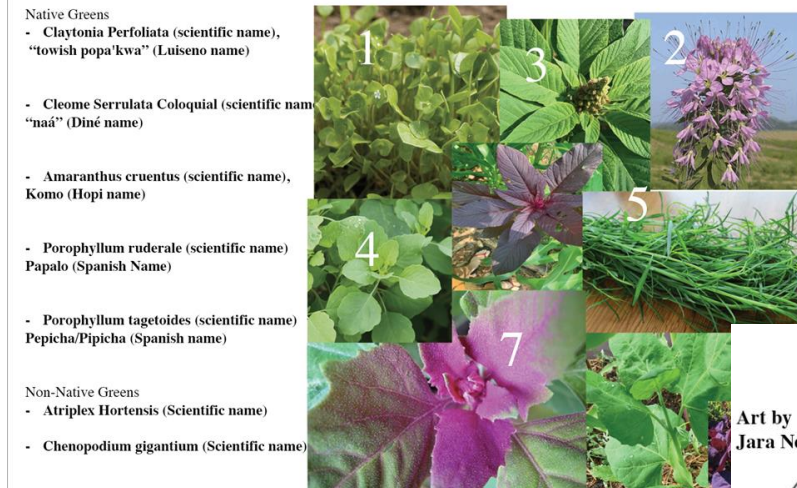




Current Work Program

NSG Program – FY 20-21 Grant Cycle Winners

- Oakley Anderson-Moore – Dry Greens Garden
 - Funded for \$1,994.00
 - Aims to popularize drought-tolerant native and non-native plants that can be eaten as greens
 - Distributes seed packets and educational info in English, Spanish, and Diné





Current Work Program

NSG Program – FY 20-21 Grant Cycle Winners

- Darrien Benally – Growing Indigenous Health and Resilience
 - Funded for \$1,134.80
 - Enables community members to grow nutritious garden plants from balconies, while learning the importance of healthy eating
 - Provides balcony gardening kits for participating families
- Southside Community Association – Murdoch Center Community Garden
 - Funded for \$341.74
 - Upgrades the Murdoch Center's rainwater collection and irrigation





Current Work Program

NSG Program – FY 20-21 Grant Cycle Winners

- Threaded Together – Sustainable Sewing Classes
 - Funded for \$2,000
 - Workshop series for adults and teens focused on repurposing, responsibility, and resilience through hand quilting and mending





Current Work Program

NSG Program – Overhaul of Application and Review Process

- NSG Working Group
- Starting with FY 2022 grant cycle, updated:
 - Application requirements and description
 - Evaluation criteria
 - Review process
 - Support for applicants – staff-led workshop



Current Work Program

Advancing the Climate Neutrality Plan

- Commissioners have received monthly updates since the adoption of the Climate Emergency Declaration in Summer 2020
- Commissioners have helped vet the plan and engagement efforts
 - Comments and questions have been considered by staff throughout the process
- Assisted with engagement efforts
 - Shared information, surveys, open houses, and other feedback opportunities through their networks
- Commission Chair participated in Steering Committee meetings



Current Work Program

Feedback and Guidance on Other Policy and Programming

- Rethink Waste Plan
- Materials Recovery Facility Planning
- Changes to City Code – Animal Keeping Code
- Active Transportation Management Plan
- Water Conservation Strategic Plan

Listening Tours of City Operations and Community Initiatives

- Priority-based budgeting
- Regional Plan
- Lived Black Experience Strategic plan



Current Work Program

Collaboration with Beautification and Public Art Commission

- BPAC-funded art project to be featured on Mountain Line buses
 - Theme of climate change and hope
 - Input from Sustainability Commission





Future Work Program

Upcoming Efforts

- Mission and vision exercise
 - Provide more specific direction on the role of the commission beyond the ordinance
 - 4 Commissioners have been on for less than 16 months
 - Reassess focus as a group
 - Guide future work program
- Review of FY21-22 Budget items related to climate action
 - Commission working group to provide feedback for staff and Council
- Revisions to Neighborhood Sustainability Grant review process
 - Need to accommodate higher volumes of applications as funding increases
 - FY21-22 budget request would double the impact of the program



Challenges and Concerns

- Defining the role of the Commission
 - Beyond the NSG program, how do we best serve the needs of City Council?
- How do foster more robust dialogue among commissioners, as well as the public?
 - Ex: Materials Recovery Facility Planning
 - Are formal commission meetings the appropriate venue for this dialogue?
- How do we keep the Commission ordinance relevant?
 - Programming and community needs have changed significantly since it was adopted in 2007
- How do we manage the increase in NSG funding?
 - More applications requires significantly more time for commissioners



Challenges and Concerns

Ideas for consideration

- Through commission working groups, organize community forums on specific topics
 - Gather community input on programming, policy and initiatives
 - Distill feedback and subsequent commission meetings before sharing with City Council

Thank you.



CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Robert Wallace, Open Space Specialist
Co-Submitter: Rebecca Sayers
Date: 03/09/2021
Meeting Date: 03/23/2021



TITLE:

Open Spaces Commission Update

DESIRED OUTCOME:

Provide an informational update to Mayor and Council on the Open Spaces Commission's 2020/2021 focus areas, the Commission's priorities for the new fiscal year, and offer insight on possibilities for working together to achieve Council goals connected to open space.

EXECUTIVE SUMMARY:

The City of Flagstaff established the Open Spaces Commission in 2003 to advise the City Council on the acquisition, preservation, and management of Open Space. The Open Spaces Commission envisions a connected system of open lands that supports the natural environment and sustains Flagstaff's quality of life, cultural heritage, and ecosystem health. The Commission strives to provide meaningful recommendations and contributions to City Council and works to represent the community while ensuring that the City's open spaces are preserved.

INFORMATION:

During this presentation, the Open Spaces Commission, Chair Mr. Wm. Mike Wilson and Vice-Chair Mr. Andy Bessler will provide City Council with some background on the Commission's authority, mission, and goals. The report will include a brief update on the Commission's current focus, accomplishments, and future possibilities to work together to achieve open space goals that benefit the community and achieve council priorities. The Commission looks forward to providing this update and welcomes the Council's questions and ideas.

Attachments: Open Spaces Commission Authority
Presentation

CHAPTER 2-20 OPEN SPACES COMMISSION

SECTIONS:

- 2-20-001-0001 CREATION OF THE COMMISSION:
 - 2-20-001-0002 TERMS OF OFFICE:
 - 2-20-001-0003 DUTIES:
 - 2-20-001-0004 OPEN SPACES LONG RANGE MANAGEMENT PLAN
- COMPONENTS:**
- 2-20-001-0005 MEETINGS; ATTENDANCE:

2-20-001-0001 CREATION OF THE COMMISSION:

There is hereby created an advisory body to be called the "Open Spaces Commission" ("Commission") consisting of the following seven (7) regular members all of whom shall be appointed by the City Council, except for designee from the Planning and Zoning Commission: one (1) member from the Planning and Zoning Commission; and six (6) public at-large members. All Commission members shall be voting members. A Chairperson shall be selected by a majority vote of those members at a meeting called for that purpose. (Ord. No. 2007-08, Amended, 02/06/2007; Ord. 2014-28, Amended, 11/18/2014; Ord. 2015-22, Amended, 01/05/2016)

2-20-001-0002 TERMS OF OFFICE:

Appointments from the Planning and Zoning Commission and the Parks and Recreation Commission to the Open Spaces Commission shall be for no longer than the remaining term of the appointing Commission's designee. Terms of all other appointees shall be for three years except for the first appointments creating staggered terms as follows: The City Council shall appoint two members for three year (3) terms, two members for two (2) year terms, and two members for one (1) year terms. After the initial appointment all terms thereafter will be three (3) year terms.

2-20-001-0003 DUTIES:

- A. It shall be the Commission's duty to advise the City Council on acquisition, preservation, and alternatives for open space land management.
- B. The duties of the Commission shall also include, but not be limited to: Reviewing and advising the City Council on the development of an Open Spaces Long Range Management Plan and policies to provide broad, long-term direction for planning and decision making for the lands designated as Urban Open Space Management Area in

the Urban Open Spaces Plan of the Flagstaff Area Regional Land Use and Transportation Plan.

C. Advising and assisting the Mayor and City Council on ways to educate and involve the community on the value, protection, and stewardship of open space lands.

D. Advising and assisting the Mayor and City Council on ways to work collaboratively with other governmental entities, organizations, and departments to advance and ensure the implementation of the Open Spaces Long Range Management Plan and the Flagstaff Area Regional Land Use and Transportation Plan.

E. Advising and assisting the Mayor and City Council regarding regional open space issues as well as to any regional open spaces coalition that may be formed in the future relative to lands designated as open space in the Greater Flagstaff Area Open Spaces and Greenways Plan.

F. Obtaining public input and participation in various programs such as environmental education and interpretation on the use, operation, and management of open space and providing information concerning the goals, projects, and operations of the open space program.

2-20-001-0004 OPEN SPACES LONG RANGE MANAGEMENT PLAN COMPONENTS:

A. The components of the Open Spaces Long Range Management Plan shall include, but not be limited to:

1. Program goals, management decision-making processes, and implementation techniques for resource preservation.
2. Policies to provide the framework for more issue- or site-specific planning and implementation.
3. Criteria for the acquisition of lands that are consistent with open space goals and policies set forth in the Open Spaces Long Range Management Plan.
4. Plans for the management of the open spaces to achieve the goals of the Open Spaces Long Range Management Plan using such studies and data as property inventories, the nature and significance of the natural and cultural resources, plant and animal species ecosystems, existing uses and conditions, and interactions and connections between natural areas and between developed and undeveloped areas.

5. Developing, identifying, and recommending the use of various methods, such as intergovernmental agreements, rights-of-way for access, and grants, to assure protection of critical open space lands.
6. Policies to monitor, maintain, enhance, and restore, where necessary, natural and cultural resources, uses, accesses, trails, and facilities.
7. Public participation, education, and interpretive programs.

2-20-001-0005 MEETINGS; ATTENDANCE:

The Commission shall meet on a quarterly basis, at a minimum, at such times, dates and locations as determined by the members, except that the chairperson may call a special meeting with not less than twenty-four (24) hours' notice. All other rules or procedures shall be established by the members so long as the rules are consistent with state law, including the Open Meetings Law, the City Charter and this chapter.

A quorum shall consist of four (4) voting members of the Commission.

A regular Commission member who is absent for three (3) consecutive regular meetings may be removed from the Commission by a vote of the City Council. (Ord. 2003-03, Enacted, 02/04/03; Ord. 2007-08, Amended 02/06/2007; Ord. 2016-30, Amended, 07/05/2016)

Open Spaces Commission Update



March 23, 2021



Open Spaces Commission Authority

City Code Title 2-20-001-0003

- Advise on acquisition, preservation, and management
- Advise and assist with educating the community on the value, protection, and stewardship
- Advise and assist with partner collaboration to implementation the Open Space management plan
- Advise and assist with regional open space issues and planning
- Obtain public input and participation

Discussion



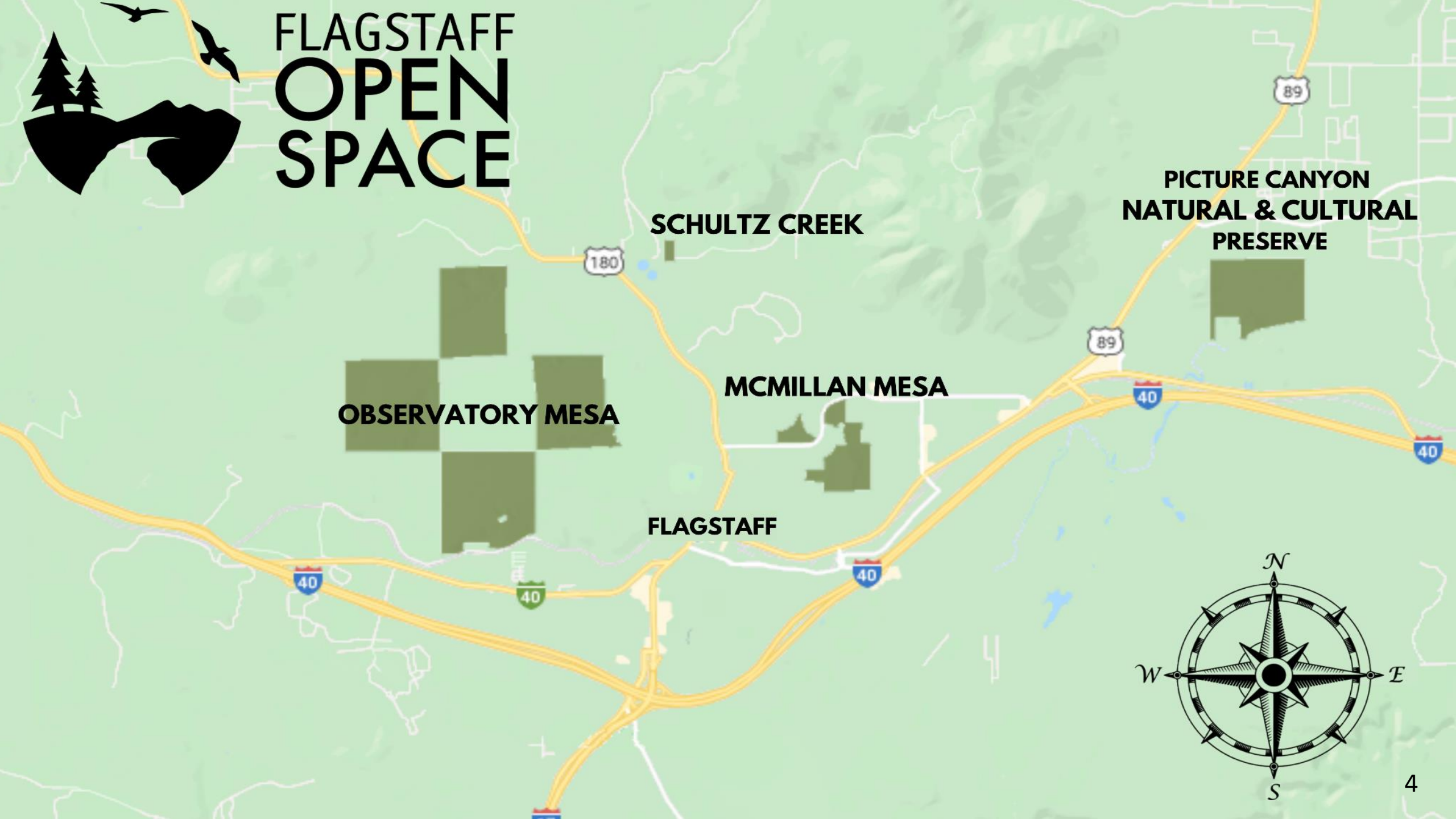
Open Spaces Commission Update

- Mission and Goals
- Updates
 - Commission's focus areas
 - Positive impacts for the community
- Commission's Priority Focus
 - Connections to City Council goals
 - Defining next steps & identifying how to work together





FLAGSTAFF OPEN SPACE



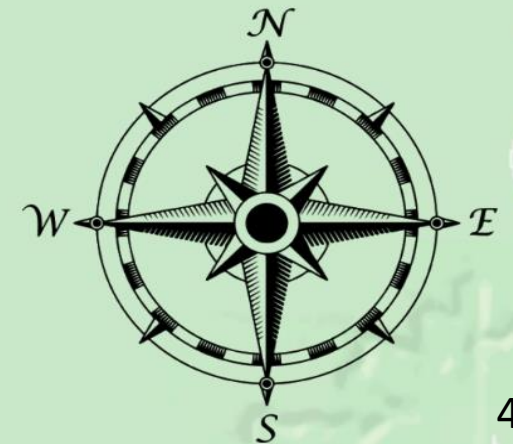
SCHULTZ CREEK

**PICTURE CANYON
NATURAL & CULTURAL
PRESERVE**

OBSERVATORY MESA

MCMILLAN MESA

FLAGSTAFF





Open Spaces Commission Mission & Goals

Mission: To advocate and support the development of the Flagstaff Open Space System, while preserving current Flagstaff Open Space, and providing equitable recreational opportunities and educational experiences.

Goal 1: Protect, restore, and maintain lands

Goal 2: Grow, link, and provide access

Goal 3: Foster discovery, learning, and stewardship

Goal 4: Cultivate partnerships

Goal 5: Achieve sustainable long-term financial viability



Commission Update: Conservation & Restoration



Current Focus

- Zoning Code Amendment - McMillan Mesa
- Arizona Public Service Restoration Partnership
- Open Space Management Plan



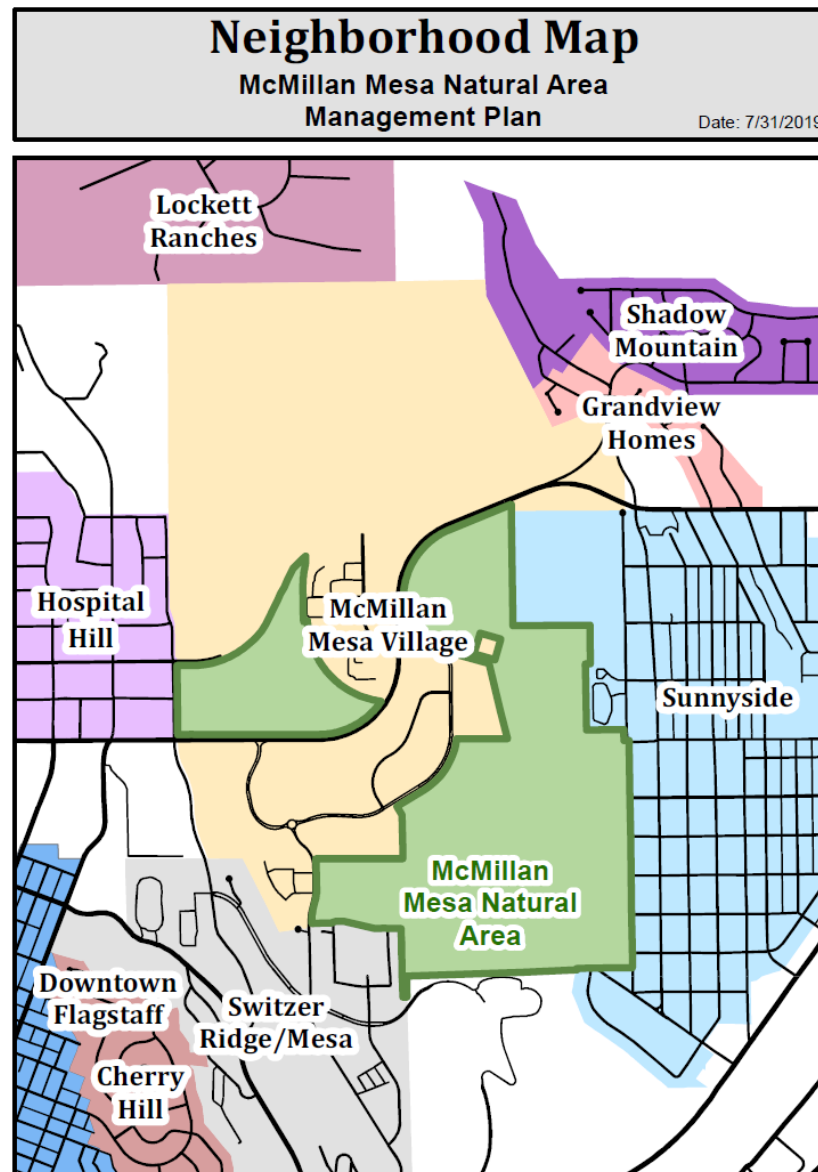


Commission Update: Conservation & Restoration



Positive Impacts

- Provide connection to nature
- Offer better access to APS Elden Substation
- Ensure best management practices





Commission Update: Integrated & Connected System



Current Focus

- Parks Recreation and Open Space (PROS) Committee partnership
- Interconnected System
- Observatory Mesa trail plan



Observatory Mesa

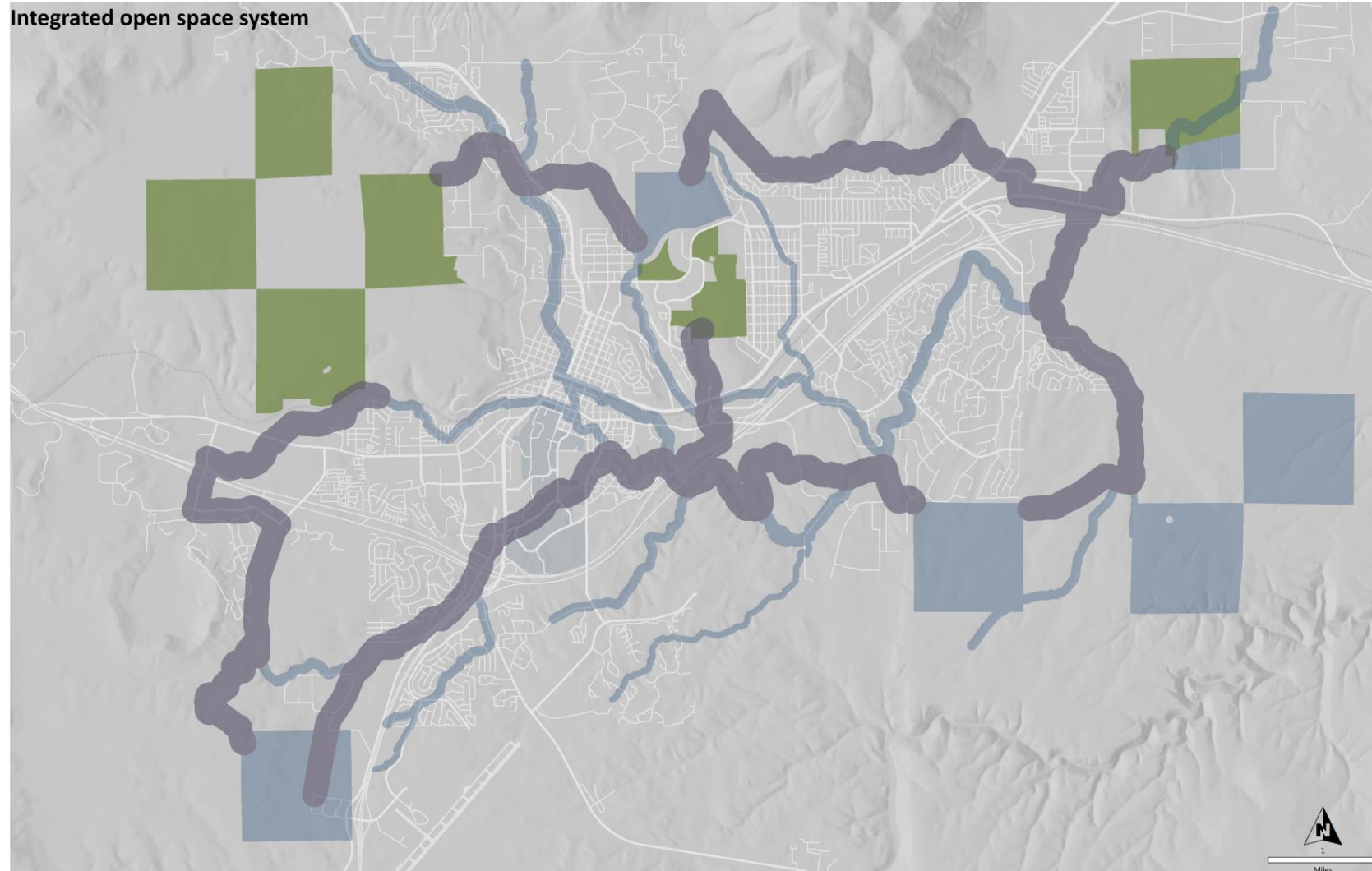


Commission Update: Integrated & Connected System



Positive Impacts

- Identify community needs and associated costs
- Supports economic prosperity
- Prioritize walking and biking



Integrated Open Space System



Commission Update: Community Involvement



Current Focus

- Make A Difference Day
- Indigenous Youth STEM Academy



Make a Difference Day



Commission Update: Community Involvement



Positive Impacts

- Ensure accessibility for all residents
- Promote a healthy environment
- Provide educational opportunities



Educational Programming



Commission Priorities Moving Forward



Fiscal Year 2022 Focus

1. Conserve and Maintain
2. Complete City Code Review
3. Progress towards Interconnected System
4. Achieve Sustainable Funding

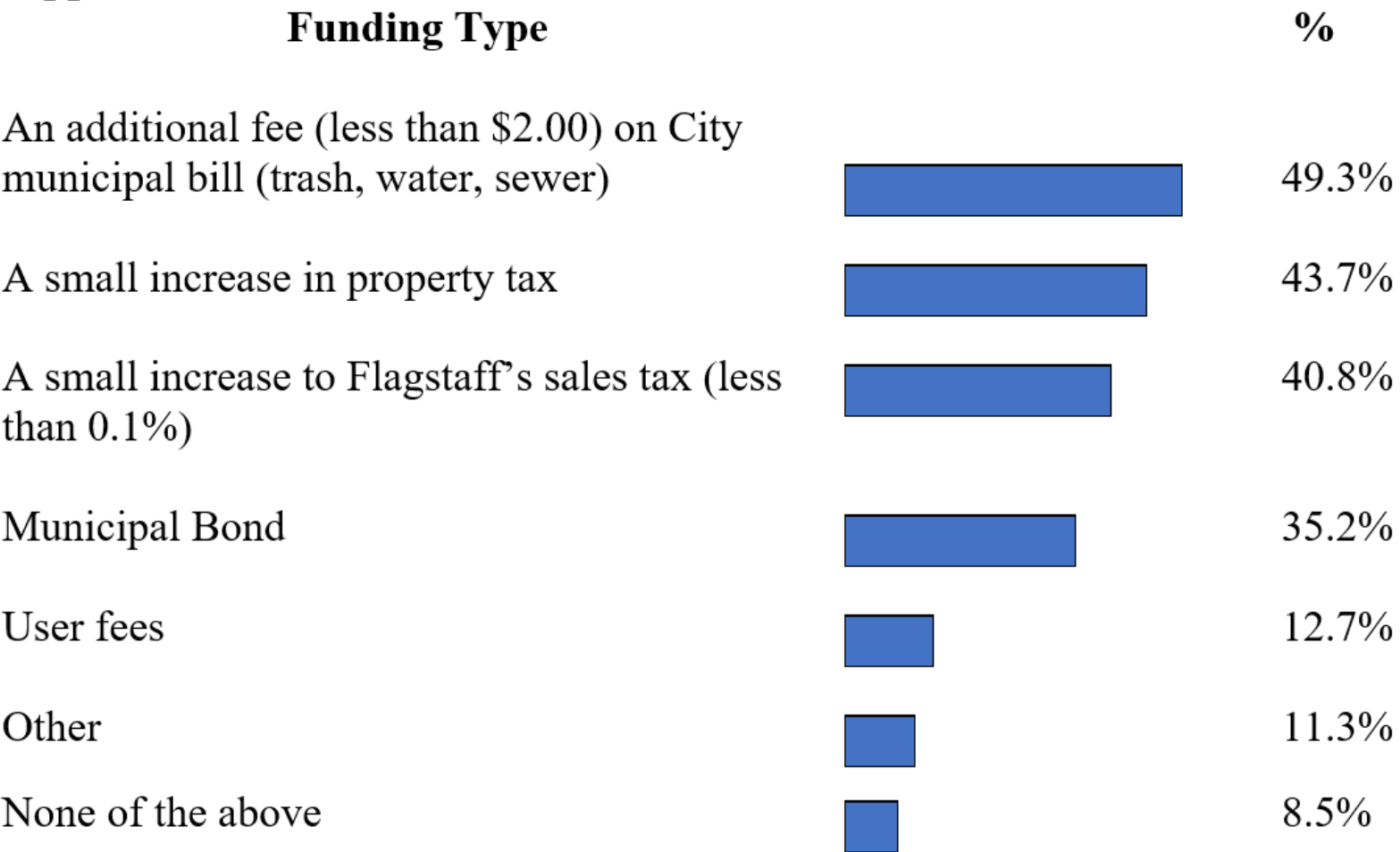




Commission Priorities Moving Forward

Funding Thoughts








If the City were to allocate additional funding for the upkeep, what funding mechanisms would you support?



CITY OF FLAGSTAFF

Priority Based Budgeting Priorities and Objectives



 High Performing Governance	 Safe & Healthy Community	 Inclusive & Engaged Community	 Sustainable, Innovative Infrastructure	 Robust Resilient Economy	 Livable Community	 Environmental Stewardship
Serve the public by providing high quality customer service	Enhance community engagement & strengthen relationships between the community & public safety services	Foster community pride & civic engagement by increasing opportunities for public involvement, in line with best practices & legal requirements	Deliver outstanding services to residents through a healthy, well maintained infrastructure system	Support & strengthen a more robust, diverse, & sustainable economy in ways that reflect community values & provides for affordable housing opportunities	Create a welcoming community through partnerships, resilient neighborhoods, & civic engagement	Promote, protect & enhance a healthy, sustainable environment & its natural resources
Foster community-wide clear & consistent communication strategies & products	Support social services, community partners & housing opportunities	Advance social equity & social justice in Flagstaff by supporting social services	Utilize existing long-range plan(s) that identify the community's future infrastructure needs & all associated costs	Maintain & enhance an equitable & effective business recruitment, retention, & expansion program throughout the community	Provide amenities & activities that support a healthy lifestyle	Engage community members through education & volunteer opportunities
Encourage public trust through transparency, accessibility & use of the City's public participation policy	Provide alternative responses, resources & programs, inclusive of mental health & other services	Facilitate & foster diversity & inclusivity, including support of anti-racist policies & practices	Provide effective management of and infrastructure for all modes of transportation	Enhance understanding between the development community, the City & Flagstaff residents	Support regional partners which provide equitable & inclusive educational opportunities for Flagstaff residents of all ages	Implement sustainable building practices, enhance waste diversion programs, alternative energy programs & multi-modal transportation options
Enhance the organization's fiscal stability & increase efficiency & effectiveness	Provide public safety services with resources, staff & training responsive to the community's needs	Enhance community involvement, education & regional partnerships to strengthen the level of public trust	Facilitate & develop carbon-neutral energy opportunities	Attract employers that provide high quality jobs & have a low impact on infrastructure & natural resources	Actively support attainable & affordable housing through City projects & opportunities with developers	Increase the private sector's participation in environmental stewardship efforts
Implement innovative local government programs, new ideas & best practices; be recognized as a model for others to follow	Promote physical health through providing recreation opportunities, parks, open space & multiple transportation options	Ensure city facilities, services, & programs are accessible for all residents & representative of Flagstaff's diverse community	Support the community's social infrastructure needs; assist those partner organizations that provide services the City does not	Enhance the community's workforce development programs & improve partnerships with higher education institutions & the private & public sectors	Support diverse employment opportunities that provide residents with a living wage	Implement, maintain & further the Climate Action & Adaptation Plan (CAAP) with awareness of social inequities
Be an employer of choice through inclusive recruitment & by providing employees with the necessary tools, training, support & compensation	Ensure the built environment is safe through the use of consistent standards, rules & regulations, & land use practices	Promote environmental justice & the fair distribution of environmental benefits		Embrace & invest in responsible tourism opportunities to promote economic development	Achieve a well-maintained community through comprehensive & equitable code compliance, & development that is compatible with community values	Strengthen Flagstaff's resilience to climate change impacts on built, natural, economic, health, & social systems

THE OBJECTIVES LISTED IN THIS DOCUMENT WERE APPROVED BY COUNCIL ON NOVEMBER 10, 2020.



Commission Priorities Moving Forward



Community Benefits

- City Council Goals
- Community Health
- Youth Education
- Supports Climate Action Adaptation
- Supports Flagstaff Trail Initiative's regional trail strategy
- Implements Open Spaces and Greenways Plan
- Economic Return





Next Steps



- Complete Observatory Mesa Trail Plan
- Advance Open Space System
- Sustainable Funding



Open Spaces Commission

Chair: Wm. Mike Wilson

Vice Chair: Andy Bessler

Comm: Jim Burton

Comm: Joseph Thomas

Comm: Mark Loeth

Comm: Eric Nolan

Comm: Jack Welch



Thank you. Questions?



CITY OF FLAGSTAFF
STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Sara Dechter, AICP, Comprehensive Planning Manager
Co-Submitter: David Hayward
Co-Submitter: Mark Reavis
Date: 03/12/2021
Meeting Date: 03/23/2021



TITLE

Heritage Preservation Commission Council Update

STAFF RECOMMENDED ACTION:

Deliver an update to Mayor and Council on the Heritage Preservation commission with time for questions and feedback.

EXECUTIVE SUMMARY:

Mayor and Council requested periodic updates from Boards and Commissions to occur during special work sessions during months that contain five Tuesdays.

INFORMATION:

Council Goal: Community Outreach: Enhance public transparency and accessibility.

Attachments: [Presentation](#)

Heritage Preservation Commission Report to Council - 2021

David Hayward, Commission Chair
Sara Dechter, Commission Liaison

March 23, 2021



Commission Members

- 2 professional members⁺
- 2 historic property owners^{*}
- 3 at-large members



David Hayward – Chair

Jerry McLaughlin^{*} – Vice Chair

Emily Dale[~]

Jill Hough⁺

Caitlin Kelly^{*}

Charlie Webber⁺

Vacant

[~]Emily is an at-large member but qualifies as a professional



Powers and Duties

- A. Recommend to the City Council that properties be designated landmarks or historic design review districts
- B. Public education programs about the value of historic, cultural, and architectural preservation
- C. Advise and assist owners of landmarks or historic structures on physical and financial aspects of preservation, renovation, rehabilitation, and reuse.
- D. Make recommendations to the City Council concerning the utilization of federal, state, local or private funds to promote the preservation of landmarks and historic districts within the City.



Powers and Duties

- E. Recommend acquisition of landmark structures by the City
- F. Review and make decisions on any development application for a Certificate of Appropriateness
- G. Develop and adopt design guidelines for historic and non-historic structures within designated design review districts, or individual historic structures or landmarks,
- H. Other duties as assigned by Council



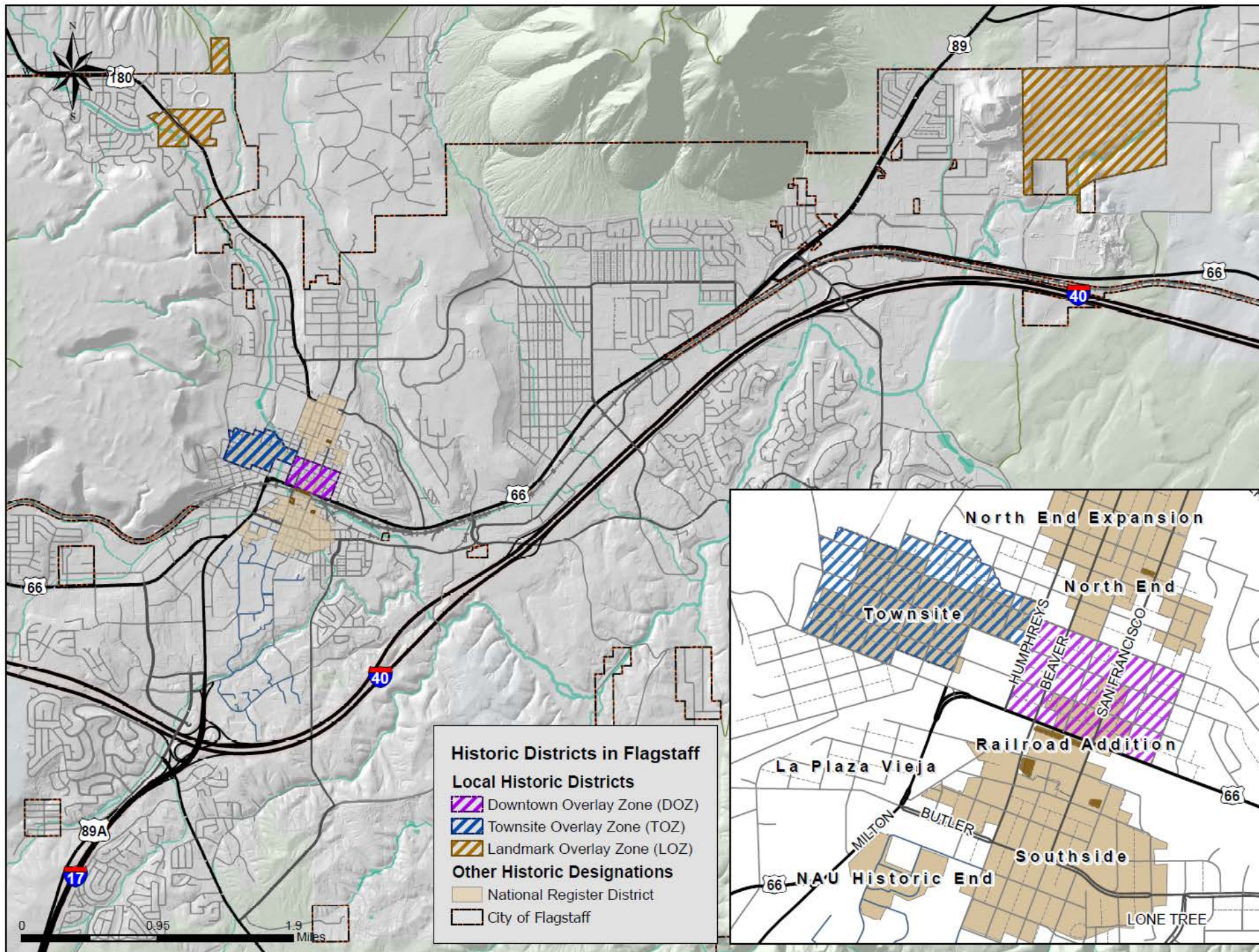
Flagstaff Zoning Code

10-30.30 Heritage Preservation

- A local ordinance intended to protect and enhance the cultural, historical, and archeological heritage of the City of Flagstaff
- A requirement of our Certified Local Government (CLG) Agreement with the State Historic Preservation Office (SHPO)
- Legal basis for the Commission's and the Heritage Preservation Officer's authority



Map of Overlay Districts





Additional Duties

- Approve Certificates of Appropriateness and Certificates of Economic Hardship (Zoning Code)
- Approve Phase I, II and III Cultural Resources Studies (Zoning Code)
- Review and Advise the Heritage Preservation Officer [HPO] on administrative reviews (Zoning Code)
- Advice and assistance to the Heritage Preservation Officer in complex topics
- Approve applications for the Historic Facades and Signs Grant (BBB funds)



Certified Local Government

Benefits

- Local Authority and Jurisdiction
- Grant Opportunities
- Technical Assistance from SHPO and the National Park Service



Obligations

- Establish and Maintain Ordinance and Commission
- Creation of Overlay Districts
- Ongoing Resource Identification
- National and Local Register Inventory Maintenance
- Ongoing Resource Protection through Planning, Zoning, and Permitting



Work Program



Accomplishments January 2020 to March 2021

- 1 referred Certificate of No Effect and other referrals from HPO
- 4 Certificates of Appropriateness
- 1 Certificates of Economic Hardship
- 7 Cultural Resources Studies
- 6 Grant Approvals
- 1 Landmark Overlay



Work Program



Current

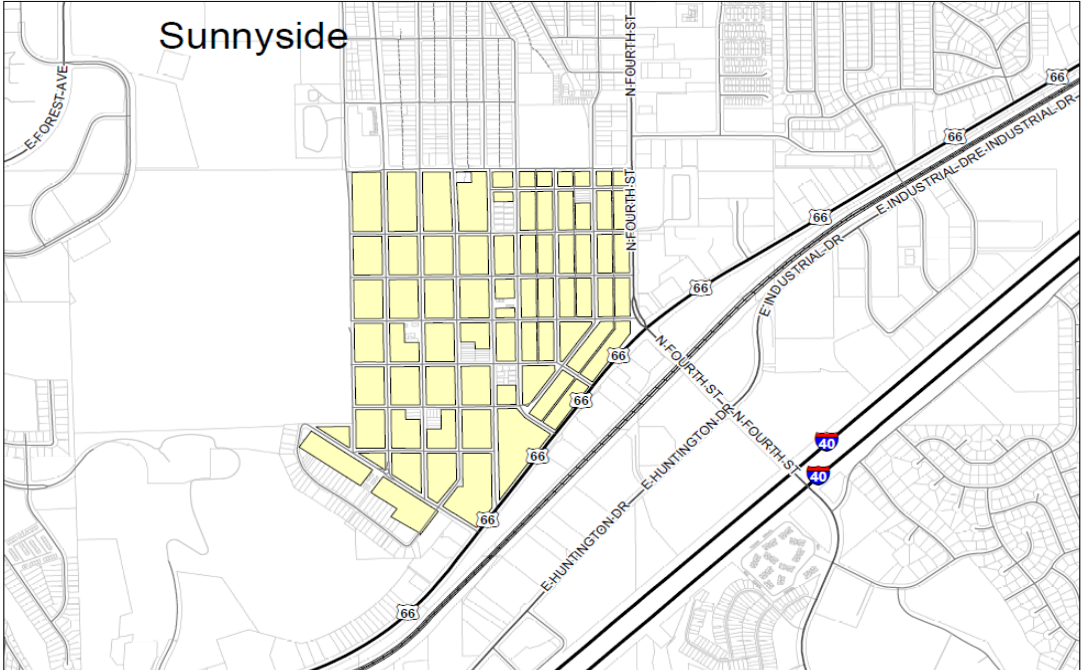
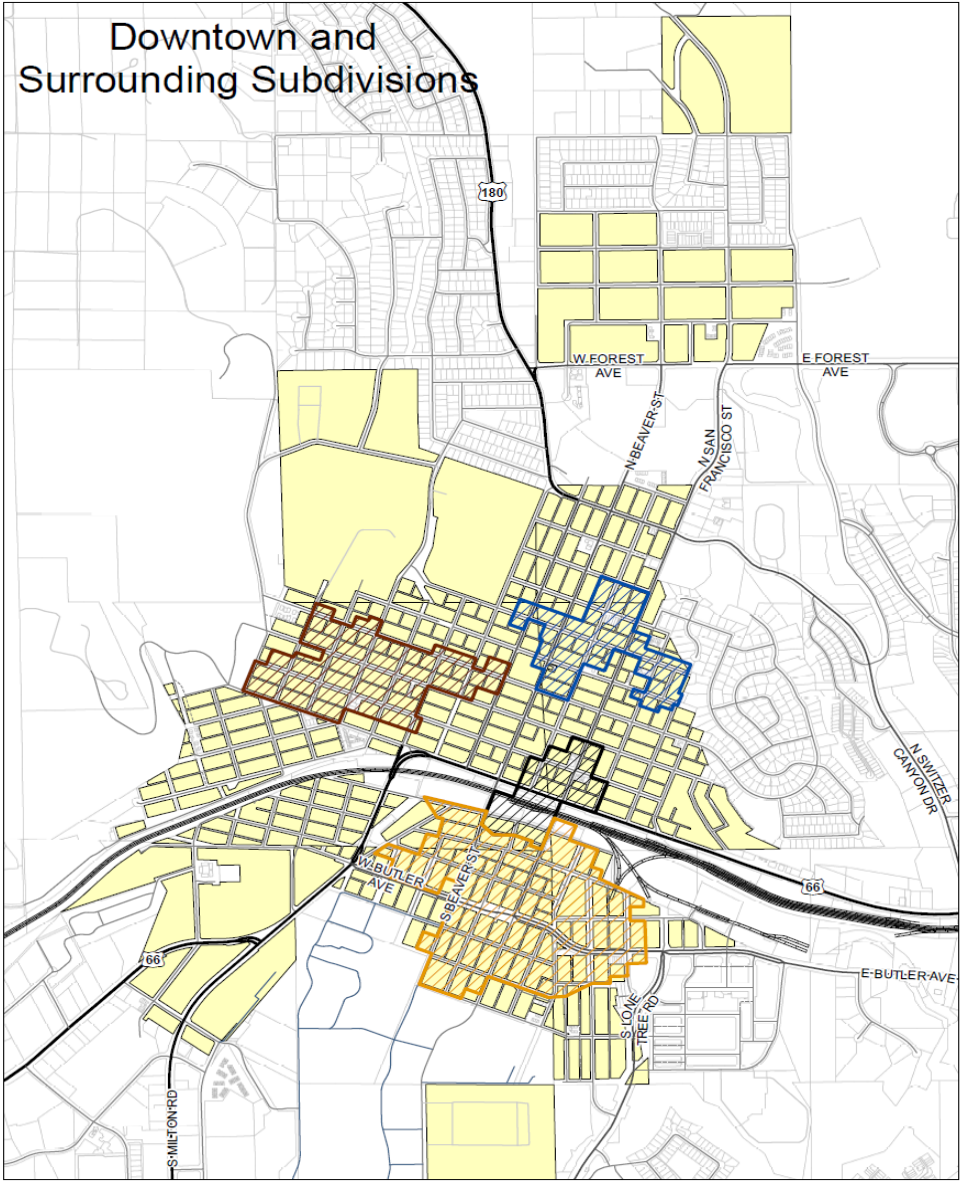
- Review applications for HPC review, landmark overlays and grants
- Update the Southside National Register District Context and Inventory (SHPO grant)
- Review Flagstaff City Code 10-30.30 for areas that can be improved
- Advice on the La Plaza Vieja Character Overlay

Future

- Work with property owners on districts and landmarks for the Southside
- Inventory of eligible historic properties in Sunnyside, north of Hospital and in areas built between 1945-1970
- Update design standards and guidelines for the Townsite Overlay and the Downtown Overlay



Pre-World War II Subdivisions



Pre-World War II Subdivisions

- Parcels
- Pre-World War II subdivisions

Buildings permits for residences in these areas may require a cultural resource study per the Zoning Code 10-30.30.050, if there is an existing structure. The existing building should be reviewed to determine if it warrants a cultural resource report.

National Historic Districts

DistrictName

- Flagstaff Townsite Historic Residential District
- North End Historic Residential District
- Railroad Addition Historic District
- Southside Historic District

Recommendations to Council



Tie-In to Current Priorities

- Adaptive reuse is an important part of sustainable growth.
- Preservation tax credits can be bundled with other credits to promote redevelopment

Long Term Improvements to Code

- As appropriate, make more approvals at the administrative level
- Focus limited resources and reduce the burden on applicants by better identifying properties in need of protection
- Increase protections of the most significant properties
- Better recognize diverse cultural impacts, not just architecture

Concerns



- Too much focus on approvals/reports leaves little time for strategic work
- Need for property owner education tools and publications is great and unfunded
- The commission could have an earlier role when a demolition or major impacts are proposed to a historic property. Currently, the Commission only reviews the final product. Overall, this process could be less expensive and more iterative.

Questions and Comments

Commission Liaison

Sara Dechter

Comprehensive and
Neighborhood Planning Manager

sedechter@flagstaffaz.gov

928-213-2631

