

WORK SESSION AGENDA

CITY COUNCIL WORK SESSION
TUESDAY
MAY 31, 2022

COUNCIL CHAMBERS
211 WEST ASPEN AVENUE
3:00 P.M.

All City Council Meetings are live streamed on the city's website
(<https://www.flagstaff.az.gov/1461/Streaming-City-Council-Meetings>)

PUBLIC COMMENT

Verbal public comments may be given through a virtual public comment platform or in-person

If you want to provide a verbal comment during the Council Meeting, use the link below to join the virtual public comment room.

VIRTUAL PUBLIC COMMENT WAITING ROOM

Written comments may be submitted to publiccomment@flagstaffaz.gov. All comments submitted via email will be considered written comments and will be documented into the record as such.

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. ROLL CALL

NOTE: One or more Councilmembers may be in attendance through other technological means.

MAYOR DEASY
VICE MAYOR SWEET
COUNCILMEMBER ASLAN
COUNCILMEMBER HOUSE

COUNCILMEMBER MCCARTHY
COUNCILMEMBER SALAS
COUNCILMEMBER SHIMONI

3. Pledge of Allegiance, Mission Statement, and Land Acknowledgement

MISSION STATEMENT

The mission of the City of Flagstaff is to protect and enhance the quality of life for all.

LAND ACKNOWLEDGEMENT

The Flagstaff City Council humbly acknowledges the ancestral homelands of this area's Indigenous nations and original stewards. These lands, still inhabited by Native descendants, border mountains sacred to Indigenous peoples. We honor them, their legacies, their traditions, and their continued contributions. We celebrate their past, present, and future generations who will forever know this place as home.

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 7, 2022 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. **Proclamation: National Gun Violence Awareness Day**

7. **Proclamation: PRIDE Month**

8. **The Annual Update from Moonshot at the Northern Arizona Center for Entrepreneurship and Technology (NACET)**

City Council and the public will be updated about Moonshot's outcomes and initiatives with business development and the management of the City-owned Incubator and Accelerator at the NACET campus.

9. **Regional Plan 2045 Collaborative Process Discussion**

Feedback from the Council to inform the core collaborative process for the Flagstaff Regional Plan update, including participation techniques, compensation for ambassadors, assistance from community members, and partnerships.

10. **Case No. PZ-22-00074:** Request for a work session to discuss the Noble Herb's proposed amendment to the Zoning Code to revise the existing hours of operation for Marijuana Dispensaries (Section 10-40.60.220.C).

Case No. PZ-22-00089: Request for a work session to discuss the City's proposed amendment to the Zoning Code to address Marijuana Operations in the City of Flagstaff by updating terms and definitions to include recreation-only retail establishments (Section 10-80.20.130) and potentially revise the separation requirements for all Marijuana Operations (Section 10-40.60.220.F)

The purpose of the work session is for staff to present an overview of the proposed amendments, to allow interested residents to provide their ideas, suggestions, and concerns, and for the Council to ask questions, seek clarification, and discuss the amendment, as well as offer alternate suggestions and ideas. The Council will take no action at this work session. After the work session, staff will revise the proposed amendments. The amendments will then be presented to the Council at a public hearing for consideration and action.

11. Fourth Street-Lockett Road-Cedar Avenue Roundabout Discussion

This item is for discussion only (see attached presentation).

12. Museum Flooding and Spruce Wash updates

Information only.

13. Public Participation

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

15. 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 _____, 2022.

Stacy Saltzburg, MMC, City Clerk

CITY OF FLAGSTAFF STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: David McIntire, Community Investment Director
Date: 05/17/2022
Meeting Date: 05/31/2022



TITLE:

The Annual Update from Moonshot at the Northern Arizona Center for Entrepreneurship and Technology (NACET)

DESIRED OUTCOME:

City Council and the public will be updated about Moonshot's outcomes and initiatives with business development and the management of the City-owned Incubator and Accelerator at the NACET campus.

EXECUTIVE SUMMARY:

The City of Flagstaff contracts Moonshot to provide business development services and to operate the NACET campus including a 10,000 square foot Business Incubator and a 28,000 square foot Business Accelerator. The focus of the services is to manage the facilities to grow businesses and jobs in research and development, science, technology, clean-energy, bio-science, healthcare, manufacturing, digital products, emerging technology, tourism and astronomy for the benefit of the City, Moonshot and the citizens of the city of Flagstaff and the State of Arizona. Each year Moonshot presents to the City Council on their accomplishments and activities related to this contract and to their other economic development efforts.

INFORMATION:

As mentioned above, Moonshot is contracted, through a Master Lease and a Service Agreement, to provide business development services and property management for the City of Flagstaff in the Business Incubator and Business Accelerator. In doing so they must adhere to grant restrictions in place because the city received significant funding for the campus from the Economic Development Administration which limits the use of the campus to the specific sectors outlined in the Executive Summary.

As you will hear with more specifics in the presentation, during the term of their contract, and especially over the past year, Moonshot has provided significant growth in occupancy and has supported businesses to overcome the pandemic and grow. They have generated a large increase in benefit both in terms of businesses served, jobs created and tenants in the space. They partner with the city on programs such as the Innovate Waste Challenge as well.

The agreements commenced on January 1 of 2019, and the term of the contract expires in December 2023, but has two 5 year renewals available should both sides agree to extend the relationship. The City pays a combined total of approximately \$268,000 for business services and property management of the campus. The City receives all rents from the campus as well and a report run on May 20th showed

receipts for the fiscal year already totaling over \$320,000 with more to come as the year closes out.

Attachments: [Diana's presentation](#)



 **Moonshot**
at NACET

 chandler
INNOVATIONS
creating entrepreneur success

 **Moonshot**
SATELLITE

 **ARIZONA**
STITCH
LAB

 **MCP**

 **Moonshot**

**THE ONES WHO ARE
CRAZY ENOUGH TO
THINK THEY CAN
CHANGE THE WORLD...**

**ARE THE ONES
THAT DO.**



Moonshot

at NACET

2021-2022 REVIEW

DIANA WHITE, EXECUTIVE DIRECTOR - FLAGSTAFF



A LOOK AT THE NUMBERS

(How Moonshot at NACET is Impacting the Local Economy)

MOONSHOT AT NACET CAMPUS TOTAL INVESTMENT FUNDS



2019	-	\$3,482,561	
2020	-	\$224,600	
2021	-	\$7,831,615	
2022	-	\$2,780,000	Q1 only



MOONSHOT AT NACET CAMPUS TOTAL REVENUE GENERATED



2019	\$5,620,635
2020	\$4,778,869
2021	\$29,980,709
2022	\$5,620,635 Q1 only

JOBS

 **Moonshot** at NACET

**MOONSHOT AT NACET
CAMPUS TOTAL JOBS
RETAINED AND
CREATED**

2019

- Retained 259 jobs from 2018
- Created 44 new jobs

2020

- Retained 298 jobs from 2019
- Created 10 new jobs

2021

- Retained 307 jobs from 2020
- Created 77 new jobs

2021

MOONSHOT AT NACET CAMPUS OCCUPANCY RATES AND NEW TENANTS

OCCUPANCY RATES

Incubator: 100%
Accelerator: 60%
Total: 69%

NEW TENANTS

Elevated Manufacturing
Creative Energies
Katalyst
Meditation by Anna
Protoglycan
ECO Culture
Winter Communications
Invoke Roling
PWR Labs
Navajo Power





**CURRENT
OCCUPANCY
RATE AT
NACET**

AS OF MAY 2022

780%



**A LOOK AT A FEW
MOONSHOT AT NACET EVENTS**

Moonshot at NACET

3RD ANNUAL AZ PIONEER PITCH COMPETITION



FLAGSTAFF, AZ
NOVEMBER 12 & 13, 2021

Schedule of Events

WE CAN'T ALL BE ASTRONAUTS,
BUT WE CAN ALL BE PIONEERS.



MANY THANKS TO OUR GENEROUS SPONSORS

STATE-WIDE AZ PIONEER PITCH TOUR PRESENTED BY



LOCAL SPONSORS



WE ARE PROUD TO ANNOUNCE THAT THE
3RD ANNUAL FLAGSTAFF PIONEER PITCH
COMPETITION IS AN OFFICIAL ACTIVITY OF
GLOBAL ENTREPRENEURSHIP WEEK.



Congrats to our winners!

ADAM STEPHANOVIC
KEVIN GURNEY
SUSAN PURRINGTON

WINNERS TOOK HOME THEIR SHARE OF \$31,000 IN CASH PRIZES!



Innovate Waste & Carbon Neutrality Challenge

Presented by The City of Flagstaff



CONGRATULATIONS TO THE WINNERS OF THE 3RD ANNUAL INNOVATE WASTE AND CARBON NEUTRALITY CHALLENGE EVENT! SPECIAL THANKS TO FLAGSTAFF CITY GOVERNMENT, FLAGSTAFF SUSTAINABILITY OFFICE, THE FLAGSTAFF CITY COUNCIL AND TO OUR VOLUNTEER MENTORS AND JUDGES.

1st Place - Restoration Soils | 2nd Place - Crosswalk Labs
Honorable Mention - Windswept Acres



Moonshot presents

The 2nd Annual SHOEMAKER AWARDS

Awards



6.17.22



CELEBRATING
ENTREPRENEURSHIP
IN ARIZONA

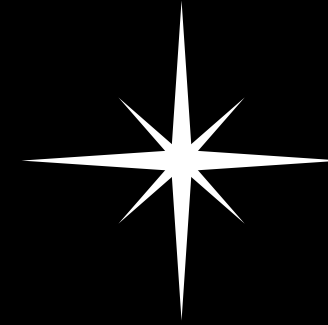


FLAGSTAFF, ARIZONA

Sold Out Event!



Moonshot Pioneer
Educational Programs



ENTREPRENEURSHIP INTERN CERTIFICATION

for college and university students



MOONSHOT AT NACET PRESENTS

WE MEAN BUSINESS

WOMEN ENTREPRENEURS & BUSINESS LEADERS

Coffee Meetups for Moonshot Thinking Leaders

MAY 10, 2022

TIME 11:00 AM - NOON

NACET - 2201 N GEMINI DRIVE
ACCELERATOR BUILDING
POLICY ROOM

[MOONSHOTAZ.COM/WE-MEAN-BUSINESS](https://moonshotaz.com/we-mean-business)



Thank you!



Moonshot
at NACET

DIANA WHITE, EXECUTIVE DIRECTOR - FLAGSTAFF

CITY OF FLAGSTAFF STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Sara Dechter, AICP, Comprehensive Planning Manager
Date: 05/12/2022
Meeting Date: 05/31/2022



TITLE:
Regional Plan 2045 Collaborative Process Discussion

DESIRED OUTCOME:

Feedback from the Council to inform the core collaborative process for the Flagstaff Regional Plan update, including participation techniques, compensation for ambassadors, assistance from community members, and partnerships.

EXECUTIVE SUMMARY:

In 2021, the City Council and County Board of Supervisors had joint and individual meetings to review and endorse a Public Participation Outline with four phases. The key element of Phase 2: What's Possible/What's the Vision is a Collaborative process that integrates the feedback received through community workshops, surveys, scenario planning charrettes, and concurrent revision processes into a comprehensive vision and direction for the revised plan. This step provides an opportunity for building consensus around difficult trade-offs and competing values, and for the community to build a cohesive vision and priorities.

INFORMATION:

The Flagstaff Regional Plan is a policy guide, serving as the general plan for the City of Flagstaff and an amendment to the Coconino County Comprehensive Plan. The plan covers a range of topics with information on current conditions, our vision for the future, and carefully developed goals and policies to realize the future vision. In 2021, the City Council and Board of Supervisors reviewed and endorsed a [Public Participation Plan Outline](#) that established the level of public participation for the process, the guiding principles, and phases and broad strategies to be implemented into the process. At the May 31st work session, City Council will be updated on the progress and implementation of Phase 1: Get Curious and Gain Understanding. However, the discussion will focus on Phase 2: What's Possible/What's the Vision and in particular the collaborative process that will knit together the community's vision into a scope for writing a meaningful and impactful plan.

Phase 3 is the step at which an advisory committee will be formed by the City Council and Board of Supervisors. Work will start to define this commission and its makeup in the first part of 2023. For more information on Phases 3 and 4, please review the [Public Participation Plan Outline](#).

Phase 1: Outreach Efforts from August 2021 to April 2022

In September 2021, the City of Flagstaff launched the Flagstaff Regional Plan 2045 website at

www.flagstaff.az.gov/regionalplan2045.

Between September 2021 and April 2022, the project team coordinated and led 22 Snapshot webinars covering a wide range of topics. Associated with the webinars the team has produced 9 snapshot papers with 10 papers still under development or pending. All snapshots are a draft and may be updated at a future time to reflect new information. All the recorded webinars are available as a YouTube playlist: <https://bit.ly/RegionalSnapshots>.

The Regional Plan Update team has been meeting with Boards, Commissions and Councils throughout the City and County and collecting their feedback on the existing Regional Plan and its revision. This scoping process began in late February and will continue through the end of June.

With the financial support of the Beautification and Public Art Commission, local artist Sonja London-Hall has been working with the update team to create hands-on engagement kits that are focused on opening conversations and creating an insightful vision within the process. The Flagstaff Cr(e)ates kits are intended for audiences with no or limited experience discussing community planning. They will be available through schools, the libraries, and community events such as Earth Day and the County Fair. They have been through some basic testing with City and County planning staff and were rolled out at the April 23rd Earth Day event. The curated results will also be used to promote the Regional Plan through a First Friday art walk open house in the late summer/early Fall.

Phase 1: Outreach Efforts – Summer/Fall 2022

The project team is reaching out to community organizations to attend their meetings and provide education on the Regional Plan and solicit their participation in the process. Recently staff has presented to Creative Flagstaff, the Northern Arizona Association of Realtors, and Flagstaff Business Connections.

On April 21st, the team launched an online Visioning survey on the Flagstaff Community Forum. The survey can be found only at <https://www.opentownhall.com/11851> *Note: Board, Council, and Commission members should not participate in this survey to prevent an electronic quorum but may share the link within their social and professional networks.*

Staff will be present at community events throughout the summer, including Concerts in the Park, Juneteenth, Tardeada, the Coconino County Fair, etc. There will be an information booth at each event and the ability to interact with art boxes and the visioning survey.

Phase 2: Workshops and Scenario Planning

Early September 2022 is the expected launch of the first formal public meetings and open houses, led by city and County staff. The objective of this first round of workshops would be to define the most critical questions the Regional Plan needs to answer, to discuss the community-wide and smaller area visions, and to prioritize community values and assets from the survey results. The community will have the opportunity to meet with their neighbors and provide input.

On May 23, the City advertised a Request for Statement of Qualifications (RSOQ) for a firm to provide the technology, knowledge, and public outreach associated with scenario planning. The American Planning Association describes scenario planning as "a process to support decision-making that helps urban and rural planners navigate the uncertainty of the future in the short and long term. A scenario planning process begins by scanning the current reality, projected forecasts, and influential internal and external factors to produce a set of plausible potential futures (i.e., scenarios). It then develops a series of initiatives, projects, and policies (i.e., tactics) that may help support a preferred scenario, a component of a scenario, multiple scenarios, or all scenarios." Staff and the public will be taken through exercises that test the potential of different land-use approaches to population, jobs, transportation, ecology, climate, and water resources. This work will be coordinated with existing modeling and projections used by the City of Flagstaff Water Services, and Metroplan to ensure that these parallel models are properly

calibrated.

Phase 2: Collaborative Process

Concurrent with scenario planning charettes, the City and County would convene a collaborative group process that would be based on a technique selected by the team chosen in a separate RSOQ. The Public Participation Outline suggests 4 techniques: informal working groups, study circles, citizen assemblies and a citizen panel. All of these techniques are described in the attached handouts and it is possible that a consultant could come forward with a different proven technique that could be equally effective. The current budget request for this item is \$100,000. Regardless of the technique selected, the defined activities of the Collaborative process in Phase 2 would be:

1. To draft the Community Vision and solicit feedback,
2. To assess the strength and weaknesses of the existing plan,
3. To answer the planning questions identified in early outreach
4. To make recommendations to staff on how to address emerging issues in the plan, and
5. To assist in defining the scope and writing the first draft of the plan

Guidance for Council Discussion

City Council is not being asked to select a technique from the four examples described in the attached handout. Staff recommends leaving the techniques as examples to encourage consultants who are adept at these techniques to apply but to leave open the opportunity for other techniques to be considered. In order to help staff prepare an appropriate solicitation for assistance, staff would like feedback on:

- *What criteria or skills do you think are important to consider in selecting a consultant to assist with the collaborative process??*
- *What should the evaluation team consider when evaluating the techniques that potential consultants may propose?*

This will be combined with feedback from the Coconino County Board of Supervisors.

Potential for Compensation of Participants

An emerging trend in large complex planning efforts and projects is the consideration of compensating participants in an effort to encourage participation for hard-to-reach populations. In Flagstaff, Rapid Assessment Response Evaluations have been conducted by the Southside Community Association and Native Americans for Community Action that paid participants and trusted community members to go out and gather input using standardized techniques. The City of Flagstaff and Coconino County has not provided compensation to participants for public engagement activities previously. Staff has received feedback that one of the pitfalls of the previous Regional Plan update effort was that a stakeholder group that started as a diverse and representative group became less representative as the project took more time. Compensation targeted to improve equitable access for interested individuals who represent hard-to-reach segments of our population is one solution that could assist in addressing these concerns. City staff has reached out through national networks to understand how this policy is being considered and discussed in other jurisdictions. Bozeman, MT provided us with a comparison that they completed of policies that have been implemented by public health, education, and other nonprofit and public agencies (see attached Best Practices Crosswalk). City staff would like direction on whether staff should investigate further and bring back potential methods for incorporating a compensation strategy specifically for this process. Because staff is seeking direction and has only gathered very preliminary information, no other division (including Legal) has reviewed the possibility of providing participant compensation. Should Council direct staff to explore this option further, other divisions will be invited to provide input.

Regional Plan 2045 Comprehensive Update Public Participation Plan Outline

Introduction, Purpose and Requirements

What is the Regional Plan?

The Flagstaff Regional Plan is a policy guide, serving as the general plan for the City of Flagstaff and an amendment to the Coconino County Comprehensive Plan. As mandated by state law, the plan covers a range of topics with information on current conditions and our vision for the future as it relates to the topic at hand. In addition, the plan outlines carefully developed goals and policies to realize the future vision.

Project Purpose

The purpose of this project is to:

- Meet the Arizona State requirements that the City's General Plan be updated and sent back to City voters, every 10 years with all appropriate content outlined in ASRS 9-461.
- Create a shared land use and transportation vision for the City and surrounding areas of the County within the Metroplan boundary.
- Ensure sustainable and adequate public facilities for all residents.
- Ensure all relevant natural, economic, and social resources and issues are included in the plan with appropriate goals and policies.

Importance of Public Participation

Public participation is central to the creation of the City's general plan. The document that is created or updated as part of the process should embody the desires, vision and trade-offs that the community will face for the next 20 or more years. The State statute require municipalities to provide for "effective, early and continuous public participation in the development ... of general plans from all geographic, ethnic and economic areas of the municipality." The Regional Plan is a touchstone for all other policy work and land use decision within the City and for the surrounding communities in the County. Both organizations have taken a people-centered approach to this public engagement and have seen it as an important step in establishing a transparent and two-way dialogue with the community.

Level of Public Participation and Objectives

Since November 2012, the City of Flagstaff has had a Public Participation policy that uses the International Association for Public Participations, Spectrum of Public Participation chart as a communication tool that ensures the expectations of the public and the organization are aligned. The General Plan for the city, is by requirement an "Empower" level of participation because the final product is ultimately sent to the City voters for approval on a ballot. However, that is only the final step, and the public does not get to vote on individual portions of the plan but on the document as a whole. Therefore, most of the intermediate steps and the adoption of the plan by the County are at the "Collaborate" level of the spectrum. This plan outlines strategies that could be used to implement this level of public participation for the nearly 100,000 residents of Flagstaff and the surrounding areas of Coconino County in a manner that is transparent, accessible, and equitable to all participants.

IAP2 Spectrum of Public Participation



IAP2's Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public's role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

INCREASING IMPACT ON THE DECISION					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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Throughout the public participation process, the team will adhere to the Core Values for the Practice of Public Participation:

1. Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.
2. Public participation includes the promise that the public's contribution will influence the decision.
3. Public participation promotes sustainable decisions by recognizing and communicating the needs and interests of all participants, including decision makers.
4. Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
5. Public participation seeks input from participants in designing how they participate.
6. Public participation provides participants with the information they need to participate in a meaningful way.
7. Public participation communicates to participants how their input affected the decision.

Intergovernmental Coordination and Partnerships

While the City could complete a General Plan update independently, the practice over that last 25 years in Flagstaff has been to create a shared vision for the County, City and Metroplan for land use and transportation objectives based on a shared scenario planning and analysis process. This is done not only for organization alignment but to increase the communities competitiveness for State and Federal funding and to ensure a solid understanding of trade-offs in transportation and land use decision making and funding. Partners also benefit from shared terminology, policies and definitions in joint decision-making.

The City and County both use the Flagstaff Regional Plan to make coordinated land use decisions, such as annexations, rezoning cases, new subdivisions and use permits, as the County's Comprehensive Plan does not have a future land use map. Planning efforts with the City of Flagstaff, Coconino County and community partners that directly use the data, assumptions and policies of the Regional Plan include:

- City Specific Plans: Southside, La Plaza Vieja, John Wesley Powell Area, High Occupancy Housing, etc.
- County Area Plans: Bellemont, Doney Park-Timberline-Fernwood, Fort Valley, Mountaineer, and Kachina Village
- Metroplan Regional Transportation Plan
- Mountain Line 5-year Strategic Plan
- City of Flagstaff Water Services 100-year Water supply study, submitted to ADEQ every 5 years
- City of Flagstaff Climate Change Action and Adaptation Plan and Carbon Neutrality Plan
- City of Flagstaff Active Transportation Master Plan

Also, it is common for community non-profits and business to reference the Regional Plan in their long ranging planning efforts, such as the Flagstaff Trails Initiative.

Regional Plan Update Guiding Principles

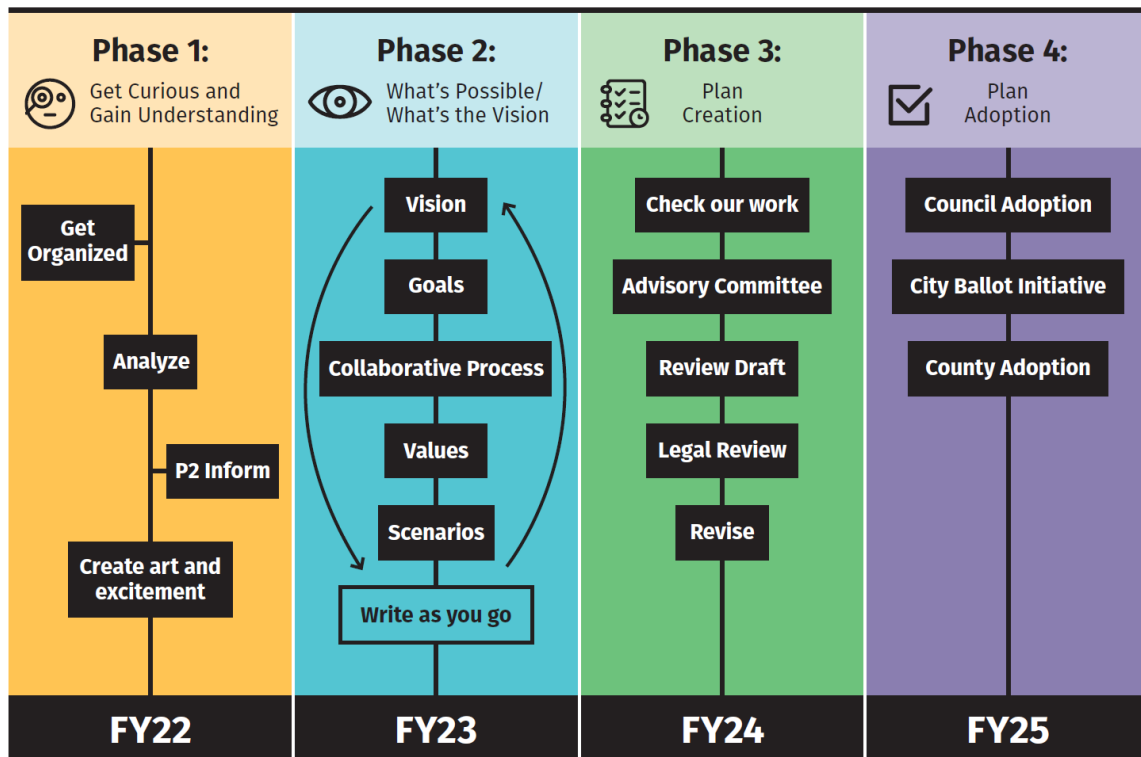
The following are Guiding Principles for the process of updating the Regional Plan, based on lessons learned from interviews with participants in previous efforts. These principles have been refined in specific planning efforts over the last 7 years and may be added to or revised for new feedback from the public and elected officials.

- Right People, Right Agenda, Right Timing – Conversations and decisions about the Regional Plan need to have all three of these elements to be a good use of staff and participant's time. Committing to all three elements requires giving time to ensure everyone who is essential to the conversation can be present and that everyone is clear on roles and meeting objectives before making a decision.
- Experts and Public Work Together – The plan must be developed together with knowledge and perspectives from inside the City and County government, the point of view of researchers and outside experts, and the diverse community members woven together into a shared vision that is founded in both hope and reality.
- Need for Outside Facilitation – City and County staff are not always the right facilitators of every conversation or part of the process and the need for neutral outside facilitation should be considered carefully at each step.

- Equity and Inclusion – The participants of the process should reflect the diversity of our community and the table should be set for every age, gender, race, and neighborhood to have conversations about our community’s future.
- Clear expectations for Endorsement – Elected officials, appointed officials, City and County management, and the public all have a role in endorsing the next Regional Plan and ensuring that it describes a future and a path forward that creates shared purpose. It is important that the manner and order of this endorsement is clear to all participants so they can understand the role they can play and the timing of that role.

Public Participation Proposed Phases and Strategies

Regional Plan 2045 Update Process



The process outlined in the graphic above are dependent on the available resources and direction from the City Council and Board of Supervisors in work sessions in the Spring 2020. All the strategies listed below need detailed legal review and possibly review by Human Resources before the City or County can commit to it. Staff also has contingency plans if resources are limited or there are unforeseen delays in the process.

Phase 1: Get Curious, Create Excitement, and Gain Understanding

Phase 1 will invite the public to engage the process with curiosity, imagination and hope. The goal is to inform the public about the process, its meaning and to solicit feedback on the qualities values and

challenges that should be addressed in the plan update. In addition to surveys, educational webinars, and traditional means of public engagement. Phase 1 would also incorporate art and youth as a basis for creating excitement and forward thinking touchpoints for the more interactive public engagement.

In the background, the City, County, Metroplan and other partners will be organizing and analyzing hundreds of data points that are required for the plan and creating summaries for the City and County's Boards and Commissions to evaluate and provide feedback. This will be the basis for understanding the story of the Flagstaff Region's growth and what it means for our community's future.

Proposed strategies:

- Fun outdoor kick-off event and Public event booths
- Strength Weakness Opportunity and Threat assessment with Boards and Commissions on required and emerging topics of concern
- Focus groups or stakeholder interviews with key stakeholders, community organizations
- Educational webinars and talks
- Online Surveys
- Opportunities to incorporate artists into visioning, such as an art contest or juried event or graphic notetaking
- Youth-specific activities
- Targeted outreach for hard to reach communities to be developed with appropriate partners
- Develop a media plan to launch/kick off the process, promote events and engagement

Phase 2: Vision and Goals

Establish Planning Questions

Phase 2 will open with a review of the learning and sharing from Phase 1 designed to generate planning questions and prioritizing them during a series of workshops, accompanied by an online survey. The objective of these engagements will be to identify critical success factors that the project will need to address and to get conceptual feedback on anticipated trade-offs and decision points.

Collaborative Process

Concurrent with Charettes and other workshops, the City and County would convene a collaborative group process, using one or several of the following techniques:

- Informal Working Groups – The Planning and Zoning and other Boards and Commissions Could convene informal working groups to discuss specific aspects of the Regional Plan revision and update that would consider the planning questions and provide advise to staff on what to include in the draft plan.
- Study Circles – Study circles are a small group deliberative process that are formed of volunteers who have a common interest on a very specific issue, and are facilitated by a non-expert that keeps the discussion on track. Staff could participate as a member of the circle but some circles may form without staff representation. Participation in each study circle could be up to 15 people before a second study group would be formed. Study groups could be hosted by nonprofits and community organizations with a materials box and support from City staff.
- Citizen Assembly - A Citizen Assembly is a group of a residents that meet in a legislative fashion to create recommendations on an issue or topic, and a Citizen's Panel would be a similarly

formed body that is more focused on evaluating material and participating in writing with staff. A citizen assembly is formed by participants that are randomly selected based on characteristics such as geography, income, gender, age, race, etc. to ensure the make up of the group is representative of the population within the planning area. Often Citizen assembly participants are paid and provided child care vouchers as an equity measure and to ensure representativeness of the group.

- Citizen Panel – A Citizen Panel is a group similar to a focus group, except that the volunteers meet over several months on a series of topics. The Panel does not have to arrive at consensus but can deliberate and debate the topics they are asked to consider. If more than one recommendation is made, the panel members can offer majority and minority opinions to the project team.

The selection of technique would be dependent on feedback from the Board of Supervisor's and City Council in a future work session and the availability of resources appropriate to each technique. The objectives of this step would be to ensure diversity in participants and to gather input on a values, attitudes, beliefs and to share knowledge and insights.

The defined activities of a Working Group, Study Circle, Assembly or Panel in Phase 2 would be:

1. To draft the Community Vision and solicit feedback,
2. To assess the strength and weakness of the existing plan,
3. To answer the planning questions identified in early outreach
4. To make recommendations to staff on how to address emerging issues in the plan, and
5. To assist in writing the first draft of the plan including

Charettes and Workshops, Roadshows and Tours

The City and County would also convene design charettes and workshops for the general public that would encourage the consideration of future scenarios and how they could impact the City's balance of resources, especially land, water, transportation, natural resources and climate change impacts. Roadshows would be designed to take the workshops into County neighborhoods. At this stage it could be beneficial to organize bus tours of the planning area.

Metroplan and Mountain Line may be engaged in parallel planning processes during this Phase to create their 5-year plans that are used for project planning. This is a ripe opportunity to combine resources in discussing the transportation future of the community. There is the potential for shared public workshops or events that will be discussed as the projects move forward.

Phase 3: Create and Review the Plan

For Phase 3, the Board of Supervisors and City Council may chose to convene and appoint a volunteer advisory committee. The committee's task would be to review the drafts of the Regional Plan being created and to provide recommendations to staff on resolving any conflicts that arise from the public review.

Workshops would also be held and opportunities to review the plan in study groups or at public events would also be incorporated into Phase 3. As the draft chapters are endorsed by the Advisory Committee, they will also be presented to relevant boards and commissions at the City and the County.

After the full plan has been reviewed and endorsed by the advisory committee, the plan will be released for a 60-90 day public review. Open Houses and webinars will support this effort and public surveys and comment portals will be made available.

After the public review period, the advisory committee could reconvene to review comments and provide direction to staff. Staff would make appropriate revisions and provide it to the advisory committee for endorsement.

Phase 4: Steps to Adopt the Plan

1. The public hearing draft of the Plan would be released at least 30 days prior to a Planning and Zoning working retreat that would be held jointly between the City and County's Planning and Zoning Commissions. This retreat would be open to the public and would be held at least 30 days before the first public hearing for either of the Commissions to allow adequate time for revisions.
2. The City Council and Board of Supervisors may also elect to have a retreat with the plan with or without the Planning and Zoning Commissions prior to the commencement of the Planning and Zoning Commissions public hearing processes.
3. The Planning and Zoning Commissions will make recommendations to the elected officials after holding a public hearing and receiving public comment.
4. City Council will hold a public hearing on the Regional Plan and may approve the ballot initiative by special election or in conjunction with an appropriate election that is already scheduled. City voters will then be given the opportunity to ratify the Regional Plan as scheduled by the Council.
5. The Board of Supervisors will hold a public hearing and may vote to approve the Regional Plan as an amendment to the County Comprehensive Plan by resolution. Staff recommends the Board of Supervisor's considers voting after the Ballot Initiative for the City is canvassed.

Communication Strategies

Project Branding

Part of the advertising budget for this process will be used to develop and test project branding that will unify the message of the project and allow for easy identification of events and work products.

Media

The City's Associate Planner will be the primary point of contact for media calls and will route and coordinate the media requests through the appropriate Public Affairs department at the City or County.

Media releases will be drafted by the project team and reviewed and released by the appropriate Public Affairs department at the City or County.

Interview requests will be coordinated with the Directors of the City and County Public Affairs programs.

Online Outreach and Accessibility

The existing Facebook page for the Flagstaff Regional Plan 2030 will be rebranded and expanded onto Instagram as part of the project launch. There will be a coordinated effort on which City and County social media accounts should share and promote the project.

The City of Flagstaff will host the project website and web maps and will include the County staff in the design and messaging.

In-Person

For the duration of the COVID-19 pandemic, in-person events will follow social distancing and public health guidelines of Coconino County.

Mail and Notices

City and County area-wide publications, water bills and other notices, and direct mailings may all be used to notify citizens and residents about the project. Notice requirements will follow the Arizona State Revised Statutes for a General Plan Update and Comprehensive Plan Amendment (See Public Participation Requirements in Appendix E).

Appendix A: Vision 2020 and the Flagstaff Regional Plan 2030 Lessons

Flagstaff Vision 2020 Process and Outcome

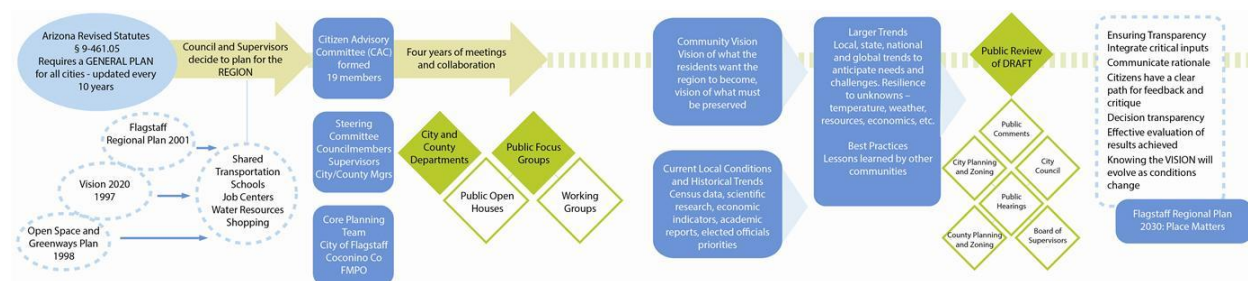
The City of Flagstaff undertook its first visioning process in the mid-1990s. Like the process that the City will embark on in 2021, this process involved research, sharing information and a large effort in community outreach and participatory planning. The process was broken into three Phases 1) Setting a Context, 2) Creating a Vision and 3) Charting a Course. You can review a full archive of the Vision 2020 process at the NAU Cline Library Digital Exhibit and oral history site:

<https://library.nau.edu/speccoll/exhibits/scaexhibits/flagstaff2020/>

The effort resulted in the adoption of the [Flagstaff Regional Land Use and Transportation Plan](#) in 2001.

Flagstaff Regional Plan 2030 Process

The process of revising and re-adopting the Regional Plan occurred between 2009 and 2014. Instead of reimagining the 2020 Vision, the process began with the formation of the Citizen Advisory Committee or CAC, which was made up of both City and County residents. The CAC met from the beginning to the end of the process of developing the plan and was supported by scenario planning analysis that provided rich and meaningful data behind the plan. The data developed in this process has been used by the City in strategic planning for utilities, transportation, neighborhood planning and other related issues over the last 7 years. You can find a full description of the process for developing the plan is available for review on the City’s website in the [Regional Plan archives](#). The process resulted in the [Flagstaff Regional Plan 2030](#) being ratified by voters in 2014.



In 2014, Sara Dechter, the Comprehensive and Neighborhood Planning Manager, was hired at the end of this process and she conducted a series of after action interviews with former CAC members to gain their perspectives on the process and what could be done to make it better next time. These interviews resulted in lessons learned that the program has been applying and testing in neighborhood plans for La Plaza Vieja and the Southside Community Specific Plans as well as the High Occupancy Housing Plan. The result has been innovative and inclusive projects and plans that created trust and community empowerment. The practice of these lessons is now ready to be applied to the update of the Regional Plan and to provide Regional Plan Update Guiding Principles (found on page 3) for public participation, partnerships and project management.

Appendix B: Stakeholder Assessment

Flagstaff population estimate 2020: 75,219¹

Age Characteristics

Median Age 25.8 years old

Flagstaff youth population (under 18): 12,085

NAU Fall 2020 enrollment: 21,495

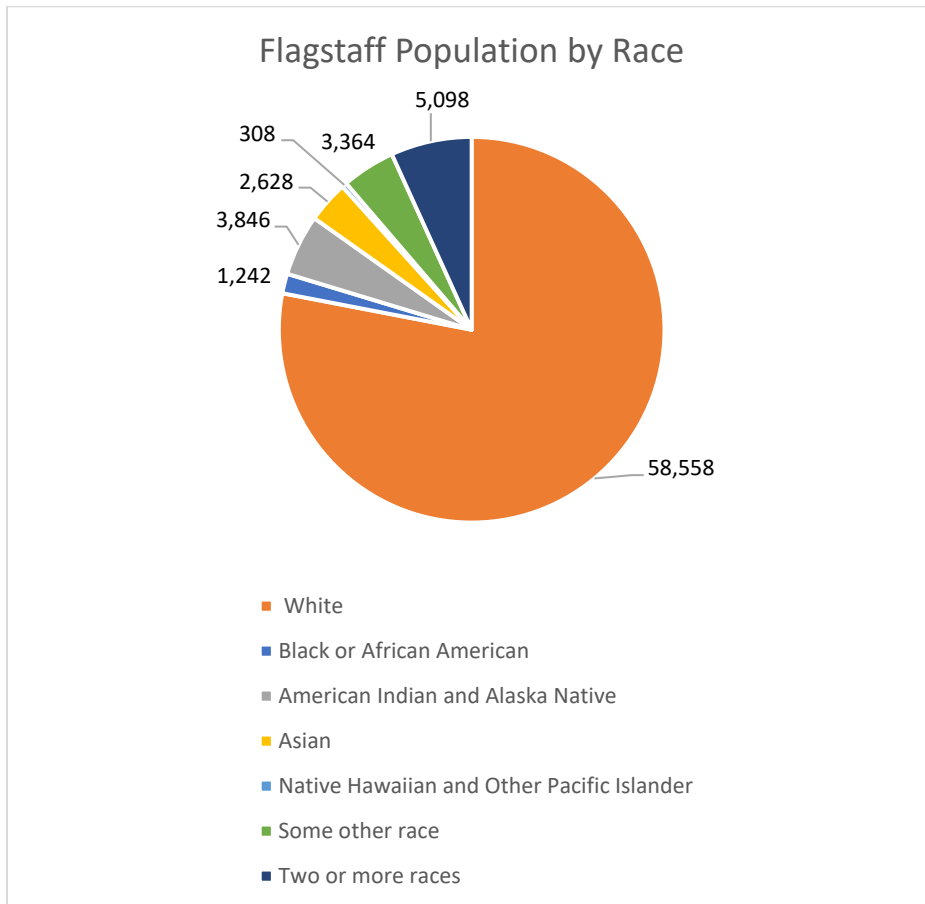
Flagstaff Population age 65 years old and over: 6,527

Other Characteristics

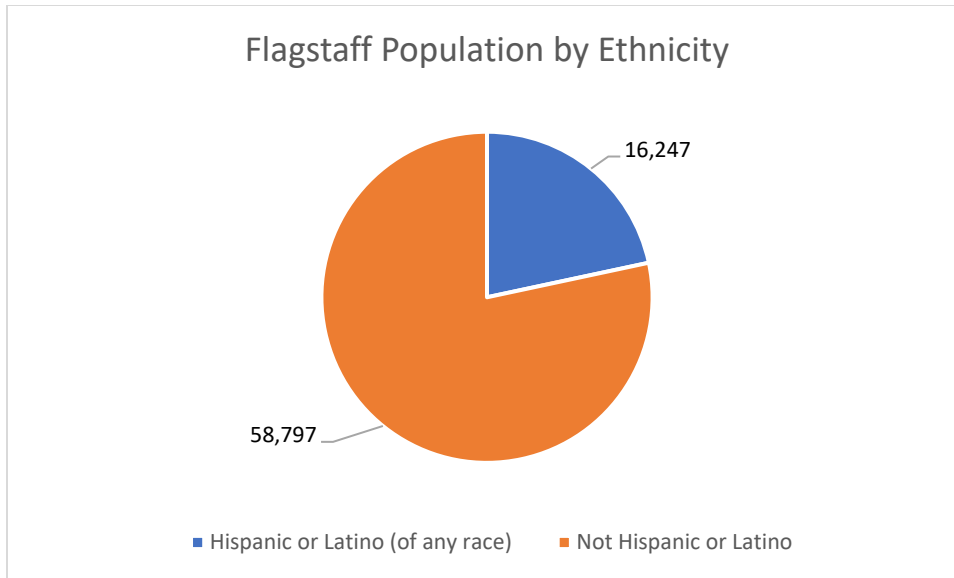
Flagstaff Households that Speak a language other than English at home: 9,941 (6,390 Spanish and the remainder are other)

Population estimate 2020 within the Metroplan boundary but outside the City: To be determined with the 2020 Census redistricting data release in September 2021.

Race and Ethnicity Characteristics



¹ Office of Economic Opportunity estimate



Barriers and Challenges to Participation

Flagstaff and the surrounding areas of Coconino County have a few known barriers to participation in area wide efforts that will need to be incorporated into the 2020 Regional Plan update. This section outlines a few of those issues and may be updated as work on the project continues:

1. Youth and College age participation – Flagstaff’s median age is 25.8 yet the majority of participants in public processes are over the age of 25. Online engagement has been shown as more successful in engaging this population.
2. Language – 13.2% of Flagstaff’s population speaks a language other than English at home. These residents that are hard to reach and require additional project resources to ensure their inclusion.
3. Lack of broadband and internet access – outlying areas of Flagstaff lack reliable internet access which can limit the effectiveness of social media outreach and will require specific techniques for communication and engagement.

Appendix C: Anticipated Costs and Funding

Staff estimates that a minimum of \$124,000 will be needed to meet the minimum requirements for notice, mailings, outreach, and analysis of a joint City-County Regional Plan. This amount of funding would not allow for the Public Participation Outline to be fully implemented and would require a scaled back approach to analysis and public engagement, especially in Phase 2. Full funding of the project as presented in this outline requires approximately \$400,000 to \$500,000 in funding over several years, part of which may be supported by grants, as staff is able to apply for them. This estimate also includes the cost of a special election. Funding sources to be determined and may be provided over several budget years.

The FY22 City Manager’s Budget includes funding for noticing of City residents and consulting services to support data management, analysis and presentation that supports scenario planning. The City’s Beautification and Public Arts Commission has augmented this funding to bring artists and youth into

Phase 1 of the process in order to promote creative thinking and visual outputs that can support the vision of the Plan. See the January 11, 2021 BPAC Meeting Minutes and Video for details.

Coconino County is providing dedicated staff time and resources to assist with facilitating the process, data collection, analysis and public outreach efforts of the Regional Plan update. County staff anticipates that funding specifically targeted for public noticing and mailings necessary for this project will be requested in future budget cycles. At this time funding that the County may be able to commit to this project for portions of the Regional Plan update beyond notices and mailings is uncertain. County staff will continually apprise the Board of Supervisors as decisions are made by the City during the project development.

Appendix D: Endorsements and Evaluation Outcomes and Adjustments

This section will provide a summary of how the project will be evaluating the success of public participation efforts. Evaluation Questions (based on P2 objectives) will be created by September 2021 based on feedback from City Council, the Board of Supervisors and City and County Board and Commissions. And details of what products will be endorsed by which groups and when will be drafted and reviewed by City Council and the board of Supervisors by the end of 2021.

Project Endorsement

- City Council
- Board of Supervisors
- City Planning and Zoning
- County Planning and Zoning
- Other Boards and Commissions
- City Management
- County Management
- Appointed or selected review assembly, panel or committee.

Appendix E: Statutory Public Participation Requirements

Municipal Requirements

Excerpts relevant to public participation from Arizona Revised Statutes 9-461.06. [Adoption and amendment of general plan; expiration and readoption](#)

A. In municipalities that have territory in a high noise or accident potential zone as defined in section 28-8461, the legislature finds that in general plans and amendments to general plans land use compatibility with the continued operation of a military airport or ancillary military facility as defined in section 28-8461 is a matter of statewide concern.

B. The general plan and any amendment to such plan shall be adopted or readopted in the manner provided in this article.

C. The governing body shall:

1. Adopt written procedures to provide effective, early and continuous public participation in the development and major amendment of general plans from all geographic, ethnic and economic areas of the municipality. The procedures shall provide for:

(a) The broad dissemination of proposals and alternatives.

(b) The opportunity for written comments.

(c) Public hearings after effective notice.

(d) Open discussions, communications programs and information services.

(e) Consideration of public comments.

2. Consult with, advise and provide an opportunity for official comment by public officials and agencies, the county, school districts, associations of governments, public land management agencies, the military airport if the municipality has territory in the vicinity of a military airport or ancillary military facility as defined in section 28-8461, other appropriate government jurisdictions, public utility companies, civic, educational, professional and other organizations, property owners and citizens generally to secure maximum coordination of plans and to indicate properly located sites for all public purposes on the general plan.

D. At least sixty days before the general plan or an element or major amendment of a general plan is noticed pursuant to subsection E of this section, the planning agency shall transmit the proposal to the planning commission, if any, and the governing body and shall submit a copy for review and further comment to:

1. The planning agency of the county in which the municipality is located.

2. Each county or municipality that is contiguous to the corporate limits of the municipality or its area of extraterritorial jurisdiction.

3. The regional planning agency within which the municipality is located.

4. The Arizona commerce authority or any other state agency that is subsequently designated as the general planning agency for this state.

5. The department of water resources for review and comment on the water resources element, if a water resources element is required.

6. If the general plan or an element or amendment of the general plan is applicable to territory in the vicinity of a military airport or ancillary military facility as defined in section 28-8461, the military airport.

7. If the general plan or an element or major amendment of the general plan is applicable to property in the high noise or accident potential zone of a military airport or ancillary military facility as defined in section 28-8461, the attorney general. For the purposes of this paragraph, "major amendment" means a substantial alteration of the municipality's land use mixture or balance as established in the municipality's existing general plan land use element.

8. Any person or entity that requests in writing to receive a review copy of the proposal.

E. ... When the general plan or any major amendment is being adopted, planning commissions in municipalities having populations over twenty-five thousand persons shall hold two or more public hearings at different locations within the municipality to promote citizen participation. Notice of the time and place of a hearing and availability of studies and summaries related to the hearing shall be given at least fifteen and not more than thirty calendar days before the hearing by:

1. Publication at least once in a newspaper of general circulation published or circulated in the municipality, or if there is none, the notice shall be posted in at least ten public places in the municipality.
 2. Such other manner in addition to publication as the municipality may deem necessary or desirable.
- F. Action by the planning commission on the general plan or any amendment to the plan shall be transmitted to the governing body of the municipality.
- G. Before adopting the general plan, or any amendment to it, the governing body shall hold at least one public hearing. Notice of the time and place of the hearing shall be given in the time and manner provided for the giving of notice of the hearing by the planning commission as specified in subsection E of this section.
- H. The adoption or readoption of the general plan or any amendment to such plan shall be by resolution of the governing body of the municipality, after notice as provided for in subsection E of this section. The adoption or readoption of or a major amendment to the general plan shall be approved by affirmative vote of at least two-thirds of the members of the governing body of the municipality.
- J. A copy of the adopted general plan of a municipality shall be sent to the planning agency of the county within which the municipality is located, and such plan or any portion of the plan may be adopted as a part of the county general plan.
- K. A general plan, with any amendments, is effective for up to ten years from the date the plan was initially adopted and ratified pursuant to subsection M of this section, or until the plan is readopted pursuant to this subsection and ratified pursuant to subsection M of this section or a new plan is adopted pursuant to this subsection and ratified pursuant to subsection M of this section, and becomes effective. On or before the tenth anniversary of the plan's most recent adoption, the governing body of the municipality shall either readopt the existing plan for an additional term of up to ten years or shall adopt a new general plan as provided by this article....
- M. The governing body of a city or town having a population of more than two thousand five hundred persons but less than ten thousand persons and whose population growth rate exceeded an average of two per cent per year for the ten year period before the most recent United States decennial census, and any city or town having a population of ten thousand or more persons, shall submit each new general plan adopted pursuant to subsection K of this section to the voters for ratification at the next regularly scheduled municipal election or at a special election scheduled at least one hundred twenty days after the governing body adopted the plan pursuant to section 16-204. The governing body shall include a general description of the plan and its elements in the municipal election pamphlet and shall provide public copies of the plan in at least two locations that are easily accessible to the public and may include posting on the municipality's official internet website. If a majority of the qualified electors voting on the proposition approves the new plan, it shall become effective as provided by law. If a majority of the qualified electors voting on the proposition fails to approve the new plan, the current plan remains in effect until a new plan is approved by the voters pursuant to this subsection. The governing body shall either resubmit the proposed new plan, or revise the new plan as provided by this section, for subsequent submission to the voters at the next regularly scheduled municipal election or at a special election scheduled at least one hundred twenty days after the governing body readopted the

new or revised new plan. All subsequent adoptions and submissions of the new plan or revised plans must comply with the procedures prescribed by this section until the plan is ratified....

O. A person, after having participated in the public hearing pursuant to subsection H of this section, may file a petition for special action in superior court to review the governing body's decision that does not comply with the mandatory requirement prescribed in section 9-461.05, subsection C, paragraph 1, subdivision (g) within thirty days after the governing body has rendered its decision. The court may affirm, reverse or remand to the governing body, in whole or in part, the decision reviewed for further action that is necessary to comply with the mandatory requirements prescribed in section 9-461.05, subsection C, paragraph 1, subdivision (g)

Additional Requirements from Flagstaff City Code Title 11-10.20.010 Comprehensive Plan Updates relevant to Public Participation

....B. The adoption of a new General Plan or readoption of the General Plan shall follow the common procedures for General Plan amendments (Section [11-10.10.020](#)) and the procedures for a major plan amendment (Section [11-10.20.020](#)), except that it need not be heard at a single public hearing held during the calendar year in which the application was filed.

E. All Comprehensive Plan updates are subject to the public participation procedures established in Section 10-20.30.060, Neighborhood Meeting

F. Ratification.

1. Each new or readopted General Plan shall be submitted to the voters for ratification at the next regularly scheduled municipal election or at a special election scheduled at least one hundred twenty (120) days after the governing body adopted the General Plan pursuant to A.R.S. Section 16-204. The Council shall include a general description of the General Plan and its elements in the municipal election pamphlet and shall provide copies of the proposed General Plan to the public in at least two (2) locations that are easily accessible to the public, which may include posting on the City's official Internet website.

2. If a majority of the qualified electors voting on the proposition approves the new or readopted General Plan, it shall become effective as provided by law.

3. If a majority of the qualified electors voting on the proposition fails to approve the new or readopted General Plan, the current General Plan remains in effect until a new or readopted General Plan is approved by the voters pursuant to this section. The Council may resubmit the proposed new or readopted General Plan, or revise the new or readopted General Plan as provided by this section for subsequent submission to the voters. (Ord. 2015-13, Amended, 06/02/2015)

County Requirements

[Public participation and adoption requirements from Arizona Revised Statutes Section 11-805: Comprehensive plan adoption; notice; hearing; amendment; expiration; readoption.](#)

NOTE: For procedural purposes, the County process for adopting the Regional Plan update is assumed to be a "major amendment" to the comprehensive plan.

A. The board shall adopt a comprehensive plan and subsequently amend or extend the adopted plan as provided by this article. On adoption or readoption, the plan, or any part of the plan, shall be the official guide for the development of the area of jurisdiction. Any change, amendment, extension or addition of the comprehensive plan may be made only pursuant to this chapter.

B. The board of supervisors shall:

1. Adopt written procedures to provide effective, early and continuous public participation in the development and major amendment of the comprehensive plan from all geographic, ethnic and economic areas of the county. The procedures shall provide for:

- (a) The broad dissemination of proposals and alternatives.
- (b) The opportunity for written comments.
- (c) Public hearings after effective notice.
- (d) Open discussions, communications programs and information services.
- (e) Consideration of public comments.

2. Consult with, advise and provide an opportunity for official comment by public officials and agencies, municipalities, school districts, associations of governments, public land management agencies, the military airport if the county's area of jurisdiction includes territory in the vicinity of a military airport or ancillary military facility as defined in section 28-8461, other appropriate government jurisdictions, public utility companies, civic, educational, professional and other organizations, property owners and citizens generally to secure the maximum coordination of plans and to indicate properly located sites for all public purposes on the plan.

C. The commission shall confer with the state land department and the governing bodies and planning commissions of cities and towns in the county for the purpose of guiding and accomplishing a coordinated, adjusted and harmonious development of the county, of zoning districts, of urban growth and of public improvements and utilities that do not begin and terminate within the boundaries of any single city or town and that will, pursuant to the present and future needs of the county, best promote with efficiency and economy the health, safety, morals, order, convenience or general welfare of the public.

D. The commission shall coordinate the production of the comprehensive plan with the creation of the conceptual state land use plans under title 37, chapter 2, article 5.1. The commission shall cooperate with the state land department regarding integrating the conceptual state land use plans into the comprehensive plan.

E. The commission may formulate and draft the comprehensive plan as a whole, or as separate parts of the plan corresponding with functional divisions of the subject matter, and, subject to the limitations of this chapter, may amend, extend or add to the comprehensive plan.

F. At least sixty days before the comprehensive plan or an element or major amendment of a comprehensive plan is noticed pursuant to subsection G of this section, the commission shall transmit the proposal to the board of supervisors and submit a copy for review and further comment to:

1. Each municipality in the county.
2. Each other county that is contiguous to the county.
3. The regional planning agency in the county.
4. The Arizona commerce authority or any other state agency that is subsequently designated as the general planning agency for this state.
5. The department of water resources for review and comment on the water resources element, if a water resources element is required.
6. If the comprehensive plan or an element or amendment of the comprehensive plan is applicable to territory in the vicinity of a military airport or ancillary military facility as defined in section 28-8461, the military airport.
7. If the comprehensive plan or an element or major amendment of the comprehensive plan is applicable to property in the high noise or accident potential zone of a military airport or ancillary military facility as defined in section 28-8461, the attorney general. For the purposes of this paragraph, "major amendment" means a substantial alteration of the county's land use mixture or balance as established in the county's existing comprehensive plan land use element for that area of the county.
8. Any person or entity that requests in writing to receive a review copy of the proposal.

G. After considering any recommendations from the review required under subsection F of this section, the commission shall hold at least one public hearing. Notice of the time and place of a hearing and availability of studies and summaries related to the hearing shall be given at least fifteen and not more than thirty calendar days before the hearing by:

1. Publication at least once in a newspaper of general circulation in the county seat.
2. Publication at least once in a newspaper of general circulation in the area to be affected, or adjacent to the area to be affected, if the area affected is other than the county seat.
3. Such other manner in addition to publication as the county may deem necessary or desirable.

H. After the commission recommends the comprehensive plan or any section of the plan, the plan shall be submitted to the board of supervisors for its consideration and official action.

I. Before the adoption, amendment or extension of the plan, the board shall hold at least one public hearing on the plan. After the board considers the commission's recommendation and any recommendations from the review required under subsection F of this section, the board shall hold at least one public hearing at which residents of the county shall be heard concerning the matters contained in the plan. At least fifteen days' notice of the hearing shall be given by one publication in a newspaper of general circulation in the county seat. The board shall consider protests and objections to the plan and may change or alter any portion of the comprehensive plan. However, before any change is made, that portion of the plan proposed to be changed shall be re-referred to the commission for its recommendation, which may be accepted or rejected by the board.

J. The board of supervisors may adopt the county comprehensive plan as a whole or by successive actions adopt separate parts of the plan. The adoption or readoption of the comprehensive plan or any amendment to the plan shall be by resolution of the board. The adoption or readoption of, or a major amendment to, the county comprehensive plan shall be approved by the affirmative vote of at least two-thirds of the members of the board. All major amendments proposed for adoption to the comprehensive plan by the board shall be presented at a single public hearing during the calendar year the proposal is made. The adoption or readoption of the comprehensive plan, and any major amendment to the comprehensive plan, shall not be enacted as an emergency measure and is subject to referendum as provided by article IV, part 1, section 1, subsection (8), Constitution of Arizona, and title 19, chapter 1, article 4. For the purposes of this section, "major amendment" means a substantial alteration of the county's land use mixture or balance as established in the county's existing comprehensive plan land use element for that area of the county. The county's comprehensive plan shall define the criteria to determine if a proposed amendment to the comprehensive plan effects a substantial alteration of the county's land use mixture or balance as established in the county's existing comprehensive plan land use element for that area of the county.

K. N/A

L. If the motion to adopt or readopt the plan or an amendment to the plan fails to pass, the board may reconsider the motion in any manner allowed by the board's rules of procedure, but any subsequent motion for the adoption or readoption of the plan or a major amendment to the plan must be approved by an affirmative vote of at least two-thirds of the members of the board. If the board fails to adopt or readopt the plan, the current plan remains in effect until a new plan is adopted. The board shall either reconsider the proposed plan or consider a revised plan within one year and shall continue to do so until one is adopted. All subsequent considerations of a new or revised plan must comply with the procedures prescribed by this article.

M. A county comprehensive plan, with any amendments, is effective for up to ten years from the date the plan was initially adopted or until the plan is readopted or a new plan is adopted pursuant to this subsection and becomes effective. On or before the tenth anniversary of the plan's most recent adoption, the board shall either readopt the existing plan for an additional term of up to ten years or shall adopt a new comprehensive plan as provided by this article.

N. A person, after having participated in the public hearing pursuant to subsection I of this section, may file a petition for special action in superior court to review the board of supervisor's decision that does not comply with the mandatory requirement prescribed in section 11-804, subsection B, paragraph 1, subdivision (e) within thirty days after the board has rendered its decision. The court may affirm, reverse or remand to the board of supervisors, in whole or in part, the decision reviewed for further action that is necessary to comply with the mandatory requirements prescribed in section 11-804, subsection B, paragraph 1, subdivision (e).

Study Circles + Conference

Description

Study Circles are a small group process where participants meet several times to discuss critical issues, using a structured process. Groups are 8-20 individuals convened by a neutral facilitator. The outcome of the sessions could be combined with a conference where representatives from each study group attend a 1-2 day workshop that brings all their discussions together and work to build consensus.

Advantages

- * Enables groups to work on a schedule that fits them and in a location where they are comfortable.
- * Promotes geographic diversity and safe spaces for BIPOC participants
- * Training conveners will create community capacity for facilitated conversations
- * Groups can cover a wide range of issues and concerns
- * Conference can include a wide cross section of community members and allow cross-pollination of study circles
- * Process supports the identification of collaborative action

Challenges

- Project management , documentation, and accountability across a large number of groups spread out in time and space.
- Recruiting conveners and study circle members
- Adequate support, training, and compensation for conveners.
- Ensuring diversity of opinions in study circles.
- Planning for issues that are unresolved after the concluding conference.
- Cost of managing and executing a conference-size event



Informal Working Groups

Description

Working groups could be created that are a mix of experts and interested members of the public either informally or as subcommittees of the Planning and Zoning Commissions. Groups could be topical or geographic or a combination of both. Neutral facilitation needed for each group.

Advantages

- * Familiar and understood process
- * Could include members of existing commissions (1 or 2 per working group) and other invited participants
- * Could combined expertise on specific topics and neighborhoods in the Region

Challenges

- More work for commissioners and established volunteers
- Does not always result in consensus or buy in from the wider community.
- Group make-up, mission and role must be carefully defined
- Quorum issues can apply
- Formality of Roberts rules may not be comfortable for all participants and may discourage partici-



Citizen Assembly

Description

A deliberative forum made up of demographically representative and randomly selected representatives (usually using a demographically and geographic stratification). The assembly has a Learning phase, a Listening Phase and a deliberation phase. Often assemblies have a process similar to legislative bodies in introducing bills or motions that are developed in small groups and then presented to the broader assembly for vote. The outcome of the assembly is presented to the actual elected body for endorsement. This technique is uncommon in the United States and used more often in United Kingdom, Canada and Australia.

Advantages

- * Ensures representation is similar to the population of the region.
- * Does not use power, connection, or resources to determine membership.
- * Any interest group or commission can present to the assembly and the assembly can call on experts for advice
- * Well informed and facilitated process

Challenges

- Compensation is an essential element of a citizen assembly to ensure that everyone has an equal opportunity to participate.
- Includes a lot of participants and will require staff resources for coordination, scheduling, tracking attendance, compensation, etc.
- There may be a limited number of consultants that work in the US and can execute this process.
- If elected officials are not fully committed to fair and open consideration of the assembly outcomes, then it can hurt trust in the process.



Plan Ambassadors + Panel

Description

Ambassadors are individuals who commit to following the process closely and sharing what they know within their community of influence. Ambassadors could agree to also serve on panels to help deliberate specific topics. When a trade-off or difficult topic needs a review, ambassadors can pull in community members to be part of the discussion and provide feedback. They can also gather opinions from their community and bring them to the process.

Advantages

- * Very flexible and takes advantage of willing volunteers.
- * Ambassadors can commit to providing what and who they know best to the process and keep staff informed of community needs and perceptions.
- * Ambassadors can be a low cost way to add capacity to the project team.
- * Formation of ad hoc panels can provide flexibility and be responsive.

Challenges

- Perception of individual bias and bias about who is included must be monitored and responded to.
- Ambassadors are not committed to finding agreement necessarily.
- Identification of issues and the timing of forming ad hoc panels can slow the process down and it can be difficult to ensure representative participation.
- Flexibility can make it difficult to scope a contract and price it correctly.



Basic standards for organizing citizens' assemblies

Found online at citizensassemblies.org

1. Clear purpose – the task for the citizens' assembly is clearly outlined, there is a call for solutions with regards to the matter of public importance.
2. Random selection of participants – all members of a citizens' assembly are selected by lot. Random selection is carried out in two stages: the first is inviting randomly selected citizens to participate, and the second is selecting at random the final group of assembly members, including alternates.
3. Inclusiveness – every member of the population eligible to take part in a citizens' assembly is potentially able to receive an invitation to participate. Some exemptions to become an assembly member may apply in order to ensure credibility of the process.
4. Demographically representative composition of the assembly – the composition of a citizens' assembly broadly matches the demographic profile of the community participating in the process. A set of criteria is used to ensure demographic representativeness of the group, like age, gender, geographic area, or others. The aim is to create the miniature of a given community. The size of the group allows for inclusion of a wide variety of views.
5. Accessibility – When creating the timetable, care is taken to ensure that the dates and hours of the meetings are suitable to the largest number of people. People with disabilities are provided with support. If needed, in-person meetings include childcare services. Expert presentations are given in the language that is easy to understand. A stipend is provided to all assembly members.
6. Clear rules of the game – all principles and procedures related to carrying out the assembly are laid out clearly and made available for the public.
7. Independent coordination – the citizens' assembly is run by an independent team of coordinators, which is responsible for preparing the process of random selection, developing the agenda, inviting experts and facilitators, etc. If the citizens' assembly is organized by local authorities or the parliament, it is important that members of the civil service are not part of the coordinating team. The coordinators should be impartial, for example, not active politicians or direct stakeholders.
8. Independent oversight – a method of monitoring the process's compliance with the standards, principles and procedures is provided. The mechanism is independent of the coordinating team and serves to correct the course of the assembly, in case, for example, the coordinators take steps that are not in accordance with the standards.
9. Skills training phase – introduction for assembly members is provided to allow them to get acquainted with their role and to practice skills that are useful for taking part in the assembly.
10. Learning phase – the process starts with a learning phase that allows assembly members to understand the topic thoroughly and to formulate well-thought-out recommendations.
11. Freedom of expression – all assembly participants are free to express their views and opinions, as long as it is respectful of others.
12. Inclusion of a widest practical range of perspectives – ideally, all of the perspectives and solutions on a topic are presented during the learning phase of the citizens' assembly. A method of combining perspectives due to a limited time or other practical considerations may be applied.

13. Openness – all members of a community are able to provide input to the citizens’ assembly in the form of comments, proposals or suggestions.
14. Inviting all stakeholders – any organization, informal group or an institution whose area of work and expertise is related to the topic of the citizens’ assembly has the right to present its opinion to the citizens’ assembly. The role of the coordinating team is only to identify the stakeholders, not to select them. Due to limited time and a large number of stakeholders, a method of choosing their representatives may be used. In this case, a diversity of perspectives should be taken into account.
15. Assembly members can invite experts – despite the programme being prepared by the coordinating team, the assembly members can invite additional experts or witnesses of their own choice.
16. Deliberation – discussions which include listening to others mindfully and considering potential solutions are the key elements of a citizens’ assembly. The programme involves discussions in small groups as well as in the plenary in order to maximize opportunities to speak and to be heard. The deliberation phase is supported by skilled facilitators.
17. Review phase – before the final vote of the assembly members takes place, there is an opportunity for experts, stakeholders and the public to review the proposals for recommendations and to provide input in the form of comments and suggestions.
18. Sufficient time for reflection – providing a sufficient amount of time for reflection is necessary to achieve well-thought-out decisions. If the matter is not urgent, it is best not to rush. The assembly members are able to prolong the meetings – their length and number – if they choose to do so.
19. Impact – the level of commitment to follow-up on the citizens’ assembly’s recommendations is clear from the outset. Ideally, recommendations that receive the support of the citizens’ assembly at an agreed threshold should be treated as binding (to such an extent that is legally permissible in the given situation).
20. Transparency – all presentations during the learning phase are transmitted live and recorded. All materials presented to assembly members are made available online. A report presenting the details of the process methodology is provided by the coordinating team.
21. Visibility – each citizens’ assembly is an important event in the life of a community. It is publicly announced before the process starts, and citizens are provided with information on how they can get involved.
22. Fun – the process of the citizens’ assembly is designed and run in such a way that it can be enjoyed by all of its participants.

Regional Plan Pending Budget Requests

The City and County have pending budget requests for the next fiscal year that combined with the carryforward funding from this year is approximately \$350,000. This funding will allow for several contracts to be created for assistance in running a collaborative/deliberative process as described in the Public Participation Outline, technical and public engagement assistance for scenario planning to help address uncertainties, and a writer editor to assist in creating a draft plan based on these inputs.

	FY 22 City Carry forward	FY 23 City Request	FY 23 County Request
Collaborative Process Facilitation and Resources		100,000	TBD
Scenario Planning Contractor	75,000	80,000	47,000
Writer-Editor for the Regional Plan Update		20,000	
Software for Scenario Planning and hybrid Public Engagement		8,000	
Additional Printing Costs	3,500	1,800	
Additional Advertising	5,000		TBD
Additional Postage and Freight	8,900		
Total	92,400	209,800	47,000

If you would like to provide other comments to the Regional Plan Update team, you may email Sara Dechter at sdechter@flagstaffaz.gov and Melissa Shaw at mshaw@coconino.az.gov.

BEST PRACTICES CROSSWALK

<u>COMMUNITY ENGAGEMENT SPECTRUM</u> <small>See page 6 of IS-Community Engagement Toolkit</small>					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Engagement Definition	Activities that provide balanced and objective information about programs or services, and about the reasons for choosing them.	Activities that invite feedback on alternatives, analyses, and decisions related to programs or services.	Activities that work with residents to ensure that their aspirations and concerns are considered at every stage of planning and decision-making.	Activities that enable residents to participate in every aspect of planning and decision-making for programs or services.	Activities that give residents sole decision-making authority over programs or services, and lead work to implement solutions.
Best Starts for Kids (BSK) <i>King County, WA</i>		<ul style="list-style-type: none"> \$25 gift cards (up to \$50) for participation in Community Cafes 	<ul style="list-style-type: none"> \$100 gift cards for RFP panels 		
Children’s Board of Hillsborough County <i>Hillsborough County, FL</i>		<ul style="list-style-type: none"> Gift cards provided for participation in research studies 	As a matter of policy and practice, The Children’s Board does not provide compensation to parents and/or community residents.		
Children’s Services Council of Broward County <i>Broward County, FL</i>			<ul style="list-style-type: none"> \$25 gift cards for participation in Resiliency Training \$60-\$100 stipends for CSC Ambassadors based on the amount of time/events participated in 	<ul style="list-style-type: none"> \$15/hour stipends for residents participating in Community Participatory Action Research (CPAR) 	
CYSHCNet <i>National</i>		CYSHCNet recommends that payments begin at a rate of \$25 per hour with a \$100 minimum payment. Variables such as time commitment and level of responsibility should also be considered as part of the compensation rate.			
Early Learning Multnomah (ELM) <i>Multnomah County, OR</i>				<ul style="list-style-type: none"> \$25 gift cards provided for each hour served (usually \$50 per meeting) 	
First 5 Ventura County <i>Ventura County, CA</i>			<ul style="list-style-type: none"> \$500 stipends for participation in the Parent Leader Network (COFI) No compensation for participation in the Neighborhoods for Learning advisory councils 		
First Things First <i>Arizona</i>	As a matter of policy and practice, First Things First does not provide compensation to parents and/or community residents.				
Great Start Collaborative <i>Kent County, MI</i>			<ul style="list-style-type: none"> Great Start Parent Coalition (GSPC) representatives are reimbursed \$25/hour via gift cards, usually receiving \$50 in gift cards for each meeting 		
Metro Oregon <i>Portland, OR</i>			<ul style="list-style-type: none"> \$100 for ½ day Community Leaders Forum \$125 for full day recruitment activity 	<ul style="list-style-type: none"> \$750 for participation on Stakeholder Advisory Table (6 meetings over 5 months) \$100/month for ongoing, regular members of Committee on Racial Equity 	
NAMI Metropolitan Baltimore <i>Baltimore, MD</i>		<ul style="list-style-type: none"> \$30 per presentation, In Our Own Voice 	<ul style="list-style-type: none"> \$250 for 10-week Peer-to-Peer Mentor program \$8/hour to work as a UMD Medical Systems Mentor 		
Ready for School, Ready for Life <i>Guilford County, NC</i>		<ul style="list-style-type: none"> \$25 gift cards provided for parent participation in meetings 	<ul style="list-style-type: none"> Stipends being developed for two new Family Leader roles which are expected to be between \$1,500-\$2,500 		
The Children’s Trust <i>Miami-Dade County, FL</i>	As a matter of policy and practice, The Children’s Trust does not provide compensation to parents and/or community residents.				

HOTEL MONTE VISTA

Flagstaff Regional Plan Collaborative Process

City Council

April 27, 2022

Sara Dechter and Melissa Shaw



Today's Presentation

- Public Participation Plan and guiding principles review
- Outreach completed and underway
- Upcoming Outreach
- Feedback on how to advertise and evaluate a consultant for the Collaborative Process
- Desire to pursue a compensation option for participants





Overview of Current Plan

Flagstaff Regional Plan 2030

- More emphasis on goals and policies than maps
 - 97 goals
 - 508 policies
- Generalized land use map with clearly identified activity centers based on scenario planning
- Robust basis for transportation modeling with Metroplan based on background data
- Multimodal transportation emphasis
- Foundation for 100-year water supply designation by Arizona Department of Water Quality

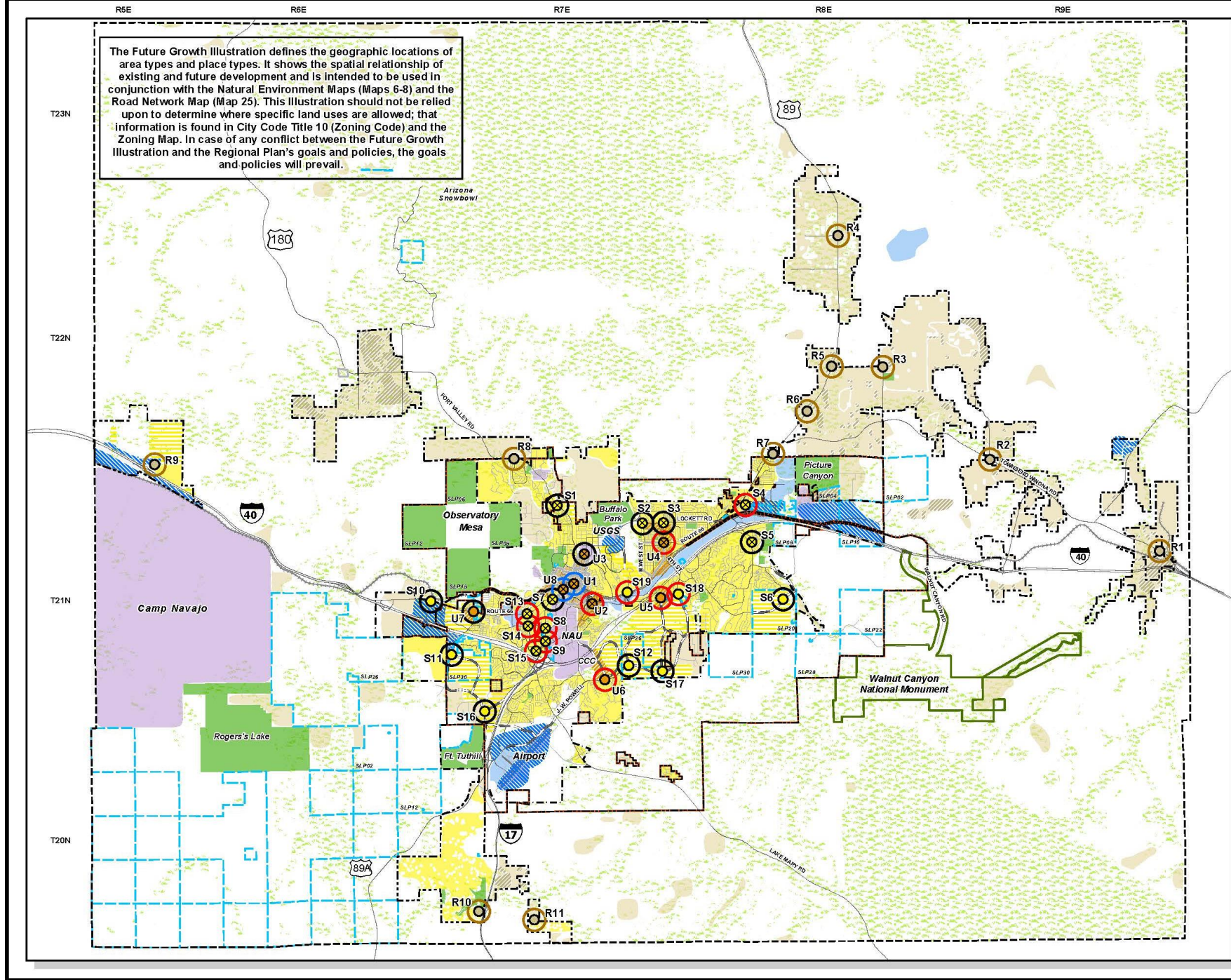
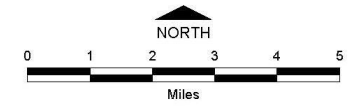
The Future Growth Illustration defines the geographic locations of area types and place types. It shows the spatial relationship of existing and future development and is intended to be used in conjunction with the Natural Environment Maps (Maps 6-8) and the Road Network Map (Map 25). This Illustration should not be relied upon to determine where specific land uses are allowed; that information is found in City Code Title 10 (Zoning Code) and the Zoning Map. In case of any conflict between the Future Growth Illustration and the Regional Plan's goals and policies, the goals and policies will prevail.

Map 21:
FUTURE GROWTH ILLUSTRATION

- FMPO Boundary
- Urban Growth Boundary
- Rural Growth Boundary
- City Limits
- Future Activity Centers**
 - Suburban Activity Center (S1)
'x' symbol identifies existing center
 - Urban Activity Center (U1)
'x' symbol identifies existing center
 - Rural Activity Center
- Regional Scale Pedestrian Shed
- Neighborhood Scale Pedestrian Shed
- Historic Pedestrian Shed
- Rural Pedestrian Shed
- Rural - Existing**
- Rural - Future**
- Suburban - Existing**
- Suburban - Future**
- Urban - Existing**
- Urban - Future**
- Special Planning**
- Existing Employment**
- Future Employment**
- Historic District
- State Lands
- Areas in white retain their existing entitlements

As amended March 22, 2018

Future growth illustrations and plans do not preclude private development entitlements. Please see www.flagstaffmatters.com for an interactive GIS map.





Process for Updating the Plan

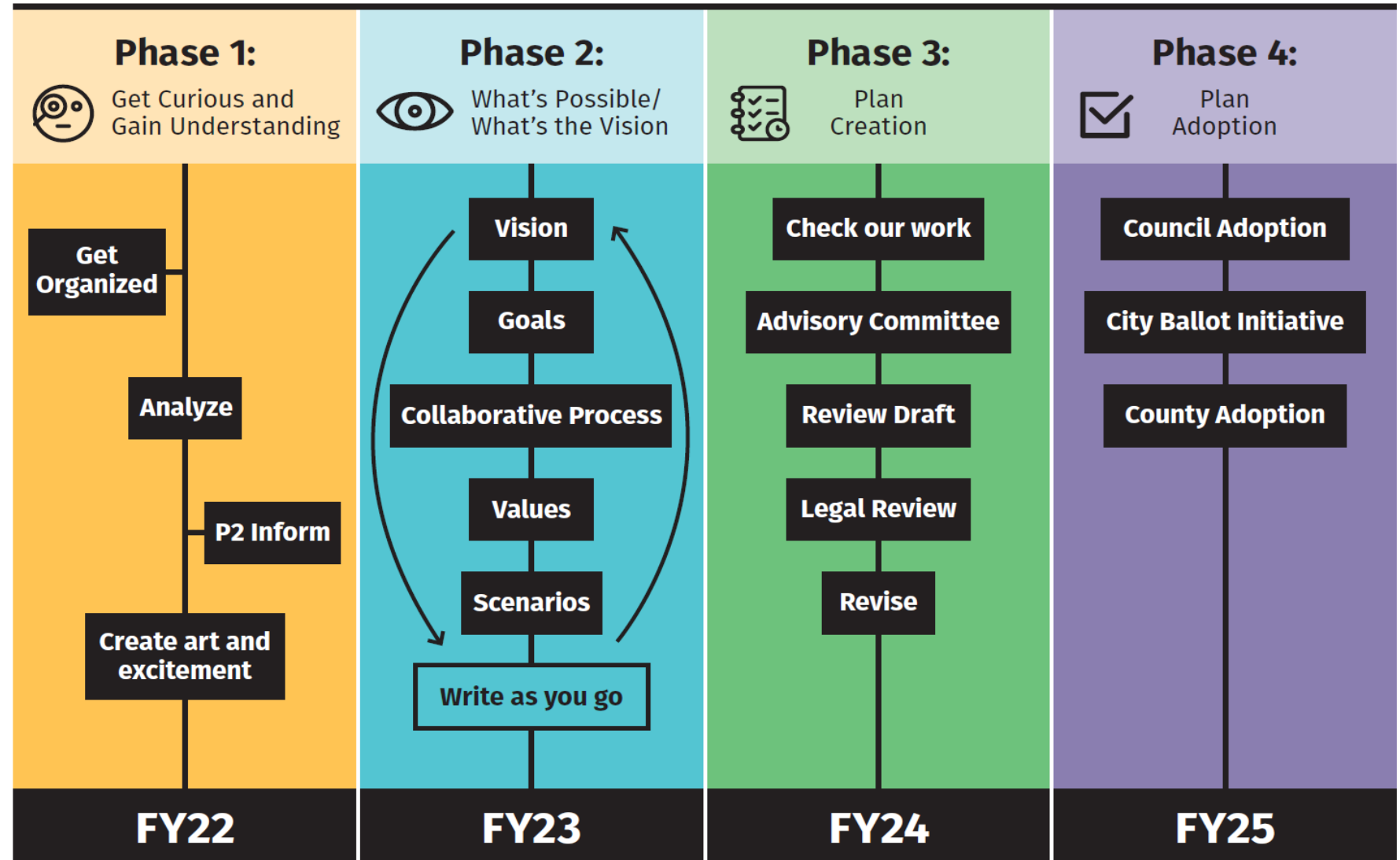


Levels of Public Participation

Plan Development & County Adoption:
Collaborate

City Adoption:
Empower

Regional Plan 2045 Update Process





The Next Regional Plan

Guiding Process Principles

Based on:

- *Lessons Learned*
- *Practice from specific and area plans*
- *Feedback from partners and staff*





Outreach August 2021-April 2022

- Regional Snapshots
 - 22 webinars, posted to YouTube and website
 - 5 completed papers
 - 4 papers under review
- Launched website and regular e-newsletters
- Development of art-based participation opportunity
- Coordination with Regional Transportation Plan and Mountain Line 5-year Transit Plan
- Strengths, Weaknesses, Opportunities, and Threats Assessment with City and County Commissions (underway)



Upcoming Planning Efforts

- Summer events – Earth Day – Juneteenth – Tardeada – Downtown events – Coconino County Fair
- Online visioning survey
- Targeted outreach for hard-to-reach communities
- Request for contractor to work on the scenario planning efforts
- August to October visioning workshops throughout the Region
- Fall stakeholder interviews and recruiting for Collaborative Process



Fall Workshops

Visioning and Planning questions

- 8-12 workshops will be held throughout the Region in September/October
- Meeting Objectives:
 - Collaborate on community-wide and smaller area visions
 - Identify and prioritize issues and key planning questions
- Areas with recently adopted area plans may have an open house as an alternative



Scenario Planning

The key to understanding hard decisions and trade-offs

- RSOQ for a scenario planning consultant was advertised in May 2022
- Staff will update this slide after advertising and dates are finalized.



Collaborative Process Options

- Informal Working Groups
- Study Circles with a Summary Workshop
- Citizen's Assembly
- Citizen's Panel with Ambassador program
- Other techniques that **Empower** and **Collaborate** and support deliberation

Part of the Collaborative process may include a Compensation provision to provide opportunities for low income and underrepresented community members to participate meaningfully in the Regional Plan update.



Collaborative Process Options

Specific Questions for Discussion

- What criteria or skills do you think are important to consider in selecting a consultant to assist with the collaborative process?
- What should the evaluation team consider when evaluating the techniques that potential consultant propose?



Planning for Equity

Guidance from the American Planning Association

"To address the need for voices that more inclusively represent the community, some places,...are broadening their outreach strategies and creating new community involvement structures and processes to ensure that renters, lower-income households, people who are experiencing homelessness, people of color, youth, and families (including single-parent families) have more voice in both the procedural and substantive decision-making processes....

Some of the new structures and strategies include paying community organizers to do outreach in underrepresented communities, conducting popular education so people know how city planning and budgeting processes work, and reprioritizing planning efforts to address the immediate social welfare needs in some places before quality-of-life needs for the more affluent places."



Compensation for Participants

What is it?

- A policy to provide some form(s) of compensation for participants in a public process.
- Must take into account legal issues including employment and tax laws.
- Usually based on an agreement that scopes the participation and means of compensation.
- May be administered by a consultant or the agency.
- Participants can waive the compensation, if preferred.



Compensation for Participants

Why?

- Equity – our community has past disparities, current affordability issues, and time barriers to participation that can skew who participates in public engagement.
- The last Regional Plan process started with a diverse group of stakeholders but eventually people dropped off because of the time commitment and length of the process.
- This is an emerging practice in planning that is focused on increasing engagement and equity.



Compensation for Participants

Specific Questions for Discussion

- Is this an element of public participation that the City wants to pursue for the Flagstaff Regional Plan update?
- What should have been considered before bringing back more specific information and options back to Council?

Ways to Participate

City of Flagstaff Contact
Sara Dechter, (928) 213-2631
sdechter@flagstaffaz.gov

Coconino County Contact
Melissa Shaw, (928) 679-8868
mshaw@coconino.az.gov

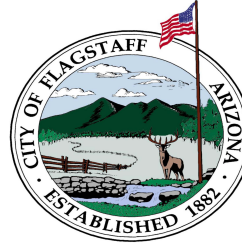


- VISIT the Regional Plan Website
 - <https://www.flagstaff.az.gov/regionalplan2045>
- WATCH the Regional Snapshot Webinars
 - <https://bit.ly/RegionalSnapshots>
- JOIN the Mailing List
 - <https://bit.ly/RegionalPlanMailingList>
- TAKE the Regional Plan Visioning Survey
 - <https://www.opentownhall.com/11851>

More opportunities to come.....

CITY OF FLAGSTAFF STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Tiffany Antol, Senior Planner
Date: 05/20/2022
Meeting Date: 05/31/2022



TITLE:

Case No. PZ-22-00074: Request for a work session to discuss the Noble Herb's proposed amendment to the Zoning Code to revise the existing hours of operation for Marijuana Dispensaries (Section 10-40.60.220.C).

Case No. PZ-22-00089: Request for a work session to discuss the City's proposed amendment to the Zoning Code to address Marijuana Operations in the City of Flagstaff by updating terms and definitions to include recreation-only retail establishments (Section 10-80.20.130) and potentially revise the separation requirements for all Marijuana Operations (Section 10-40.60.220.F)

DESIRED OUTCOME:

The purpose of the work session is for staff to present an overview of the proposed amendments, to allow interested residents to provide their ideas, suggestions, and concerns, and for the Council to ask questions, seek clarification, and discuss the amendment, as well as offer alternate suggestions and ideas. The Council will take no action at this work session. After the work session, staff will revise the proposed amendments. The amendments will then be presented to the Council at a public hearing for consideration and action.

EXECUTIVE SUMMARY:

Review of two proposed Zoning Code Text Amendments about Marijuana Establishments/Operations within the City of Flagstaff. The first amendment is a request from a local dispensary to modify the hours of operation for dispensaries from 7 pm to 10 pm. The second amendment is intended to address the recently issued social equity licenses to allow recreational-only sales establishments.

INFORMATION:

There are two separate requests presented together in this work session regarding Marijuana Operations including either dispensaries or retail establishments. Each of these requests will be approved separately when presented at a public hearing and will require separate Ordinances.

PZ-22-00074

The first request is from Noble Herb, which currently runs a permitted Marijuana Dispensary in Flagstaff. Its request is to modify Section 10-40.60.220.C, which sets the operation hours for Marijuana Dispensaries, as follows:

Current Text

A Marijuana Dispensary shall have operating hours not earlier than 8:00 a.m. and not later than 7:00 p.m.

Proposed Text

A Marijuana Dispensary shall have operating hours not earlier than 8:00 a.m. and not later than 10:00 p.m.

The applicant's narrative describing this request and a list of zoning code requirements across the state are attached for the Commission's review.

PZ-22-00089

The second request is in response to a work session with the City Council on April 12, 2022, at which the Council discussed allowing social equity licensees to operate in Flagstaff.

The "Smart and Safe Arizona Act" (the "Act"), certified as Proposition 207, was passed by Arizona voters at the November 3, 2020, general election and became effective on December 1, 2020. The Act declared that "the responsible adult use of marijuana should be legal for persons twenty-one years of age or older subject to state regulation, taxation, and local ordinance."

The Act allows for Marijuana Establishments, which are entities licensed by the Arizona Department of Health Services to operate a retail location for the sale of recreational marijuana, an off-site marijuana cultivation facility, and an off-site manufacturing facility. Pursuant to the licensing rules in the Act, the vast majority of the marijuana establishment licenses were given to entities that were already operating medical marijuana dispensaries. However, the Act also directed the Arizona Department of Health Services to issue twenty-six additional marijuana establishment licenses across the State of Arizona for the purpose of encouraging social equity in marijuana establishment ownership. Social equity licenses were issued to applicants who qualified under the Social Equity Ownership Program at a random drawing on April 8, 2022.

On March 16, 2021, the Flagstaff City Council adopted Ordinance 2021-03, which enacted certain regulations regarding the use and sale of recreational marijuana in Flagstaff. One of the regulations adopted by Council prohibits the operation of recreational marijuana establishments in Flagstaff, except where authorized by a dual licensee that is permitted by the State of Arizona to operate both a nonprofit medical marijuana dispensary and a marijuana establishment at a shared location. Under the current rules, social equity licenses are not dual licenses—they are recreation only. To allow recreational-only retail establishments, the Marijuana Dispensary definition would need to be amended as follows:

A. Definitions

Current Text

Marijuana Dispensary: A medical or dual licensee (as defined in A.R.S. 36-2850, as amended) Marijuana Dispensary certified by the State of Arizona to sell Marijuana and Marijuana products to consumers, which may include the cultivation, manufacturing, processing, packaging, or storage of Marijuana products as an accessory use to the dispensary

Proposed Text

Marijuana Retail Establishment: A Non-Profit Medical Marijuana Dispensary, a Dual-Licensed establishment (as defined in A.R.S. 36-2850, as amended), or a single recreational retail establishment certified by the State of Arizona to sell Marijuana and Marijuana products to consumers, which may include the cultivation, manufacturing, processing, packaging, or storage of Marijuana products as an accessory use to the dispensary.

Staff is recommending the revision to a few other definitions in the code to better align the Zoning Code with Arizona Revised Statutes. The recommendations are attached for the Council's review. In addition to the proposed zoning code amendments, revisions to Chapter 6-10 of the City Code pertaining to Regulation of Recreational Marijuana will also need to be amended to allow recreational-only retail establishments.

ZONING CODE AMENDMENT APPLICATION

Title: XXXXXXXXXXXXXXXX - *Hours of Operation for Marijuana Dispensaries.*

Date: April 12, 2022

NARRATIVE

PROPOSED AMENDMENT:

The proposed amendment (Exhibit A to the Resolution No. XXXX) modifies the existing marijuana establishment hours of operation provision of the Flagstaff Zoning Code, 10-40.60.220 Marijuana Establishments.

Reason for the Request:

The purpose of the amendment is to extend the allowed hours a marijuana establishment may operate. The reason for the proposed amendment is to increase the accessibility of marijuana to patients and consumers, decrease the burden in obtaining marijuana for patients and consumers, and create more jobs in a thriving and high desired for employment industry.

CRITERIA #1: The proposed amendment is consistent with and conforms to the objectives and policies of the General Plan and any applicable specific plan. A change in operational hours still maintains and upholds council and staff's original stipulations for marijuana establishment operations except for an extension of operational hours. The extension of operational hours is consistent with other similarly situated businesses and the community character of the Plan.

Furthermore, the proposed amendment expanding the operating hours of marijuana establishments is consistent and conforms with many of the City's Economic Development policies and goals. Expanding the operating hours for marijuana establishments will align Flagstaff's hours with those permitted in other major cities in Arizona. Expanding the permitted hours of operation for marijuana dispensaries will allow for dispensaries to increase the hours for current employees and create demand to hire new employees. The demand for marijuana products will continue to grow with the population, and the expanded hours of operation will attract marijuana brands to sell their products at Flagstaff marijuana establishments.

CRITERIA #2

The proposed amendment will not be detrimental to the public interest, health, safety, convenience or welfare of the City as a result of extending the hours a marijuana dispensary may operate. The Arizona Department of Health Services regulated the Medical and Adult Use Marijuana programs in Arizona. State statute and rules regulate the security of marijuana dispensaries. All security requirements must be strictly adhered to. Please see R9-17-318 and R9-18-312 attached.

Furthermore, allowing for additional operating hours is important in mitigating and preventing the spread of COVID-19 or other comparable communicable / contagious diseases. Currently, there is a large rush of customers around closing. Extending the operational hours will allow for additional hours which should spread out customer visits allowing for less rushes, more social distancing, and a better flow of customers visits, etc.

CRITERIA #3

The proposed amendment is internally consistent with other applicable provisions of this Zoning Code and does not conflict with any other Zoning Code provision. The amendment maintains the contemporary set of land uses and requirements of the purpose of the Zoning Code and is usable, straightforward, and easily understood.

Benefit to the Community:

The proposed amendment will benefit the community and the overall quality of life in the City of Flagstaff. The amendment will have a positive impact on the well-being of the community by expanding patient and consumer access and promoting patients' right to choose alternative treatment and therapeutics. The current hours limit the ability of those individual with schedule constraints or those that work outside typical business hours to obtain marijuana.

Although delivery currently does help serve some patients in these groups, delivery is only available to medical patients by law at this time. A large portion of consumers under the adult-use program use marijuana for medicinal reasons but decline to obtain a medical card due to resource barriers or privacy concerns. Expanding the hours of operation will expand patient and consumers' access to powerful pain and inflammation treatment.

The proposed amendment will benefit the City of Flagstaff from an economic standpoint. Jobs in the cannabis industry are in high demand and expanding the permitted hours of operation will create more jobs at marijuana establishments. Flagstaff's population has been quickly growing and the expanded hours of operation will help businesses better serve patients in a timely manner.

Furthermore, the increasing demand for marijuana products and expanded hours of operation will attract marijuana brands and businesses to work with the marijuana establishment licensees in Flagstaff. This will create jobs at cultivation, processing, and retail sites, and increase the variety of marijuana products available to patients in Flagstaff. The proposed amendment to expand the permitted operating hours of dispensaries will further benefit the community and promote the tourism and events industry in Flagstaff by making marijuana accessible to those who want to visit and contribute to the tourism industry.

Prescott

<https://www.codepublishing.com/AZ/Prescott/#!/Prescott04/Prescott0420.html#4-20>

- Prescott City Code 4-20-4
- 6. Shall have operating hours not earlier than 9:00 a.m. and not later than 8:00 p.m.
- 15. Shall submit a written security plan to the Prescott Police Department that describes the actions taken to deter and prevent unauthorized entrance into limited access areas including use of security equipment, exterior lighting to facilitate surveillance, and electronic monitoring such as video cameras. (Ord. 2020-1735, 11-17-2020)

Phoenix

<https://phoenix.municipal.codes/ZO/623>

- Phoenix City Code 623(D)(124)(a): Shall have operating hours not earlier than 8:00 a.m. and not later than 10:00 p.m.
- A use permit shall be obtained in accordance with standards and procedures of Section 307 and the following:
 - (3) Include a copy of the operating procedures adopted in compliance with Section 36-2804(B)(1)(c), Arizona Revised Statutes. ((c) Operating procedures consistent with department rules for oversight of the nonprofit medical marijuana dispensary, including procedures to ensure accurate record-keeping and adequate security measures.)

Peoria

<https://www.peoriaaz.gov/home/showpublisheddocument/11282/637643567102930000>

- Zoning Code 21-505(M)(2)(g) (See Ordinance 2021-06): The Dispensary shall have operating hours not earlier than 7:00 a.m. and not later than 10:00 p.m.
- Zoning Code 21-505(M)(1)(f): An active Security Management Plan shall be approved by the Police Department. The Plan shall include, but is not limited to, the following:
 - o 1) Security cameras shall be installed and maintained in good condition, and used in an on-going manner. Recordings shall be retained for a minimum of 60 days and comply with any additional standards defined by the Security Management Plan.
 - o 2) The business space shall be alarmed with an alarm system that is operated and maintained by a recognized security company.
 - o 3) A security guard shall be provided at the main entrance during all hours of operation. For the purposes of this Section, "security guard" shall mean licensed and duly bonded security personnel registered pursuant to A.R.S. §32-601.

Scottsdale

https://library.municode.com/az/scottsdale/codes/code_of_ordinances?nodetid=VOLII APXBBA Z0OR ARTIADPR S1.403ADCOSPCOUS

- Scottsdale Code of Ordinances, Appendix B, Article 1, Sec. 1.403(M)(2):
 - (h) The hours of operation for a marijuana use that provides, shares, exchanges, sells, or dispenses marijuana are no earlier than 6:00 a.m. and no later than 10:00 p.m.
 - (f) The property owner has provided a written public safety plan, subject to City approval
 - (i) There is no drive-through service, take-out window, or drive-in service.

Tucson

https://codelibrary.amlegal.com/codes/tucson/latest/tucson_az_udc/0-0-0-2774

- Tucson City Code 4.9.9(E)(1)(ii)(c): The permitted hours of operation of a marijuana dispensary are from 7:00 a.m. to 10:00 p.m..

Gilbert

<https://www.gilbertaz.gov/home/showpublisheddocument/42419/637716250998330000>

- Gilbert Land Development Code 5.1.15:
 - B. Hours of Operation: A Marijuana Facility shall have operating hours not earlier than 8:00 am and not later than 8:00 pm.
 - C. Security Plan Requirements: A Medical Marijuana Facility shall implement appropriate security measures to deter and prevent the theft of marijuana and medical marijuana, reasonably regulate customer access to the premises, and be in compliance with A.R.S. Title 36 Chapter 28.1 and 28.2. A sworn statement certifying a current approved security plan is on file with the State Department of Health Services shall be submitted to the Town upon request.

Tempe

https://library.municode.com/az/tempe/codes/zoning_and_development_code?nodeId=ZONING_DEVELOPMENT_CODE_PT3_LAUS_CH4_SPUSST_S3-426MA

- Tempe Zoning Code 3-426(C):
 - o 5. The medical marijuana dispensary or marijuana establishment is limited to the hours of operation not earlier than 8:00 a.m. and not later than 10:00 p.m
 - o 8. A security plan is required, which shall include, but is not limited to, the following:
 - a. All exterior doorways for the facility shall provide a security vision panel pursuant to Section 4-406, Employee Service Entrances and Exits, or a one hundred eighty (180) degree rotatable viewer. If doorway is transparent, the door shall be designed with a material that is either impact resistant or restricts entry by means of a wrought iron gate;
 - b. Closed circuit television cameras, operating twenty-four (24) hours a day, shall be provided at the building's exterior entrances and inside the building at a designated service area;
 - c. All lighting for the site shall be brought into conformance with the current lighting standards identified in Part 4, Chapter 8, Lighting. The building entrance of the business shall be illuminated from dusk till dawn activated by photocell relay to the lighting controller;
 - d. No one under the age of eighteen (18) shall enter the medical marijuana dispensary; and
 - e. Any person, prior to entering the establishment, shall remove all hats, sunglasses or other similar objects, to avoid obstruction of physical identification.

Bullhead City

- Zoning Code: Removed permitted hours of operation for marijuana dispensaries in 2018.

Sedona

<https://sedona.municipal.codes/SLDC/3.3.C>

- *Sedona Zoning Code C(19)c.:*
 4. A medical marijuana dispensary or dual licensee shall have operating hours not earlier than 8:00 a.m. and not later than 8:00 p.m.
 1. Medical marijuana dispensary and cultivation locations shall comply with all building safety requirements and be secured in compliance with A.R.S. § 36-2806(C) and (E).

Casa Grande

https://codelibrary.amlegal.com/codes/casagrande/latest/casagrande_az/0-0-0-13784

- *Casa Grande City Code 17.52.580:* A marijuana dispensary shall only be allowed to operate between the hours of 7:00 a.m. and 10:00 p.m.

Mesa

https://library.municode.com/az/mesa/codes/code_of_ordinances?nodeId=COOR_TIT11ZOOOR_ART4DERE_CH31STSPUSAC_11-31-34MAFA

- *Mesa Zoning Ordinance 11-31-34:* A medical marijuana dispensary and a dual licensee facility shall only be open to the public between 8:00 a.m. and 9:00 p.m. of the same calendar day.

Chandler

https://library.municode.com/az/chandler/codes/code_of_ordinances?nodeId=PTVIPL_CH35LA_USZO_ARTXXIADHEARRE_35-2213MEMAFAMEMACUSIINFOES

- *Chandler City Code 35-2213(3)(E)(5)(vi):* Have operating hours not earlier than 9:00 a.m. and not later than 10:00 p.m.

Glendale

https://library.municode.com/az/glendale/codes/code_of_ordinances?nodeId=PTIICOOR_ART7_GEDEST_S7.800MEMA

- *Glendale Code of Ordinances Section 7.800*
 - I. Shall have operating hours not earlier than 8:00 a.m. and not later than 10:00 p.m.
 - N. The dispensary must comply with the security requirements of A.R.S. Title 36, Chapter 28.1.
 - O. A prominent and permitted sign stating "NO LOITERING IS ALLOWED ON OR IN FRONT OF THESE PREMISES" shall be located in a place that is clearly visible to patrons of the dispensary. As depicted by the signage, no loitering is allowed on or in front of the premises of the Medical Marijuana Dispensary.
 - o P. Additionally, a security plan shall be submitted by the applicant in conjunction with design review approval. The security plan shall include provisions for the following:
 - 1. An alarm system with a redundant power supply and circuitry to prevent deactivation.
 - 2. A video surveillance system that at all times records all interior areas and the exterior perimeter.
 - 3. A lighting system that at all times illuminates the interior areas and the exterior perimeter.
 - 4. A plan for the reprogramming of all security codes and keys in the event an employee resigns or is terminated.

Buckeye

https://library.municode.com/az/buckeye/codes/code_of_ordinances?nodeId=CD_ORD_CH7DE_CO_ART3USRE_3.2UECST

- *Buckeye Development Code Chapter 7, Article 3, Section 3.2*

2. A medical marijuana dispensary shall have operating hours not earlier than 9:00 a.m. and not later than 5:00 p.m., Monday through Friday.
- b. Install lighting to illuminate the exterior and interior of the building and all entrances and exits to the facility. Exterior lighting shall be five foot candles, measured at ground level, and shall remain on during all hours between sunset and sunrise each day and the medical marijuana dispensary or cultivation location shall illuminate all areas of the premises, including adjacent public sidewalks so that the areas are readily visible by law enforcement personnel. Twenty-four (24) hours each day, the medical marijuana dispensary or cultivation location shall illuminate the entire interior of the building, with particular emphasis on the locations of any counter, safe, storage area and any location where people are prone to congregate. The lighting must be of sufficient brightness to ensure that the interior is readily visible from the exterior of the building from a distance of 100 feet.
- i. Provide law enforcement and all interested neighbors with the name and phone number of an on-site community relations staff person to notify if there are operational problems with the establishment.
8. In addition to the requirements set forth in Paragraph 7 above, and to ensure that the operations of medical marijuana dispensaries are in compliance with Arizona law and to mitigate the adverse secondary effects from operations of dispensaries, medical marijuana dispensaries shall operate in compliance with the following additional standards:
 - a. Security guards shall be provided at the main entrances and exits during all hours of operation. Detailed internal security measures will be identified and maintained after consultation with the Buckeye Police Department. For the purposes of this Section, "security guard" shall mean licensed and duly bonded security personnel registered pursuant to A.R.S. § 32-2601 et seq. Prior to opening for business, the medical marijuana dispensary shall provide all property owners with a 500-foot radius of the medical marijuana dispensary location with written notification via first class U.S. mail of the security company responsible for providing its security services.
 - b. If determined necessary by the City Manager at any time, medical marijuana dispensaries shall provide a neighborhood security guard patrol for a two-block radius surrounding the medical marijuana dispensary during all or specified hours of operation.

Surprise

https://library.municode.com/az/surprise/codes/municipal_code?nodeId=PTILADEOR_CH106Z_OUSST_ARTXUSSPST_S106-10.27MAFAUS

- Surprise Land Development Ordinance, Chapter 106, Article X, Sec. 106-10.27
 10. The permitted hours of operation of a marijuana facility operated by a dual licensee shall be limited to 8:00 a.m. to 9:00 p.m.
 11. The operator of a marijuana facility shall provide unrestricted access to city code enforcement officers or police officers who request admission for the purpose of determining compliance with these standards.
 12. Within a marijuana facility there shall be a secure storage area sufficient to deter and prevent theft.
 13. All marijuana and marijuana products shall be securely locked within the secure storage area at any time the medical marijuana dispensary or marijuana facility operated by a dual licensee is not open for business.
 14. A medical marijuana dispensary or marijuana facility operated by a dual licensee shall have only one (1) secure entrance to the building and any other doors required for exiting shall be locked to the outside and have an alarm that sounds when opened from the inside.
 15. A marijuana facility shall have an alarm system with a redundant power supply and circuitry to prevent deactivation.
 16. A marijuana facility shall have a video surveillance system that at all times records all interior areas and the exterior perimeter.
 17. A marijuana facility shall have adequate exterior security light, which also complies with Chapter 107, Article 3 of this ordinance.
 18. The operator of a marijuana facility shall develop and maintain a security plan which demonstrates compliance with all of the minimum standards specified herein.

Payson

https://codelibrary.amlegal.com/codes/payson/latest/payson_az/0-0-0-35124

- Payson Administration Code § 154-15-003: A medical marijuana dispensary or marijuana establishment shall have operating hours not earlier than 8:00 a.m. and not later than 9:00 p.m.
- § 154-15-004: (L) Provide adequate security measures to ensure that the requirements of A.R.S. §§ 36-2801, et seq., and A.R.S. §§ 36-2850 et seq., all Arizona Department of Health Services Regulations, and this subchapter are met and that theft is discouraged. Such security measures shall include at least the following:
 - (1) A fully functioning security alarm system;
 - (2) Adequate exterior lighting; and
 - (3) Security video monitoring system that retains all video feed for a minimum of 30 days.

Globe

https://library.municode.com/az/globe/codes/code_of_ordinances?nodeId=CD_ORD_CH14ZOC_O_ART14-5ZODI_S14-5-18MEMAREFACOUSPERE

- Globe Zoning Code, Article 14-5, Sec. 14-5-18:
 - (14) Shall have operating hours as determined appropriate and approved as part of the conditional use permit.
 - (d) In addition to the standard conditions of approval as set forth in subsection (b) above, the City may add any other condition of approval appropriate to the

application considering the location, building, surroundings, adjacent land uses, topography, security and safety considerations, best practices as determined from experience, or any other rational and stated basis, as may be necessary to achieve a compatible land use with the surrounding community as authorized by law.

- Sec. 14-5-19: (8) Submit a written security plan to the City that describes the actions taken to deter and prevent unauthorized entrance into limited access areas including use of security equipment, exterior lighting to facilitate surveillance, and electronic monitoring such as video cameras.

Lake Havasu City

https://codelibrary.amlegal.com/codes/lakehavasucity/latest/lakehavasus_az/0-0-0-32782

- Lake Havasu City Code of Ordinances, Title 14, Article 3, § 14.03.03
 - (C) Operating hours shall be limited to between 7:00 a.m. and 10:00 p.m.

Adult Use/ Dual License Arizona Administration Code Rules - R9-18-312. Security

<https://azdhs.gov/documents/licensing/adult-use-marijuana/9AAC18-Art1-4.pdf?v=20211119>

- A. A marijuana establishment shall ensure that, if the marijuana establishment cultivates marijuana:
 - 1. If cultivation takes place indoors, the marijuana is cultivated in a closed, locked room; and
 - 2. If cultivation takes place outdoors, the location:
 - a. Is surrounded by solid, 10-foot walls that are constructed of metal, concrete, or stone that prevent viewing of the marijuana plants; and
 - b. Has a one-inch thick metal gate.
- B. A marijuana establishment shall ensure that access to the marijuana establishment's cultivation site or manufacturing site or to the portion of the marijuana establishment's retail site where marijuana is cultivated, processed, manufactured, or stored is limited to the marijuana establishment's principal officers, board members, and authorized marijuana facility agents, unless the individual is supervised by a marijuana facility agent associated with the marijuana establishment.
- C. A marijuana facility agent may transport marijuana, marijuana plants, marijuana products, and marijuana paraphernalia between the marijuana establishment and:
 - 1. The marijuana establishment's cultivation site or manufacturing site,
 - 2. Another marijuana establishment,
 - 3. A dispensary, and
 - 4. A marijuana testing facility that has a marijuana testing facility license issued by the Department.
- D. Before transportation, a marijuana facility agent of a marijuana establishment shall:
 - 1. Complete a trip plan that includes:
 - a. The name of the marijuana facility agent in charge of transporting the marijuana;
 - b. The date and start time of the trip;

- c. A description of the marijuana, marijuana plants, marijuana products, or marijuana paraphernalia being transported;
 - d. Any anticipated stops during the trip, including the locations of the stop; and
 - e. The anticipated route of transportation; and
 2. Provide a copy of the trip plan in subsection (D)(1) to the marijuana establishment.
- E. During transportation, a marijuana facility agent shall:
 1. Carry a copy of the trip plan in subsection (D)(1) with the marijuana facility agent for the duration of the trip;
 2. Use a vehicle:
 - a. Without any marijuana identification,
 - b. Equipped with a global positioning system or other means of tracking the location of the vehicle,
 - c. With operational video surveillance and recording equipment that is turned on for the duration of a trip, and
 - d. With a locked compartment in which any marijuana or marijuana products being transported may be stored during a trip;
 3. Have a means of communication with the marijuana establishment;
 4. Note the arrival and departure time for each stop; and
 5. Ensure that the marijuana, marijuana plants, marijuana products, or marijuana paraphernalia are not visible.
- F. After transportation, a marijuana facility agent shall enter the end time of the trip and any changes to the trip plan on the trip plan required in subsection (D)(1).
- G. A marijuana establishment shall:
 1. Maintain the documents required in subsection (D)(2) and (F) for at least two years after the date of the documentation;
 2. If transporting a sample to a marijuana testing facility for testing, provide a copy of the trip plan in subsection (D)(1) to the marijuana testing facility; and
 3. Provide a copy of the documents required in subsection (D)(2) and (F) to the Department for review upon request.
- H. A marijuana establishment shall not transport marijuana, marijuana plants, marijuana products, or marijuana paraphernalia to a consumer.
- I. To prevent unauthorized access to marijuana or a marijuana product at the marijuana establishment's retail site and, if applicable, the marijuana establishment's cultivation site or manufacturing site, the marijuana establishment shall have the following:
 1. Security equipment to deter and prevent unauthorized entrance into limited access areas that include:
 - a. Devices or a series of devices to detect unauthorized intrusion, which may include a signal system interconnected with a radio frequency method, such as cellular, private radio signals, or other mechanical or electronic device;
 - b. Exterior lighting to facilitate surveillance;
 - c. Electronic monitoring including:
 - i. At least one 19-inch or greater call-up monitor;
 - ii. A printer capable of immediately producing a clear still photo from any video camera image;
 - iii. Video cameras:
 - (1) Providing coverage of all entrances to and exits from limited access areas and all entrances to and exits from the building,

capable of identifying any activity occurring in or adjacent to the building; and

(2) Having a recording resolution of at least 704 x 480 or the equivalent;

iv. A video camera at each point of sale location allowing for the identification of any consumer purchasing marijuana or a marijuana product;

v. A video camera in each grow room capable of identifying any activity occurring within the grow room in low light conditions;

vi. Storage of video recordings from the video cameras for at least 30 calendar days;

vii. A failure notification system that provides an audible and visual notification of any failure in the electronic monitoring system; and

viii. Sufficient battery backup for video cameras and recording equipment to support at least five minutes of recording in the event of a power outage; and

d. Panic buttons in the interior of each building; and

2. Policies and procedures:

a. That deter unauthorized removal of marijuana or marijuana products from the premises, including:

i. Restricting access to the areas of the marijuana establishment's retail site where marijuana is cultivated, processed or stored and, if applicable, the marijuana establishment's cultivation site or manufacturing site; and

ii. Ensuring that an individual other than a principal officer, board member, or marijuana facility agent associated with the marijuana facility is supervised by a marijuana facility agent associated with the marijuana establishment when in an area specified in subsection (1)(2)(a)(i);

b. That provide for the identification of authorized individuals;

c. That prevent loitering;

d. For conducting electronic monitoring; and

e. For the use of a panic button.

Medical Dispensary Arizona Administration Code Rules- R9-17-318. Security

<https://azdhs.gov/documents/licensing/medical-marijuana/az-medical-marijuana-rules.pdf?v090821>

A. Except as provided in R9-17-310(A)(7) or R9-17-324(C), a dispensary shall ensure that access into areas of the dispensary or the dispensary's cultivation site where marijuana is cultivated, processed, manufactured, or stored is limited to the dispensary's principal officers, board members, and authorized dispensary agents.

B. A dispensary agent may transport marijuana, marijuana plants, marijuana products, and marijuana paraphernalia between the dispensary and:

1. The dispensary's cultivation site,
2. A qualifying patient,
3. Another dispensary, and
4. A laboratory that has a laboratory registration certificate issued by the Department.

C. Before transportation, a dispensary agent shall:

1. Complete a trip plan that includes:

- a. The name of the dispensary agent in charge of transporting the marijuana;
 - b. The date and start time of the trip;
 - c. A description of the marijuana, marijuana plants, marijuana products, or marijuana paraphernalia being transported;
 - d. Any anticipated stops during the trip, including the locations of the stop and arrival and departure time from the location; and
 - e. The anticipated route of transportation; and
2. Provide a copy of the trip plan in subsection (C)(1) to the dispensary.
- D. During transportation, a dispensary agent shall:
1. Carry a copy of the trip plan in subsection (C)(1) with the dispensary agent for the duration of the trip;
 2. Use a vehicle without any medical marijuana identification;
 3. Have a means of communication with the dispensary; and
 4. Ensure that the marijuana, marijuana plants, marijuana products, or marijuana paraphernalia are not visible.
- E. After transportation, a dispensary agent shall enter the end time of the trip and any changes to the trip plan on the trip plan required in subsection (C)(1).
- F. A dispensary shall:
1. Maintain the documents required in subsection (C)(2) and (E) for at least two years after the date of the documentation;
 2. If transporting a sample to a laboratory for testing, provide a copy of the trip plan to the laboratory; and
 3. Provide a copy of the documents required in subsection (C)(2) and (E) to the Department for review upon request.
- G. To prevent unauthorized access to medical marijuana at the dispensary and, if applicable, the dispensary's site, the dispensary shall have the following:
1. Security equipment to deter and prevent unauthorized entrance into limited access areas that include:
 - a. Devices or a series of devices to detect unauthorized intrusion, which may include a signal system interconnected with a radio frequency method, such as cellular, private radio signals, or other mechanical or electronic device;
 - b. Exterior lighting to facilitate surveillance;
 - c. Electronic monitoring including:
 - i. At least one 19-inch or greater call-up monitor;
 - ii. A printer capable of immediately producing a clear still photo from any video camera image;
 - iii. Video cameras:
 - (1) Providing coverage of all entrances to and exits from limited access areas and all entrances to and exits from the building, capable of identifying any activity occurring in or adjacent to the building; and
 - (2) Having a recording resolution of at least 704 x 480 or the equivalent;
 - iv. A video camera at each point of sale location allowing for the identification of any qualifying patient or designated caregiver purchasing medical marijuana;

- v. A video camera in each grow room capable of identifying any activity occurring within the grow room in low light conditions;
- vi. Storage of video recordings from the video cameras for at least 30 calendar days;
- vii. A failure notification system that provides an audible and visual notification of any failure in the electronic monitoring system; and
- viii. Sufficient battery backup for video cameras and recording equipment to support at least five minutes of recording in the event of a power outage; and

d. Panic buttons in the interior of each building; and

2. Policies and procedures:

- a. That restrict access to the areas of the dispensary that contain marijuana and, if applicable, the dispensary's cultivation site to authorized individuals only;
- b. That provide for the identification of authorized individuals;
- c. That prevent loitering;
- d. For conducting electronic monitoring; and
- e. For the use of a panic button.

Prescott

<https://www.codepublishing.com/AZ/Prescott/#!/Prescott04/Prescott0420.html#4-20>

- Prescott City Code 4-20-4
- 6. Shall have operating hours not earlier than 9:00 a.m. and not later than 8:00 p.m.
- 15. Shall submit a written security plan to the Prescott Police Department that describes the actions taken to deter and prevent unauthorized entrance into limited access areas including use of security equipment, exterior lighting to facilitate surveillance, and electronic monitoring such as video cameras. (Ord. 2020-1735, 11-17-2020)

Phoenix

<https://phoenix.municipal.codes/ZO/623>

- Phoenix City Code 623(D)(124)(a): Shall have operating hours not earlier than 8:00 a.m. and not later than 10:00 p.m.
- A use permit shall be obtained in accordance with standards and procedures of Section 307 and the following:
 - (3) Include a copy of the operating procedures adopted in compliance with Section 36-2804(B)(1)(c), Arizona Revised Statutes. ((c) Operating procedures consistent with department rules for oversight of the nonprofit medical marijuana dispensary, including procedures to ensure accurate record-keeping and adequate security measures.)

Peoria

<https://www.peoriaaz.gov/home/showpublisheddocument/11282/637643567102930000>

- Zoning Code 21-505(M)(2)(g) (See Ordinance 2021-06): The Dispensary shall have operating hours not earlier than 7:00 a.m. and not later than 10:00 p.m.
- Zoning Code 21-505(M)(1)(f): An active Security Management Plan shall be approved by the Police Department. The Plan shall include, but is not limited to, the following:
 - o 1) Security cameras shall be installed and maintained in good condition, and used in an on-going manner. Recordings shall be retained for a minimum of 60 days and comply with any additional standards defined by the Security Management Plan.
 - o 2) The business space shall be alarmed with an alarm system that is operated and maintained by a recognized security company.
 - o 3) A security guard shall be provided at the main entrance during all hours of operation. For the purposes of this Section, "security guard" shall mean licensed and duly bonded security personnel registered pursuant to A.R.S. §32-601.

Scottsdale

https://library.municode.com/az/scottsdale/codes/code_of_ordinances?nodeld=VOLII_APXBBA_ZOOR_ARTIADPR_S1.403ADCOSPCOUS

- Scottsdale Code of Ordinances, Appendix B, Article 1, Sec. 1.403(M)(2):
 - (h) The hours of operation for a marijuana use that provides, shares, exchanges, sells, or dispenses marijuana are no earlier than 6:00 a.m. and no later than 10:00 p.m.
 - (f) The property owner has provided a written public safety plan, subject to City approval
 - (i) There is no drive-through service, take-out window, or drive-in service.

Tucson

https://codelibrary.amlegal.com/codes/tucson/latest/tucson_az_udc/0-0-0-2774

- Tucson City Code 4.9.9(E)(1)(ii)(c): The permitted hours of operation of a marijuana dispensary are from 7:00 a.m. to 10:00 p.m..

Gilbert

<https://www.gilbertaz.gov/home/showpublisheddocument/42419/637716250998330000>

- Gilbert Land Development Code 5.1.15:
 - B. Hours of Operation: A Marijuana Facility shall have operating hours not earlier than 8:00 am and not later than 8:00 pm.
 - C. Security Plan Requirements: A Medical Marijuana Facility shall implement appropriate security measures to deter and prevent the theft of marijuana and medical marijuana, reasonably regulate customer access to the premises, and be in compliance with A.R.S. Title 36 Chapter 28.1 and 28.2. A sworn statement certifying a current approved security plan is on file with the State Department of Health Services shall be submitted to the Town upon request.

Tempe

https://library.municode.com/az/tempe/codes/zoning_and_development_code?nodeId=ZONING_DEVELOPMENT_CODE_PT3_LAUS_CH4_SPUSST_S3-426MA

- Tempe Zoning Code 3-426(C):
 - o 5. The medical marijuana dispensary or marijuana establishment is limited to the hours of operation not earlier than 8:00 a.m. and not later than 10:00 p.m
 - o 8. A security plan is required, which shall include, but is not limited to, the following:
 - a. All exterior doorways for the facility shall provide a security vision panel pursuant to Section 4-406, Employee Service Entrances and Exits, or a one hundred eighty (180) degree rotatable viewer. If doorway is transparent, the door shall be designed with a material that is either impact resistant or restricts entry by means of a wrought iron gate;
 - b. Closed circuit television cameras, operating twenty-four (24) hours a day, shall be provided at the building's exterior entrances and inside the building at a designated service area;
 - c. All lighting for the site shall be brought into conformance with the current lighting standards identified in Part 4, Chapter 8, Lighting. The building entrance of the business shall be illuminated from dusk till dawn activated by photocell relay to the lighting controller;
 - d. No one under the age of eighteen (18) shall enter the medical marijuana dispensary; and
 - e. Any person, prior to entering the establishment, shall remove all hats, sunglasses or other similar objects, to avoid obstruction of physical identification.

Bullhead City

- Zoning Code: Removed permitted hours of operation for marijuana dispensaries in 2018.

Sedona

<https://sedona.municipal.codes/SLDC/3.3.C>

- *Sedona Zoning Code C(19)c.:*
 4. A medical marijuana dispensary or dual licensee shall have operating hours not earlier than 8:00 a.m. and not later than 8:00 p.m.
 1. Medical marijuana dispensary and cultivation locations shall comply with all building safety requirements and be secured in compliance with A.R.S. § 36-2806(C) and (E).

Casa Grande

https://codelibrary.amlegal.com/codes/casagrande/latest/casagrande_az/0-0-0-13784

- *Casa Grande City Code 17.52.580:* A marijuana dispensary shall only be allowed to operate between the hours of 7:00 a.m. and 10:00 p.m.

Mesa

https://library.municode.com/az/mesa/codes/code_of_ordinances?nodeId=COOR_TIT11ZOOOR_ART4DERE_CH31STSPUSAC_11-31-34MAFA

- *Mesa Zoning Ordinance 11-31-34:* A medical marijuana dispensary and a dual licensee facility shall only be open to the public between 8:00 a.m. and 9:00 p.m. of the same calendar day.

Chandler

https://library.municode.com/az/chandler/codes/code_of_ordinances?nodeId=PTVIPL_CH35LA_USZO_ARTXXIADHEARRE_35-2213MEMAFAMEMACUSIINFOES

- *Chandler City Code 35-2213(3)(E)(5)(vi):* Have operating hours not earlier than 9:00 a.m. and not later than 10:00 p.m.

Glendale

https://library.municode.com/az/glendale/codes/code_of_ordinances?nodeId=PTIICOOR_ART7_GEDEST_S7.800MEMA

- *Glendale Code of Ordinances Section 7.800*
 - I. Shall have operating hours not earlier than 8:00 a.m. and not later than 10:00 p.m.
 - N. The dispensary must comply with the security requirements of A.R.S. Title 36, Chapter 28.1.
 - O. A prominent and permitted sign stating "NO LOITERING IS ALLOWED ON OR IN FRONT OF THESE PREMISES" shall be located in a place that is clearly visible to patrons of the dispensary. As depicted by the signage, no loitering is allowed on or in front of the premises of the Medical Marijuana Dispensary.
 - o P. Additionally, a security plan shall be submitted by the applicant in conjunction with design review approval. The security plan shall include provisions for the following:
 - 1. An alarm system with a redundant power supply and circuitry to prevent deactivation.
 - 2. A video surveillance system that at all times records all interior areas and the exterior perimeter.
 - 3. A lighting system that at all times illuminates the interior areas and the exterior perimeter.
 - 4. A plan for the reprogramming of all security codes and keys in the event an employee resigns or is terminated.

Buckeye

https://library.municode.com/az/buckeye/codes/code_of_ordinances?nodeId=CD_ORD_CH7DE_CO_ART3USRE_3.2UECST

- *Buckeye Development Code Chapter 7, Article 3, Section 3.2*

2. A medical marijuana dispensary shall have operating hours not earlier than 9:00 a.m. and not later than 5:00 p.m., Monday through Friday.
- b. Install lighting to illuminate the exterior and interior of the building and all entrances and exits to the facility. Exterior lighting shall be five foot candles, measured at ground level, and shall remain on during all hours between sunset and sunrise each day and the medical marijuana dispensary or cultivation location shall illuminate all areas of the premises, including adjacent public sidewalks so that the areas are readily visible by law enforcement personnel. Twenty-four (24) hours each day, the medical marijuana dispensary or cultivation location shall illuminate the entire interior of the building, with particular emphasis on the locations of any counter, safe, storage area and any location where people are prone to congregate. The lighting must be of sufficient brightness to ensure that the interior is readily visible from the exterior of the building from a distance of 100 feet.
- i. Provide law enforcement and all interested neighbors with the name and phone number of an on-site community relations staff person to notify if there are operational problems with the establishment.
8. In addition to the requirements set forth in Paragraph 7 above, and to ensure that the operations of medical marijuana dispensaries are in compliance with Arizona law and to mitigate the adverse secondary effects from operations of dispensaries, medical marijuana dispensaries shall operate in compliance with the following additional standards:
 - a. Security guards shall be provided at the main entrances and exits during all hours of operation. Detailed internal security measures will be identified and maintained after consultation with the Buckeye Police Department. For the purposes of this Section, "security guard" shall mean licensed and duly bonded security personnel registered pursuant to A.R.S. § 32-2601 et seq. Prior to opening for business, the medical marijuana dispensary shall provide all property owners with a 500-foot radius of the medical marijuana dispensary location with written notification via first class U.S. mail of the security company responsible for providing its security services.
 - b. If determined necessary by the City Manager at any time, medical marijuana dispensaries shall provide a neighborhood security guard patrol for a two-block radius surrounding the medical marijuana dispensary during all or specified hours of operation.

Surprise

https://library.municode.com/az/surprise/codes/municipal_code?nodeId=PTILADEOR_CH106Z_OUSST_ARTXUSSPST_S106-10.27MAFAUS

- Surprise Land Development Ordinance, Chapter 106, Article X, Sec. 106-10.27
 10. The permitted hours of operation of a marijuana facility operated by a dual licensee shall be limited to 8:00 a.m. to 9:00 p.m.
 11. The operator of a marijuana facility shall provide unrestricted access to city code enforcement officers or police officers who request admission for the purpose of determining compliance with these standards.
 12. Within a marijuana facility there shall be a secure storage area sufficient to deter and prevent theft.
 13. All marijuana and marijuana products shall be securely locked within the secure storage area at any time the medical marijuana dispensary or marijuana facility operated by a dual licensee is not open for business.
 14. A medical marijuana dispensary or marijuana facility operated by a dual licensee shall have only one (1) secure entrance to the building and any other doors required for exiting shall be locked to the outside and have an alarm that sounds when opened from the inside.
 15. A marijuana facility shall have an alarm system with a redundant power supply and circuitry to prevent deactivation.
 16. A marijuana facility shall have a video surveillance system that at all times records all interior areas and the exterior perimeter.
 17. A marijuana facility shall have adequate exterior security light, which also complies with Chapter 107, Article 3 of this ordinance.
 18. The operator of a marijuana facility shall develop and maintain a security plan which demonstrates compliance with all of the minimum standards specified herein.

Payson

https://codelibrary.amlegal.com/codes/payson/latest/payson_az/0-0-0-35124

- Payson Administration Code § 154-15-003: A medical marijuana dispensary or marijuana establishment shall have operating hours not earlier than 8:00 a.m. and not later than 9:00 p.m.
- § 154-15-004: (L) Provide adequate security measures to ensure that the requirements of A.R.S. §§ 36-2801, et seq., and A.R.S. §§ 36-2850 et seq., all Arizona Department of Health Services Regulations, and this subchapter are met and that theft is discouraged. Such security measures shall include at least the following:
 - (1) A fully functioning security alarm system;
 - (2) Adequate exterior lighting; and
 - (3) Security video monitoring system that retains all video feed for a minimum of 30 days.

Globe

https://library.municode.com/az/globe/codes/code_of_ordinances?nodeId=CD_ORD_CH14ZOC_O_ART14-5ZODI_S14-5-18MEMAREFACOUSPERE

- Globe Zoning Code, Article 14-5, Sec. 14-5-18:
 - (14) Shall have operating hours as determined appropriate and approved as part of the conditional use permit.
 - (d) In addition to the standard conditions of approval as set forth in subsection (b) above, the City may add any other condition of approval appropriate to the

application considering the location, building, surroundings, adjacent land uses, topography, security and safety considerations, best practices as determined from experience, or any other rational and stated basis, as may be necessary to achieve a compatible land use with the surrounding community as authorized by law.

- Sec. 14-5-19: (8) Submit a written security plan to the City that describes the actions taken to deter and prevent unauthorized entrance into limited access areas including use of security equipment, exterior lighting to facilitate surveillance, and electronic monitoring such as video cameras.

Lake Havasu City

https://codelibrary.amlegal.com/codes/lakehavasucity/latest/lakehavasus_az/0-0-0-32782

- Lake Havasu City Code of Ordinances, Title 14, Article 3, § 14.03.03
 - (C) Operating hours shall be limited to between 7:00 a.m. and 10:00 p.m.

Adult Use/ Dual License Arizona Administration Code Rules - R9-18-312. Security

<https://azdhs.gov/documents/licensing/adult-use-marijuana/9AAC18-Art1-4.pdf?v=20211119>

- A. A marijuana establishment shall ensure that, if the marijuana establishment cultivates marijuana:
 - 1. If cultivation takes place indoors, the marijuana is cultivated in a closed, locked room; and
 - 2. If cultivation takes place outdoors, the location:
 - a. Is surrounded by solid, 10-foot walls that are constructed of metal, concrete, or stone that prevent viewing of the marijuana plants; and
 - b. Has a one-inch thick metal gate.
- B. A marijuana establishment shall ensure that access to the marijuana establishment's cultivation site or manufacturing site or to the portion of the marijuana establishment's retail site where marijuana is cultivated, processed, manufactured, or stored is limited to the marijuana establishment's principal officers, board members, and authorized marijuana facility agents, unless the individual is supervised by a marijuana facility agent associated with the marijuana establishment.
- C. A marijuana facility agent may transport marijuana, marijuana plants, marijuana products, and marijuana paraphernalia between the marijuana establishment and:
 - 1. The marijuana establishment's cultivation site or manufacturing site,
 - 2. Another marijuana establishment,
 - 3. A dispensary, and
 - 4. A marijuana testing facility that has a marijuana testing facility license issued by the Department.
- D. Before transportation, a marijuana facility agent of a marijuana establishment shall:
 - 1. Complete a trip plan that includes:
 - a. The name of the marijuana facility agent in charge of transporting the marijuana;
 - b. The date and start time of the trip;

- c. A description of the marijuana, marijuana plants, marijuana products, or marijuana paraphernalia being transported;
 - d. Any anticipated stops during the trip, including the locations of the stop; and
 - e. The anticipated route of transportation; and
 2. Provide a copy of the trip plan in subsection (D)(1) to the marijuana establishment.
- E. During transportation, a marijuana facility agent shall:
 1. Carry a copy of the trip plan in subsection (D)(1) with the marijuana facility agent for the duration of the trip;
 2. Use a vehicle:
 - a. Without any marijuana identification,
 - b. Equipped with a global positioning system or other means of tracking the location of the vehicle,
 - c. With operational video surveillance and recording equipment that is turned on for the duration of a trip, and
 - d. With a locked compartment in which any marijuana or marijuana products being transported may be stored during a trip;
 3. Have a means of communication with the marijuana establishment;
 4. Note the arrival and departure time for each stop; and
 5. Ensure that the marijuana, marijuana plants, marijuana products, or marijuana paraphernalia are not visible.
- F. After transportation, a marijuana facility agent shall enter the end time of the trip and any changes to the trip plan on the trip plan required in subsection (D)(1).
- G. A marijuana establishment shall:
 1. Maintain the documents required in subsection (D)(2) and (F) for at least two years after the date of the documentation;
 2. If transporting a sample to a marijuana testing facility for testing, provide a copy of the trip plan in subsection (D)(1) to the marijuana testing facility; and
 3. Provide a copy of the documents required in subsection (D)(2) and (F) to the Department for review upon request.
- H. A marijuana establishment shall not transport marijuana, marijuana plants, marijuana products, or marijuana paraphernalia to a consumer.
- I. To prevent unauthorized access to marijuana or a marijuana product at the marijuana establishment's retail site and, if applicable, the marijuana establishment's cultivation site or manufacturing site, the marijuana establishment shall have the following:
 1. Security equipment to deter and prevent unauthorized entrance into limited access areas that include:
 - a. Devices or a series of devices to detect unauthorized intrusion, which may include a signal system interconnected with a radio frequency method, such as cellular, private radio signals, or other mechanical or electronic device;
 - b. Exterior lighting to facilitate surveillance;
 - c. Electronic monitoring including:
 - i. At least one 19-inch or greater call-up monitor;
 - ii. A printer capable of immediately producing a clear still photo from any video camera image;
 - iii. Video cameras:
 - (1) Providing coverage of all entrances to and exits from limited access areas and all entrances to and exits from the building,

capable of identifying any activity occurring in or adjacent to the building; and

(2) Having a recording resolution of at least 704 x 480 or the equivalent;

iv. A video camera at each point of sale location allowing for the identification of any consumer purchasing marijuana or a marijuana product;

v. A video camera in each grow room capable of identifying any activity occurring within the grow room in low light conditions;

vi. Storage of video recordings from the video cameras for at least 30 calendar days;

vii. A failure notification system that provides an audible and visual notification of any failure in the electronic monitoring system; and

viii. Sufficient battery backup for video cameras and recording equipment to support at least five minutes of recording in the event of a power outage; and

d. Panic buttons in the interior of each building; and

2. Policies and procedures:

a. That deter unauthorized removal of marijuana or marijuana products from the premises, including:

i. Restricting access to the areas of the marijuana establishment's retail site where marijuana is cultivated, processed or stored and, if applicable, the marijuana establishment's cultivation site or manufacturing site; and

ii. Ensuring that an individual other than a principal officer, board member, or marijuana facility agent associated with the marijuana facility is supervised by a marijuana facility agent associated with the marijuana establishment when in an area specified in subsection (1)(2)(a)(i);

b. That provide for the identification of authorized individuals;

c. That prevent loitering;

d. For conducting electronic monitoring; and

e. For the use of a panic button.

Medical Dispensary Arizona Administration Code Rules- R9-17-318. Security

<https://azdhs.gov/documents/licensing/medical-marijuana/az-medical-marijuana-rules.pdf?v090821>

A. Except as provided in R9-17-310(A)(7) or R9-17-324(C), a dispensary shall ensure that access into areas of the dispensary or the dispensary's cultivation site where marijuana is cultivated, processed, manufactured, or stored is limited to the dispensary's principal officers, board members, and authorized dispensary agents.

B. A dispensary agent may transport marijuana, marijuana plants, marijuana products, and marijuana paraphernalia between the dispensary and:

1. The dispensary's cultivation site,
2. A qualifying patient,
3. Another dispensary, and
4. A laboratory that has a laboratory registration certificate issued by the Department.

C. Before transportation, a dispensary agent shall:

1. Complete a trip plan that includes:

- a. The name of the dispensary agent in charge of transporting the marijuana;
 - b. The date and start time of the trip;
 - c. A description of the marijuana, marijuana plants, marijuana products, or marijuana paraphernalia being transported;
 - d. Any anticipated stops during the trip, including the locations of the stop and arrival and departure time from the location; and
 - e. The anticipated route of transportation; and
2. Provide a copy of the trip plan in subsection (C)(1) to the dispensary.
- D. During transportation, a dispensary agent shall:
1. Carry a copy of the trip plan in subsection (C)(1) with the dispensary agent for the duration of the trip;
 2. Use a vehicle without any medical marijuana identification;
 3. Have a means of communication with the dispensary; and
 4. Ensure that the marijuana, marijuana plants, marijuana products, or marijuana paraphernalia are not visible.
- E. After transportation, a dispensary agent shall enter the end time of the trip and any changes to the trip plan on the trip plan required in subsection (C)(1).
- F. A dispensary shall:
1. Maintain the documents required in subsection (C)(2) and (E) for at least two years after the date of the documentation;
 2. If transporting a sample to a laboratory for testing, provide a copy of the trip plan to the laboratory; and
 3. Provide a copy of the documents required in subsection (C)(2) and (E) to the Department for review upon request.
- G. To prevent unauthorized access to medical marijuana at the dispensary and, if applicable, the dispensary's site, the dispensary shall have the following:
1. Security equipment to deter and prevent unauthorized entrance into limited access areas that include:
 - a. Devices or a series of devices to detect unauthorized intrusion, which may include a signal system interconnected with a radio frequency method, such as cellular, private radio signals, or other mechanical or electronic device;
 - b. Exterior lighting to facilitate surveillance;
 - c. Electronic monitoring including:
 - i. At least one 19-inch or greater call-up monitor;
 - ii. A printer capable of immediately producing a clear still photo from any video camera image;
 - iii. Video cameras:
 - (1) Providing coverage of all entrances to and exits from limited access areas and all entrances to and exits from the building, capable of identifying any activity occurring in or adjacent to the building; and
 - (2) Having a recording resolution of at least 704 x 480 or the equivalent;
 - iv. A video camera at each point of sale location allowing for the identification of any qualifying patient or designated caregiver purchasing medical marijuana;

- v. A video camera in each grow room capable of identifying any activity occurring within the grow room in low light conditions;
- vi. Storage of video recordings from the video cameras for at least 30 calendar days;
- vii. A failure notification system that provides an audible and visual notification of any failure in the electronic monitoring system; and
- viii. Sufficient battery backup for video cameras and recording equipment to support at least five minutes of recording in the event of a power outage; and

d. Panic buttons in the interior of each building; and

2. Policies and procedures:

- a. That restrict access to the areas of the dispensary that contain marijuana and, if applicable, the dispensary's cultivation site to authorized individuals only;
- b. That provide for the identification of authorized individuals;
- c. That prevent loitering;
- d. For conducting electronic monitoring; and
- e. For the use of a panic button.

Case No. PZ-22-00089 Marijuana Operations and Retail Establishments

HOW TO READ THIS DOCUMENT

Unless otherwise stated, existing provisions that are being deleted are shown in bold red strikethrough text, like this: ~~Provisions that are being deleted are shown with a bold red strikethrough text.~~

Provisions that are being added are shown in bold blue text, like this: **Provisions that are being added are shown in bold blue text.**

Section 1. Amend Title 10 FLAGSTAFF ZONING CODE, Division 10-40.30 Non-Transect Zones, Section 10-40.30.040 Commercial Zones, Subsection B. Commercial Zones – Allowed Uses., Table 10-40.30.040.B., as follows:

Section 10-40.30.040 Commercial Zones

Table 10-40.30.040.B. Commercial Zones – Allowed Uses						
Primary Land Use ¹	Specific Use Regulations	Commercial Zones				
		SC	CC	HC	CS	CB
Marijuana Dispensary	10-40.60.220	--	--	P	--	--
Marijuana Retail Establishment	10-40.60.220	--	--	P	--	--

Section 2. Amend Title 10 FLAGSTAFF ZONING CODE, Division 10-40.30 Non-Transect Zones, Section 10-40.30.050 Industrial Zones, Subsection B. Industrial Zones – Allowed Uses., Table 10-40.30.050.B., as follows:

Section 10-40.30.050 Industrial Zones

Table 10-40.30.050.B. Industrial Zones – Allowed Uses						
Primary Land Use ¹	Specific Use Regulations	Industrial Zones				
		RD	LI	LI-O	HI	HI-O
Marijuana Off-Site Cultivation Location Establishment	10-40.60.220	--	P	P ⁷	P	P ⁷
Marijuana Off-site Manufacturing Location Establishment	10-40.60.220	--	P	P ⁷	P	P ⁷

Section 3. Amend Title 10 FLAGSTAFF ZONING CODE, Division 10-40.60: Specific to Uses, Section 10-40.60.220 Marijuana Establishments, as follows:

10-40.60.220 Marijuana ~~Establishments~~ Operation

A. **Applicability.** Prior to the submittal of a Building Permit or Business license application, or prior to the occupancy of a structure, for a Marijuana ~~Establishment~~ Operation, the applicant shall complete a Concept Plan in accordance with Section [10-20.30.050](#), Concept Plan Review.

B. The Concept Plan application shall include the following:

1. A notarized authorization executed by the property owner acknowledging and consenting to the use of the property as a Marijuana ~~Establishment~~ Operation;
2. The name of the Marijuana ~~Establishment~~ Operation and the name of the owner(s) of the Marijuana ~~Establishment~~ Operation;
3. The name, address, birth date, and valid registry identification card number of each ~~nonprofit-medical Marijuana Dispensary agent or registered Marijuana facility~~ Marijuana Operation agent;
4. A security plan describing details of alarm systems and exterior lighting in compliance with Division [10-50.70](#), Outdoor Lighting Standards, and including a floor plan showing the location, dimensions, and type of security measures demonstrating that the Marijuana ~~Establishment-~~ Operation will be secured, enclosed, and locked as required by law;
5. A scaled survey sealed by a land surveyor registered in the State of Arizona depicting the property lines of the lot or parcel that is proposed to contain the Marijuana ~~Establishment~~ Operation and the separations from the nearest lot or parcel that contain any of the existing uses listed in subsection F of this section; and
6. An affidavit signed and notarized by the applicant attesting that the lot or parcel proposed to contain the Marijuana ~~Establishment~~ Operation meets the separation requirements from the nearest lot or parcel containing any of the existing uses listed in subsection F of this section.

C. A Marijuana ~~Dispensary~~ Retail Establishment shall have operating hours not earlier than 8:00 a.m. and not later than 7:00 p.m.

D. A Marijuana ~~Establishment~~ Operation shall:

1. Not be located in a temporary building or structure (e.g., shipping container, storage structure, tent, trailer, vehicle, etc., as determined by the ~~Zoning Administrator~~ **Planning Director**);
2. Not emit dust, fumes, vapors, smoke, or odors into the environment;
3. Prohibit consumption of Marijuana on the premises, including the parking area associated with the Marijuana ~~Establishment~~ **Operation**;
4. Display a current City of Flagstaff business license;
5. Include a secure storage area that can be enclosed and locked as required by law;
6. Have a single secure entrance or, if a dual licensee, demonstrate appropriate security measures to deter and prevent the theft of Marijuana and to reasonably regulate customer access to the premises, including equipping all entrances and exits with an alarm system;
7. Provide additional exits in accordance with the Building Code or Fire Code; and
8. Dispose of Marijuana remnants and by-products in accordance with State and local regulations.

E. A Marijuana ~~Dispensary Retail Establishment~~ shall not have a drive-through service or an outdoor seating area for dispensary customers. An outdoor seating area for employees shall be designed in a manner that prohibits access and use by dispensary customers.

F. A Marijuana ~~Establishment~~ **Operation** shall meet the following minimum separations, measured in a straight line from the boundary of the lot or parcel containing the use to the property boundary of the lot or parcel containing any of the existing uses listed below:

1. Two thousand feet from another Marijuana ~~Establishment~~ **Operation**;
2. Five hundred feet from a residential substance abuse treatment facility or other residential drug or alcohol rehabilitation facility licensed by the State of Arizona;
3. Five hundred feet from a community college, university, or from any public, private, parochial, charter, dramatic, dancing, music learning center, or other similar school or educational facility that caters to children;

4. Five hundred feet from a daycare home or daycare center;
5. Five hundred feet from a public library or public park; and
6. Five hundred feet from a facility devoted to family recreation or entertainment.

Section 4. Amend Title 10 FLAGSTAFF ZONING CODE, Division 10-40.60: Definition of Specialized Terms, Phrases, and Building Functions, Section 10-80.20.130 Definitions “M”, to modify the following:

10-80.20.130 Definitions “M”

~~Marijuana Dispensary: A medical or dual licensee (as defined in ARS §36-2850, as amended) marijuana dispensary certified by the State of Arizona to sell marijuana and marijuana products to consumers, which may include the cultivation, manufacturing, processing, packaging, or storage of marijuana products as an accessory use to the dispensary.~~

Marijuana ~~Establishment~~ **Operation**: Means any of the following: Marijuana ~~Dispensary~~ **Retail Establishment**, Marijuana Off-Site Cultivation ~~Location Establishment~~, Marijuana Off-Site Manufacturing ~~Location Establishment~~, and Marijuana Testing Facility.

Marijuana Off-Site Cultivation ~~Location Establishment~~: A location used by an entity certified by the State of Arizona to cultivate, manufacture, package, process, and store marijuana and marijuana products, excluding the sale or transfer of marijuana and marijuana products to consumers.

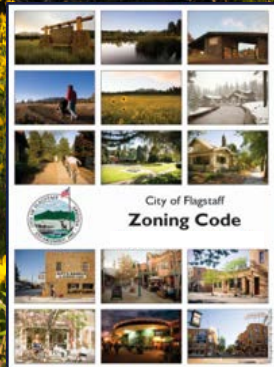
Marijuana Off-site Manufacturing ~~Location Establishment~~: A location used by an entity certified by the State of Arizona to manufacture, package, process, and store marijuana and marijuana products, excluding the sale or transfer of marijuana and marijuana products to consumers.

Marijuana Retail Establishment: A Non-Profit Medical Marijuana Dispensary, Dual-Licensed establishment (as defined in A.R.S. §36-2850, as amended), or a single recreational retail establishment certified by the State of Arizona to sell Marijuana and Marijuana products to consumers, which may include the cultivation, manufacturing, processing, packaging, or storage of Marijuana products as an accessory use to the dispensary.

Amendments to the Zoning Code Marijuana Operations

PZ-22-00074 & PZ-22-00089

Tiffany Antol, AICP
Zoning Code Manager





Marijuana Operations

PZ-22-00074 Marijuana Dispensary Hours of Operation

The Applicant is requesting that the City of Flagstaff amend the Zoning Code to allow extended hours of operation from the existing provision which allows dispensaries to be open from 8 a.m. to 7 p.m. to 8 a.m. to 10 p.m.

Overview of Proposed Amendment: 10-40.60.220.C

10-40.60.220 Marijuana Establishments

C. A Marijuana Dispensary shall have operating hours not earlier than 8:00 a.m. and not later than ~~7:00 p.m.~~ 10 p.m.



Marijuana Operations

PZ-22-00089 Single Recreational Sales Establishment

The City is requesting to amend the Zoning Code to address marijuana Operation in the City of Flagstaff by updating terms and definitions to include single recreational sales establishments and potentially revise the separation requirements for all Marijuana Operations.



Marijuana Operations

City's Proposed Zoning Code Text Amendment

Overview of Proposed Amendment:

Table 10-40.30.040.B Commercial Zones – Allowed Uses

Change Marijuana Dispensary to Marijuana Retail Establishment

Table 10-40.30.050B Industrial Uses Allowed Uses

Change Marijuana Off-site Cultivation Location and Marijuana Off-site Manufacturing Location to Marijuana Off-site Cultivation Establishment and Marijuana Off-site Manufacturing Establishment



Marijuana Operations

City's Proposed Zoning Code Text Amendment

Overview of Proposed Amendment: 10-40.60.220 Marijuana Establishments

Replace Marijuana Establishment with Marijuana Operation and replace Marijuana Dispensary with Marijuana Retail Establishment.

Review the existing separation requirements for Marijuana Operations found in 10-40.60.220

- 1. Two thousand feet from another Marijuana Establishment;**
- 2. Five hundred feet from a residential substance abuse treatment facility or other residential drug or alcohol rehabilitation facility licensed by the State of Arizona;**
- 3. Five hundred feet from a community college, university, or from any public, private, parochial, charter, dramatic, dancing, music learning center, or other similar school or education facility that caters to children;**
- 4. Five hundred feet from a daycare home or daycare center;**
- 5. Five hundred feet from a public library or public park; and**
- 6. Five hundred feet from a facility devoted to family recreation or entertainment.**



Marijuana Operations

City's Proposed Zoning Code Text Amendment

Overview of Proposed Amendment: 10-80.20.130 Definitions "M"

- **Rename Marijuana Establishment to Marijuana Operation and add Retail Establishment to the definition to avoid conflicts with the Arizona Revised Statutes definitions.**
- **Rename Marijuana Off-site Cultivation Location and Marijuana Off-site Manufacturing Location to Off-site Cultivation Establishment and Marijuana Off-site Manufacturing Location to better align with Arizona Revised Statutes definitions.**
- **Delete Marijuana Dispensary definition and replace with Marijuana Retail Establishment. This will allow for recreational only marijuana sales.**
 - **Marijuana Retail Establishment: A Non-Profit Medical Marijuana Dispensary, Dual-Licensed establishment (as defined in A.R.S. §36-2850, as amended), or a single recreational retail establishment certified by the State of Arizona to sell Marijuana and Marijuana products to consumers, which may include the cultivation, manufacturing, processing, packaging, or storage of Marijuana products as an accessory use to the dispensary.**



Marijuana Operations

Questions for the Commission

- **Should the City of Flagstaff expand the hours of operation for Marijuana Dispensaries or Marijuana Retail Establishments?**
- **Should the City of Flagstaff allow single recreational marijuana retail establishments to operate in the city, thereby accommodating social equity licenses?**
- **Should the City of Flagstaff increase the separation distance requirements for Marijuana Dispensaries or Marijuana Retail Establishments to ensure public health, safety, and welfare are maintained?**



Marijuana Operations

Staff Recommendation

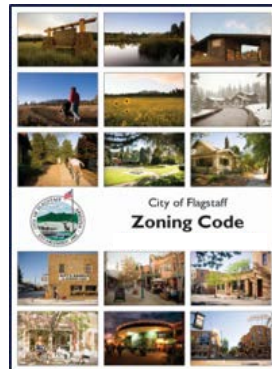
Findings for Zoning Code Text Amendments:

- (1) The proposed amendment is consistent with and conforms to the objectives and policies of the General Plan and any applicable specific plan;**
- (2) The proposed amendment will not be detrimental to the public interest, health, safety, convenience or welfare of the City; and**
- (3) The proposed amendment is internally consistent with other applicable provisions of this Zoning Code.**



Marijuana Operations

Questions, Comments, and Suggestions



CITY OF FLAGSTAFF STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Jeremy DeGeyter, Project Manager
Co-Submitter: Jeff Bauman
Date: 05/20/2022
Meeting Date: 05/31/2022



TITLE:

Fourth Street-Lockett Road-Cedar Avenue Roundabout Discussion

DESIRED OUTCOME:

This item is for discussion only (see attached presentation).

EXECUTIVE SUMMARY:

The Arizona Department of Transportation (ADOT) will administer the design and construction, and advertise, bid and award the construction of a roundabout at the signalized intersection of Fourth Street and Cedar Avenue/ Lockett Road. This roadway safety improvement project is the result of the City submitting a grant application to ADOT in 2018 for a competitive Highway Safety Improvement Program (HSIP) award. This project was identified as a high priority through a local network crash data screening process. The roundabout will improve safety, slow speeds, help avoid angle crashes, and add a crosswalk at the 4th-leg of the intersection.

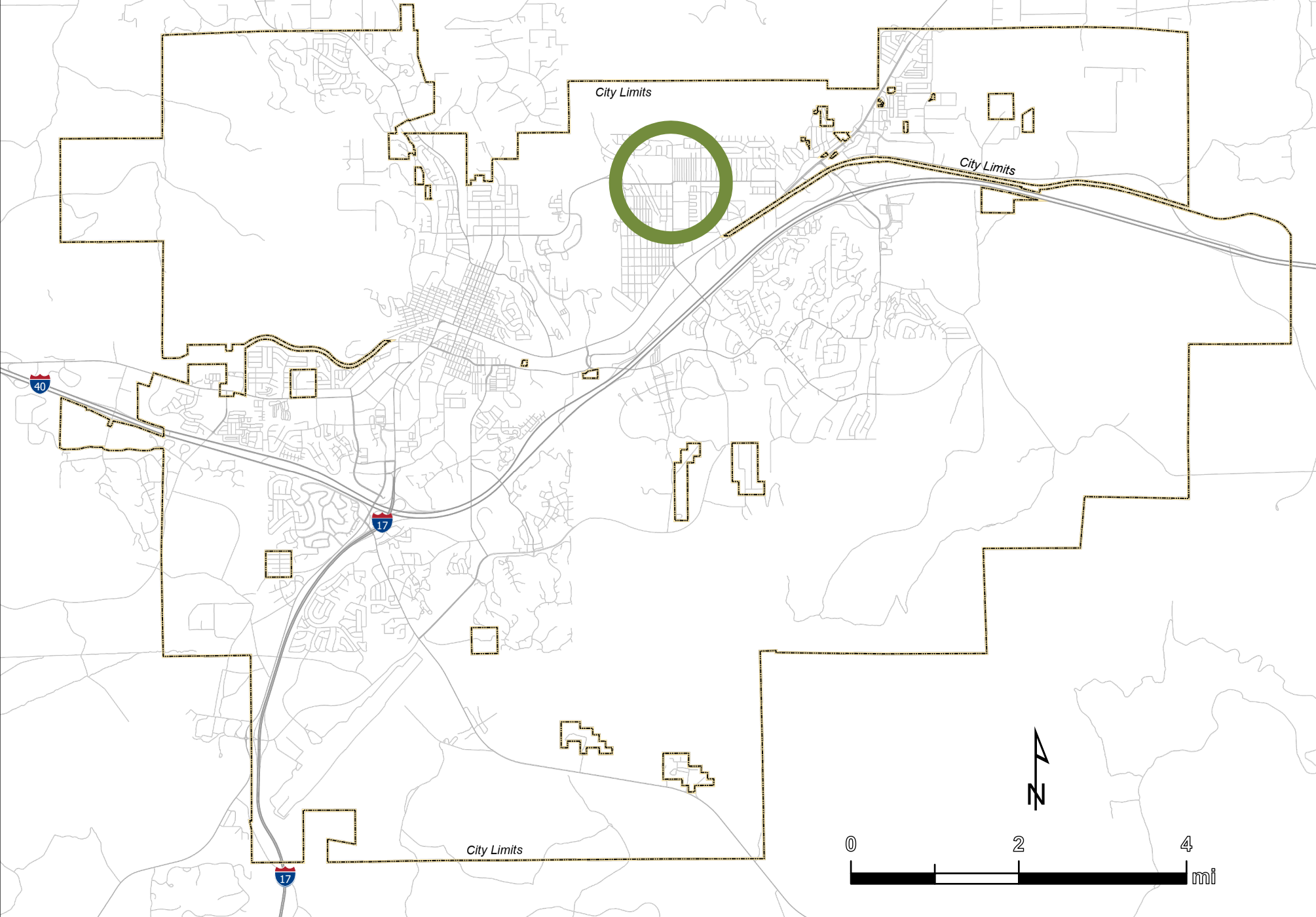
This project is identified in the MetroPlan Transportation Improvement Program (TIP), Transportation TIP #101020, ADOT Project #T0247, and IGA #20-0007711.

Council approved an Intergovernmental Agreement (IGA) between the City of Flagstaff and ADOT for this project on May 19th, 2020. The IGA directs ADOT to administer the design and construction and advertise, bid and award the construction of a roundabout at the signalized intersection of Fourth Street and Cedar Avenue/ Lockett Road. The total HSIP Federal Funding was estimated to be \$1,928,367 and the total City funding was estimated to be \$60,813.

Council approved IGA Amendment No. One on April 5th, 2022 which incorporated additional design scope to ensure the project fully mitigates impacts to surrounding properties, added a City of Flagstaff role during construction inspections, and updated project costs based on the most recent estimates. IGA Amendment No. One identified an immediate need for additional City funding in the amount of \$73,000 for additional design scope and project administration costs, increased the estimated City share for right-of-way acquisition costs by \$500,000, and updated the City share of estimated construction costs to \$1,614,225. The total project cost is estimated at \$4,176,405. The total City financial commitment is currently estimated at \$2,248,038. The City is responsible for any project costs in excess of the current HSIP grant award of \$1,928,367.

Should the project be canceled, ADOT's position is that the City will be responsible to repay all federal grant monies expended to date, currently estimated at \$450,000. The City Attorney's Office has not yet

Fourth/Cedar/Lockett Roundabout Project Location Map



-Fourth Street-
-Cedar Avenue-
-Lockett Road-
Roundabout

May 31, 2022





Fourth & Cedar/Lockett Roundabout

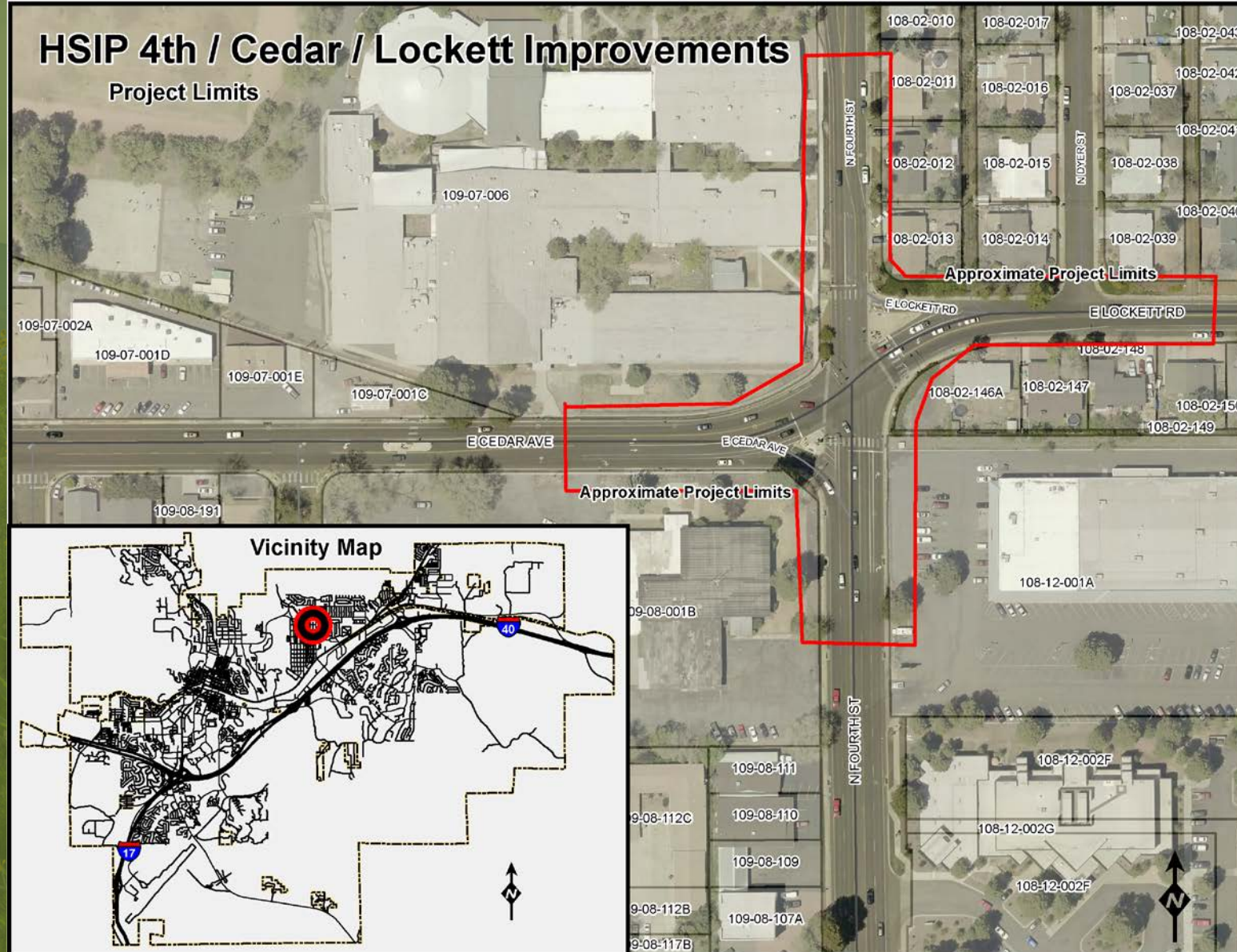


Presentation Outline

- Project Background and History
- Public Outreach
- Roundabout Benefits and Design Considerations
- Pedestrian Safety
- Bicycle Safety
- Schools and Roundabouts
- Educational Engagement

Project Location

- North Country HealthCare
- East Flagstaff Library
- Coconino Community College
- Pine Forest School
- Mount Elden Middle School and Puente de Hozho School
- Greenlaw and Sunnyside





Highway Safety Improvement Program (HSIP)



- Purpose:
 - “to achieve a significant reduction in traffic fatalities and serious injuries on all public roads through the implementation of infrastructure-related highway safety improvements.”
- Other Flagstaff HSIP Projects:
 - City-wide Sign Inventory and Replacement program
 - City-wide Pavement Markings
 - Beulah Bike Lanes
 - Switzer & Turquoise Roundabout
 - City-wide Guardrail Replacement
 - Countdown Pedestrian Signal Heads



Financial Impact

Design

- HSIP Federal Funds \$450,000
- City share \$103,000

ROW/TCE Acquisition- Estimated

- HSIP Federal Funds \$92,398
- City share \$530,813

Construction-Estimated

- HSIP Federal Funds \$1,385,968
- City share \$1,614,225

Notes:

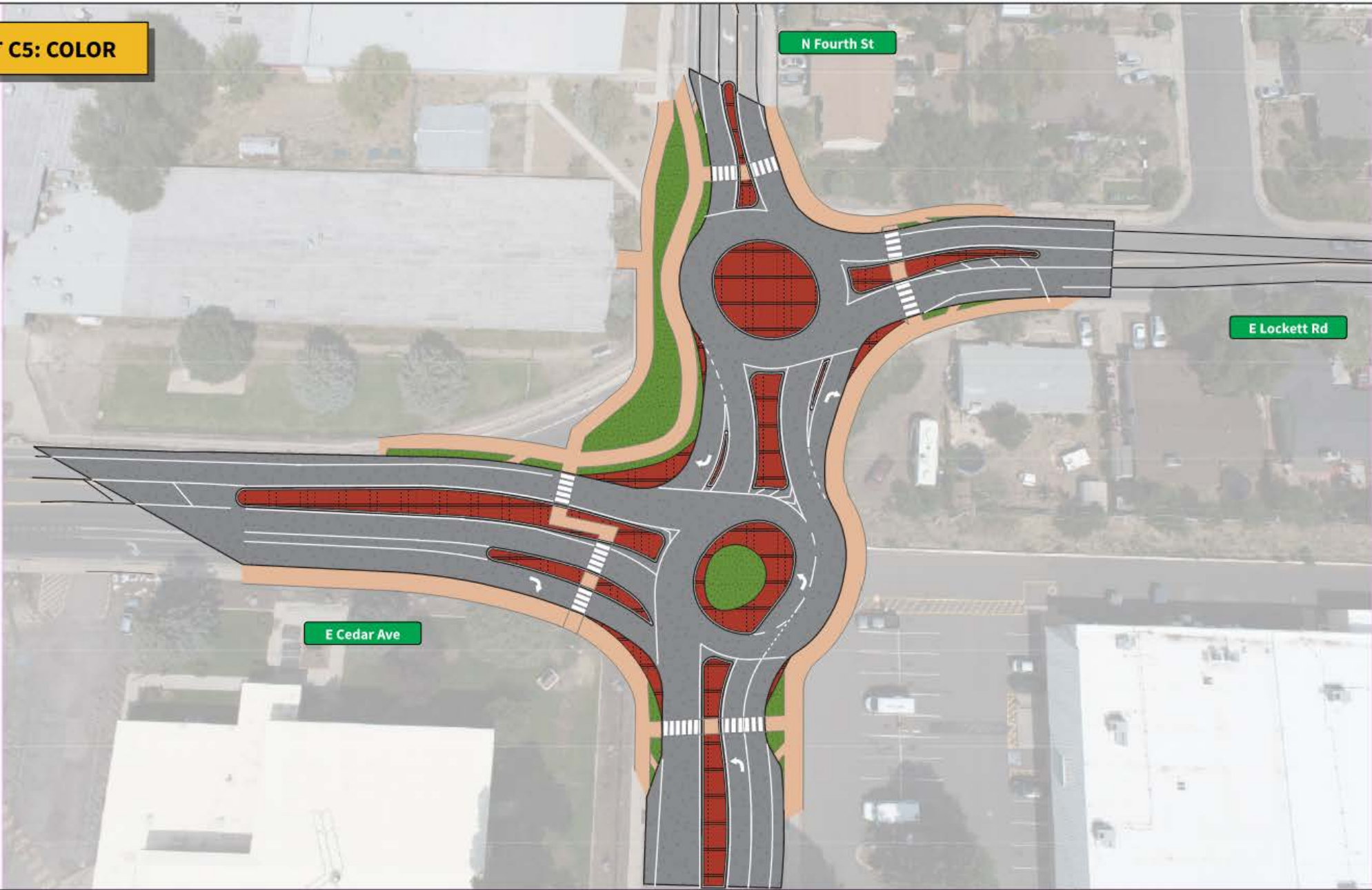
- City is responsible for any project costs in excess of the current HSIP grant award of \$1,928,366
- Total Project currently estimated at \$4,176,405
- Total City Share estimated at \$2,248,038
- Should the project be canceled, ADOT's position is that the City will be responsible to repay all federal grant monies expended to date, currently estimated at \$450,000. The City Attorney's Office has not yet had the opportunity to review this assertion.



Public Outreach

- Bike Advisory Committee (BAC) and Pedestrian Advisory Committee (PAC) in January 2021
- Transportation Commission (TC) - February 2021
- City Council- February 2021
 - Reviewed alternatives and decision matrix and direction was to move forward with single roundabout design
 - Required acquisition of Single-Family Residence
- City Council- April 2022
 - IGA Amendment #1-Updated scope, costs and responsibilities

ALT C5: COLOR



N Fourth St. @
E Cedar Ave. & E Lockett Rd.
Flagstaff, AZ



Scale= 1:50

12.17.20

MTJ CONCEPT DESIGN
ALT C5: COLOR WITH AERIAL



313 Price Place, Suite #11
Madison, WI 53705
608.238.5000
info@mtjengineering.com

www.mtjengineering.com



Fourth/Cedar/Lockett Roundabout

ALT B4: COLOR



N Fourth St. @
E Cedar Ave. & E Lockett Rd.
Flagstaff, AZ



12.17.20

Scale= 1:50

MTJ CONCEPT DESIGN
ALT B4: COLOR WITH AERIAL



313 Price Place, Suite #11
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Decision Matrix Summary



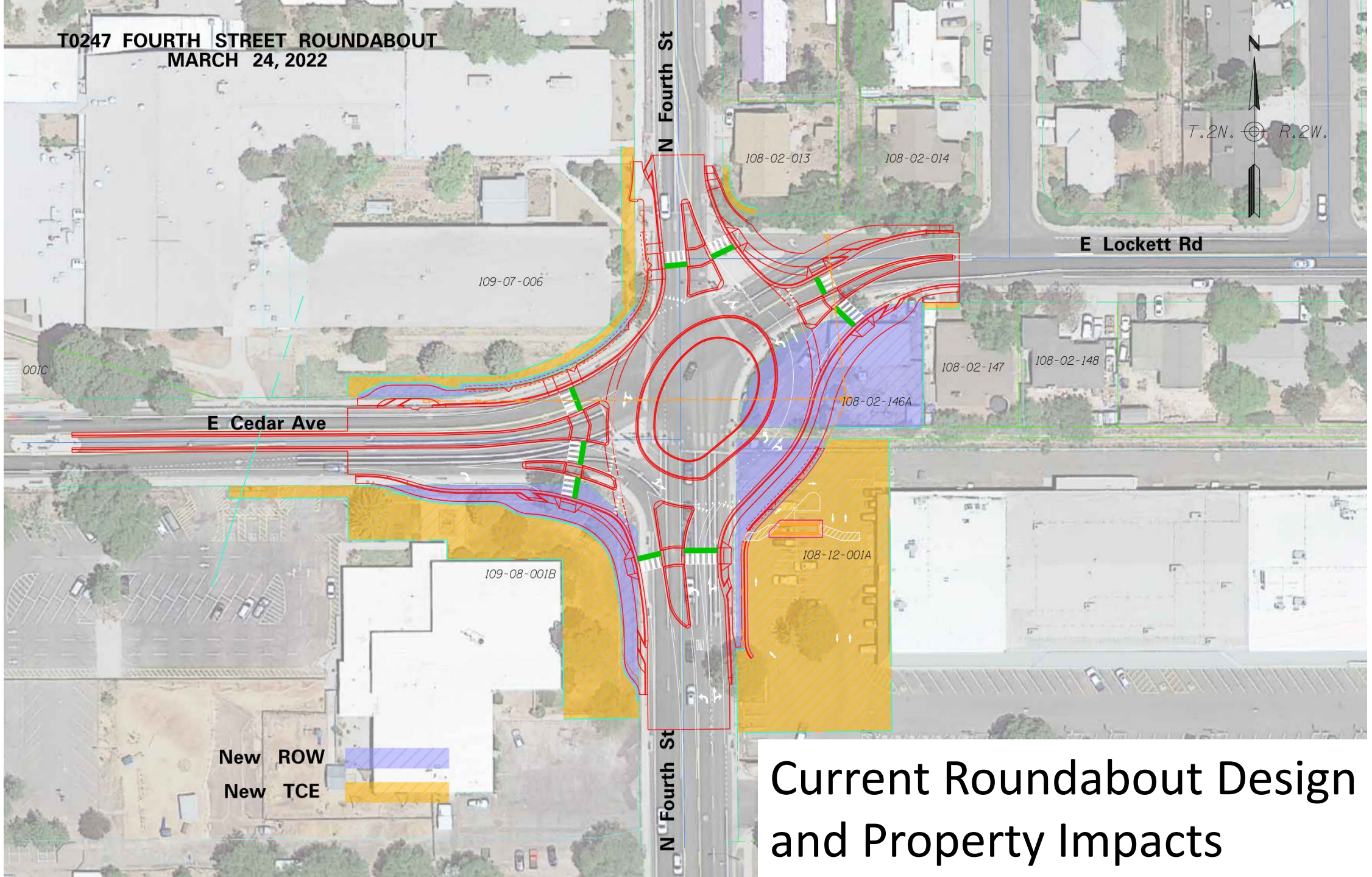
- Considered and scored alternatives based on multiple factors:
 - Safety for all modes, Operations for all modes, Environmental Factors, Buildings and Structures Impacts, Right of Way needs, Stakeholder Feedback and more.

Criteria Rating
1 - Strong Disadvantage
2 - Some Disadvantage
3 - Neutral
4 - Some Advantage
5 - Strong Advantage

EVALUATION CRITERIA	Design Alternative		
	<i>B4 - Single Roundabout</i>	<i>C5 - Double Roundabout</i>	<i>Existing Signal</i>
Total Net Effect:	74	68	62

- **Single roundabout was preferred alternative identified by Council, TC, PAC, and BAC .**

**T0247 FOURTH STREET ROUNDABOUT
MARCH 24, 2022**



E Cedar Ave

N Fourth St

E Lockett Rd

N Fourth St

New ROW [Blue hatched box]
New TCE [Yellow hatched box]

**Current Roundabout Design
and Property Impacts**



Multilane Roundabout

Multilane Roundabout

- Multiple lanes into and through roundabout
- More challenging for bikes and pedestrians





Turbo Roundabout



Turbo Roundabout

- Alternative to a multilane roundabout
- Spiraling lanes
- Raised curbs
 - Reduced ability to change lanes
- Drivers choose path before entering





Dutch Bicycle Priority Roundabout

Dutch Roundabout

- Separated circular bikeway
- Bikes and Pedestrians have the right of way
- 3X more bike crashes than conventional design





Fourth/Cedar/Lockett Roundabout



Traffic Circle

- Larger than roundabout
- Stop signs or traffic signals within circle
- Relatively high speeds





Fourth/Cedar/Lockett Roundabout



Protected Intersection

- Signalized Intersection
- Separated, protected facilities for bikes and pedestrians
- Priority crossing for bikes and pedestrians
- Does not provide any additional safety for vehicle/vehicle crashes





Fourth/Cedar/Lockett Roundabout



Protected Intersection



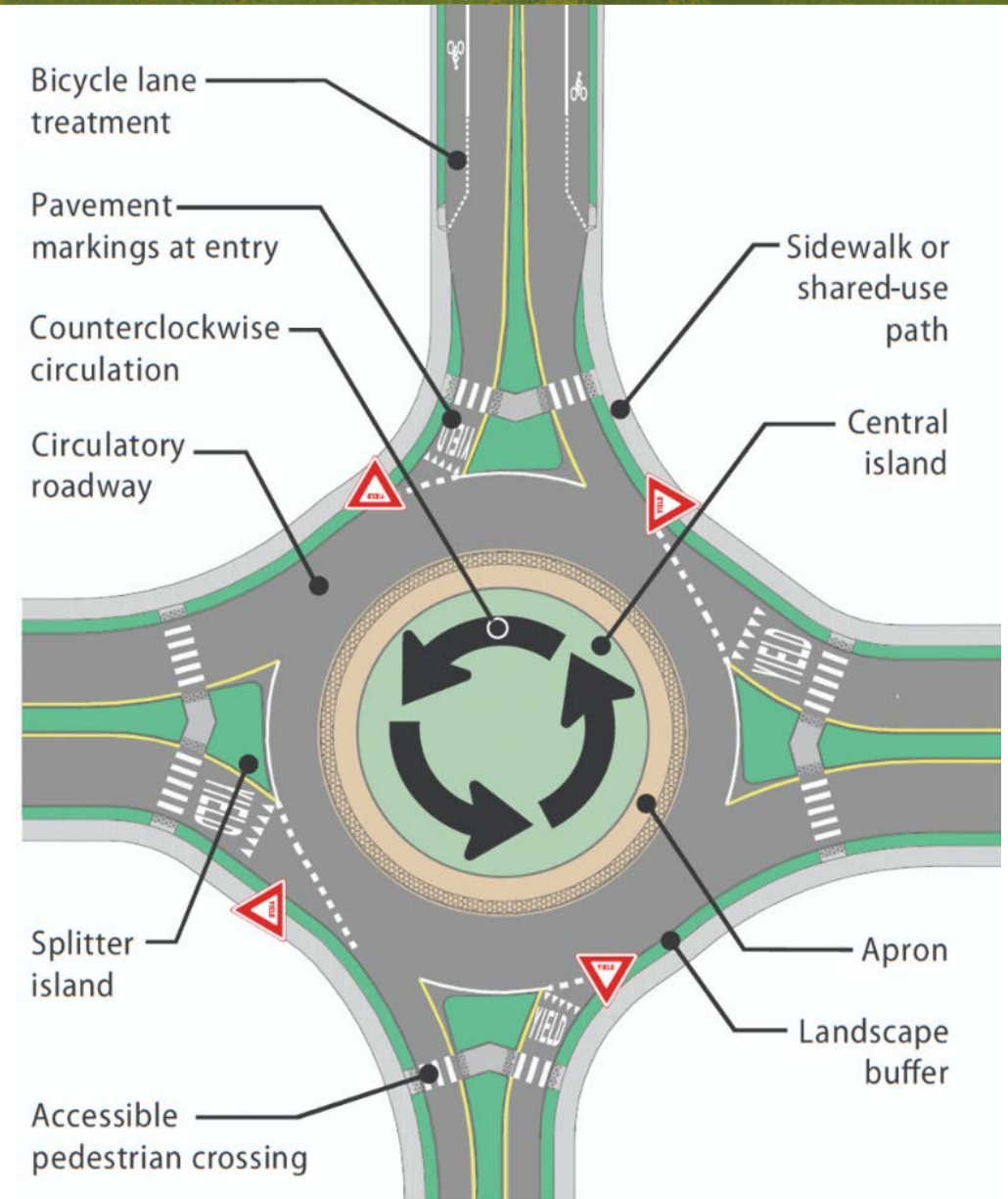


Fourth/Cedar/Lockett Roundabout



Modern Roundabout

- Yield control at all entry points
- Circular or non-circular
- Vehicle Deflection
- Pedestrians crossing one direction / one lane
- Speeds typically less than 20 mph





Fourth/Cedar/Lockett Roundabout



Modern Roundabout





8 Modern Roundabout Myths

1. They are the same as circles
2. Bad for older drivers
3. Take up too much land
4. Bicyclists and pedestrians are poorly served
5. Cannot work in a series
6. Not good for trucks or emergency responders
7. Visibility needed through the center
8. They hurt local businesses



Common Site Applications

- A modern roundabout should be considered anywhere a traffic signal or stop control is under consideration – ‘Roundabouts First Policy’
- Schools: Reduce vehicle speeds
- Corridors: Opportunity to shape cross sections - transitional
- Intersections with existing high crash severity and frequency patterns



Photo: Lee Rodegerdtis (used with permission)



Photo: Lee Rodegerdtis (used with permission)



Benefits of Roundabouts

- **Safety – Reduced Crashes**

- Total crashes by 35%
- Pedestrian Crashes by 40%
- Injury crashes by 76%
- Fatalities by 90%

- **Traffic Calming**

- Reduced vehicle speeds
- Transitional element

- **Pedestrian Safety**

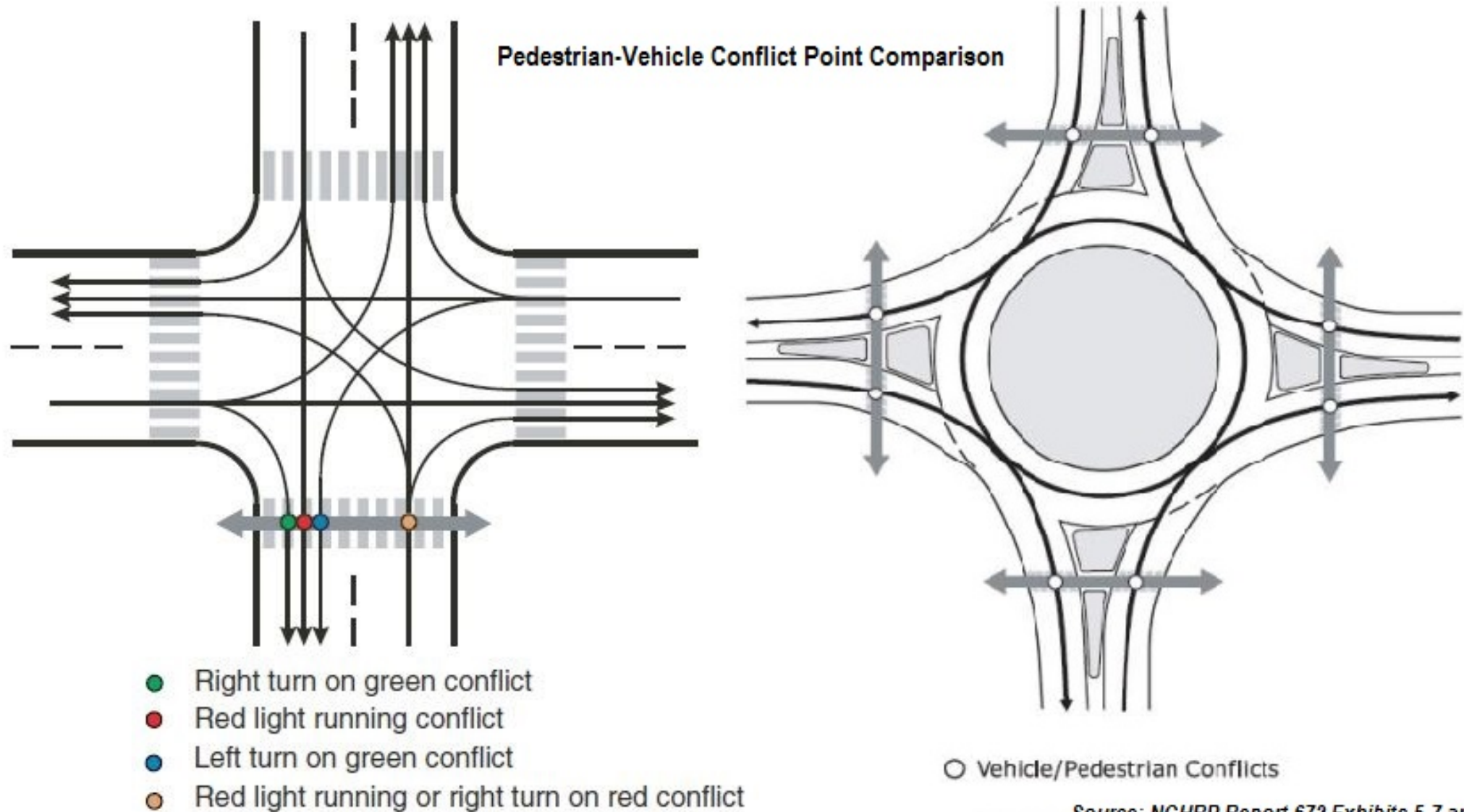
- Reduced vehicle speeds
- Reduced crossing distances
- Crossings focus on one traffic stream at a time - visibility

- **Bicycle Safety**

- Reduced vehicle speeds
- Two options
 - Take the lane
 - Separated/Protected facility



Safety – Reduce the Conflicts

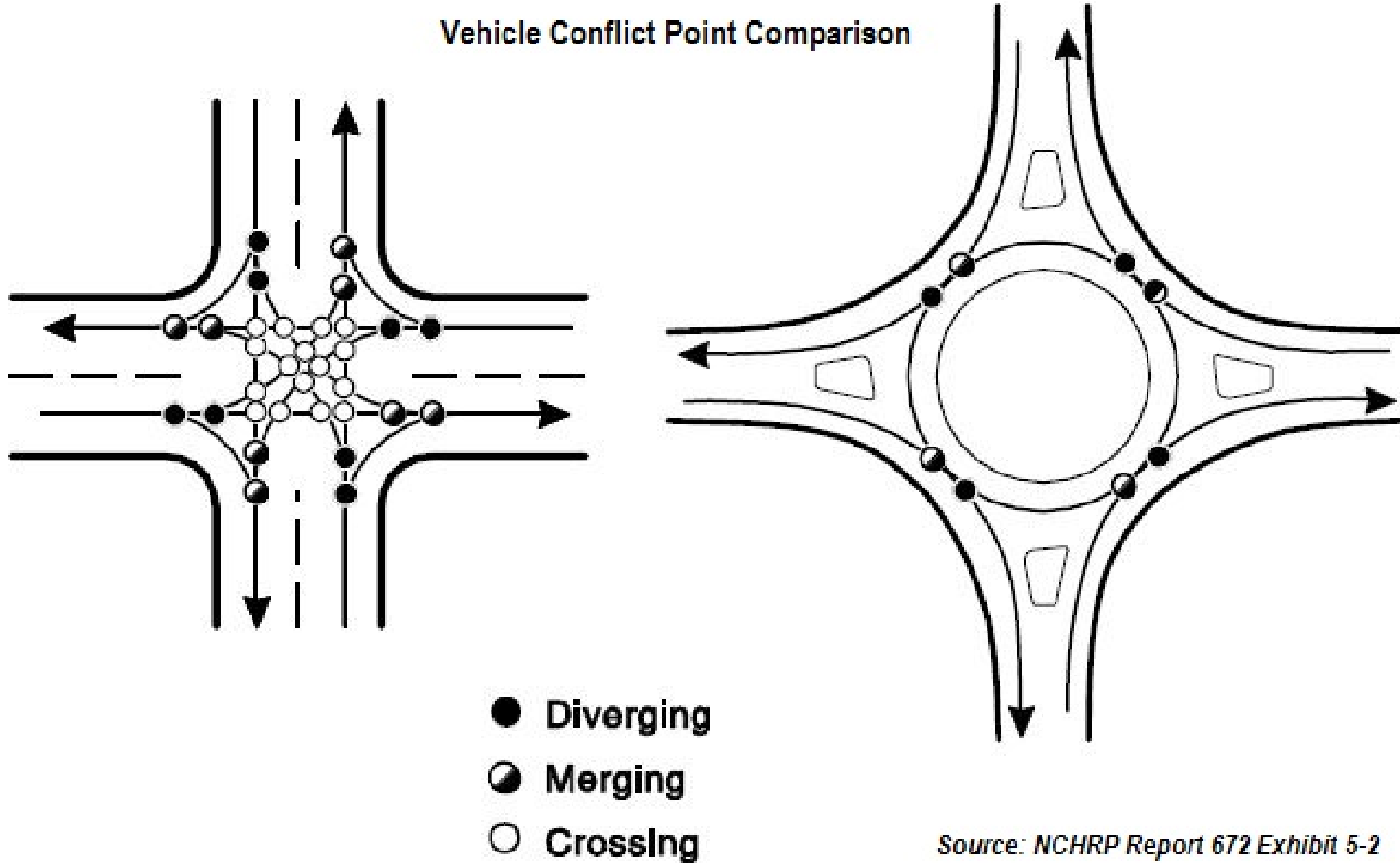


Source: NCHRP Report 672 Exhibits 5-7 and 5-8



Safety – Reduce the Conflicts

Vehicle Conflict Point Comparison



Source: NCHRP Report 672 Exhibit 5-2



Existing Conditions



Pedestrian Safety

The geometric design provides slow vehicle speeds at pedestrian crossings.



Pedestrian Safety

Crosswalks pass through the splitter islands, allowing pedestrians to cross one direction of traffic at a time.



Pedestrian Safety

The geometric design provides good sight lines from pedestrian to driver and vice versa.



Pedestrian Safety

Crosswalks are set back from the yield line by one or more car lengths where vehicle speeds are slow, which promotes yielding of motorists to non-motorized users





Bicycle Use – The Basics

- Bicycle lanes end in advance of roundabouts
- Bicyclist may utilize the adjacent multi use pathway -or-
- Bicyclists may 'take the lane' as a vehicle in this slow speed environment





Bicycle Ramps



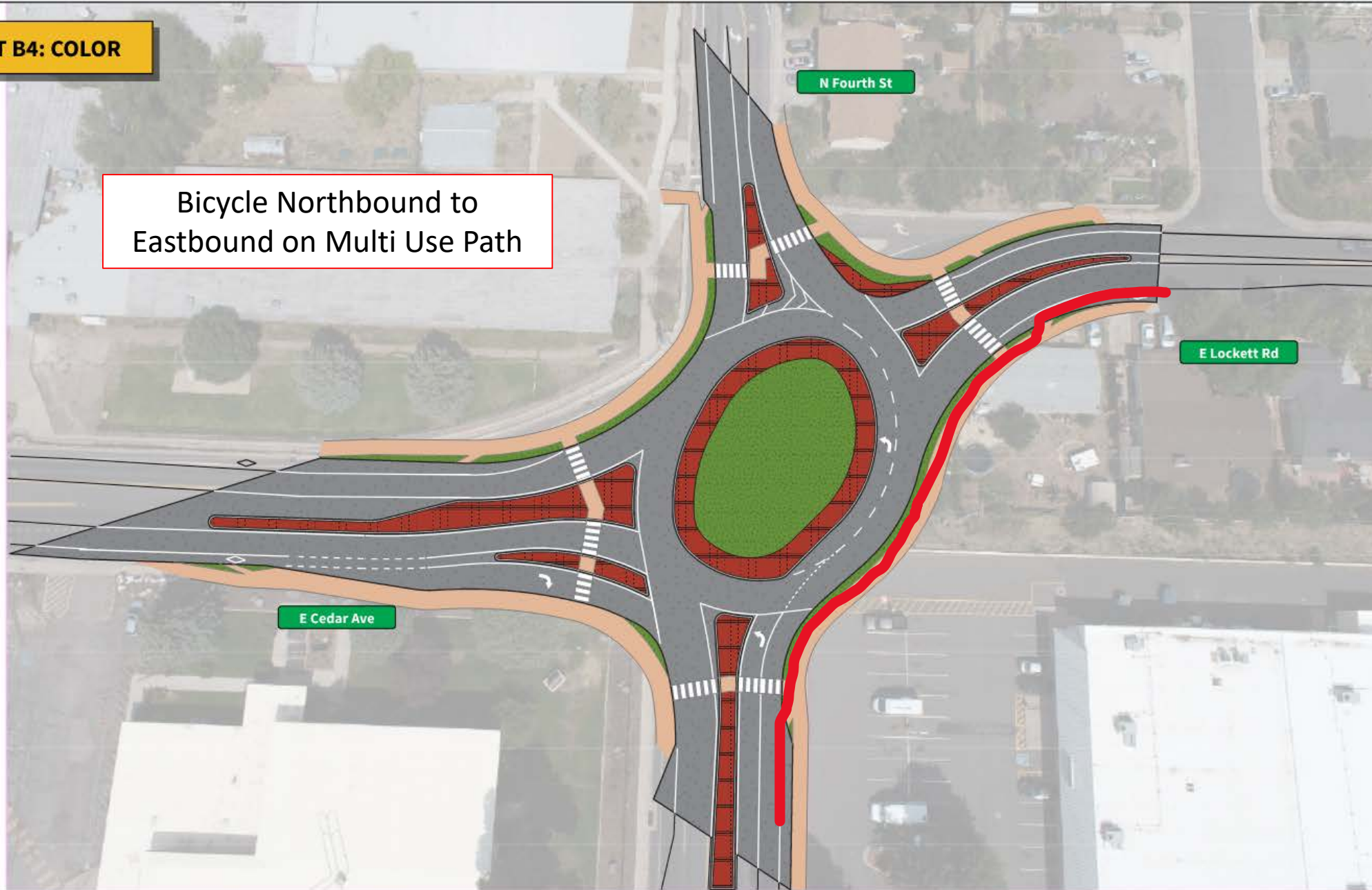


Bicycle Pavement Markings



ALT B4: COLOR

Bicycle Northbound to
Eastbound on Multi Use Path



N Fourth St. @
E Cedar Ave. & E Lockett Rd.
Flagstaff, AZ



Scale= 1:50

12.17.20

MTJ CONCEPT DESIGN
ALT B4: COLOR WITH AERIAL

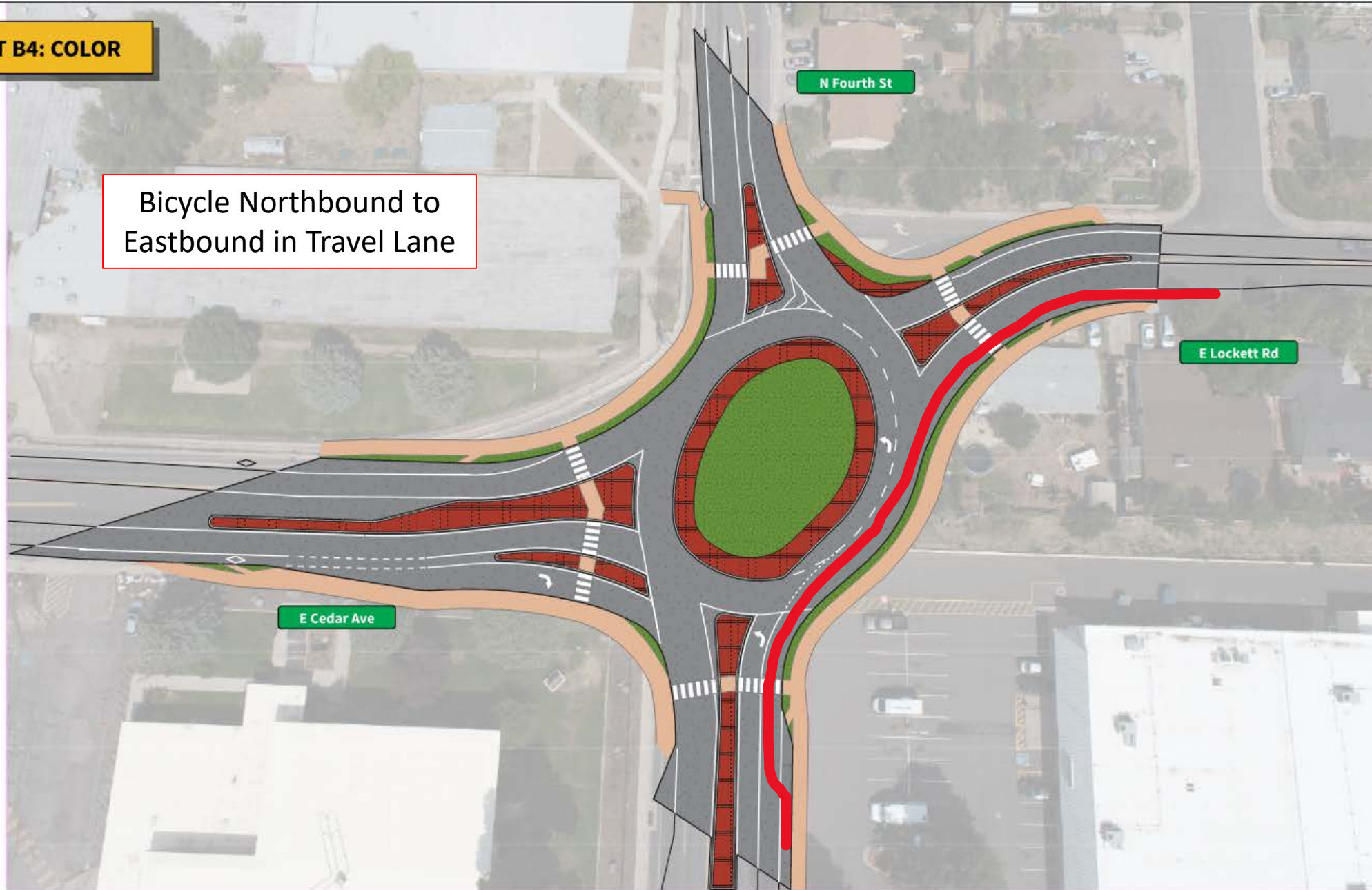


313 Price Place, Suite #11
Madison, WI 53705
608.238.5000
info@mtjengineering.com

www.mtjengineering.com

ALT B4: COLOR

Bicycle Northbound to
Eastbound in Travel Lane



N Fourth St. @
E Cedar Ave. & E Lockett Rd.
Flagstaff, AZ



Scale= 1:50

12.17.20

MTJ CONCEPT DESIGN
ALT B4: COLOR WITH AERIAL

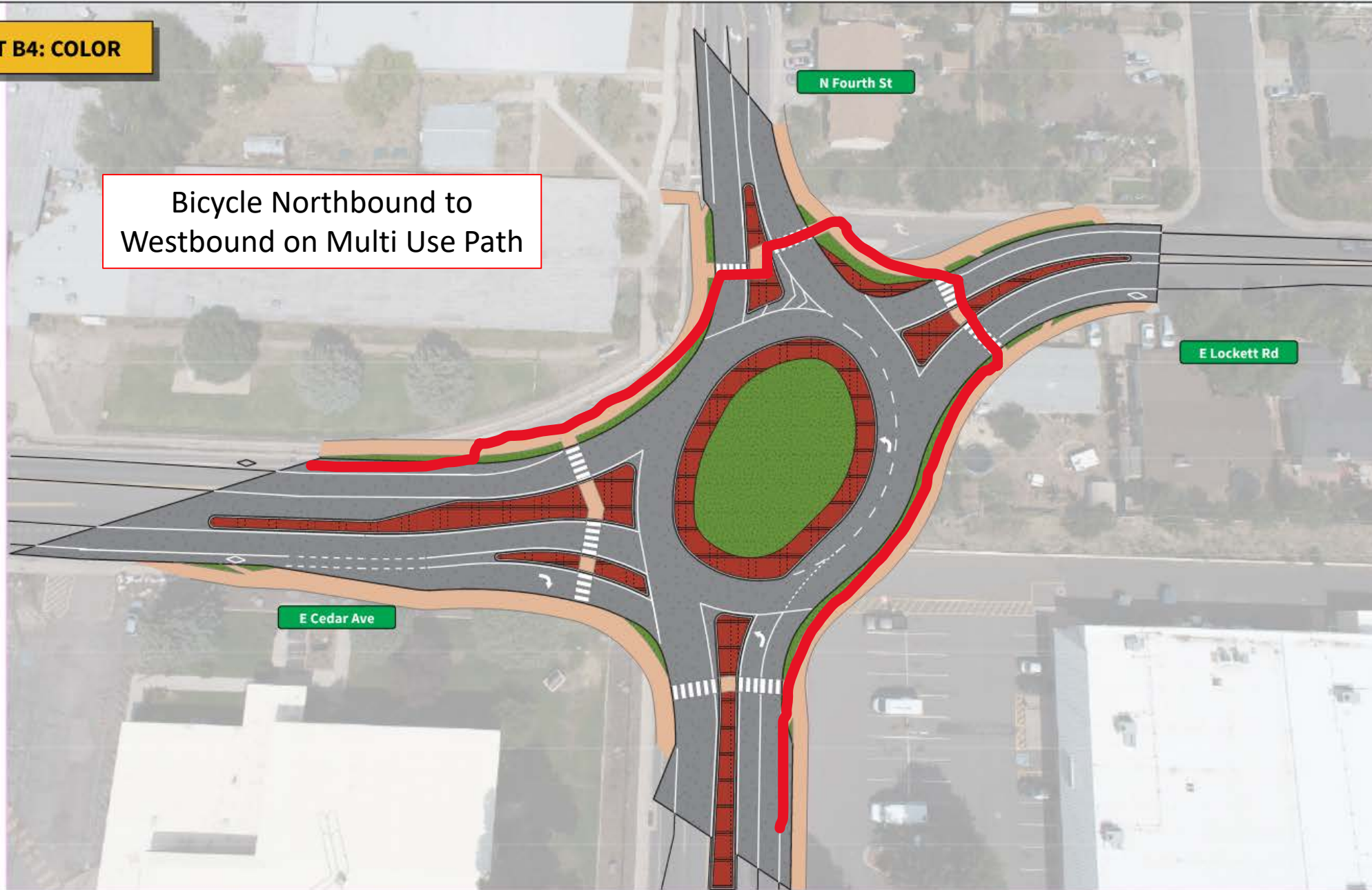


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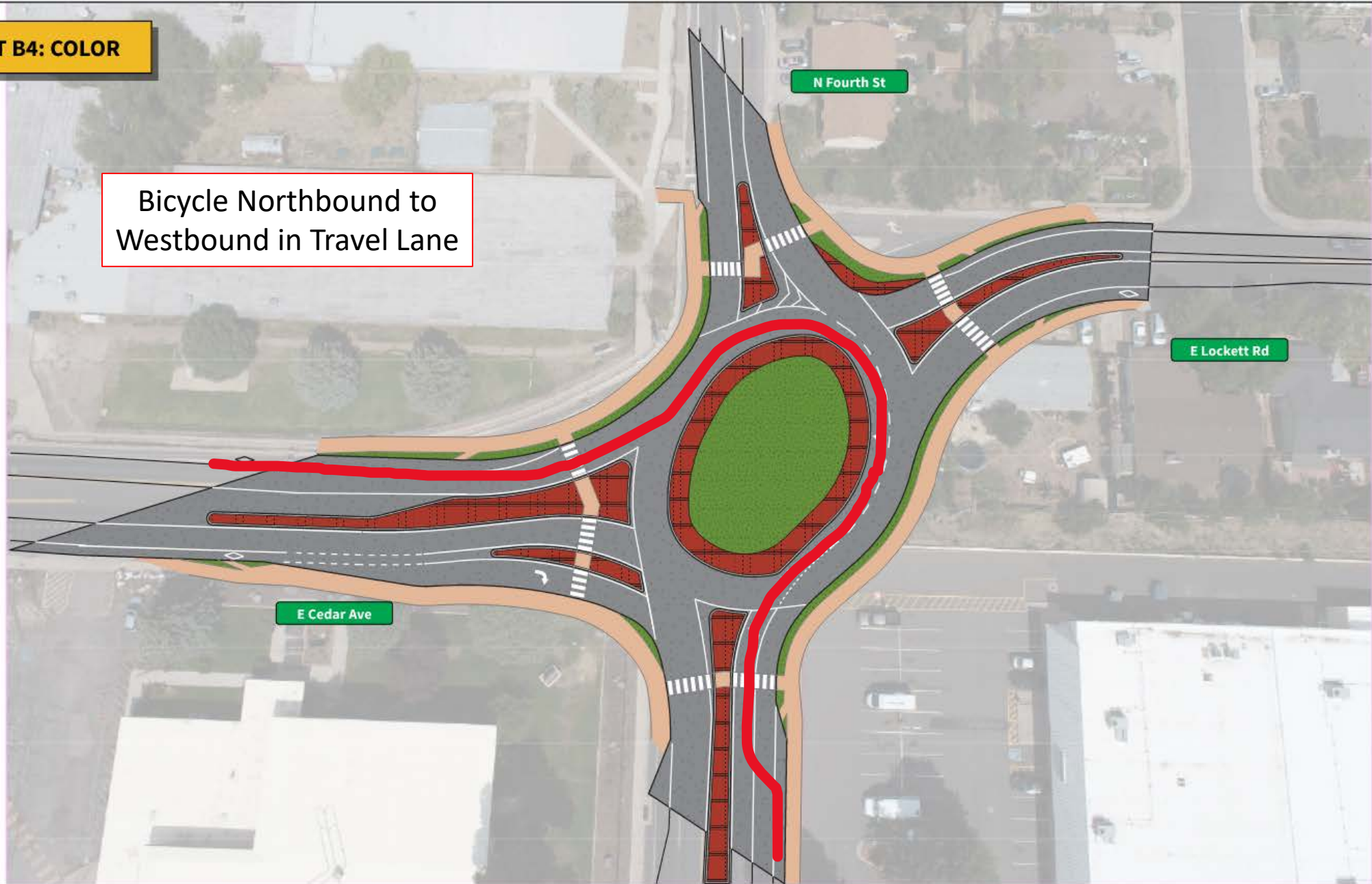


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Bicycle Northbound to
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Scale= 1:50

12.17.20

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ALT B4: COLOR WITH AERIAL



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Conceptual Bicycle Pavement Markings



- ① Bicycle Crossing
- ② Yield Markings
- ③ Bicycle Stop Line
- ④ 5 ft. Curb Radius
- ⑤ Channelizing Island



Bikes and Pedestrians





Auto/Bus/Truck Operations

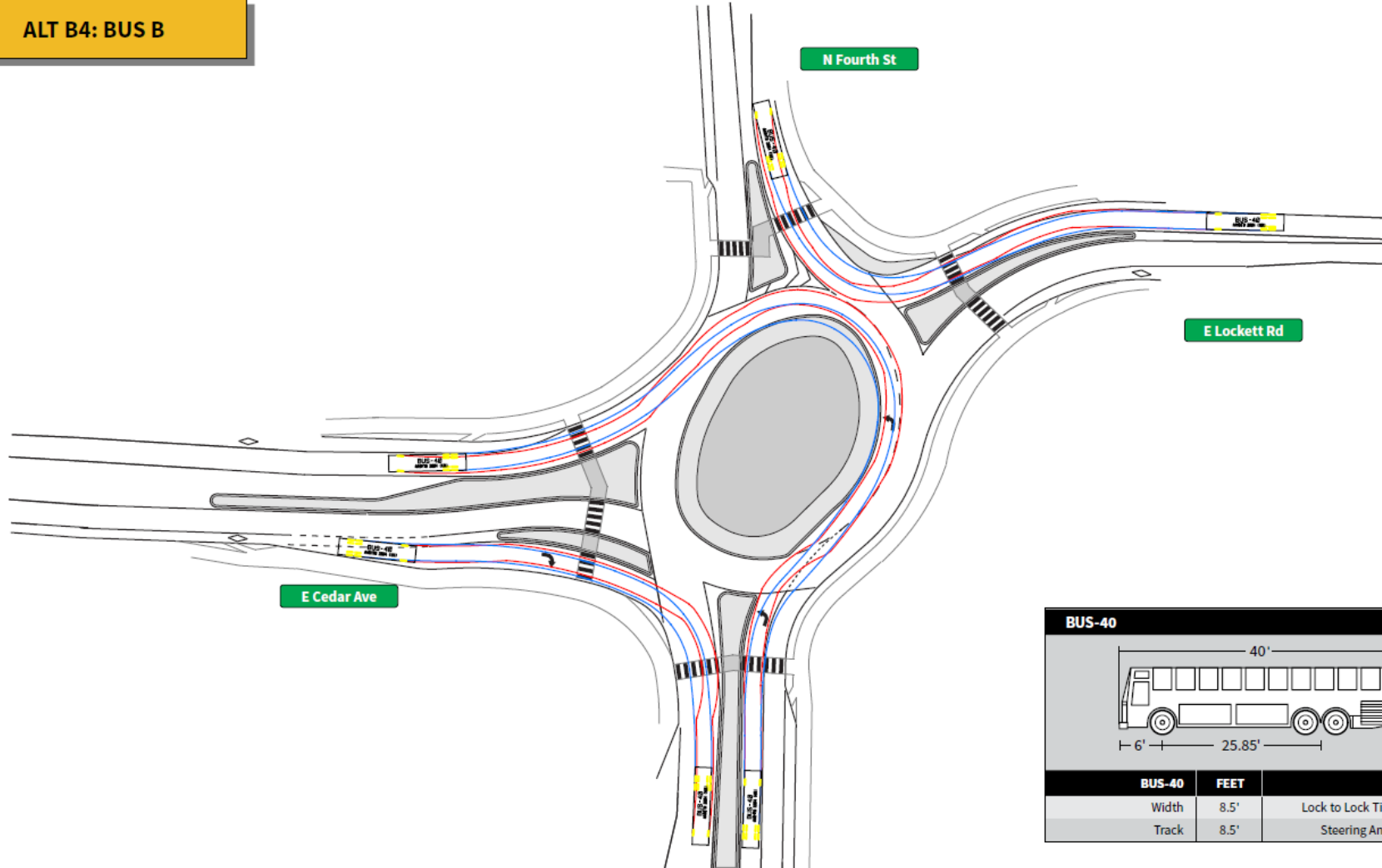
- Operational Performance
 - Lower overall delay than other controlled intersections
 - Operational trade-offs of laneage
- Ongoing Operations and Maintenance
 - Lower life cycle operating and maintenance costs
- Approach Roadways
 - Does not require lengthy turn lanes
 - Total lane count 15 to 10
 - Greater right-of-way needs at the intersection quadrants



Design Vehicles – Buses and Trucks



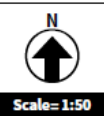
ALT B4: BUS B



BUS-40

BUS-40	FEET		
Width	8.5'	Lock to Lock Time	6.0
Track	8.5'	Steering Angle	39.3

N Fourth St. @
E Cedar Ave. & E Lockett Rd.
Flagstaff, AZ



MTJ CONCEPT DESIGN
ALT B4: BUS B

MTJ
ROUNDAABOUT
ENGINEERING

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info@mtjengineering.com

www.mtjengineering.com



Existing Conditions





Fourth/Cedar/Lockett Roundabout



Schools and Roundabouts

Children face special challenges to safely crossing a street. Factors include:

- Impulsiveness
- Slower walking speeds
- Small body size that limits their visibility
- Less experience with traffic
- Still-developing cognitive abilities that make it difficult to accurately judge vehicle speed and traffic stream gaps
- General perception drivers will be able to stop instantly



Fourth/Cedar/Lockett Roundabout

Schools and Roundabouts

- In settings with large numbers of children, lowering vehicle speed has great potential for injury prevention. Pedestrian crashes involving a child most often result from the child's error, thus slower speeds give motorists more time to react and can lessen injuries when crashes do occur (Retting, Ferguson, & McCartt, 2003)
- Near elementary and middle schools, single-lane roundabouts are generally preferable to multiple-lane roundabouts due to lower vehicle speeds, simpler crossings for children and the greater comparative crash safety benefit (Rodergerdts et al., 2010).
- There are now roundabouts at more than 160 schools nationwide. This is up from zero in 1990. There have been no serious injuries reported in these 18 years. (Burden, Designing Roundabouts to Support Walkability and Smart Growth, 2008)



Fourth/Cedar/Lockett Roundabout



Schools and Roundabouts

- Pedestrian Actuated Beacons at southern roundabout leg
 - Only instance where multiple lanes to cross
- Although not warranted at this time, install conduit for future flashing beacons at all crossings.

Fig. 2 Rectangular Rapid Flashing Beacon (RRFB) at Crossing Martin Luther King Roundabout, Springfield, OR



Photo courtesy City of Springfield, OR



Fourth/Cedar/Lockett Roundabout

Schools and Roundabouts

- Illumination-Streetlights
- Z-Crossings

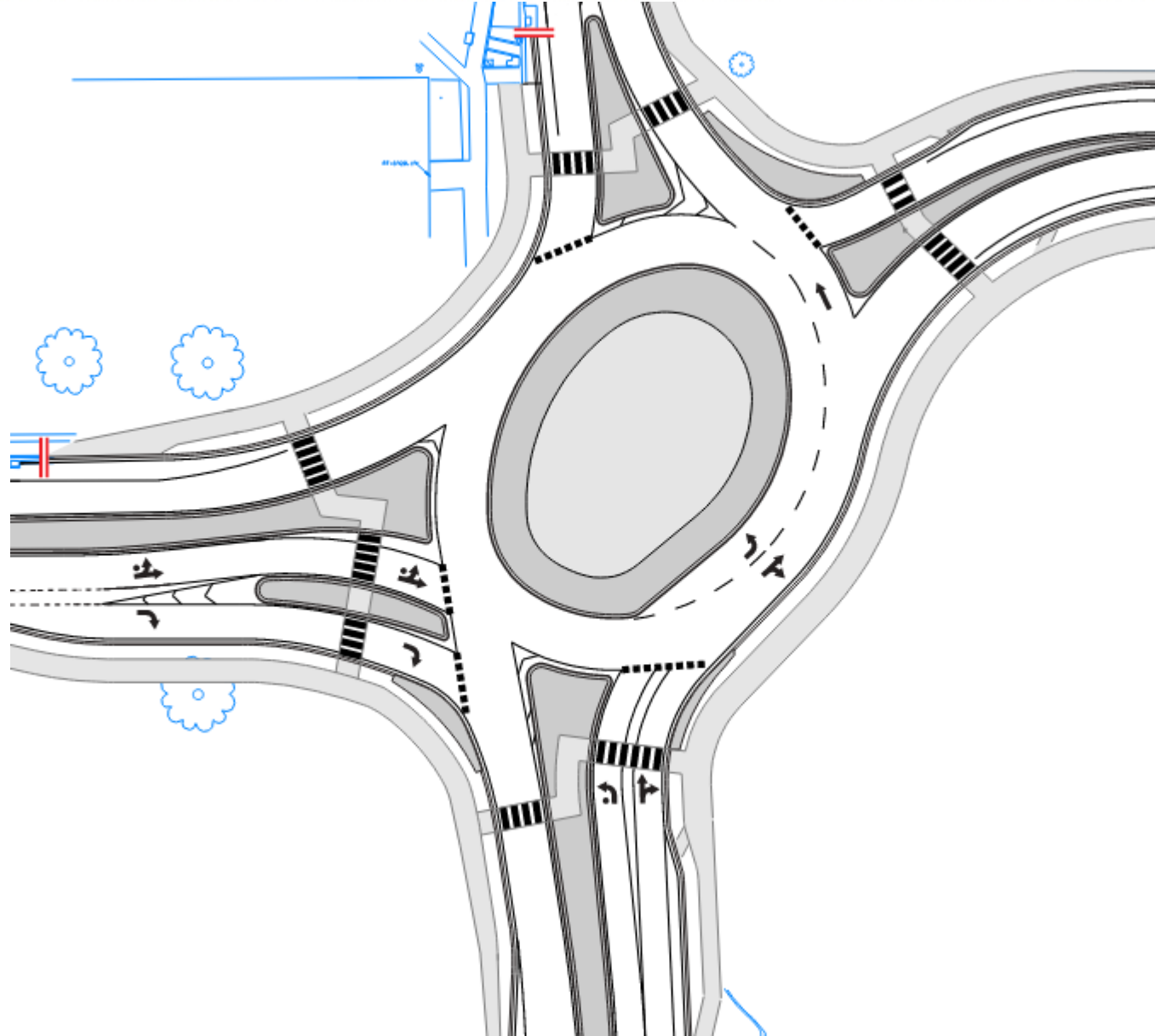
SPEED MATTERS

20 mph = 15% Fatal

25 mph = 23% Fatal

30 mph = 45% Fatal

45 mph = 85% Fatal





Fourth/Cedar/Lockett Roundabout

Educational Engagement

- Outreach to schools
- Flyers
- Workshops
- Social media



LET'S TALK ABOUT THIS ROUNDABOUT!
OHIO DRIVE & WARREN PARKWAY

PEDESTRIANS & BICYCLISTS

Traveling through the roundabout:

BICYCLISTS on the road

Experienced bicyclists travel through the roundabout using the same general rules that apply to motorists, as explained below.

1. On your approach, choose the proper lane for your route. Always yield to pedestrians in the crosswalks. Yield to traffic in the roundabout; only enter when there is a safe gap in traffic.
2. Stay in your lane and maintain a good pace. Don't hug the curb; using the middle of the lane helps drivers see you.

BICYCLISTS on the sidewalk

Dismount at the sidewalk ramp and walk your bicycle. Use the sidewalks and crosswalks, following the same rules that apply to pedestrians.

Crossing as a PEDESTRIAN

1. Approach the crosswalk and pause at the ramp. Look towards approaching traffic.
2. Show your intent to cross by standing next to the road and making eye contact with drivers.
3. Wait for approaching vehicles to yield, and then cross the road.
4. After reaching the median, repeat this process to cross the other half of the road.

FRISCO



Fourth/Cedar/Lockett Roundabout

Next Steps

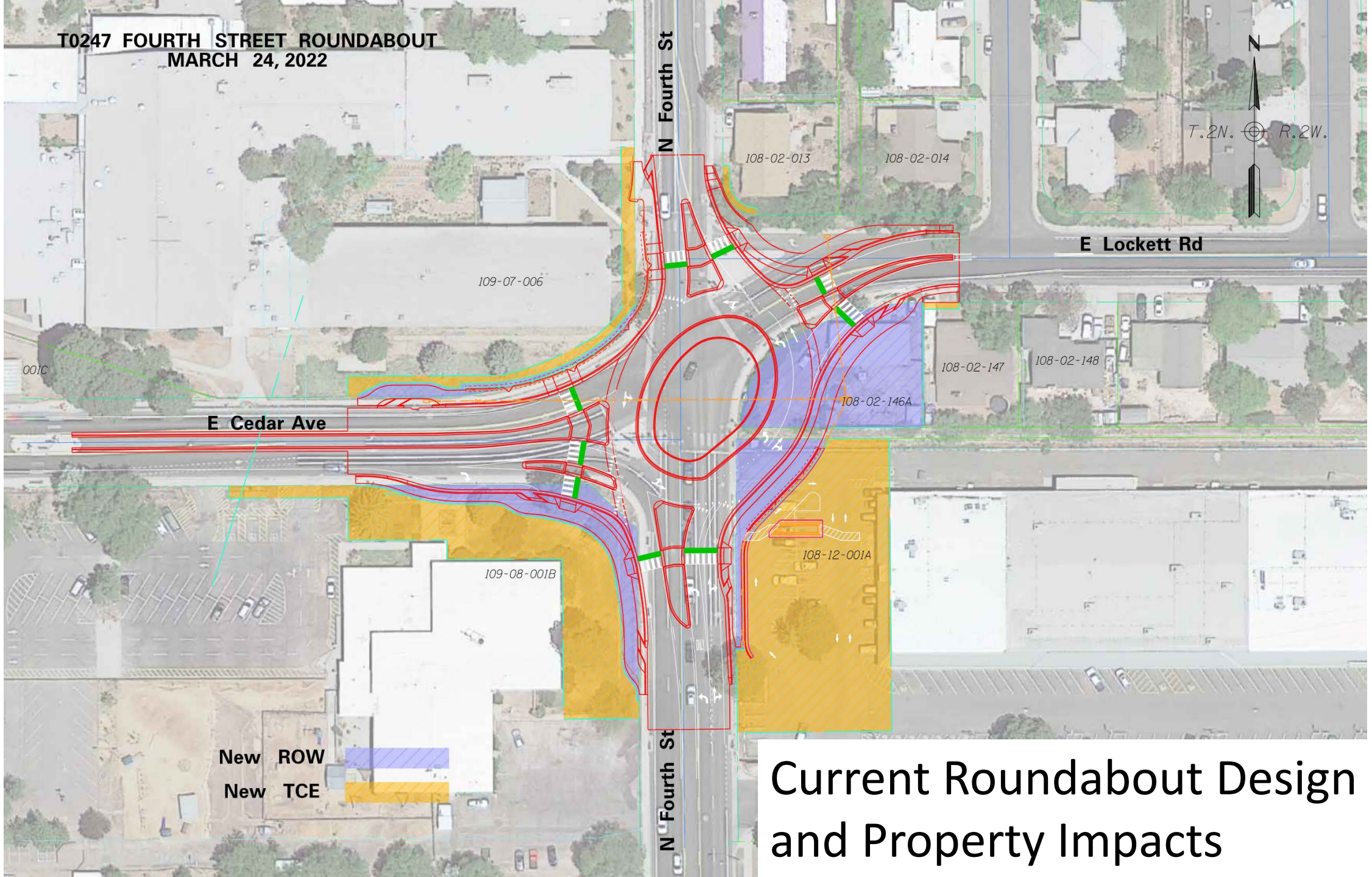
- Right-Of-Way/Temporary Construction Easement Acquisition
- Public Information Meeting
 - East Flagstaff Library
 - Date TBD (Mid/Late August)
- Utility Relocations
- Finalize Design and Cost Estimate
- Prior to Bid/Project Advertisement City will pay share of construction costs.
- Construction in 2023



Questions and Discussion



**T0247 FOURTH STREET ROUNDABOUT
MARCH 24, 2022**



**Current Roundabout Design
and Property Impacts**

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Scott Overton, Public Works Director
Date: 05/24/2022
Meeting Date: 05/31/2022



TITLE:

Museum Flooding and Spruce Wash updates

DESIRED OUTCOME:

Information only.

EXECUTIVE SUMMARY:

Present to the Council and community the latest information about the Spruce Wash and Museum post-wildfire flooding preparations for the 2022 season.

INFORMATION:

Staff will present overview of preparation efforts.

Attachments: [Presentation](#)

Flood Mitigation Updates

May 31, 2022





Agenda



High level Updates on all things Spruce Wash and Museum Flooding

- Volunteer efforts and refresh program
- Internal Processes and Financial Integration
- On-Forest project work
- Project Progress and Construction updates
- Communication to Community





Community volunteer event



- First event held May 21st
- Ponderosa Park debris, Spruce Wash debris, litter
- 14 volunteers, 57 hours of service



Museum Flood Financial Focus Group



- Focused on a list of pre-monsoon actions
- Working on identifying costs and fiscal responsibility
 - About 25 pre-monsoon tasks
 - Potentially up to \$350,000 in preparation costs
 - Stormwater Fund biggest impacted
- Creating processes to track expenses related to flood mitigation preparations and potential response
- Next steps to identify potential funding sources to support the programs and activities





DFFM-funded resources

- Approved Request
 - 1-Combo vac truck
 - 1-Mini excavator & trailer
 - 4- Digital portable message boards- Delivered
 - 2-Digital vehicle mounted signboards
 - 3- Light Plants- Delivered
 - Traffic barricades Delivered
 - 1,100 road cones
 - 200,000 Empty sandbags
 - 1-New manual sandbags machine





Cedar to Dortha channel and inlet



- **Project Scope:** Channel improvements for capacity and stability, Dortha Avenue undercrossing and inlet reconstruction for increased capacity
- **Construction Estimate:** \$2,600,000
- **Schedule:** Completion of critical infrastructure prior to monsoons 2022
- **Current activities:**
 - Utility relocations wrapping up
 - Dortha inlet and box shoring installed
 - Box floor and inlet concrete installation – week of May 23
 - Property acquisition ongoing





Killip School Regional Detention Basins



- Both fields are now at final grade and the weir structure is being completed
- Final scope and slope stabilization elements are being installed
- Fencing and Landscaping elements coming soon
- Finish work scope and proportionate cost share discussions are continuing for total costs
- Anticipated to be complete prior to July 1st





Killip inlet at Ponderosa Park



- Engineering team is working on the conveyance infrastructure needed north of the Killip Detention Basins
- Parks is soliciting contractors for heavy clean up
- Design consultant is working with Parks in preliminary planning of park amenities with conveyance
- Next logical construction project to follow Killip Detention Basin delivery. Funding guidance and timing is still being received





Ponderosa Park barriers

- Stormwater purchased and installed barrier from Killip project for mitigation and interim conveyance to Killip Regional Detention Basins.
- Stormwater exploring the purchase of additional barrier from Killip project for mitigation in the flood area.





2021 response update

- Sediment and debris from the 2021 events was removed from the channel between Route 66 and BNSF.
- The FUTS low water crossing was repaired partially using a 2019 FEMA Pre-Disaster Mitigation (PDM) grant.



Funding: FEMA 2019
PDM Grant

COF Stormwater

Project Manager:
Chris Palmer,
Stormwater

Contractor: Kinney
Construction



On Forest Mitigations



5/23/22
+35.23165
Flags



**Museum
Flood Area**



NRCS Mount Elden Estates Fan

- Long-term sediment reduction and erosion control is critical in post-wildfire areas.
- Projects focus on
 - stabilizing alluvial fans,
 - promoting erosion control,
 - reducing downstream sediment,
 - Improving channel capacity to convey floodwater out of neighborhoods.





Siren alerting system

- Construction of new siren pole began 5/24
- Siren system has transitioned to solar powered option.
- County EM finalizing siren software integration into County Emergency Notification system.
- City and County have started the public communications for sirens.
- Testing of the system in the next two weeks





Spring 2022 Sandbag Refresh

- Community sandbag deployment project kicked off 5/13
- First Volunteer event held 5/21
- Service request line up and running as of 5/24
- Resident emergency mitigation assessments have started.
- Work being scheduled for upcoming volunteer days





Volunteer/ service coordination

- The city is coordinating with United Way of Northern Arizona (UWNA)
- Until the MOU is completed the city will manage upcoming volunteer day events
 - The city's service request line is up. 928-213-2102
 - Service request line hours 8-4, M-F
- Upcoming Museum volunteer events
 - Saturday June 4th
 - Saturday June 18th





Emergency operations response

- Met with NACET and City staff to discuss activating the IMT and/or EOC at the NACET facility
- City staff working to verify resources in place for an emergency operation response this monsoon season
- Additional requests sent to DFFM for emergency response needs





Communications



Outputs

- Sandbag refresh communications released on 5/11
- Volunteer cleanup day communications released on 5/16
- Flood risk analysis e-newsletter released on 5/18
- Siren alerting system communications

In production

- June community volunteer days
- Importance of sediment reduction

IMPORTANT SANDBAG INFORMATION

May 13 – July 1, 2022

The City of Flagstaff and the Coconino County Flood Control District are helping

FREE SANDBAGS
 TAKE AS MANY AS YOU NEED
 MORE WILL BE PROVIDED

SACOS DE ARENA GRATIS
 TOMA TANTOS COMO NECESITES
 SE PROPORCIONARÁ MÁS

downstream
 ar prepare for
 by placing
 and trash bins
 s, which
 their sandbag
 on of these
 e right.

In mind:
 sandbags on
 sandbag
 be replaced.

Sand Bag and Trash/Cinder Bin Staging Locations 2022

- Cinder and Trash Bins (10)
- Sandbag (33)

COCONINO COUNTY ARIZONA

Volunteer Clean-Up Museum Flood Area

Saturday, May 21, 2022
 8am-12pm & 1pm-4pm

Meet @ Coconino County Health & Human Services Building
 2625 N. King Street

CITY OF FLAGSTAFF

Museum Flood Area

Council Discussion

