

Flagstaff Community Development 2023 Summer Update



Mission: We build community together, we provide service with integrity, and we honor the diverse heritage of Flagstaff.

Staffing Updates

- Building Safety & Code Compliance welcomed new team members this summer:
 - Robert Solomon – Code Compliance Officer started May 25
 - Courtney West – Building Permit Technician started July 24.
 - Tiffany Thomas – Plans Examiner started August 7.
 - Brad Lawry – Building Inspector will start October 30.
 - Continue to contract for 1 full time Building Inspector
- The Housing Section continues to fill important positions and welcomed new team members:
 - Skyler Bilagody – Maintenance Worker 1 started May 1.
 - Francis Huck – Maintenance Worker 1 started on July 24.
 - Jaelen Silas – Maintenance Worker 1 started on August 21.
 - Housing Planner – new position conducting interviews!
- Planning & Development Services welcomed new team member:
 - Bethan Heng – Planner started on May 30.
 - Associate Planner – conducting interviews!
- Open Recruitments [Job Opportunities | Sorted by Job Title ascending | . \(governmentjobs.com\)](#)
 - Administrative Specialist – Planning & Development Services
 - Administrative Specialist – Community Development Administration
 - Building Plans Examiner – Building Safety & Code Compliance
 - Development Services Specialist – Planning & Development Services

Housing Section

- Prop 442 Bond Funds
 - Private Sector Affordable Rental Units - The Housing Commission working group met several times over the summer to prepare program guidelines for the \$5 million designated to incentivize the creation of affordable rental units in new developments. The full Housing Commission will consider the guidelines and make a recommendation to City Council at their September meeting.

- Homebuyer Assistance - Staff and current program administrator Housing Solutions of Northern Arizona have reviewed the existing downpayment assistance program and developed recommendations to tailor the program to meet current market conditions. City Council will begin to consider the recommendations in September; Prop 442 identified \$7 million for homeownership assistance in the form of downpayment and closing costs assistance.
- The Housing Section will provide an update on Prop 442 Bond Fund programming at the September 5, City Council meeting.
- Staff is actively working on the strategies in the 18-Month Housing Implementation Plan.
- Housing staff solicited public comment from housing stakeholders during the month of August on the “Limited English Proficiency Language Access Plan” in conjunction with the Community Development Block Grant (CDBG) program.
- City Council appointed 6 residents to the Housing Commission on August 28. Appointments included 3 re-appointments of existing members and 3 new members. Thank you Housing Commissioners for volunteering your time!
- Affordable Home Sale - The Housing Section is facilitating the closing of an affordable Rio townhome. The home was appraised at \$448,684 but sold for \$245,171 through the Community Land Trust program. The property is scheduled to close Wednesday, August 30th.
- Arizona Housing Forum - Three Housing Section team members attended the Arizona Housing Forum in Tucson from August 23rd through August 25th. The forum, hosted by the Arizona Department of Housing, offered insightful panels, inspiring conversations, and plenty of opportunities to collaborate and connect with other housing professionals across the state. Housing Director Sarah Darr presented on a panel with housing directors from Phoenix, Tucson, and Glendale to share the successes and advice in creating and sustaining affordable housing, and Mayor Becky Daggett was awarded the Housing Hero Award for her dedication to housing in Flagstaff.





- Learn more about the work of the Housing Section in the August newsletter, which is ready for viewing [here](#). Highlights include:
 - Housing Commission update
 - 10-Year Housing Plan progress
 - Townsite CLT (Community Land Trust) home relocation
 - Arizona Department of Housing (ADOH) funding for homeless services
 - CDBG 2022 Annual Report

Planning & Development Services Section

Comprehensive Planning

Flagstaff Regional Plan 2045 – Scenario Planning

- Completed 13 Workshops to identify Growth Ideas (Spring 2023) turned into Scenario Themes
- Scenario Planning Spring Webinar held on June 15 [Regional Plan Webinar - 6-15-23 - YouTube](#)
- Scenario Planning Open House held on June 26.
- Technical Advisory Group (TAG) held 4th meeting on June 12 and their 5th meeting on August 1 [TAG Meeting Videos | Flagstaff Regional Plan 2045 \(arcgis.com\)](#)
 - Growth Ideas Discussion
 - Developing Scenarios Discussion
- Growth Modeling of the Alternative Scenarios is ongoing and will be presented at a future public meeting.
- To get on the Regional Plan Email List: [Regional Plan Update \(mailchi.mp\)](#)
- To find out more about the project: [Flagstaff Regional Plan 2045 \(arcgis.com\)](#)

Current Planning

- On June 14, the Planning & Zoning Commission recommended approval to rezone 1.17 acres located at 1899 S. Woodlands Village Boulevard from Light Industrial Open (LI-O) to Highway Commercial (HC) to allow the expansion of a car wash. The property is within the Resource Protection Overlay. City Council approved the request at 2nd reading on July 3.
- On August 9, the Planning & Zoning Commission recommended approval to annex 1.56 acres located at 2445 S. Woody Mountain Road into the jurisdictional boundary of the City of Flagstaff, in conjunction with the request to rezone the property.
- Also on August 9, the Planning & Zoning Commission recommended approval to rezone 13.01 acres located at 2445 S. Woody Mountain Road from Rural Residential (RR) to High Density Residential (HR) to allow a 214 rental unit multiple-family development. The property is within the Resource Protection Overlay.
- On August 9, the Planning & Zoning Commission approved a Conditional Use Permit to allow a single-family High Occupancy Housing Development in the Single Family Residential (R1) district located at 3699 S. Woodland Hills Drive. The CUP is required due to the number of bedrooms (5) and bathrooms (5.5).
- For a list of projects in review and their status: [Development Status Reports | City of Flagstaff Official Website \(az.gov\)](#)
- Have a zoning or development question – ask our Planner of the Day: [POD \(az.gov\)](#)

Zoning Code

The following amendments are currently being drafted and will begin the adoption process in the upcoming months (not a complete list):

- PZ-23-00130 Open Space Designations – this amendment is meant to separate out terms that relate to open or amenity areas included within a development project and open space areas such as McMillan Mesa. Staff reached out to the Open Space Commission to get feedback on preferred terminology. The amendment is running with Common Space and Private Space for development projects. This amendment also removes the requirement for civic space and common space on residential projects over 50 units.
- PZ-23-00134 Sign Standards – this is full scale overhaul and diet similar to the Outdoor Lighting Standards
- PZ-23-00137 Manufactured Housing Zone Lot Development Standards – the code right now requires five acres for a lot which is not feasible. This goes back to the former LDC standards of 4,000 square feet per lot and matches existing development patterns in the zone.

- PZ-22-00223 Planned Residential Development – simplification of this technical tool. Separates the tool from the Form Based Code standards. Applies only to the creation of a subdivision.

Land Availability and Suitability, and Development Code Analysis

- On July 3 City Council approved a contract with DOWL, LLC to complete the Land Availability and Suitability Analysis and the Development Code and Process Analysis. This analysis will identify and recommend amendments to our development codes that can advance goals of the 10-year Housing Plan and Climate Action Plan, as well as an analysis of zoning and land use to reach the goals. A project website will be developed and updates will be provided as we reach project milestones.

Property Care Standards

- An update on the Building and Property Care Standards was provided at the June 13, City Council work session. The new standards are complete and staff is working on amendments to the Littering, Nuisances and Abandoned Vehicle code sections. Staff will take the draft amendments to the Housing Commission and the Commission on Inclusion and Adaptive Living before coming back to City Council for consideration this fall. The latest information on Property Care can be found here: [Agenda - View Meetings \(flagstaffaz.gov\)](https://www.flagstaffaz.gov/agenda).

Building Safety & Code Compliance Section

- Permit and inspection activity remains high with 1,386 permits issued through July, compared to 1,303 permits in 2022.
- Valuation of construction is also ahead of last year, totaling \$132,468,735 through July, up \$31 million from 2022.
- For complete reports and a list of permits issued go here: [Monthly Construction Permit Statistics | City of Flagstaff Official Website \(az.gov\)](https://www.flagstaffaz.gov/monthly-construction-permit-statistics)
- Code Compliance assisted a multidisciplinary team that drafted and presented the Short-Term Rental license program, which will begin in November.
- Code Compliance has had a busy summer, focusing on sidewalk encroachments, temporary signs, lighting and graffiti abatement. Report a concern here: [RequestTracker • Flagstaff • CivicEngage \(az.gov\)](https://www.flagstaffaz.gov/request-tracker)
- More information on Code Compliance efforts: [Community Code Compliance | City of Flagstaff Official Website \(az.gov\)](https://www.flagstaffaz.gov/community-code-compliance)

Real Estate Program

- Continued to complete a large number of property acquisitions in support of Capital Improvement projects including Rio De Flag Flood Control, Switzer Water Main, Lone

Tree Overpass, Downtown Mile, University Realignment/Beulah Extension, Fourth Street Roundabout and others. Construction has begun on University/Beulah Extension and the Switzer Water Main Phase IV.

- On May 10, presented to the Planning & Zoning Commission a request to abandon 5,140 square feet of public right-of-way at 1400 W. Route 66 in conjunction with construction of a new hotel. City Council approved the request at 2nd reading on July 3 with the reservation of a public utility easement.