

# **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>)

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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**CITY COUNCIL WORK SESSION  
TUESDAY  
JUNE 9, 2020**

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

### **AGENDA**

**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 June 16, 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. Rethink Waste Update**

**7. Downtown Street Closures**

**8. Case No. PZ-19-00124 Updates to Zoning Code 2019 - High Occupancy Housing Land Use Zoning Code Amendment.**

**9. Louis Agassiz Renaming Discussion**

**10. Temporary Use of the Old Public Works Yard as a Temporary Construction Yard**

**11. Discussion and Possible Direction of Current F.A.I.R. Items**

**12. Public Participation**

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

**14. Adjournment**

**CERTIFICATE OF POSTING OF NOTICE**

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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

## **CITY OF FLAGSTAFF**

### **STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Dylan Lenzen, Sustainability Specialist  
**Co-Submitter:** Todd Hanson  
**Date:** 05/19/2020  
**Meeting Date:** 06/09/2020



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#### **TITLE**

**Rethink Waste Update**

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

Informational only.

#### **EXECUTIVE SUMMARY:**

Staff will provide an update on the Rethink Waste Plan. In September 2017, staff adopted the Rethink Waste Plan, which institutionalized a materials management approach to decision making and identified foundational recycling and waste prevention strategies. Over the past year, staff have moved multiple initiatives forward. While the current revenue projections have delayed the rollout of a volumetric pricing pilot program, staff will continue to take key steps to improve the viability of its recycling operation and explore new waste diversion opportunities. Staff will be implementing regular recycling inspection efforts to reduce contamination. Additionally, staff have completed an important analysis of the expiring Materials Recovery Facility contract, as well as explored new composting initiatives.

#### **INFORMATION:**

The Rethink Waste Plan lays the foundation for a materials management approach to administering Flagstaff's waste and consumption. It identifies key actions necessary in the near and long-term to achieve goals and inform staff and City Council moving forward to improve waste prevention and diversion.

Prior to the City implementing the Recession Plan, staff intended to roll out a pilot of the volumetric pricing program (often called Pay-As-You-Throw), which offers smaller trash cart size options that would be available for a lower price. Potential savings provide an incentive for households to reduce the amount of trash they throw away. This program was identified as a key strategy to reduce waste and increase recycling. While volumetric pricing does not have major long-term costs associated with it, it does take significant one-time infrastructure investment to purchase various cart sizes and maintain inventory. With recent revenue losses staff recommend delaying the introduction of this pilot and its associated costs. As the City's future budget becomes clearer and revenue exists to fund this infrastructure investment, staff will proceed with the pilot.

Despite the delay of volumetric pricing, staff will continue with planned outreach efforts, including more recycling inspections to reduce recycling contamination and improve customer knowledge. Staff began targeted neighborhood inspections last year (Summer 2019) and saw significant

Staff also procured consultant services to investigate the City's options for managing the end of the Norton Environmental contract, the company that operates Flagstaff's Material Recovery Facility. Staff received a final report that summarizes these options, which we will briefly touch on during this update. Staff will return to Council at a later date requesting direction on which option to pursue.

**Attachments:** Rethink Waste Plan  
Presentation



# Rethink Waste: A Framework for Transitioning to Sustainable Materials Management

## Executive Summary

In an effort to better prepare for changes in the waste and recycling landscape in the City of Flagstaff, as well as most effectively reduce the impact of the community's waste and material consumption, City staff have created the Rethink Waste Plan or "Plan" to guide future efforts.

## Materials Management Vision

In the past, much of the City's focus has been on expanding access to and participation in recycling services. While these efforts will continue, a sole focus on material recovery will not allow the municipal organization and community to most effectively reduce their impact. Rather, through the lens of materials management, the Rethink Waste Plan has an increased focus on eliminating waste at its source and reducing the impact of materials across their life cycle. Contained within this Plan is a vision and goals to guide efforts over the long term towards a future in which the community's environmental impact is minimized.

## Framework for Action

To achieve the vision contained in the Plan, the City will utilize a phased approach. In the near term, staff will focus on increasing participation in existing services, building foundational program elements, and investigating barriers to the materials management vision. Once this foundation has been established, the City will undergo a strategic planning process that will outline the long-term roadmap during Phase Two. Phase Three will focus on implementing the roadmap established during the strategic planning process.

## Barriers and Needs

Contained within the Plan is an assessment of existing barriers to achieving this vision. The barriers to reaching each goal for waste diversion, prevention, and climate change are explored. Whether it is gaps in data collection or a lack of enabling legislation, there are multiple barriers that must be addressed to achieve the goals and vision outlined in the Plan.

## Recommendations

Based off the existing barriers, the plan discusses what is needed during the first phase to institutionalize this materials management framework and set a foundation for future success.

## Phase One Action Plan

The final element to the Rethink Waste Plan is an outline of the planned efforts over the next three years.

## Transition to Sustainable Materials Management Framework

Central to the Rethink Waste Plan is a shift in the City's approach to managing the waste and material consumption in Flagstaff. This shift is necessary because of the limitations of the current framework, known as, solid waste management.

### Limitations of solid waste management framework

This solid waste management framework has been utilized by the City, as well other local and state governments, for decades to manage the discards of the community. The framework promotes recycling and emphasizes landfilling waste in an environmentally sensitive manner. This can be observed in Flagstaff with the Cinder Lake Landfill and a recycling program that residents have participated in for over two decades. While this framework and programming has been successful in reducing the impacts of waste that occur after its use, it is inherently limited.

Despite the successes of the solid waste management framework, concerns over global resource use and Flagstaff's growing environmental footprint remain. Considering the life cycle diagram below, the solid waste management framework has only focused on the "end-of life" phase of the life-cycle of materials. While it can still allow for effective landfilling and recycling, it does not consider the impacts of materials that occur prior to their use.



For most materials, the upstream impacts from extraction, manufacturing, distribution, and use can be 10 to 100 times more impactful than the end-of-life phase. A more effective framework for decision making to address the full life cycle of impacts can be found in what is called Materials Management.

## What is a Materials Management Framework?

Materials management is a conceptual framework for systematically addressing the movement of materials through the economy from extraction to end of life. This concept is essential to reducing our environmental footprint and resource consumption. The U.S. Environmental Protection Agency (EPA) developed the following definition:

*Materials management is an approach to serving human needs by using/reusing resources most productively and sustainably throughout their life cycles, generally minimizing the amount of materials involved and all the associated impacts.*

Adopting a materials management approach will continue the City's effort to optimize recycling operations, but also expand its focus to prioritize waste prevention. Waste prevention reduces the generation of waste at its source. Examples of programming include a marketing campaign to encourage residents to bring their reusable bag to the grocery store or instituting sustainable purchasing policies that require larger suppliers to "take back" packaging and other obsolete products.

## Vision for Flagstaff in 2050

The City envisions a Flagstaff where local government, residents, businesses and visitors collectively take action to reduce the impact of their material consumption. By 2050, Flagstaff will reduce its overall waste generation and divert 90% of materials from the landfill.

**Residents live and use material sustainably.** All Flagstaff residents enjoy high-quality lives that do not require high levels of material consumption. They see themselves first as members of a community, as opposed to consumers. Social norms, infrastructure and policy make low-impact consumption easy and rewarding. Collaboration, sharing, repair and reuse are all normal, and sustainable consumption is a social norm that is easy to live by.

**Product reuse and repair options are abundant and desirable.** Flagstaff already has a growing reuse industry with a myriad of thrift stores and, with the proper support, this industry can continue to grow. Flagstaff residents seek out opportunities to purchase reused and repair when possible.

**Residents understand that materials have a useful life after they are discarded.** It is a social norm for residents to reuse, repair, and recycle that which cannot be prevented.

**Material diversion is easy for residents and visitors when recreating in public spaces.** If residents and visitors are hiking, biking, and sightseeing in Flagstaff's many public spaces, recycling and composting is just as easy as landfilling the materials they carry with them.

**Access to services and facilities that divert non-preventable waste streams.** Through City-owned operations or public-private partnerships, residents and businesses have access to all the necessary facilities to divert existing waste streams from the landfill, as well as collection operations to deliver them in convenient manner. Few materials are landfilled or incinerated.

**New construction is done in a manner that actively reduces all possible waste and diverts that which cannot be eliminated.** Contractors think proactively about the waste that is produced as a result of their operations, choose building materials that minimize upstream impacts, and are incentivized to divert remaining byproducts through the region's many diversion facilities and services.

Development is conducted with future waste diversion in mind. New buildings and properties are constructed in a manner that leaves adequate space for diversion options, such as recycling and composting, to be added to maximize their convenience and use by tenants.

Health and environmental risks from disposed wastes are minimized. While reduced, there is likely to still be a need for landfilling waste in future. It will be important to manage that waste properly to reduce its potential impact.

City maintains a collaborative relationship with state and regional partners to reduce upstream impacts. To be successful in reducing material consumption impacts, the City will need policy support from the state and federal level.

### Benefits of adopting a Materials Management Framework

Institutionalizing this framework and acting upon this vision has the opportunity to bring significant benefits to the community including:

#### Energy and Greenhouse Gas Impacts

According to the EPA, roughly 42% of U.S. emissions are associated with the provision of materials and goods. Taking action to reduce the impact of Flagstaff's material consumption can play a key role in meeting the City's climate change goals. By boosting recycling rates, Flagstaff can reduce emissions by lowering the demand for virgin materials.

#### Resource Conservation

By increasing diversion and preventing the generation of waste, Flagstaff can extend the life of the Cinder Lake Landfill, which is currently projected to close in 2054. For every ton of solid waste produced locally, there are 71 tons of waste produced upstream from mining, manufacturing and the distribution of products.

#### Job Growth and Economic Development

According to the EPA, every 1,000 tons of recycled material can be attributed to 1.57 jobs, \$76,030 in wages, and \$14,101 in tax revenue. In other communities, such as Austin, local governments are supporting new businesses that aim to divert challenging waste streams through innovation contests.

### Framework for action

The Rethink Waste Plan will guide the City as it shifts to a materials management framework, while keeping in sight a long term vision to reach consumption and waste diversion goals. Prior to recommending major policy changes and infrastructure improvements, the City will need to address existing barriers and ensure that foundational elements are in place. The timeline below benchmarks the City's transition. A specific plan for that first phase is included in this document.

### Timeline for achieving vision

In order to achieve the vision outlined in the plan, efforts will be broken down into the three phases described below.

## Phase One – Years 1 – 3

Phase One will be focused on setting a foundation for future efforts to build upon and ensure that the basic elements of any successful recycling and waste prevention program are established. A detailed plan for this first phase can be found in Appendix I.

### *Build foundational elements*

Before undertaking significant investments in new infrastructure and services the City must develop a successful recycling and waste prevention program. This first phase will be focused on establishing these basic programs and services that can then be expanded upon to move us toward long-term goals. Examples of this include:

- Recycling and waste prevention education in K-12 classrooms
- Door-to-door community outreach
- Implementation of recycling in public spaces, such as downtown and public parks
- Consistent coloring of recycling and trash infrastructure consistent within city limits and based on international standards
- Basic changes to municipal code to ensure new construction is done with recycling in mind

### *Fill gaps in data and knowledge*

One of the current barriers is a lack of data and knowledge of Flagstaff's waste landscape. The City does not currently have stand-alone data on diversion rates for its commercial and multifamily customers, nor does it have data on waste and recyclable material that is collected by private haulers. Additionally, a consumption-based greenhouse gas inventory is needed, in order to create the greatest reductions in Flagstaff's environmental footprint.

### *Engage residents on materials management vision*

While this new materials management framework will allow the City to best achieve its goals, it is a framework that is unfamiliar to most. Throughout this first phase, we aim to educate community members on what this new vision will look like, as well as get a pulse on how the community feels we can best achieve this vision.

Significant changes will need to be made in order to reach the goals outlined in this document. City staff will engage the public to determine which types of actions and efforts residents would like to see in order to achieve the vision.

### *Establish baseline for key metrics*

In order to evaluate future success, it will be important to have multiple metrics to determine whether or not Flagstaff is moving towards this materials management vision. Some of the necessary metrics, such as per capita waste generation, are not being tracked at the moment. Others may not be accurate because of the lack of data mentioned earlier. A focus of the phase one, will be to establish accurate baselines for key metrics.

## Phase Two – Years 4 – 5

After setting the stage in Phase One, the City will be ready to begin Phase Two, which will focus on creating a long-term strategic plan for achieving the goals and vision outlined in this Plan.

### *Develop and initiate plan for achieving materials management vision*

While this Plan recommends actions that will set a foundation for future success, it does not outline exact policy and programmatic prescriptions that will allow us to achieve the goals and vision of this Plan. The focus of Phase Two will be establishing a strategic plan with these specific policy and program recommendations that can be implemented over the long-term.

### *Reevaluate and update phase one goals*

The Rethink Waste Plan establishes goals to guide Flagstaff in the future, but these goals should be reevaluated and updated after phase one, based on progress and more in-depth research of Flagstaff's waste system.

## Phase Three – Years 6 and beyond

### *Implement the plan established in phase two.*

This final phase will be focused on implementing the strategic plan established in Phase Two.

## Preliminary Goals and Metrics

### Waste Prevention

In the past, much of the City's focus has been expanding access to and participation in recycling services. While these efforts will continue, a sole focus on material recovery will not allow the municipal organization and community to most effectively reduce their impact. Rather, through the lens of materials management, the Rethink Waste Plan has an increased focus on eliminating waste at its source and reducing the impact of materials across their life cycle.

According to EPA data, the average American generated 4.4 pounds of total waste per day in 2013, and recycled or composted 1.51 pounds of those materials. The City will begin to measure this metric annually.

- **Goal:** Measure per capita total waste generation (trash, recycling and compost) and decrease over time.
- **Goal:** Stop growth overall waste generation over the next three years.
- **Performance Metric:** Pounds of total waste per person per day and total waste generation.

### Waste Diversion

The percentage of waste diversion is calculated by taking the weight of total materials recycled and composted and dividing this by the weight of the total discarded materials (total recycled, composted, and landfilled). The Rethink Waste Plan sets a goal of 90% waste diversion, the internationally accepted diversion rate for a zero waste community. The target date to achieve this level of waste diversion is 2050. Each sector of the Flagstaff community, including single-family residential, multifamily residential, and commercial should each achieve 90% waste diversion.

- **Goal:** 90% diversion by 2050
- **Performance Metric:** Waste diversion per sector (reported annually)

## Climate Change

From the emissions associated with transporting Flagstaff's waste to the sorting of recyclable material at the Material Recovery Facility (MRF) and its disposal at the Cinder Lake Landfill, community greenhouse gas emission reports show that a major portion of emissions are tied to Flagstaff's waste. In the 2013 and 2014 Community Greenhouse Gas Emissions Report, waste made up 8% of the community's total emissions. As the growing field of materials management, indicates, the majority of a material's impact comes before it is recycled or disposed of and the same is true of its emissions.

- **Goal:** Reduce greenhouse gas emissions from waste disposal.
- **Goal:** Measure greenhouse gas emissions associated with Flagstaff's material consumption.
- **Performance Metrics:** Greenhouse gas emissions from waste disposal (reported annually). Greenhouse gas emissions tied to the materials used by the community.

## Participation

The City tracks the number of customers utilizing the Hazardous Products Center (HPC) and other zero waste opportunities such as fix-it clinics. We plan to identify and increase the number and diversity of customers accessing those City-sponsored facilities. The City will continue to collaborate with partners to develop improved measures across all programs and facilities.

- **Goal:** Maximize the number and diversity of individual participants in zero waste services and programs.
- **Performance Metric:** Number and diversity of participants using zero waste programs, services and facilities (reported annually).

## Policy, Strategy, and Process

Over the long-term, there are multiple types of strategies utilized to foster behavior change, increase diversion, prevent waste, grow the capacity of local waste and recycling systems, and move Flagstaff closer to its materials management vision.

### Available Strategies

*Behavior change and education* – Effective education and social marketing programs can support the development of new habits and personal motivation to decrease the impact of material consumption.

*Infrastructure improvements* – New infrastructure will be necessary to make recycling and preventing waste more convenient, as well as to handle increases in demand due to changes in resident behavior and the global material market.

*Lead by example* – Guided by the Municipal Sustainability Plan, the City aims to be a model for the broader community by fostering behavior change and promoting waste prevention and recycling within the municipal organization.

*Support regional and state policy* – A coordinated approach within all levels of government is necessary, recognizing that authority for certain policies or actions may reside with regional or state agencies.



*Implement local policy* – City legislation may be necessary to establish new policy.

## Barriers and Needs

There are a number of barriers that interfere with the City's transition to a materials management framework. They include:

### Waste Prevention

Flagstaff's goal is to stop growth in the waste stream, but in order to do so we need to begin collecting data related to overall waste generation. Flagstaff will begin using the performance metric of pounds of total waste per person per day (reported annually) to evaluate waste prevention programming.

#### Gaps in data collection

Additionally, because a lack of reporting requirements, any waste that is not delivered to a City-sponsored facility, such as the Cinder Lake Landfill or MRF, it is not counted towards overall waste generation.

#### Improper prioritization of actions

Due to the past institutionalized framework of solid waste management, the actions of diversion and landfilling were prioritized over waste prevention and any action that reduces waste at its source.

#### Lack of incentives for source reduction

For the average Flagstaff household, there is no incentive to reduce the amount of waste it produces. Residential customers given two ninety gallon bins, one for recycling and the other for trash. Each are picked up once a week, no matter how full they are. This not only results in misaligned incentives, but promotes inefficiency in solid waste operations

### Waste Diversion

While the materials management approach will challenge the City to think beyond waste diversion and recycling, it is going to be important for the City to continue to optimize its recycling and diversion systems. The table below shows that our current recycling rates leave much to be desired.

Sector	Recycling Rate (%)	Diversion Rate (%)
Single-family residential	19.17	
Commercial/ Multifamily residential	10.01	
Community wide	13.44	14

#### Lacking commercial and multifamily participation

While recycling rates in the single-family residential sector should also see improvement, commercial and multifamily properties have a recycling rate that is nearly half that observed



in single-family. This is due to the fact that in many cases, these properties completely lack recycling service for their residents. In comparison to single-family homes, commercial and multifamily properties are not provided recycling bins when they sign up for trash service.

Even in cases where there is recycling service, it is provided in a manner that is incredibly inconvenient. For example, many large multifamily properties will have four or more trash dumpsters scattered throughout a complex, but only carry a single recycling dumpster, making it burdensome for the majority of the complex to throw out their recycling in comparison to their trash.

These properties also suffer from high resident turnover, which makes education and outreach challenging. Inconsistent dumpster coloring and a lack of proper labeling can make the trash and recycling situation in a complex confusing.

#### Lack of enabling City policy

Contributing to the challenges of multifamily and commercial properties is a City Code that makes establishing access to recycling difficult. While mandating that properties provide recycling service for their tenants is a route that many communities have gone, another basic step would be to require that such properties simply provide the space necessary to add recycling infrastructure. Without space requirements, many properties are challenged later on when their tenants ask for recycling service, but property managers do not want sacrifice parking to add enclosures for recycling dumpsters. Multi-story apartment complexes can also be constructed with chutes for convenient waste disposal, but lack chutes to handle recycling and are extremely expensive to retrofit later on.

Another barrier that could be addressed through City code is the potential lack of recycling service provided by private haulers operating in the region.

#### Education

Significant steps were taken to improve education and outreach efforts during fiscal year 2017 and future efforts should continue to build on that foundation to ensure that Flagstaff residents and businesses have a better understanding of how to recycle properly. Through a partnership with Willow Bend Environmental Education Center, over 1,900 students were reached through in-class programs during the 2016-17 school year. This number is likely to increase as the program becomes more popular.

Also during fiscal 2017, staff launched the Master Recycler Program, which trains community champions who then educate their peers through in-person outreach in Flagstaff. The first class in February, trained twenty-eight residents on the basics of waste, recycling, and behavior change, and who are now sharing their expertise with their friends, coworkers, students, and neighbors. The capacity of this program will only grow as thirty new volunteers are trained each year.

#### Construction Waste

One of the most impactful elements of Flagstaff's waste stream is that tied to construction and demolition activity in the community. While preventing and diverting this waste may take new policy and infrastructure investments, there is much in the near term that could be done

to take advantage of existing programs and services. An example can be found in the landfill's green waste program, which uses clean wood as alternative daily cover. The City could explore education and financial incentives that promote the capture of this material from contractors.

## Climate Change

Reducing the climate change impacts related to Flagstaff's material consumption involves looking at both the emissions directly associated with waste disposal operations in Flagstaff, as well as emissions associated with the upstream processes of the community's materials.

### Consumption-based emissions

The majority of the emissions associated with Flagstaff's material consumption occur prior to disposal, as the material is extracted, processed, transported, and used. These emissions currently are not tracked in emission reporting, but are necessary in order to get an accurate picture of Flagstaff's greenhouse gas footprint. Consumption-based emissions are reduced through waste prevention and thoughtful choices by Flagstaff consumers that reduce impacts of the full life cycle of materials. Considering these emissions are important as they represent a potential opportunity to reduce Flagstaff's emissions in a very cost-effective manner.

## Call to Action/Recommendations

Beyond what staff has planned for Phase One based on current funding, it is recommended that the City take action on the following items in order to lay the foundation for future phases and to achieve the vision outlined in this plan:

### Funding for further assessment of barriers and opportunities

In order to make the most effective decisions in the future related to improving Flagstaff's waste and recycling programs, a deeper understanding of the landscape in Flagstaff is necessary.

### In-depth recycling and waste characterization study

In order to understand the potential for waste diversion, it is necessary to know what types of waste are being produced. The benefits of comprehensive waste characterization studies include:

- Increased revenue by diverting more commodities into the recycling stream.
- Reduced contamination in recycling loads through targeted education campaigns.
- Financial savings through the optimization of collections, processing, and disposal operations.
- Further development of local recycling markets and the creation of new jobs in the recycling industry.
- More data to support development and implementation of future diversion technology and practices.

While some states require municipalities to conduct regular characterization studies, Arizona does not. Yet, these benefits provide great reason to conduct a study as Flagstaff takes a more strategic look at its waste.

### Consumption-based greenhouse gas inventory

The majority of the emissions associated with Flagstaff's material consumption occur prior to disposal, as the material is extracted, processed, transported, and used. These emissions currently are not tracked in emission reporting, but are necessary in order to get an accurate picture of Flagstaff's greenhouse gas footprint. Consumption-based emissions are reduced through waste prevention and thoughtful choices by Flagstaff consumers that reduce impacts of the full life cycle of materials.

### Community market research

One of the most cost-effective methods for increasing recycling rates and reducing Flagstaff's environmental footprint, is through individual behavior change. Sustainability Section staff devote significant time to promoting sustainable behavior change, but it lacks the market research and data necessary to be as effective as possible. Many cities devote significant resources to surveying the community to gain a better understanding of residents attitudes and behaviors, which then informs robust and strategic marketing and outreach efforts.

Funding for market research, however small, will allow staff to be more strategic and effective in promoting behavior change in the community.

### Secure the financial sustainability of waste facilities and operations

In order for Flagstaff to achieve the vision outlined in this plan, it will be important to ensure that waste facilities and services are financially sustainable. In general, Solid Waste operations are funded by the revenues generated from disposal fees at the Cinder Lake Landfill and collection operations. This funding model may conflict with the goals contained in this document, as they are centered on reducing overall waste generation and increasing recycling and other recovery methods. A funding model that is significantly based on the disposal of waste may not be sustainable if the charge of the City is to drive disposal down and recovery up.

### Material Recover Facility (MRF)

The contract for the existing MRF, managed by Norton Environmental, is set to expire in September 2023. It is also possible for Norton Environmental to opt out of the contract before then. As a result, plans need to be developed to be able to carry out the services beyond 2024, or prior to then in the event that Norton Environmental's services end unexpectedly. The end of the contract will provide an opportunity to reevaluate how the processing of recyclables is conducted in Flagstaff and potentially expand the materials that can be recovered.

### Healthy fund balance and sustainable rate structure

In order to maintain current services Solid Waste will need to revisit its rate structure. Landfill operations subsidize all eight programs (hoist and haul, commercial and residential bin maintenance, administration, commercial recycling, commercial trash, residential recycling, residential trash and bulk pick-up). In addition, planning is under way to build capacity for anticipated future development within the current budget. This makes it difficult to manage successful recycling programs, as well as other Solid Waste services and infrastructure.

### Regional partnerships

Many of the facilities and services managed by Flagstaff not only benefit those living within the City limits, but facilities such as the Cinder Lake Landfill, HPC, and MRF are utilized by County residents

as well to process and dispose of waste and recyclable material. Support from regional partners, such as Coconino County, are necessary to ensure that services remain available.

As an example, approximately 41% of HPC customers are County residents and 17% of municipal solid waste is coming from the County.

#### Flow control

One potential proposal for increasing revenue of Solid Waste operations, would be to implement flow control legislation. This would require that all waste and recycling collected in Flagstaff be delivered to City-sponsored facilities for processing and disposal. Currently, private haulers are delivering significant tonnages to landfills and material recovery facilities outside of Flagstaff.

#### Policy changes to improve data collection

As mentioned prior, data collection needs to be improved in order to gain a better understanding of Flagstaff's waste landscape and establish baseline metrics during phase one.

#### Mandatory reporting of private haulers and waste generators operating in Flagstaff

One of the biggest gaps in existing data is due to the lack of reporting of waste that is not ultimately disposed of at City-sponsored facilities. Examples include waste and recycling collected by private hauler operating in the region or large waste generators sending their waste outside of Flagstaff to divert it through methods not available in Flagstaff. Without this data, it is difficult to know what actual recycling rates and waste generation numbers are.

One potential solution would be to implement a permitting system for private haulers operating in Flagstaff that included reporting requirements. Such a system would also allow for the City to ensure private haulers are operating in a manner that allows the community to achieve its goals

#### Policy and resources to improve access to recycling services

Recycling has long been supported by Flagstaff residents, yet many still lack access to convenient recycling services. A great example can be found in Flagstaff's multifamily complexes, where recycling often times does not exist at all, or if it does, it is still inconvenient for tenants. Local businesses might suffer from similar issues if their property manager does not choose to provide recycling service.

#### Space requirements for new development and resources

One of the biggest barriers to successful recycling programs on multifamily properties is a lack of space, which is due to the fact that new construction does not have to create dumpster enclosures with enough space to support recycling and trash bins. Additionally, multi-story complexes using chutes to handle waste from tenants are not required to have chutes to accept recycling. This lack of space and infrastructure makes developing a successful recycling program in the future when tenants demand it.

#### Support for multifamily and high occupancy housing properties

While space requirements would improve recycling for new development, existing properties that lack recycling provide low hanging fruit for increasing recycling rates. Changes to City Code could improve this situation. Many cities require that property managers provide access to recycling for tenants, as well as offer specific educational materials and signage to make it successful. Peer cities, such as

Boulder, offer financial incentives through grants and rebates to reduce the costs of building new enclosures or providing tenants with indoor recycling bins.

#### Expanded public spaces infrastructure

Much of Flagstaff's population utilizes its many City parks and open spaces, yet many of those areas lack a single recycling bin. Efforts have begun to improve this and all of the downtown area north of Route 66 has been supplied with recycling bins to equal the number of trash bins. Areas of both Thorpe and Bushmaster Parks have also added recycling infrastructure. Still, the majority of public spaces lack access to recycling service.

#### Continued funding for outreach and education

In both the fiscal year 2017 and 2018 budgets, \$68,500 has been allocated to the Sustainability Section for recycling outreach and education. This funding has supported the expansion of K-12 education programs with Willow Bend Environmental Education Center, door-to-door outreach efforts, multifamily recycling assistance, household food waste prevention programming, and the expansion of recycling in public spaces. This funding is essential to create a sustainable education and outreach program that ensures residents know how to properly use the services they are provided and maximize their participation.

#### Drafting of a Strategic Plan in Phase Two

Once a solid foundation of programming and knowledge is established in Phase One, it is recommended that the City hire a consultant to draft a strategic plan that provides a specific roadmap for achieving the vision outlined in this plan. This strategic plan would have exact policy and programming prescriptions that would allow the City to reach its goals.

## Appendix I: Phase One Action Plan

The Phase One Action Plan (Action Plan) outlines strategies the City will pursue over the next three years based on current waste reduction needs and funding availability. The Action Plan will be updated annually.

It is organized by the types of strategies utilized to foster behavior change, increase diversion, prevent waste, and grow the capacity of local waste and recycling systems. In many cases, new and existing programs will utilize multiple strategies. These strategies are outlined below:

- Behavior change and education
- Infrastructure improvements
- Lead by example in government
- Support regional and state policy and legislation
- Implement local legislation
- Require participation

The Action Plan also outlines the efforts that are planned for addressing knowledge gaps and assessing barriers.

### Behavior change and education

Staff plan to expand community-wide educational efforts on available services, incentives, and facilities as well as proper recycling/composting/source reduction methods. More specifically, this will include:

- Conduct regular “knock ‘n’ talk” events in neighborhoods and apartment complexes with City staff and Master Recycler volunteers going door to door to talk about recycling.
- Develop a sustainability welcome packet for new homeowners that is distributed through realtors.
- Expand the number of fix-it clinics offered to four per year.
- Expand media avenues for behavior change marketing, including utilizing the City fleet and NAIPTA buses to promote proper recycling and waste prevention.
- Continue to grow the Master Recycler Program by conducting another class of thirty volunteers and expanding the volunteer opportunities available to reach a greater audience.
- Launch a “Bring Your Own” (B.Y.O.) marketing campaign to promote the use of reusable products, such as grocery bags, mugs, and water bottles.
- Improve support offered to Flagstaff visitors to increase recycling and prevent waste. This will include creating a sled recycling ambassador program to help prevent and capture the waste created from broken plastic sleds in the winter time. Master Recyclers will also be utilized to provide education at popular snow-play areas. Additionally, staff will continue reusable bag bank program to offer free reusable bags at various locations throughout town.
- To increase construction and demolition waste diversion, staff will promote the resources offered by Coconino County’s Sustainable Building Program and encourage contractors to utilize existing services such as the landfill’s green waste diversion program.
- Launch a website that will be updated regularly and aim to condense and summarize all the information the community needs to achieve the vision set forth in the Strategic Plan.

- Develop a plan for scaling up food waste prevention outreach, based on the Food: Too Good to Waste pilot program.

### Infrastructure improvements

Staff plan to continue building on the efforts of the previous year by increasing access to recycling services throughout Flagstaff.

- Expand efforts to increase access to recycling on multifamily properties by improving the support offered to property managers. Examples include a guidebook that shows the benefits of adding recycling and implementing a successful program, as well as a grant program that assists with the addition of key infrastructure, such as indoor recycling bins or enclosures.
- Improve recycling in public spaces and events by expanding recycling infrastructure throughout downtown and City parks. Staff will also improve public event recycling policies, resources, and infrastructure by developing a guide to assist in increasing event diversion as well as integrate recycling into public event requirements.
- Improve the diversion capacity and financial sustainability of zero waste facilities by developing a plan for dealing with the potential nonrenewal of the contract with Norton Environmental in September 2018 and its ultimate end in 2023.
- Increase the utilization of diversion programs at the landfill and Hazardous Products Center. Strategies will include, increasing the number of drop-off events that divert waste not accepted in the single-stream recycling collection and exploring the potential for a more conveniently located “satellite site” for the Hazardous Products Center.

### Lead by example

The City as an organization must lead by example if it is to achieve its vision for the entire community. Staff already employ multiple different strategies for reducing the organization’s waste and increasing diversion.

- Expand the reach of employee education programs that have helped employees reduce their waste and recycle properly.
- Expand efforts to prevent household food waste by offering food waste prevention education and implement a composting program at all City Fire Departments.
- Increase parks recycling infrastructure. Significant recycling tonnage can be captured by providing the opportunity to recycle in City parks.
- Adhere to sustainable purchasing practices. Suggestions include those outlined in the Municipal Sustainability Plan, as well as endeavor to:
  - Require vendors to reduce packaging. Strategies for accomplishing this will vary based on the size of the purchase.
  - Ban municipal purchase of items that are natural resource intensive or non-recyclable, including, but not limited to, Styrofoam and plastic water bottles.
  - Require office supply contract to develop a purchasing catalog that adheres to sustainable purchasing practices including, but not limited to, only providing post-consumer recycled content paper products and promotion of post-consumer recycled content and Energy Star labeled items.



- Require City and contracted janitorial service to use Green Seal Certified cleaning products.
- Continue and expand producer take-back requirements.
- Continue education of procurement card holders and any others who make purchases in their role at the City.
- When feasible, require annual contracts to include data collection on sustainable purchasing performance to measure performance.
- Educate employees to buy only what they need.
- Encourage use of the Web bulletin board for reuse items.
- Institute a zero-waste event program, providing reusable dinnerware and recycling services for any employee appreciation or other such events.

### Support regional and state policy

In order to achieve the vision contained in this plan, support from legislative partners at the state, regional, and federal level will be necessary. The City can play a role in supporting policies at those levels.

- Lobby state legislators for bottle bill legislation. Such a policy would make producers and consumers responsible for their waste by requiring a deposit when purchasing a beverage container. Implementing a bottle bill would require retailers and consumers to pay a deposit (typically 5-10 cents) when purchasing a beverage. This deposit would then be redeemed as containers are returned to a retail store, redemption center, or reverse vending machine.

### Implement local policy changes

- Collaborate with Community Development to incorporate recycling and diversion best-practices into the high-occupancy housing planning.
- Create an option for every-other-week trash collection. This would allow single-family customers to decrease trash collection to an every-other-week frequency while increasing organics or recycling collection to a weekly frequency. Any resident still wishing to subscribe to weekly trash collection could do so for an additional charge.
- Implement flow control legislation. This strategy would prevent private haulers from collecting waste generated within Flagstaff and sending it to landfills and materials recovery facilities outside of Flagstaff. This would allow for more accurate accounting of the waste generated and diverted by Flagstaff businesses.
- Institute a permitting system for private haulers operating in Flagstaff. Such a system would allow the City to ensure that haulers are operating in a manner that allows Flagstaff to reach its goals, such as offering the same services as the City and using infrastructure with a consistent color scheme. More importantly, a permitting system would allow for reporting requirements, providing the City with a better picture of waste and diversion within Flagstaff.
- Implement discounted tipping fees for contractors who sort divertible material, such as metals and wood waste.
- Add space and infrastructure requirements into City Code to ensure that multifamily and commercial properties have the potential to develop a successful recycling program.



### Require participation

While the City will always attempt to reach its goals through education and incentives initially, requiring participation in waste prevention and diversion programs may be necessary.

- Explore opportunities for increasing access to recycling on commercial and multifamily properties. Examples could include, mandating that commercial and multifamily property managers provide their tenants access to recycling, or mandating that haulers include recycling services into rates offered to property managers.

### Assessment of barriers

During Phase One, City staff will continue to work to better understand the local waste and diversion systems, and explore the feasibility of future policy and programming. Key steps that have been identified include:

- Conduct an in-depth waste characterization study.
- Conduct a feasibility study for implementing a pay-as-you-throw rate structure. Such a rate structure would offer customers an incentive to produce less and divert more of their household waste by offering recycling services for free and increasing the cost of trash bin depending on the size.
- Conduct a feasibility study for a community-wide composting program that explores the potential for residential and commercial composting programs, which would help divert residential food scraps. Organic material currently makes up the greatest proportion of the waste disposed of at the Cinder Lake Landfill.
- Explore potential solutions for construction and demolition waste by convening the first Construction Waste Advisory Panel to better understand the challenges and opportunities in tackling the issue of construction and demolition waste.
- Improve waste/recycling data management by collecting waste and diversion data from private haulers operating in Flagstaff, creating a multifamily customer class in solid waste collection data to adequately evaluate multifamily residential services, and purchasing scales for Solid Waste trucks for better accounting of waste and recycling generation.
- Conduct a consumption-based greenhouse gas inventory.



# Rethink Waste Update

**Todd Hanson - Solid Waste Section Director**  
**Dylan Lenzen - Sustainability Specialist**







# Outline



1. Rethink Waste Plan
2. Solid Waste Fund update
3. Recession Plan impacts to programming
4. Recycling inspection efforts
5. Materials Recovery Facility research and planning
6. NAU composting partnership and future initiatives
7. Next steps



# Rethink Waste Plan

## Plan was adopted in September 2017

### Purpose of the plan:

1. Institutionalize a materials management framework for decision making
2. Outline foundational programs and policies to implement in the near term
3. Identify long-term goals

### Phased Implementation:

- **Phase 1 (CY 2017-20) - Implement foundational recycling and waste prevention strategies**
- Phase 2 (CY 2020-21) - Revisit long-term goals and develop a long-term strategic plan
- Phase 3 (CY 2021 and beyond) - Implement strategies identified in the strategic plan



# Solid Waste Fund Update



## Overall, currently the fund is healthy – Constant monitoring and adjustments will be necessary

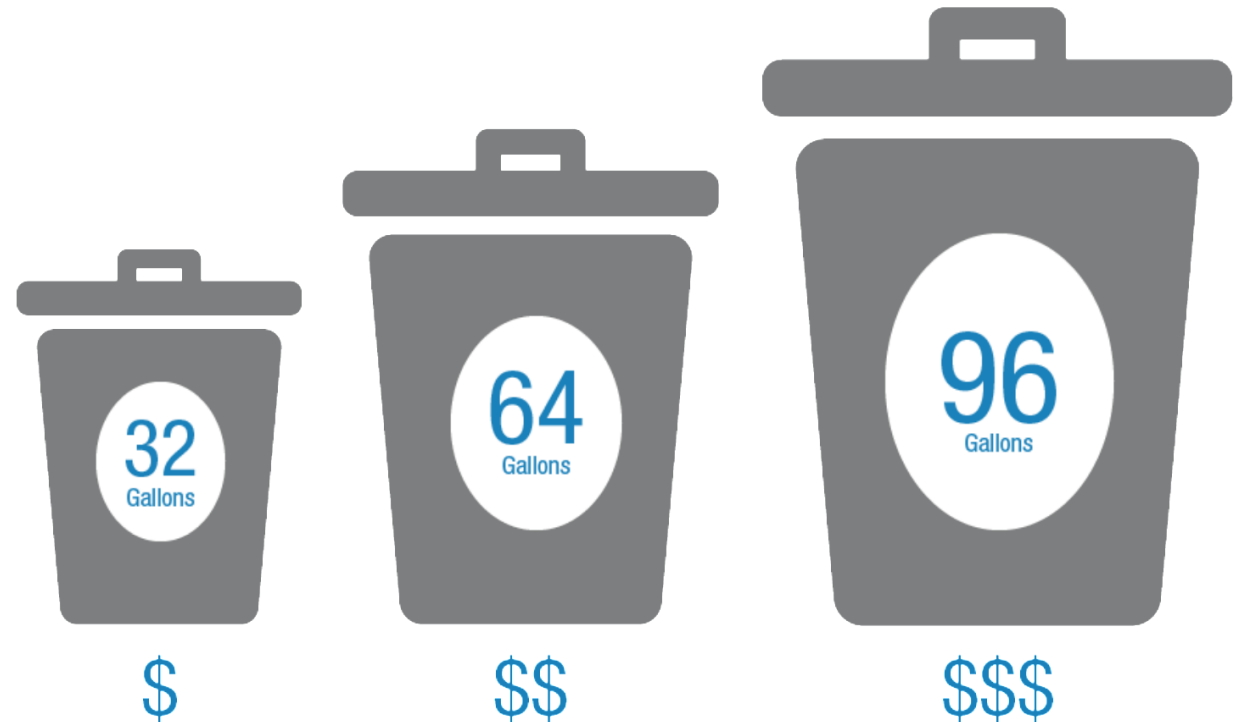
- COVID Revenue Impacts – Since February
  - Solid Waste Collections revenue is down \$22,000
  - Landfill revenue is up \$42,000
- Expenses
  - Operating expenses are trending below budget for the fiscal year
  - Over \$1 million in budgeted capital was deferred to next fiscal year
- COVID-related volume impacts
  - Highest recorded bulky trash volume since 2006
  - Commercial trash volume decreased 19% since the March proclamation
  - Residential volume increased 48% since the March proclamation



# Recession Plan Impacts to Programming

## Volumetric Pricing

- Often referred to as "Pay-As-You-Throw"
- Creates smaller trash cart size options for a lower price
- Implementation was planned for this summer
  - Staff recommends delaying
- As soon as budget situation is clearer and funding is available, staff will proceed as planned
- Staff will continue with planned outreach efforts





# Recycling Inspection Efforts

Staff piloted recycling cart inspections last summer (2019)

- Over 6 weeks, staff conducted 1,200 inspections
- Proportion of "Oops" tags to "Looking Good" tags decreased 1.8 to 0.8
- Received only 4 calls from residents
  - 3 concerned or confused
  - 1 expressed gratitude for feedback

**OOPS!**

Recycling improperly increases costs and contaminates other materials.

Next time, please leave these items out :

<input type="checkbox"/>		<b>Glass</b> Sign up for glass recycling service for only \$3.55/mo. Call (928) 213-2110
<input type="checkbox"/>		<b>Non-recyclable plastics</b> Only bottles, jugs, and jars can be recycled. All other plastics go in the garbage.
<input type="checkbox"/>		<b>Paper cartons &amp; cups</b> Buy milk/juice in a plastic jug. Try a reusable mug!
<input type="checkbox"/>		<b>Food and liquids</b> Empty all containers.
<input type="checkbox"/>		<b>Plastic bags</b> Recycle bags at local stores and please don't bag your recyclables.

**LOOKING Good!**

Thanks for recycling the right stuff.

We're committed to conserving our natural resources and appreciate that you are too. Thank you for helping to keep Flagstaff resourceful.

#### NEW RESOURCES AT YOUR SERVICE:

**NEW Interactive Recycling Guide**  
Test drive our new guide to discover drop-off locations for those tricky to recycle items and hazardous stuff too.

**NEW Pick Up Reminders**  
Get a digital reminder so you never miss a collection or bulky item pick up.





# Materials Recovery Facility (MRF)

## Contract with Norton Environmental expires in 2023

- Completed an analysis in May 2020 of options, including:
  1. City operation of MRF facility
  2. Procurement of a new private MRF operator
  3. Develop a regional hub-and-spoke-model of processing
  4. Send recyclables to MRF in another community (Phoenix)
  5. Suspend collection of recyclables
- Longer discussion is needed
  - Staff will return in the fall for a more in-depth discussion







# Composting Efforts



## City and NAU composting partnership

- September 2019 one-year IGA approved by City Council and NAU
  - Pilot of the collection and processing of City organic waste at NAU's composting operation
  - Officially began in October 2019
  - Explore the collection and processing of organic waste streams in Flagstaff
  - IGA term is one year, with option to renew for one additional year



**NORTHERN  
ARIZONA  
UNIVERSITY**

Office of  
Sustainability

**NAU** **NORTHERN ARIZONA** UNIVERSITY

# NAU & CITY OF FLAGSTAFF | COMPOST BACKGROUND

- NAU has the largest Compost facility in Northern Arizona
- Started in in 2012
- Lead by Howard Coldwell, NAU Heavy Machinery Operator (shown in photo here)





# NAU & CITY OF FLAGSTAFF | COMPOST BACKGROUND

- Approx. 300,000lbs of material processed a year
- Prevents 250 metric tons of carbon dioxide from entering the atmosphere
- Reuse green waste from landscaping and food waste from dining halls.



# NAU & CITY OF FLAGSTAFF | COMPOST COLLABORATION

- NAU & COF collaboration
- Official Pilot IGA signed October, 2019
- Pilot period is for 1 year
- City Parks and Recreation grass clippings and pine needles
- Exploring other waste streams;
  - City pre-consumer food waste

# NAU & CITY OF FLAGSTAFF | COMPOST COLLABORATION

## Impact:

- 699 yards or ~200,000lbs of material diverted from landfill (running total)
- Cost/Savings:
  - NAU
  - COF



# NAU & CITY OF FLAGSTAFF | COMPOST COLLABORATION

We would like to keep experimenting with waste streams:

- Pre/post consumer food waste
- Dog food from Purina

**Recommend extending Pilot IGA agreement 1 year**





# Next Steps

- Staff will continue with NAU on the composting pilot
  - Return in September 2020 to renew existing agreement for an additional one-year
- Staff are pursuing grant funding to pilot the collection of new organic waste streams
  - Commercial food scraps
  - Residential yard waste
- Future Council discussion of options for the expiring MRF contract



# Discussion and Feedback





## **CITY OF FLAGSTAFF**

### **STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Stacy Saltzburg, City Clerk  
**Date:** 06/04/2020  
**Meeting Date:** 06/09/2020



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#### **TITLE**

#### **Downtown Street Closures**

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

Discussion.

#### **EXECUTIVE SUMMARY:**

There have been exploratory discussions related to possible street closures to assist in the downtown core and perhaps other areas, in terms of adding new spaces to enhance social distancing. The desire is to increase table capacity outside to better accommodate social distancing requirements and reduced capacity inside the businesses.

#### **INFORMATION:**

Terry Madeksza with the Downtown Business Alliance is available to answer questions and provide information concerning the proposal.

#### **Items of Consideration:**

##### **Special Event Permit**

- Event producers submit a special event application which includes what the event is about, dates/times, whether alcohol is served, insurance, traffic control, sound amplification, site plan, portable restrooms, etc.
- This process could be used for the street closures we are discussing, but some questions may be who is the applicant, who arranges for and pays for traffic control or other expenses, etc.

##### **Liquor Licenses**

- The idea of allowing restaurants to extend to the streets is permissible in the views of liquor laws. If the Council decided to allow this the following will have to happen:
  - Each individual business would have to apply for a temporary extension of premise which will include a detailed drawing of where they propose their new seating will be
  - Each business would have to figure out a way to clearly mark their boundaries in the street as co-mingling business serving alcohol is not allowed.
  - The extension request can be as long as the council desires (i.e. weekends or ongoing). To be consistent we have signed off for a two-month extension in the past. The extension is signed and approved by the Police Department.

## Safety Considerations

- Arrangements to block the streets with a large removable barriers (ability to provide for access for safety personnel) for the safety of patrons on the street.
- Additional insurance requirements for businesses extending their premises listing the City as an additional insured.

## ParkFlag Operations

- ParkFlag and Downtown Business Alliance staff are meeting with the Downtown Master Plan consultants, PUMA, to understand what they've been learning through their planning process about the business community needs, and what some best practices for re-engagement are they are seeing in other communities. That information will be combined with stakeholder feedback and internal discussions to consider possible re-implementation options.
- The intention is to develop two or three scenarios for re-implementation that would be discussed with the Board of Directors for the Downtown Business Alliance and be presented to Council.
- These options would likely involve different timelines related to re-implementation of the employee permits and ways to best begin managing pay parking again. The success of the downtown, the rebound of the businesses, and the fiscal realities of the program will all be considered.
- The discussion would be brought to the Council shortly after the Council Break. Any guidance on the intended process or thoughts on the re-opening are welcome.

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## Attachments:

## CITY OF FLAGSTAFF

### STAFF SUMMARY REPORT

**To:** The Honorable Mayor and Council  
**From:** Dan Symer, Zoning Code Manager  
**Date:** 05/18/2020  
**Meeting Date:** 06/09/2020



#### TITLE

**Case No. PZ-19-00124 Updates to Zoning Code 2019 - High Occupancy Housing Land Use Zoning Code Amendment.**

#### STAFF RECOMMENDED ACTION:

Hold a work session to allow the City Council and the public to ask questions, seek clarification, have discussions, and provide comments and direction to staff on the proposed amendment.

#### EXECUTIVE SUMMARY:

The purpose of the work session is to discuss and receive comments and direction on three considerations for the High Occupancy Housing (HOH) Zoning Code Text Amendment. Below is a summary of these considerations

1. **Definitions.** In accordance with the High Occupancy Housing Specific Plan (HOH Plan), staff is proposing to replace the Rooming and Boarding land-use with two new land-uses (Bullet 2 Page 102 of the HOH Plan). These proposed land-use definitions are the High Occupancy Housing Development (HOHD) and Mixed-Use High Occupancy Housing Development (MHOHD). A HOHD is a 100 percent residential development, and a MHOHD is a mixed-use development that contains residential and non-residential uses. According to the City Council direction received on October 8, 2019, these definitions describe which single-family, two-unit/duplex, multiple-family (including triplex) and mixed-use developments would be considered HOH. Refer to the Information I.A. section of this report for a list of questions that staff would like the City Council to consider regarding the proposed definitions. Staff's explanation of the proposed HOHD and MHOHD is incorporated in the Information III. Discussion section of this report.
2. **Zones that the HOHD and MHOHD are proposed to be allowed.** To accommodate both small- and large-scale HOH development, and to replace the Rooming and Boarding land use throughout the Zoning Code, the HOHD and MHOHD land uses are proposed to be allowed in multiple zones. The HOHD land use is proposed to be allowed in all residential and commercial zones, and the T3 Neighborhood I (T3N.1) through, and including, the T6 Downtown (T6) zones. The MHOHD land-use is proposed in all commercial zones and the T5 Main Street (T5) and T6 Downtown (T6) zones. Refer to Information I.B. section of this report for a list of questions that staff would like the City Council to consider regarding the zones that the proposed land-uses would be allowed. Staff's explanation pertaining to which zones the proposed HOHD and MHOHD land-uses are incorporated, is included in Information IV. HOHD and MHOHD Land-use By Zone section of this report.
3. **Required and Maximum dwelling unit types.** Staff is seeking City Council direction regarding considerations received pertaining to the incorporation of provisions that would require a multiple-family (three dwelling units or more) HOH development to have a minimum number of

studio and one-bedroom dwelling units and a maximum number of four-bedrooms or more dwelling units. For example, a minimum of 20% of the total dwelling units shall be studio and one-bedroom units, and a maximum of 30% of the dwelling units shall be four-bedrooms or greater. Refer to the Information I.C. section of this report for a list of questions that staff would like the City Council to consider regarding this topic.

## **INFORMATION:**

### **I. City Council Questions:**

For your reference, below is a general overview of the questions that staff is seeking the City Council's comments and direction.

#### **A. Questions regarding the definitions:**

- Are the proposed definitions clear and easily understood?
- Do the proposed definitions satisfactorily define a HOH development?
- Do the proposed definitions address the Council's concerns regarding developments with units that contain a high number of bedrooms, and a bedroom-to-sanitation facility (bathroom see definition below) ratio of 1:1?
- Should there be a maximum bedroom limit on any one dwelling unit without obtaining a Conditional Use Permit for a High Occupancy Housing Development?
- Is the total number of bedrooms, six, in a two-unit development appropriate, or should it be increased?
- Does the City Council have any recommended modifications or considerations?

#### **B. Questions pertaining to the Zones that the HOH land-uses are proposed to allowed**

- Should the HOH land-uses be excluded from any zone?
- Does the City Council have any recommended modifications or considerations?

#### **C. Questions pertaining to requiring a minimum and maximum number of dwelling unit types (e.g., studio, one-bedroom, four-bedrooms, etc.)**

- Does the City Council desire to incorporate a minimum number of studio and one-bedroom dwelling units, and maximum number four-bedrooms and greater dwelling units?
- If the City Council desires to incorporate the aforementioned provisions, which type(s) of HOH developments should these provide apply to? For example, should the provisions apply to developments that exceeds 29 dwelling units per acre and/or 72.5 bedrooms per acre.

For your convenience, the relevant questions have been restated within the staff's discussion below. Some have been slightly modified to address the discussion topic specifically.

## **II. Background Summary:**

In February 2018, the City Council adopted the citywide High Occupancy Housing Specific Plan (HOH Plan). The HOH plan was developed in response to the community's dialogue about previously proposed high intensity, mid-rise developments near historic neighborhoods that primarily catered to college students. The plan is intended to provide direction in the form of goals and policies to accommodate a variety of housing options in areas of the city that can support infill, redevelopment, and mixed-use activities. In addition, the plan's goals and policies address enhancing and maintaining the city's character and provide guidance for future developments that would be considered High Occupancy Housing (HOH). It should be noted that the HOH Plan's listed implementation strategies pertaining to the Zoning Code amendments (Pages 102, 103, 105 and 106 of the HOH Plan) "...may be accomplished through another method..." to achieve "...the goals and policies of the HOH Specific Plan and the Regional Plan." (Page 99 of the HOH Plan).

After the HOH Plan's adoption, staff received direction and affirmation from the City Council on October 8, 2019, to address smaller developments that may also be considered as HOH developments. The



smaller HOH developments that staff was directed to incorporate are single-family, two-unit (duplex), three-unit (triplex), and multiple-family developments that were not addressed in the HOH Plan. Typically, these smaller HOH developments have a high bedroom-to-dwelling unit ratio, a bedroom-to-sanitation facility ratio of close to 1:1, and are on small lots. A summation of the comments and information conveyed from staff, the public, City Council members, and Planning and Zoning Commission members is that these smaller HOH developments have an equal or greater impact on neighborhoods as the large-scale HOH developments have. Also, it was opined that the scale of these developments are inconsistent with the character of many of the existing neighborhoods and have a negative impact on the available public street parking. It should be noted that these structures are primarily near to downtown and Northern Arizona University, but a few have been constructed in other neighborhoods.

For your reference, public input was received at the public meetings held on August 19, 2019, February 13 and 14, 2020, and through the City's online Community Forum ([https://www.opentownhall.com/portals/227/Issue\\_7685](https://www.opentownhall.com/portals/227/Issue_7685)) (Attachment 4). In addition, staff received several comments regarding HOH developments from the Southside stakeholders group that was formed to assist in the development of the conceptual Southside specific plan. These meetings were held over the past year.

It should be noted that the HOH Plan did not contemplate addressing smaller HOH developments. For context, the HOH Plan defined a HOH development as any development that has at least 30 units or 75 bedrooms per acre (Page 2 and 110 of the HOH Plan). When the HOH Plan was developed, the plan primarily focused on large scale developments. Developments that were included in the HOH Plan analysis are the HUB, The Standard, Village at Aspen Place, Fremont Station, etc.

### **III. Discussion:**

To address both large and small scale residential and mixed-use HOH developments, staff is in the process of developing two land-use definitions. These land-use definitions are titled High Occupancy Housing Development (HOHD) and Mixed-Use High Occupancy Housing Development (MHOHD). A HOHD is a 100 percent residential development, and a MHOHD is a mixed-use development that contains residential and non-residential uses.

The primary purpose of the proposed definitions is to define the HOHD and MHOHD land-uses based on a development's physical characteristics. The physical characteristics approach is being considered due to the difficulties associated with enforcing the existing land-use definitions of the Zoning Code that include references to separate rental or lease agreements (Room and Boarding Facility), or separate sleeping and bathroom facilities that are rented for extended periods (Single Room Occupancy (SRO)).

Below is the proposed definition of the bedroom-to-sanitation facility ratio and the existing Zoning Codes definition of the Sanitation Facility(ies). These terms are utilized in the proposed HOHD and MHOHD.

- **Bedroom-to-Sanitation Facility Ratio:** Is the total number of bedrooms divided by the total number of sanitation facilities in a dwelling unit.

Example: 1. A dwelling unit has five bedrooms and four sanitation facilities. The bedroom-to-sanitation facility ratio is:

$$\frac{5 \text{ bedrooms}}{4 \text{ sanitation facilities}} = 1.25$$

- **Sanitation Facility(ies):** A bathroom that contains any combination of, or individually, a toilet, shower, sink, tub, or related bathing and sanitation fixtures.

#### **A. High Occupancy Housing Development (HOHD):**

Due to the need to address different large and small HOH development types, similar land-uses, and different building forms, the proposed HOHD definition is split into separate sections. These sections address: single-family, two-unit (duplex), three-unit (triplex), and four-units or greater developments. The

single-family, two-unit (duplex), and three-unit (triplex) would be allowed in any location within the City, and the proposed four-units or greater HOHD developments would only be allowed in the pedestrian shed of an activity center.

### **1. Single-Family Attached or Detached Dwelling Units**

Based on the review of the known single-family developments that have a high bedroom-to-dwelling unit ratio, bedroom-to-sanitation facility ratio of 1:1, and are on small lots, it was determined that lots smaller than 10,000 square feet have a greater potential of the inability to provide sufficient parking if all individuals living in the dwelling unit have vehicles. With the exception of older neighborhoods, most of the smaller lots may accommodate up to four cars parked in a garage and driveway. Also, it should be noted that new single-family dwellings on smaller lots with more than four bedrooms are typically out of scale with the many existing neighborhoods. The parking requirements for a typical single-family home is two spaces. For your reference, the conceptual Zoning Code parking requirements for a HOHD and MHOHD are included as Attachment 1.

Below is the proposed definition to determine if a single-family development would be considered a single-family HOHD.

- a. A single-family attached or detached dwelling unit with five bedrooms or more:***
- i. On a lot or parcel containing 10,000 square feet or less; and***
  - ii. Has a bedroom-to-sanitation facility ratio less than 1.2.***

For your reference, a bedroom-to-sanitation facility ratio of 1.2 is a five-bedroom dwelling unit with four sanitation facilities.

Note: Currently, the City's process for applications for new single-family homes, additions, and modifications to existing homes do not require prior City review before the permit application is submitted. Therefore, there will be a potential that an applicant will be informed of the Conditional Use Permit requirements and related provisions, such as parking, during the review of the permit application. Since the Conditional Use Permit would need to be approved prior to staff approving a permit application, the process will be delayed. Also, this information may occur after an applicant has spent money on construction documents and contractors.

#### ***City Council Questions:***

- Is the proposed definition clear and easily understood?
- *Does the proposed definition sufficiently address the Council's concerns to include certain single-family developments with a high number of bedrooms and a bedroom-to-sanitation facility ratio of 1:1 as a single-family HOHD?*
- *Does the Council have additional modifications or considerations?*

### **2. A Lot or Parcel Containing Two or Three Dwelling Units (Inclusive of Duplexes and Triplexes).**

Typically, small scale multi-dwelling unit developments have a higher number of bedrooms per dwelling unit. As it pertains to two-unit and three-unit developments, staff's analysis contemplates an allowance of 3 bedrooms per dwelling unit. Therefore, a two-unit development would be allowed a total of six bedrooms, and a three-unit development would be allowed a total of nine bedrooms without a Conditional Use Permit. The proposed allowance is a slight increase (0.5 bedrooms per dwelling unit) over the bedrooms per dwelling unit contemplated in the HOH Plan for large scale HOH developments.

In addition, staff's analysis found that the bedroom-to-sanitation facility ratio of 1:1 is a common feature with one- and two-bedroom dwellings. Also, the 1:1 ratio is prevalent in newer three-bedroom units of standard apartment developments. This ratio is not common with units that contain four-bedrooms or greater in standard apartment developments. But, the 1:1 ratio is common with developments either leased by the bedroom, by the unit with a "master" lease with multiple adult persons or are considered a HOH developments in accordance with the HOH Plan. Therefore, the proposed definition includes a provision that requires any two-unit, or three-unit development containing a four-bedroom or greater unit and has a bedroom-to-sanitation facility ratio less than 1.3 to be considered a HOHD. For your reference, a four-bedroom unit with three sanitation facilities has a bedroom-to-sanitation facility ratio of 1:3.

#### **a. Two-Dwelling Unit Developments**

The following is the proposed definition to determine if a two-unit development would be considered a HOHD.

##### ***i. A lot or parcel containing two dwelling units, excluding an Accessory Dwelling Unit, with:***

- (a) More than a total of six bedrooms; or***
- (b) One or more dwelling units containing four or more bedrooms with a bedroom-to-sanitation facility ratio less than 1.3.***

##### ***City Council Questions:***

- Is the proposed definition clear and easily understood?
- Does the proposed definition address the Council's concerns to include a two-unit development with a bedroom-to-sanitation facility ratio of 1:1 and a high number of bedrooms in any one unit as a HOHD?
- Should there be a maximum bedroom limit on any one unit without a Conditional Use Permit? For example, no unit shall have more than five bedrooms without a Conditional Use Permit for a HOHD.
- Two-unit developments are allowed in all residential zones, except the Manufactured Housing (MH) zone. The needs and concerns of the residents of one neighborhood may be different than another. For example, the residents of one neighborhood may have concerns regarding a two-dwelling unit development that contains more than six bedrooms; alternatively, to accommodate familial and/or economic needs, the residents of another neighborhood may be ok with a two-dwelling unit development containing eight bedrooms. Is the total number of bedrooms, six, in a two-unit development appropriate, or should it be increased?
- Does the proposed definition satisfactorily define a two-dwelling unit HOHD?
- Does the Council have additional modifications or consideration? Please be advised that an accessory dwelling unit on a lot that contains a single-family dwelling unit is not considered a two-unit development. This exclusion is intended to maintain an incentive to construct an accessory dwelling unit on all parts of a single-family development.

#### **b. Three Dwelling Unit Developments**

The following is the proposed definition to determine if a three-unit development would be considered a HOHD.

##### ***i. A lot or parcel containing three dwelling units with:***

- (a) More than a total of nine bedrooms; or***
- (b) One or more dwelling unit(s) containing four or more bedrooms with a***

***bedroom-to-sanitation facility ratio less than 1.3.***

*City Council Questions:*

- Is the proposed definition clear and easily understood?
- Does the proposed definition address the Council's concerns to include a three-unit development with a bedroom-to-sanitation facility ratio of 1:1 and a high number of bedrooms in any one unit as a HOHD?
- Should there be a maximum bedroom limit on any one unit without a Conditional Use Permit for a HOHD? i.e., For example, no unit shall have more than five bedrooms without a Conditional Use Permit for a HOHD.
- Does the Council have any recommended modifications or considerations?

**3. A Development Sites Containing Four or More Dwelling Units**

The definition for a four or more dwelling units HOHD, contains three parts:

1. The bedroom-to-sanitation facility ratio.
2. The percentage of total dwelling units that contain four bedrooms or more.
3. The total number of dwelling units per acre and bedrooms per acre that are allowed by a property's zone.

As it pertains to the bedroom-to-sanitation facility ratio, it was determined that the ratio that applies to two- and three-unit developments is also applicable to a development site containing four or more dwelling units.

Based on staff's Zoning Code scenario analysis of the HOH plan, it was determined that a development site containing four or more dwelling units could have a sizable bedroom-to-dwelling unit ratio and not require a Conditional Use Permit for a HOHD. Therefore, the proposed definition indicates that any development with more than 20 percent of the total dwelling units containing four-bedrooms or more would be considered a HOHD.

The maximum number of bedrooms, including the maximum number of dwelling units that these developments may have without a Conditional Use Permit for a HOHD, is addressed in the conceptual property development standards for each zone (Attachment 2) except for the Transect Zones. Since the Transect Zones do not have the density and a maximum bedroom per acre development standards, and the HOH Plan does not specifically address the Transect Zones criteria, staff concluded that applicable HOH Plan criteria for High Density Residential (HR) zone also would apply to the Transect Zones.

The following is the proposed definition to determine if a Development Site containing four or more dwelling units would be considered a HOHD.

***a. A Development Sites containing four or more dwelling units where:***

- i. More than 20 percent of the total dwelling units have four bedrooms or more;***
- ii. One or more of the dwelling units containing four or more bedrooms has a bedroom-to-sanitation facility ratio that is less than 1.3; or***
- iii. The total number of dwelling units per acre, or bedrooms per acre, requires a Conditional Use Permit for a HOHD in accordance with the building form and property development standards of the property's designated a Non-Transect Zone, or if the property has elected a Transect Zone the density is greater than 29 dwelling units per acre or 72.5 bedrooms per acre.***

*City Council Questions:*

- Is the proposed definition clear and easily understood?
- Does the proposed definition address the Council's concerns to include four-unit

developments with a large number bedroom-to-sanitation facility ratio of 1:1?

- Should there be a maximum bedroom limit on any one unit without a Conditional Use Permit for a HOHD? i.e., For example, no unit shall have more than five bedrooms without a Conditional Use Permit for a HOHD.
- Does the Council have additional modifications or considerations?

#### **4. Other Similar Land-uses.**

There are several land-uses that, based on their physical development characteristics, may be on occasion considered a HOHD, although they are separately regulated by the Zoning Code. In addition, many of these land-uses have additional land-use specific regulations or defining characteristics that are different from a HOHD. Therefore, the Congregate Care Facility, Dormitory, Fraternity or Sorority, Group Home, Single Room Occupancy, and Institutional Residential land-uses are expressly excluded from the HOHD definition. This exclusion is intended to avoid conflicts and confusion.

The following is proposed to be included in the HOHD definition to exclude the above-referenced land-uses.

**a. A HOHD does not include a Congregate Care Facility, Dormitory, Fraternity or Sorority, Group Home, Single Room Occupancy, or any Institutional Residential Land-uses.**

*City Council Questions:*

- Is the proposed addition to the definition clear and easily understood?
- Does the Council have additional modifications or considerations?

#### **B. Mixed-Use High Occupancy Housing Development (MHOHD):**

The use specific development standards of MHOHD are limited to the pedestrian shed of any activity center. It should be noted that the Regional Plan anticipates that the pedestrian shed areas of an activity center are to be the most intensive commercial and residential areas within the city (RP 18.11 and 18.15). The location of the activity pedestrian shed areas are identified in Attachment 3. Due to the locational limitations and anticipated characteristics of the pedestrian shed of an activity center, staff concluded that the MHOHD definition does not need to include separate considerations based on the number of residential dwelling units.

##### **1. Mixed-Use developments**

Except for the addition of non-residential uses and the number of dwelling units, the rationale to describe a HOHD containing four or more dwelling units (Information III.A.3.) also applies to the residential elements of a Mixed-Use Development.

The following is the proposed definition to determine if a Development Site containing a Mixed-Use Development would be considered a MHOHD.

##### **a. A Mixed-Use development that contains:**

- i. More than 20 percent of the total dwelling units have four bedrooms or more;**
- ii. One or more of the dwelling unit(s) containing four or more bedrooms has a bedroom-to-sanitation facility ratio that is less than 1.3; or**
- iii. The total number of dwelling units per acre, or bedrooms per acre, requires a Conditional Use Permit for a MHOHD in accordance with the building form and property development standards of the property's designated a Non-Transect Zone, or if the property has elected a Transect Zone the density is greater than 29 dwelling units per acre or 72.5 bedrooms per acre.**

*City Council Questions:*



- Is the proposed definition clear and easily understood?
- Does the proposed definition address the Council's concerns to include four-unit developments with a large number bedroom-to-sanitation facility ratio of 1:1?
- Should there be a maximum bedroom limit on any one unit without a Conditional Use Permit for a MHOHD? i.e., For example, no unit shall have more than five bedrooms without a Conditional Use Permit for a MHOHD
- Does the Council have additional modifications or considerations?

#### **IV. HOHD and MHOHD Land-use By Zone**

As part of the HOH Plan strategies (Bullet 2 Page 102 of the HOH Plan), it was contemplated to remove the Rooming and Boarding land-use and incorporate the appropriate corresponding HOHD and MHOHD land-uses. With the direction to incorporate smaller scale developments as part of the HOH Zoning Code Amendment, it is necessary to include the HOHD land-use in all of the residential zones that allows single-family developments on lots less than 10,000 square feet, two-unit/duplex developments, and multiple-family developments. It should be noted that all HOHDs that contain four dwelling units or larger will be required to be in the pedestrian shed of an activity center. MHOHDs will be allowed in all commercial zones.

The zones that the HOHD land-use is proposed to be allowed are identified below. High Occupancy Housing Developments and MHOHD are limited to the residential land-uses and associated requirements of the zone. These include single-family, two-unit/duplexes, and multiple-family developments. If one of the aforementioned uses is not a permitted use in the zone, then the associated HOHD would not be allowed. For example, if a single-family development is not allowed by the property's designated zone, then the single-family HOHD is not allowed.

#### **A. Proposed Zones That a HOHD Would Be Allowed.**

Estate Residential (ER)	T4 Neighborhood 1 - Open
High Density Residential (HR)	(T4N.1-O)
Manufactured Housing (MH)	T4 Neighborhood 2 (T4N.2)
Medium Density Residential (MR)	T4 Neighborhood 2 - Open
Rural Residential (RR)	(T4N.2-O)
Single-Family Residential (R1)	T5 Main Street (T5)
Single-Family Residential Neighborhood (R1N)	T6 Downtown (T6)
T3 Neighborhood 1 (T3N.1)	Central Business (CB)
T3 Neighborhood 2 (T3N.2)	Community Commercial (CC)
T4 Neighborhood 1 (T4N.1)	Commercial Service (CS)
	Highway Commercial (HC)
	Suburban Commercial (SC)

#### **Notes:**

1. Single-family developments are allowed in [https://agendaquick.flagstaffaz.gov/frs/agenda/images/save\\_text\\_box\\_off.gif](https://agendaquick.flagstaffaz.gov/frs/agenda/images/save_text_box_off.gif) all the above residential zones, and the Community Commercial (CC), T3 Neighborhood 1 (T3N.1), T3 Neighborhood 2 (T3N.2), T4 Neighborhood 1 (T4N.1) T4 Neighborhood 2 (T4N.2), and T4 Neighborhood 2 - Open (T4N.2-O) zones.
2. Two-unit/duplex developments are allowed in all the above residential and commercial zones (excluding Manufactured Housing (MH)), and in the T3 Neighborhood 1 (T3N.1), T3 Neighborhood 2 (T3N.2), T4 Neighborhood 1 (T4N.1), T4 Neighborhood 2 (T4N.2), and T4 Neighborhood 2 - Open (T4N.2-O) zones.
3. Multifamily developments (three units or greater) are allowed in all the residential zones listed above, except the Single-Family Residential Neighborhood (R1N) and Manufactured Housing (MH) zones, in all commercial zones, and the above-listed transect zones.

## **B. Proposed Zones That a MHOHD Would Be Allowed.**

Central Business (CB)  
Community Commercial (CC)  
Commercial Service (CS)  
Highway Commercial (HC)  
Suburban Commercial (SC)  
T5 Main Street (T5)  
T6 Downtown (T6)

### *City Council Questions:*

- Should the HOH land-uses be excluded from any zone?
- Does the Council have any recommended modifications or considerations?

## **V. Existing Developments with a Rooming and Boarding Conditional Use Permit**

In accordance with the HOH Plan, the Rooming and Boarding land use will be removed from the Zoning Code (Bullet 2 Page 102 of the HOH Plan). Therefore, developments will no longer be regulated by a lease structure. In accordance with the HOHD and MHOHD land use definitions, developments will be regulated by their physical characteristics (e.g. density, bedrooms per acre, and bedroom-to-sanitation facility ratio).

Currently, there are two properties that have approved Conditional Use Permits for Rooming and Boarding. These are located at 901 South O'Leary Street (The Commons at Sawmill) and 555 West Forest Meadows Street (Freemont Station). Based on the location and the physical characteristics of the Commons at Sawmill, an 100% residential development, it will no longer be regulated as a Rooming and Boarding development or a HOHD. Also, Freemont Station will no longer be regulated as a Rooming and Boarding development, although its location and physical characteristics do conform to the provisions of MHOHD. Therefore, Freemont Station will be considered a "legal" non-conforming development.

## **VI. Required Minimum and Maximum Dwelling Unit Types.**

Staff is seeking City Council direction regarding considerations received pertaining to the incorporation of provisions that would require a multiple-family (three dwelling units or more) HOH development to have a minimum number of studio and one-bedroom dwelling units and a maximum number of four-bedrooms or more dwelling units. For example, a minimum of 20% of the total dwelling units shall be studio and one-bedroom units, and a maximum of 30% of the dwelling units shall be four-bedrooms or greater.

### *City Council Questions:*

- Does the Council desire to incorporate a minimum number of studio and one-bedroom dwelling units, and maximum number four-bedrooms and greater dwelling units?
- If the Council desires to incorporate the aforementioned provisions, which type(s) of HOH developments should these apply to? For example, should the provisions apply to developments that exceeds 29 dwelling units per acre and/or 72.5 bedrooms per acre?

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**Attachments:**    [Attachment 1 Conceptual High Occupancy Housing Parking Requirements](#)  
                          [Attachment 2 Conceptual Property Development Standards](#)  
                          [Attachment 3 Activity Center Map](#)  
                          [Attachment 4 Public Comments](#)  
                          [Staff Presentation](#)

## Conceptual High Occupancy Housing Parking Requirements

High Occupancy Housing Development	Requirement
a. Single-family - Attached and Detached, two-unit/Duplex, and Development Sites with three-units	1 space per bedroom.
b. Developments Sites with four units, or more.	The sum of: 1 to 75 bedrooms = 1 space per bedroom, plus 76 to 325 bedrooms = 0.90 space per bedroom, plus 326 to 650 bedrooms = 0.80 space per bedroom, plus Greater than 650 bedrooms = 0.70 spaces per bedroom
<b>Mixed-Use Developments</b>	
Mixed-Use High Occupancy Housing Development	<ol style="list-style-type: none"> <li>1 per 300 gsf of non-residential floor area, plus</li> <li>The spaces required for a High Occupancy Housing Development</li> </ol>

## Conceptual Property Development Standards

- Notes. 1. Additions to the property development standards to address the High Occupancy Housing Development (HOHD) and Mixed-uses High Occupancy Housing Development (HOHD) land uses are highlighted in bold **blue text**.
2. Zone standards are conceptual and are subject to additional modification before staff provided the final proposed standards. Also, these standards have not been reviewed by the City Attorney's Office.

Residential Zones – Building Form and Property Development Standards.								
	Residential Zones							
	RR	ER	R1	R1N	MR	HR	MH	
Residential development subdivided by a plat that was recorded before December 5, 2011								
Lot sizes	(1) Lot sizes and setbacks shall be provided in accordance with the requirements delineated on the final plat approved by the City Council and recorded. When a recorded plat does not have setbacks delineated, the Building Placement Requirements of this table shall govern.  (2) Any lot(s) created or reconfigured in accordance with the subdivision code shall conform with the current requirements of the property’s zone, unless alternate lot sizes and setbacks are approved by the City Council on a final plat that is recorded.							
Setbacks								
Building Placement Requirements								
Setbacks								
Front (min.)								
	2nd Floor and Below	75'	50'	15'	15'	10'	10'	15'
	Above 2nd Floor	75'	50'	15'	15'	15'	15'	15'
	For Parking	--	--	25' <sup>1</sup>	--	--	--	--
Side (min.)								
	Side Yard	10'	20' min./45' total	8'	6'	5'	5'	8'
	Street Side Yard	25'	20'	15'	6'	5'	5'	12'
Rear (min.)		10'	60'	25' <sup>2</sup>	15'	15' <sup>3</sup>	15' <sup>3</sup>	10'
Building Form Requirements								
Building Height (max.)		35'	35'	35'	35'	35'	60' <sup>4</sup>	30'
Coverage (max.)		20%	17%	35%	35%	40%	50%	43%

Density Requirements (See Division 10-30.20, Affordable Housing Incentives)							
Gross Density (units/acre)							
Min.	--	--	2	2	6	10	--
Maximum Without the Resource Protection Overlay (RPO)	1	1	6	14	14	29 <sup>5</sup>	11
Maximum inside of a pedestrian shed of an activity center <sup>(14)</sup> , with the RPO	1	1	6	14	14	29 <sup>5</sup>	11
Maximum within the RPO, and outside of a pedestrian shed of an activity center <sup>(14)</sup>	1	1	5	--	9	22	4
Multiple-Family Developments, Bedrooms per Acre							
Maximum Without the Resource Protection Overlay (RPO)	---End note 12---	15	35	35	72.5	--	
Maximum allowed within the RPO	---End note 12---	12.5	35	22.5	55	--	
Maximum allowed within the RPO with a Conditional Use Permit for a High Occupancy Housing Development	---End note 13---	17.5	49	31.5	77	--	
Maximum inside of a pedestrian shed of an activity center <sup>(14)</sup> , with or without the RPO with a Conditional Use Permit for a High Occupancy Housing Development	---End note 13---	21	49	49	101.5	--	
Lot Requirements							
Area							
Gross (min.)	1 ac <sup>6</sup>	1 ac	6,000 sf	6,000 sf	6,000 sf	6,000 sf	5 ac
Per Unit (min.)	1 ac <sup>6</sup>	1 ac	6,000 sf	3,000 sf	End note 5	End note 5	4,000 sf
Width							
Interior Lots (min.)	100 <sup>17</sup>	149 <sup>18</sup>	60 <sup>18,9</sup>	50'	50 <sup>18,9</sup>	50 <sup>18,10</sup>	--
Corner Lots (min.)	100 <sup>17</sup>	149 <sup>18</sup>	60 <sup>18,9</sup>	50'	50 <sup>18,9</sup>	50 <sup>18,10</sup>	--
Depth (min.)	200 <sup>17</sup>	--	100 <sup>18</sup>	100'	100 <sup>18</sup>	75 <sup>18,10</sup>	--
Other Requirements							
Open Space (% of Development Site Area) <sup>11</sup>	--	--	--	--	See Table 10-40.30.030.A		
Fences and Screening	See Division 10-50.50						



Landscaping	See Division 10-50.60								
Lighting	See Division 10-50.70								
Parking	See Division 10-50.80								
Signs	See Division 10-50.100								
End Notes									
1.	15' for side entrance garages, where the garage is designed as an integral element of the primary dwelling (i.e., doors and windows are consistent with the overall architectural character).								
2.	One or two story residential buildings and decks attached to those buildings may be built to 15' from the rear property line; provided, that any portion of the structure located closer than 25' to the rear property line does not exceed 50% of the lot width.								
3.	May be reduced for zones not subject to the Resource Protection Overlay when a minimum of 350 sf of open yard area per unit is provided, see Section 10-40.30.030(H).								
4.	Building height can be exceeded with approval of a Conditional Use Permit.								
5.	<p>The maximum number of units for each lot is based on the following:</p> <table border="1"> <thead> <tr> <th>Area of Lot</th><th>Required Lot Area Per Dwelling Units</th></tr> </thead> <tbody> <tr> <td>5,000 to 14,000 square feet</td><td>2,500 square feet</td></tr> <tr> <td>14,001 to 24,000 square feet</td><td>2,000 square feet</td></tr> <tr> <td>24,001 square feet and over</td><td>1,500 square feet</td></tr> </tbody> </table> <p>(Sub-note: The provisions of note 5 do not allow a development to exceed the maximum dwelling units per acre that is allowed in its zone designation).</p>	Area of Lot	Required Lot Area Per Dwelling Units	5,000 to 14,000 square feet	2,500 square feet	14,001 to 24,000 square feet	2,000 square feet	24,001 square feet and over	1,500 square feet
Area of Lot	Required Lot Area Per Dwelling Units								
5,000 to 14,000 square feet	2,500 square feet								
14,001 to 24,000 square feet	2,000 square feet								
24,001 square feet and over	1,500 square feet								
6.	Five-acre minimum where public water supply and public streets are not available to serve the property.								
7.	Where public water supply and public streets are not available to serve the property a minimum lot width of 200' and lot depth of 250' are required.								
8.	Within a Planned Residential Development, the minimum width and depth of a lot may vary based on the minimum lot standards applicable to the building types selected for application within a Planned Residential Development (See Section 10-40.60.280, Planned Residential Development).								
9.	Lot width measured at the setback line.								
10.	On lots greater than 9,000 sf: 70' minimum width on interior lots, 75' minimum width on corner lots and 100' minimum depth on all lots.								
11.	Common open space as required in Division 10-50.110, Specific to Building Types, and areas set aside for resource preservation such as floodplains, slopes and forests (Division 10-50.90, Resource Protection Standards) may be used to satisfy this standard. In this context, "open space" includes active and passive recreation uses, landscape areas, and community gardens.								

<b>12. Multiple-Family Developments are allowed 3 bedrooms for the first acre of a Development Site, and 2.5 bedrooms per acre for each additional acre of a Development Site.</b>
<b>13. Multiple-Family Developments are allowed 4 bedrooms for the first acre of a Development Site, and 3.5 bedrooms per acre for each additional acre of a Development Site.</b>
<b>14. Activity centers are delineated on the General Plan or applicable Specific Plan(s).</b>
Key
- - Not Applicable

Commercial Zones – Building Form and Property Development Standards					
	Commercial Zones				
	SC	CC	HC	CS	CB
Building Placement Requirements					
Setback from property line					
Front (Also see Section 10-50.60.040.B)	15' <sup>1</sup>	0'	0' <sup>2</sup>	0'	0'
Side	----- 15' min. <sup>6</sup> -----				
Adjacent to Residential Use	----- 15' min. <sup>6</sup> -----				
Street Side (min.)	10' <sup>3</sup>	10' <sup>3</sup>	10' <sup>3</sup>	10' <sup>3</sup>	0'
All Other sides	----- 0' -----				
Rear	----- 15' min. -----				
Adjacent to Residential	----- 15' min. -----				
All Other rears	----- 0' -----				
Building Form Requirements					
Building Height (max.)	35'	60' <sup>4, 7</sup>	60' <sup>4</sup>	60' <sup>4</sup>	60' <sup>4</sup>
Gross FAR (max.)	0.8	2.5	3.0	2.0	No max.
Density Requirements					
Gross Density (units/acre)					
Maximum Without the Resource Protection Overlay (RPO)	13	----- 29 -----			
Maximum inside of a pedestrian shed of an activity center <sup>(10)</sup> , with or without the RPO	13	----- 29 <sup>8</sup> -----			
Maximum within the RPO, and outside of a pedestrian shed of an activity center <sup>(10)</sup>	13	----- 22 -----			
Maximum Bedroom Requirements					
Bedrooms per Acre					
Maximum Without the Resource Protection Overlay (RPO)	35	----- 72.5 -----			

Maximum inside of a pedestrian shed of an activity center <sup>(10)</sup> , with or without the RPO	35 <sup>9</sup>	----- 72.5 <sup>9</sup> -----			
Maximum within the RPO, and outside of a pedestrian shed of an activity center <sup>(10)</sup>	35	----- 55-----			
Lot Requirements					
Area (Gross sf) (min.) <sup>5</sup>	6,000	9,000	9,000	9,000	7,000
Width (min.) <sup>5</sup>	50'	60'	60'	60'	50'
Depth (min.) <sup>5</sup>	100'	100'	100'	100'	--
Open Space					
Developments with Two or More Dwelling Units	----- 15 percent of the net lot area -----				
Other Requirements					
Fences and Screening	See Division 10-50.50				
Landscaping	See Division 10-50.60				
Outdoor Lighting	See Division 10-50.70				
Parking	See Division 10-50.80				
Signs	See Division 10-50.100				
End Notes					
1. Front setbacks shall be equal to 15' or match adjacent residential development, whichever is less.					
2. No front setback required, except when required by the adoption of building setback lines along specified streets.					
3. Setback may be reduced to 5' min., if the landscape street buffer is reduced in accordance with Section 10-50.60.040(B), Nonresidential Zone Buffers.					
4. Conditional use permit required for structures over 60' in height.					
5. Within a planned residential development, the minimum area, width, and depth of a lot may vary based on the minimum lot standards applicable to the building types selected for application within a planned residential development (see Section 10-40.60.280, Planned Residential Development).					
6. Except that the setback from a proposed residential use in a commercial zone to other residential uses shall be 5' min.					
7. Single-family dwellings and duplexes in the CC zone shall be limited to a maximum height of 35 feet consistent with the height standard for the MR zone.					
8. Additional density may be approved with a HOHD or MHOHD Conditional Use Permit.					
9. Additional bedrooms per acre may be approved with a HOHD or MHOHD Conditional Use Permit.					
10. Activity centers are delineated on the General Plan or applicable Specific Plan(s).					

## Conceptual Use High Occupancy Housing Use Specific Development Standards.

### A. General Requirements.

1. The property owner shall submit plans that demonstrate how the residential units of the development may be converted to a development that is no-longer a HOHD or MHOHD

without substantial structural or substantial plumbing modifications. The required plans shall be designed and sealed by an Arizona Registrant.

2. A HOHD or MHOHD with four or more dwelling units shall be located within a pedestrian shed of an activity center delineated in the General Plan or applicable Specific Plan(s).
3. A HOHD or MHOHD in a Commercial Zone or a Transect Zone, shall not exceed a Bedroom to Dwelling Unit Ratio greater than 3.5.
4. A HOHD or MHOHD containing more than 50 dwelling units per acre or 125 bedrooms per acre, shall be located on a lot or parcel within a regional scale pedestrian shed of an activity center delineated on the General Plan or applicable Specific Plan(s).
5. A HOHD in a Commercial Zone shall be:
  - a. On a lot or parcel that is setback at least 300 feet from the centerline of a street classified as a Commercial Corridor identified on the General Plan; and
  - b. There shall be an existing primary mixed-use development or commercial use(s), excluding primary transportation and infrastructure uses, on the lot(s) or parcel(s) between the HOHD and the Commercial Corridor street.
6. Maximum distance from the Development Site to a permanent transit stop: 1,320 feet. The distance shall be measured from the Development Site to the transit stop following a continuously improve sidewalk and/or public paved trail.
7. A MHOHD shall comply with the mixed-use development standards of Section 10-40.60.260.
8. A HOHD or MHOHD shall be designed and constructed to have an energy efficiency greater than 10 percent of the amount specified by the Building Codes, adopted as part of Title 4 Building Regulations of the City Code, as amended, for the region containing the City of Flagstaff.
9. Prior to the final approval of a land division that creates one or more lots or parcels with a development that conforms to the definition of a HOHD or MHOHD, the property owner shall obtain approval of a Conditional Use Permit for the Development Site that will contain the HOHD or MHOHD.

**B. Building Footprint<sup>(1)</sup> Sizes and Separation Requirements.**

1. Maximum building footprint in a pedestrian shed of a historic activity center delineated in the General Plan or applicable Specific Plan(s), excluding properties zoned Commercial Business (CB): Equal to, or less than, 5,000 square feet.
2. Maximum building footprint<sup>(1)</sup> in a historic pedestrian shed of an activity center delineated in the General Plan or applicable Specific Plan(s), and on a property zoned Commercial Business (CB): Equal to, or less than, 22,000 square feet.
3. Maximum building footprint<sup>(1)</sup> in a regional pedestrian shed of an activity center delineated in the General Plan or applicable Specific Plan(s): No Maximum.
4. Maximum building footprint<sup>(1)</sup> in a pedestrian shed of an activity center in all other areas not described in subsection B.1., B.2., and B.3. of this section: Equal to, or less than, 22,000 square feet.

5. Excluding the Commercial Business (CB) zone, the minimum separation between the building footprints of structures on the same lot or parcel, and structures on an abutting lot or parcel, shall be separated by a distance that is the greater of 10 feet, or 1/3 the height of the taller structure.

Note:

- (1) For the purpose of the requirements of subsection B of this section, the maximum allowable building footprint is equal to the largest floor plate of a structure, including interior courtyards, abutting and interior, or partial interior, podium and above ground parking structures, and structures connected with a continuous roof.

**C. Heritage Preservation Commission's (HPC) and the City Historic Preservation Officer's (HPO) Review of Historic Cultural Resources Related to a HOHD or MHOHD.**

1. Development Sites with the Landmarks Overlay (LO), or another adopted Historic Overlay Zone. The provisions of Division 10-30.30: Heritage Preservation shall apply.
2. Other Historic Cultural Resources.
  - a. The HPO shall evaluate a proposed HOHD or MHOHD and make a determination as whether the proposed development has no adverse effect, an adverse effect, or has appropriately mitigated its effects on the historic cultural resource on a lot or parcel that:
    - i. Is listed on the National Register of Historic Places, but does not have a Landmarks Overlay (LO), or another adopted Historic Overlay Zone, or
    - ii. The Development Site of the proposed HOHD or MHOHD is on the same block or is on the opposite side of the street of a block face that contains a lot, parcel, or structure listed on the National Register of Historic Places.
  - b. The HPO may defer a determination to the HPC.
  - c. The HPO, and when applicable the HPC, shall evaluate the proposed HOHD or MHOHD utilizing the applicable criteria of the:
    - i. Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings;
    - ii. Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings;
    - iii. Protection of Historic Properties provisions of the U.S. Code of Federal Regulations, 36 CFR § 800.3 through 36 CFR § 800.7, as amended; and/or
    - iv. Applicable U.S. Department of the Interior publications and Preservation Briefs.

**D. Waste Management Plan.**

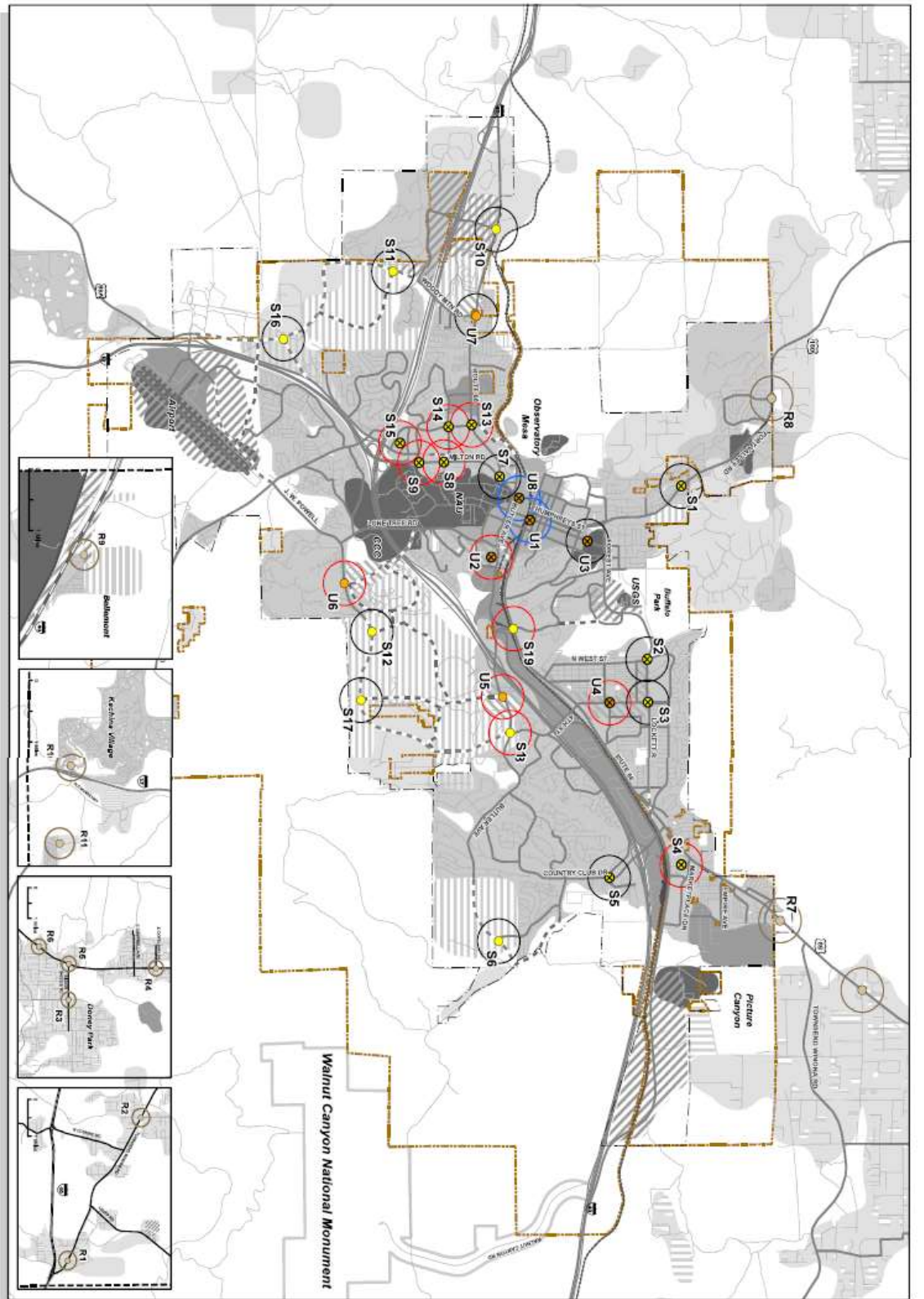
1. The property owner shall obtain approval of a waste management plan from the City's Public Works Director, or designee, prior to the approval of the site plan.



2. Prior to the issuance of any building permit, the property owner shall incorporate into the construction documents the improvements required to comply with the approved waste management plan.
  3. If a Certificate of Occupancy is not required, the property owner shall provide all necessary apparatus, equipment, and improvements within 182 days from the date of the approval of the CUP, or another date specified in the Conditional of Approvals for the CUP.
    - i. The Director may approve a one-time 91-day extension, for no-more than 273 days from the date of the CUP approval, to allow the property owner to complete the improvements. The property owner shall request an extension at least 14 days prior to the date indicate in subsection D.3. of this section.
  4. The HOHD or MHOHD shall be maintained in compliance with the approved Waste Management Plan.
- E. Additional Conditional Use Permit Criteria in addition to the criteria of Section 10-20.40.050.E. The Planning and Zoning Commission shall not approve a Conditional Use Permit:
1. On a Development Site with the Landmarks Overlay (LO), or another adopted Historic Overlay Zone, unless the Heritage Preservation Commission has approved a Certification of No Effect, or a Certification of Appropriateness, for the proposed HOHD or MHOHD.
  2. On a lot or parcel that:
    - a. Is listed on the National Register of Historic Places, but does not have a Landmarks Overlay (LO), or another adopted Historic Overlay Zone, or
    - b. The Development Site of the HOHD or MHOHD is on the same block, or is on the opposite side of the street of a block face that contains a lot, parcel, or structure listed on the National Register of Historic Places,

unless the City's Historic Preservation Officer (HPO) or the Heritage Preservation Commission has made a determination that the proposed HOHD or MHOHD has no adverse effect, or has appropriately mitigated its effects on the historic cultural resource.
  3. Unless the property owner has agreed to Conditions of Approval to maintain compliance with the Flagstaff Police Department's Crime Free Multi-housing program, at all times.
- F. Crime Free Multi-Housing Program.
1. Prior to the issuance of the Conditional Certificate of Occupancy, or Certificate of Occupancy, whichever is first, or within 63 days of the approval of the Conditional Use Permit for a HOHD or MHOHD if a Certificate of Occupancy is not required, the property owner shall enter in to an agreement with the City to comply with the Flagstaff Police Department's Crime Free Multi-housing program. The agreement shall be in the form approved by the City Attorney, or designee, and approved by the Director, and recorded against the property.
  2. The property owner, or agent, shall:
    - a. Utilize a Crime Free Lease Addendum, or an alternative approved by the Flagstaff Police Department's representative, as part of each tenant lease;
    - b. Obtain written verification as part of a tenant lease that each tenant has received and agreed to the Crime Free Lease Addendum or the approved alternative; and

- c. Have completed the Flagstaff Police Department's Crime Free Multi-housing program required training within the program's required time frames.
- 3. Within 182 days from the date of the agreement, the property owner, or managing agent, shall have completed the first phase requirements of the Flagstaff Police Department's Crime Free Multi-housing program.
- 4. A new Flagstaff Police Department's Crime Free Multi-housing program first phase training and related requirements shall be completed within 182 days from the date of a change of ownership, management company, or a site manager of an existing HOHD or MHOHD.
- 5. Every two years from the date of the agreement, the property owner, or managing agent shall, complete the required training that complies with the Flagstaff Police Department's Crime Free Multi-housing program.



Note: Due to the low number of responses to some of the concepts, some percentage results in the “Support” and “Do not support” columns may not be an accurate statistical representation of the community’s desires.

Summary of HOH Open House (08/18/2020) and Flagstaff Community Forum Comments (07/26/2019 – 09/03/2019)					
	Concept	Total Respondents:	Support:	Do not support:	Written Comments Received
1.	A. High Occupancy Housing Development (HOHD): Is any of the following: 1. A mixed-use or multiple-family development, with three or more dwelling(s) units, and: a. has a density greater than 29 dwelling units per gross acre; b. has a bedroom to gross acre ratio greater than 72.5; c. has a bedroom-to-dwelling unit ratio greater than 2.5; d. has a dwelling unit has bedroom-to- bathroom ratio less than 1.3, excluding 1- and 2-bedroom units; or e. more than 10 percent of the dwelling units have four bedrooms or more.	Total Respondents: 5	Support: 100%	Do not support: 0%	1. There must be something written into the Code for some High and Medium density that would trigger the discussion of affordable housing 2. Lower the density to 25 3. Balance between affordable housing and greed as well as "what the market will bear" philosophy. 4. Yes, but the definition should include "rent-by-the-room" 5. Yes, but the definition should include height, square footage, and mass (volume) 6. Definition should be based on long-term residents/professionals who are looking for a single occupancy for either an individual or a couple as a family unit 7. Yes, but there should be an upper limit to how many 4+ bedrooms. 8. Yes, but clarify whether or not this would include housing targeted to college students 9. Yes, but consider using workforce or student housing in the definition instead of multiple-family 10. I support the definition, regardless of the number of four bedrooms
	B. A single-family attached or detached dwelling, duplex, or triplex that contains four bedrooms or more, and a bedroom to bathroom ratio of less than 1.3, (Excludes developments in the Rural Residential (RR) and Estate Residential (ER) zones, and accessory dwelling units.)	14	79%	21%	
2.	Mixed-use High Occupancy Housing Development (MHOHD) shall conform with the definitions of High Occupancy Housing Development and Mixed-use.	6	67%	33%	1. Activity Areas S13, S14, and S15 are overcrowded with High Occupancy Housing developments.
3.	Should a Mixed-use High Occupancy Housing Development in a Regional Activity Center Pedestrian Shed be allowed up to 50 dwelling units per acre before requiring a Conditional Use Permit?	15	33%	67%	1. The reason is all regional activity centers are created equally. The other side, it depends on who interpretation and who is interpreting. 2. Density should not exceed 29 dwelling units (75 beds) or 50 dwelling units (125) in the Regional Activity Centers 3. Density should be less. 4. The Regional Activity Center should have a lower density 5. The greatest density should only be located in Downtown and Southside only 6. Density should not exceed 29 dwelling units (75 beds). 7. Greater densities should not be allowed in the Regional Activity Centers.
4.	Proposed Additional Conditional Use Permit Criteria: A. The property owner has submitted plans that shows how a development can be converted to a traditional multiple-family development consisting of studio, 1 bedroom, 2 bedroom, and 3 bedroom units.	10	80%	20%	1. Additional Criteria is needed to ensure infrastructure, and on street parking is not overburdened. 2. I agree with the additional proposed Conditional Use Permit criteria, specifically neighbor character. 3. I agree with the additional proposed Conditional Use Permit criteria. 4. I agree with the additional proposed Conditional Use Permit criteria. 5. Is appropriate. Not a hard rule. 6. Depends. 7. Can the Builder pay for the transit stop? 8. Setback is important. 9. I am concerned that the building heights may eventually affect tax payers through the purchase of more advanced fire equipment, like ladder trucks and other insurances drivers needs in public safety.
	A. A High Occupancy Housing Development is located in an activity center delineated in the Regional Plan.	10	80%	20%	
	B. The High Occupancy Housing Development that contains more than 50 dwelling unit per acre or 125 bedrooms per acre, is located in a Regional Activity Center Pedestrian Shed	11	73%	27%	
	C. The lot or parcel that contains the High Occupancy Housing Development shall be within 1200 feet of permanent transit stop.	10	90%	10%	
	D. A High Occupancy Housing Development is designed with a character, including mass, scale, height, colors and other elements, that is compatible with the existing structures of the neighborhood were the High Occupancy Housing Development is located.	10	80%	20%	
	E. Property owner, and owner's management company or representative(s) shall operate the High Occupancy Housing Development in accordance with an approved safety plan and, a “good neighbor” plan approved by the Flagstaff Police Department.	10	90%	10%	

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5.	<p>High Occupancy Housing Development with three dwelling units, or less (single-family, duplex, and triplex):</p> <ul style="list-style-type: none"><li>1 parking space per bedroom.</li></ul> <p>(This is the current Room and Boarding parking requirement.)</p>	18	72%	28%	<ol style="list-style-type: none"><li>For this size development there definitely need to be adequate parking so I would support there being one space per bed. Because we have no street parking overnight in the winter monthes this must be a requirement especially in the neighborhoods where students live close to campus.</li><li>Sure, it's good to have enough parking so that residents don't park in other areas, exacerbating the city's already limited parking. But, more important than the ratio of parking spots to beds is the TOTAL number of people (and therefore cars) that a development will bring to a neighborhood. So sure, 942 spots for 942 beds sounds good, but that is 942 MORE VEHICLES REGULARLY ON THE ROAD IN THAT NEIGHBORHOOD. Large numbers like that are causing rapidly deteriorating traffic situations in Flagstaff. This could be avoided by limiting the sheer number of bed permitted in these developments.</li><li>With density comes the need for improved walking routes and public transportation for commuting to/from work and for leisure. Fewer parking spaces combined with intentional development of interconnected sidewalks, promotion of public transportation and even incentivizing ride share/taxi services will help to lower the need for a 1 person 1 car infrastructure that becomes unnecessary with thoughtful density.</li><li>All buildings should provide enough parking. We have so many vacation rentals in our neighborhood that don't have adequate parking and they raise the cost of housing so there is no affordable housing. Make sure that HOH in CC are not NAU student housing or investors putting in short term rentals. The condos on Beaver and Dale already have short term rentals which are changing the character and sense of community in our neighborhood.</li><li>"In reading this, my understanding is this is for smaller developments like the one recently built on N. Beaver near Nativity church. Based on that assumption, I would hope those smaller developments would be targeted to Flagstaff residents &amp; families VS NAU students. Perhaps for these smaller developments one of the other ratios would be appropriate like the .77?</li><li>Rents in Flagstaff are so very high already making housing for residents nearly unattainable &amp; I don't know if a 1:1 parking: bedroom ratio for places, hopefully targeted for residents, would make them out of reach for the intended target &amp; then simply filled with even more NAU students?"</li><li>In my opinion this is a critical requirement. Developers try to provide less parking. This always leads to an increase in "on street" parking which is already at a premium.</li><li>the existing parking code of one parking space per bedroom is to extreme, a 3 bedroom unit would require 3 spaces assuming that all 3 bedroom s are of driving age. most households have only 2 cars. a one parking space per unit should be fine per dwelling</li><li>If anywhere near an established neighborhood, there should be one space for each bedroom. That is the modern reality. Anything less makes life bad for existing residents.</li></ol>
6.	<p>High Occupancy Housing Development with Four Dwelling Units and Above:</p> <p>Option 1</p> <p>1 parking space per bedroom</p> <p>Example, The Standards has 942 bedrooms:</p> <p>942 bedrooms x 1 space per bedroom = 942 spaces</p> <p>(This is the current Room and Boarding parking requirement.)</p>	Total Respondents: 23	Support: 52%	Do not support: 48%	<ol style="list-style-type: none"><li>I find this to be one of the most difficult problems with the HOHD. A large part of these developments are huge parking garages or parking lots. The whole point of allowing these types of density was to get people out of their cars and walking or using public transit. The idea of 1 space per bed shows the complete failure of our ability to have this density work in the way it was intended in the Regional Plan. There should be studies of whether with the existing student housing developments all of the parking spaces are occupied. This should impact the amount of spaces required. Any incentives to stop out of town students from bringing cars to Flagstaff should be tried. Unfortunately, the lure of these developments is the reason many prefer them to on campus housing where there is no parking. There should be efforts made between NAU and these building management firms to provide inexpensive transit to Phoenix on the weekends, where I imagine most of these students are going. Carpooling should be encouraged in whatever way possible to dinners out, bar hopping or weekend hiking. If these HOHD are primarily student housing they have to work creatively to lessen the needs for their occupants to bring cars to Flagstaff.</li></ol>
	<p>Option 2</p> <p>First 100 bedrooms: 0.90 parking spaces per bedroom</p> <p>Remaining bedrooms greater than 100: 0.80 parking space per bedroom.</p> <p>(Not eligible for transit and bike reductions)</p>	15	20%	80%	



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	<p>Example, The Standards has 942 bedrooms: 942 bedrooms → (100 x 0.90 space per bedroom) + (842 x 0.80 space per bedroom) = 764 spaces</p> <p>(This is option is alternative requirement that would require more parking for smaller development, and less for larger developments.)</p>				<p>2. I like option 3. Flagstaff is at a fantastic juncture to either embrace a lifestyle that provides more high-quality public transportation options... or go the way of Phoenix and remain shackled to our cars.</p> <p>3. 1 parking space/bedroom, plus secure indoor bike storage of 1 bike spot/bedroom</p> <p>4. One space per bedroom with NO allowances for proximity to mass transit or secure bicycle storage. It is way too optimistic to think that one can live in Flagstaff easily without a car.</p> <p>5. For these monolithic supposedly 'mixed use' HOH developments 1:1 - Option 1 is appropriate. However, I am wary about the allowances that could be granted for transit &amp; bike parking. Are the numbers spelled out somewhere?</p> <p>6. Option 3 seems reasonable</p> <p>7. Option 3, make people dependent on alternative modes of transportation.</p> <p>8. Option 1.</p>
	<p>Option 3 0.77 parking space per bedroom</p> <p>(Not eligible for transit and bike reductions)</p> <p>Example, The Standards has 942 bedrooms: 942 bedrooms x 0.77 space per bedroom = 726 spaces</p> <p>(This is option is based on an actual City of Flagstaff Transportation Engineering Study of several High Occupancy Housing type developments.)</p>	14	36%	64%	
	<p>Please provide your thoughts as to whether or not the parking requirements in Option 2 and 3 should be allowed to be reduced for providing transit pass to residents and/or additional high-security bike parking.</p>	Total Respondents: 5	Support: 60%	Do not support: 40%	<p>1. I support the reductions</p> <p>2. Yes, but the total parking provided should not exceed the reduction.</p> <p>3. I do not support the reductions</p> <p>4. I support the reductions</p> <p>5. I do not support the reductions</p>
7.	<p>Proposed Parking Reduction Requirements</p> <p>A. Transit:</p> <p>Should a High Occupancy Housing Development that provides free transit passes for residents be allowed up to a maximum 20% reduction in the required parking spaces?</p>	14	88%	22%	<p>1. The free transit pass requirement stay with the same development perpetually, regardless of change of ownership.</p> <p>2. The actual car usage reductions created by providing the transit passes is needed to determine the allowable reduction percentage.</p> <p>3. All Depends. Could be ok if the goals are met</p> <p>4. Great idea, but let's be realistic. The tenant will pay the cost of the transit pass in their monthly rent. I think this should be available and optional if the tenant chooses as they might desire other forms of transportation based on their needs - walking, Lyft/Uber, bicycle, etc. However, I do think that there should be a cost/fee to utilize a parking space. If we make driving a car more expensive, that will change behavior that this rule may be trying to achieve.</p> <p>5. "Before this is put into anything official, the verbiage needs to be corrected since it currently states ""free PARKING"" passes and not 'free TRANSIT' passes 2x.</p> <p>6. Besides that, maybe a 10% reduction not 20%."</p> <p>7. Great idea.</p> <p>8. Too high. 5% max.</p>
	<p>B. Bike Parking:</p> <p>Should a High Occupancy Housing Development that provides at least 50 parking space be eligible for a reduction of one parking space per 4 high security bike parking spaces (e.g. bike lockers, monitored bike rooms or enclosures, or similar), up to maximum 10% of the required parking spaces.</p>	10	60%	40%	<p>1. I believe there is a place for reducing parking, but 4:1 is not acceptable.</p> <p>2. All Depends. Could be ok if the goals are met.</p> <p>3. Yes, but increase the bike ratio and lower the cap</p> <p>4. I support the reductions</p> <p>5. This is a great idea and along with bus passes should be encourage and incentivized.</p> <p>6. I like this idea and believe it is this type of innovative thinking that we need for a multi-solution approach the a multi-faceted problem. I believe this should remain on the table as another option.</p> <p>7. I don't think that there should be any reduction in the parking requirements of HOHD under any circumstances.</p> <p>8. "No reduction in parking should be made for access to carshare programs especially in the 50+ HOH category. I believe the majority of the HOHD occupants are people who come from outside of Flagstaff. The primary purpose of carshare programs is to provide a vehicle for a short period of time for a particular 'task' that requires a motor vehicle.</p>

Note: Due to the low number of responses to some of the concepts, some percentage results in the “Support” and “Do not support” columns may not be an accurate statistical representation of the community’s desires.

					<div>9. Carshare programs do not address one of the main reasons the HOHD residents Bring a car with them...to get from Flagstaff to wherever they came from be it points south in state or out of state. A carshare program isn't going to make any difference in the number of cars brought to town so they can go home for winter break."</div> <div>10. we own a duplex at 2315 n. center and are considering adding a 3rd. unit to our property , parking for the 3rd unit would have to be from the rear ONE WAY alley which runs from 6Th ave to colanthe ave . Would the city owned alley be a allowable entrance to our proposed #3rd.unit &amp; allow parking to the parcel from the alley ??? also with the "High Occupancy housing plan" will the city be maintaining the alley in a better manor than they currently have in effect.???</div> <div>11. Carshare seems like a nice idea, but is not proven. We should not base parking space requirements on anything less than fully proven means of discouraging the one person/one car paradigm.</div>
	Please add your thoughts pertaining to the proposed high-security bike parking reduction provisions for a High Occupancy Housing Development. Also, is the reduction amount sufficient, or too high? If the reduction is too high, or too low, what should the reduction be? Should there be additional criteria? If so, what additional criteria do you recommend?	Total Respondents: 4	Support: 50%	Do not support: 50%	<div>1. I support the requirement</div> <div>2. I support the requirement</div>
	C. Car Share:  Should the parking requirements of a High Occupancy Housing Development be allowed to be reduced for carshare facilities and vehicles?	13	31%	69%	<div>1. Change the "Should" to may.</div> <div>2. Not every development will work as a requirement.</div> <div>3. All Depends.</div> <div>4. Could be ok if the goals are meet</div>
	Please provide your thoughts on the maximum amount that the parking requirements for a High Occupancy Housing Development should be allowed to be reduced. e.g. 5%, 10% 20%, etc. Please provide an explanation for your answer.	2	50%	50%	<div>1. I support the reductions. We need to find ways to reduce students from bring cars</div> <div>2. Maximum reduction of 10%</div>
8.	A. Proposed Bedroom Allowances: 1. Medium Density Residential (MR):  Maximum bedrooms per acre outside of the Resource Protection Overlay: 35 (2.5 bedrooms per dwelling unit x 14 dwelling units per acre = 35 bedrooms per acre)	4		6	<div>1. I don't entirely understand what this proposal means - how it translates to a real thing? However, I would like to not have high density housing that allows for lots of people to share the space. I am in favor of anything that makes it hard for many college students to room together (to save on the rent) in the same unit.</div> <div>2. However, we can combat the city being overwhelmed by gargantuan multi-bedroom student housing projects is a good thing. Flagstaff is slowly being overrun by NAU's growth and the projects being erected throughout the city by outside developers are not in any way beneficial to the city's affordable housing crisis.</div> <div>3. Any increase in restrictions to reduce the maximum bedroom density is a good thing. High maximum bedroom density leads to a ghetto like atmosphere. We certainly do not want to turn into Chicago. However, we do need to address our affordable housing shortage in Flagstaff, but high-density housing is not the way to do it.</div> <div>4. The MR should not be increased and the HR should not be increased.</div>
	2. Maximum bedrooms per acre in the Resource Protection Overlay: 22.5  (2.5 bedrooms per dwelling unit x 9 dwelling units per acre = 22.5 bedrooms per acre)	7	71%	29%	
	B. High Density Residential (HR) maximum bedrooms per acre: 72.5 1. Maximum bedrooms per acre outside of the Resource Protection Overlay: 72.5  (2.5 bedrooms per dwelling unit x 29 dwelling units per acre = 72.5 bedrooms per acre)	7	86%	14%	
	2. Maximum bedrooms per acre in the Resource Protection Overlay: 55  (2.5 bedrooms per dwelling unit x 22 dwelling units per acre = 55 bedrooms per acre)	6	84%	16%	
9.	Should High Occupancy Housing Development in the commercial zones have a different density and bedrooms per acre in the Resource Protection Overlay ( 2.5 bedrooms per dwelling unit x 22 dwelling units per acre = 55 bedrooms per acre).	4	25%	75%	<div>1. I support densities. The Resource Protection Overlay is to save our trees and slopes.</div> <div>2. Greater densities should not be allowed anywhere.</div> <div>3. The greater density should be allowed</div> <div>4. The greater density should not be allowed.</div>

Note: Due to the low number of responses to some of the concepts, some percentage results in the “Support” and “Do not support” columns may not be an accurate statistical representation of the community’s desires.

10.	Replace Rooming and Boarding in the following Zones with High Occupancy Housing Development land use in the following zones: Manufactured Housing (MH)	5	40%	60%	<ol style="list-style-type: none"><li>1. So does this mean that HOH is rent by room housing? If that is not the case then there should still be an additional hoop a developer has to jump through if they want to exclude families and only have students. Our goal should be to have housing that serves all and doesn't discriminate against families or anyone who cannot afford the expensive rent by room costs. If all of these changes are happening to regulate student housing or rent by room housing than you should call it what it is. It seems with this change you are just making it easier for developers to have this type of rental property. Rent by room should be approved with careful consideration of the neighborhood and the needs of the whole community not just NAU.</li><li>2. I don't think there should be any housing with multiple tenants each having separate rental agreements. This just promotes developers targeting their units to college students - we have enough of that already.</li><li>3. I am not sure I understand this. So, my comment may not apply. However, Flagstaff needs to somehow increase regulation of AIRBNB / VRBO, etc units as much as our restrictive Arizona state regulations allow. AIRBNB / VRBO and other short term rentals are out of control.</li><li>4. What new requirements will be imposed on landlords who have been renting their property under this classification in prior years? The structures that have been utilized under the Rooming and Boarding land use may not meet the new requirements for HOHD. How will this be addressed?</li><li>5. What about the Transect Zones? High Occupancy Housing should not be in allowed in these areas since they are mainly existing neighborhoods and are not consistent with existing developments. (Verbal comment at morning open house meeting at the Murdock Center)</li><li>6. The High Occupancy Housing allowed in the Transect zones should not be allowed. (Verbal comment at morning meeting at the Murdock Center)</li><li>7. How are you going to stop High Occupancy Housing in Transect Zones? They sould not be allowed (Verbal comment at morning open house meeting at the Murdock Center).</li><li>8. Projects like the HUB, and multi bedroom triplexes and duplexs (four bedrooms and greater) High Occupancy Housing types that are allowed in transect zones and are out of scale with existing developments, impact parking, and neighborhood. These types of HOH development should not be allowed. (Verbal comments on southside meeting on Zoning).</li></ol>
	Estate Residential (ER)	7	29%	71%	
	Medium Density Residential (MR)	6	67%	33%	
	High Density Residential (HR)	6	83%	17%	
	Suburban Commercial (SC)	5	40%	60%	
	Community Commercial (CC)	7	57%	43%	
	Highway Commercial (HC)	5	80%	20%	
	Commercial Service (CS)	4	50%	50%	
	Central Business (CB)	6	50%	50%	
11.	Please provide your thoughts pertaining to whether a high occupancy housing development should be allowed as a Conditional Use Permit without including commercial as a mixed use development.	Total Respondents: 1	Support: 100%	Do not support: 0%	<ol style="list-style-type: none"><li>1. I support HOH without Mixed Use</li></ol>
12.	Proposed Zoning Code Specific to Use Requirements for a High Occupancy Housing Development: <ol style="list-style-type: none"><li>1. A mixed-use High Occupancy Housing Development shall comply with the mixed-use development standards of the Zoning Code.</li><li>2. Prior to the issuance of a building permit for the HOHD, the property owner shall obtain approval of a safety plan from the Flagstaff Police Department’s Crime Free Multihousing program.</li><li>3. Prior to the issuance of a building permit for the HOHD, the property owner shall obtain approval of a “good neighbor” plan from the Flagstaff Police Department’s Crime Free Multihousing program that all tenants are required to sign and comply with as part of the tenant’s lease.</li><li>4. Prior to the issuance of a building permit for the HOHD, the property owner shall obtain approval of a waste management plan from the City’s Public Works Director that shall be implemented to the reduce waste generated by the development.;</li></ol>	4	50%	50%	<ol style="list-style-type: none"><li>1. These are all good but why isn't recycling included with the waste management section. If we are to have this kind of density producing so much more waste in our community, why isn't there requirement for some of this waste to not go in the landfill. Why are these types of developments exempted?</li><li>2. Agreed.</li></ol>

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	<div>5. Prior to the final approval of a subdivision that creates one or more lots or parcels that would contain a development conforming to the definition of a HOHD, the property owner shall obtain approval of a Conditional Use Permit for the property that would contain the HOHD.</div> <div>Please share your thoughts about the proposed use requirements for a High Occupancy Housing Development. Does the propose requirements capture your thoughts as it pertains to this use?</div>				
Total Comments Received		271	Total Written Comments Received		90
Total Participates (40 - Open House Attendees) + (260 - Online Community Forum Views)		300			

**Summary of Public Comments and Questions Received**  
**from the February 13 and 14, 2020 Open House Meeting on the Zoning Code.**

1. Does the proposed Zoning Code or High Occupancy Housing Plan allow for additional building height?

*Staff Response: Neither the proposed zoning code and the High Occupancy Housing Plan allow for additional building height*

2. Is the High Occupancy Housing Plan specific to any one area?

*Staff Response: The High Occupancy Housing Plan address all areas of the City.*

3. Where is High Occupancy Housing allowed?

*Staff Response: There are large and small High Occupancy Housing developments. As defined, the proposed Zoning Code allows High Occupancy Housing all residential and commercial zones, and all transect zones (excluding the T1 Natural (T1) and T2 Rural (T2)).*

4. Are there ways to getting around the High Occupancy Housing requirements? For example, a dwelling unit having 8 bedrooms

*Staff Response: Only the single-family dwelling unit has a bedroom cap in any one dwelling unit. There is no bedroom cap in the two-unit/duplex or a multifamily development.*

5. Is a request for a Conditional Use Permit subject to the surrounding neighborhood comment?

*Staff Response: All Conditional Use Permits require a public meeting, at least, before the Planning and Zoning Commission. The Planning and Zoning Commission, or the City Council when applicable, may consider public comments in rendering their decision in the approval or denial of the Conditional Use Permit. The Planning and Zoning Commission's and the City Council's decision is limited to the Conditional Use Permit Criteria.*

6. In a single-family neighborhood, is an accessory dwelling unit allowed.

*Staff Response: An accessory dwelling unit is allowed in a lot with a single-family dwelling unit.*

7. Is it correct that Northern Arizona University (NAU) attendance going down?

*Staff Response: Staff has been informed that the attendance had decreased this past semester.*

8. Does the development have to be compatible with the style of existing surrounding developments?

*Staff Response: The Conditional Use Permit criteria requires a finding that the compatibility criteria have met.*

9. The Standard is not 100% full, 90% full per the leasing manager. It has open parking on the ground floor that is set aside for the commercial areas. Currently the residents are using the spaces since the commercial is vacant. There is available parking on the upper floors.

10. Why are they building more rooms for students? The attendance is down as NAU.

*Staff Response: Arizona is a free market state. Therefore, the property owners and developer can build what they want if it is allowed by the properties zone.*

11. So, we will have just a bunch of slum housing in and next to downtown.

12. Arizona laws prohibit requiring affordable housing

13. Could the proposed standards require a minimum number of studio and one-bedroom units? For example, a minimum of 20 percent of the total dwelling units. Also, could the proposed



standards have a maximum number of 4 bedrooms or greater? For example, a maximum of 20 percent of the total dwelling units. Therefore, this would not allow 50 to 80 percent, or more, of the dwelling to be 4 bedrooms or greater

*Staff Response: Yes, the proposed standards could.*

14. Are there developer pushing to get their approval before the adoption of these proposed development standard.

*Staff Response: We have been told that some developer desire to get their approvals before the proposed standard become effective.*

15. The market demand is 1 and 2 bedrooms. We want the three, four, and five-bedroom unit apartment near NAU, where the student can walk.

16. What is there to protect the low-density developments?

*Staff Response: Each zone has a list of allowed land uses and densities. The Zoning Code provided for protections within the zone, although almost all zones allow for multi-family developments at different densities. Also, single-family is allowed in almost all of the zones.*

17. What regulates the Zoning Code?

*Staff Response: All new zoning code amendment must be in conformance with the Regional Plan, and applicable specific plans.*

18. The proposed parking standards are to high for small developments. They should be like the transect zones.

19. Allow smaller HOH developments by-right, without the requirements for a Conditional Use Permit.

20. Provide incentives for infill developments with a lower parking requirement.

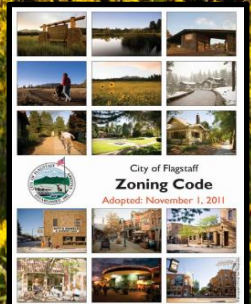


# City Council

## Updates to the Zoning Code

### High Occupancy Housing Plan

Dan Symer, AICP  
Zoning Code Manager





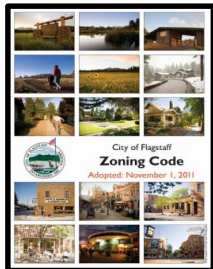


# City Council Work Session



## Format of Presentation:

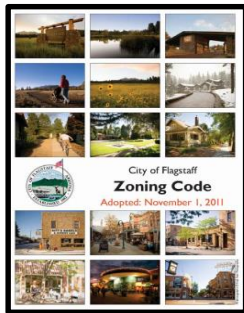
- **Background and purpose of the work session**
- **Common terms**
- **Discussion questions**





## Why did the City adopt the HOH Plan?

- **Fulfills the Regional Plan Policy NH.1.7. “Develop appropriate programs and tools to ensure the appropriate placement, design, and operation of new student housing developments consistent with neighborhood character and scale.”**
- **Refines the goal and policies pertaining to the location of HOH mixed use building in activity centers**
- **Preserve the character of the existing and historic neighborhoods**
- **Address public concerns related to large buildings and unintended consequences of past zoning in Flagstaff (1972, 2011)**





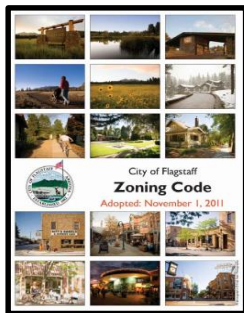
# City Council Work Session



## Proposed Zoning Code Concepts from the HOH Plan:

### Purpose:

- Amend the Zoning Code to begin implementing the High Occupancy Housing (HOH) Plan
- Remove the Rooming and Boarding provisions

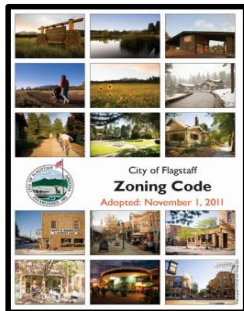




## Proposed Zoning Code Concepts:

### *HOH land uses provisions:*

- a. Definitions
- b. Conditional Use Permit HOH Specific Criteria Considerations
- c. Maximum bedroom densities
- d. Specific to use property development criteria
- e. Parking requirements and allowance
- f. Related modifications







# City Council Work Session



## Purpose of Work Session:

To discuss and receive comments and direction on:

- **Definitions of:**
  - **High Occupancy Housing Development (HOHD)**
  - **Mixed-use High Occupancy Housing Development (MHOHD)**
- **Zones that the HOHD and MHOHD are proposed to be allowed.**
- **Incorporation of provisions that would require a multiple-family HOH development to have a minimum number of studio and one-bedroom dwelling units and a maximum number of four-bedrooms or more dwelling units.**



# City Council Work Session



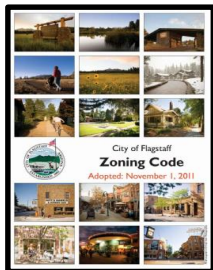
## Common Terms References:

- **Sanitation Facility(ies):** A bathroom that contains any combination of, or individually, a toilet, shower, sink, tub, or related bathing and sanitation fixtures.
- **Bedroom-to-Sanitation Facility Ratio:** Is the total number of bedrooms divided by the total number of sanitation facilities in a dwelling unit.

**Example: 1. A dwelling unit has five bedrooms and four sanitation facilities. The bedroom-to-sanitation facility ratio is:**

$$\frac{5 \text{ bedrooms}}{4 \text{ sanitation facilities}} = 1.25 \text{ Ratio}$$

**Note:  $\frac{1}{2}$  or  $\frac{3}{4}$  bathroom would be consider as 1 Sanitation Facility**



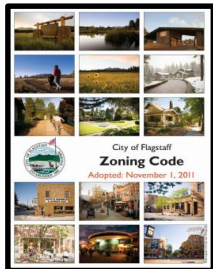


# City Council Work Session



## Common Term References:

- **High Occupancy Housing Development (HOHD):** is a 100% residential High Occupancy Housing land use.
- **Mixed-Use High Occupancy Housing Development (MHOHD):** is a development that contains both a residential High Occupancy Housing land use and non-commercial land use in a vertical or horizontal configuration.



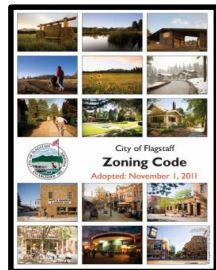


# City Council Work Session



## Format of Discussion Questions:

- **Eight topics of discussion**
  - a. **Staff overview of discussion topic one**
    - **Council discussion and questions regarding the topic one**
  - b. **Staff overview of discussion topic two**
    - **Council discussion and questions regarding the topic two**
  - c. **Repeat format for each discussion topic**





# City Council Work Session

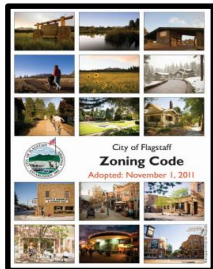


## Proposed Definitions:

- **Single-family development that would be considered a single-family HOHD:**
  - a. **A single-family attached or detached dwelling unit with five bedrooms or more:**
    - i. **On a lot or parcel containing 10,000 square feet or less; and**
    - ii. **Has a bedroom-to-sanitation facility ratio less than 1.2.**

### Questions:

- **Is the proposed definition clear and easily understood?**
- **Does the proposed definition sufficiently address the Commission's concerns to include certain single-family developments with a high number of bedrooms and a bedroom-to-sanitation facility ratio of 1:1 as a single-family HOHD?**
- **Does the Commission have additional modifications or considerations?**







# City Council Work Session

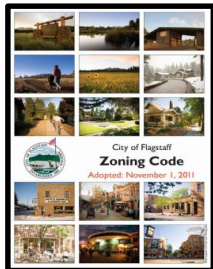


## Proposed Definitions:

- **Two-unit/duplex development that would be considered a HOHD:**
  - a. **A lot or parcel containing two dwelling units, excluding an Accessory Dwelling Unit, with:**
    - i. **More than a total of six bedrooms; or**
    - ii. **One or more dwelling units containing four or more bedrooms with a bedroom-to-sanitation facility ratio less than 1.3.**

### Questions (part 1):

- **Is the proposed definition clear and easily understood?**
- **Does the proposed definition address the Council's concerns to include a two-unit development with a bedroom-to-sanitation facility ratio of 1:1 and a high number of bedrooms in any one unit as a HOHD?**
- **Should there be a maximum bedroom limit on any one unit without a Conditional Use Permit?**







# City Council Work Session

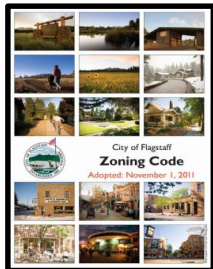


## Proposed Definitions:

- **Two-unit/duplex development that would be considered a HOHD:**
  - a. **A lot or parcel containing two dwelling units, excluding an Accessory Dwelling Unit, with:**
    - i. **More than a total of six bedrooms; or**
    - ii. **One or more dwelling units containing four or more bedrooms with a bedroom-to-sanitation facility ratio less than 1.3.**

### Questions (part 2):

- **Is the total number of bedrooms, six, in a two-unit development appropriate, or should it be increased?**
- **Does the proposed definition satisfactorily define a two-dwelling unit HOHD?**
- **Does the Council have additional modifications or consideration?**





# City Council Work Session

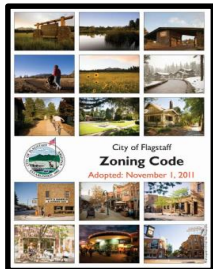


## Proposed Definitions:

- **Three-unit/Triplex development that would be considered a HOHD:**
  - a. **A lot or parcel containing three dwelling units with:**
    - i. **More than a total of nine bedrooms; or**
    - ii. **One or more dwelling units containing four or more bedrooms with a bedroom-to-sanitation facility ratio less than 1.3.**

### Questions:

- **Is the proposed definition clear and easily understood?**
- **Does the proposed definition address the Council's concerns to include a three-unit development with a bedroom-to-sanitation facility ratio of 1:1 and a high number of bedrooms in any one unit as a HOHD?**
- **Should there be a maximum bedroom limit on any one unit without a Conditional Use Permit for a HOHD?**
- **Does the Council have any recommended modifications or considerations?**



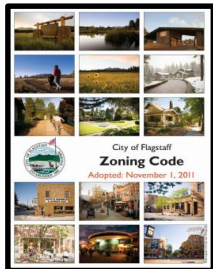


# City Council Work Session

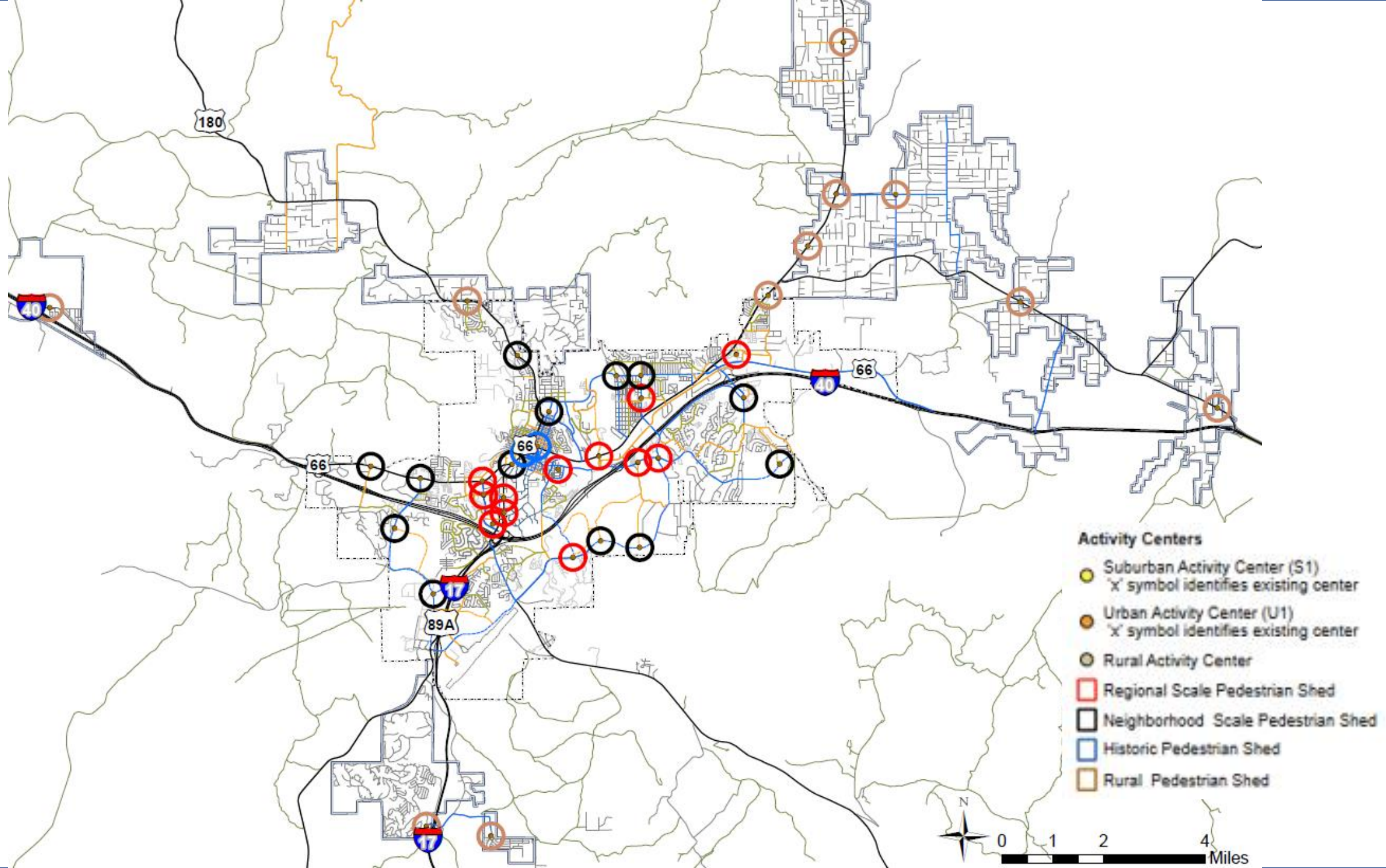


## Proposed Definitions:

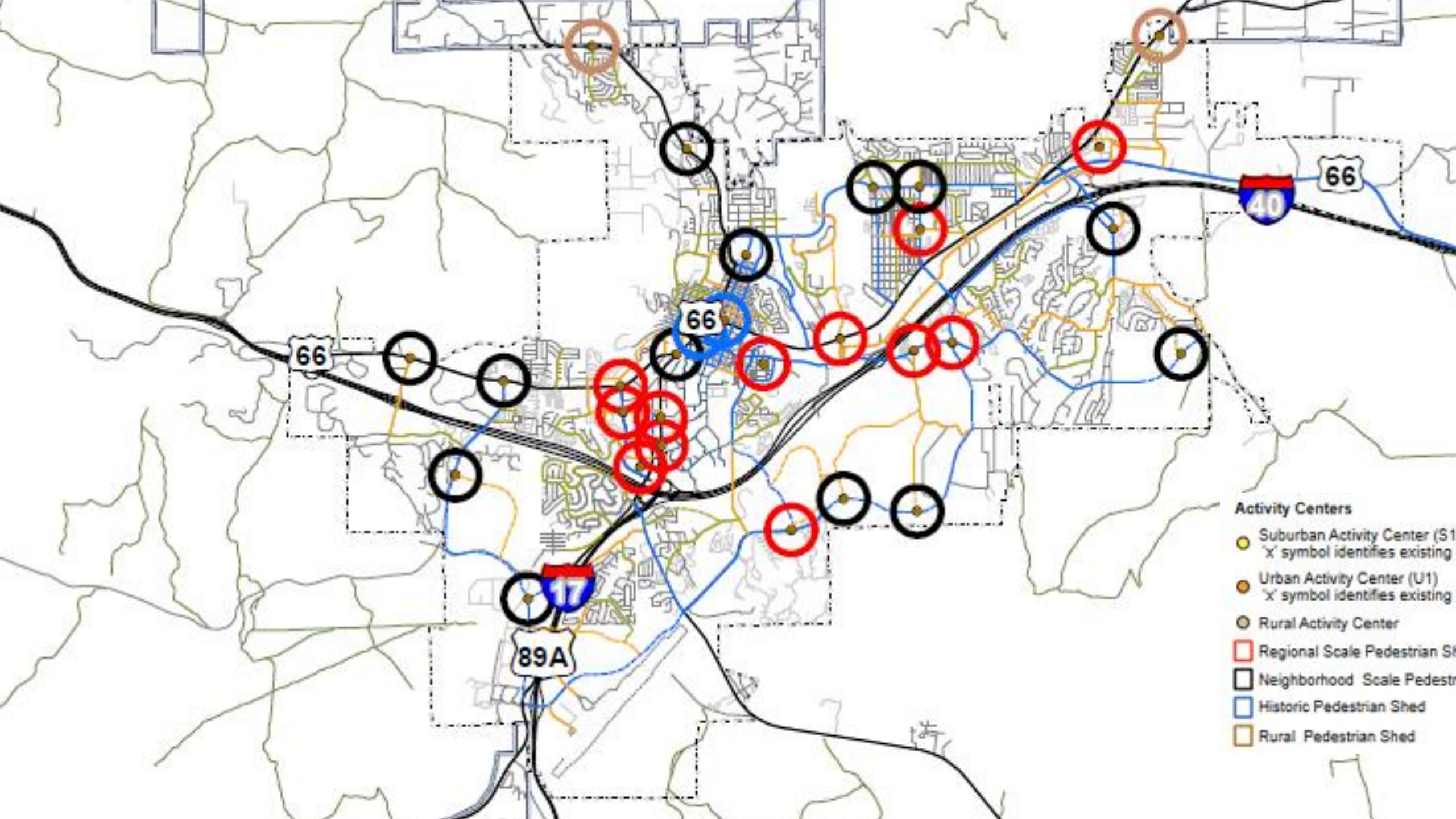
- **Development Site containing four or more dwelling units would be considered a HOHD and MHOHD:**
  - a. **A Development Sites containing four or more dwelling units where:**
    - i. **More than 20 percent of the total dwelling units have four bedrooms or more;**
    - ii. **One or more of the dwelling units containing four or more bedrooms has a bedroom-to-sanitation facility ratio that is less than 1.3; or**
    - iii. **The total number of dwelling units per acre, or bedrooms per acre, requires a Conditional Use Permit for a HOHD/MHOHD in accordance with the building form and property development standards of the property's designated a Non-Transect Zone, or if the property has elected a Transect Zone the density is greater than 29 dwelling units per acre or 72.5 bedrooms per acre.**













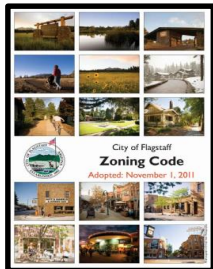
# City Council Work Session



## Proposed Definitions:

### Questions:

- Is the proposed definition clear and easily understood?
- Does the proposed definition address the Council's concerns to include a three-unit development with a bedroom-to-sanitation facility ratio of 1:1 and a high number of bedrooms in any one unit as a HOHD?
- Should there be a maximum bedroom limit on any one unit without a Conditional Use Permit for a HOHD?
- Does the Council have any recommended modifications or considerations?







# City Council Work Session



## Proposed Zones:

- **Single-family, two-unit/duplexes, and triplex/multiple-family HOHD would be allowed in the following zones:**

**Estate Residential (ER)**

**High Density Residential (HR)**

**Manufactured Housing (MH)**

**Medium Density Residential (MR)**

**Rural Residential (RR)**

**Single-Family Residential (R1)**

**Single-Family Residential Neighborhood (R1N)**

**T3 Neighborhood 1 (T3N.1)**

**T3 Neighborhood 2 (T3N.2)**

**T4 Neighborhood 1 (T4N.1)**

**T4 Neighborhood 1 - Open (T4N.1-O)**

**T4 Neighborhood 2 (T4N.2)**

**T4 Neighborhood 2 - Open (T4N.2-O)**

**T5 Main Street (T5)**

**T6 Downtown (T6)**

**Central Business (CB)**

**Community Commercial (CC)**

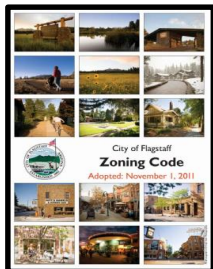
**Commercial Service (CS)**

**Highway Commercial (HC)**

**Suburban Commercial (SC)**

## Questions:

- **Should the HOHD be excluded from any zone?**
- **Does the Council have any recommended modifications or considerations?**





# City Council Work Session



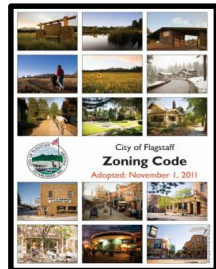
## Proposed Zones:

- A MHOHD would be allowed in the following zones:

Central Business (CB)  
Community Commercial (CC)  
Commercial Service (CS)  
Highway Commercial (HC)  
Suburban Commercial (SC)  
T5 Main Street (T5)  
T6 Downtown (T6)

### Questions:

- Should the MHOHD be excluded from any zone?
- Does the Council have any recommended modifications or considerations?



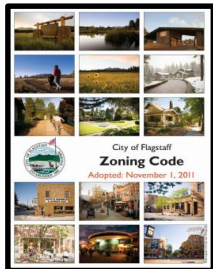


# City Council Work Session



## Existing Rooming and Boarding Developments:

- **Two developments with existing Conditional Use Permits for Room and Boarding:**
  - **901 South O'Leary Street (The Commons at Sawmill)**
  - **555 West Forest Meadows Street (Freemont Station)**
- **Commons at Sawmill, a 100% residential development, it will no-longer be regulated as a Rooming and Boarding development or a HOHD.**
- **Freemont Station will no longer be regulated as a Rooming and Boarding development, although its will be considered a “legal” non-conforming MHOHD.**
- **Questions?**





# City Council Work Session

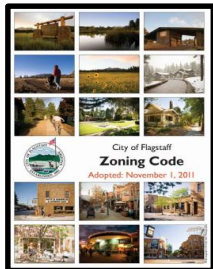


## Required minimum and maximum dwelling unit types:

- City Council discussion and direction regarding the incorporation of provisions that would require a multiple-family HOH development to have a minimum number of studio and one-bedroom dwelling units and a maximum number of four-bedrooms or more dwelling units.
  - For example, a minimum of 20% of the total dwelling units shall be studio and one-bedroom units, and a no-more than 30% of the dwelling units shall have four-bedrooms or greater.
  - 150 unit development be required to have:
    - At least 30 studio and one-bedroom dwelling units; and
    - No-more than 45 dwelling units shall have four-bedrooms or greater

### Questions:

- Does the Council desire to incorporate a minimum number of studio and one-bedroom dwelling units, and maximum number four-bedrooms and greater dwelling units?
- If the Council desires to incorporate the aforementioned provisions, which type(s) of HOH developments should these apply to?
  - For example, should the provisions apply to developments that exceeds 29 dwelling units per acre and/or 72.5 bedrooms per acre?



## **CITY OF FLAGSTAFF**

### **STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Sarah Langley, Management Analyst  
**Date:** 05/29/2020  
**Meeting Date:** 06/09/2020



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#### **TITLE**

**Louis Agassiz Renaming Discussion**

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

Staff is seeking Council direction.

#### **EXECUTIVE SUMMARY:**

Louis Agassiz was a Harvard zoology professor who conducted studies to try to scientifically prove a theory of racial superiority of certain groups. He was also part of fossil study that crossed Northern Arizona in the late 1800s and subsequently, Agassiz Peak was named after him. The purpose of this agenda item is to obtain Council direction on the potential re-naming of things named after Agassiz.

#### **INFORMATION:**

Louis Agassiz conducted studies to scientifically prove the theory of polygenism, a belief that “races” of people could be ranked by levels of development, with white Europeans being at the top level of development and African people being at the bottom. Polygenism was used by proponents of slavery to justify enslaving people who they sought to prove were genetically inferior. Agassiz also participated in a fossil study that traveled through the Northern Arizona area and subsequently, Agassiz peak was named after him.

The Agassiz name appears frequently in Flagstaff and the surrounding area. While Agassiz Peak and Agassiz Lodge/ lift at Snowbowl are outside of the City’s jurisdiction, Agassiz street is a prominent street in the downtown and Southside areas which Council has the authority to rename.

The renaming process contains numerous steps and impacts multiple stakeholders, including property and business owners, City residents, emergency response services, Coconino County and the US Postal Service. Renaming Agassiz street would also include costs, such as new street signs, map updating and reprinting, potential compensation for affected property and business owners, advertisement of the new name and staff time.

---

**Attachments:** [Presentation](#)



# Louis Agassiz Renaming Discussion

Sarah Langley – Management Analyst







# Louis Agassiz Renaming Discussion

## Namesake

- Studied fossils in Northern Arizona in 1867
- Harvard professor who tried to validate polygenism
  - A belief that “races” of people that could be ranked by development, with white Europeans at the top
- Polygenism was used by proponents of slavery

## Local Actions Taken

- NAU changed room name from Agassiz to Marshall (2015)
- Renaming of City Manager award (2019)
- Efforts by Flag High students to rename Agassiz Peak (2020)



# The Agassiz Name in Flagstaff

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# Street Renaming Process

## Steps to consider

1. Communication with affected property owners/ public participation
2. Creation of new street name
3. Council action to rename street
4. Approval from Emergency Response, County & Postal Service
5. Update Streets data and replace street signs
6. Time-window for property owners to change personal files
7. Decommission old addresses



# Agassiz Street

- Total of 116 addresses
  - 71% residential
  - 24% commercial
- 
- Multiple businesses have incorporated the Agassiz name into their official business name

Property Use	User Group	# of Addresses
Single family/ townhouse/ condos	Residential	82
Office buildings/ restaurants/ bars/ misc.	Commercial	28
County/ Federal Lands	Other	2
Vacant land	Vacant land	4
<b>Total Addresses</b>		<b>116</b>

# Potential Costs

- Street name signs
- Updating and possible printing of new city maps
- Potential compensation for affected property owners
  - To change stationary, checks, title deed registrations, etc.
- Advertisement of new name
- Staff time





# Questions/ Council Direction



**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Stacy Saltzburg, City Clerk  
**Date:** 06/04/2020  
**Meeting Date:** 06/09/2020



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**TITLE:**

**Temporary Use of the Old Public Works Yard as a Temporary Construction Yard**

**DESIRED OUTCOME:**

Information Only.

**EXECUTIVE SUMMARY:**

Please see the attached memo regarding the Use of the Old Public Works Yard as a Temporary Construction Yard for Coconino Estates Improvements Phase I Project from Spring 2020 – Fall 2022

**INFORMATION:**

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**Attachments:** Temporary Construction Use Memo



# MEMORANDUM

## Community Development

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**DATE:** May 29, 2020

**TO:** Greg Clifton, City Manager

**CC:** Shane Dille, Deputy City Manager

**FROM:** Eli Reisner, Capital Improvements Project Manager

**THROUGH:** Daniel Folke, Community Development Director  
Rick Barrett, City Engineer  
Bret Petersen, Capital Improvements Engineering

**RE:** Use of the Old Public Works Yard as a Temporary Construction Yard for  
Coconino Estates Improvements Phase I Project from Spring 2020 – Fall  
2022

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### **Purpose of Memo**

The purpose of this memo is to receive your endorsement of our intent to use the Old Public Works Yard as a temporary construction yard for the Coconino Estates Improvements Phase I Project from Spring 2020 – Fall 2022. The typical temporary use permit application process does not include the City Manager approval but given the neighborhood sensitivities of the area we thought it would be prudent to get your endorsement prior to issuing the approved permit to the Contractor.

### **Reasoning**

The Coconino Estates Improvements Phase I Project is a very large-scale utility and roadway improvement project in the Coconino Estates Neighborhood that will require a significantly sized temporary construction yard for three consecutive construction seasons from spring 2020 through fall 2022. The Old Public Works Yard is an ideal temporary construction yard given its size, proximity to the Project, existing infrastructure including fencing, a reclaimed water connection, and power source. If endorsed, the northwest corner of the Old Public Works Yard will be used to store/stage construction materials, process materials prior to placement, store construction equipment, park workers vehicles rather than in the neighborhood surrounding the Project site, and to place a temporary construction office trailer. The City does not currently have a plan or funding in place for the Old Public Works Yard. For the project limits and location in relation to the proposed temporary construction yard please see the attached context and vicinity maps.

**Benefits**

The biggest benefits to utilizing the Old Public Works Yard include reducing impacts to the community and carbon footprint given the proximity to project site. Being able to process large quantities of materials within the yard prior to delivering to the site will reduce the number of truck trips through the community. The contractor has agreed to clear the existing asphalt and remove/salvage the fence from the southwest portion of the Old Public Works Yard, at no cost to the City, to prepare the area for potential plans like the expansion of the Urban Farm Incubator. Please see the attached Benefits to Utilizing the Old Public Works Yard document for a detailed list of multiple other benefits.

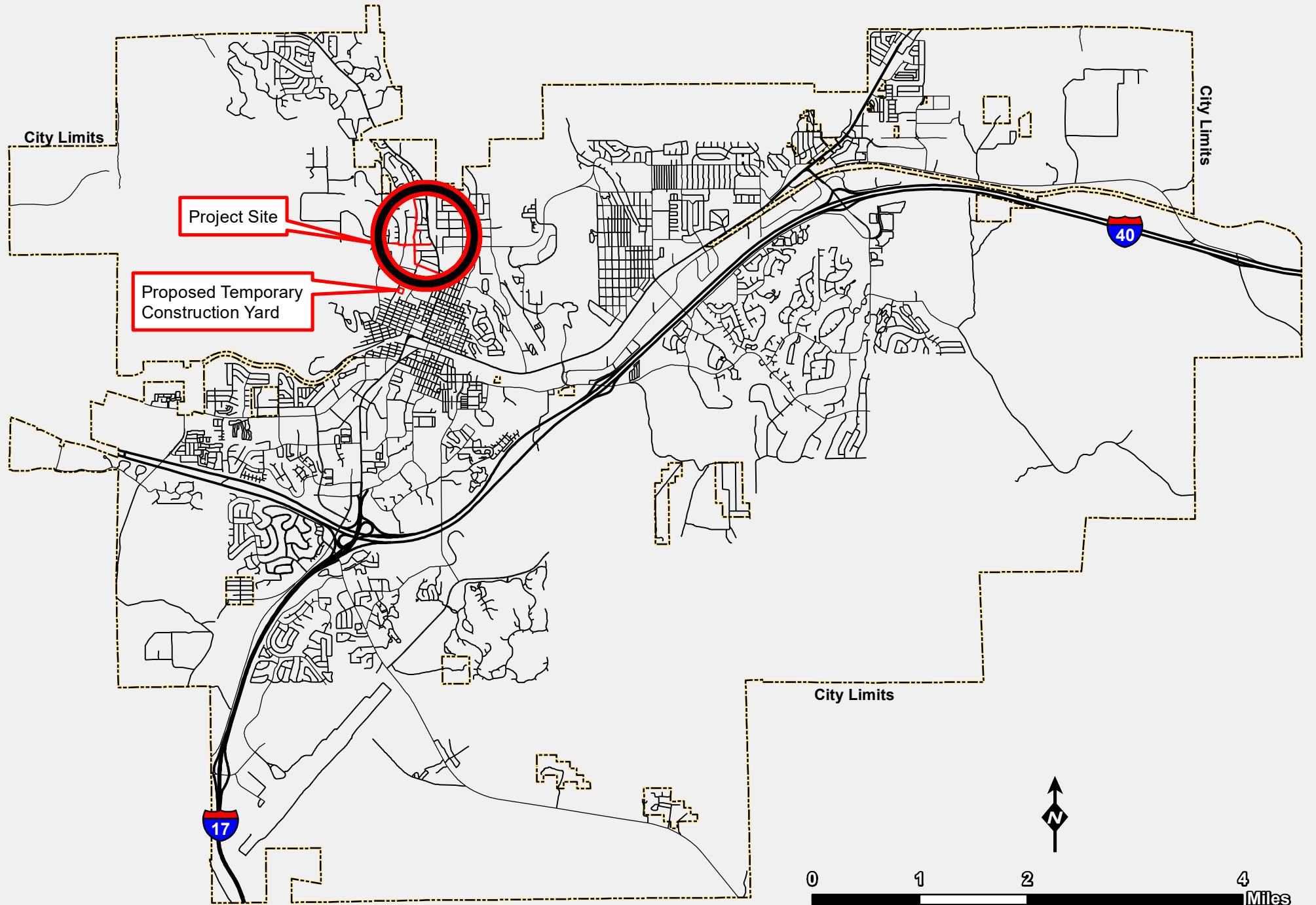
**Coordination**

The temporary use permit for the use of the Old Public Works Yard as a temporary construction yard for the Coconino Estates Improvements Phase I Project has been approved through the City's typical process and is endorsed by Public Works, Parks, Facilities, and Sustainability. Please see the attached temporary use permit and endorsement emails. FUSD was coordinated with during the design of the Project and approves of the primary haul route (Mogollon, Dale Bonito) and the secondary occasional haul route (Mogollon, Cherry, Thorpe, Aztec) from the proposed temporary construction yard to project site. The Townsite Neighborhood will be communicated with to inform them about the Project, reasoning, benefits, and to thank them for their cooperation and understanding.

**Confirmation**

We hope you can agree that the proposed location is the logical choice and can support our intent to use the Old Public Works Yard as a temporary construction yard for the Coconino Estates Improvements Phase I Project from Spring 2020 – Fall 2022. Please send us an email in return confirming your support.

# Coconino Estates Improvements Phase 1

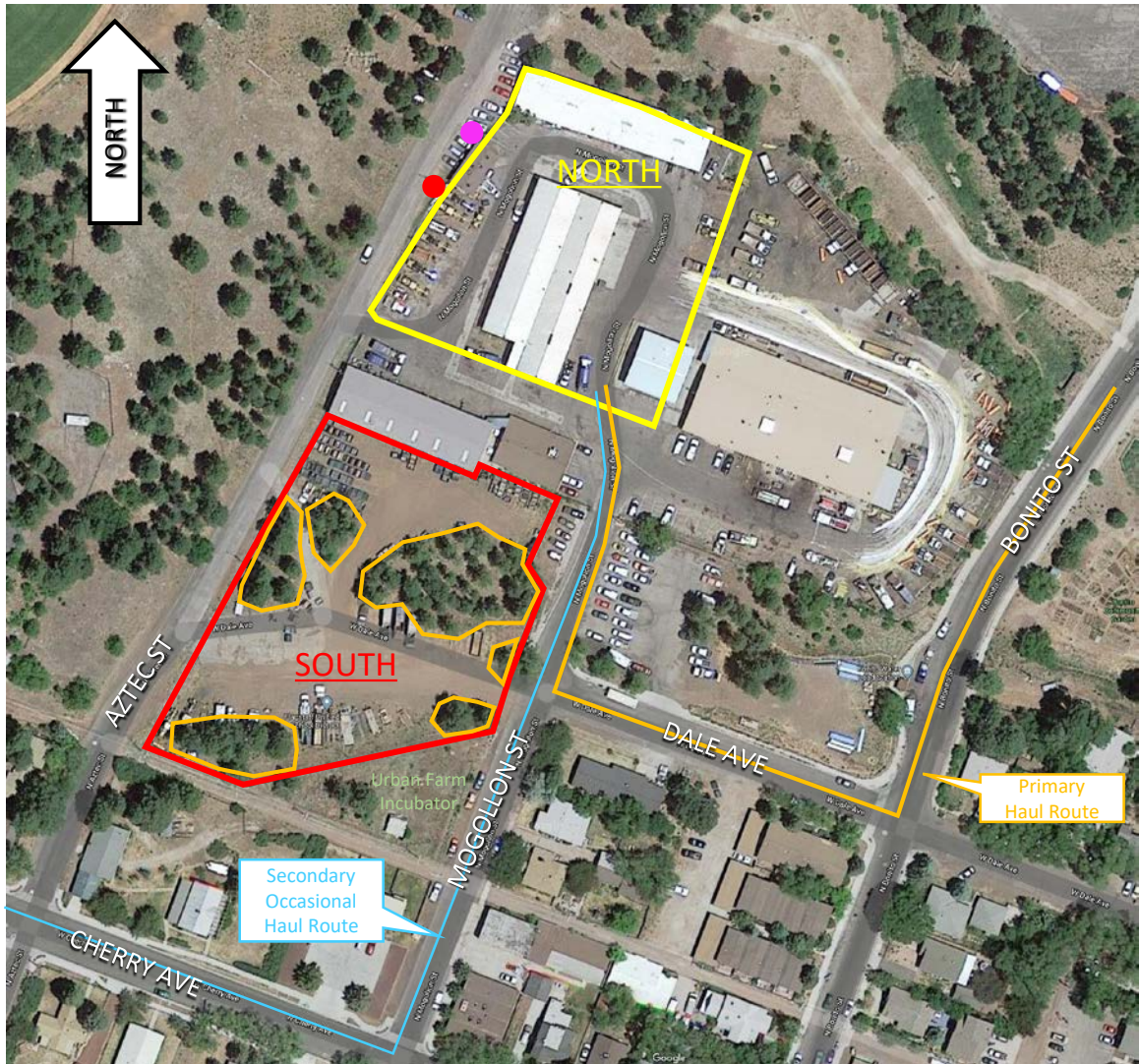








# Benefits to Utilizing the Old Public Works Yard



- The City does not currently have a plan or funding in place for the Old Public Works Yard.
- Reduces traffic impact to the community and carbon footprint given the proximity to the Project.
- Provides an opportunity to clear the existing asphalt and remove/salvage the fence from the south area (red) of the Old Public Works Yard, at no cost to the City, to prepare the area for potential plans like the expansion of the Urban Farm Incubator.
- Relocates activities further away from the neighborhood by utilizing the north area (yellow) as opposed to utilizing the south area (red).
- Visual impact to surrounding neighborhood will be less by utilizing the north area (yellow) as opposed to utilizing the south area (red).
- Project site does not allow for large amounts of material storage because it is in a Flood Plain that does not allow for material storage and it is located in a neighborhood where residential access must be maintained throughout the Project.

- Large north area (yellow) allows for large quantities of material storage, processing, and organization at the temporary construction yard.
- Large north area (yellow) allows for parking of workers vehicles rather than onsite in the neighborhood.
- Transformer to power Project Trailer right next to north area (yellow), no temporary infrastructure needed.
- North area (yellow) has a usable reclaimed water connection (pink dot).
- The existing soil conditions require fill material to be moisture conditioned prior to placement. The north area (yellow) with a reclaimed water connection and the space to process the material make this possible.
- No chances of damaging trees by utilizing the north area (yellow) as opposed to utilizing the south area (red).
- Some SWPPP is already in place from demo activity.
- In exchange for using the north area (yellow) and at no additional cost to the City of Flagstaff or the Project Eagle Mountain Construction (EMC) has agreed to:
  - Cleanup weed fabric left behind by demo activity in the north area (yellow).
  - Re-grade north site before start of the Project and after completion of the Project.
  - Remove and salvage fence on east, south, and west edges of the south area (red).
    - To be completed by the end of calendar year 2020.
  - Remove barbed wire along south side of Sustainability building but leave fence and fittings in place.
  - Remove existing asphalt in the south area (red).
    - To be completed by the end of calendar year 2020.
  - Regrade small dirt parking area on east side of Mogollon St. south of Sustainability building.
  - Provide ABC surface as necessary if existing material becomes muddy.
    - To be completed by end of June 2020.
- There are two items that EMC will be compensated for in exchange for using the North site:
  - Provide temporary construction screen fencing on south and east side separating construction from the Sustainability and fleet buildings. This cost will be charged to the Project CMAR Contingency.
  - Provide an additional single person gate in the existing fence at the southeast corner of the Sustainability building. Sustainability building has agreed to pay for the additional gate.

**CITY OF FLAGSTAFF**

211 W Aspen Ave  
Flagstaff, AZ 86001  
Phone: 928-213-2601  
Fax: 928-213-2609

**PERMIT NUMBER:**

CC-20-00364

**PERMIT TYPE:**

Temporary Use

**PROJECT NAME:** Coconino Estate Improvements Construction Yard**ISSUE DATE:**

03/10/2020

**EXPIRATION DATE:**

12/01/2022

Before You Dig Call 1-800-782-5348

**PROPERTY ADDRESS:**

419 N MOGOLLON ST  
Flagstaff, AZ 86001

**PARCEL NUMBER:**

100-01-001H

**SUBDIVISION:**

FLAGSTAFF (TOWN OF) PARK  
ADDITION

**LOT #:**

N/A

**OWNER**

FLAGSTAFF CITY OF  
211 W ASPEN AVE  
Flagstaff, AZ 86001

**DESCRIPTION OF WORK:**

This area will be a temporary construction yard to store equipment and materials for the Coconino Estates improvements Phase I Project. The area is currently fenced with lockable gates and will be utilized by Eagle Mountain Construction and their subcontractors. Eagle jason.woods@emcaz.com Mountain Construction will provide their own lock and chain to be combined with City Facilities and Fire Department locks. Eagle Mountain Construction will provide orange construction fencing around existing trees in the area to protect the trees during use of the site.

**FEE SUMMARY**

Temporary Use Permit

**CHARGED**

\$345.00

**PAID**

\$345.00

**DATE PAID**

03/10/2020

**RECEIPT #**

64874

**TOTAL FEES:**

\$345.00

\$345.00

**CONDITIONS/COMMENTS:**

Development Engineering

Brian Gall, Development Engineer

Review, 3/6/2020, Approved with Conditions

Conditions of Approval:

1. Since there will not be any trash receptacles provided, the applicant must remove and properly dispose of any trash generated on site.

2. The applicant must comply with any City of Flagstaff noise ordinances while using the site.

General Comments:

1. None.

Future Submittal Requirements:

1. None.

General Comments

1. Temporary use shall not have ANY non stormwater discharges from the site.

2. Use shall not have any non stormwater discharges to any storm drain or stormwater systems on the site.

3. Applicant/Contractor is required to contact Christopher Palmer with the City of Flagstaff Stormwater Management Section at 213-2474/814-6346 (cell) prior to any loose material stockpiling activities for initial existing condition inspection.

4. Contractor is required to control erosion, sediment, and construction site debris/wastes on the project site through the installation of stormwater control measures (i.e., rock trackout pad, sediment wattles, silt fence, etc.) where appropriate.

5. BMPs will be installed before any ground disturbing activities and maintained throughout life of the project.

Please call when you are ready to add our FD lock. 928 213 2500

Section 1. The Planning and Development Services Section, in accordance with Section 10-20.40.150 of the City of Flagstaff Zoning Code, has approved the request of Eagle Mountain Construction (applicant) and City of Flagstaff (property owners) for a Temporary Use Permit at parcel number 100-01-001H (Old Public Works Yard) for a construction lay-down yard from 5/1/2020 - 11/31/2021.

Approval is subject to the following conditions:

1. A copy of the Temporary Use Permit shall be kept on site through the date approved.

2. The construction yard shall be removed immediately upon completion of the construction project, or the expiration of the building permit authorizing the construction project, whichever occurs first.



3. Immediately upon removal of the construction yard(s), the property shall be restored to the condition pre-existing the construction yard(s), or a condition approved by the City of Flagstaff Planning Director.

4. Any refuse generated will need to be removed appropriately by the permittee.

5. Construction activities shall comply with City of Flagstaff noise ordinance requirements.

Section 2. This permit is issued on the express conditions that the use herein permitted shall conform in all relevant respects to ordinances of the City of Flagstaff, and the laws of Coconino County and the State of Arizona.

Section 3. It is understood that this permit is binding on the permittee and upon his/her heirs, successors and assigns.

Section 4. The Planning & Development Services Section may periodically review this Temporary Use Permit to determine if the use is not operating in accordance with the conditions of approval. Failure to comply with the conditions of approval is a basis for revocation of the Temporary Use Permit.

A Manufactured/Mobile Home/Temporary Construction Trailer Permit is required. Please visit the Building Safety website for application and requirements: <https://www.flagstaff.az.gov/494/Building-Safety>

Development Engineering

Brian Gall

Review 5/27/2020, Approved with Conditions

Conditions of Approval

1. Please note that earthwork volumes in excess of 50 c.y. will require a grading permit.

General Comments

1. None

Future Submittal Requirements

1. None

Douglas Slover, 2020-05-26, Temporary Use Permit Plan Review

Approved

General Comments

1. This temporary use will require CGP coverage if over 1-acre of disturbance area. If over 1-acre of disturbance, provide Erosion Control Plan. Erosion Control for the Temporary Use should be reflective of the overall SWPPP site plan.

2. Applicant is responsible for any increase in runoff as a result of this temporary use. Potential change in runoff volume and peak flow rates due to additional compaction of existing soil may need to be evaluated and mitigated by the applicant. Proposed area of material storage on the lot shall not change stormwater runoff discharge patterns from the site.

3. Any disturbed area within the storage site may promote sediment transport from the site and as such BMPs will be required.

Contractor is required to control erosion, sediment, and construction site debris/wastes on the project site through the installation of stormwater control measures (i.e., rock trackout pad, sediment wattles, silt fence, etc.) where appropriate.

4. Contact Christopher Palmer with the City of Flagstaff Stormwater Management Section at 213-2474/814-6346 (cell) prior to any ground disturbing activities for initial BMP and existing condition inspection.

5. BMPs should be installed before any ground disturbing activities and shall be maintained throughout life of the project.

6. Closeout of the SWPPP (if NOI is required) by obtaining an ADEQ NOT will be required prior to end of Temporary Use permit. the applicant is required to purchase a Pad Lock version of a Knox Lock. The Fire Department does not supply the lock. They are available through Knox Box at <https://www.knoxbox.com/>

Section 1. The Planning and Development Services Section, in accordance with Section 10-20.40.150 of the City of Flagstaff Zoning Code, has approved the request of Eagle Mountain Construction (applicant) and City of Flagstaff (property owners) for a Temporary Use Permit at parcel number 100-01-001H (Old Public Works Yard) for a construction lay-down yard from 5/26/2020 - 11/31/2022.

Approval is subject to the following conditions:

1. A copy of the Temporary Use Permit shall be kept on site through the date approved.

2. The construction yard shall be removed immediately upon completion of the construction project, or the expiration of the building permit authorizing the construction project, whichever occurs first.

3. Immediately upon removal of the construction yard(s), the property shall be restored to the condition pre-existing the construction yard(s), or a condition approved by the City of Flagstaff Planning Director.

4. Any refuse generated will need to be removed appropriately by the permittee.

5. Construction activities shall comply with City of Flagstaff noise ordinance requirements.

6. The applicant shall receive a Manufactured Home Building Permit prior to installing the construction trailer.

Section 2. This permit is issued on the express conditions that the use herein permitted shall conform in all relevant respects to ordinances of the City of Flagstaff, and the laws of Coconino County and the State of Arizona.

Section 3. It is understood that this permit is binding on the permittee and upon his/her heirs, successors and assigns.

Section 4. The Planning & Development Services Section may periodically review this Temporary Use Permit to determine if the use is not operating in accordance with the conditions of approval. Failure to comply with the conditions of approval is a basis for revocation of the Temporary Use Permit.

1. The location of the temporary use shall conform to the submitted site plan and be located at least 10-feet from any property line.

2. The temporary use shall adhere to all City of Flagstaff business license and sales tax requirements.

3. The temporary use shall adhere to all City of Flagstaff Fire Codes and any fire restrictions that may be in place at the time of the event.

4. There shall be no disruption of vehicle access or traffic flow.

5. There shall be no disruption of pedestrian or handicap access ways, sidewalks, or ramps.

6. The temporary use organizer shall adhere to all City codes and ordinances.

7. This Temporary Use Permit does not authorize any runoff other than normal stormwater. Additional uses that may impact stormwater quality runoff require additional review.



8. A copy of the approved Temporary Use Permit shall be kept on-site throughout the duration of the event.
9. All signs associated with this temporary use shall be placed in compliance with the provisions of Flagstaff Zoning Code Section 10-50.100.090 (Portable Signs).
10. The use of any outdoor lighting shall be fully shielded in compliance with the provisions of Division 10-50.70 (Outdoor Lighting Standards) and shall be extinguished outside of the approved hours of operation.

This permit is issued on the express condition that the use herein permitted shall conform in all relevant respects to the ordinances of the City of Flagstaff, and the laws of Coconino County and the State of Arizona.

It is understood that this permit is binding on the permittee and upon his/her successors and assigns.

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#### ACKNOWLEDGEMENT & APPROVAL

I HEREBY CERTIFY THAT THE INFORMATION SET FORTH ON THIS FORM IS COMPLETE AND ACCURATE AND DO HEREBY AGREE TO COMPLY WITH ALL APPLICABLE CODES OF THE CITY OF FLAGSTAFF AND THE STATE OF ARIZONA AND WITH ANY CONDITIONS ATTACHED HERETO, AND REQUEST THAT ALL PERTINENT CITY PERSONNEL ACCESS MY PROPERTY AT ANY TIME DEEMED NECESSARY TO INSPECT WORK BEING DONE RELATING TO THIS PERMIT:

**Jason Woods**

PERMIT HOLDER SIGNATURE:



Digitally signed by Jason Woods

DN: cn=Jason Woods, o=Eagle Mountain Construction, ou,

email=jaso.woods@emcaz.com, c=US

Date: 2020.05.28 10:46:23 -07'00'DATE:

Permit Closed:

Inspector

Date

Approved/Expired

POST IN A LOCATION VISIBLE FROM THE STREET

Public Works Endorsement

Andy Bertelsen

5/21/2020

**From:** [Andy Bertelsen](#)  
**To:** [Eli Reisner](#)  
**Cc:** [Nicole Antonopoulos](#); [Amy Hagin](#); [Craig Smith](#); [Bret Petersen](#)  
**Subject:** Re: Coconino Estates Improvements - Temporary Construction Yard  
**Date:** Thursday, May 21, 2020 8:23:43 PM

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I support the plan. Feel free to forward as appropriate.

Andy

Parks Endorsement

Amy Hagin

5/19/2020



**From:** [Amy Hagin](#)  
**To:** [Eli Reisner](#); [Nicole Antonopoulos](#); [Craig Smith](#); [Andy Bertelsen](#); [Bret Petersen](#)  
**Cc:** [Shawn Mullaney](#); [Rebecca Savers](#)  
**Subject:** RE: Coconino Estates Improvements - Temporary Construction Yard  
**Date:** Tuesday, May 19, 2020 4:18:43 PM  
**Attachments:** [2020.05.18\\_TCY\\_OPTIONS.pdf](#)

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All

Parks is in favor of the temporary construction yard, and the usage will not conflict with the current pandemic related Parks team deployment Tuesday through Friday.

Thank you,

Amy Hagin | Parks Manager  
City of Flagstaff | 211 West Aspen Ave | Flagstaff, AZ 86001  
[ahagin@flagstaffaz.gov](mailto:ahagin@flagstaffaz.gov) | 928.326.1559 C

Facilities Endorsement

Craig Smith

5/20/2020

**From:** [Craig Smith](#)  
**To:** [Amy Hagin](#); [Eli Reisner](#); [Nicole Antonopoulos](#); [Andy Bertelsen](#); [Bret Petersen](#)  
**Cc:** [Shawn Mullaney](#); [Rebecca Sayers](#)  
**Subject:** RE: Coconino Estates Improvements - Temporary Construction Yard  
**Date:** Wednesday, May 20, 2020 8:17:14 AM

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Facilities is in favor of the shift to the north lot and working to provide better access for the Sustainability Program and their facility.  
We see no negative impact and support the remediation of the lower South lot this summer.  
Thanks,

Craig L. Smith  
Facilities Superintendent  
City of Flagstaff  
211 W. Aspen Ave.  
Flagstaff, AZ 86001  
928-213-2160 (Office)  
[craig.smith@flagstaffaz.gov](mailto:craig.smith@flagstaffaz.gov)

Sustainability Endorsement

Nicole Antonopoulos

5/22/2020



**From:** [Nicole Antonopoulos](#)  
**To:** [Eli Reisner](#)  
**Cc:** [Amy Hagin](#); [Craig Smith](#); [Bret Petersen](#); [Andy Bertelsen](#)  
**Subject:** RE: Coconino Estates Improvements - Temporary Construction Yard  
**Date:** Friday, May 22, 2020 1:42:39 PM

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Good afternoon, Eli,

Sustainability is in favor of the outlined actions. Thank you for collaborating with us on identifying solutions.

Please reach out when you are ready to communicate with the neighborhood. I'm happy to assist.

Kind regards,  
Nicole

## CITY OF FLAGSTAFF STAFF SUMMARY REPORT

**To:** The Honorable Mayor and Council  
**From:** Stacy Saltzburg, City Clerk  
**Date:** 06/02/2020  
**Meeting Date:** 06/09/2020



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### TITLE:

**Discussion and Possible Direction of Current F.A.I.R. Items**

### DESIRED OUTCOME:

Update and Discussion.

### EXECUTIVE SUMMARY:

The City Council and Leadership Team convened for a retreat on December 5, 2019; one of the topics of discussion was the F.A.I.R. process and the need for improvement and refinement. An outcome of those discussions was a request to have periodic updates with Council on the current Working Calendar and F.A.I.R. agenda items.

This is an opportunity for Council to review the upcoming agenda items and provide any feedback to staff on if the items should remain in the queue as scheduled. Should there be a desire to remove any items from the F.A.I.R. discussion schedule a majority of Council would need to provide that direction.

Currently, the Discussion queue is currently scheduled out through the month of September. Any new F.A.I.R. item requests that receive the approval of three Councilmembers will be scheduled in October and beyond.

### INFORMATION:

Attached you will find the following:

- Current Working Calendar through the end of 2020. This calendar is provided each week with the City Council agenda and it is posted on the City's website.
- Current list of pending F.A.I.R. item requests. These are those items seeking the approval of three Councilmembers to be placed on a future agenda.
- Current list of Discussion items that have received the approval of three Councilmembers and are scheduled to be heard before the Council for discussion and possible direction to staff.

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**Attachments:**    [Working Calendar](#)  
                          [F.A.I.R. Requests](#)  
                          [F.A.I.R. Discussion Schedule](#)

**TUESDAY, JUNE 9, 2020 – EXECUTIVE SESSION/WORK SESSION**

TYPE	TIME	ITEM	REQUESTOR	SUBJECT	STAFF	DEADLINE
ES	2:00 PM	ES	Solomon	Legal advice on proposed High Occupancy Housing Zoning Code amendment (A3)	Rubalcava	
WS	3:00 PM	Disc.	Bertelsen	Rethink Waste Update	Lenzen	06/03/2020
WS	3:00 PM	Disc.	Folke	Case No. PZ-19-00124 Updates to Zoning Code 2020 – High Occupancy Housing Land Use (45- 60 min.)	Symer	06/03/2020
WS	3:00 PM	Disc.	Hansen	Flowers and Planters Update	Kretzmann	06/03/2020
WS	3:00 PM	Disc.	Clifton	Downtown Street Closures	Clifton	06/03/2020
WS	3:00 PM	Disc.	Council	Discussion about the name Agassiz to see if the Agassiz designation in Flagstaff is named after biologist Louis Agassiz and, if so, look at renaming anything named after him due to accusations of racism (seeking Council direction)	Langley	06/03/2020
WS	3:00 PM	Disc.	Saltzburg	Update on Pending FAIR Agenda	Saltzburg	06/03/2020
WS				Review of Draft Agenda for June 16, 2020 Meeting		

**TUESDAY, JUNE 16, 2020 – COUNCIL MEETING / SPECIAL MEETING**

TYPE	TIME	ITEM	REQUESTOR	SUBJECT	STAFF	DEADLINE
CM	3:00 PM	Appts	Saltzburg	Appointments – Transportation Commission	Fobar	06/03/2020
CM	3:00 PM	Consent	Tadder	Annual Account Write Offs-Municipal Bills, Misc. Accounts Receivable, NSF's	Tadder/Gonzales	06/03/2020
CM	3:00 PM	Consent	Hill	Lake Mary – Walnut Creek TAC Request for Council Approval of Project Funds	Young	06/03/2020
CM	3:00 PM	Consent	Hill	Award of Contract for Raingauge Grant	Schenk	06/03/2020
CM	3:00 PM	Consent	Folke	Award of contract to construct the Industrial Waterline Replacement	McNamara	06/03/2020
CM	3:00 PM	Consent	Folke	Approval of Preliminary Engineering Agreement between the City of Flagstaff and BNSF Railway for the Rio de Flag Flood Control Project	Cameron	06/03/2020
CM	3:00 PM	PH	Tadder	Public Hearing on Final Budget and Property Tax	Suda	06/03/2020
SM	3:00 PM	SCM	Tadder	Res. – Final Budget Adoption (During Special Council Meeting)	Suda	06/03/2020
CM	3:00 PM	Regular	Tadder	Ord. – 1 <sup>st</sup> Read – Property Tax Ordinance	Suda	06/03/2020
CM	3:00 PM	Regular	Tadder	Ord. – 1 <sup>st</sup> Read – Authorization to Issue Debt (Pension Bonds-Certification of Participation)	Tadder/Suda	06/03/2020
CM	3:00 PM	Regular	Tadder	Ord. – 1 <sup>st</sup> Read – Pension Bond Reserve Fund Policy	Tadder/Suda	06/03/2020
CM	3:00 PM	Regular	Tadder	Res. – PSPRS Pension Policy FY 2020-21	Tadder/Suda	06/03/2020
CM	3:00 PM	Regular	Tadder	Ord. – 2 <sup>nd</sup> Read – Water Resource and Infrastructure Protection Fee	Chapman	06/03/2020
CM	3:00 PM	Regular	Tadder	Ord. – 2 <sup>nd</sup> Read – Environmental Management Fee	Antonopoulos	06/03/2020
CM	3:00 PM	Regular	Treadway	AZ 911 Program Grant Award	Brandis/SBK	06/03/2020
CM	3:00 PM	Regular	Treadway	Res. – IGA – 911 Grants	Brandis/SBK	06/03/2020
CM	3:00 PM	Regular	Dille	Res. – Mountain Line Downtown Connection Center	Folke/Morley	06/03/2020
CM	3:00 PM	Regular	Coughenour	Res. – IGA Insurance Policy with Risk Management Pool	Coughenour	06/03/2020
CM	3:00 PM	Regular	Hill	Res. – IGA for Arizona Project WET	Lawless	06/03/2020
CM	3:00 PM	Regular	Folke	Rio Homes Unit 4 Preliminary Plat	Averitt	06/03/2020
CM	3:00 PM	Regular	Saltzburg	Res. – Call November 2020 Election	Saltzburg	06/03/2020
CM	3:00 PM	Regular	Solomon	Ord. 1 <sup>st</sup> Read – E-Bike Ordinance Minor Cleanup	Solomon	06/03/2020
CM	3:00 PM	Disc.	Folke	Rio de Flag Monthly Update	Henry	06/03/2020
CM	3:00 PM	F.A.I.R.	Aslan	The addition of lobbying for land and water conservation fund to Council's legislative agenda		
CM	3:00 PM	F.A.I.R.	Salas	Explore the possibility of adjusting the minimum wage timeline to January 1, 2021 given the growing unemployment rate preliminary results of the NAU survey		

**TUESDAY, JUNE 23, 2020 – COMBINED SPECIAL MEETING / SPECIAL WORK SESSION****LOCKED**

TYPE	TIME	ITEM	REQUESTOR	SUBJECT	STAFF	DEADLINE
ES	1:00 PM	ES	Solomon	Proposed Development Agreement with Flagstaff at 4th, LLC (A3, A4)	Rubalcava	
ES	1:00 PM	ES	Solomon	Negotiations for short-term rental restrictions (A3, A4)	Rubalcava	
SM	3:00 PM	Recog	Anderson	Chief Treadway Recognition	Anderson	06/17/2020
SM	3:00 PM	Regular	Tadder	Ord. – 2 <sup>nd</sup> Read – Authorization to Issue Debt (Pension Bonds-Cert. of Part.)	Tadder/Suda	06/17/2020
SM	3:00 PM	Regular	Tadder	Ord. – 2 <sup>nd</sup> Read – Pension Bond Reserve Fund Policy	Tadder/Suda	06/17/2020
SM	3:00 PM	Disc.	Council	Discussion as to when and how the City might negotiate an agreement to disallow short term rentals such as through development agreements or rezoning agreements (seeking Council direction)	Symer/Antol	06/17/2020
SM	3:00 PM	Regular	Clifton	Res. – Climate Emergency Declaration	Antonopoulos	06/17/2020

**MONDAY, JUNE 29, 2020 – JOINT CITY/COUNTY WORK SESSION**

TYPE	TIME	ITEM	REQUESTOR	SUBJECT	STAFF	DEADLINE
ES						
JWS						06/17/2020

**TUESDAY, JUNE 30, 2020 – EXECUTIVE SESSION/WORK SESSION****LOCKED**

TYPE	TIME	ITEM	REQUESTOR	SUBJECT	STAFF	DEADLINE
ES		ES	Cortes	On-Call Magistrate Reappointments	Cortes	
WS	3:00 PM	Disc.	Hansen	Business Listening Tour – Pandemic Partners from Coconino County and the Coconino County Small Business Development Center	Saltonstall	06/24/2020
WS	3:00 PM	Disc.	Folke	Public Safety Development Fees	Antol	06/24/2020
WS	3:00 PM	Disc.	Hansen	FAA Airport CARES Act Grant Funding Plan	SBK/Helmick	06/24/2020
WS	3:00 PM	Disc.	Hill	Proposal for Reclaimed Water Steering Committee	Young	06/24/2020
WS	3:00 PM	Disc.	Drum	Youth Commission/Committee & Indigenous Commission/Committee Direction	Fitchett/Toehe	06/24/2020
WS	3:00 PM	Disc.	Council	Discussion about reasonable restrictions on the uses of potable water (seeking Council direction)	Hill	06/24/2020
WS	3:00 PM	Disc.	Council	Citizen Petition – Fair Election System – Ranked Choice Voting (seeking Council direction)	Saltzburg	06/24/2020
WS				Review of Draft Agenda for July 7, 2020 Meeting		

**TUESDAY, JULY 7, 2020 – COUNCIL MEETING**

TYPE	TIME	ITEM	REQUESTOR	SUBJECT	STAFF	DEADLINE
CM	3:00 PM	LL	Saltzburg	Liquor License – Cedar Safeway	Fobar	06/24/2020
CM	3:00 PM	Consent	Cortes	On-Call Magistrate Reappointments	Cortes	06/24/2020
CM	3:00 PM	Consent	Hill	Contract for Fort Tuthill #2 Well	Young	06/24/2020
CM	3:00 PM	Consent	Hill	USGS Newman Canyon Agreement renewal	Young	06/24/2020
CM	3:00 PM	Consent	Hill	Agreement with Salt River Project to continue the Upper Lake Mary Watershed Monitoring Program	Young	06/24/2020
CM	3:00 PM	Consent	Tadder	AZCares Fund Award	SBK	06/24/2020
CM	3:00 PM	Routine	Folke	Preliminary Plat – Ponderosa Parkway Condominiums (PZ-17-00227-08)	Pearthree	06/24/2020
CM	3:00 PM	Routine	Folke	Preliminary Plat – Estates at Pine Canyon Pine Bluff (PZ-19-00099-01)	Pearthree	06/24/2020
CM	3:00 PM	Routine	Hansen	Award of Airport Parking Contract	Helmick	06/24/2020

CM	3:00 PM	Regular	Tadder	Ord. – 2 <sup>nd</sup> Read – Property Tax Ordinance	Suda	06/24/2020
CM	3:00 PM	Regular	Treadway	Res. – Amendment to IGA with Coconino County for High Country Humane	Brown	06/24/2020
CM	3:00 PM	Regular	Hansen	Res. – Business Attraction Incentive	Fitchett	06/24/2020
CM	3:00 PM	Regular	Bertelsen	Res. – Update to Management Plan for Legally Designated Open Space	Wallace	06/24/2020
CM	3:00 PM	Disc.	Drum	Discussion & direction of infrastructure projects for stimulus funding	Langley	06/24/2020

**COUNCIL BREAK – JULY 8, 2020 – AUGUST 17, 2020****TUESDAY, AUGUST 18, 2020 – COUNCIL MEETING**

TYPE	TIME	ITEM	REQUESTOR	SUBJECT	STAFF	DEADLINE
CM	4:30 PM					08/05/2020
CM	6:00 PM	PH	Folke	Ord. 1 <sup>st</sup> Read – Flag @ Fourth Rezoning	St. Clair	08/05/2020
CM	6:00 PM	Regular	Saltzburg	Res. – Canvass August 4, 2020 Election	Saltzburg	08/05/2020
CM	6:00 PM	Disc.	Folke	Rio de Flag Monthly Update	Henry	08/05/2020

**TUESDAY, AUGUST 25, 2020 – EXECUTIVE SESSION/WORK SESSION****LOCKED**

TYPE	TIME	ITEM	REQUESTOR	SUBJECT	STAFF	DEADLINE
ES		ES	Cortes	Magistrate Reappointment	Cortes	
ES		ES	Solomon	Legal Advice related to the Southside Specific Plan (A3)	Rubalcava	
WS	6:00 PM	Disc.	Folke	Case No. PZ-19-00124 Updates to Zoning Code 2020 – High Occupancy Housing Land Use (45 min.)	Symer	08/19/2020
WS	6:00 PM	Disc.	Folke	Case No. PZ-19-00123 Updates to Zoning Code 2019 – Community Commercial (CC) Zone Building Height (30 min)	Symer	08/19/2020
WS	6:00 PM	Disc.	Folke	Southside Community Plan	Dechter	08/19/2020
WS	6:00 PM	Disc.	Council	Discussion about potential strategies for cleaning up cinders in a more timely and efficient matter (seeking Council direction)	Overton	08/19/2020
WS	6:00 PM	Disc.	Council	Restate that the City of Flagstaff is a “Golden Rule City” by the current City Council by pledging Resolution #2008-68 or updating the Resolution to the Council wishes (seeking Council direction)		08/19/2020
WS				Review of Draft Agenda for September 1, 2020 Meeting		

**TUESDAY, SEPTEMBER 1, 2020 – COUNCIL MEETING**

TYPE	TIME	ITEM	REQUESTOR	SUBJECT	STAFF	DEADLINE
CM	4:30 PM	Consent	Cortes	Magistrate Reappointment	Cortes	08/19/2020
CM	6:00 PM	PH	Folke	Ord. 2 <sup>nd</sup> Read – Flag @ Fourth Rezoning	St. Clair	08/19/2020
CM	6:00 PM	Regular	Folke	Res. – Flag @ Fourth Development Agreement	St. Clair	08/19/2020
CM	6:00 PM	Regular	Folke	Res – Southside Community Plan Adoption	Dechter	08/19/2020



**TUESDAY, SEPTEMBER 8, 2020 – EXECUTIVE SESSION/WORK SESSION**

TYPE	TIME	ITEM	REQUESTOR	SUBJECT	STAFF	DEADLINE
ES		ES	Gallagher	City Manager Evaluation (A1)		
WS	6:00 PM					09/02/2020
WS	6:00 PM	Disc.	Council	Citizen Petition – Request that City Council seriously consider the effect of noise pollution on the quality of life in Flagstaff; address the unnecessary noise created when drivers intentionally modify a vehicle for the sole purpose of increasing their noise footprint (seeking Council direction).		09/02/2020
WS	6:00 PM	Disc.	Council	Citizen Petition: Formally declare 2020 the year of the mother in Flagstaff, Arizona to help promote and push conversations to take motherhood seriously to challenge local employers to find ways to better support mothers and get real about maternal mental health (seeking Council direction).		09/02/2020
WS				Review of Draft Agenda for September 15, 2020 Meeting		

**TUESDAY, SEPTEMBER 15, 2020 – COUNCIL MEETING**

TYPE	TIME	ITEM	REQUESTOR	SUBJECT	STAFF	DEADLINE
CM	4:30 PM					09/02/2020
CM	6:00 PM	Disc.	Folke	Rio de Flag Monthly Update	Henry	09/02/2020

**MONDAY, SEPTEMBER 21, 2020 – JOINT CITY/COUNTY SPECIAL WORK SESSION**

TYPE	TIME	ITEM	REQUESTOR	SUBJECT	STAFF	DEADLINE
JWS	4:00 PM					09/16/2020

**TUESDAY, SEPTEMBER 22, 2020 – SPECIAL WORK SESSION****LOCKED**

TYPE	TIME	ITEM	REQUESTOR	SUBJECT	STAFF	DEADLINE
SWS	6:00 PM	Disc.	Saltzburg	Board and Commission Updates:	Fobar	09/16/2020

**TUESDAY, SEPTEMBER 29, 2020 – EXECUTIVE SESSION/WORK SESSION**

TYPE	TIME	ITEM	REQUESTOR	SUBJECT	STAFF	DEADLINE
ES						
WS	6:00 PM	Recog.	Hansen	Manufacturers Month	McIntire	09/23/2020
WS	6:00 PM	Disc.	Folke	Case No. PZ-19-00248 Updates to Zoning Code 2020 – Modification to the Outdoor Lighting Requirements	Symer	09/23/2020
WS	6:00 PM	Disc.	Council	Discuss strategies that would recognize the true cost of carbon associated with transportation in Flagstaff and looking at options to offset that true cost in some fashion (seeking Council direction).	Antonopoulos	09/23/2020
WS	6:00 PM	Disc.	Council	Citizen Petition – Placement of three “15 MPH 7am – 5pm School Days” signs with corresponding “End School Zone” signs on Pine Cliff Drive and Gemini Road (seeking Council direction).	Bauman/Barrett	09/23/2020
WS				Review of Draft Agenda for October 6, 2020 Meeting		

**TUESDAY, OCTOBER 6, 2020 – COUNCIL MEETING**

TYPE	TIME	ITEM	REQUESTOR	SUBJECT	STAFF	DEADLINE
CM	4:30 PM					09/23/2020
CM	6:00 PM	PH	Folke	Ord. – 1 <sup>st</sup> Read – Case No. PZ-19-00124 Updates to Zoning Code 2020 – High Occupancy Housing Land Use	Symer	09/23/2020
CM	6:00 PM	PH	Folke	Ord. – 1 <sup>st</sup> Read – Case No. PZ-19-00123 Updates to Zoning Code 2019 – Community Commercial (CC) Zone Building Height (30 min)	Symer	09/23/2020

**TUESDAY, OCTOBER 13, 2020 – EXECUTIVE SESSION/WORK SESSION**

TYPE	TIME	ITEM	REQUESTOR	SUBJECT	STAFF	DEADLINE
ES						
WS	6:00 PM	Disc.	Council	Discussion regarding the City's BBB appropriations	Tadder	10/07/2020
WS				Review of Draft Agenda for October 20, 2020 Meeting		

**TUESDAY, OCTOBER 20, 2020 – COUNCIL MEETING**

TYPE	TIME	ITEM	REQUESTOR	SUBJECT	STAFF	DEADLINE
CM	4:30 PM					10/07/2020
CM	4:30 PM	Routine	Folke	Ord. – 2 <sup>nd</sup> Read – Case No. PZ-19-00124 Updates to Zoning Code 2020 – High Occupancy Housing Land Use	Symer	10/07/2020
CM	4:30 PM	Routine	Folke	Ord. – 2 <sup>nd</sup> Read – Case No. PZ-19-00123 Updates to Zoning Code 2019 – Community Commercial (CC) Zone Building Height	Symer	10/07/2020
CM	6:00 PM	Regular	Folke	Request to initiate a rezoning of the Southside and Sunny Side to the CC Neighborhood Zone.	Symer	10/07/2020
CM	6:00 PM	Disc.	Folke	Rio de Flag Monthly Update	Henry	10/07/2020

**TUESDAY, OCTOBER 27, 2020 – EXECUTIVE SESSION/WORK SESSION**

TYPE	TIME	ITEM	REQUESTOR	SUBJECT	STAFF	DEADLINE
ES						
WS	6:00 PM					10/21/2020
WS				Review of Draft Agenda for November 3, 2020 Meeting		

**TUESDAY, NOVEMBER 3, 2020 – COUNCIL MEETING**

TYPE	TIME	ITEM	REQUESTOR	SUBJECT	STAFF	DEADLINE
CM	4:30 PM					10/21/2020

**TUESDAY, NOVEMBER 10, 2020 – EXECUTIVE SESSION/WORK SESSION**

TYPE	TIME	ITEM	REQUESTOR	SUBJECT	STAFF	DEADLINE
ES						
WS	6:00 PM					10/04/2020
WS				Review of Draft Agenda for November 17, 2020 Meeting		

**TUESDAY, NOVEMBER 17, 2020 – COUNCIL MEETING**

TYPE	TIME	ITEM	REQUESTOR	SUBJECT	STAFF	DEADLINE
CM	4:30 PM					10/04/2020
CM	6:00 PM	PH	Folke	Ord. – 1st Read – Case No. PZ-19-00248 Updates to Zoning Code 2020 – Modification to the Outdoor Lighting Requirements	Symer	10/04/2020
CM	6:00 PM	Regular	Saltzburg	Res. – Canvass November 3, 2020 Election		10/04/2020

**TUESDAY, NOVEMBER 24, 2020 – EXECUTIVE SESSION/WORK SESSION**

TYPE	TIME	ITEM	REQUESTOR	SUBJECT	STAFF	DEADLINE
ES						
WS	6:00 PM					10/18/2020
WS				Review of Draft Agenda for December 1, 2020 Meeting		

**TUESDAY, DECEMBER 1, 2020 – COUNCIL MEETING**

TYPE	TIME	ITEM	REQUESTOR	SUBJECT	STAFF	DEADLINE
CM	4:30 PM					10/18/2020
CM	6:00 PM	PH	Folke	Ord. – 2 <sup>nd</sup> Read – Case No. PZ-19-00248 Updates to Zoning Code 2020 – Modification to the Outdoor Lighting Requirements	Symer	10/18/2020

**TUESDAY, DECEMBER 8, 2020 – EXECUTIVE SESSION/WORK SESSION**

TYPE	TIME	ITEM	REQUESTOR	SUBJECT	STAFF	DEADLINE
ES						
WS	6:00 PM		Saltzburg	Farewell Reception for Outgoing Councilmembers	Saltzburg	12/02/2020
WS				Review of Draft Agenda for December 15, 2020 Meeting		

**TUESDAY, DECEMBER 15, 2020 – COUNCIL MEETING**

TYPE	TIME	ITEM	REQUESTOR	SUBJECT	STAFF	DEADLINE
CM	4:30 PM		Saltzburg	Swearing in of New Council	Saltzburg	12/02/2020
CM	6:00 PM	Regular	Saltzburg	Res. – Designation of 2021 Commemorative Flags	Saltzburg	12/02/2020

**TUESDAY, DECEMBER 22, 2020 – EXECUTIVE SESSION/WORK SESSION**

TYPE	TIME	ITEM	REQUESTOR	SUBJECT	STAFF	DEADLINE
ES						
WS	6:00 PM					12/16/2020
WS				Review of Draft Agenda for January 5, 2021 Meeting		

**TUESDAY, JANUARY 5, 2021 – COUNCIL MEETING**

TYPE	TIME	ITEM	REQUESTOR	SUBJECT	STAFF	DEADLINE
CM	4:30 PM					12/16/2020

**FUTURE AGENDA ITEM REQUESTS (F.A.I.R.) – Needs 3 in Support**

*These are items requested by a Councilmember to be placed on an agenda under F.A.I.R. to determine if there is at least two other Councilmembers interested in placing it on a future agenda.*

DATE REQ'D	MTG. DATE	REQUESTOR	SUBJECT
05/12/2020	06/02/2020	Whelan	Discussion regarding online portal for citizens to submit and sign Citizen Petitions to the City Council
05/26/2020	06/16/2020	Aslan	The addition of lobbying for land and water conservation fund to Council's legislative agenda
05/26/2020	06/16/2020	Salas	Explore the possibility of adjusting the minimum wage timeline to January 1, 2021 given the growing unemployment rate preliminary results of the NAU survey.



<b>COUNCIL DISCUSSION QUEUE – Seeking Council Direction</b>					
<i>These are items that have received the support of three Councilmembers through the F.A.I.R. process to place the item on a future agenda. These items are placed in sequential order; those that have received four in support to move to the front of the line have been colored red.</i>					
MTG TYPE	DATE REQ'D	REQUESTOR	MTG. DATE	SUBJECT	STAFF ASSIGNED
FAR	03/12/2019	CE/CC	PENDING INITIATIVE	Discussion about a plan (council direction) on how to move forward with the development of affordable housing on the Shultz Pass Parcel (the triangle at Shultz Pass Road at Hwy 180) (including the discussion of a \$500K general obligation bond ballot question or something similar for repayment of affordable housing monies allocated/spent on Shultz Pass Property in a future election	Council
FAR	10/15/2019	JW/CC	06/09/2020	Discussion about the name Agassiz to see if the Agassiz designation in Flagstaff is named after biologist Louis Agassiz and, if so, look at renaming anything named after him due to accusations of racism	Council
FAR	10/15/2019	JW/CC	06/30/2020	Discussion regarding pocket parks	Sayers/Hagin
FAR	11/05/2019	JM/CC	06/30/2020	Discussion as to when and how the City might negotiate an agreement to disallow short term rentals such as through development agreements or rezoning agreements	Symer/Antol
FAR	11/05/2019	AA/CC	08/25/2020	Discussion about reasonable restrictions on the uses of potable water	Hill
FAR	11/20/2019	CC	08/25/2020	Citizen Petition – Fair Election System/Ranked Choice Voting	Council
FAR	11/20/2019	AA/CC	09/02/2020	Discussion about potential strategies for cleaning up cinders in a more timely and efficient matter	Overton
FAR	12/17/2019	CO/CC	09/02/2020	Restate that the City of Flagstaff is a “Golden Rule City” by the current City Council by pledging Resolution #2008-68 or updating the Resolution to the Council wishes	Council
FAR	01/07/2020	CC	09/16/2020	Citizen Petition – Request that City Council seriously consider the effect of noise pollution on the quality of life in Flagstaff; address the unnecessary noise created when drivers intentionally modify a vehicle for the sole purpose of increasing their noise footprint.	Council
FAR	02/18/2020	CC	09/16/2020	Citizen Petition: Formally declare 2020 the year of the mother in Flagstaff, Arizona to help promote and push conversations to take motherhood seriously to challenge local employers to find ways to better support mothers and get real about maternal mental health.	Council
FAR	02/18/2020	AA/CC	09/29/2020	Discuss strategies that would recognize the true cost of carbon associated with transportation in Flagstaff and looking at options to offset that true cost in some fashion	Antonopoulos
FAR	03/04/2020	CC	09/29/2020	Citizen Petition – Placement of three “15 MPH 7am – 5pm School Days” signs with corresponding “End School Zone” signs on Pine Cliff Drive and Gemini Road	Barrett/Bauman
FAR	05/05/2020	JW	10/13/2020	Discussion regarding the City’s BBB appropriations	Hansen