



CITY COUNCIL - DIVISION INTRODUCTION

# Community Development

JANUARY 26, 2021



# Community Development

- Mission, Personnel and Budget
- Division Accomplishments
- Division Initiatives
- Real Estate Introduction
- Planning & Development Services Introduction
- Housing Introduction



# Community Development



## Mission Statement

Creating Community Together: Community Development is a client focused team that enables quality development, reinvestment and conservation of the built environment through publicly adopted policies.



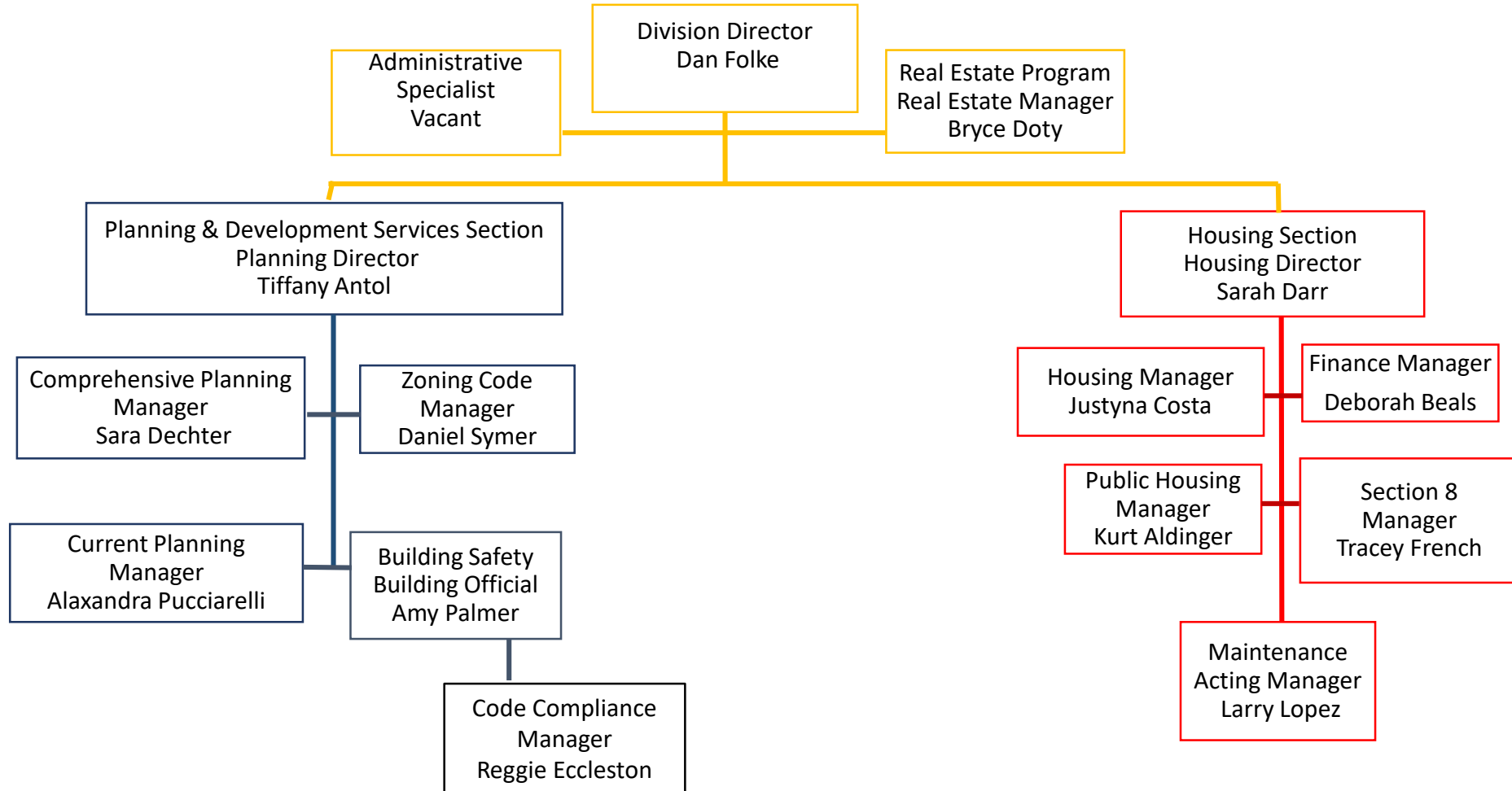
# Division Overview

## Community Development (64 FTE)

- Administration: 4 Full time equivalent (FTE)
  - Real Estate
- Planning & Development Services Section: 31 FTE
  - Comprehensive & Neighborhood Planning
  - Current Planning
  - Building Safety & Code Compliance
  - Code Administration
- Housing Section: 28.8 FTE
  - Housing Programs
  - Housing Authority



# Community Development





# Community Development

## 2020-2021 Approved Budget

Community Development Administration:	\$ 473,863
Planning & Development Services:	\$ 3,109,608
Housing	
Housing Programs:	\$ 1,125,270
Housing Grants:	\$ 900,000
Community Development Block Grants:	\$ 1,311,285
Housing Authority:	<u>\$ 9,242,616</u>
Total	\$16,162,642



# Community Development

## Division Accomplishments

- Continuity of Service
- Integrated Real Estate & Heritage Preservation
- Adoption 2018 Suite of Building Codes
- Creation Dark Sky Specialist
- Housing Authority (837+ Households served annually)
- Community Development Block Grant Funds
- Creation of Housing Commission



# Community Development

## Upcoming Initiatives 2021

- Residential Assistance Demonstration (RAD)
- Consolidated Housing Plan
- Review of Housing Incentives
- Launch of Citizen Portal
- Property Maintenance Ordinance
- Community Listening Tour



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# Real Estate

Bryce Doty, Real Estate Manager



# Real Estate Program



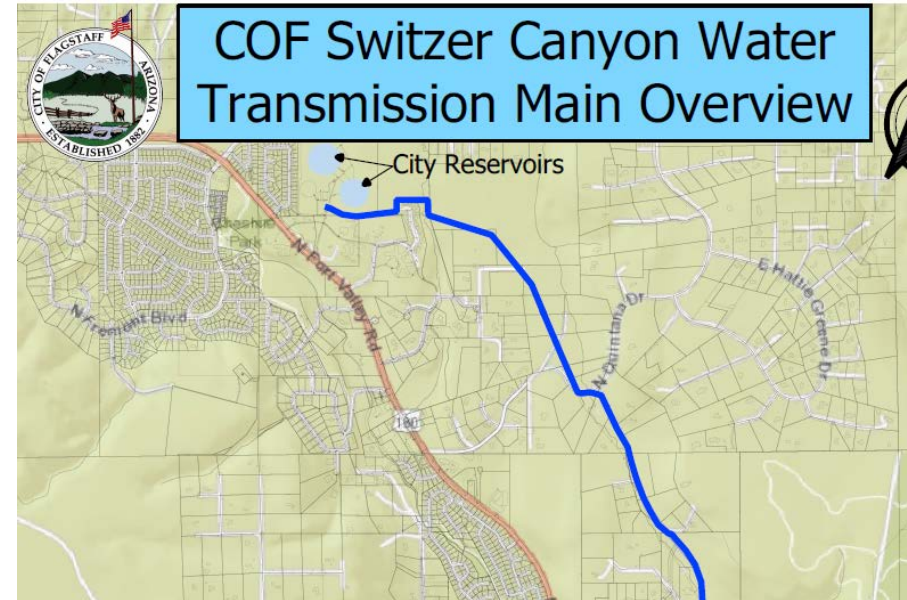
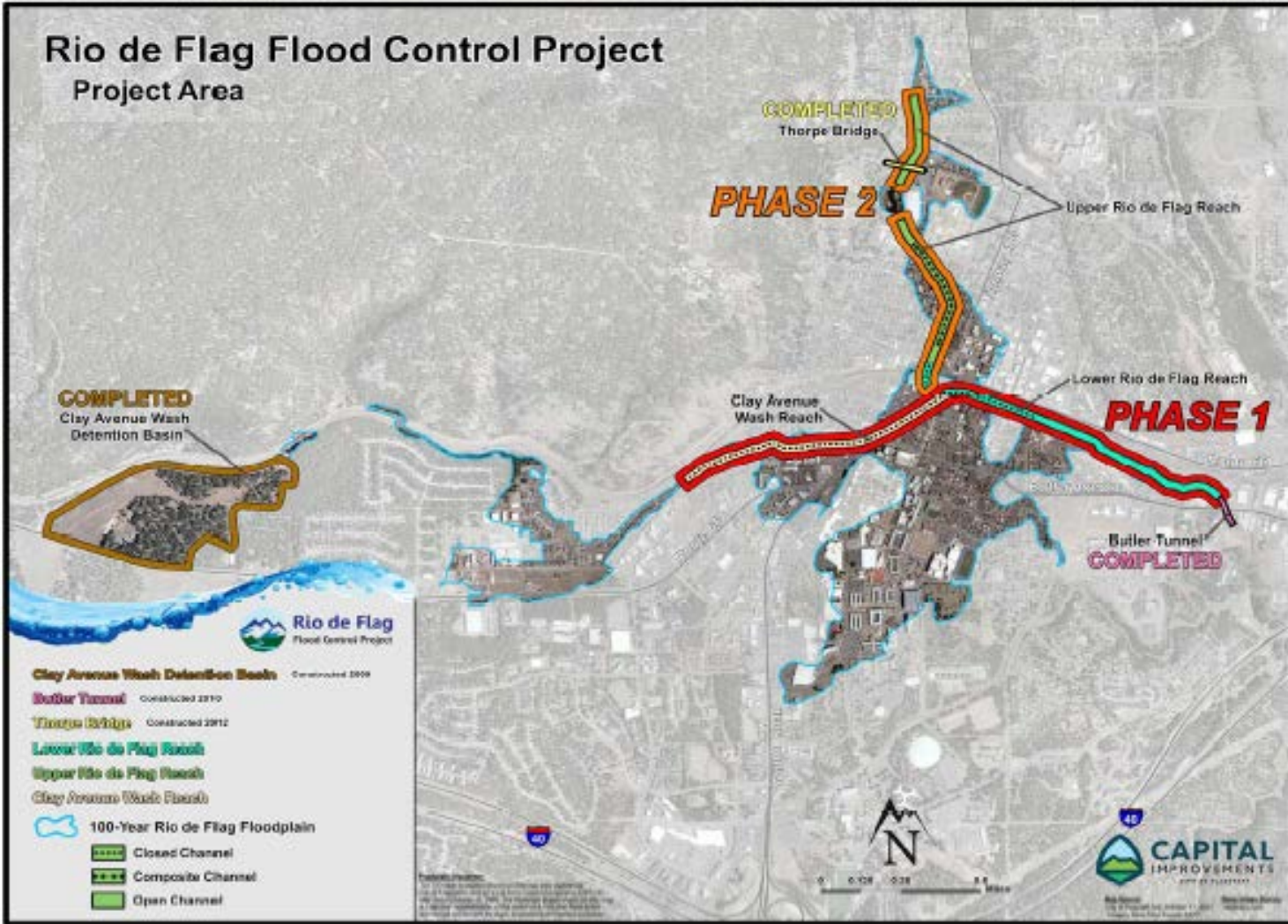
## Program Summary

The Real Estate Program serves the City Council, all City Departments and the Public. It provides the followings services:

- Property acquisition
- Property management
- ROW and Easement Dedications to the City
- Abandonment, easements, and dispositions on City property



## 2021 Highlighting Current Projects

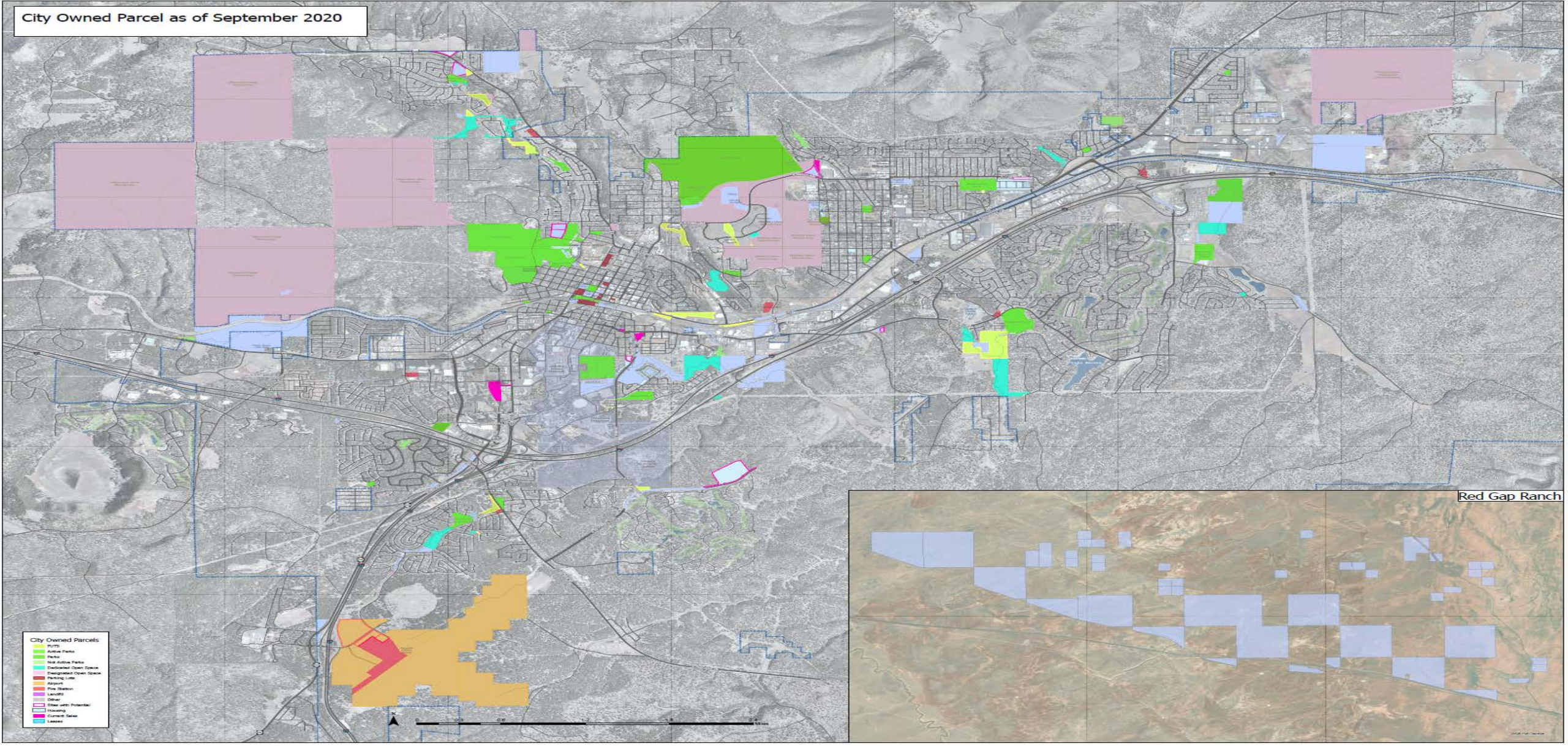




# Real Estate Program



City Owned Parcel as of September 2020







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# Planning & Development Services

Tiffany Antol, Planning Director



## 5 Programs

- Building Safety & Code Compliance
  - Amy Palmer, Building Official
- Comprehensive & Neighborhood Planning & Heritage Preservation
  - Sara Dechter, Comprehensive Planning Manager
- Current Planning
  - Alexandra Pucciarelli, Current Planning Manager
- Zoning & Subdivision Code
  - Dan Symer, Zoning Code Manager



# Building Safety & Code Compliance

It is the Building Official's responsibility to protect public health, safety and welfare in relationship to the built environment through effective plan review, inspections and code enforcement.

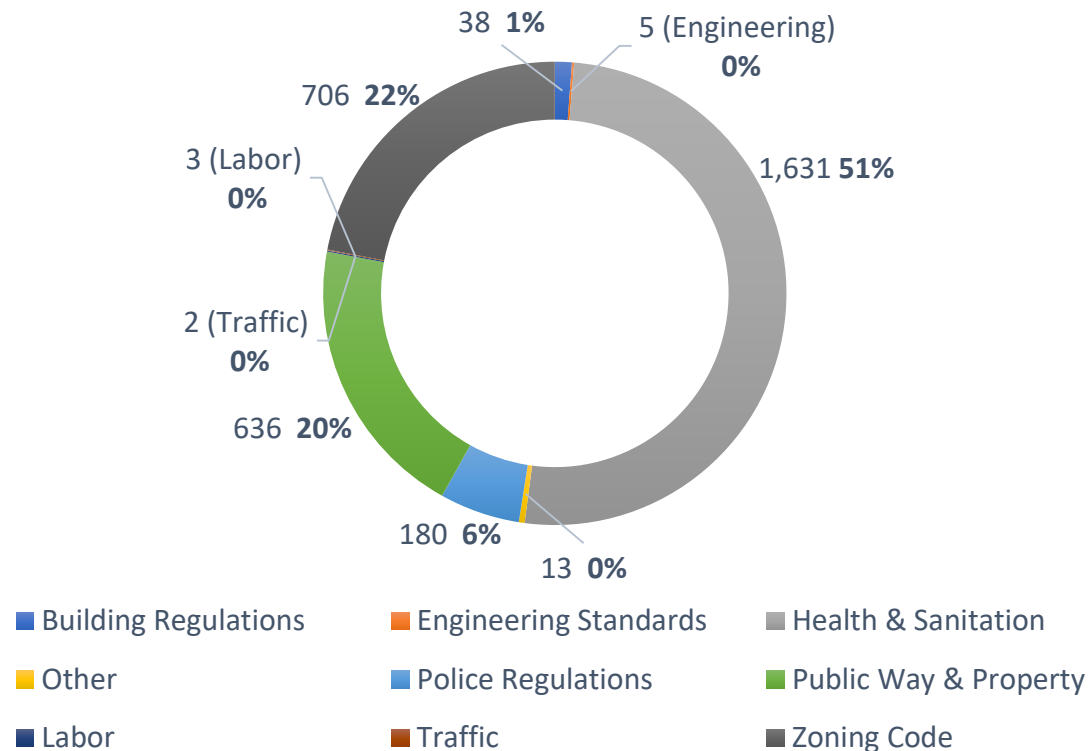
This program is comprised of the following staff:

- 1 Building Official
- 1 Building Inspection Manager
- 7 Building Inspectors
- 3 Building Plan Reviewers
- 1 Building Permit Technician
- 1 Code Compliance Manager
- 2 Code Compliance Officer II (Includes Dark Sky Specialist)
- 1 Code Compliance Officer I

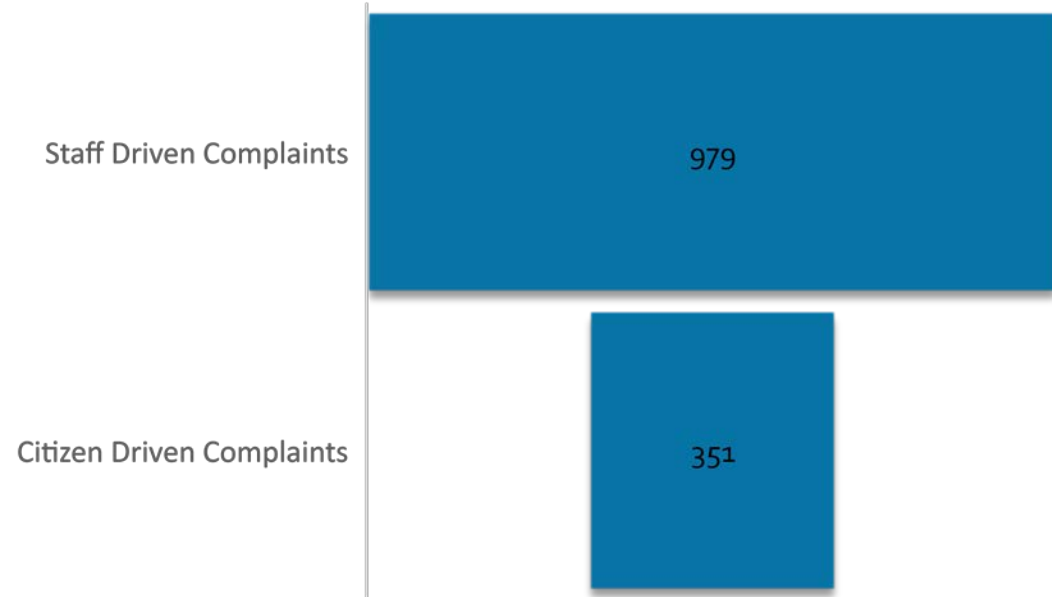


# City of Flagstaff Code Compliance Enforcement Cases by Type & Origin

### Case Types 1/1/19 - 1/1/21



### Complaint Sources 2020



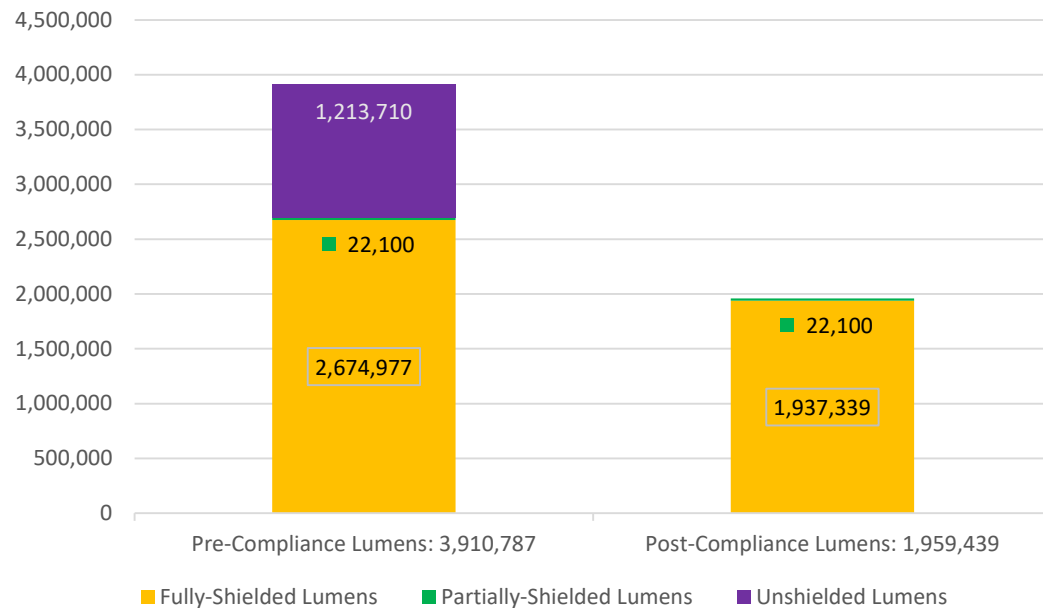


# City of Flagstaff Code Compliance Lighting Standards Enforcement Impact Analysis: 2020

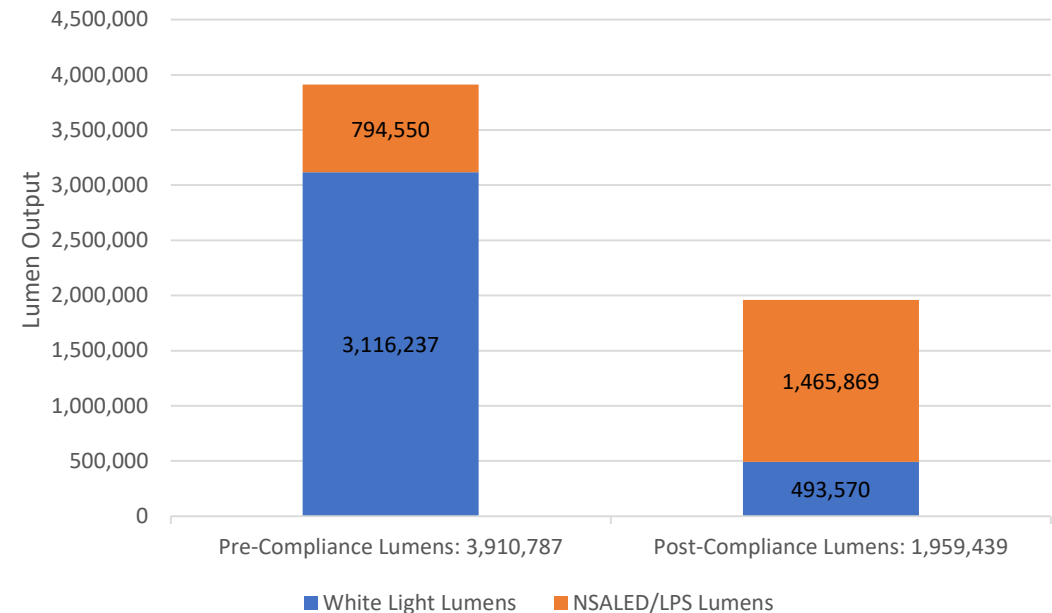
- 1,213,710 unshielded lumen reduction citywide, or 100% reduction in unshielded exterior light from properties subject to compliance action.

- 2,622,667 white light lumen reduction citywide, or 84.16% reduction in white light lumens from properties subject to compliance action.

### Changes in Total Lumen Output and Shielding for Lighting Violation Cases: 2020



### Changes in Total Lumen Output and Lumen Type for Lighting Violation Cases: 2020



# BUILDING SAFETY BY THE NUMBERS 2020

2087 TOTAL PERMITS ISSUED

289

SINGLE FAMILY DWELLING  
PERMITS ISSUED (ALL TYPES)



36

ACCESSORY DWELLING UNIT (ADU)  
PERMITS ISSUED



166

COMMERCIAL BUILDING  
PERMITS ISSUED



332

REMODEL/ADDITION/T.I.  
PERMITS ISSUED



68

PHOTOVOLTAIC PERMITS ISSUED



1844

PLAN REVIEWS COMPLETED



16548

BUILDING INSPECTIONS PERFORMED



\$3,276,141 TOTAL FEES COLLECTED  
\$235,395,255 CONSTRUCTION VALUATION



# Comprehensive and Neighborhood Planning



- Update and amend the Regional Plan (Flagstaff's General Plan)
- Neighborhood Planning
- Heritage Preservation
- Inter and Intra- governmental Coordination
  - Census Coordinator
  - Federal Land Management Plans
  - Transportation Planning with MetroPlan and the State
- Monitor Regional Plan Implementation
- Support robust and inclusive Public Participation



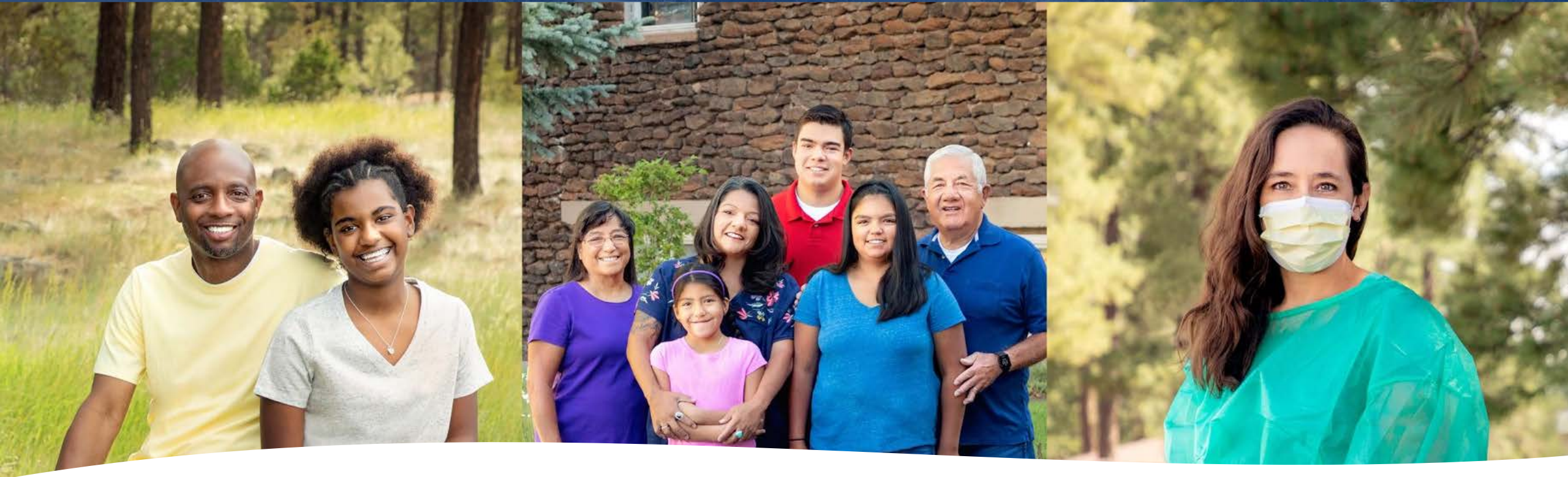
# Comprehensive Planning

Since 2015:

- 2 major plan amendments
- 8 minor plan amendments
- 3 minor plan amendments that were associated with Specific Plans
- Participated on behalf of the City in 14 planning efforts conducted by Metroplan, Mountain line, ADOT, Coconino County, the Coconino National Forest, Federal Aviation Administration, Department of Defense, and the Flagstaff National Monuments.



# Census 2020 Outreach



- Corrected almost 14,000 addresses and several rounds of data quality control in preparation for Census operations
- Co-Lead on the Flagstaff- Coconino County Complete County Committee
- Produced original paid and unpaid social media, digital display banners, promotional items, bus, newspaper and radio ads in English Spanish and Dine.
- Estimated 2,733,356 impressions across all measurable media platforms and 0.11% click through rate (above industry average of 0.08%)
- Redesigned the media campaign 3 times over 6 months for changing conditions
- Hosted a County-wide telephone town hall and held limited in person outreach due to COVID-19.



# Heritage Preservation

Since 2015:

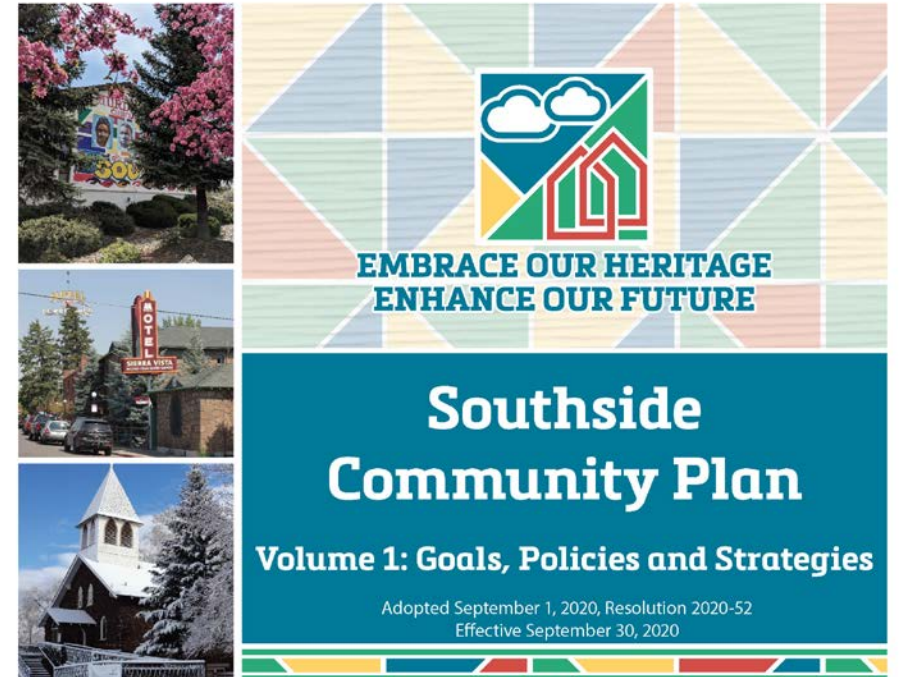
- 477 historic resources inventoried , 13 have been preserved
- Updated 2 historic contexts for historic neighborhoods
- 2 Landmark Overlays have been enacted for individual properties and historic signs
- Historic Facades and Signs Grant: 48 restoration and adaptive reuse projects
- National Historic Preservation Act, the Antiquities Act, and the Native American Grave Protection and Repatriation Act



# Neighborhood Planning

- Directed to work on Title VI neighborhoods
- La Plaza Vieja and Southside neighborhoods have completed plans.
- Work on Pine Knoll Brannen and Sunnyside plans have been put on hold due to COVID-19.

*The Southside Community Specific Plan has won a National and International Award for public participation from IAP2*

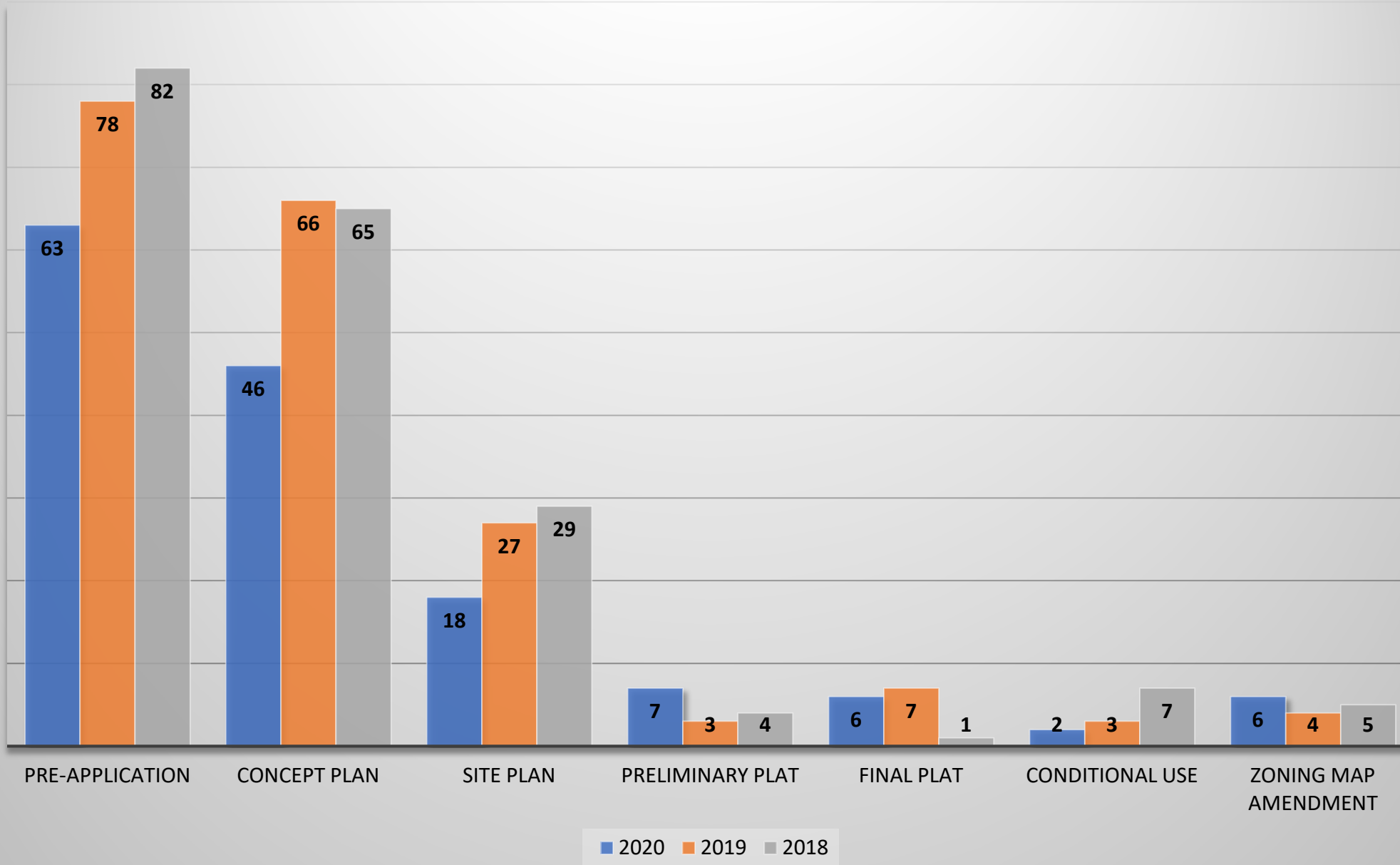




# Current Planning Program

- Implements the Flagstaff Zoning Code
- Manages proposed development plans ranging from a duplex to a new multifamily or commercial development.
- Project Manager: Inter-Divisional Staff (development review), Planning and Zoning Commission, and City Council
- Application Process: Concept and Site Plans, Conditional Use Permits, Re-Zonings, Subdivisions, and Annexations
- Administrative permits: Signs, outdoor lighting, fences, temporary uses, and lot splits
- Administer technical standards: uses, site plan layouts, parking and circulation, landscaping, fences/ screening, outdoor lighting, signage, and architectural design guidelines

# Current Planning Cases



- 2020 Zoning Map Amendment Cases:**
- Flagstaff at 4<sup>th</sup> Apartments
  - Aura (Version2)
  - Apartments at Lone Tree and Pine Knoll
  - McMillian Mesa
  - Wildcat Industrial Park
  - Sky Cottages

**Case Trends:**

- Complexity and size of projects is increasing

**Alexandra Pucciarelli,**  
Current Planning Manager  
**Vacant,**  
Planning Development Manager  
**Vacant,**  
Planning Development Manager  
**Patrick St. Clair,**  
Planning Development Manager  
**Genevieve Pearthree,**  
Planning Development Manager  
**Vacant,**  
Associate Planner

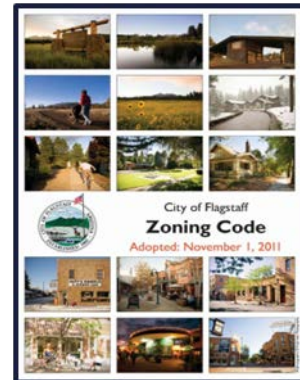
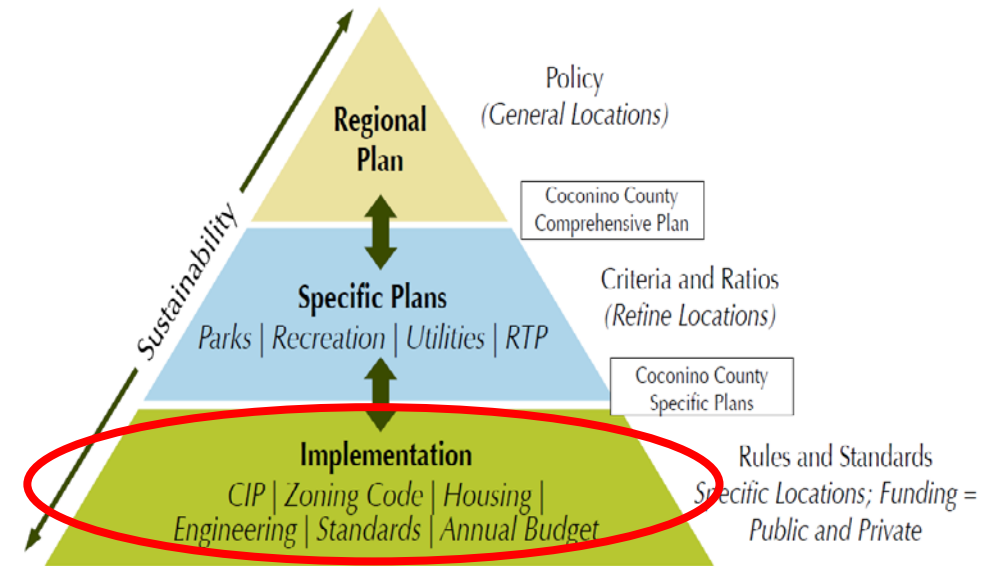


# Zoning and Subdivision Code Program



## Program Summary

- **Zoning Code Administrator for Zoning and Subdivision Codes:**
  - **Support: Comprehensive and Current Planning, and Code Enforcement**
  - **Intra-City Coordination and Assistance**
  - **Public Assistance**
  - **Board of Adjustment Liaison**
  - **Zoning and Subdivision Code Interpretations**
- **Zoning and Subdivision Code Amendments**
- **Project Management:**
  - **Variance applications**
  - **Zoning Verification**
  - **Minor Modification to Development Standards**



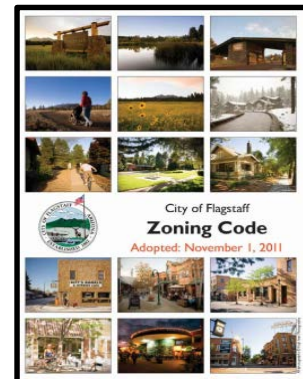


# Zoning and Subdivision Code Work Program



## 2020 Program Accomplishments

- **Zoning Code Amendments Adopted: 3**
  - A modification to the Rural Floodplain map
  - A variety of miscellaneous amendments
  - The incorporation of provisions for High Occupancy Housing
- **Zoning Verification Letters: 31**
- **Minor Modification to Development Standards: 16**
- **Variances: 1**





## CITY COUNCIL - DIVISION INTRODUCTION



# Housing

SARAH DARR





# Housing Vocabulary



- HUD - U.S. Department of Housing and Urban Development
- ADOH – AZ Department of Housing
- LIHTC – Low Income Housing Tax Credit
- AMI - Area Median Income





# Area Median Income - AMI

- Annually adjusted by HUD (2021 limits not yet published)
- Applies to the entire Metropolitan Statistical Area (MSA)
- Adjusted for household size – example below is for a 3 person household

<b>HUD Area Median Income (AMI) Limits</b>		
<b>Income Category</b>	<b>AMI %</b>	<b>AMI Income Ranges*</b>
Extremely Low	0 - 30%	\$0 - \$21,720
Very Low	30 - 50%	\$21,720 - \$33,850
Low	50 - 80%	\$33,850 - \$40,620
Low to Moderate	80 - 120%	\$40,620 - \$64,980
Moderate to High	120% >	\$64,980 >

\* Income ranges based on three person household



# City of Flagstaff Housing Programs



Public Housing

Property  
Management  
(Maintenance)

Voucher  
Programs

CDBG

Housing  
Planning

Owner Occupied  
Housing Rehab

Developer  
Negotiations

Incentive Policy  
for Affordable  
Housing

Permanent  
Affordability  
Program

Down Payment  
Programs  
Employer  
Assisted Housing

Loan  
Management

Community  
Participation



# Housing Commissions



## Housing Authority Board (1942)

- Federally mandated
- Required Resident / Participant member(s)
- 6 members + Mayor
- Members appointed by Mayor – per Az State Law



Meets 3<sup>rd</sup> Wednesday of the Month



# Housing Commissions

## Housing Commission (2019)

- 13 voting members:
  - 12 members appointed by the City Council and 1 representative from the Flagstaff Housing Authority Board of Commissioners
  - Members from the following categories:
    - Building and Real Estate Professionals
    - Low Income Housing Experts
    - Community Representatives

Meets 4<sup>th</sup> Thursday of the Month



# Budget – Housing Authority

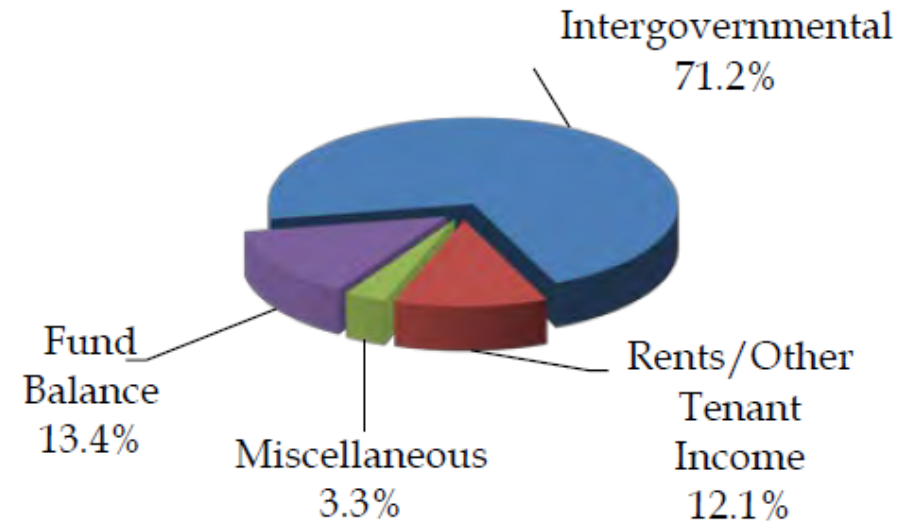
## Revenues/Other Sources

Intergovernmental	\$	8,532,570
Rents/Other Tenant Income		1,447,000
Miscellaneous		397,698
Fund Balance		1,600,487
	\$	<u>11,977,755</u>

## Appropriations

Community Development	\$	9,242,616
Contingency		1,001,250
	\$	<u>10,243,866</u>

Flagstaff Housing Authority  
Revenues/Other Sources





# Housing Authority

Flagstaff Housing Authority was created by City Code in 1941

## Three offices:

- Siler Homes – Main office – Serves Siler, east scattered units & vouchers
- Brannen Homes – Serves Brannen Homes and west scattered units
- Clark Homes – Serves Clark Homes

## Public Housing – 265 units (up to 80% AMI)

- Brannen Homes – 127 units
- Siler Homes – 100 units
- Scattered Sites – 38 units



**Clark Homes – Management Contract – 80 units (up to 80% AMI)**



# Housing Authority



## Voucher Programs – 492+ vouchers (up to 50% AMI)

- Section 8 Housing Choice Vouchers – 333 vouchers
- Veterans Affairs Supportive Housing Vouchers (VASH) – 106 vouchers
- Single Room Occupancy (SRO) vouchers for Seriously Mentally Ill (SMI) – 12 vouchers
- **NEW!!** Foster Youth Initiative Voucher Program – Flexible number
- **NEW!!** Mainstream Vouchers - 40 NEW vouchers



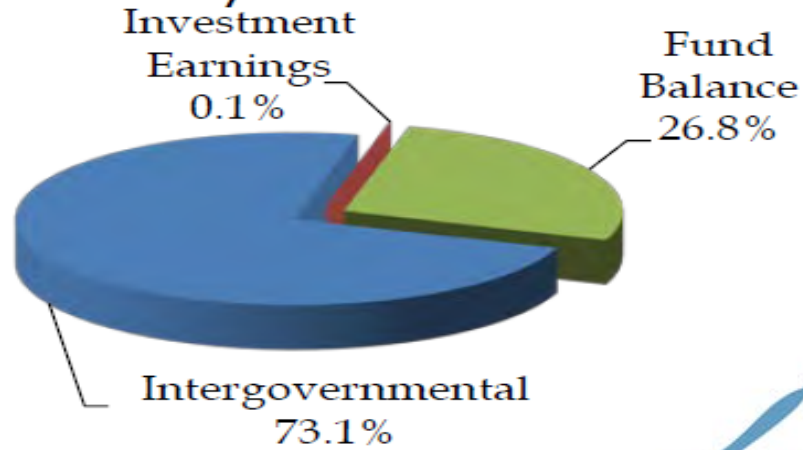


# Budget – Housing Section

## Revenues/Other Sources

Intergovernmental	\$	2,259,953
Investment Earnings		4,000
Fund Balance		830,901
	\$	<u>3,094,854</u>

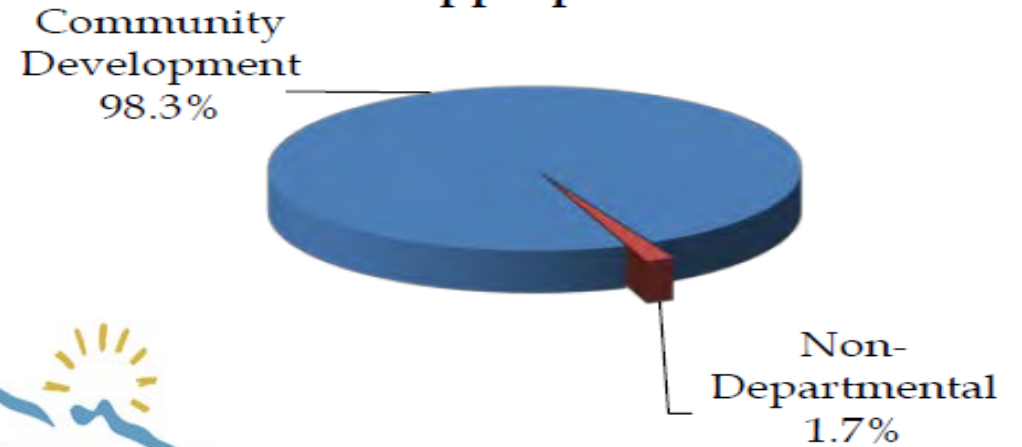
### Housing and Community Services Revenues/Other Sources



## Appropriations

Community Development	\$	2,886,877
Non-Departmental		48,668
	\$	<u>2,935,545</u>

### Housing and Community Services Total Appropriations





# Housing Section



## **First staffed in 1993 with one staff person**

- Second staff person added in 2000
- Now 6 staff and 8+ programs
- Office located in Water Services Administration Building
- **Community Development Block Grant (CDBG) Program**
  - Annual entitlement award from HUD and associated compliance
- **Permanent Affordability Program**
  - Long-term compliance management
- **Down Payment Assistance Programs**
  - Employer Assisted Housing Program (EAH)
  - Community Homebuyer Assistance Program (CHAP)





# Housing Section



- **Housing Planning / Developer Negotiations**
- **Incentive Policy for Affordable Housing (IPAH)**
- **Owner Occupied Housing Rehabilitation Program (OOHR)**
  - Program suspended due to COVID and reallocation of funding
- **OOHR and First Time Home Buyer loan management**
- **Community Participation**





# Coming Attractions



February 9<sup>th</sup> Work Session

featuring

Deep(er) Dive into Housing

Including 2021 look ahead

starring

*Housing Staff*





# Community Development



Thank you and Good Evening!