

# **ATTENTION**

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

**IN PERSON PARTICIPATION FOR PUBLIC HEARING ITEMS IS PERMITTED BUT PARTICIPANTS  
MUST EXIT THE MEETING ONCE THE PUBLIC HEARING IS CLOSED**

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

The public can submit comments that will be read at the dais by a staff member to  
[publiccomment@flagstaffaz.gov](mailto:publiccomment@flagstaffaz.gov)

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## **WORK SESSION AGENDA**

**CITY COUNCIL WORK SESSION  
TUESDAY  
MARCH 31, 2020**

**STAFF CONFERENCE ROOM  
SECOND FLOOR - CITY HALL  
211 WEST ASPEN AVENUE  
6:00 PM**

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 SHIMONI  
COUNCILMEMBER ASLAN  
COUNCILMEMBER MCCARTHY

COUNCILMEMBER ODEGAARD  
COUNCILMEMBER SALAS  
COUNCILMEMBER WHELAN

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. **Review of Draft Agenda for the April 7, 2020 City Council Meeting**

*Citizens wishing to speak on agenda items not specifically called out by the City Council may submit a speaker card for their items of interest to the recording clerk.*

6. **Annual work program review for Comprehensive Planning and Development Codes (Zoning, Subdivision, and Related Codes).**

7. **Discussion of Potential Ballot Measures**

8. **Discussion:** COVID-19 and Ongoing City Operations

9. **Public Participation**

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

11. **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 \_\_\_\_\_, 2020.

\_\_\_\_\_  
Stacy Saltzburg, MMC, City Clerk

## **CITY OF FLAGSTAFF**

### **STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Dan Symer, Zoning Code Manager  
**Co-Submitter:** Sara Dechter, AICP  
**Date:** 03/02/2020  
**Meeting Date:** 03/31/2020



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#### **TITLE**

**Annual work program review for Comprehensive Planning and Development Codes (Zoning, Subdivision, and Related Codes).**

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

Discuss and provide direction to staff on the proposed work programs pertaining to comprehensive planning and the development codes.

#### **EXECUTIVE SUMMARY:**

For the last several years, the Planning and Development Services staff has provided an update to the City Council on its previous year's and proposed work programs for Comprehensive Planning (CP) staff and the Zoning Code Manager (ZCM). The previous year's (2019) and proposed (2020) work programs pertain to the City's Flagstaff Regional Plan 2030 (Regional Plan), related strategic planning documents and the development codes. The policies and requirements of these documents are typically "living" provisions; and, it is a generally accepted practice to regularly evaluate and update them to maintain contemporary provisions that address the community's input and expectations, development trends, legal decisions, and state requirements. Furthermore, planning related initiatives, such as the 2020 Census, Climate Action & Adaption Plan and the Arizona Department of Transportation's (ADOT) Milton Road Corridor Master Plan typically have the potential to significantly affect citywide policies and resource decisions. Therefore, it is essential to accommodate planning-related initiatives into the department's work program.

The proposed programs are intended to address priorities to update and incorporate new plan components to the Regional Plan and related strategic planning documents, the city's development codes, and planning related initiatives. The work plans of the CP staff and ZCM are closely related; and, the work completed by the CP staff in any given year typically causes an increase in the ZCM's work plan for the following year. This is in addition to other ZCM work plan priorities, such as citizen and City Council initiatives, state law modifications, and general maintenance of the code. A good example of the correlation of the work plans between the CP staff and ZCM is CP's completion of the High Occupancy Housing Specific Plan, La Plaza Vieja Neighborhood Specific Plan, Climate Action & Adaption Plan, and Southside Plan. Except for the Southside Plan, these plans have been 'transferred' into the implementation phase, which have impacted the ZCM's work plan.

#### **INFORMATION:**

## **Council Goals**

- Revise the zoning code to remove ambiguities, and ensure it is consistent with community values and the Regional Plan.
- Regional Plan Goals:
  - Goal CC.2. Preserve, restore, and rehabilitate heritage resources to better appreciate our culture.
  - Policy CC.2.3. Mitigate development impacts on heritage resources.
  - Policy CC.2.4. Support restoration and rehabilitation of historic housing, buildings, structures, and neighborhoods.
  - Goal CC.3. Preserve, restore, enhance, and reflect the design traditions of Flagstaff in all public and private development efforts.
  - Policy LU.4.1. Develop neighborhood plans, specific plans, area plans, and master plans for all neighborhoods, activity centers, corridors, and gateways as necessary.
  - Policy LU.4.2. Utilize the following as guidance in the development process: Natural Environment maps, Environmental Planning and Conservation policies, Considerations for Development, Cultural Sensitivity, and Historical Preservation maps, and Community Character policies, while respecting private property rights.
  - Goal LU.5. Encourage compact development principles to achieve efficiencies and open space preservation.
  - Policy LU.7.1. Concentrate urban development in locations that use land efficiently, and are served by roads, water, sewer, and other public facilities and services, and that support transit, reduced vehicle trips, and conservation of energy and water.
  - Goal NH.1. Foster and maintain healthy and diverse urban, suburban, and rural neighborhoods in the Flagstaff region.

## **Comprehensive Planning**

The primary responsibility of the CP staff is to update, revise and assist in the implementation of the Regional Plan and related strategic planning documents. Typically, the CP staff leads these efforts. The program houses the Heritage Preservation program and carries out Flagstaff's responsibilities as a Certified Local Government. As a Certified Local Government, Flagstaff receives access to funding, technical assistance, the ability to consult on federal projects in our jurisdiction, and other preservation successes under the guidance of the National Park Service and the State Historic Preservation Office. Lastly, the Comprehensive Planning Manager is the local government representative for the US Census Bureau, and as such, is responsible for organizing data responses to the Bureau and providing support to the 2020 Census efforts.

When other city departments or governmental agencies have work programs that may have an impact or influence on the city's long-range planning efforts, CP staff will provide assistance and analysis to ensure that the work program products correlate and further the implementation of the Regional Plan and related strategic planning documents. A comprehensive summary of the CP staff responsibilities is included as Attachment 1.

The Regional Plan is the broadest policy document in the planning hierarchy for the city (See Attachment 1, Comprehensive Planning Program – What We Do for graphic). As a requirement of the Arizona Revised Statutes (ARS) and the city's charter, the Regional Plan serves as the general plan/comprehensive plan for the city. Also, it serves as a Coconino County area plan for the areas of the county that are adjacent to the city.

Chapter III of the Regional Plan states that the plan is to be "...used for decision making so that Flagstaff city government is accountable for publicly derived policy outcomes and goals...." Furthermore, the Regional Plan and related specific plans are "...not static documents; they recognize that growth is a dynamic process..." and community expectations and conditions "...may require revisions to the plan as circumstances or changes warrant." Examples of such amendments, modifications and new plans that the City Council has directed staff to create and/or amend include the: La Plaza Vieja Neighborhood

Specific Plan; High Occupancy Housing Specific Plan; Southside Community Specific Plan; and related Regional Plan amendments. These documents and amendments provide more specific direction on the methods to implement the goals and policies of the Regional Plan.

Over the past year, CP staff has assisted with, completed, and started several of the items of its 2019 work program. These include the:

- Production of a draft Southside Community Specific Plan for a 60-day public review;
- Integration of the Heritage Preservation program and hiring of a new Neighborhood Planner/Heritage Preservation Officer;
- Completion of the 5th Regional Plan Annual Report;
- Formation of a joint census team with Coconino County and creation of a 2020 Census campaign, I Count, You Count, in coordination with Maricopa Association of Governments and over 20 local partners; and
- Participation in and providing staff support for numerous planning efforts carried out by other agencies and departments.

Several of the above-referenced projects are anticipated to be completed midway through the year. The anticipated work program for CP over the following 18 months is anticipated to have four major activities. These include:

- Providing support to the Zoning Code Manager for implementation of the La Plaza Vieja, High Occupancy Housing and Southside Specific Plans;
- Providing education, research, and outreach to proactively improve Heritage Preservation outcomes with homeowners and small business owners;
- Beginning the outreach and relationship building for the Pine Knoll – Brannen Neighborhood Planning;
- Beginning the baseline data management and analysis in preparation for the 2022 to 2024 Regional Plan update; and
- Beginning the initial scope, stakeholder outreach, and public participation design for the Regional Plan update. Several of the above projects are dependent on funding and the workload of the Community Development applications.

In past years, the CP program has recommended pursuing Regional Plan amendments to keep the 2014 Regional Plan up to date. The outstanding amendments primarily pertain to community character, Great Streets and miscellaneous edits to text and maps that provide clarifications (See Attachment 2). Based on the need to prioritize other work with limited resources, the CP Program recommends folding these potential amendments into the 2022-2024 Regional Plan update.

### ***Zoning Code Manager***

The primary responsibility of the Zoning Code Manager (ZCM) is to administer and interpret the development codes, specifically the Zoning Code and the Subdivision Code. This activity includes providing assistance to community members and City Staff that use and enforce these codes. Also, the ZCM coordinates, oversees, and assists with revisions to the development codes to further the implementation of the Regional Plan and related specific planning documents. When needed, this includes working with other departments, such as solid waste, building, current planning, engineering, sustainability, etc., that have work programs to modify or could affect the City's development codes, design standards, guidelines, and specifications. The City's interdepartmental cooperation is essential to coordinating the related requirements with the development codes, minimizing conflicts and furthering the implementation of the applicable provisions of the Regional Plan, and other related specific planning documents.

In addition to the responsibilities indicated above, the ZCM:

- Is the liaison to the Board of Adjustment;
- Coordinates Board of Adjustment applications (variances);

- Coordinates minor modification applications;
- Coordinates and oversees the completion of Zoning Verification Letters;
- Coordinates with the CP staff on amendments to the Regional Plan and other related specific planning documents to ensure sufficient direction, goals, and policies are incorporated to effectuate the necessary modifications to the City Code and implement the plans; and
- Coordinates with the Code Enforcement staff pertaining to Zoning Code enforcement considerations.

Over the past year, the following Zoning Code amendments have been completed:

- Seasonal Indoor Recreation Use (North Pole Experience);
- Industrial Zones and Related Miscellaneous Updates;
- Updates to the Accessory Dwelling Unit Provisions; and
- 2019 Comprehensive Miscellaneous Update.

In addition to the amendments that have been completed, the following amendments are currently being processed:

- Lake Mary and I-17 Rural to Urban Floodplain (Private Application);
- Updates to Zoning Code 2020 - Miscellaneous Part 1;
- High Occupancy Housing Specific Plan Implementation;
- Community Commercial (CC) zone building height change from 60 feet to 45 feet;
- Updates to the Outdoor Lighting Requirements;
- La Plaza Vieja Specific Plan Implementation;
- Transect Remapping (North End); and
- Resource Protection Standards.

A detailed summary of the Zoning Code Manager's 2020 and Extended Work Plan is included in Attachment 3.

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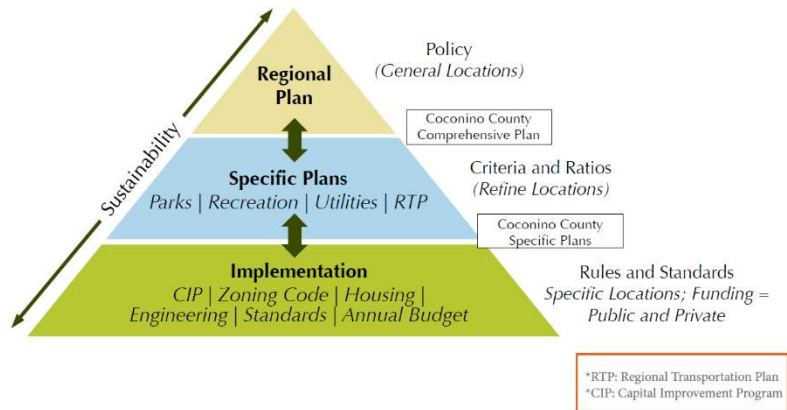
**Attachments:**     1. Summary of the Comprehensive Planning Responsibilities  
                              2. Outstanding Regional Plan Amendment Tasks  
                              3. Zoning Code Manager's 2020 and Extended Work Plan  
                              Staff Presentation

## Comprehensive Planning Program – What we do

Exceptional cities, and the great neighborhoods within them, don't just happen. Cities constantly grow and change, and we can ensure that these changes are positive through the plans we make today. The Comprehensive Planning program coordinates changes to the Regional Plan and its implementation, builds partnership to ensure sustainable growth with other government agencies, supports the stewardship of neighborhoods and historic resources, and develop Specific Plans that identify, preserve, and build on the positive qualities of different places; acknowledge and identify solutions for existing problems; and set goals and priorities that will shape the future of the area in the years to come.

### Regional Plan Implementation and Update Preparation

- Pre-application meetings
- Major Plan Amendment applications point of contact
- Regional Plan review assistance for Current Planning applications
- Regional Plan compliance findings for rezoning cases and annexations
- Preparation for the Regional Plan Update and City-initiated plan amendments



### Neighborhood Planning and Heritage Preservation

- Process Heritage Preservation applications and provide community education
- Management of the Heritage Preservation Commission and the role of Flagstaff as a Certified Local Government
- Review and assistance with local grants and the Federal Historic Preservation Tax Act for Certified Rehabilitations investment tax credit
- Review design of and monitor specific requirements for Historic Districts, overlay zones
- Neighborhood Plans, such as La Plaza Vieja and Southside
- Historic Contexts and Inventories

### Inter- and Intra-governmental Coordination and Regional Plan Implementation

- Census 2020 coordination with federal, state and regional partners
- Coordination with the County about the Regional Plan
- Bicycle and Pedestrian Master Plan (City and Metroplan)
- Bus Rapid Transit Study (Mountain Line)
- Reviews federal land management plans for the City

### Public Participation

- Support of public participation design and techniques for other City Departments and efforts
- Manage and support online public participation opportunities on the Flagstaff Community Forum

## Outstanding Regional Plan Amendment Tasks

*Updated March 2020*

### Introduction

Throughout the first five years of using the Flagstaff Regional Plan 2030 (Regional Plan) in development and policy review, text and map clarifications and corrections were identified, which have a wide range of implications from minor editorial errors to clarifications. A short summary of the work completed on these amendment tasks is incorporated into the Regional Plan annual report. These amendment tasks are focused on clarifications and reducing redundancies that have led to confusion about the plan content. So far, the only amendments that will be made to the goals and policies of the Regional Plan are the result of the High Occupancy Housing Specific Plan, which was adopted by the Council in 2018. The remaining amendment tasks are not meant to take the place of substantive policy discussions that take place during the creation of a topical or area specific plan.

Staff has organized the identified clarifications and corrections into *Amendment Tasks* that are related to a common issue. Staff proposes that each amendment task be processed as a separate application. They have been organized in order of priority. When this report was first published, over eighty individual changes were identified. Over the last three years, three of the five amendment tasks have been completed. Some of the changes proposed were incorporated into the Regional Plan through other projects, such as the High Occupancy Housing Plan, in order to efficiently issue replacement pages, and use the time of the City Council and Planning and Zoning Commission. The current list is possible 33 changes. More changes may be identified as staff works on each amendment task and specific plan.

The process of organizing and facilitating the 10-year updated to the Regional Plan will be underway from 2022-2024. The goal is to adopt regular amendments throughout the life of the current plan so that the Flagstaff Regional Plan 2040 takes advantage of a continuous community dialogue and updates.

### **Flagstaff Regional Plan 2030: Place Matters Chapters**

- |   |  |
|---|--|
| I. This Is Our Plan                                     |  |
| II. This Is Flagstaff                                   | X. Transportation  |
| III. How This Plan Works<br><i>Last updated 2017</i>    | <i>Last Updated 2015</i>                                 |
| IV. Environmental Planning &<br>Conservation            | XI. Cost of Development                                  |
| V. Open Space   | XII. Public Buildings, Services,<br>Facilities, & Safety |
| VI. Water Resources                                     | XIII. Neighborhoods, Housing, &<br>Urban Conservation    |
| VII. Energy   | XIV. Economic Development                                |
| VIII. Community Character                               | XV. Recreation   |
| IX. Growth Areas & Land Use<br><i>Last Updated 2017</i> | XVI. Plan Amendments                                     |
|   | GL. Glossary   |



## **Outstanding Amendment Task #1**

### **Chapter VII: Community Character**

Clarify the use of terminology “Great Streets” and “corridors” along with any qualifiers used in the Plan. Clarify the terminology of historic districts and neighborhoods.

**Issue:** Additions or extensions of Great Streets and corridors can trigger a major plan amendment for an application, but the terms are used with numerous qualifiers and in slightly different contexts throughout the Plan. There is a need to address the inconsistent treatment of the terms “road”, “corridors” and “Great Streets” in text of Regional Plan.

### **Recommended Timeline: Address in Regional Plan Update 2022-2024**

#### **Proposed Changes**

These proposed changes are not yet fleshed out in a page by page detail.

<b>Chapter</b>	<b>Proposed Change</b>	<b>Rationale</b>
<b>VIII, IX and X</b>	Clean up language for great streets and corridors. Gateway corridors and Great Streets are used interchangeably and the use of corridors in this chapter is not consistent with its use in the Land Use and Transportation Chapters.	This proposal will involve cleaning up language so that it can be interpreted consistently across the Community Character, Land Use and Transportation Chapters. Inconsistencies in this area could result in legal issues for development review.
<b>VIII</b>	Remove language that Gateway corridors will require corridor plans. Replace with language on partnerships and coordination	Corridor plans for interstates or State highways adopted by the City are not enforceable without ADOT and FHWA cooperation.
<b>VIII-4</b>	Clarify that great streets are a subset of corridors and that corridors are identified in the transportation section.	Clarification
<b>VIII-2</b>	Corridors as Placemakers map does not exist. Redirect reference to Great Streets Map.	Editing error
<b>VIII-26</b>	Extend goal box CC.5. and make goal box CC.6. shorter	Editing error
<b>VIII-27</b>	replace image of observatory with another	Redundant image
<b>Map 14</b>	Should only display Historic Districts from local and state designations - Can display neighborhoods that do not have an official designation separately as “Historic Neighborhoods”	Clarification

## **Outstanding Amendment Task #2**

### **Miscellaneous Edits**

All the items below can be processed as one minor amendment after the update of Title 11. There are numerous non-substantive writing and editing errors that need to be fixed in order to improve the readability of the document

**Issue:** Final editing of the Regional Plan was rushed to meet the election timelines and, therefore, many of the internal editing issues in the document were not completed.

### **Recommended Timeline: Address in Regional Plan Update 2022-2024**

#### *Text Edits*

<b>Page #</b>	<b>Proposed Change</b>	<b>Rationale</b>
<b>I-4</b>	delete first bullet point at bottom: "a mandate for development"	Remove redundancy in the list
<b>II-11</b>	Add explanation to the Growth Scenarios form the report that describes the process in detail.	Based on issues that have been confusing to the public.
<b>II-12</b>	change "full report" to "citation"	The full report is not in the appendix.
<b>V</b>	Review Open Space Chapter for inconsistencies with Management Plans.	This chapter was written at a very early stage of the City's open space program and much progress has been made in managing and developing the program. It may be worthwhile to update the background text of this chapter to reflect that work.
<b>VII-3</b>	Extend goal box E.1. to end of line	Editing error
<b>VII-5</b>	Extend goal box E.2. to end of line	Editing error
<b>IX-7</b>	change "planning boundary" to "jurisdiction" in aggregates box	Factual error
<b>IX-19</b>	Refer to policy NH.6.1.	Editing error
<b>IX-32</b>	LU..5. policy needs to be renumbered as L.U.5.8	Editing error
<b>IX-53</b>	Density and intensity are backwards; switch content in second column	Editing error
<b>IX-54</b>	Change "density range" to "Intensity"	Editing error
<b>IX-59</b>	Employment Center should be Employment Area Type	Employment Areas
<b>IX-59</b>	Need intro to list of types of employment areas before Office, R&D...	non-sequitur
<b>IX-59, IX-60</b>	Incorporate Regional Plan interpretation into the Employment Area Type section (See below)	Clarification
<b>IX-61</b>	Needs a sentence or two about the scale of special planning areas versus uses that are similar in type but without a campus-like setting	Clarification
<b>IX-62</b>	Change "potentially new" to "future"	Consistency issue

<b>Page #</b>	<b>Proposed Change</b>	<b>Rationale</b>
<b>X-14</b>	Repeated graphs, change to Total Ridership chart	Editing error
<b>Glossary</b>	List all in-text definitions (often in boxes) in the Glossary with the relevant page #	Editing error
<b>Glossary</b>	Add “Areas in white retain their existing entitlements” to the Glossary	Not described in the document currently.
<b>Glossary</b>	Need definitions for commercial corridor, and level of service.	Missing information
<b>Appendix B-9</b>	Policy LU..5 should be LU.5.8	Editing error

### *Map Edits*

<b>Map #</b>	<b>Map Edit</b>
Map 7	Clarify map legend reference to Terrestrial Ecosystem Survey. This legend reference refers to an entire dataset rather than the more limited attribute that is displayed.
Map 12	Babbitt route is incorrect on this map
Map 12	Open Space/Preserved information in legend is wrong
Map 17	Update for current land ownership (Observatory Mesa and Picture Canyon still show as State lands)
Map 27	missing segments of Southern Beulah realignment near Tuthill

## **Zoning Code Manager's 2020 and Extended Work Plan**

The 2020 and extended work plan for the Zoning Code Manager is provided below. The work plan consists of several objectives to address the community's input and expectations, development trends, enforcement, implementation, legal decisions, and state requirements. Many of the identified tasks below are on-going implementation items that will be completed individually or concurrently. For example, the tasks identified in "A" crosses over into all sections of the work plan. The individual items and tasks may be brought forward to the City Council separately, in small groups or in related larger amendments. Also, with the assistance of a consultant, Comprehensive and Current Planning, Engineering and Housing staff, several tasks are anticipated to be worked on concurrently.

As indicated above, task "A" is an on-going set of implementation tasks that will be address throughout the work program. While staff is working on the tasks indicated below, it is anticipated that a consultant will be utilized to work on tasks "G" and "H". These tasks are in order of complexity, and the approximate time frames that are anticipated to complete the field and analysis work.

### **A. Administrative and miscellaneous modifications to the zoning and subdivision code**

*(Anticipated Completion – on going)*

1. Evaluate and modify where necessary to:
  - Simplify text and provide clarification of requirements
  - Remove redundancy and conflicting requirements
  - Address code enforcement issues
  - Parking on private property, including recreational vehicle parking
  - Setbacks adjacent to streets and building setbacks
  - Mobile vending regulations
  - Modification to the Site Plan and Architectural Design Guidelines,
  - Updates to the affordable housing incentives
  - Establish a more contemporary and user-friendly zoning and subdivision code
2. Evaluate and modify where necessary to accommodate changes to the Arizona Revised Statutes.
3. Evaluate and update the compatibility criteria and building design requirements for developments

### **B. High Occupancy Housing Specific Plan (HOH Plan)**

*(Part 1 Anticipated Completion – Summer, 2020)*

1. Future amendments in accordance with the HOH Plan implementation schedule

### **C. Updates to the Community Commercial (CC) Building Height**

*(Anticipated Completion – Fall, 2020)*

1. Modify the Zoning Code to implement a new zone to achieve the recommend 45 tall building height.

### **D. Updates to the Outdoor Lighting Code**

*(Anticipated Completion – Fall, 2020)*

**E. Transect Zoning Calibration (North End)**

*(Anticipated Completion – Winter, 2020)*

1. Modify the Downtown regulating plan transect locations and development standards

**F. La Plaza Vieja Neighborhood Specific Plan**

*(Anticipated Completion – Fall/Winter, 2020)*

**G. Updates to the planning and engineering subdivision and development exactions code provisions**

*(Anticipated Completion - Winter, 2021)*

1. Coordinate with Development Engineer staff to evaluate and modify where necessary the Engineering and Zoning Code pertaining to development exactions.
2. Evaluate and modify where necessary the subdivision standards.

**Future Review and update the City's design review requirements**

*(Anticipated Completion – Winter, 2021)*

**H. Southside Community Specific Plan**

*(Timing is dependent on City Council adoption date, the anticipated completion – Winter, 2021)*

**I. Updates to the Zoning Code to address Resource Protection Standards**

*(Anticipated Completion – on going)*

1. Modify the Zoning and City Code to:
  - Identify prairie dog habitats and translocation requirements
  - Protect and minimize impacts on springs, seeps and riparian areas
  - Protect rock outcrops
  - Incentive maintaining and protecting wildlife corridors, including minimize obstructing wildlife corridors

**J. Climate Action & Adaption Plan**

*(Anticipated Completion – on going)*

1. Modify the Zoning and City Code to:
  - The landscape requirements (xeriscape)
  - The development incentives and standards for promote climate change resiliency and emissions reductions
  - Other related modifications are on-going



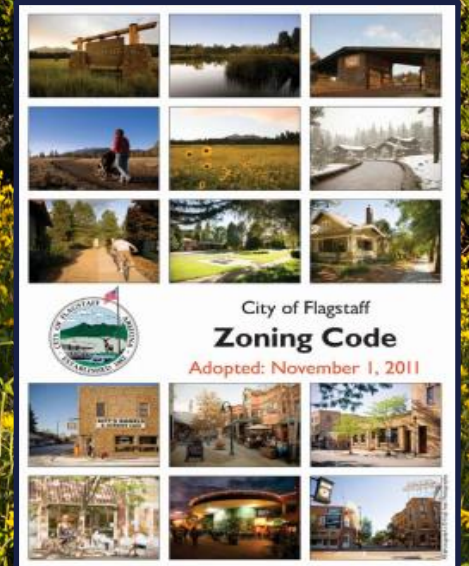
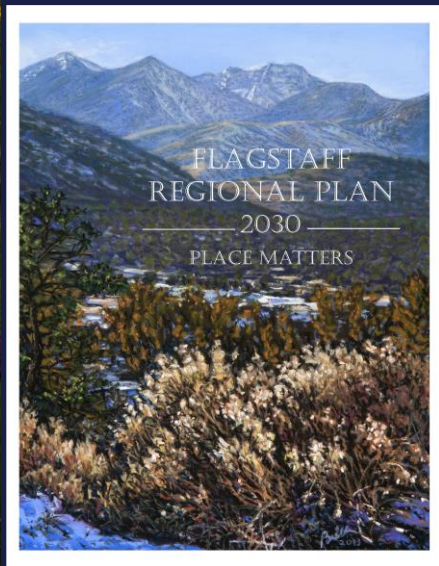
# 2020 Comprehensive Planning Program and Zoning Code Update

Sara Dechter, AICP, CP3

Comprehensive Planning Manager

Dan Symer, AICP

Zoning Code Manager







# 2020 Program Update



## Work Session Objectives

- **Increase familiarity with Comprehensive Planning and Zoning Code Managers' job duties**
- **Review projects and plans that are underway and those that may start in the next 2 years**
- **Receive feedback on program priorities from Council**



# 2020 Program Update

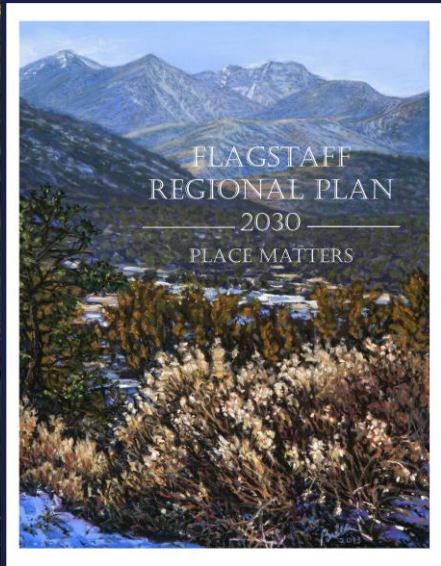
## Order of Presentation

1. **Comprehensive Planning work program**
2. **Council questions and direction**
3. **Zoning Code work program**
4. **Council questions and direction**



# 2020 Comprehensive Planning Program Update

Sara Dechter, AICP  
Comprehensive Planning Manager



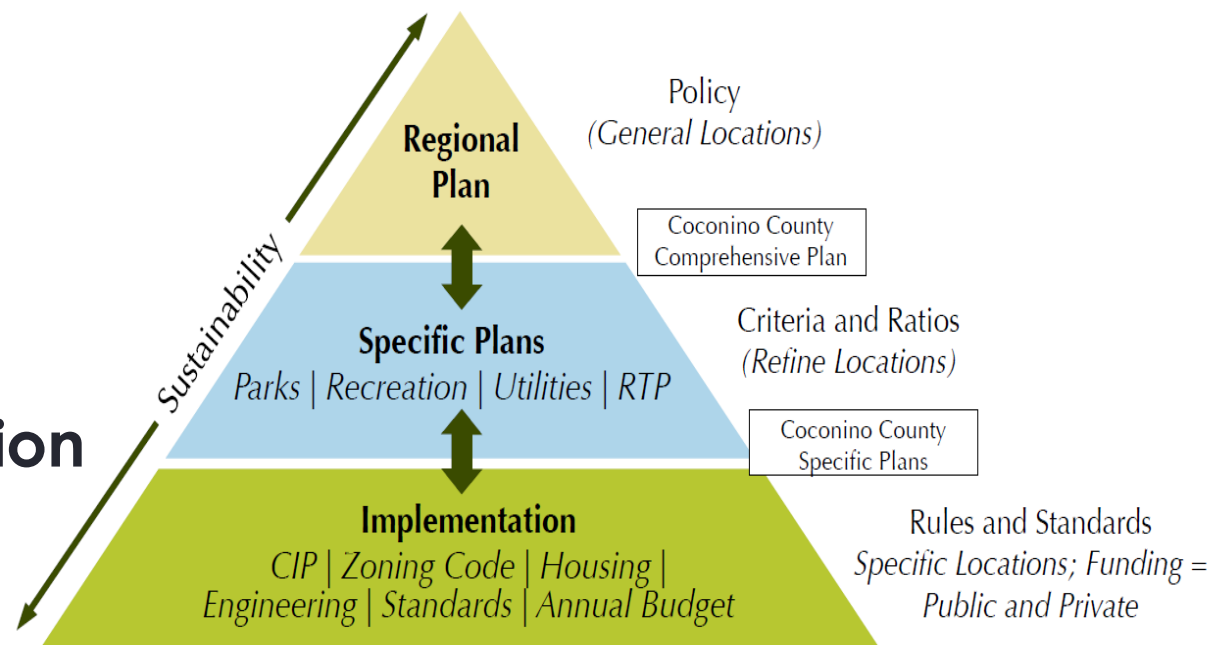




# Comprehensive Planning Work Program

## 2019-2020 Work Allocation

- Regional Plan Implementation 10%
- Neighborhood Planning/Heritage Preservation 40%
- Inter- and Intra-government Coordination and Census 40%
- Other Public Participation 10%





# Comprehensive Planning Work Program

## 2019-2020 Accomplishments

- Created draft Southside Community Plan with Southside Stakeholder Group and held 60 day public review
- Launched the local 2020 Census campaign with Coconino County
- Supported implementation of the High Occupancy Housing Plan
- Completed the 5th Regional Plan Annual Report
- Brought the Heritage Preservation Program into the Comprehensive Planning Program and hired Neighborhood Planner/HPO
- Received grant for developing a historic context for Sunnyside



# Comprehensive Planning Work Program

## 2019-2020 Accomplishments

Staff supported partner projects:

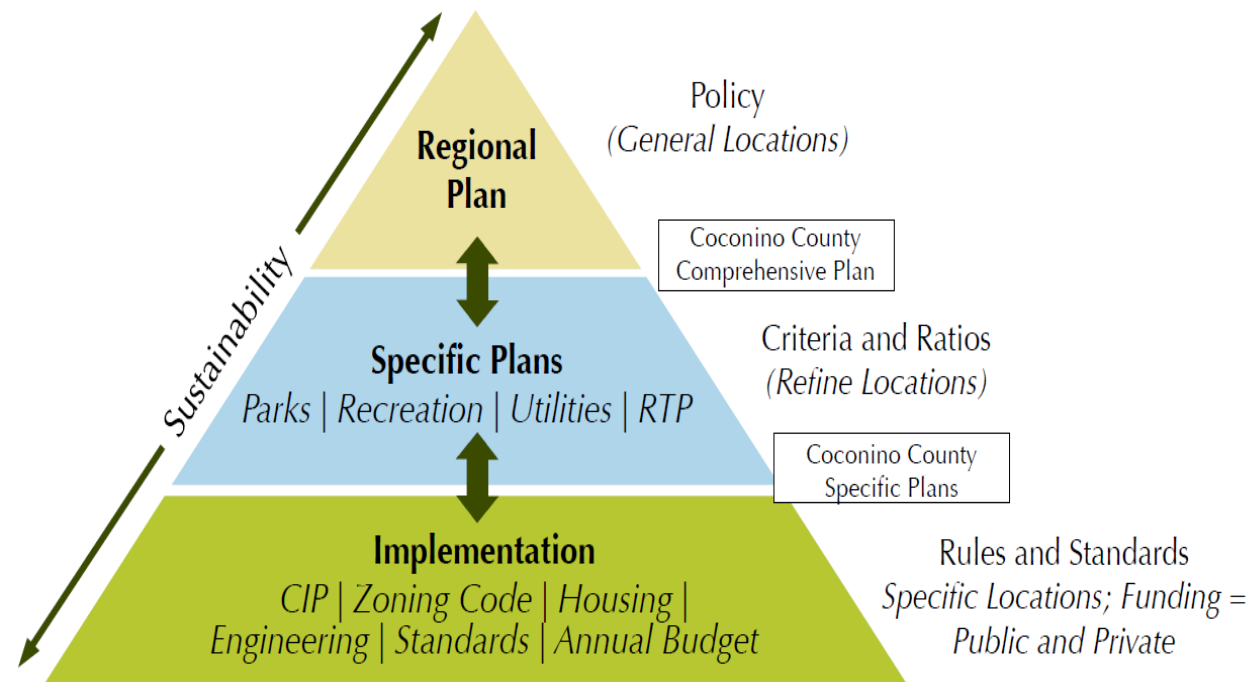
- Milton Road/US 180 Corridor Master Plan
- Active Transportation Master Plan
- Climate Change Action and Adaptation Plan
- Mountain Line Bus Rapid Transit planning
- Flagstaff Trails Initiative planning effort
- Mogollon Property public outreach
- Post-Museum Fire survey



# Comprehensive Planning Work Program

## 2020-2021 Work Allocation

- **Current Regional Plan Implementation 10%**
- **Regional Plan Update Preparation 25%**
- **Neighborhood Planning/Heritage Preservation 30%**
- **Inter- and Intra-government Coordination and Census 25%**
- **Other Public Participation 10%**





# Comprehensive Planning Work Program

## 2020-2021 Primary Projects

- **Census 2020 rapid response operations**
- **Southside Community Plan Public Hearings and early implementation**
- **Regional Plan update preparation**
- **Stakeholder assessment for Pine-Knoll Brannen**
- **Sunnyside Historic Context field work**





# Comprehensive Planning Work Program

## 2020-2021 Primary Projects

- **Proactive education and outreach for Heritage Preservation**
- **Manage applications and the Heritage Preservation Commission**
- **Comprehensive Planning support for:**
  - **Zoning Code update efforts in La Plaza Vieja, Southside and for the High Occupancy Housing Plan strategies.**
  - **Thorpe Park Annex Public Participation**
  - **Milton Road/US 180 Master Plan (continued)**



# Comprehensive Planning Work Program

## Southside Plan Next Steps

**Final Plan is currently in Legal Review and Editing**

**Plan will be posted online**

**at [www.flagstaff.az.gov/southsideplan](http://www.flagstaff.az.gov/southsideplan) by early April**





# Comprehensive Planning Work Program

## 2020-2021 Heritage Preservation Program

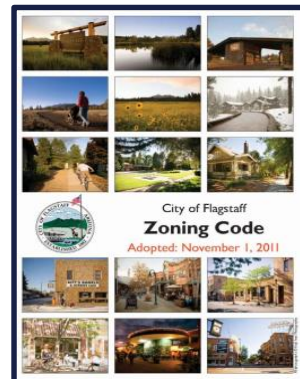
- Education campaign and events for Townsite and Southside
- Educational material and workshop on federal tax credit applications
- Complete historic context for Southside and evaluate need to update inventory
- Begin working on preservation grants for the Southside
- Sunnyside Historic Context
- Begin outreach and develop public participation strategy for in the Pine Knoll Brannen Neighborhood Plan.



# 2020 Comprehensive Planning Work Program



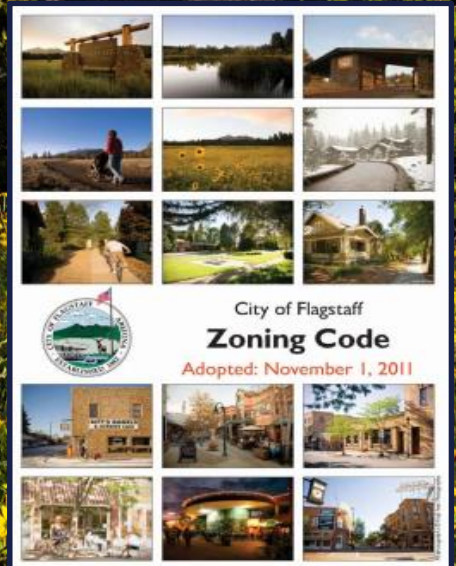
## City Council Questions and Comments





# 2020 Zoning Code Program Update

Dan Symer, AICP  
Zoning Code Manager



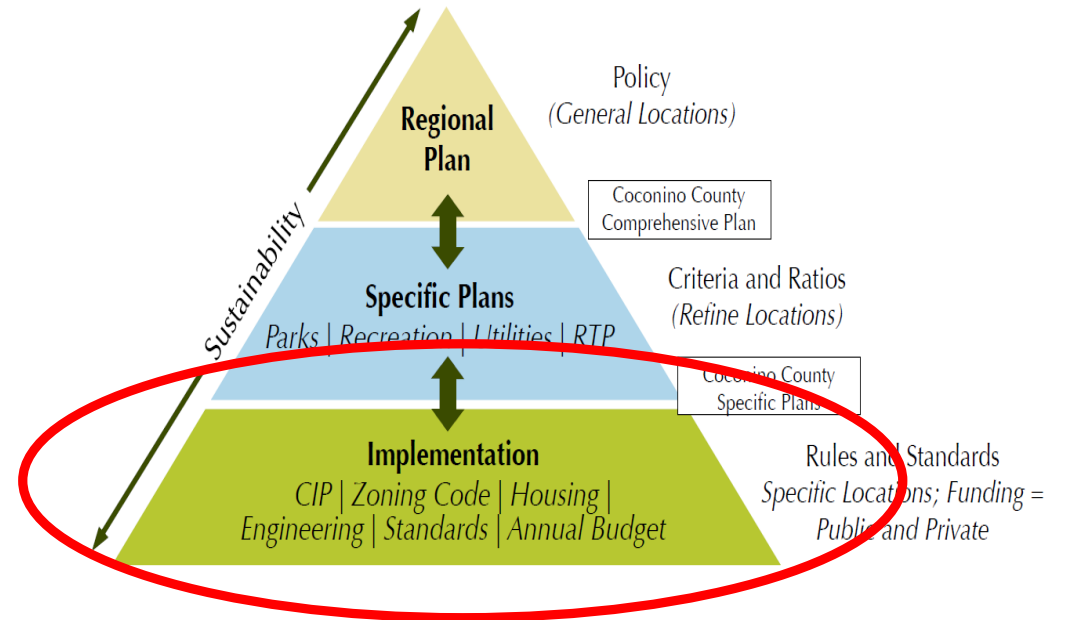




# 2020 Zoning Code Work Program

## Normal Work Assignments

- **Zoning Code Administrator for Development Codes ( $\pm 30\%$ ):**
  - Support: Comprehensive and Current Planning, and Code Enforcement
  - Intra-City Coordination and Assistance
  - Public Assistance
  - Board of Adjustment Liaison
- **Development Code Amendments ( $\pm 60\%$ )**
- **Project Management ( $\pm 10\%$ ):**
  - Variance applications
  - Zoning Verification





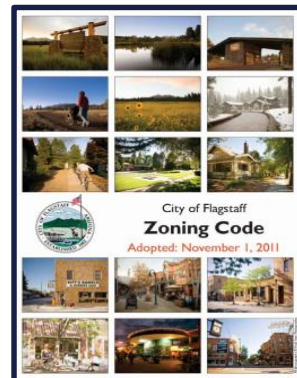
# 2020 Zoning Code Work Program



## Zoning Code Accomplishments

### Zoning Code Amendments Complete:

- Seasonal Indoor Recreation Use (North Pole Experience)
- Lake Mary and I-17 Rural to Urban Floodplain
- Industrial Zones and Related Miscellaneous Updates
- 2 set of Miscellaneous Update

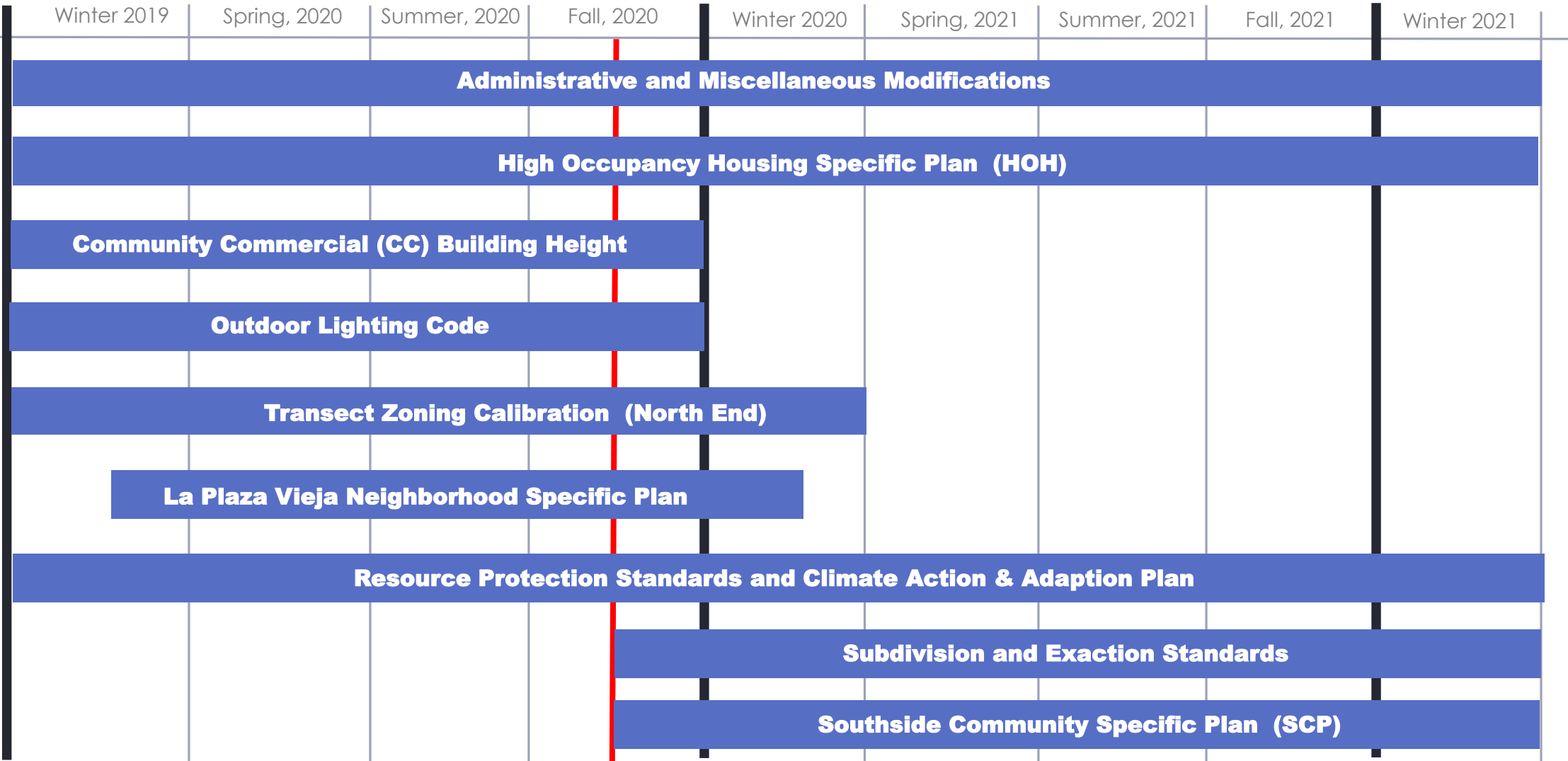




# 2020 Zoning Code Work Program

## PLANNING & ZONING PROJECTS TIMELINE

Zoning Administration Program Work



Start of Consultant Anticipated

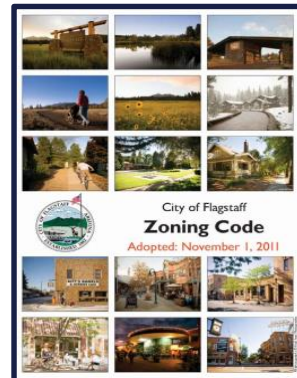


# 2020 Zoning Code Work Program



## Zoning Code Work Program

- **High Occupancy Housing Zoning Code Amendment (On going)**
  - 7 public meetings, and 1 open discussion session
  - Working draft is complete
  - Potential Planning Commission in Fall, 2020
  - Potential City Council hearings in the Fall, 2020



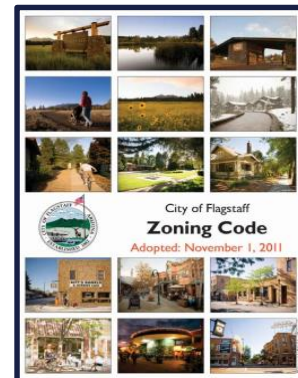


# 2020 Zoning Code Work Program



## Zoning Code Work Program

- **Community Commercial (CC) zone building height change from 60 feet to 45 feet**
  - **4 public meeting (Additional meetings are planned)**
  - **Potential neighborhood outreach being in May**
  - **Potential Planning Commission in Fall, 2020**
  - **Potential City Council hearings in the Fall, 2020**





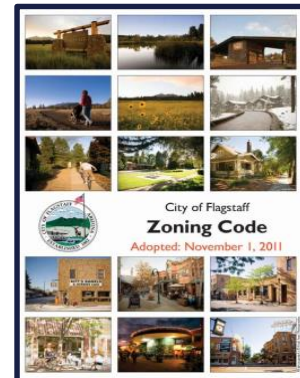


# 2020 Zoning Code Work Program



## Zoning Code Work Program

- **Outdoor Lighting Requirements**
  - Working draft is complete
  - Currently in peer review
    - (Astronomers Lowell and Naval Observatory)
  - Potential Planning Commission in Summer, 2020
  - Potential City Council hearings in the Fall, 2020



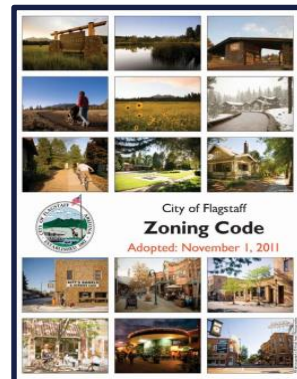


# 2020 Zoning Code Work Program



## Zoning Code Work Program

- **La Plaza Vieja Specific Plan**
  - **Public engagement to beginning, April 2020**
- **Transect recalibration and related standards (North End)**
  - **Anticipated public outreach beginning, Summer 2020**



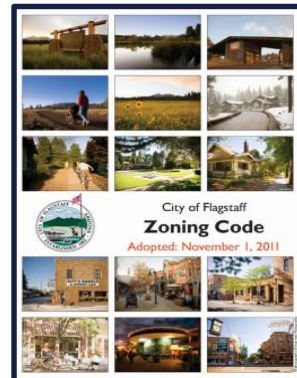


# 2020 Zoning Code Work Program



## Zoning Code Work Program

- **Resource Protection Overlay**
  - **Prairie dog habitats and translocation**
- **Climate Action & Adaption Plan (on-going)**
  - **Update Landscape requirements (xeriscape)**



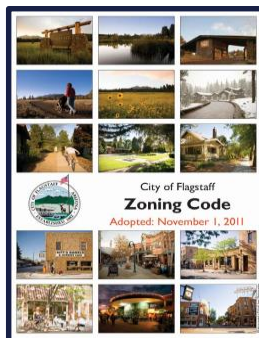


# 2020 Zoning Code Work Program



## Zoning Code Program Key Points

- The proposed work program is reliant on receiving consultant funding with the next fiscal budget (2020 – 2021).
- The Public Participation Plan will vary and will be determined for each work program item. The plan and public buy in may affect the timing and completion of the individual work program items

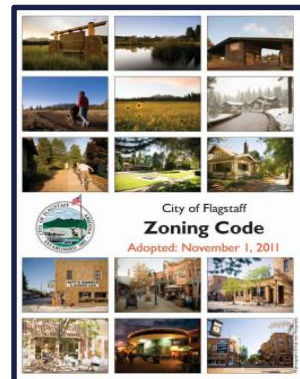




# 2020 Zoning Code Work Program



## City Council Questions and Comments







# 2020 Comprehensive Planning Program and Zoning Code Update



THANK YOU  
and good evening! 😊

## **CITY OF FLAGSTAFF**

### **STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Shannon Anderson, Deputy City Manager  
**Date:** 03/12/2020  
**Meeting Date:** 03/31/2020



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#### **TITLE**

#### **Discussion of Potential Ballot Measures**

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

Direction from City Council on which potential ballot measure recommendations should move forward to the next step of seeking input through community surveys and focus groups.

#### **EXECUTIVE SUMMARY:**

Staff is seeking input and direction from Council with regard to recommendations for potential ballot measures to include in the preliminary public outreach. This would be in preparation for the General Election in November 2020. Staff has been working with commission members, community stakeholders and community partners to develop recommendations. In addition, staff has added brief information for consideration of a ballot measure for the unfunded pension liability based on Council feedback during the January 21, 2020 discussion.

#### **INFORMATION:**

City staff presented general information on potential ballot measures and consultant services for Council consideration during the January 21, 2020 Council meeting. As a result of these conversations, during the March 3, 2020 Council meeting staff presented refined potential ballot measure recommendations from the Parks & Recreation and Open Space Priorities Committee (combination of the Parks & Recreation Commission and Open Space Commission), Housing Commission, Flagstaff Fire Department, and Finance personnel.

During the March 3, 2020 presentation Council heard public comment and began discussions related to potential ballot recommendations. Based on those discussions it appears staff may have direction on some of the recommendations, but is seeking clarification of Council direction for all recommendations presented.

Based on initial Council feedback it appears there may be support for:

- All Housing bond recommendations funded at the recommended level 1 for \$30 million
- Flagstaff Watershed Protection Project Phase III at Mormon Mountain for \$4 million
- Not going beyond the \$61 million capacity or raising the secondary property tax

Based on initial Council feedback it appears there may be varying levels of support for:

- Conservation and protection of Open Space
- Parks & Recreation projects

Based on initial Council feedback it appears there may not be support for:

- Unfunded pension liability
- Integrated land acquisition for Open Space
- Observatory Mesa Trail system

Based on initial Council feedback it appears there may be a need for additional information on:

- Unfunded Pension Liability

Those bond measures which Council supports will be included in the community surveys and focus groups for further evaluation and feedback. Staff will return later in the Spring to Council with a full report from the surveys and focus groups to determine what ballot measures will be placed on the November 2020 general election ballot.

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**Attachments:**