



**Community Development Department  
Planning and Development Services**

**Date:** February 9, 2021  
**To:** Planning and Zoning Commission  
**From:** Dan Symer, AICP, Zoning Code Manager  
Jennifer Mikelson, Housing Analyst  
**Through:** Alaxandra Pucciarelli, Current Planning Manager  
**RE:** Planning and Zoning Commission Appointments

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I. **Request:**

Staff is requesting that the Planning and Zoning Commission appoint two Commission members to a workgroup that will be utilized to provide recommendations to the Housing and Planning and Zoning Commissions on updates to the Incentive Policy for Affordable Housing (IPAH) and related modifications to the Zoning Code.

II. **Background:**

The purpose of the Flagstaff IPAH (Adopted in October 2009 (Attachment 1)) and the Zoning Code Affordable Housing Incentives (Adopted in November 2011 (Attachment 2)) is to foster the preservation and production of permanently affordable housing units within Flagstaff). To achieve this objective, the IPAH and the Zoning Code seeks to:

- Provide viable incentives to stimulate the development of permanently affordable housing.
- Provide viable incentives to stimulate the rehabilitation and redevelopment of permanently affordable housing.
- Provide viable incentives to stimulate the development of permanently affordable housing on vacant and redeveloped lots in new and existing neighborhoods.

The incentives available may be summarized in two primary categories. These categories are: 1) fee waivers/reimbursements and expedited review of development applications; and, 2) Zoning Code regulatory incentive (density bonuses, modified requirements and parking and resource protection reductions).

III. **Project Summary:**

Beginning in March 2021, the Housing and Planning and Development Services staff (Jennifer Mikelson, Housing Analyst, and Dan Symer, Zoning Code Manager) will begin updating the IPAH and the Zoning Code incentives for providing affordable housing. In summary, the purpose of the project is to modify the IPAH and the Zoning Code incentives to reflect the current economic, market, and development conditions, and the diversifying demographic needs for affordable housing. The process will be coordinated through a workgroup consisting of the Housing and Planning and Zoning Commission members. In addition to the workgroup meetings, housing developers and practitioners will be interviewed to obtain their input on the existing policy and code regulations and suggested

modifications. The workgroup meetings will be open to the public and staff. Based on the meeting topics, City staff most familiar with the regulations will be asked to attend the meetings. A summary of the Project Objectives, Problem Statements, and Scope of Work are included in Attachment 3.

IV. **Project Timeline:**

The timeline for the project is projected as follows:

- March 2021 through September 2021
  - Review the existing Incentive Policy for Affordable Housing and Zoning Code, suggested revisions, draft concept policies, implementation direction, and code amendments
  - Receive public comment on the existing Incentive Policy for Affordable Housing and Zoning Code Amendments and suggested revisions
  - Meetings and interviews with staff, housing developers, and industry practitioners pertaining to existing Incentive Policy for Affordable Housing and Zoning Code Amendments and suggested revisions
- September 2021 and November 2021
  - Public, Housing and Planning and Zoning Commissions, and City Council review of the draft Incentive Policy for Affordable Housing and Zoning Code Amendments
- December 2021 and February 2022
  - Final review and adoption of the updated Incentive Policy for Affordable Housing and Zoning Code Amendments

**Attachments:**

1. Incentive Policy for Affordable Housing
2. Zoning Code Affordable Housing Incentives
3. Project Objectives, Problem Statements, and Scope of Work