



# COMMUNITY DEVELOPMENT MEMORANDUM

**Date:** January 13, 2022

**To:** Michelle McNulty, Planning Director  
**From:** Sara Dechter, AICP, Comprehensive Planning Manager

**Subject:** Request for waiver of submittal requirements for a Minor Regional Plan Amendment for the Active Transportation Master Plan

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The memo serves as a formal request for approval of a waiver for several submittal requirements in conjunction with the application for a Minor Regional Plan Amendment for the Active Transportation Master Plan.

The purpose of a plan amendment application is to allow decision makers to conduct a proper evaluation of the proposed changes and their potential impacts to the future of the community. The requirements for such applications are typically intended for amendments for a particular property and often precede an application for rezoning. In this case, the proposed minor plan amendment is applicable community-wide and not specific to an individual parcel or site.

In order to facilitate transparent and clear communication, we request a waiver for the items listed below from the application checklist. It is our belief that these items do not contribute to decision making, and can be excluded based on the following rationale:

- No property-specific changes to zoning or land use are proposed
- The proposed minor plan amendment has community-wide applicability
- The ATMP is a city-wide master plan that will complete design work through future development cases and capital projects

### Waived submittal requirements

The following items from Section 11-10.10.020 (H) General Plan Amendment Submittal Requirement of Flagstaff City Code will not be required as part of the Minor Regional Plan Amendment for the Active Transportation Master Plan:

2. An analysis of the site in terms of its physical characteristics, surrounding uses within one thousand (1,000) feet of the subject property, and the existing character of the area.
3. A land use analysis providing information about the proposed development, plans for any exception parcels, and a land use compatibility analysis.
  - b. Existing land use plan and proposed land use plan
  - c. Proposed residential unit count, density, and anticipated housing mix
  - d. Proposed development phasing and timing
  - g. Land use buffering techniques
  - h. Incompatibility issues and proposed solutions
4. A detailed narrative that shall include at a minimum the following:
  - b. Legal description of the parcel
  - c. Site acreage
  - e. Statement of current zoning, and proposed zoning if applicable

The items listed above from Section 11-10.10.020 (H) General Plan Amendment Submittal Requirement of Flagstaff City Code are not required as part of the application for a Minor Regional Plan amendment in conjunction with the Active Transportation Master Plan

  
Michelle McNulty, Planning Director

Date

