

Flagstaff Community Development

April 2022 Monthly Report



Planning & Development Services Section

Current Planning Program

- Staff has developed a Spanish translation of the Minor Improvement Permit and the Citizen Access instructions. Once they have final review and approved they will be posted with our on-line applications.
- City staff continues to meet with representatives for Northern Arizona Healthcare (NAH) and review application materials. The Transportation Impact Analysis was submitted in April. Information on the application can be found here: [Community Development | City of Flagstaff Official Website \(az.gov\)](#)
- Council approved the following plats on April 19th:
 - Live Flagstaff Final Plat
 - Lofts at Continental Final Plat
 - MMV D3 Preliminary Plat (McMillan Mesa)

Working Calendar

City Council and Planning & Zoning Commission Agendas

[Agenda - View Meetings \(flagstaffaz.gov\)](#)

May 11th Planning & Zoning Commission

- Woodshire on Oak Condominiums Preliminary Plat.
- Aries at Timber sky Phase II Preliminary Plat.

May 17th City Council

- Restoration Soils Minor Regional Plan Amendment, Zoning Map Amendment and Variance. This application was approved unanimously by the Planning & Zoning Commission on 4/27.
- Woodshire on Oak Condominiums Preliminary Plat.
- Aries at Timber Sky Phase II Preliminary Plat.
- ARC Flagstaff Annexation, Zoning Map Amendment and Development Agreement.

Zoning Code Manager

- Worked with GIS to create a map of possible marijuana establishments based on the existing zoning code separation requirements. The intention is to combine this amendment with the one requested by Noble Herb amendment to extend operating hours.
- Reviewed latest draft of major Lighting Code amendment with local Dark Sky representatives of the Naval Observatory Flagstaff Station. The amendments were a recommendation of the Light Pollution Study conducted by NOFS and are required to maintain their mission. The amendments eliminate lighting Zone 3, include new standards for Narrow Band Amber LEDs and identifies allowed spectral range for lights.

Working Calendar

- May 25th Planning & Zoning Commission and May 31st City Council Work Sessions on two proposed Zoning Code Text Amendments for Marijuana Dispensaries. This first is a request by Noble Herb to extend operating hours until 10pm. The second is a City application to discuss including Recreational Only Dispensaries (these are the social equity licenses) as well as look at the separation requirements for dispensaries.
- May 2nd – Public Information (Neighborhood Meeting) for the proposed Noble Herb Zoning Code Text Amendment to allow longer operating hours.
- May 3rd City Council – Development Agreement Notification Requirement Zoning Code Text Amendment 1st Read. Planning & Zoning Commission unanimously supported the text amendment on April 27th.
- May 3rd City Council – Fourth round of Proposition 207 claims/waivers regarding High Occupancy Housing.

General Updates

- Spoke with Gail Jackson of ECONA about the Industrial Zoning Code Text Amendment. She is in the process of engaging Industrial developers and property owners.
- Set up a meeting with Stormwater to discuss the most recent Zoning Code Text Amendment to revise the Rural Floodplain designation on 816 N Switzer Canyon Drive.
- Meeting with the City Clerk to discuss parameters for internal and external “working groups” in regards to Zoning Code Text Amendments. Also hoping to get connected with Code Publishing!!

Comprehensive and Neighborhood Planning

- Regional Plan Update
 - The 22nd and final-for-now Regional Snapshot webinar was completed. We may revive the series if there is a need for information sharing later in the process.
 - Melissa Shaw and Sara Dechter presented to the Coconino Hispanic Advisory Council on the Regional Plan.
 - Sonja London Hall came in and we developed the final framework for the art boxes based on the field testing and group feedback. She is sending the final instructions and supply lists for final approval next week. Once approved she will produce boxes for distribution to the library, the County, youth organizations and schools.
 - The Regional Plan Visioning Survey was launched on the Flagstaff Community Forum. You can take it only at: https://www.opentownhall.com/portals/227/Issue_11851

- There was a joint meeting of the City and County Planning and Zoning Commissions to start working on the Strengths, Weaknesses, Opportunities and Threats exercise which will continue through future individual meetings of the Commissions.
- The Heritage Preservation Commission met on April 20th and reviewed a grant application from the Riordan Mansion for a demonstration project of exterior stonework repair. The Historic Facades and Signs Grant Guidelines state that grants to government agencies can only be approved under extraordinary circumstances and the Commission has the discretion to make this finding. <https://flagstaff.az.gov/DocumentCenter/View/59247/HFS-Grant-Guidelines>
- Heritage Preservation Commission scheduled for May 18th will include a Cultural Resource Study for the demolition of the May Hicks House. Here is a little bit about May Hicks:
 - May Hicks is directly attributed to the development of the first physical version of the Arizona State Flag, per noted qualifying research within the Cultural Resource Study. The surviving original Arizona State Flag that is on display in the State Capital notes her skill as a seamstress and her support of her fiancé and to be her future husband who served in the Arizona National Guard. May Hicks is also noted for her extensive involvement within the community and its various organization. A College graduate and Assistant Postmaster for Flagstaff in 1906. She can also be attributed to an extensive collection of early Flagstaff era photo images.
- Trevor Henry and Kristine Pavlik are finishing up a RAISE grant application to complete the traffic calming work on Clay Ave in La Plaza Vieja. Mark Reavis and Sara Dechter contributed to the grant application.
- CDBG funding was approved for the Murdoch center exterior improvements Phases 1 and 2. This will be combined with BPAC funding. The project will be co-led by Neighborhood Planning and Parks.
- The City Council had a work session of the Watershed Alliance for the Rio de Flag and the cooperative watershed plan they created. There will be a Master Participatory Agreement and WARF charter that will be reviewed by the partners in May and will be forwarded to City Council and other.
- The Regional Plan core staff participated in the Earth Day celebration at Bushmaster Park to great success. The engagement was extremely high quality. We had an FHS student to talk about the Regional Plan and planning in Flagstaff in general and its relationship the health and wellbeing of indigenous people.
- Held presentations and SWOT analysis with the Open Space Commission, Housing commission, Sustainability Commission.
- Completed community organization level presentations to Creative Flagstaff and Northern Arizona Community of Practice Transition Team (NACPoTT). The groups asked for a return visit to keep collaborating.
- Comprehensive Planning staff held quarterly meeting with our P2 (Public Participation) sister city of Guelph Canada. At this standing meeting, we share that public participation work has been challenging, successful and what we are learning and can share.
- Met with Metroplan to review and finalize population and employment distribution assumptions underlying the regional transportation modeling for the 5-year Regional Transportation Plan.

Property Care Ordinance

The City of Flagstaff is hosting a series of working group meetings to develop a Property Care Ordinance (PCO). The PCO will address exterior conditions of buildings and property as well as abandoned properties. Meetings are scheduled for the 2nd and 4th Thursday of each month and will be held at the Murdoch Center. To learn more contact Dan Folke: dfolke@flagstaffaz.gov

To provide input on the PCO take the survey here: [Flagstaff Community Forum | City of Flagstaff Official Website \(az.gov\)](#)

PCO Working Group Schedule

Thursday, May 12: 1p-3p and Thursday, May 26: 5p-7p

Thursday, June 9: 1p-3p and Thursday, June 23: 5p-7p

Thursday, July 14: 1p-3p and Thursday, July 28: 3p-5p

Real Estate

Capital Improvement Projects

- Switzer Water Transmission Phase IV: Offer letters for easements prepared
- Rio de Flag Flood Control Project: Templates for statements of work for appraisal services prepared and approved with the Army Corps of Engineers
- Lone Tree Overpass: Closing on the final residential full acquisition for the project on May 11, 2022. Progress on promising sites for industrial businesses requiring relocation has been made. Securing bids for asbestos abatement and demolition on three of the buildings the City acquired.
- Spruce Wash Dortha Inlet: Continuing to work with owners to secure property rights. Reviewed appraisal reports prepared for the project; will pursue additional appraisals prior to sending out offers.
- Parkway Basins: After initial discussions and contacts with landowners about design; County staff, including design firm, have been tasked with working on flood projects up stream. Design progress will resume in the fall.
- Beulah/University Roundabout: Notice to proceed to appraiser was given in April. Received all of the legal descriptions from design firm. Expecting appraisal reports in 70-90 days. Revised ordinance to acquire with final legal descriptions scheduled for council.
- 4th and Lockett Roundabout: Received legal descriptions in April; scheduled ordinance to acquire for May 17th.
- Landfill Road: Forest Service published its environmental report for public comment. Met with concerned landowners from whom we need permanent acquisitions from and addressed concerns in response to the Forest Service document.

City-Owned Property

- Met with the Masons to discuss property donation of property within Citizen's cemetery. Confirmed survey of property.

- Murdoch Center Invitation for Bid (IFB): Issued in April; closes on May 13, 2022.
- Phoenix Warehouse (Future NAIPTA site): Asbestos abatement bid tours conducted and ongoing
- Airport car rental leases were extended for another year at the May 3, 2022 council meeting.

Building Safety & Code Compliance

[Building Safety | City of Flagstaff Official Website \(az.gov\)](#)

Monthly statistical report and approved Building Permits:

[Monthly Construction Permit Statistics | City of Flagstaff Official Website \(az.gov\)](#)

Housing Section

[Housing Section | City of Flagstaff Official Website \(az.gov\)](#)

Monthly Statistical Report
City of Flagstaff

Category	Current Period		YTD		Previous Year		Previous Year YTD		
	04/01/2022 - 04/30/2022		01/01/2022 - 04/30/2022		04/01/2021 - 04/30/2021		01/01/2021 - 04/30/2021		
	Valuation Issued	Units	Valuation Issued	Units	Valuation Issued	Units	Valuation Issued	Units	
Additions/Alterations/Conversions	4,510,691.00	39	0 11,740,862.00	126	0 1,890,784.00	55	0 8,628,413.00	159	0
Demolition	23,000.00	3	0 443,000.00	6	0 0.00	0	0 306,361.00	2	0
Mobile Home	5,000.00	1	0 5,000.00	1	0 0.00	0	0 54,000.00	3	0
Multi-Family	0.00	0	0 3,415,000.00	4	51 4,230,000.00	6	30 4,230,000.00	6	30
Non-Residential	150,000.00	2	0 150,000.00	2	0 25,808,833.00	7	179 55,146,678.00	25	338
Over The Counter	286,352.00	58	0 903,784.00	196	0 335,422.00	52	0 1,048,938.00	198	0
Roofing	575,133.00	46	0 2,528,534.00	140	0 654,238.00	59	0 1,619,819.00	154	0
Single Family Attached	46,900.00	2	1 5,753,400.00	13	10 0.00	0	0 4,909,580.00	14	12
Single Family Detached	5,225,640.00	8	8 25,390,435.00	51	50 10,826,520.00	20	17 27,841,698.00	67	62
Solar	151,635.00	6	0 1,141,735.00	53	0 211,949.00	9	0 402,529.00	17	0
Totals	10,974,351.00	165	9 51,471,750.00	592	111 43,957,746.00	208	226 104,188,016.00	645	442

City of Flagstaff/Coconino County Partnership - Dark Sky Compliance Report 2022 Coconino County Specific Cases

<u>Complaint</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>		
Staff Driven Complaint	-	-	0	3										
Citizen Driven Complaint	-	-	0	0										
New Cases	-	-	0	0										
<u>Case Status</u>														
Open Cases (of total new cases above)	-	-	0	2										
Closed Cases (of total new cases above)	-	-	0	1										
Closed Cases (from previous months)	-	-	0	1										
<u>Hours Spent</u>														<u>Year End Totals</u>
Total Hours spent on County Cases*	-	-	0	2										
Hours spent on JLUS	-	-	0	2										

<u>Violation</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Year End Totals</u>
Residential Violations	-	-	0	0									
Commercial Violations	-	-	0	3									
Total Violations by Month	-	-	0	3									

*Note: Hours spent include field time, investigations, admin and outreach

<u>April Highlights -</u>
City and County received draft for lighting code brochure. Planning and Code Compliance for the City and County sent in corrections and notes to Matrix Design Group.

Housing Section Newsletter

April 2022



April is Fair Housing Month

This month is a celebration of the passage of the Fair Housing Act of 1968, signed by President Johnson on April 11th. Fair Housing Month signifies a recommitment to expanding equal access to housing. As a community, we welcome all our neighbors, recognizing the contributions and richness brought in by a wide variety of people from diverse backgrounds, colors, ethnicities, and religious traditions. While the Fair Housing Act was signed 54 years ago, housing discrimination remains commonplace, and this month is a reminder that we must remain vigilant and continue to work towards the advancement of Fair Housing for all.

The 2021 Analysis of Impediments to Fair Housing determined that there are four areas where improvement needs to be made:

- The lack of community education and outreach about fair housing
- Areas with high minority and low-income concentrations face a lack of housing options
- Disability discrimination is more likely than other forms to be supported
- The lack of affordable housing options

Fair housing remains more important than ever. It's imperative to remember that fair housing is not an option – it's the law!

Happy Fair Housing month!

Affordable Homeownership Opportunities!

- Miramonte at Ponderosa Parkway
- Crestview by Capstone
- Woodshire on Butler, by Brookfield



Affordable homeownership opportunities are currently available through the City's shared equity homeownership programs. These programs make it to where, in exchange for an affordable purchase price, homeowners agree to limit their equity at time of sale so the next qualified buyer can benefit from an affordable sales price. Several new developments listed above are currently accepting purchase contracts from eligible buyers. Interested buyers must meet certain requirements to qualify.

For more information about the City's Affordable Ownership Programs, visit <https://www.flagstaff.az.gov/4420/Affordable-Ownership-Programs> or contact Jennifer Mikelson, Housing Analyst, at JMikelson@FlagstaffAZ.gov.

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Habitat for Humanity's Starter Home Project

Habitat for Humanity of Northern Arizona has proposed constructing two tiny homes on a City owned lot at 215 S. O'Leary St. to demonstrate their new "Starter Home" ownership program.

The demonstration is a collaborative effort involving the City of Flagstaff, Habitat for Humanity of Northern Arizona, and Coconino Community College. The program aims to provide a low barrier to homeownership, so buyers can build equity quickly. The City of Flagstaff will issue a license allowing for Habitat's long term access to the property and will also implement individual ground leases with future homeowners. Construction on the first unit will begin this spring in partnership with Coconino Community College's Construction and Sustainable Building Trades students.

For more information about Habitat's Starter Home Program, contact Jennifer Mikelson, Housing Analyst, at JMikelson@FlagstaffAZ.gov.



CDBG Process for 2022 is Underway!

The Community Development Block Grant (CDBG) Program Year 2022 Annual Action Plan process is underway.

Applications for Program Year 2022 were due in mid-February. The City received applications from Flagstaff Shelter Services, Catholic Charities, Homeless Youth Connections, DNA People's Legal, and Threaded Together.

Funding recommendations will be presented to the Flagstaff City Council for direction at the [April 12th City Council Work Session](#) and for adoption at the [April 19th City Council meeting](#).

Public comment is welcomed and encouraged at both meetings and by email to Kristine.Pavlik@FlagstaffAZ.gov

Housing Solutions' Rental Attainability Report

HSNA's 2022 Rental Attainability Report puts hard numbers to the anecdotal evidence we all have. It shows that rental prices are beyond the reach of low-income households and that rents have increased over the past 12 months. Unfortunately, the barriers for households to find and secure decent, affordable rental housing continue to escalate. In addition to high prices, we continue to see low availability of rental units, high costs for move-in and additional monthly expenses for households, as utilities are seldom included in the rental rates charged by landlords. Most companies have increased rents in the past six months and many participate in dynamic pricing, changing rental rates daily based on availability, interest, etc.

To read the full Rental Attainability Report, visit the [City's website](#).

Welcome, Housing Commissioner Jacquie Kellogg!

Commissioner Jacquie Kellogg was welcomed as a new Commissioner in the Building and Real Estate Professional category during February's Housing Commission meeting. She has owned West USA Flagstaff since 2008 and has excelled in this industry in a plethora of ways. Ms. Kellogg served as President of the Northern Arizona Association of Realtors in 2014 and has been a board member since 2011. Jacquie has also served on the board of the Greater Flagstaff Chamber of Commerce for three years and was nominated for another three years starting in 2019. Ms. Kellogg is highly involved in helping non-profits and social causes. She exudes dedication, hard work, compassion, and kindness in everything she does.



Flagstaff Housing Authority Staffing Changes

The Flagstaff Housing Authority has had a variety of staffing changes. Among those, Amanda Thomas, who has worked with the Housing Authority for 14 years, has accepted the Housing Services Specialist Lead position! Amanda will continue to work from the Clark Homes office and will be responsible for coordinating the Public Housing and Clark Homes positions.

Additionally, Anna Cresap has joined the Housing Authority team as the new Housing Services Specialist for East Flagstaff Housing (including Siler Homes). Anna joins us from Catholic Charities and brings a wealth of permanent supportive housing experience.

In addition to the above staff changes, Housing Services Specialist Patricia Sauers retired in December 2021. Housing Services Specialist Jayne Wittman, who has covered East Flagstaff Housing, is now the Specialist for Flagstaff Housing West and has moved to 1 Brannen Circle.

Cortland Lofts Approved

On March 15, 2022, the Flagstaff City Council approved the rezoning of a property at the end of Cortland Boulevard, allowing for the construction of 139 townhome style rental units. The Cortland Lofts include a 10% affordable housing contribution; 14 of the 139 units will be designated as affordable to incomes averaging 80% AMI for a period of 30 years.

Property management staff will administer the affordable program onsite and will be monitored by the City's Housing Section. This project marks one of the first rental projects from local builder, Miramonte Homes.

Flagstaff City Council Unanimously Adopts 10-Year Housing Plan

On February 15, 2022, the Flagstaff City Council unanimously voted to adopt a 10-Year Housing Plan that comes in direct response to the affordable Housing Emergency declared in December of 2020. The momentum for addressing Flagstaff's Housing Emergency is strong and is happening now. Housing staff, along with internal city divisions and community partners, have expressed readiness to collaborate in the Plan's policy and strategy implementation.

On behalf of the Housing Team, we want to thank each past and present Housing Commissioner, each Council Member, the community, and City staff for your involvement in this important process. Here is the link to the recent article titled [Flagstaff City Council unanimously adopts 10-year housing plan](#) in the Arizona Daily Sun.

Housing Solutions to Build Apartments on Izabel

Housing Solutions of Northern Arizona (HSNA), a local housing non-profit and City partner, plans to build an affordable rental development located on Izabel Street, a City owned lot, directly north of 'The Basin' BMX Park.

HSNA is in the process of applying for federal funds through the Arizona Department of Housing (ADOH) to pay for construction costs. Development plans for the City-owned lot include the construction of 11 three-bedroom units, to be owned and operated by HSNA, on land leased by the City of Flagstaff. In addition, Terra BIRDS will coordinate with HSNA to reposition and redesign the onsite community garden. The goal is to have this project shovel-ready for next year's building season. Plans for this project were donated to HSNA by Brinshore Development, LLC, who had proposed an affordable housing development for the site in 2019.

For more information about this project, contact Jennifer Mikelson, Housing Analyst, at JMikelson@FlagstaffAZ.gov.



Fair Housing 101: Overview and Refresher of Fair Housing Law – Certificate Class

Come refresh your skills in Fair Housing!

In celebration of Fair Housing Month, the City of Flagstaff, in collaboration with Southwest Fair Housing Council, is offering a Free Fair Housing 101 Certificate Class*. The class is scheduled for Wednesday, April 13th from 9:00 AM to 12:00 PM. It is free and virtual!

Through examples contained in scenarios, questions, and interaction, attendees will acquire an understanding of the provisions of Federal, State, and Local Fair Housing Laws. This training is for Housing Providers, Social Service Agencies, Tenants, Advocates and Applicants of housing. This training truly is for EVERYONE!

In order to ensure a spot and materials please register at

<https://us06web.zoom.us/meeting/register/tZMkc-GvqjopHNevQ3wYB4kK67UkSgYr7bC>

Certified Instructor: Cheri Horbacz
Cheri@SWFHC.com

* Certificate of Attendance given for those who attend the entire training session and follow Arizona Department of Real Estate (ADRE) rules.

We hope to see you there!

Housing Commission is Searching for a Local Builder & Developer

The Housing Commission has two open seats - one for a local builder and one for a developer.

For more details, refer to the [Commission's Enacting Authority](#). If you are interested or know anyone who might be interested, please apply.

[Click here for a commission application form.](#)

The Commission strengthens the Council's goal to "Support the development and increase the inventory of public and private affordable housing for renters and homeowners." Flagstaff's Housing Commission also assures that an open, inclusive, and transparent process is utilized in the discussion, prioritization, and presentation of recommendations that address the community's housing needs.

The Housing Commission meets on the fourth Thursday of the month from 1 PM-3 PM. Applicants must reside in City limits and be over the age of 18 years to be eligible to serve.

For questions, please email Leah Bloom, Housing Project Manager, at LBloom@FlagstaffAZ.gov.



EVERYONE DESERVES SAFE, DECENT, AND AFFORDABLE HOUSING.