

AGENDA

CITY COUNCIL SPECIAL WORK SESSION
TUESDAY
OCTOBER 24, 2023

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 discussion and consultation 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 DAGGETT
VICE MAYOR ASLAN
COUNCILMEMBER HARRIS
COUNCILMEMBER HOUSE

COUNCILMEMBER MATTHEWS
COUNCILMEMBER MCCARTHY
COUNCILMEMBER SWEET

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. October Work Anniversaries and Retirement

Recognition of employees celebrating work anniversaries and retirement in the month of October

6. City Manager Report

Information Only

7. Discussion of the Rental Incentive Bond Program and framework for the expenditure of \$5,000,000 in general obligation bond funds for incentivizing the creation of affordable rental units.

Discussion and Direction

8. Case No PZ-22-00223: Proposed amendment to the Zoning Code to modify the existing Planned Residential Development requirements.

Case No. PZ-23-00135: Proposed amendment to the Zoning Code to modify the standards for Neighborhood & Regional Meeting Facilities.

Case No. PZ-23-00136: Proposed amendment to the Zoning Code to add single-family, duplex, and multiple-family dwellings as permitted uses in Public Facility (PF) Zone.

Case No. PZ-23-00137: Proposed amendment to the Zoning Code to change the minimum parcel size in the MH zone from 5 acres to 4,000 square feet as well as add minimum lot width and depth standards.

Present an overview of the proposed amendments, to allow interested members of the public to provide their ideas, suggestions, and concerns, and for the Council to ask questions, seek clarification, and discuss the amendment, as well as offer alternative suggestions and ideas. The Council will take no action at this work session. After the work session, staff will revise the proposed amendments if necessary. The amendments

will then be presented to the Council at a public hearing for consideration and action.

9. Review proposed Building & Property Care Standards and amendments to the Littering and Abandoned Vehicle City Code chapters.

Review the proposed amendments, receive public comment, discuss recommended edits, and endorse the adoption schedule.

10. Public Participation

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

12. 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 _____, 2023.

Stacy Saltzburg, MMC, City Clerk

THE CITY OF FLAGSTAFF ENDEAVORS TO MAKE ALL PUBLIC MEETINGS ACCESSIBLE TO PERSONS WITH DISABILITIES. With 48-hour advance notice, reasonable accommodations will be made upon request for persons with disabilities or non-English speaking residents. Please call the City Clerk (928) 213-2076 or email at stacy.saltzburg@flagstaffaz.gov to request an accommodation to participate in this public meeting.

NOTICE TO PARENTS AND LEGAL GUARDIANS: Parents and legal guardians have the right to consent before the City of Flagstaff makes a video or voice recording of a minor child, pursuant to A.R.S. § 1-602(A)(9). The Flagstaff City Council meetings are live-streamed and recorded and may be viewed on the City of Flagstaff's website. If you permit your child to attend/participate in a televised Council meeting, a recording will be made. You may exercise your right not to consent by not allowing your child to attend/participate in the meeting.

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Stacy Saltzburg, City Clerk
Date: 10/19/2023
Meeting Date: 10/24/2023



TITLE:

October Work Anniversaries and Retirement

DESIRED OUTCOME:

Recognition of employees celebrating work anniversaries and retirement in the month of October

EXECUTIVE SUMMARY:

INFORMATION:

Attachments: [Presentation](#)



TEAM FLAGSTAFF



October Employee Work Anniversaries!





TEAM FLAGSTAFF



First Year Anniversaries

- Travis Walters, Temporary Recreation Official II
- Robert Dorn – Equipment Operator III, Solid Waste
- Jerickson Dale – Equipment Operator II, Solid Waste
- Paul Ferguson, Assistant City Attorney III
- Najim Mahmoud Udchacho – Temporary Recreation Leader I
- Michael Coleman – Equipment Operator II, Solid Waste
- Staci Foulks, On-Call Magistrate
- Donald Jones – Equipment Operator II, Solid Waste
- Bailey Boddeker – Temporary Recreation Leader II
- Jacob Cress – Temporary Lifeguard





TEAM FLAGSTAFF



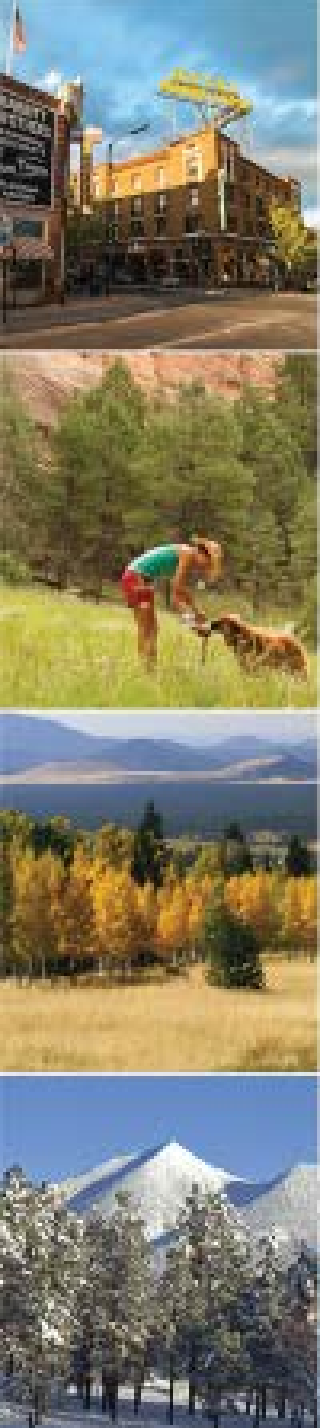
First Year Anniversaries

- Claire Marchant Collier – Temporary Library Specialist
- Cheryl Hollett – Temporary Recreation Instructor II
- Evan Tyrrell – Public Works Section Director, Solid Waste
- Paul Mood – City Engineer
- Ronalda Thomas – Finance Clerk
- Amir Saya - Accountant
- John Rodabaugh – City Prosecutor
- Randy Tracy – HR & RM Director
- Lennon Kositchek – Maintenance Technician I



Fifteen Year Anniversaries

Terry McCormick
Public Works Supervisor
– Solid Waste



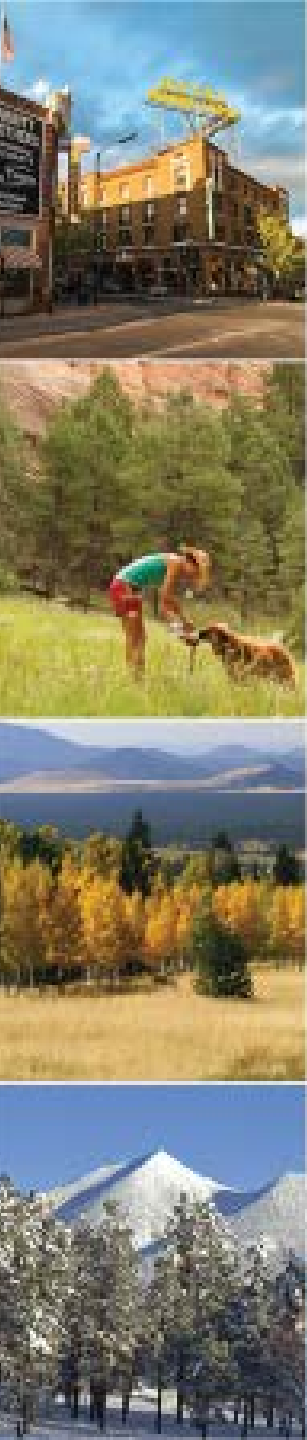
TEAM FLAGSTAFF
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Fifteen Year Anniversaries



Cindy Perger
HR Analyst

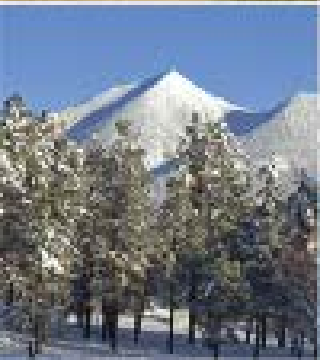
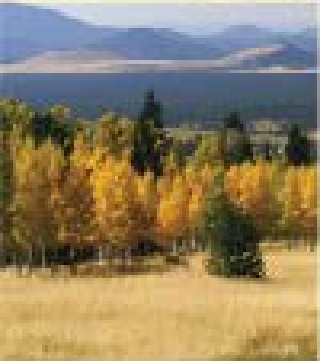
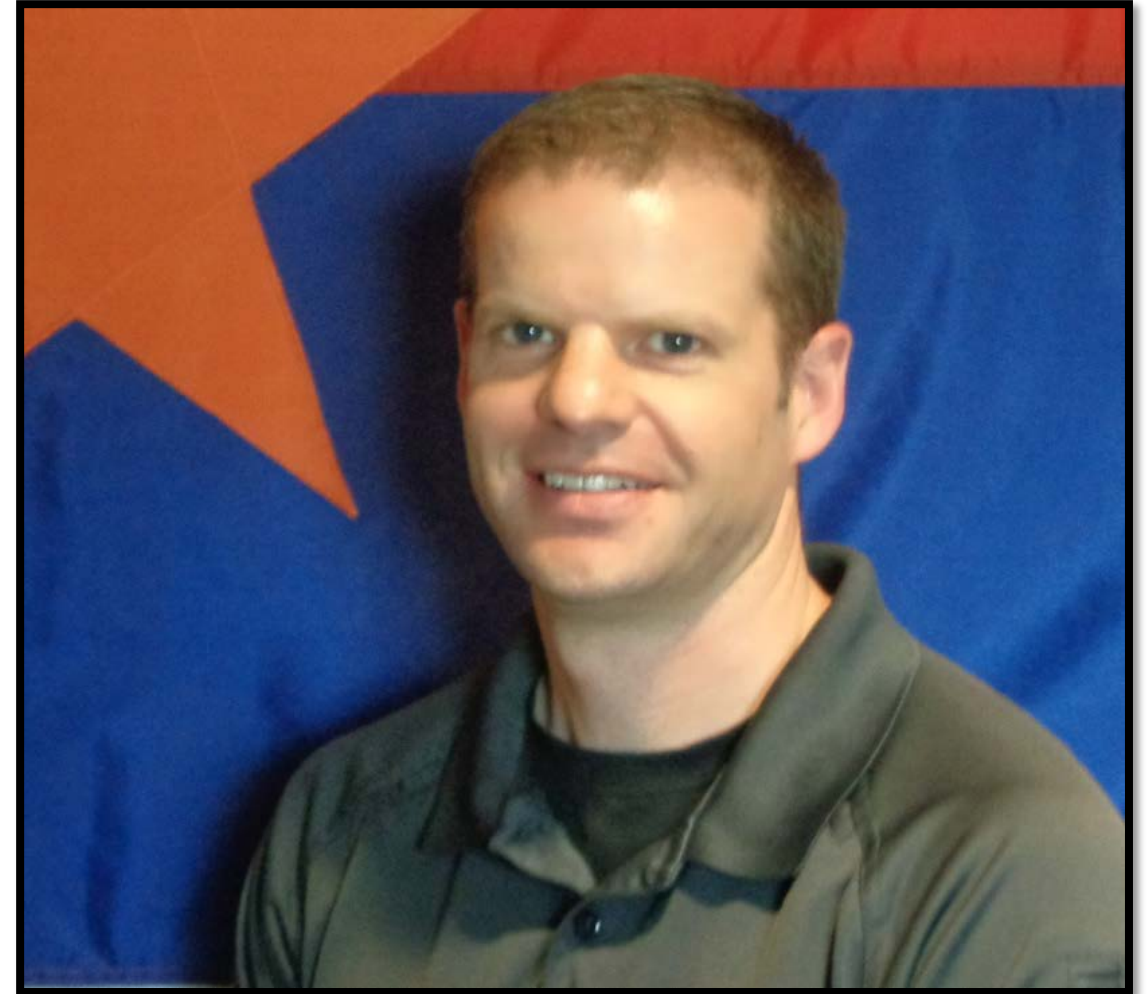


TEAM FLAGSTAFF
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Twenty Year Anniversaries

Eric Carlson
Police Officer



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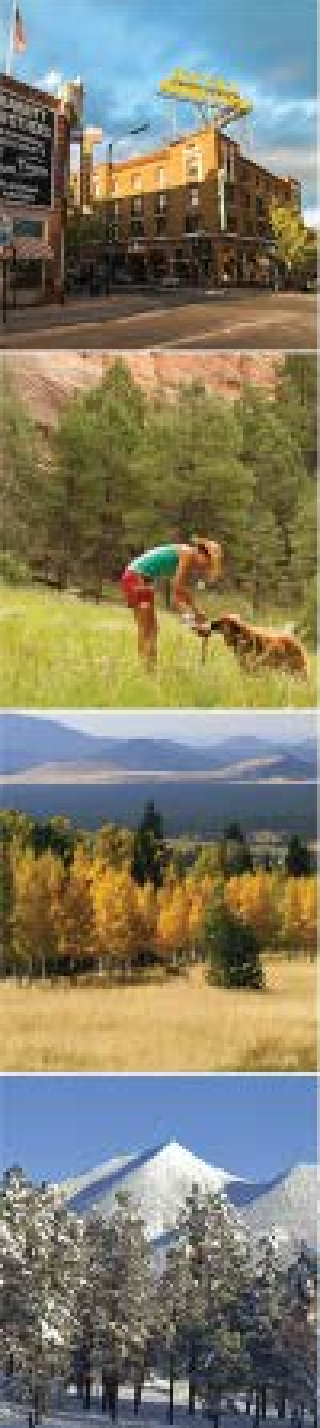


Congratulations on your Retirement!

If asked to provide one single word to describe Matt Faull, the first word that comes to mind is **passion**. Matt exudes a passion for all things recreation that has cultivated a 30-year career with the City of Flagstaff.

Many of Matt's colleagues are here today to wish him the very best on his upcoming retirement on November 3rd, 2023, after an illustrious career in Recreation.

Would love to hear from Matt himself today inviting him up to the podium for a few words.



TEAM FLAGSTAFF
WE MAKE THE CITY BETTER



**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Stacy Saltzburg, City Clerk
Date: 10/19/2023
Meeting Date: 10/24/2023



TITLE:

City Manager Report

DESIRED OUTCOME:

Information Only

EXECUTIVE SUMMARY:

These reports will be included in the City Council packet for regularly scheduled Work Session meetings. The reports are intended to be informational, covering miscellaneous events and topics involving the City organization.

The report will be attached prior to the meeting

INFORMATION:

Attachments: [City Manager Report](#)
[Engineering Monthly Report](#)
[Engineering Project Map](#)
[Economic Vitality Monthly Report](#)
[Sustainability Monthly Report](#)
[PROSE Monthly Report](#)

City Manager's Report

Oct 24, 2023

Council and Colleagues, greetings. These reports will be included in the City Council packet for Council Work Sessions. The reports are intended to be informational, covering miscellaneous events and topics involving the city organization. This Report is very brief in content, and will include, as attachments, the updates from Economic Vitality, PROSE, Sustainability, and Capital Projects.

Communication and Civic Engagement

The Communication and Civic Engagement (CCE) division created a new calendar on the City's website homepage to allow members of the public to easily review upcoming public meetings. The types of meetings included in the calendar include council meetings and retreats, board and commission meetings and topic-specific community meetings (such as the Butler-Fourth Improvements project community meeting or the charter amendments election town hall). Staff are pleased to be able to offer this new resource to the community with the goal of increasing awareness and engagement.

Big props to CCE. Big improvement!



The graphic features a green header with the title "Upcoming Public Meetings" and a lightbulb icon. Below the header, there are six meeting entries arranged in two columns. Each entry consists of a date in bold blue text and the meeting name in a smaller, regular blue font. At the bottom left of the graphic is a green rounded rectangular button with the text "View All Public Meetings".

Upcoming Public Meetings	
Thu, Oct 12 City Council Retreat	Thu, Oct 12 Pedestrian Advisory Committee
Thu, Oct 12 Library Board	Mon, Oct 16 Joint City/ County Work Session
Thu, Oct 12 Airport Commission	Mon, Oct 16 Parks and Recreation Commission

[View All Public Meetings](#)

HR Update

We recently rolled out an interim arrangement for leadership in HR. We are currently pursuing (work in progress) an interim Director. Jennifer Caputo will be interim Deputy Director. Other changes are in the works, including utilization of an internal team to help oversee the many projects and programs related to classification and compensation.

Out of Office

A friendly reminder that I will be out of office from Thursday, Oct 26, through November 11th. Senior Deputy City Manager Shannon Anderson will be acting in my absence.



CITY ENGINEERING DIVISION

Bi-Monthly Projects Report September 2023

Honorable Mayor, Vice Mayor and Council,

The September report was completed by our Project Managers on October 3rd and includes project updates for the months of June through September.

The attached map is a comprehensive view of the highlighted projects in our community that are assigned to the City Engineering Division, inclusive of projects that are in planning, design, and construction phases.

We have tried to reduce the extent of information provided and focused on only those projects that had substantive progress from previous months or have key milestones to share.

If you would like to receive more information on a specific project, please reach out and we'd be glad to share more detailed information.

Boulder Pointe/Woodland Dr - Traffic Calming - DESIGN PHASE

FUND: TRANSPORTATION TAX

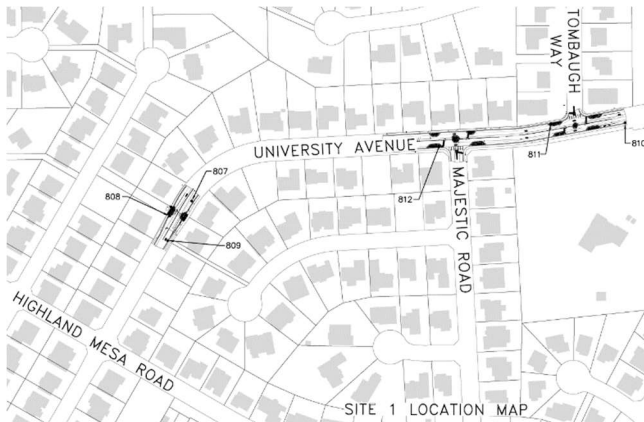


Description – This project is a traffic calming and pedestrian safety project. University Ave and Woodland Dr are two streets that have had a history of speed concerns dating back to 2018. The proposed traffic calming elements have been reviewed and approved by the Transportation Commission. Boulder Pointe traffic calming was reviewed and approved by the Transportation Commission in February 2022. Woodland Dr was approved for traffic circles in December 2020. Included in the project are:

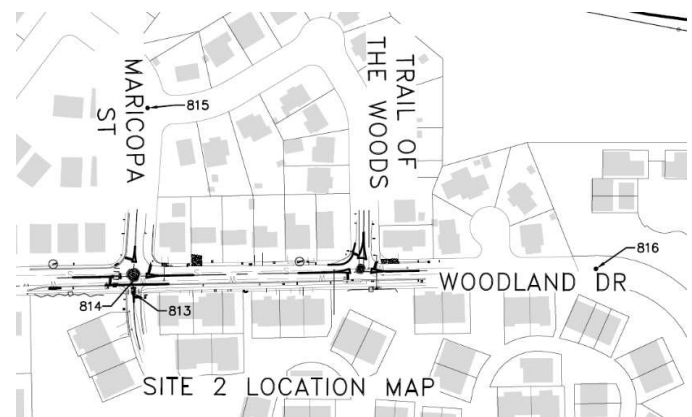
- Traffic Circle with curb extensions (bump-outs) at University Ave/Majestic Rd University Ave/Tombaugh Way
- Curb extensions and mid-block crossing on University Avenue at the pedestrian walkway connecting University Avenue to Fresh Aire St.
- Three (3) Raised crosswalks, two (2) on Woody Way and one (1) on Highland Mesa at Axe Handle Way.
- Traffic Circle at Woodland Dr/Maricopa St and Woodland Dr/Trail of the Woods

Project Update:

- Woodland Dr traffic circles have been added to this project, the traffic circle design is very similar to the Boulder Pointe traffic circle design, and combining the projects saves the City time and money.
- The 90% design plans have been reviewed and commented on internally by the City, comments were returned to the Consultant Ardurra.
- The 100% design plans were submitted to the City in late September.
- The plans have been sent to the listed Job Order Contractors (JOCs) working for the City to find a contractor that is willing to construct the traffic calming elements this Fall at both locations.



Extent map of W University Ave Traffic Circles and Mid-block crossing



Extent map of Woodland Dr Traffic Circles

Beulah Boulevard Extension/University Drive Realignment - CONSTRUCTION PHASE

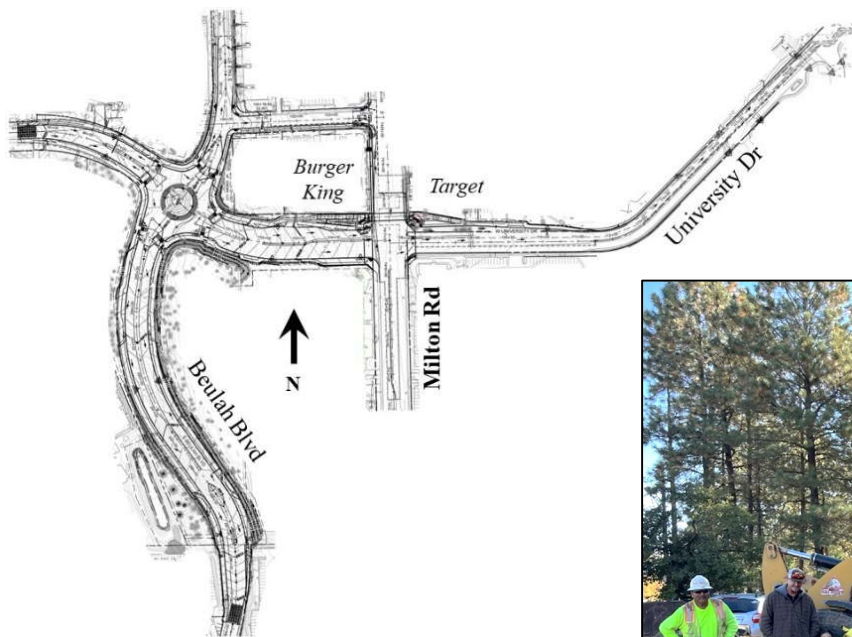
FUND: TRANSPORTATION TAX (STREETS)



Description – This roadway improvement project extends the northern terminus of Beulah Boulevard to connect with University Avenue. Furthermore, University Avenue (west of Milton) will be realigned to match up with University Drive (east of Milton). A new roundabout will be constructed where Beulah Boulevard and University Avenue will intersect. Additionally, this project will also be constructing a new pedestrian underpass beneath Milton Road, just south of Burger King across to Target. Construction is started April 3, 2023 and will conclude in late summer 2025.

Project Update :

- Water, sewer, and storm water lines continue to be installed throughout the project.
- The rerouting of utilities through the southwest corner of Target parking lot will begin in mid-October.
- Curb is anticipated to be poured along the edges of the new portion of Beulah Boulevard in early November.
- New stormwater lines and sidewalk have been installed east of Target.
- The major earthwork (and complimenting monumental pile of dirt) has been completed and shared with partners.
- Eagle Mountain Construction is the Construction Manager at Risk (CMAR) contractor.



Project Extent Map



Eagle Mountain Construction takes time to have an equipment show and tell with the project adjacent Montessori School students

J.W. Powell Specific Plan Study - PLANNING PHASE

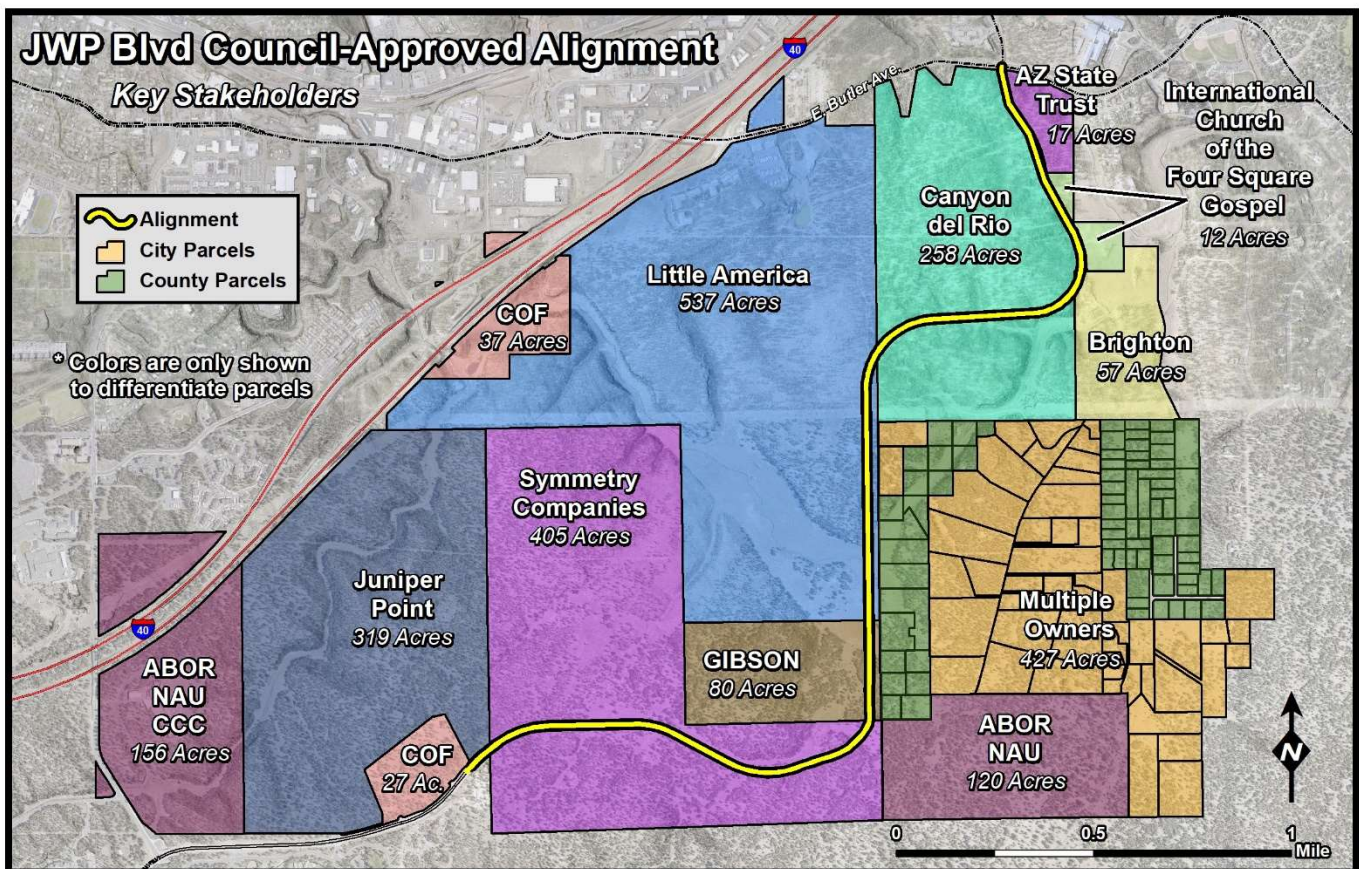
FUND: GENERAL GOVERNMENT & TRANSPORTATION TAX



Description – The purpose of the John Wesley Powell Specific Plan Study is to develop a specific plan to guide the future private development of public infrastructure, utilities, and facilities. Phase 1 of the project is the conceptual design of the future public infrastructure, public utilities and facilities location analysis. The conceptual design is required to meet the full City infrastructure standards including street improvements, potable water, sanitary sewer mains, storm drain systems, street lighting and associated appurtenances. Phase 1 of the Study includes a sanitary sewer system master plan for the area. A water system master plan was previously developed for the area. Phase 2 of the Study is development of the planning elements necessary to gain City Council approval of a Specific Plan.

Project Update:

- City Leadership and staff are consistently meeting with large-parcel property owners to conceptualize an agreeable final alignment to serve this area.
- City Staff is working with Peak Engineering and their subconsultant, Swaback, to continue the Specific Plan workings as specified by Change Order 5. This work will take 9 to 12 months to complete.
- Improvements to the existing low-flow Rio de Flag crossing at Herold Ranch Road have been completed by Coconino County.



Council-Approved alignment of new J.W. Powell Boulevard and Fourth Street; denoted by yellow line

Inner Basin Waterline Restoration Project - CONSTRUCTION PHASE

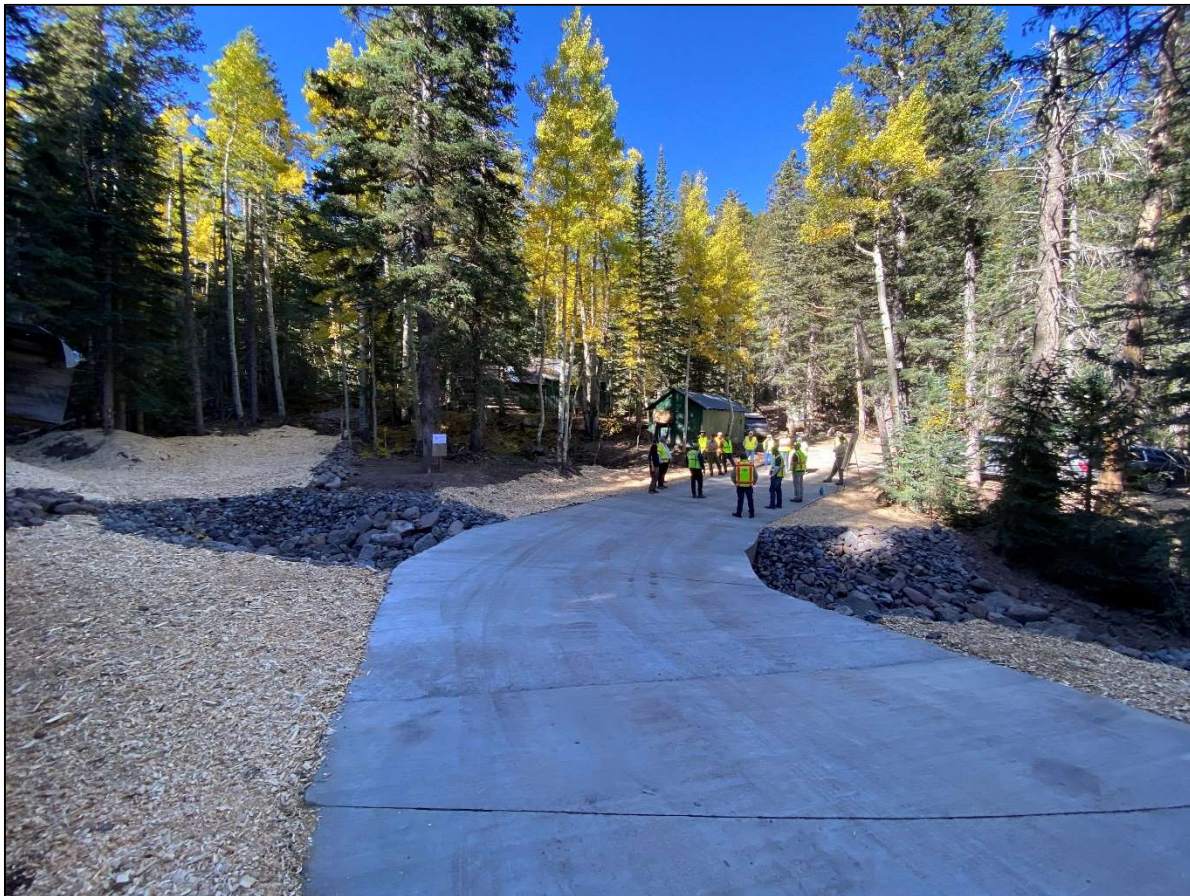
FUND: DEPARTMENT OF FORESTRY AND FIRE MANAGEMENT (DFFM)



Description – In June 2022, the Pipeline Fire burned 26,532 acres north of Flagstaff. High rainfall totals were measured in and near the Pipeline Fire scar during the 2022 and 2023 monsoon seasons, resulting in numerous large flood events. As result of these flood events, the Inner Basin water pipeline and corresponding roadway were critically damaged resulting in several sections of broken water pipeline, cutting off up to 20% of the City’s summer water supply. This project repairs the approximately 46 locations/points where storm flows have caused significant damage to roads and/or the water pipeline including the breaks in the water pipeline.

Project Update:

- IB Waterline Project Team led a field tour of the work completed to-date for elected officials, City leadership, project partners, and project leadership on 6 October (*see image below*).
- Work this construction season focused on repairing the three locations where the water pipeline was broken and the higher elevation sites, where the construction season is even shorter due to the higher elevation.
- Hunter Construction (contractor) will work to clear roads above Waterline Road, repair a new break because of a large storm event in early September, as well as ensure the catchments and spring boxes are operable prior to the onset of the seasonal snowpack. This will ensure that the infrastructure is set to receive the snowmelt from the 2023-2024 snow season, next spring.



Site A on 6 October, when the Project Team led a field tour of the project entirety.

Coconino Estates Improvements Phase I - CONSTRUCTION PHASE

FUND: ROAD REPAIR & STREET SAFETY

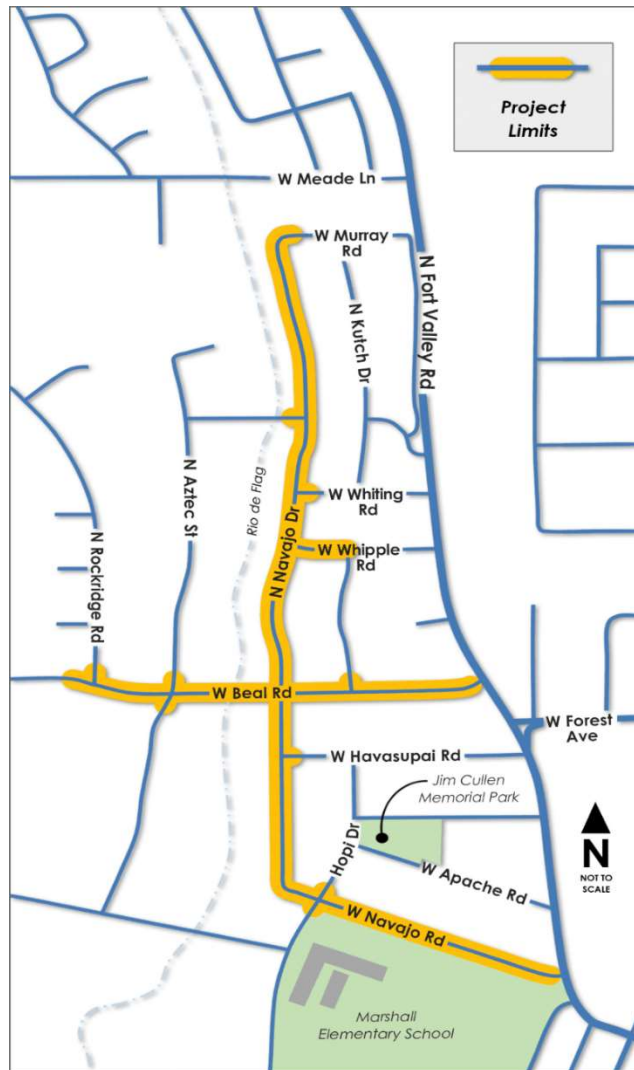


Description – This is a utility and roadway improvements project located in the Coconino Estates neighborhood on Beal Road from Rockridge to Fort Valley, Navajo Drive from Navajo Road to Murray, Whipple Road from Navajo Drive to McMillan, and Navajo Road from Navajo Drive to Fort Valley. Improvements on the streets generally consist of replacing existing infrastructure with new, including water and sewer mains, water and sewer services, fire hydrants, storm drains, streetlights, the entire asphalt roadway, and defective select edge improvements (curb & gutter, sidewalk, etc.), except for Whipple Road which will only receive a new water main. There will also be new infrastructure added consisting of underground electric lines for streetlighting and sidewalk on both sides of the street where it does not currently exist on Beal Road, Navajo Drive south of Beal, and on Navajo Road. For additional information visit the Project website at www.coconinoestates.com.

Contractor – Eagle Mountain Construction

Project Update :

- Final Acceptance issued September 21, 2023.
- This will be the final update for this project.



Coconino Estates Improvements Phase I Project Map

Coconino Estates Improvements Phase II - CONSTRUCTION PHASE

FUND: ROAD REPAIR & STREET SAFETY & AGING WATER AND SEWER INFRASTRUCTURE REPLACEMENT PROGRAMS

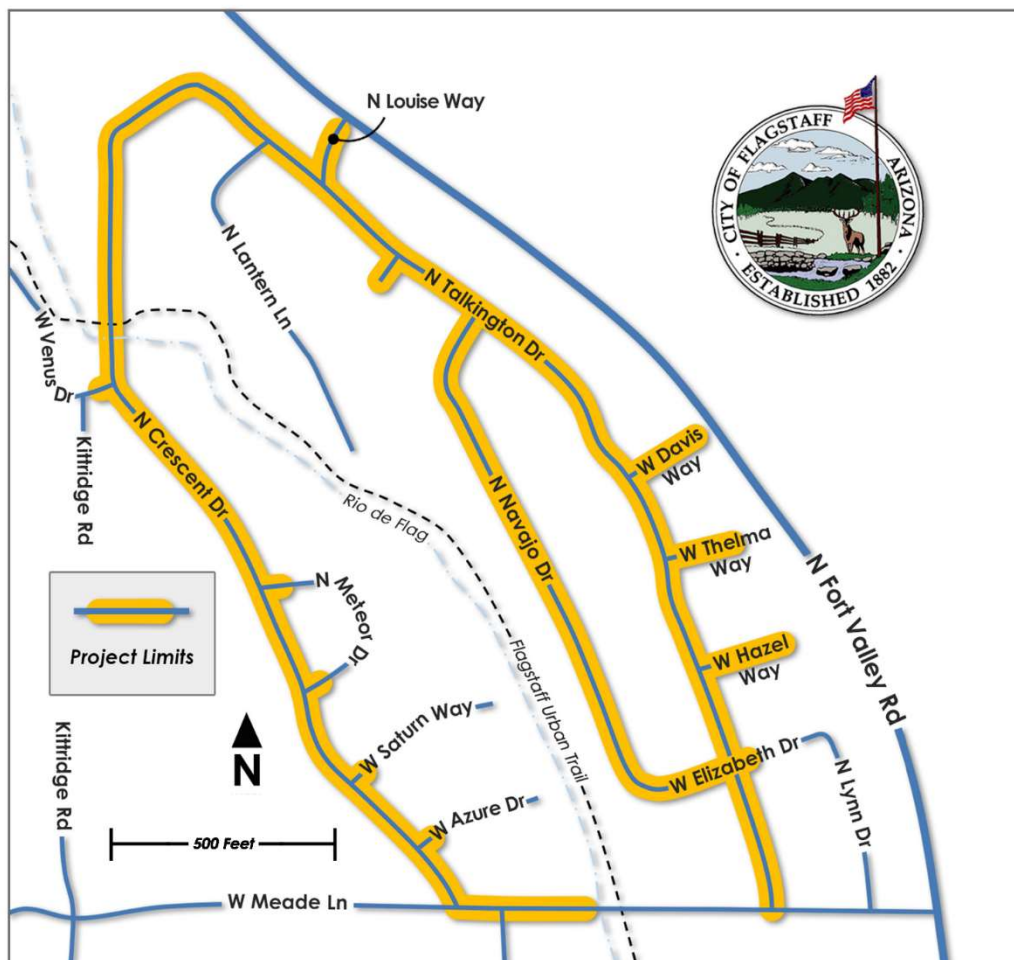


Description - This is a utility and roadway improvements project located on several streets in the Coconino Estates neighborhood as seen in the map below. Improvements on the streets generally consist of replacing all existing utility and roadway infrastructure. The utility improvements include replacing the existing water and sewer mains, water and sewer services, fire hydrants, and manholes. The roadway improvements include replacing the existing asphalt roadway, replacing rolled curb with vertical curb, constructing driveway ramps at driveway entrances, and replacing select sidewalk only where it currently exists on Crescent Drive. Sidewalk will NOT be installed where it does not currently exist. For additional information visit the Project website at www.coconinoestates.com

Contractor – Standard Construction Company

Project Update:

- Majority of the work is complete with only a few punch list items remaining.
- Substantial Completion is anticipated to be issued in October.
- City Staff and Standard Construction Company are working to resolve contractual issues prior to issuing Final Acceptance.



Coconino Estates Improvements Phase II Project Map

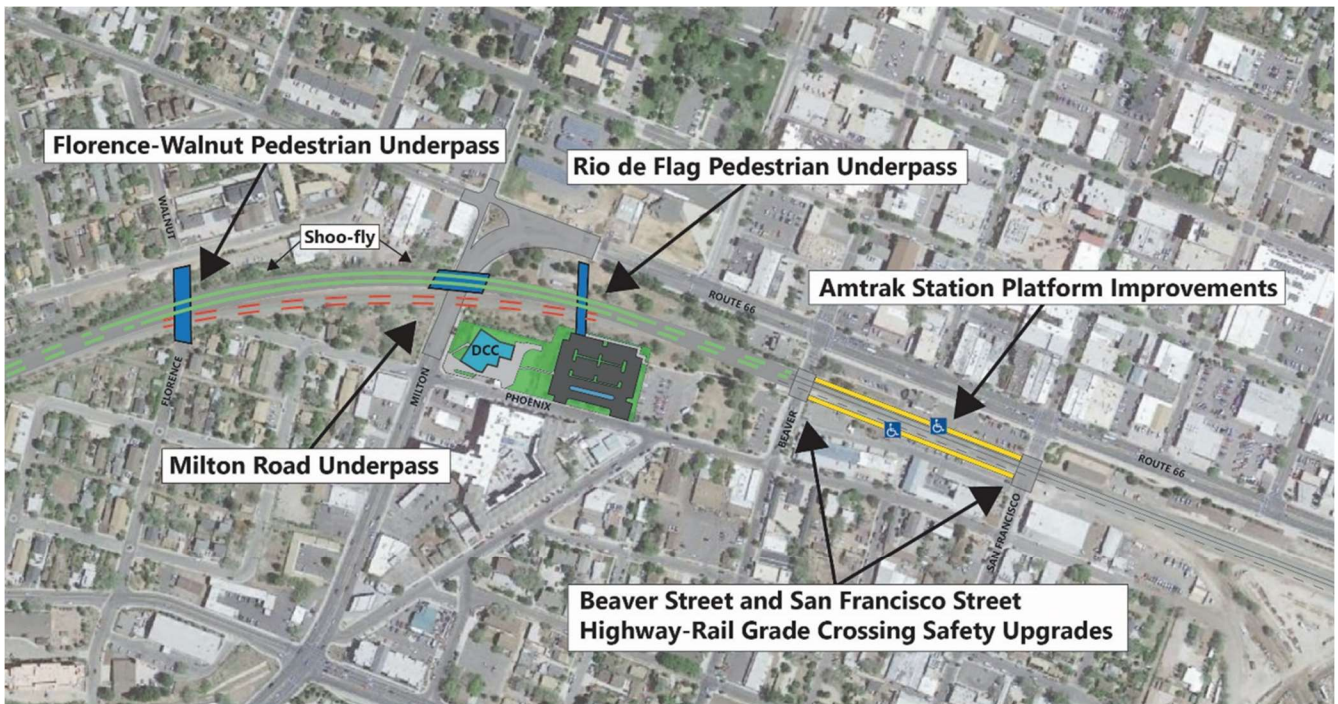
Flagstaff Downtown Mile Safety and Connectivity Improvement Project - DESIGN PHASE



FUND: TRANSPORTATION, STORMWATER, AGING INFRASTRUCTURE, BNSF RAILWAY, METROPLAN, GRANTS

Description – The Downtown Mile Project consists of a group of City and local agency projects located in Downtown Flagstaff and surrounding the BNSF Railway corridor. They include:

- The Milton ADOT Underpass/BNSF Bridge Reconstruction
- The Rio de Flag Pedestrian Underpass
- The Florence to Walnut Pedestrian Underpass
- BNSF Railway Track Expansion
- At-grade Rail Crossing Safety Improvements at Beaver and San Francisco Streets
- Amtrak Station Platform Improvements



The City has partnered with ADOT, BNSF Railway, Mountain Line, Amtrak, and the Army Corps of Engineers for the overall Downtown Mile Project to design and construct roadway, bridge, bike/pedestrian, and railroad improvements for the Flagstaff community. This project will also facilitate completion of our Rio de Flag Flood Control Project and integrate pedestrian and rail improvements with the Lone Tree Overpass Project and the future Mountain Line Downtown Connection Center.

The project construction is funded by a combination of public, private, and federal INFRA grant funds. The total project cost is estimated at \$56M and includes \$32.5M in federal funds, \$15.8M in City of Flagstaff funds (Proposition 419 Partnership, Transportation, and Stormwater funding), and \$11M in BNSF Railway funding.

Project Update:

- Design work is proceeding for rail reconstruction, Milton Bridge, the Florence to Walnut and Rio de Flag pedestrian undercrossings, and the Milton/Santa Fe intersection.
- The Project team held monthly meetings with the Federal Rail Administration, which is the lead agency on the INFRA grant.
- 60% Design Concept Plans were received from the consultant and are being review by the project team.
- The project team has been coordinating with Mountain Line's Downtown Connection Center Project.
- The first public meeting for the project was held on June 14th at City Hall.
- Additional information is available on the Project website. [Flagstaff Downtown Mile Project](#)

Rio de Flag Flood Control Project - Design Phase

FUND: STORMWATER & AGING INFRASTRUCTURE

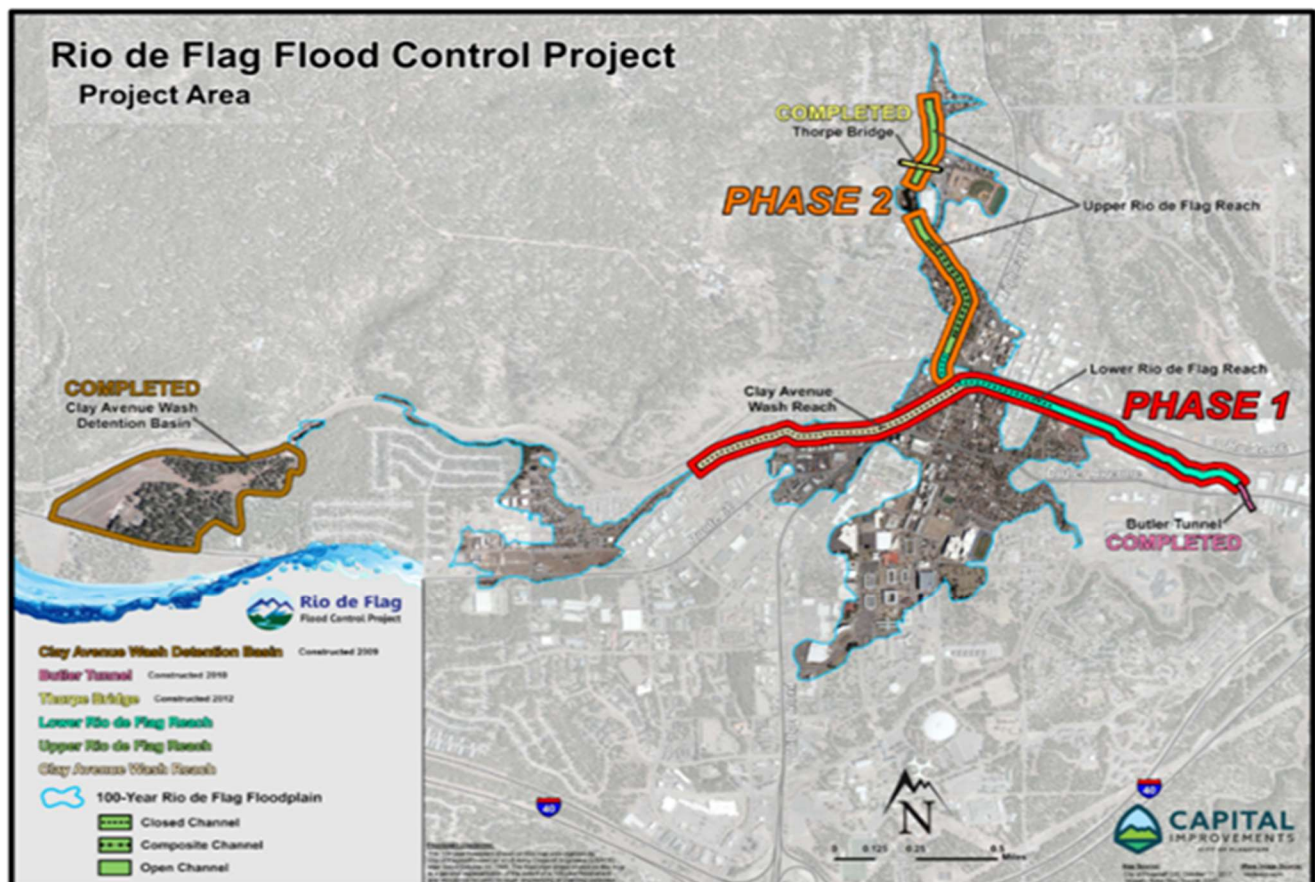


Description – Design consists of channel improvements along both the Rio de Flag and Clay Avenue Wash channels through central Flagstaff and includes a combination of underground concrete box culverts, open channel, and composite channel. The composite channel section has both an underground culvert to carry large volumes of water and a smaller open channel on top, which will provide an aesthetic element of flowing surface water during rainfall events. Total project length is approximately 15,000 feet.

The purpose of the Rio de Flag Flood Control Project is to remove the hazards associated with the 100-year storm event, which include property damage, life safety concerns, and community economic impacts. From research conducted by the Army Corps, it was determined that a significant flood would damage approximately 1,500 structures valued at over \$916M and cause \$93M in economic damages, for a total impact of over \$1B.

Project Update:

- The Final Agency Technical Review (ATR) Package of design plans and specifications was received on Oct 6th and will now be reviewed by the City and Stakeholders.
 - This is an important milestone as we approach final design.
 - Work continues on refinement of the design plans and the real estate documents.
- Real Estate Services Consultants have made offers and are actively meeting with property owners to fulfill acquisition responsibilities and meet project timelines.
- The draft BNSF Construction and Maintenance Agreement is under review with City and Army Corps legal staff.
- The project continues work to coordinate construction phasing and develop traffic control plans for the Butler-Milton-Clay-Mike's Pike Intersection with ADOT and the Army Corps
- USACE held an online meeting on May 18, 2023, to discuss the questions and comments received on the draft Supplemental Environmental Assessment.



Low Flow Channel – Inlet at Frances Short Pond - Construction Phase



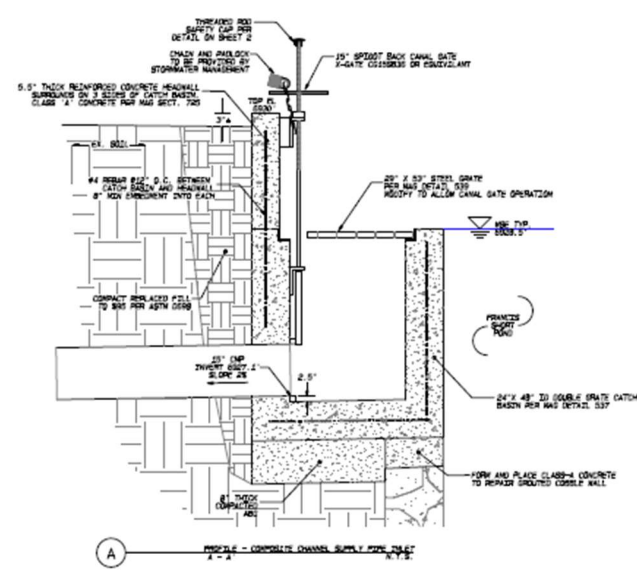
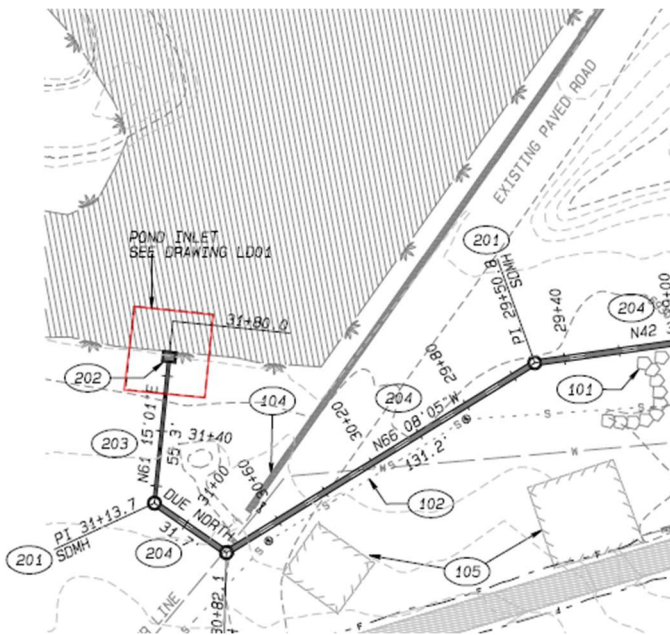
FUND: STORMWATER & AGING INFRASTRUCTURE

Description – The City of Flagstaff is working with the Army Corps of Engineers to design a flood control project for the Rio de Flag through downtown Flagstaff. It is understood that the flood control conveyance is intended to be an underground, concrete box culvert extending from Frances Short Pond to downstream of the BNSF railroad tracks and Route 66. As a part of this mission, the City of Flagstaff desires to build a small, open channel running on the surface, within the easements for the flood control project. The purpose of this channel is to emulate the aesthetics and riparian function of the current surface channel of the Rio de Flag. As such the surface channel will carry a portion of seasonal snowmelt runoff from the larger watershed and snowmelt and monsoon runoff flows from the adjacent neighborhood areas while allowing large flood flows to be carried in the buried culvert.

The City has recently drained Frances Short Pond to perform the scheduled dredging of the collected sedimentation. It was decided to construct the inlet structure that is the beginning section of the open channel while the pond is empty.

Project Update:

- Proposals for construction were sent to Job Order Contractors in early August.
- JOC Eagle Mountain, Inc. was selected in Late August
- Construction started on September 18th, gate inlet was ordered and delivered.
- Completion is expected by mid-October.
- Frances Short Pond is expected to be refilled once construction of the inlet is complete.



Lone Tree Overpass Project - DESIGN PHASE

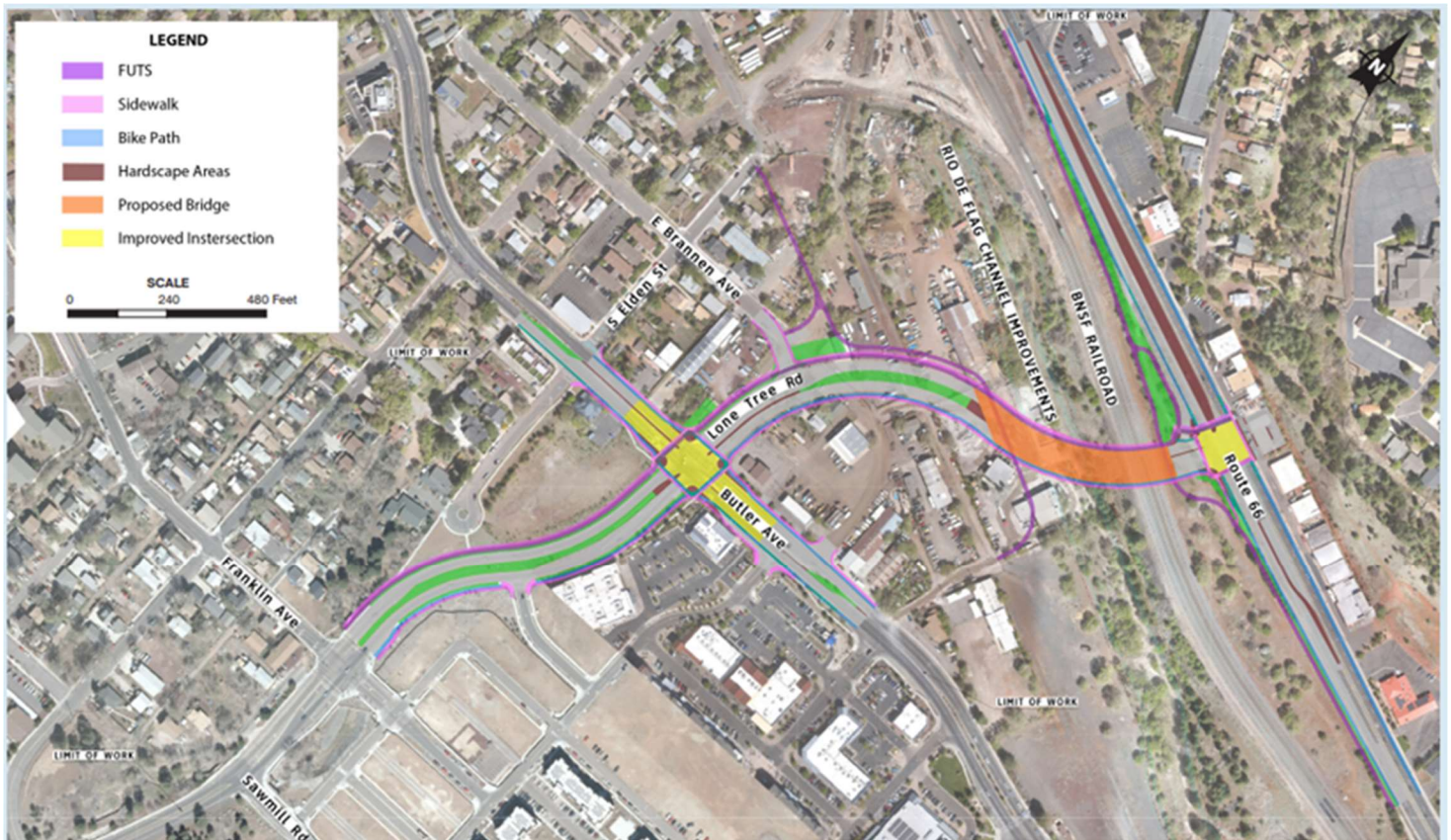
FUND: TRANSPORTATION



Description – The Lone Tree Overpass Project will provide a grade-separated crossing over the future Rio de Flag drainage and the BNSF Railway corridor from Butler Avenue to Route 66. Funding for this project is provided through voter approved bonds as designated in the 2018 Proposition 420. The project will also include improvements from Butler south to O’Leary Street, which will be funded by Proposition 419. The project will be delivered via the Design-Build process and the team includes Ames Construction as the contractor and WSP as the prime design consultant.

Project Update:

- 100% design plans (Bridge portion north of Butler) were submitted to the City on October 11.
- Design coordination continues between the City and BNSF for the rail relocation.
- BNSF Railway Engineering staff visited Flagstaff on August 7, 2023 for a plan review and field coordination meeting.
- BNSF corporate real estate staff has visited several times to work through property acquisition for the project.
- Engineering plans for the Lone Tree Corridor section south of Butler Avenue are due in November, with construction anticipated for spring 2024.
- Demolition of several structures will occur in November.
- Additional information is posted on the project website. [Lone Tree Overpass Project](#)



Library Entrance - CONSTRUCTION PHASE

FUND: BBB - BEAUTIFICATION



Description – Project to bring the Library Entrance into ADA compliance with a new handicap ramp and new overall vision for the entrance. Public art will be incorporated into project and an artist is being brought onto the design team. The project includes upgrades to landscaping, handicap-accessible parking, parking lot, and hardscape.

Project Update:

- The project is substantially complete and the contractor is working in final items to connect plumbing for in-slab radiant heating in walkways prior to winter. This project scope is being coordinated with Facilities and their associated Boiler Upgrade project at the library.
- A Ribbon Cutting Ceremony was held on September 29th, officially opening and celebrating the new community space.
- This will be the final update for this project.



Library Entrance Project

Butler-Fourth Improvements - DESIGN PHASE



FUND: TRANSPORTATION TAX

Description – The Butler-Fourth Improvements Project is a combined project formerly shown as the Butler Avenue Widening and Butler-4th Intersection Reconstruction projects. The project consists of widening Butler Avenue from Little America to Sinagua Heights Subdivision and widening Fourth Street from Warm Springs Trail/Sparrow Avenue to the upcoming Canyon Del Rio development south of Butler Avenue. Several intersections, new and existing, will be impacted along Butler Avenue. The Herold Ranch Road intersection will be re-aligned and converted to a roundabout. The Butler Avenue and Fourth Street intersection will consider a roundabout vs signalized intersection and will be raised to reduce flooding impacts from the Spruce Avenue Wash. The project will include enhanced bicycle and pedestrian treatments, including off-street bike lanes and sidewalks within project limits.

Project Update:

- Staff has worked through a robust process with internal and external stakeholders (Active Transportation Planning, Sustainability, Mountain Line and ADOT) to envision the future of the project and evaluate/assess many intersection alternatives.
 - A roundabout is the staff preferred alternative at the Butler-Fourth Intersection.
 - Staff continues to work to refine the roundabout design and lane configuration, explore opportunities to phase construction of a smaller intersection now, with the ability to expand in the future.
- The project is now in a Public Outreach Phase and has completed visits to:
 - Bicycle Advisory Committee and Pedestrian Advisory Committee-September 14th.
 - Commission on Inclusion and Adaptive Living-September 27th-Follow up visit on October 25th.
 - Sustainability Commission-September 28th.
 - Transportation Commission-October 4th.
- A Public Meeting for the project will be held at the Aquaplex on October 18th from 5:30pm-7pm.
- This item is slated to be at City Council for discussion and direction on November 7th.



Preliminary Design-Roundabout at Butler and Fourth Intersection

Fourth-Lockett Roundabout - DESIGN PHASE

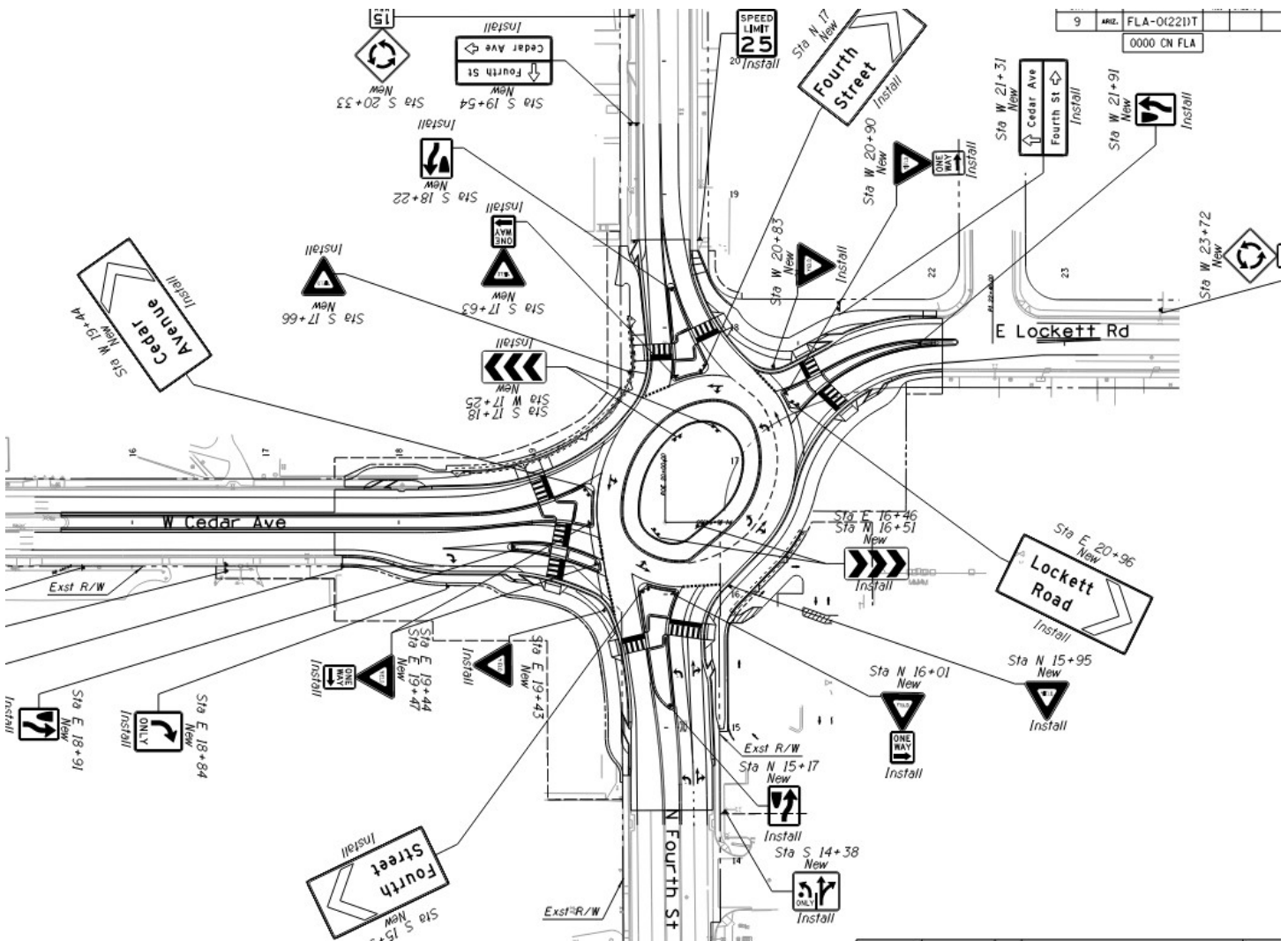
FUND: HSIP GRANT



Description – Project consists of the design and construction of a new roundabout at the Lockett-Cedar-Fourth Street intersection. Project is funded by an HSIP Grant, with supplementary funding from City of Flagstaff. Project design and construction to be administered by ADOT. The new roundabout will improve safety and operations for vehicles, pedestrians and bicyclists in this busy intersection.

Project Update:

- Franchise Utility Relocations, in advance of roundabout construction (2024) have been ongoing and will continue throughout the fall.
- Right of Way acquisitions have been completed, including the Single-Family Residence at 2207 E Lockett Road.
- The building at 2207 E Lockett Road will be demolished this Fall, prior to Dec 1.
- Project team is working through resolving 95% design comments and will complete design this fall in preparation for a winter advertisement and spring 2024 construction start.
- A Public Information Meeting will be scheduled this Fall/Winter.



Fourth-Lockett Roundabout

Switzer Canyon Transmission Main Phase IV - CONSTRUCTION PHASE

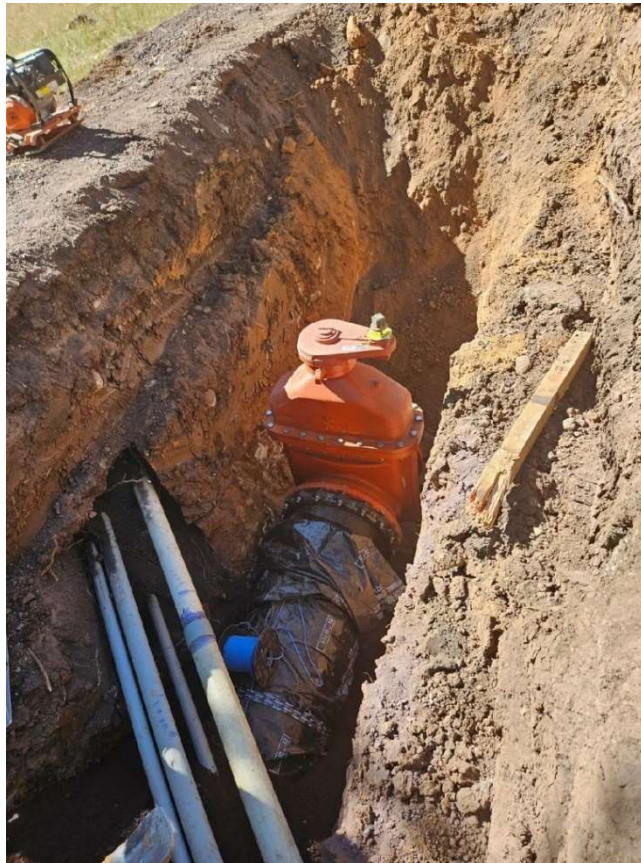
FUND: DRINKING WATER



Description – The Project is the fourth phase of a five-phase program and consists of installing two new water transmission mains, 24” and 16”, that will extend the distribution system, zone A and B, from the Downtown area to the City Reservoirs near Elden Lookout Road. The length of Phase IV is approximately 5200 feet. The project area extends outside City limits. Included in the project will be the two water mains with appurtenances and fire hydrants. Water service to county residents will not be provided in exchange for property rights. Construction of Phase IV started on July 3, 2023 and is planned to for completion in April 2024. Design of Phase V is planned for FY25.

Project Update:

- Approximately 2600 linear feet of the 16” and 2400 linear feet of the 24” water transmission mains have been constructed as of September 29, 2023.
- The project is currently a month ahead of schedule and is tracking to be completed under budget.



Installation of the 24” ductile iron water transmission main

Protected Intersections at Butler/Beaver and Butler/San Francisco - DESIGN PHASE

FUND: TRANSPORTATION TAX



Description – The Project consists of feasibility designs of two protected intersections on Butler Avenue, one at the intersection with Beaver Street and one at the intersection with San Francisco Street. Protected intersections separate bicycle traffic from vehicular traffic. WSP USA, Inc. was selected as Engineering firm for 15% designs of protected intersections. Final deliverables consist of Technical Reports for each intersection and 15% level conceptual plans.

Project Update:

- WSP USA, Inc. has completed their scope of work and submitted final Technical Reports.
- Estimate of costs for design and construction is \$1 million for each intersection.
- These intersections were discussion points at the April 7th, April 27th & April 28th City Council Retreats.
- The Butler/Beaver and Butler/San Francisco protected intersections have been included and funded in the Capital Improvement Plan for FY24 and FY25.
- Staff has applied for a Safe Streets and Roads for All (SS4A) Grant for the design and construction of the protected intersections as well as the Butler Ave. raised bike and pedestrian pathways. Notification of award is expected at the end of 2023.
- Staff has applied for a Transportation Alternatives Program (TAP) Grant in the amount of \$1.6M for construction of both protected intersections. Notification of award is expected at the end of November 2023.



Beaver Street and Butler Avenue

San Francisco Street and Butler Avenue

Solier Ave. Transmission Main - CONSTRUCTION PHASE

FUND: DRINKING WATER & DEVELOPER CONTRIBUTIONS



Description – The Project consists of installing approximately 5,200 linear feet of 12” PVC water transmission main, this will complete the distribution system along Soliere Ave. from Elk Run St. to Fourth St. The new transmission main will supply the needed secondary water source for developments along Butler Ave.

Project Update:

- Approximately 3,000 of the 5,200 linear feet of water transmission main has been constructed as of September 29, 2023.
- The project is on schedule and has a targeted completion in late November of this year.



Installation of the new 12” PVC water transmission main, looking west on Soliere Ave.

Butler and O’Leary Pedestrian Crossing - DESIGN PHASE

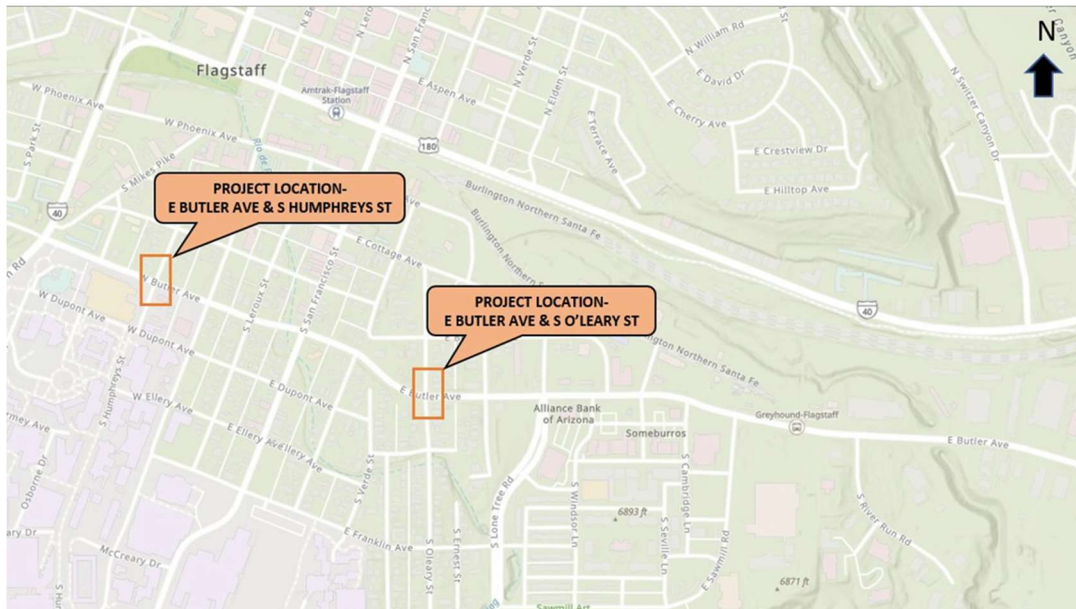
FUND: TRANSPORTATION



Description - This project includes the design and construction of a new pedestrian and bike crossing located at the intersection of Butler Avenue and O’Leary Street. Prior to design and construction, a traffic study will be conducted to determine if the crossing is warranted. If the traffic study deems the crossing necessary, then the crossing at Humphrey’s Street and Butler Avenue will also be upgraded to meet the current City of Flagstaff Engineering Design Standards.

Project Update:

- On-Call designer has provided a proposal for the scope of work.
- The proposal is under review by City staff, once approved the designer will receive NTP.
- Design is anticipated to be completed by Spring 2024 and construction thereafter.
- Staff has applied for a Safe Streets and Roads for All (SS4A) Grant for the design and construction of the pedestrian crossing as well as the Butler Ave. raised bike and pedestrian pathways. Notification of award is expected at the end of 2023.



Vicinity map for the Butler and O’Leary Crossing & Butler and Humphrey’s Crossing

BNSF Utility Relocation - DESIGN PHASE

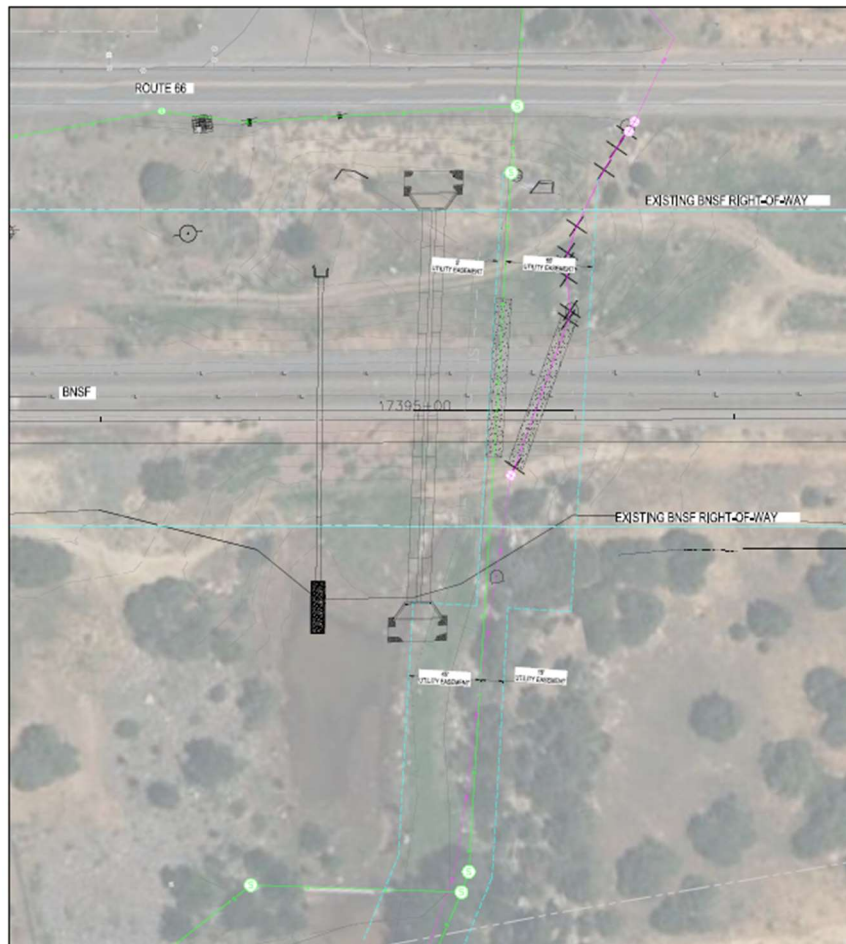
FUND: Wastewater Fund and Reclaimed Water Fund



Description - BNSF Railroad has requested that the City of Flagstaff relocate a wastewater and reclaimed water line that is in conflict with their plans for adding a third and fourth rail line. This project is located in east Flagstaff, just south of Route 66 and east of Purina. The Rio de Flag crosses underneath the railroad tracks at this location as well. Stormwater has requested that the stormwater culverts be upsized to match the capacity of the box culverts located to the south underneath the I-40 as the current culverts are undersized and create significant backups during large rain events.

Project Update:

- An on-call designer has begun design on the relocation of the reclaimed and sewer line.
- Designer has also been tasked with determining appropriate upsizing for the stormwater drain.
- Design is anticipated to be complete by spring 2024 with construction starting shortly thereafter.
- Agreements and terms need to be negotiated and agreed upon with BNSF prior to construction.
- This project will coordinate with BNSF's larger project to install a third rail east of Flagstaff.



Existing conditions of sewer and reclaimed lines at BNSF RR

Route 66 & Fanning S. Edge Landscaping - CONSTRUCTION PHASE

FUND: Beautification



Description - This project will enhance the existing landscape to draw attention to the street frontage and block the view of the industrial area to the south along Route 66 at the intersection of Fanning. The project was designed to incorporate themes from the Route 66 Park located to the northeast of the site. The Route 66 and Fanning S. Edge Landscaping project generally consists of new landscaping elements including native trees, shrubs, and grasses; installation of "FUTS-Style" fencing with U.S. Route 66 signs; installation of berms and basalt boulders to provide screening and increase aesthetics; and installation of reclaimed waterlines for irrigation.

Project Update:

- Construction was completed in July 2023 and the project is in the warranty period.
- This will be the final update for this project.



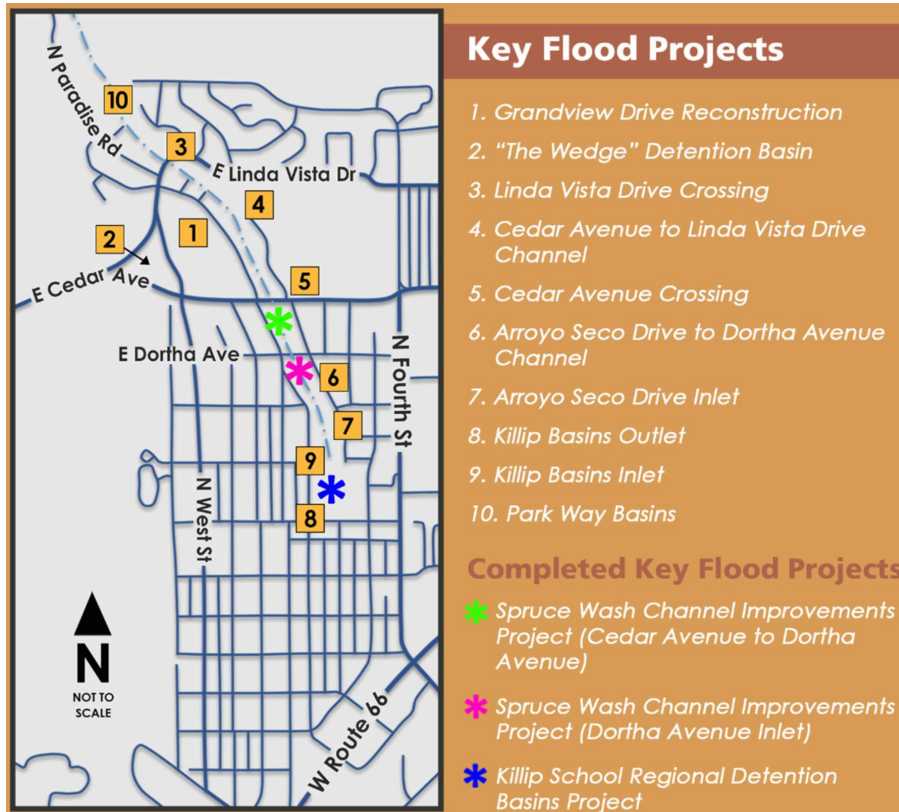
Rt 66 & Fanning Landscaping Project

Spruce Wash Flood Mitigation Suite of Projects - CONSTRUCTION & DESIGN PHASES

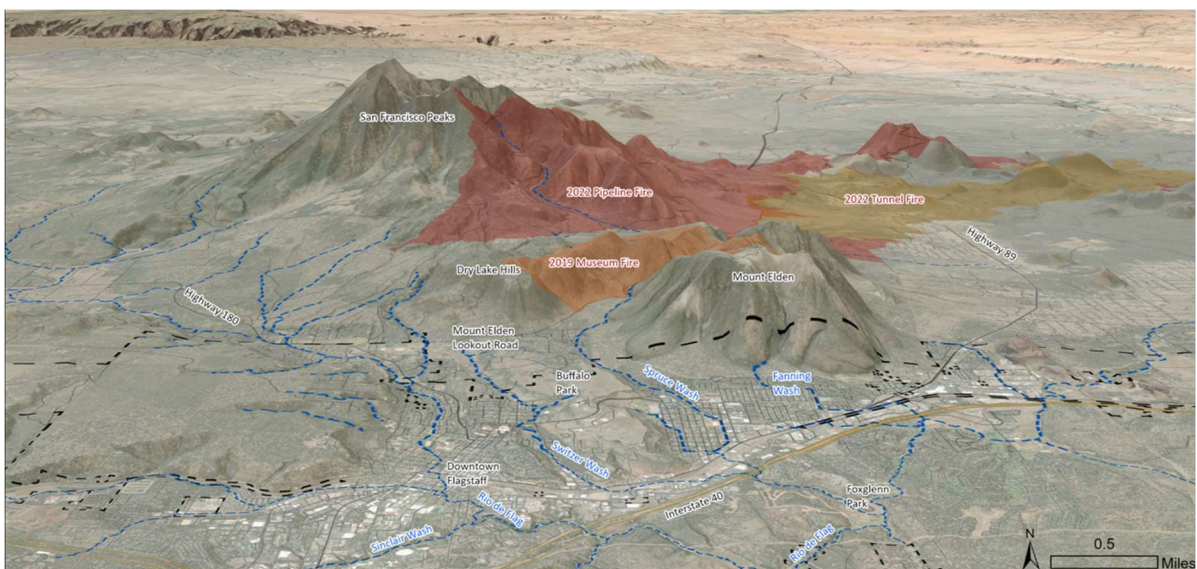
FUND: Proposition 441



Description - The Spruce Wash Flood Mitigation Suite of Projects is composed of nine (9) different flood infrastructure projects that will be constructed over the next three years to mitigate flooding from the 2019 Museum Fire in the Spruce Wash area. The Parkway Basins will be procured and managed by Coconino County for delivery. More information about the projects can be found at www.museumfloodprojects.com The nine (9) projects are as listed:



Vicinity Map for Spruce Wash Drainage Improvement Projects



Overall Burn Map, 2019 Museum Fire shown in orange is the area that affects the Spruce Wash corridor

Project Update:

- Five design firms were obtained through the City’s Engineering On-call Contacts for design of the projects.
- Eagle Mountain Construction was selected as the Construction Manager at Risk (CMAR) for the suite of projects.
- The first of multiple Guaranteed Maximum Prices (GMP) for the Suite of Projects was awarded to Eagle Mountain Construction at the July 3, 2023 Council Meeting for the utilities portion of the Grandview project.
- Construction began on September 5, 2023 on the utilities portion of the Grandview project.
- Design of the Suite of Projects is currently 60% complete and is anticipated to be 100% complete in early 2024.
- The next Community Meeting is scheduled for November 2, 2023 to provide an update on construction and design of the Suite of Projects to residents and the community.



Killip School Regional Detention Basins Inlet - DESIGN PHASE

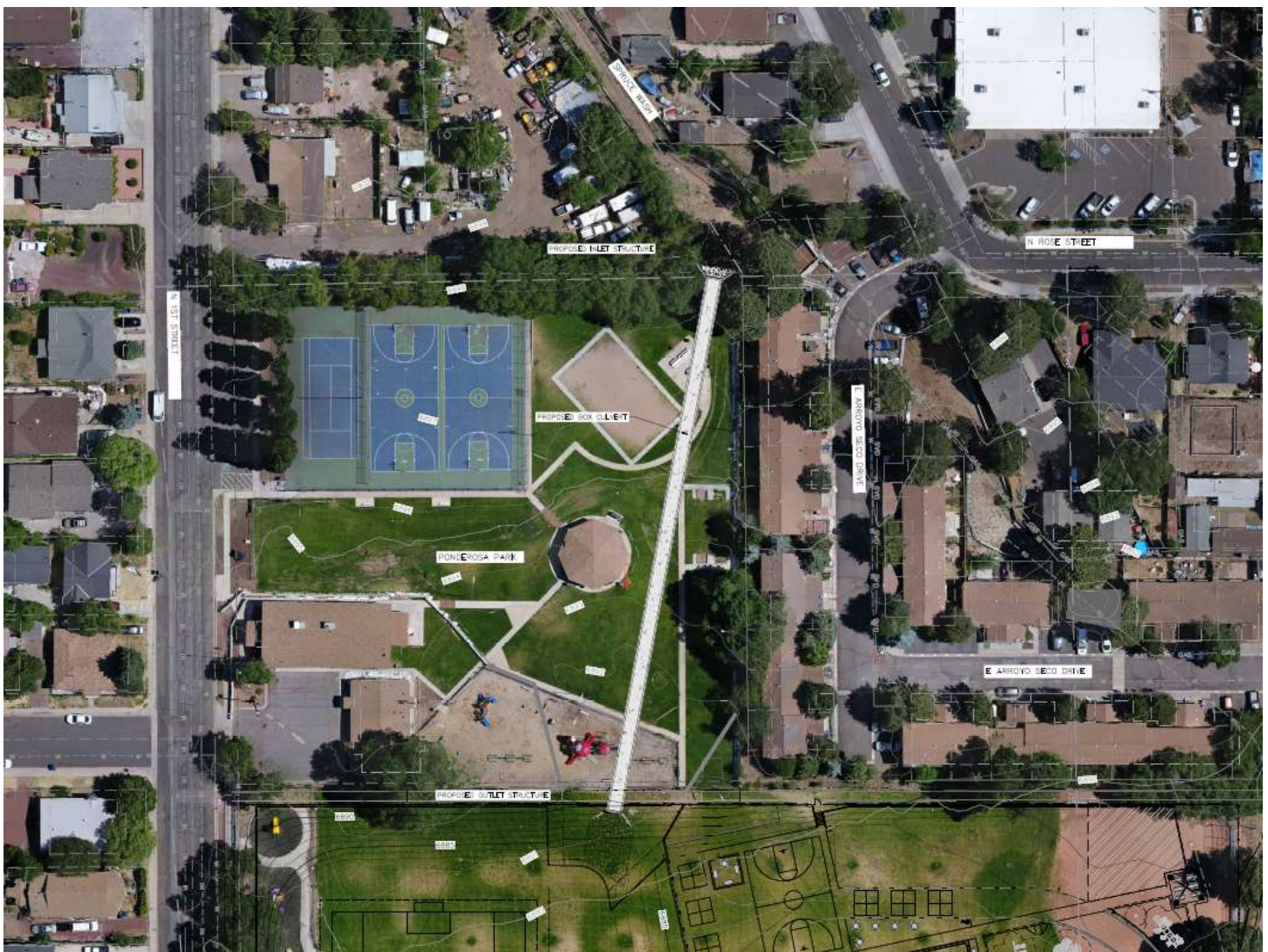
FUND: Environmental Infrastructure Grant and Stormwater Capital Improvement Account



Description- The purpose of this project is to construct an inlet structure to the Killip School Regional Detention Basins to help mitigate post-fire floods in the Sunnyside neighborhood. The 2019 Museum Fire burned approximately 2000 acres of steep slopes immediately upstream of the City of Flagstaff and in 2021 there were four flood events due to post-fire conditions within the burn scar. The City began construction of two regional detention basins in late 2021 on the Killip School property to help mitigate flooding. This project is to connect the basins to the existing stormwater conveyance to provide a controlled flood flow into the detention basins.

Project Update:

- Design of the Projects is currently 60% complete and is anticipated to be 100% complete in early 2024.
- This project will be delivered with the Spruce Wash Flood Mitigation Suite of Projects.
-



Killip Inlet Concept Map

Wildcat Hill Wastewater Reclamation Plant (WHWWRP) Digester Complex - DESIGN PHASE

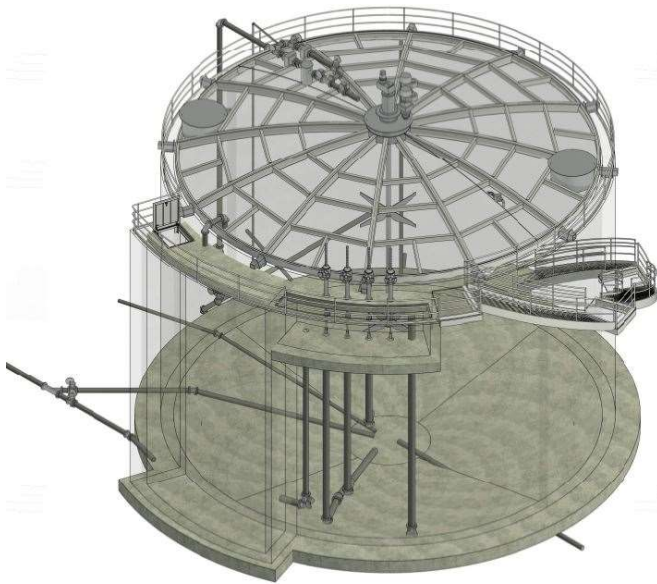
FUND: Water Services – Wastewater



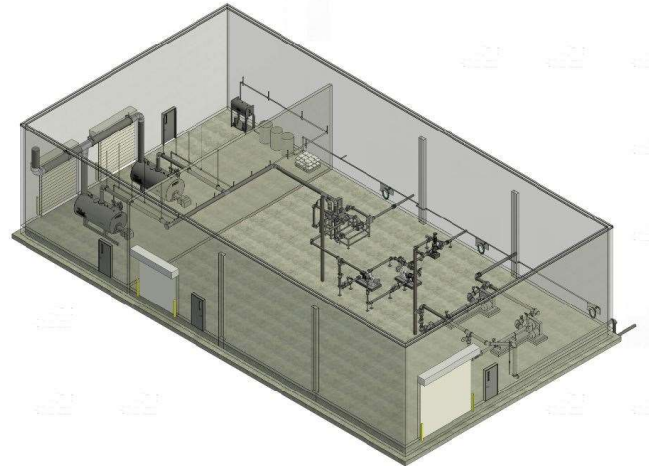
Description – Project includes the design and construction of one 60-ft concrete anaerobic digester with a digester control building and gas handling system. The digester control building will include new boilers, heat exchangers, digested sludge pumps, and other appurtenances to support the increased capacity of the new digester facilities. The Wildcat Hill Wastewater Reclamation Plant treats residual solids from both the Rio De Flag and Wildcat facilities. The new digester will increase solids treatment train capacity to accommodate the solids produced from the treatment at both facilities.

Project Update:

- 60% plans are being delivered in November.
- Staff is currently reviewing SOQs for a CMAR selection on this project.
- Plans are to be completed in the spring of 2024, with construction starting in the Summer of 2024.



Rendering of new anaerobic digester



Rendering of new control building

Private Development Projects

DEVELOPMENT ENGINEERING SECTION

The pace of residential private development projects continues above the historical trend. In addition to managing subdivisions and large private development projects, Development Engineering Project Managers are reviewing civil engineering plans associated with Capital Improvement projects including flood mitigation, downtown improvements and other infrastructure projects executed by Capital Improvements, Public Works and Water Services.

The Engineering Standards Update project has progressed through first draft review with the second draft review scheduled later this month. We anticipate soliciting public comment next month prior to finalizing the update during the month of December.

Projects In Civil Plan Review –

- One (1) Subdivision Engineering Plan Review
- Eleven (11) Site Plan Engineering Plan Reviews

Projects In Construction or Permitting –

- Nine (9) Subdivisions in Construction or awaiting permits
- Seventeen (17) Site Plan Projects in Construction or awaiting permits

Adora 3B Timber Sky – 3501 W Route 66

40-lot subdivision on 6.96 acres. Site grading and public improvements work has begun.

Aries at Timber Sky – 3501 W Route 66

Minor punchlist items in progress. Building permits under review.

Aura Apartments of Flagstaff – 151 W High Country Trl

6 of 8 apartment buildings are being framed. Grading is nearly completed.

BNSF MOW Building – 320 E Cottage

Office building on 2.8 acres. Water and sewer construction starts October 17th. Site and building work continues.

Canyon Del Rio Parcel G – 3200 E Butler Ave

Final walk through has been completed. 19 Single Family Building Permits have been issued.

Canyon Del Rio Parcel I – 3200 E Butler Ave

Final walk through has been completed. Building permits are expected to be applied for soon.

Canyon Del Rio Spine Infrastructure – 3200 E Butler Ave

Some median and driveway revisions have been approved due to subdivision block modifications. Large portion of spine infrastructure utilities and paving complete.

Chick-Fil-A Fourth Street – 2401 E Route 66

All permits have been issued. Construction is well underway. Grading is complete and vertical construction has begun.

DCS and Mygrant Glass – 2163 N Vickey St

DCS complete. Mygrant Glass, who shares the parcel, is continuing to construct the remaining frontage improvements along with infrastructure to convey stormwater from Vickey Street to the I-40 culvert.

Estates at Pine Canyon-Pine Run Public Improvements – 2811 E Byrds View Dr

Awaiting ADEQ approvals, minor punchlist items in progress.

Flagstaff Towne Place Suites – 2000 E Route 66

Grading work continues. A realignment of the sewer main line along Route 66 was approved and has been completed. Vertical construction has begun.

Ghost Tree at Pine Canyon – 3201 S Clubhouse Cir

Water and sewer mains are being installed.

Home 2 & Tru Suites – 3451 S Lake Mary Road

Four story 200 room hotel on 4.35 acres. Water line construction in Lake Mary Road is in progress. Site work continues.

In-N-Out – 1860 S Milton Rd

Modification to the site plan to include additional parking is under review. Site work is nearing substantial completeness.

Juniper Point – 2000 E John Wesley Powell Blvd

Building permits have been issued. Some significant damage to public infrastructure has been identified and staff is working with the developer to resolve.

Lofts on the Mesa – 1571 N Pine Cliff Dr

Phases 1 has ADEQ approvals and building permits have been issued. Phase 2 testing results are in review. Phase 3 in progress.

Miramonte at Birch Public Improvements – 304 E Birch Ave

Grading and retaining work continues. Recent conversations with Miramonte indicate more movement to come soon.

Miramonte at Butler – 207 S Beaver St

Project is under review for C of O.

Miramonte at Ponderosa Parkway – 1650 E Ponderosa Pkwy

Both Phase 1 buildings are now occupied. Buildings 3 & 4 in Phase 2 are occupied. Work on Phase 3 is on hold.

Northern Arizona Healthcare New Campus – 1120 W Purple Sage Trail

On-Site and Off-Site plan submittals are under at-risk review.

Ocean Blue Car Wash – 2301 E. Route 66

All underground utilities have been installed. Vertical construction has begun.

Park Place – 240 W Saunders Dr

Lower levels are complete. Improvements construction has begun. The upper levels are under construction. Multiple cranes on site.

Plaza Way Apartments – 1580 S Plaza Way

ROW construction impacting Plaza Way has been completed. On-site grading work continues.

Presidio Tract M – 2950 W Presidio Dr

Working towards final grading certificate and acceptance of public improvements.

Rio Homes Unit 4 – 1221 E Emma Dr

Some buildings are nearing COO status. Some public infrastructure work and inspections continue.

Route 66 Auto Plaza – 800 W Route 66

Engineering permits have been issued. Minor grading has begun. Underground to be installed over the winter, weather permitting.

Sirius Timber Sky – 3425 W Route 66

A 65-lot subdivision on 21.82 acres. Site grading and public improvements construction has begun.

Timber Sky Phase II – 3425 W Route 66

Paving is complete. Project is ~85% complete.

Tiny House Village – 1411 N Fourth St

All public improvement work has been completed. Final units are expected to receive certificate of occupancy before the end of the year.

Villas on Lake Mary – 4000 S Lake Mary Rd

Water and sewer are complete, testing results were just submitted for review. Building construction on site continues.

Wildcat Industrial Park – 6500 E. Old Rt. 66

Construction of the looped 8" water line is nearly complete.

Woodshire on Butler – 6500 E Route 66

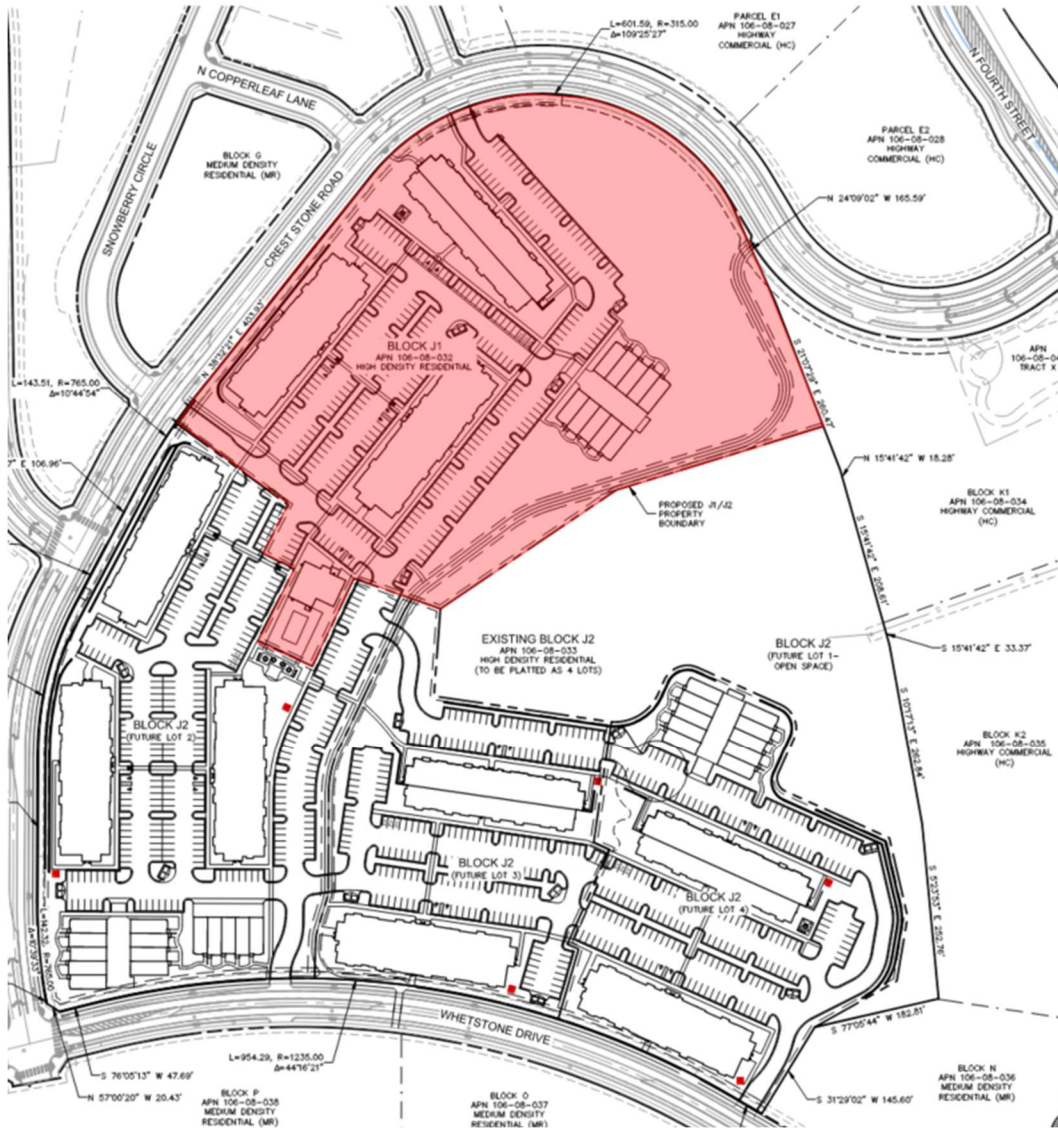
Pods 1 & 2 are occupied. Minor punchlist items are being addressed. Building construction continues in the other pods.

108 Materials Processing Yard – 5075 E. Retreat Circle

The access road still needs to be paved. Material storage for the road is on site.

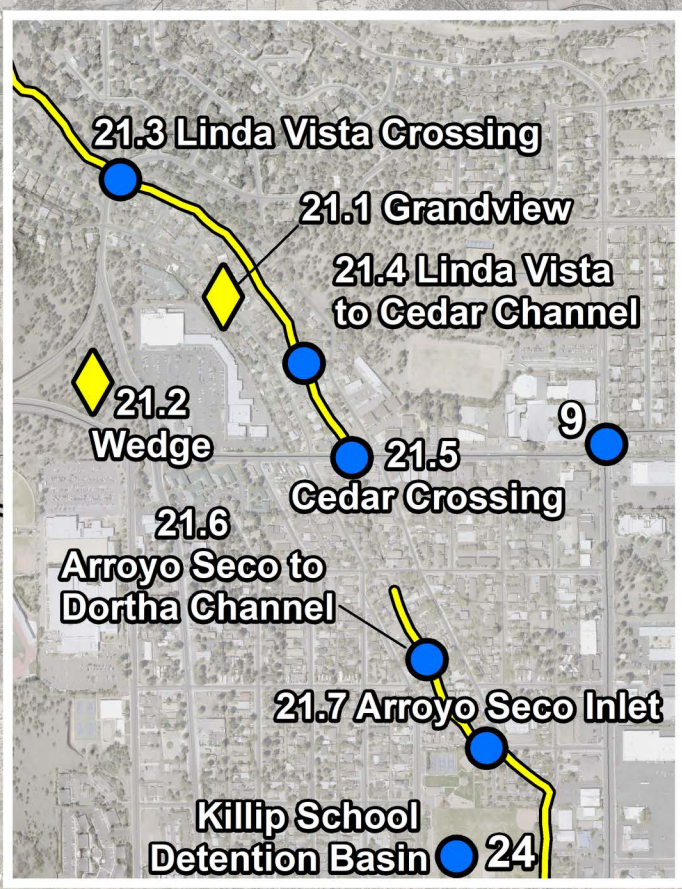
Highlighted Private Development Project – Flagstaff Apartments Phase 1

This is the first of a planned four phase build-out of a new multi-family housing development located on two blocks of land totaling approximately 30-acres within Canyon Del Rio subdivision. The total unit count upon full build out of all phases will be 573 units. This first phase of the project which is now in for Civil Plan Review includes 171 units. Additional approvals will be required in the future for the other three phases due to the developer’s intention to subdivide parcel J2. All public improvements for this project are present at the site’s frontage that were constructed with the Canyon Del Rio spine infrastructure project. No additional off-site improvements are required with the exception of certain areas of sidewalk as outlined in the Canyon Del Rio Development Agreement.

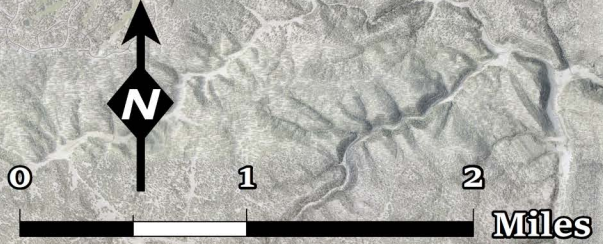


“Flagstaff Apartments” Multi-Family Housing Site Plan – Full Build Out Shown, Current Phase 1 Shown in Red

Capital Improvements Projects



● **Pre-Construction**
 ◆ **Under Construction**



No.	Status	Project Name	
1	●	J.W. Powell Specific Plan Study	
2	●	Protected Intersections at Butler/Beaver and Butler/San Francisco	
3	◆	Inner Basin Waterline Project	
4	◆	Beulah Boulevard Extension / University Drive Realignment	
5	◆	Coconino Estates Improvements Phase II	
6	◆	Low Flow Channel - Inlet	
7	◆	Mountain Line Downtown Connection Center	
8	◆	Coconino Estates Improvements Phase I	
9	●	Lockett/Fourth Roundabout	
10	●	Lone Tree Overpass Project	
11	◆	Library Entrance	
12	◆	Solier Transmission Line	
13	●	Boulder Pointe - University Avenue Traffic Calming	
14	●	Switzer Canyon Transmission Main Phase IV & V	
15	◆	Route 66 at Fanning - Landscaping	
16	●	Rio de Flag Flood Control Project	
17	●	Steves Boulevard Wash at Soliere	
18	●	Wildcat Hill Wastewater Treatment Plant (WHWTP) Digester Complex	
19	●	Butler-Fourth Improvements	
20		ATMP (Citywide) See website: www.flagstaff.az.gov/atmp	
21	◆	Spruce Wash Drainage Improvements	
22	◆	Park Basins	
23	●	Downtown Mile Safety and Connectivity Improvement Project	
24	●	Killip School Detention Basin	
25	●	Protected Bike Lane Pilot Projects (Butler Ave. & Beaver St.)	
26	●	Bulter and O'Leary Pedestrian Crossing	
27	●	BNSF Utility Relocation	



September 2023

Economic Vitality Division

Enhancing Quality of Life 365 Days a Year

AIRPORT • COMMUNITY INVESTMENT

LIBRARY • TOURISM

SEPTEMBER 2023 Highlights



AIRPORT

AIRPORT RESCUE FIRE FIGHTING (ARFF):

ARFF distributed nine Stop the Bleed kits throughout the terminal, as well as hosted Guardian Air to facilitate the training on how to stop bleeding in a severely injured person. Another training opportunity will help in November for staff at the airport.

AIRPORT CONCESSIONAIRE:

Staff had an unsuccessful procurement for a new café vendor. Due to that, we will revise the scope and issue a revised RFP soon.

AIRPORT MARKETING AND ADVERTISING:

Ads ran in Arizona Daily Sun (AZDS) Labor Day edition, as well as throughout the month digitally and in print. Advertising also ran in Flagstaff Business News and on NAIPTA busses. All efforts were to support holiday travel and encouraging locals and visitors to Fly Flagstaff First!



PAID PARKING SYSTEM:

The paid parking system has been operating with ParkFlag staff providing customer service and enforcement. Airport staff are working to improve the license plate reader imagery and functionality.



PROJECT & GRANT UPDATES:

- Terminal roof repairs have started above the airline and TSA offices.
- The site plan for the Snow Removal Equipment building was submitted for City Staff review and comment.
- Upcoming projects include terminal fire sprinkler maintenance, airfield maintenance, and exterior painting of the ARFF building.



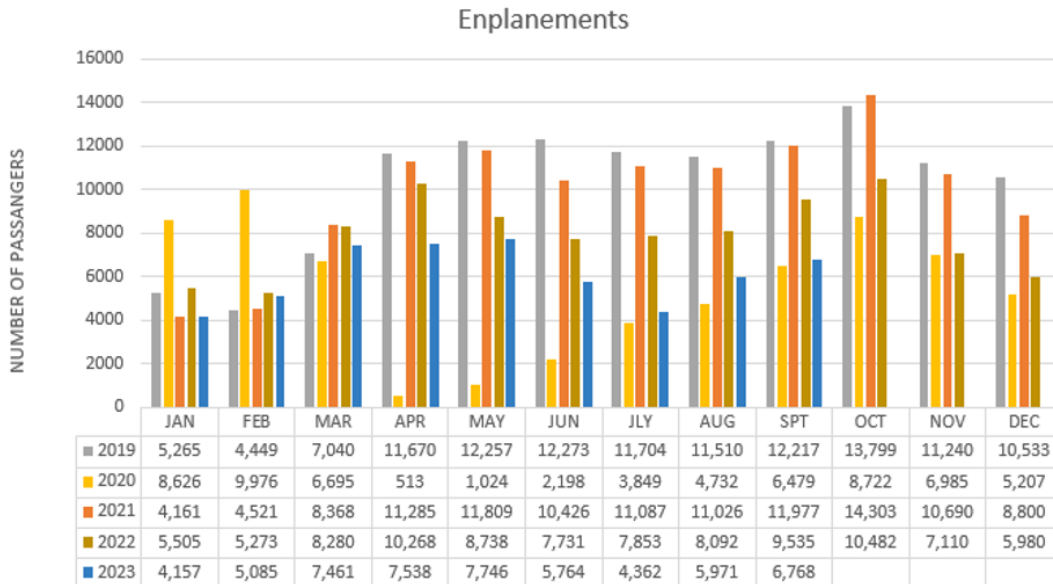
WISEMAN AVIATION: Wiseman Aviation purchased a new deicer and set of airstairs to be used for general aviation and charter use.



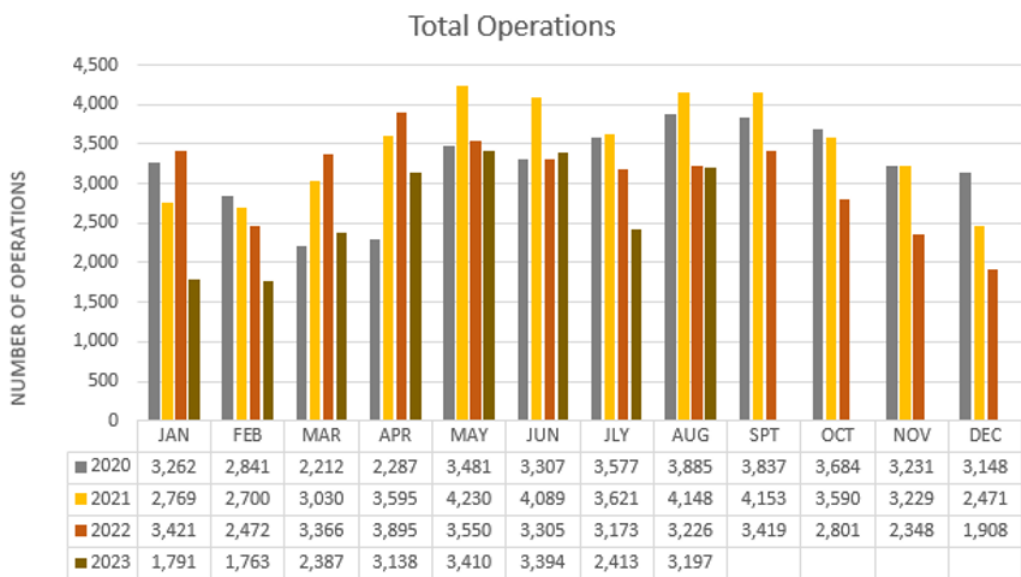
75th ANNIVERSARY CELEBRATION: The Airport will be celebrating the 75th Anniversary with an event in the end of November for airport stakeholders.



AIRPORT ENPLANEMENTS: Enplanements were steady for September and better than August. We did experience an increase over 2020 numbers.



AIRPORT TOTAL OPERATIONS: Total operations increased from August.



FELINE FRIEND: This summer, a feline friend started to appear in the airport terminal and turned into a social media sensation (but never as popular as the Discover Flagstaff page). We had folks sending us messages asking if the kitty would be around when they arrived/departed. Kitty had been a staple at Wiseman Aviation for years, taking care of unwanted mice and other small critters. Once kitty gained the confidence to cross the ramp and enter the terminal, American Airlines staff quickly took to caring for the cat, and he appeared to be very happy with all the attention and treats being provided. Kitty was spotted greeting guests for the first flight out, sunning anywhere he could find some sun, and really enjoyed rides on the luggage cart. Kitty truly had no fear and preferred to have his summer afternoon naps right next to the baggage claim as passengers arrived. A few weeks later, the kitty returned to Wiseman Aviation and seemed to settle back in. This could possibly be due to the fact we asked American Airline employees to stop feeding the kitty in fears that he has become too comfortable and will end up either on a flight to DFW or a much worse fate...all is well with Kitty!



 CHOOSE FLAGSTAFF **COMMUNITY INVESTMENT**

BEAUTIFICATION AND ARTS & SCIENCE:

COMPLETED PROJECTS -

BIA GRANT, Mural at Cosmic Ray Tunnel on the Sheep Crossing Trail:



Joel Geist, of Red Frog Designs, transformed a utilitarian underpass into a vibrant space of creative expression that connects the Ponderosa Trails neighborhood and Fort Tuthill County Park beneath Interstate 17. Geist's artworks honor Flagstaff's pioneering mountain biker and writer Cosmic Ray

(Raymond J. Brutti) and the area’s Basque sheepherding history. The east entry features a brightly painted landscape of ponderosa pines and a cloud-filled sky. Graphically rendered sheep within a meadow of green grass, watched over by their shepherd, complete the summer scene. The imagery is dedicated to the achievements and contributions of Basque sheepherders and the trail’s immediate past. At the west entrance, Brutti is depicted in silhouette, peddling against a setting sun comprised of red and yellow rays. “So, Rolls On...on our Cosmic Ray” frames Brutti and a detail of the cosmos pierces the center of his body. The artworks are connected by an undulating horizontal line that spans the 300-foot tunnel to create one unified mural. Using the icons of the sheep and bike, Geist showcases the “evolution from the past through the present and on to the future,” he says. “The Basque farmers with a herd of sheep at one end and Cosmic Ray leading a herd of cyclists on the other,” he adds.

ONGOING PROJECTS

- **Airport Medallions:** Artisan Metalworks chosen as the vendor to install 21” medallions. After meeting with the airport staff to go over connection details for the scope of work, staff finalized the contract, which is circulating for signatures. Baninki, the vendor in charge of the sidewalk, cleaned and boxed up the 12” medallions which were removed last week, repaired the sidewalk, and installed the gravel in the landscape area. Staff anticipates completion of the project around Veteran’s Day.
- **Aspen (Niche) Bicycle and Pedestrian Enhancements:** Staff sent contractor revised design approval schedule. Requirements will push construction to April 2024.
- **Cosmic Ray Tunnel & Sheep Crossing Plaque:** Staff received and reviewed a proposal from Rose Houk to research and craft verbiage for one of two plaques at the Cosmic Ray Tunnel on the Sheep Crossing Trail.



- **Flowers Program:** The Sustainability Office will install updated metal Mayor’s Monarch Pledge signage in the City Hall and Heritage Square pollinator gardens. Staff confirmed meeting date with Sunnyside Neighborhood Executive Director to discuss project expansion along Fourth Street. Staff shared an update on



the fall flower removal and spruce tree planting schedule at the DBA/DF/CI September meeting. Estimated date of transition is October 15-23, depending on frost projections. CoF photographer completed the September photography shoot of downtown baskets, barrels, and planters. This is the first year BAS has documented flower/plant growth through monthly photos.

- **Indigenous Representation at County Park:** Call to artists closed. 14 proposals received. Staff prepped the materials and led a selection meeting with panelists to review the applications. Evaluations are due to procurement on October 2nd.
- **Lone Tree Overpass:** Staff met with artist team regarding scope of their upcoming contract for construction oversight.

- **Temporary Art Project at the Library Entry:** *Threaded Together* deinstalled their community created craft and yarn-bombing project on September 21 after a three-week successful installation.
- **Murdoch/Southside Park Art:** All applicants notified of outcome of the first phase of the artist selection. Five finalists are going forward to produce proposals.
- **Rio de Flag:** City Team meeting held to discuss parameters of beautification to the pedestrian bridge that is ADA approach to City Hall.

PROGRAMS & OUTREACH

- **Arts & Science Non-Profit Input:** Contract amendment to former Program Manager’s consulting contract to assist with gathering input from the non-profit sector is circulating for signatures. This input will shape upcoming solicitation for contract services to oversee the Arts & Science grants and provide leadership for the sector.
- **BPAC:** September meeting held. Discussions items included an update on the scope and timeline of *The Wedge* and opportunity for a beautification project; ARTx highlights, past and current project support, and a new project idea and funding request; a review of BIA grant guidelines and evaluation criteria; and a discussion of two project ideas—an Arts & Humanities flag and a redesign of the CoF seal and flag. Staff finalized accommodations for Commissioners going to Tucson for Project Administrator’s meeting on October 13th.
- **Beautification in Action Grants:** Staff fielded applicant inquiries from community members, assisted community members with applications (Little Lending Libraries in Sunnyside, Route 66 Mural above Noble Herb, Bushmaster Community Orchard, Flagstaff Family Food Center Mural & Garden) and hosted a community grant workshop in partnership with the Sustainability Office. Grant deadline was September 15th. Staff completed an initial review to identify ineligible, incomplete, and complete applications, then compiled 10 applications and sent to BPAC to review for their October meeting.
- **Outreach**
 - o **BIA Grants:** Press release highlighting the recently completed BIA mural by artist Joel Geist was sent to local media outlets by the CoF Public Affairs Director. Staff crafted verbiage and took additional photos for CoF social media features. It was immediately picked up by the Daily Sun: https://azdailysun.com/news/local/new-urban-trail-mural-honors-cosmic-ray-and-local-basque-shepard-history/article_521fd978-5722-11ee-93a0-333d28053ad6.html . The project will also receive a multi-image social media feature on CoF social media platforms.



- **Ribbon Cutting Library Entry & Touch Home, Reach Sky:** Staff prepped talking points and produced an informational flyer of art project, **Touch home, reach sky** for the Official Library Ribbon Cutting Ceremony, which happened on September 29th! Shout out to all the BPAC, CIAL, selection panel and project team members who came out. And to Capital Project Manager Jeremy DeGeyter, Councilmember Sweet and artist Maria Salenger for their remarks. Truly a wonderful celebration.

This entry way is a point of pride for the City. The art project flyer will remain available for inquisitive library visitors.

HIGHLIGHTED EVENTS IN SEPTEMBER BY A NONPROFITS SUPPORTED BY BBB TAX FUNDS

Clay Handbuilding 101 classes were held on Thursdays, September 14-October 5 · 5:30-8 pm. Presented by [Coco-Op](#)

Handbuilding is a ceramics technique to create forms without using a wheel. Coco-Op held this four-class series, where students learned the three main handbuilding methods and created a complete vessel each week. During the final week, students glazed their pieces.



Nakatani Gong Orchestra performed on Sunday, September 17 · 7:30-9 pm at the Coconino Center for the Arts Presented by [Interference Series](#)

The Nakatani Gong Orchestra (NGO) is acclaimed master percussionist Tatsuya Nakatani's large ensemble and nomadic sound art project. Consisting of 16 of Nakatani adapted Gongs played with his handmade bows, it is the only bowed Gong Orchestra in the world.



***Designed to Move: Seeds that Float, Fly or Hitchhike through the Desert* Southwest Curator Talk was held on**

Saturday, September 23 · 2 pm

Presented by [Museum of Northern Arizona](#) (MNA)

Guest curator Heidi Fisher discussed the MNA's newest exhibition "Designed to Move," as well as her biomimicry work at Arizona State University.

PARKFLAG:

License Plate Reader: ParkFlag began weekly meetings with Passport and Minute Man to prepare for the installation of the LPR on the Chevy Bolt. The initial part of the process included detailed naming and GIS mapping of all district streets and parking lots. The second part of the process will involve installation and integration between the LPR and our enforcement software.

Candidates: We interviewed, screened, and finalized one Parking Aide applicant in September. The candidate has cleared all background checks and is awaiting a final offer and start date. We will resume hiring more Parking Aides in October.



ParkFlag Vehicle: We are pleased to announce that ParkFlag may be one of five recipients of the new Chevrolet Silverado Electric Vehicles. These vehicles will help reduce our environmental impact and save on fuel costs. Fleet will present the consent item to the council on October 16th and seek their approval to acquire the vehicles through an existing cooperative agreement. Electric vehicles are part of the City’s Climate Action Plan.



Program Maintenance –

- **Kiosk Repair:** In September, the team successfully identified and fixed several communication problems with the kiosks. The most challenging project was the kiosk specifically designated to sell long term parking permits located at the Amtrak Station. The kiosk required a new data pack, modem, and battery.
- **Sign Maintenance:** Signs, signs everywhere are signs, and a few are down in the parking district. A meeting was held between ParkFlag, Streets and Xcessories Squared, a sign distributor. The purpose was to explore how ParkFlag can fix some signs on their own, without Streets or an external contractor. ParkFlag intends to order spare parts for future repairs. The issue seen in the photo to the left is quite common when a sign is struck down, ParkFlag is unable to complete those repairs and will continue to require outside assistance.

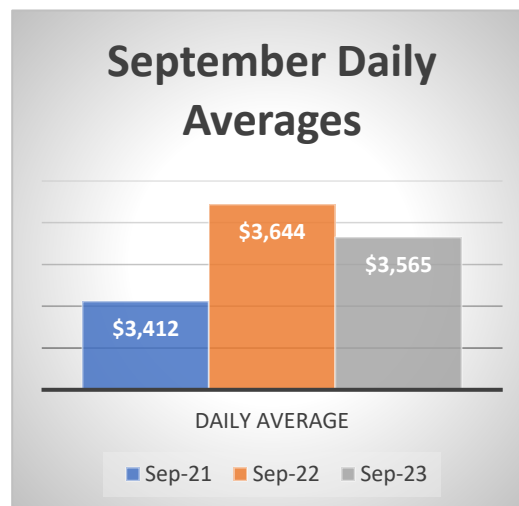
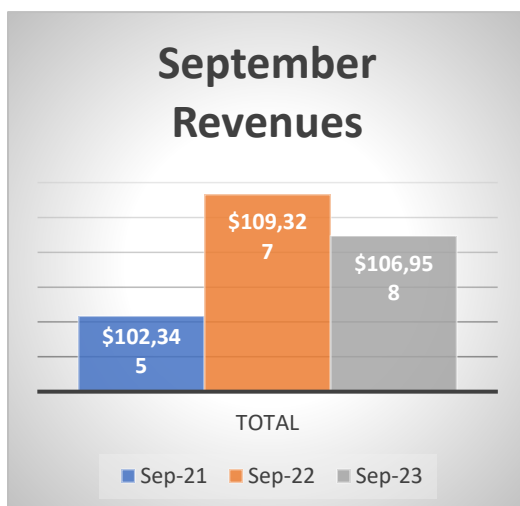


Community Updates -

Monthly DBA Meeting: ParkFlag attended the regular monthly Flagstaff Downtown Business Alliance Stakeholder Meeting, where we were able to answer questions from downtown business owners and managers.

Parking Statistics:

- Parkers parked a total of 105,953 hours during the month of September at an average of 2.07 hours per parking session, up slightly over August.
- Our pay-to-park revenue totals for the month of September were \$106,958, up 5% over 2022. Our daily average was \$3,565.



BUSINESS ATTRACTION:

Recent Attraction Efforts:

- Staff attended an event hosted by the Arizona Commerce Authority and the European Commerce Delegation. Multiple countries expressed an interest in bringing new business to Flagstaff. Staff plans to host delegations from Germany, France, Italy, and Sweden soon to explore additional economic opportunities in northern Arizona.
- An exotic car manufacturer has engaged city staff to locate potential manufacturing sites in Flagstaff. It is expected this employer could create a minimum of 25 new high-quality jobs for the region.
- Staff continues to engage with a multitude of retail and hospitality-based businesses that are eager to enter the Flagstaff market. There has been tremendous interest from these sectors recently.



Business One Stop Shop (BOSS):

- The City of Flagstaff recently launched a new comprehensive site to assist new, existing, and expanding businesses in our community.
- The new website offers a streamlined way to discover and digest important information. The goal of this platform is to provide a straightforward path for businesses to be successful in Flagstaff. The information ranges from planning assistance to studies encapsulating the market viability of our region. Additional features will be added in the coming months.
- To experience the new site yourself please visit: [Business One Stop Shop | City of Flagstaff Official Website \(az.gov\)](https://www.flagstaffaz.gov/business-one-stop-shop)



Major Projects:

- City Council recently approved a contract with 'Stiletto', a strategic consultant, to assist the City of Flagstaff with their first official five-year economic development strategic plan. This plan will consist of significant public participation from various industries and businesses. Please stay tuned for opportunities to provide feedback as this plan moves forward.

Upcoming Events:

- The Arizona Association for Economic Development (AAED) will be hosting their 'Fall Forum' conference this year in Flagstaff at the Little America hotel. The conference begins the evening of Oct. 25th and concludes on Oct. 27th. **Please consider attending** if you are interested in familiarizing yourself with economic development best practices. The current agenda addresses some of Arizona's most challenging economic hurdles and will provide novel ideas on how to address them. **To learn more about the conference and register please visit:** [Arizona Association For Economic Development \(AAED\)](https://www.aaed.com).



Other Highlights:

- The newest version of the Development Status Report is officially available. This document illustrates all the current development that is navigating through the city's planning processes. To view the new report please visit: [DSR-Sept-01-2023 \(az.gov\)](https://www.az.gov). A huge thank you to our planning team for updating this incredibly useful document!

BUSINESS RETENTION & EXPANSION:

PROJECT UPDATES

BUSINESS RETENTION AND EXPANSION (BR&E)

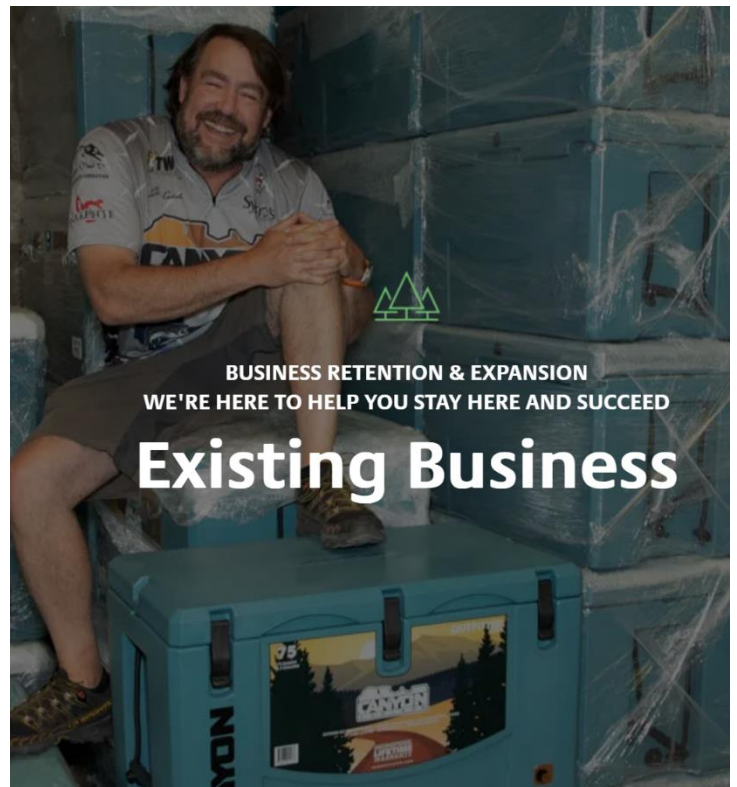
INCENTIVE: Staff convened a review team of internal and external stakeholders to score the applications and to determine the awards. Staff has notified all applicants the results. Staff has scheduled follow-up meetings with the three top scoring applicants to meet with the Executive Director of the ARIZONA@WORK Coconino County Workforce Development Board and the Executive Director of the NACET Campus to work on details of their pending contracts relating specifically to workforce development.

AMERICAN RESCUE PLAN ACT (ARPA) SMALL

BUSINESS ASSISTANCE GRANT CLOSEOUT: An interdivisional team has been working to distribute the American Rescue Plan Act funds to area small businesses by way of the Small Business Assistance Grant. During the month of the September, the team contacted all participants to close out the program. The team distributed close to all the

funds to help 42 businesses recover and thrive following the COVID shutdowns

ARIZONA@WORK COCONINO COUNTY WORKFORCE DEVELOPMENT BOARD (WDB): Staff attended the regularly scheduled WDB meeting. This was the first times in several years that staff participated solely as a board member having recently stepped down as Vice Chair; in fact, the entire former Executive Board recently changed. Chair Dr. Aaron Tabor and Secretary Beth Caplan also stepped down. The new Executive Board is comprised of Chair Bruce Sobzak, Vice-Chair Gail Jackson, and Secretary Diana White. The Board is in good hands with the new leadership.



INNOVATE WASTE: THE CARBON NEUTRALITY CHALLENGE 2024: Community Investment and

Sustainability staff have been working to market the opportunity with refined and enhanced messaging. Creating an application, administrative procedures, and samples of successful applications that are consistent with other organization programs will accomplish this marketing effort for the 2024 program. chooseflagstaff.com



The graphic features a blue background with a circular icon at the top center containing a globe and a leaf. Below the icon, the text "Innovate Waste & Carbon Neutrality Challenge" is written in white. At the bottom, a white text box contains the message: "Help the environment and win your share of up to \$30,000 in cash prizes!"

ECoNA BR&E TEAM - VERDE VALLEY TOUR: Staff joined the BR&E Team for a tour of the Verde Valley economic development offices from various municipalities. The group toured a few projects including the new site of Frame-Tec, a construction framing and truss manufacturer that is revolutionizing the construction industry. Recently locating to the Verde Valley, Frame-Tec will hire between 200 and 300 employees. The tour was very informative and inspiring, and the BR&E Team will likely continue to tour other participating Northern Arizona communities.

ARIZONA COMMERCE AUTHORITY (ACA): Staff recently submitted a grant to the Economic Strengths Project grant which is funded by the Arizona Department of Transportation (ADOT). The State Transportation Board reviewed the recommendations from the ACA and approved the City of Flagstaff application. The project will assist Joy Cone Company as they enhance the area around a rail spur that Joy Cone Company uses to receive the ingredients for their world-famous ice cream cones. Staff will work with the ACA, ADOT, and Joy Cone Company to conduct the work.



LIBRARY | CITY & COUNTY

STAFFING UPDATES:

JESSICA ARCHER: Our very own PALSMobile Librarian, Jessica Archer, has been selected to receive the **Arizona Library Association Outreach Services Award**. This award is for providing exemplary library outreach services to unserved, underserved, or minority populations. Recipients of this award must demonstrate notable and outstanding performance in producing, developing, and promoting programs, services, collections, and reading activities for the unserved, underserved, or minority populations of their community. The award will be presented to Jessica during the AZLA Conference at the awards luncheon on October 20.

COUNTY SERVICES: LAUREN CLEMENTINO is serving as Interim Deputy Library Director for County Services!

September Statistics:

		Sep-23	Sep-22	Difference
Circulation	Downtown	24580	22,588	8.82%
	East Flagstaff	10079	10,247	-1.64%
	TOTAL	34659	32,835	5.56%
Value of Loaned Materials	Downtown	\$430,453.61	\$411,567.95	4.59%
	East Flagstaff	\$190,166.98	\$184,496.83	3.07%
	TOTAL	620620.59	\$596,064.78	4.12%
In-House Use	Downtown	19413	17,180	13.00%
	East Flagstaff	6331	6,098	3.82%
	TOTAL	25744	23,278	10.59%
Door Count	Downtown	25360	(no door count during front entrance construction)	-
	East Flagstaff	14148	12,473	13.43%
	TOTAL	39508	12,473	216.75%
Wi-Fi Use	Downtown	3442	2,974	15.74%
	East Flagstaff	2016	1,671	20.65%
	TOTAL	5458	4,645	17.50%
Public Computer Use	Downtown	2966	2,615	13.42%
	East Flagstaff	1937	1,963	-1.32%
	TOTAL	4903	4,578	7.10%
Number of Programs	Downtown	77	22	250.00%
	East Flagstaff	26	14	85.71%
	TOTAL	103	36	186.11%
Program Attendance	Downtown	1527	335	355.82%
	East Flagstaff	128	150	-14.67%
	TOTAL	1655	485	241.24%
Reference Help	Downtown	3983	2,073	92.14%
	East Flagstaff	1977	1,716	15.21%
	TOTAL	5960	3,789	57.30%

Branch & Department Updates:

Main Library:

- The Downtown Library Front Entrance Ribbon Cutting Ceremony was held on September 29! Speakers included **Mayor Becky Daggett**, **City Manager Greg Clifton**, **Project Manager Jeremy DeGeyter**, **Library Director Linda Tillson**, **City Councilmember Miranda Sweet**, and **landscape artist Maria Salenger**.



Circulation:

- Received 49 applicants for the 25-hour clerk position!
- For library card sign-up month (September) we added 666 new cardholders between our East Flagstaff and downtown locations. We also renewed a total of 514 expired accounts for existing patrons during this same time frame.

CMS:

- Reviewing books in YS to possibly update call numbers to be more browsable.
- CMS is looking to potentially reorganize the back area in preparation for the return of the book mobile operations.

IT:

- The Grand Canyon library move was the big project in the last month!
- New computers (for staff and the public) are going through purchasing right now!
- Finally finished up IT's part of telehealth grant for Tuba City.
- Working with the County libraries on their website updates

Reference:

- **MARY SOJOURNER COMMUNITY LIVING ROOM:** On September 20th, Mary Sojourner, southwestern novelist, essayist, former NPR commentator, and activist for the lands and wildlife of the Colorado Plateau, gave a heartfelt talk at the Downtown Library for the Community Living Room program. Mary Sojourner sent this feedback to staff after the program: "What an incredible gift tonight was. Thank you so much for inviting me and creating such a welcoming and warm venue. I was struck by how the speakers from the audience asked such terrific questions. And how much we all seemed to be aware of how much Flagstaff has changed - and how different these times are. I felt validated for how displaced I sometimes feel. You did a beautiful job of promotion."



- **PEACE DAY:** Library Specialist Pam Packard represented the library at the International Day of Peace celebration on September 23rd in Heritage Square and shared information on library resources and events with attendees.
- **ALEBRIJE PAINT NIGHT:** Library Specialist Andrea Barrantes led a guided Alebrije Paint Night at the Downtown Library on September 25th in celebration of Hispanic Heritage Month. The 23 attendees painted their pets in the style of Alebrijes – see photos below!



Youth Services:

- Youth Services programs are back in full swing for the fall semester!
 - 6 weekly Storytime's – attendance has been great! Up to 32 participants!
 - Biweekly programs such as Creation Station, Lego Club, Game Time Hang Time, and Bards & Nobles.
 - Gaming & Creation Station with 22 attendees, and Bards & Noble with 9 teens for the campaign.
 - Our Science Week programs include solar eclipse viewers, dinosaur centered Creation Station, and Marvelous Mammals.
- The PALSmobile has been very busy already going to 22 schools each month.
 - In addition to our usual preschools, we visited several elementary schools and had classes visit the library including Flagstaff Junior Academy, Haven Montessori, and Pine Forest, seeing about 100 students!

EFCL:

- **FALL PROGRAMMING SESSION:** Our fall programming session kicked off in September with the return of our youth programs including Family Storytime, Crafty Corner, LEGO Club, and Game Day in addition to the continuation of our adult programs like LGBT+ Book Club. Our September program offerings also featured several Festival of Science events. We've had especially great turnout at Crafty Corner this session, with over 30 attendees for each program so far!



- **KNITTING IN**

- **NATURE:**

- On September 2nd, three members of the Forest Service, Sylvia Struss from PROSE, Tasha Griffith from Threaded

- Together and I met at the Peak View area off Highway 180 to knit in nature (or at least near nature). Even with our event coinciding with both



- Even with our event coinciding with both the county fair and rather threatening weather, we still had 12 attendees join us. Most brought their own projects, but quite a few of us joined Sylvia in learning how to spin wool. One family found a few mushrooms nearby which led to an impromptu "mushroom hike and talk." It was a very fun morning, and no one was ready to head back into town at the end of the event.

- **KIDS CAFE:** With the new programming session we also have resumed our Kids Café meal service program through St. Mary’s Foodbank. In September we distributed 23 meals during our after-school programs!
- **LIBRARY CARD SIGN UP MONTH:** September was Library Card Sign Up month and EFCL celebrated with activities, buttons, and incentives for new library card holders! Combined, both libraries signed up over 650 new library card holders this month!

County Branches:

Grand Canyon Community Library:

- Attendance numbers are increasing at the Grand Canyon Community Library’s new, temporary location in the former bank building. The highest traffic month from April 2020 to July 2023 in the previous location was 621 library users. In the new location, we had 735 library users in August and 989 users in September!

Tuba City Public Library:

- **HEALTH FAIR:** On September 21st, the Tuba City Public Library hosted a health fair to showcase new telehealth equipment and connect the community with local health resources. Library staff distributed toiletry kits and



- representatives from the Arizona State Library, Coconino County, and Arizona Telemedicine Program were also present to on their resources. The health fair and telehealth project are supported by the Arizona State Library with funds from the Institute of Museum and Library Services. See photos below!

- **EARLY CHILDHOOD LITERACY DEVELOPMENT:**

Library Specialist Trish Polacca’s Early Childhood Literacy Development project was selected for funding through the AZ Librarians Fostering Resilient Rural Communities AHEAD AZ mini-grant

opportunity! Through this project, Trish is creating newborn gift packages to promote literacy and educate new parents on their child’s early development. The packages will be distributed through the local hospital and WIC program.



TOURISM & VISITOR SERVICES

TOURISM METRICS: SEPTEMBER 2023

For September 2023 the city’s traditional accommodations experienced a slight dip in revenue per available room over the same period last year. This dip is showing up since we had less room-nights in the marketplace last year over the month of September – 1.9% or 2,900 less room-nights. The Smith Travel Report shows a slight increase in demand for 2023.

Discover Flagstaff has been working on the ongoing promotion of our festivals, the Leaf-o-meter [Flagstaff LEAFometer \(flagstaffarizona.org\)](http://flagstaffarizona.org), restaurants and breweries, trails passport, dark skies/astronomy and responsible visitation messaging for our key domestic origin markets and City of 7 Wonders content and ‘hub and spoke’ travel itineraries for our international markets.

Following is a snapshot of the metrics for September 2023:

Sept	2022	2023	Diff
OCC	76.1%	75.0%	-1.4%
ADR	\$130.67	\$129.40	-1.0%
RevPAR	\$99.40	\$97.05	-2.4%

MARKETING & MEDIA RELATIONS:

14 print and 76 digital articles
4 procured stories, 6 media assists

- Top performing landing pages: Plan Your Trip and Leaf-ometer - 40,154 views

- September results for Discover Flagstaff subject matter had an increased opt-ins up 30% YoY
- Trails Passport Month-over-month experienced an 8% increase in trail passport signups. There is also a 1550% increase in prize redemptions as people accrue their points and make plans to go downtown to the Visitor Center.
- Phoenix broadcast stations covered the fall colors with leaf peeping opportunities and the Discover Flagstaff LEAF-ometer.
- Instagram hit 27k followers at the end of September.
- September media coverage featured fall colors, LEAF-ometer, Apollo moon missions, Festival of Science, dining, trails, things to do, and stargazing. A few media highlights included Phoenix broadcast stations covering the fall colors with leaf peeping opportunities and the Discover Flagstaff LEAF-ometer. Print experienced some great wins with Phoenix Magazine, and hosted travel writer Madison Rutherford publishing a spread titled Flagstaff Road Trip, Wes-Anderson Style, and relationships with journalists Mare Czar and Roger Naylor at the Arizona Republic keep Flagstaff fall colors and trails top of mind. Digital delivered with articles published at Azcentral.com, phoenixmag.com, arizonafoothillsmagazine.com, travelyourway.com and there was great hotel coverage on High Country Motor Lodge and Aiden Best Western.
- Print (circ: 868k/value: \$56k) Broadcast (reach: 4m/value: \$595k) Digital (reach: 112m/value: \$210k). September 2023 decreased in media REACH and AVE compared to September 2022 (please note vendor change from Meltwater to Cision and a staff vacancy.) There were 634 digital article social echo shares on Facebook, Twitter and Redditt.



Enjoy more highlights:



- Leaf Peeping in Flagstaff
<https://www.youtube.com/watch?v=pNixuTqJIVg>
- Aiden debuts in Flagstaff, Arizona
<https://www.hotelmanagement.net/openings/aiden-debuts-flagstaff-arizona>

- **Flagstaff Road Trip, Wes Anderson-Style**
<https://www.phoenixmag.com/2023/09/01/flagstaff-road-trip-wes-anderson-style/>
- **Fall colors 2023: Here are the best places to see the leaves change in Arizona**
<https://www.azcentral.com/story/travel/arizona/2023/09/22/fall-colors-2023-arizona-hiking-sedona-flagstaff/70843739007/>
- **10 Beautiful (And Highly Underrated) Spots To See Fall Foliage That Aren't In Vermont (#6)**
<https://www.thetravel.com/beautiful-and-underrated-places-to-visit-in-fall-not-vermont/>
- **Exploring Ancient Wonders: Wupatki National Monument and Walnut Canyon in Flagstaff - Travel your way**
<https://travelyourway.net/exploring-ancient-wonders-wupatki-national-monument-and-walnut-canyon-in-flagstaff/>

FILM:

- Discover Flagstaff staff continues to work on the planning and logistics for film missions coming up with the American Film Market and London Focus.
- Film Commissioner responded to film location inquiries.
- Film Commissioner approved **three permits in September: Blazing Trails Media LLC, Aspen Productions, and Randy Murray Productions.**

WEBSITE:

Comparisons are made YOY to 2022

- **Domestic users increased 58% from 55K to 86K.** Phoenix increased to 16,926 users, Tempe increased to 4,034 users, Los Angeles increased to 2,775 users, Las Vegas increased to 1,492 users, these AZ cities also showed increases: Mesa, Chandler, Scottsdale, and Tucson; San Diego, Dallas, Chicago, Denver were all in the top 20 markets and all reporting increases, too.
- **Good news with Int'l increased sessions, too:** Canada had 783 sessions. UK had 531 sessions, Germany had 391 sessions, MX, Australia, and France were also up.
- **Top performing landing pages:** Plan Your Trip and Leaf-ometer - 40,154 views, events - 13,766 views, webcam - 12,100 views, things to do had 10,096 views, events/festivals had 7,517 views.
- **Booking engine searches** occurred most with filters for stars, cabins and hotels, pet friendly and BnB.
- **3,000 outbound links to partner websites.**
- **179 newsletter opt-in addresses received.**
- **197 visitor guide requests.**

EMAIL CAMPAIGN:

- **Discover Flagstaff**
 - September's results for Discover Flagstaff subject matter had an increased opt-ins up 30% YoY because of opt-ins, however, saw a dip in open rate at -10%. The subject headline is potentially the issue with 2022 including more content. Top clicks supported intent to visit for upcoming events, overnight-stays, and leaf-ometer.

- **Flagstaff Local**

- September's results for Flagstaff Local showed a 21% decrease in YoY in open rate, also possibly related to the subject headline being too long or it blended in with other email campaigns encouraging "open for...". Top clicks went to the Oktoberfest volunteer page, the library card sign-up page and to Flag365.



SWEEPSTAKES:

- **Flagstaff Festivals Sweepstakes**

- The festival sweepstakes has concluded with 44% less entries than last year, our benchmark year. Attributing lower entries to a combination of things: privacy changes and people's attitudes toward privacy, the content calling out appearing lower on the homepage this year and being moved up higher halfway through the year, less posting/boosting on social media during the beginning of the campaign as there was a transition in the social media employee position, and a smaller grand prize regarding the \$ value. Notes have been made for next year to initially post the content callout on the website up high from the get-go, posting/boosting to social media leading up to and at the beginning of the sweepstakes opening for entries, and possibly getting previous entrant winners testimonials on social media to raise awareness about the sweepstakes being from a trustworthy source.

TRAILS PASSPORT:

- Month-over-month, there is an 8% increase in trail passport signups. There is also a 1550% increase in prize redemptions as people accrue their points and make plans to go downtown to the Visitor Center. This may be due to the higher point items – donations in their name and fanny packs.
- Fall trails have been added and a post is going out on social media to raise awareness.

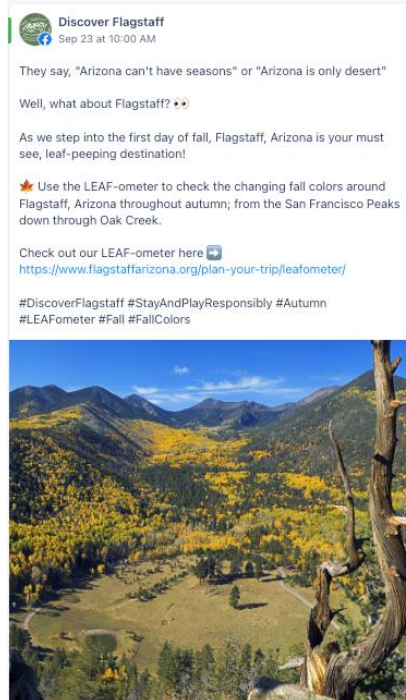


SOCIAL MEDIA:

- Top post on Facebook this month garnered 45k impressions and 2,831 engagements.
- Facebook garnered over 933k impressions in total over the month of September.
- Audience metrics stay the same, with followers mainly being 35–44-year-old women from the US.
- Flag Local continues the Pet of the Month partnership with High Country Humane in conjunction with the FL newsletter.
- Instagram hit 27k followers at the end of September.

- Top post was the same as FB, but garnered over 1k in likes, which I have not seen before in my time managing the DF accounts.
- Influencer collab with @letmeatthis was majorly successful, with over 62k views on one Instagram Reel, and over 1.5k likes.
- Another top Instagram post was a post about the upcoming Annular Eclipse event at Lowell.

Top FB posts this month:



In Flagstaff's embrace, where pines kiss the sky,
The LEAF-ometer whispers, as autumn draws nigh,
"A symphony of colors, a painter's delight!"
As leaves turn to gold in the soft, fading light.

In the land of the Lumberjacks, we venture so deep,
Through forests enchanted, where secrets they keep,
Each leaf a bold canvas, a masterpiece rare,
A tapestry woven with the utmost care.

From crimson to amber, to shades of maroon,
Nature's own palette paints a magical tune,
With every step taken, a story unfolds,
In Flagstaff's grand forests, where wonder beholds.

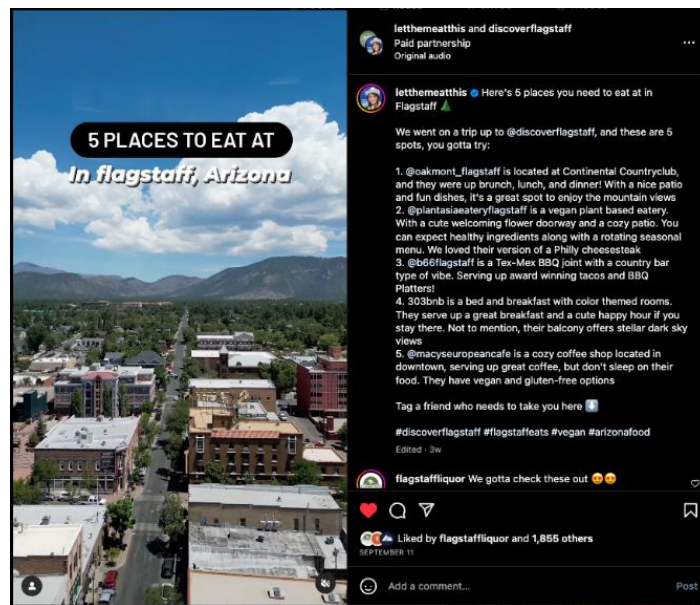
The LEAF-ometer guides, as we wander and roam,
Through canyons and meadows, we find our way home,
To a season of change, where the world's draped in grace,
In Flagstaff, Arizona, nature's sweet embrace. 🍂🌟

🌟 Use the LEAF-ometer to check the changing fall colors around Flagstaff, Arizona throughout autumn; from the San Francisco Peaks down through Oak Creek. Check out our LEAF-ometer here ➡️
<https://www.flagstaffarizona.org/plan-your-trip/leafometer/>

#DiscoverFlagstaff #StayAndPlayResponsibly #Autumn #LEAFometer #Fall #FallColors



Top Instagram posts for this month:



SALES:

INTERNATIONAL TRAVEL TRADE:

TOP FIVE TRADE ACCOUNTS: Hotelbeds – OTA, American Tours International (ATI) – RTO, Destination America – RTO, Go West Tours – RTO, and WebBeds - RTO

- **Hotelbeds reported business has exploded into Flagstaff recently, with 10,265 room nights booked this past year with great growth from key markets like Italy, Spain, France, UK, Germany, and Canada.**
- * **RTO: Receptive Tour Operator; OTA: Online Travel Agency; FIT: Flexible Independent Traveler**

FLAGSTAFF MENTIONED: Gold Medal is an award-winning tour operator featuring tailor-made worldwide holidays and Flagstaff, Arizona is mentioned in the Route 66 itinerary on page 31 and Cities and Canyons on pages 74-75. [Gold Medal's new USA & Canada brochure .](#)

Route 66 West

Itinerary: Dallas, Grapevine, Choctaw Nation, Duran, Duncan, Oklahoma City, Amarillo, Santa Fe, Albuquerque, Holbrook, Flagstaff, Kingman, Barstow, Santa Monica, Los Angeles

Your journey begins in historic Grapevine, home to shops, galleries and cafes, before heading north to Oklahoma. Stop off at Choctaw Nation and discover the culture and history of the Native American Indians. Zigzag northward to Duran and stop for nostalgic collectibles before moving on to Oklahoma City, a city with great nightlife and entertainment. Relish an original Route 66 gas station, before heading on to Amarillo, where you'll find a variety of dining options including authentic Mexican dishes, to round off your first week.

From Amarillo, follow the route through to New Mexico along the Rio Grande, stopping at Albuquerque, where its old town is the epitome of the 'Old West'. Arizona is next to welcome you with its incredible landscapes. Visit Flagstaff, taking the opportunity to visit the Grand Canyon, and explore the national town of Kingman before heading west to California. Your final destination is Santa Monica, where you can stop at the famous 'End of the Trail' sign on the Pier and take in the amazing coastal views.

Self-drive

Essentials

- Duration: 18 days, 17 nights

Highlights

- Cross five states on a nostalgic cross-country drive on the famous Route 66
- Discover the National Cowboy and Western Heritage Museum in Oklahoma

Includes:

- 2 nights in Grapevine
- 1 night in Duran
- 2 nights in Oklahoma City
- 1 night in Amarillo
- 2 nights in Santa Fe
- 1 night in Albuquerque
- 1 night in Holbrook
- 2 nights in Flagstaff
- 1 night in Kingman
- 1 night in Barstow
- 2 nights in Santa Monica
- Pre-recorded digital destination and route guide

This itinerary can be enjoyed on a self-drive or motorhome journey, as preferred. Speak to your travel agent about creating your bespoke holiday.

B2B E-LEARNING PLATFORM: Successful results continue with the B2B e-learning platform featuring the Flagstaff destination reaching the German Travel market from the FVW USA Experts campaign targeting 13,000 registered users and 6,200 newsletter recipients. The FVW campaign runs from January 2023 – December 2023. Below is a snapshot of the May 2023 quarterly report.



FAMILIARIZATION TOUR:

Hosted Arizona Office of Tourism Trade and Media Familiarization (FAM) tour September 24-25, 2023, with ten participants from Visit USA Austria. The results of the fam will garner earned media and bookings to promote the Flagstaff destination.



MEETINGS/EVENTS/CONFERENCES:

CONFERENCE/ROOMS LEADS/BOOKINGS: 1 Lead was sent in the month of September for a total of 80 room nights and total estimated economic impact of \$23,920.

MEETINGS/CONFERENCE SERVICES: Staff was a guest speaker for the NAU Event planning class and had site tours/meetings with 3 partners.

CONFERENCES: Staff attended the Small Market Meetings Conference and had appointments with 19 meeting planners. This conference is for planners looking at smaller second tier cities for their conferences and events.



VISITOR SERVICES:

SEPTEMBER 2023:

September	2022	2023	YoY Change
Walk-ins	11,881	12,908	9%
Retail Sales	\$33,198	\$45,337	37%

Walk-ins & Sales -

- Both increased...walk-ins 9% and retail sales 37%

Model Train -

- The Model Train ran 187 times during the month of September.


Brewery Trail -

- Visitor Center gave out 238-pint glasses for Flagstaff Brewery Trail redemptions!

Google Reviews –

Amanda Branum
Local Guide · 21 reviews · 2 photos
★★★★★ 2 months ago

Our family had fun watching the trains go by! The gift shop was great too. My kids got a toy train and train whistle. I also thought it was nice that they had a public charging station for electronics as well as electric vehicle charging stations.




Reply Like

Senior Whoopy IRL
Local Guide · 53 reviews · 5,281 photos
★★★★★ a week ago **NEW**

Very cool. This is attached to the Amtrak station and if you stop here, I recommend catching a later train in just enjoying the city. Start with the visited center located in the Amtrak building. They have a lot of cool knickknacks for sale, as well as some local artist stickers and shirts. If you like trains, they do too lol. I loved the toy train riding around on the ceiling and the tiny detailed model.

The downtown is literally right on the other side of the track. You can find thrift, stores, outfitters, stores, bars, and restaurants galore. Downtown Flagstaff is definitely walkable even better on a bike. I recommend letting this visitor center be your starting point to experiencing the city

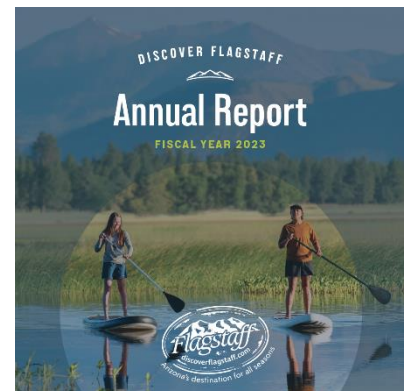
As a Pokémon GO player, this is a great place to start playing. The downtown area is plethora of gyms and PokéStops 🍷



CREATIVE SERVICES:

ADVERTISING:

- **PRINT ADVERTISING (DRIVE MARKET/OUT-OF-STATE):** Produced ads for *A Taste of AZ Magazine*, *National Park Journal – Grand Canyon edition*, *NAU Pine Magazine*, *East Valley Theater Program*.
- **DIGITAL ADVERTISING (DRIVE MARKET/OUT-OF-STATE):** Produced ads for October **Datafy** promoting Leafometer, Snowbowl Fall Scenic Gondola Ride, breweries, Flagstaff Trail Passport, last of the festivals and Lowell solar eclipse event.
- **FY2023 ANNUAL REPORT:** Draft produced and in review by EV staff.
- **BBB OUTREACH:** Continued work on BBB outreach/educational ads.



- **OPEN SPACE/PICTURE CANYON:** Six new wayfinding signs were sent to the manufacturer and are in production.
- **2024 VISITOR GUIDE:** Began content revisions.
- **LOCAL ADS:** Created print and digital ads for the AZ Daily Sun and the Flagstaff Business News promoting the Airport
- **STAY & PLAY INSERT:** Attended a meeting about the upcoming Arizona Republic winter insert and began mocking up cover options.
- **VISIT USA FRANCE AD:** Designed a dark skies/Grand Canyon ad for Visit USA France.
- **AIRPORT ANNIVERSARY MAGAZINE:** Attended a meeting about the upcoming Airport 75th anniversary magazine and began mocking up cover, full page ad, and back page comps.
- **PHOTOGRAPHY:** Scheduled a photo shoot with Santa to promote accommodations in an upcoming FSI
- **REGENERATIVE TOURISM:** Finalized the interactive wall at the Visitor Center



WEBSITE:

- Updated our webcam with leaf-ometer messaging
- Updated the trails [passport page](#) to highlight fall hikes

VIDEO:

- Compiled and delivered b-roll for a Channel 3 fall segment
- Working with videographer to create a holiday video
- Finalized :30 and :60 second versions of the [regenerative video](#) for social media



CITY JOBS:

- **INNER BASIN LOGO:** Finalized two versions of the Inner Basin Waterline Project logo
- **INNOVATE WASTE LOGO:** Continued to work on the Innovate Waste logo design
- **MINIMUM WAGE POSTERS:** Created the 2024 OLS minimum wage posters and forms



WEBSITE:

- **MOUNTAIN MOJO WEBSITE AUDIT:** Completed the final August website audit from Mountain Mojo
- **CONTENT UPDATES:** Switched the website content from summer to fall, added new blog content, updated the leafometer page, and uploaded new photos on discoverflagstaff.com



**HOLIDAY
MARKETING PREP:**



PLAN NOW! REQUEST YOUR FREE OFFICIAL VISITOR GUIDE AT DISCOVERFLAGSTAFF.COM
DAILY NONSTOP FLAGSTAFF FLIGHTS TO/FROM PHOENIX AND DALLAS | FLYFLAGSTAFFAZ.COM



**Please join us for our annual event by
sending an email to
cnelson@flagstaffaz.gov to RSVP today!**

**THANK YOU FOR YOUR CONTINUED
PARTNERSHIP WITH THE
ECONOMIC VITALITY DIVISION FOR THE
CITY OF FLAGSTAFF!**



City of Flagstaff Sustainability Division

September 2023 Monthly Report

HIGHLIGHTS:

- The [Floodproofing Assistance Program](#) conducted targeted outreach to 500 residents in flood-prone areas, and closed its first application period. Learn more [here](#).
- The [2023 Neighborhood Sustainability Grant cycle](#) received 30 applications. Learn more about the grant, our outreach efforts, and the timeline to choose awardees [here](#).

Climate Action

Community Resilience:

- The **Floodproofing Assistance Program** offers residents grants of up to \$2,500 to purchase dry floodproofing materials. Targeted outreach was conducted in our highest flood-prone areas, with 500 residents receiving information on how to apply. The first round of grant applications closed in September, with a second round scheduled to launch in October.

Equity and Engagement:

- The climate team directly engaged with 498 people in September.
- The **Business Climate Advisory Group** (BCAG) met in September after a summer break. BCAG members discussed and provided feedback on energy programs that the Sustainability Office offers, including rebates, the Energy and Water Conservation (ESCO) Project, and Solar United Neighbors. Recruitment for new BCAG members will open in October for a cohort to start in January 2024.
- The **Equity Climate Advisory Group** (ECAG) met in September and continued their previous conversation about equity in transportation and mobility, focusing on safety, access, and engagement opportunities.
- The Climate Team presented at the Flagstaff Festival of Science's *State of the Climate* Panel on September 23rd and organized the community Action Fair that followed, which highlighted energy and water savings opportunities.
- The climate team has conducted 11 stakeholder interviews to gather data about the **sustainable workforce development** landscape and needs in Flagstaff.

Building Fuel Switching and Reduced Energy Use:

- Highlights and updates from the [Energy and Water Conservation Project](#) with NORESO include:
 - Weatherization: **Completed weatherization of 30 city facilities.**
 - Interior Lighting: **Retrofitted 994 interior lights** in City Hall to energy-efficient LEDs. The remaining 32 facilities will be completed by the end of this year.
 - Exterior Lighting: Project is in the permitting process to upgrade exterior lighting across 30 city buildings and 9 city parks, in accordance with Flagstaff's dark-sky standards.
 - Irrigation: Completed site assessments for city parks. Schedule pending for re-commissioning irrigation controls, adding flow sensors and master valves, and replacing inefficient heads and nozzles.
 - Water Meters: 179 water meters and encoder receiver transmitters (ERTs) have been ordered and will be delivered February - March 2024. This spring, existing water meters will be replaced and tested to evaluate water loss.

- Electric Vehicle (EV) Charging Stations: Contractors and staff are assessing EV charging improvements for the East Side Shop and sourcing materials to install six (6) EV charging ports at Core Services.
- Electric Rate Switch: Following analysis by Arizona Public Service (APS) and NORESKO, staff plans to test a different electric rate plan for Lake Mary Well #8 and monitor cost savings.
- The **2023-2024 Home Weatherization and Energy Rebate Program** has distributed \$18,850 in rebates to community members as of September 30th, 2023. Rebates are available for upgrades such as attic insulation, energy-efficient water heaters, wood stove upgrades, and electric panel upgrades to accommodate solar. Learn more about available rebates: www.flagstaff.az.gov/SaveEnergy.

Transportation:

- The COF E-bike and scooter fleet has launched! This program allows City staff to check out e-bikes or scooters for short trips during work hours, reducing fleet vehicle use and costs. E-bikes are currently available at City Hall, the Water Services Admin. Building and the Aquaplex. The bikes will rotate among City facilities in this pilot program, allowing Divisions to test the devices and evaluate whether they could support their operations.



Climate and Community Development Collaboration

- The community survey for **Accessory Dwelling Units (ADUs)** opened on September 26, 2023, and will remain open for three weeks at www.flagstaff.az.gov/ADU. The purpose of this survey is to identify processes and potential programs that can make constructing an ADU more convenient and to create additional housing options in locations already served by City services. The survey will also gather feedback from local designers and contractors to better understand the barriers they face while constructing ADUs and how the city can help reduce those barriers. The results of the survey will be shared with the City Council.
- Climate team is working with colleagues in Planning and Development Services, Housing, and Engineering in the implementation of the Land Availability and Suitability Study/Code Analysis Project (LASS/CAP). Staff is meeting regularly with the project consultant, who will conduct a site visit and introduce the project to the City Council on November 14th.

Neighborhood Engagement & Volunteer Services

Community Stewards September Data	
Number of clean-ups	9
Bags of Recycling	12
Bags of Trash	69
Number of Volunteers	98
Service Hours	1,201



Photos: NAU Kappa Sigma posing for a group photo after their cleanup.

Engage, Elevate, Empower (E3) Program		
	August 2023	Year To Date
Bags of Recycling	60	92
Bags of Trash	129	228
Number of People	62	127
Service Hours	220.6	417



- E3 Grant awardee, Community Action Teams (CATs) of Flagstaff, reports that participants in the program have said, “I haven’t had this many people thank me ever! We feel appreciated, and it keeps us energized and healthier. It’s nice to do something for Mother Earth, and it makes you feel good about yourself. It makes everybody feel happier.” Other participants with a history of mental health challenges have shared that this program helped them get back on their feet.

Employee Volunteerism Policy:

- On July 1st, the new [Volunteerism Policy](#) went into effect. The City of Flagstaff encourages employees to become involved in the community, lending their voluntary support to programs that positively impact the quality of life in Flagstaff.
- The Sustainability Office established a [central webpage](#) for employees to discover volunteer opportunities, learn about updates to the evolving volunteerism policy, and access the tracking form to record eligible volunteer hours.
- The IT Division has adopted a section of the Flagstaff Urban Trail System and conducted its first trail clean-up!

Employee Volunteer Data	Year to Date
Number of Volunteers	35
Number of Events	21
Total Service Hours	1,665

Neighborhood Sustainability Grant

- The annual Neighborhood Sustainability Grant was open from September 1 – 30, 2023. Awards up to \$7,500 are available for community sustainability projects in food, waste, climate action, transportation, resilience, building energy, and public health. This year, the grant program has a total of \$75,000 available for grant funding.
- Staff conducted outreach through two radio interviews, KAFF Country Radio Ads, a presentation to the City Council, a video, social media posts, multiple email blasts, word of mouth, a workshop, a press release, and partner shares.
- Staff and the Sustainability Commission Chair hosted a Grant Workshop with Beautification, Arts, & Sciences on September 7th. 13 people attended in total, including 5 in-person attendees and 8 virtual attendees.
- Sustainability Commissioners and sustainability staff hosted 4 virtual drop-in “grant office hours,” and 5 interested applicants called in or joined to ask questions.
- We received 30 grant applications. The Sustainability Commission will review them in October, ask follow-up questions in early November, and make final award decisions during the November/December commission meeting.

Food Systems

Total in-person engagement this month: 52 people



Photos above: Community members learn from NACA how to plant garlic/onion and winterize gardens. Community members also learned about indigenous cultural traditions in growing, cooking, and seed saving.

US Department of Agriculture Food Systems Grant

- Primary and secondary research for the first phase of the food systems grant- project has commenced. Staff are working to build a steering committee to help guide our research consultants on how data will be collected and distributed to the community. So far, the committee includes partners from NAU, University of Arizona Cooperative Extension, the Equity Advisory Committee, and other food stakeholders.

Flagstaff [Urban Farm Incubator](#)

- Ruby Earth Gardens hosted two volunteer and farm tour events in September. Volunteers harvested potatoes and learned about the City's Urban Farm Incubator program.

Native Americans for Community Action (NACA) Community Garden Workshop

- NACA hosted a garden winterization and late-season planting workshop at the Hal Jensen Community Garden on September 26th. All guests (approximately 5 youth and 15 adults) learned how to prep their gardens for the winter, plant garlic/onion, and hear indigenous stories/cultural lessons.

Materials Management

Composting

- 1,903 lbs of food waste was diverted in September through the Residential Food Scraps Drop-off program.
- A NEW Residential Food Scraps Drop off at Flagstaff Family Food Center on 2nd St. will launch in the beginning of October in partnership with Restoration Soils. This partnership will also include a pilot commercial pick-up for the kitchen onsite at FFFC.

Recycling

- Flagstaff Recycles Campaign:
 - September KAFF Radio ad: *"Its that time of year, Pumpkin Spice Latte Season. Did you know that both single-use paper AND plastic coffee cups are not recyclable in Flagstaff? Let's all do our part by keeping coffee cups out of the recycling bin this fall! As an alternative, consider bringing your own reusable mug to your favorite coffee shop or try making a special fall drink at home. Learn more about what is and isn't recyclable here in Flagstaff at recycle by city dot com slash flagstaff."*
 - Social Media
 - Reach: 1,528
 - Likes: 194
 - Comments: 32



Sustainability Commission

- September Meeting: Thursday, September 28th, 2023, 4:30 PM - 6:30 PM.
 - September presentations to the Commission included the Butler + Fourth Transportation Project and the Downtown Vision Plan
 - Meeting agendas can be viewed [here](#). The meeting minutes can be viewed [here](#).
- Next Meeting: Thursday, October 26th, 2023, 4:30 PM - 6:30 PM.

Upcoming October Events

- Saturday, October 7th, 10:00 am – 1:00 pm: [Garden Harvest Party](#)
- October 1st–November 16th, anytime: [Leaf Drop-off](#)
- Tuesday, October 24th, 6:00-7:00 pm: [Northern Arizona Solar 101 Webinar](#)
- Saturday, October 28th, 10:00 am – 2:00 pm: [Drop Off Day](#)

Social Media

- In September, our **Facebook** posts reached 5,505 people. 22 new people liked or followed our page. We have a total of 7,395 followers.
 - Our top post on Facebook was about the Community Garden Art Volunteer Day, reaching 1,341 people (*see photo below*).
- In September, our **Instagram** posts reached 1,728 people. 31 new people started following our page. Our Instagram account has 2,192 followers.
 - Our top post on Instagram was about climate migration, reaching 844 accounts and receiving 44 likes.



Community Garden Art Volunteer Day!

Hal Jensen Community Garden (2403 N Izabel St)

Saturday, September 16th | 9 am to 12 pm

Garden
Harvest
Potluck
12 to 1 pm

Join us for painting rocks to
label garden plots and a
garden harvest potluck!



Join us to paint rocks and pavers for plot identification and signage at the Hal Jensen Community Garden! Stick around after painting for a community garden potluck from 12pm to 1pm! If you are interested in volunteering, please sign up using the link below.

Register here: [City of Flagstaff Community Gardens: September Community Garden Volunteer Day \(signupgenius.com\)](#)

PROSE

PARKS, RECREATION, OPEN SPACE, AND EVENTS

September 2023

Buffalo Park Accessibility Trail

Congratulations to the Parks Section on their successful completion of the Buffalo Park Accessibility Trail.

The grant funded project included two-miles of trail replacement along with six-pieces of adaptive equipment.

Thank you to those who came out to celebrate on September 13 and the Arizona Daily Sun for their feature on the project.

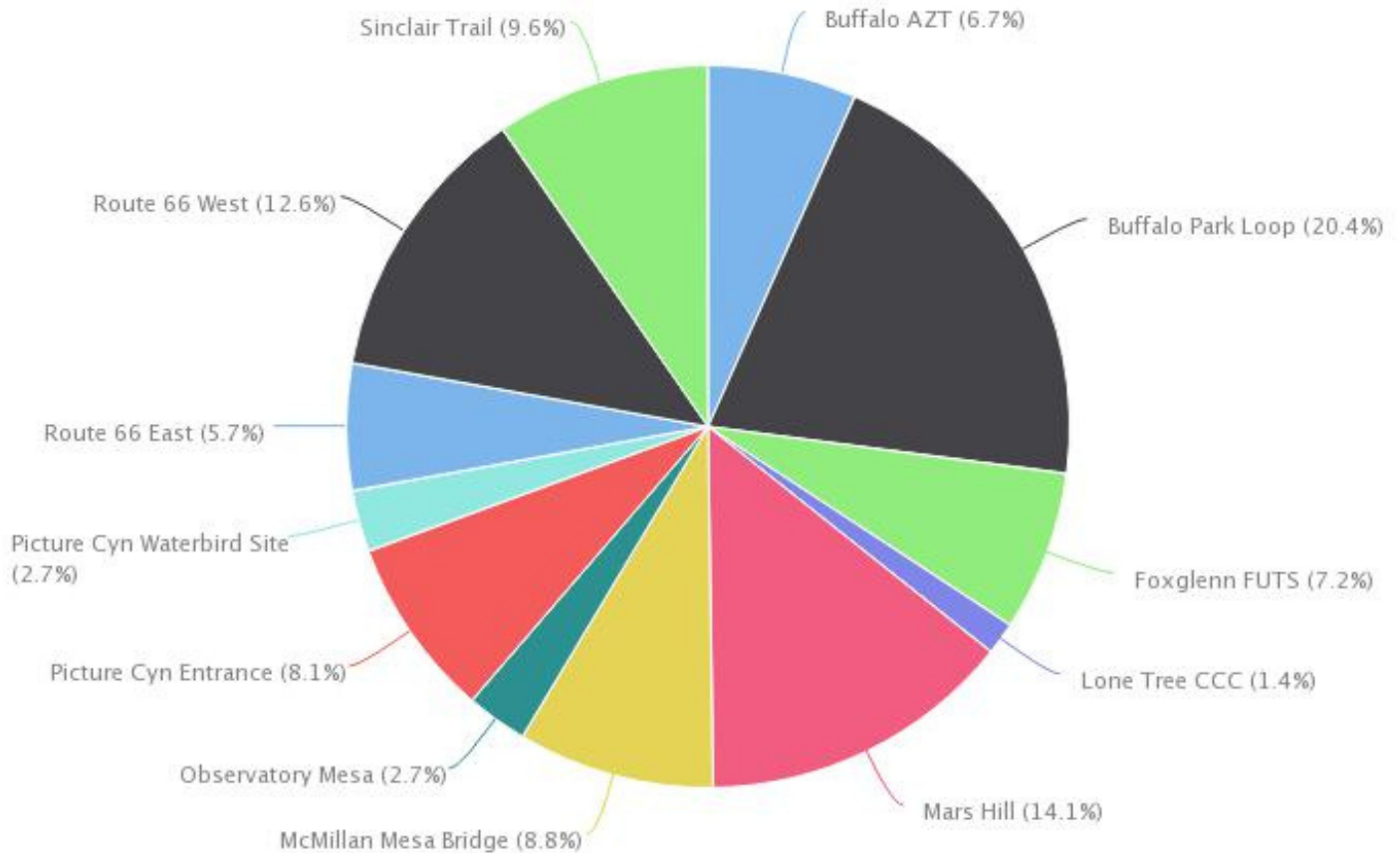


Above: Staff speak with Rachel Simukonda, chairperson of the Commission on Inclusion and Adaptive Living at the Buffalo Park Celebration
Left: Rachael utilizes a new piece of adaptive equipment
Below: New mile marker signage along the trail



Compare Sites

2023-08-01 to 2023-08-31



Site Name	Daily Average
Buffalo AZT	112.9 (6.7%)
Buffalo Park Loop	346 (20.4%)
Foxglenn FUTS	121.6 (7.2%)
JW Powell	0 (0.0%)
Lone Tree CCC	24.5 (1.4%)
Mars Hill	238.4 (14.1%)
McMillan Mesa Bridge	149 (8.8%)
Observatory Mesa	46.5 (2.7%)
Picture Cyn Entrance	136.9 (8.1%)
Picture Cyn Waterbird Site	46.5 (2.7%)
Route 66 East	96 (5.7%)
Route 66 West	213 (12.6%)
Sinclair Trail	162.8 (9.6%)

Trails Count

The month of August stayed the course with a daily average of 1700 commuters and users along the FUTS.

The Aquaplex Anniversary Membership Drive, which occurred September 7-9, brought in \$31,345.32 with a total of 253 passes sold. Congratulations to the Aquaplex team for their hard work leading up to and during the membership drive. Miss the sale? Don't worry, the next membership drive will take place in January.



Night Court began this month at Hal Jensen Recreation Center. The program partners with the Flagstaff Police Department to play 5x5 basketball with youth grades 6th-12th.

Night Court will occur the third Friday of each month from 9:00pm-11:00pm.

Below: Erika Rose Alexander teaching youth during an acting workshop

Erika Rose Alexander hosted a youth acting workshop at Hal Jensen teaching participants vocal exercises, how to project their voices, and improv.

Erika is a Flagstaff native, American actress, writer, producer, entrepreneur and activist best known for her roles as Pam Tucker on *The Cosby Show* and Maxine Shaw on the sitcom *Living Single*.



Plein Air in Open Spaces!



Fri 9/22 3-5pm
Buffalo Park
Sat 9/23 10am-2pm
Wheeler Park
Sat 9/30 10am-noon
Picture Canyon

Art supplies and easels provided!
All ages and abilities welcome!



Open Space has been hard at work pulling weeds before seeds drop. They wrapped up the Wednesday Weed Pull events and will continue with occasional volunteer events as they come.

Open Space submitted another application for the Heritage Grant Fund to extend our educational programs and received approval for an ELC AmeriCorps position. More educational events are on the horizon!



Above: Volunteers with
knapweed

Above Right: before weed pull

Below Right: after weed pull

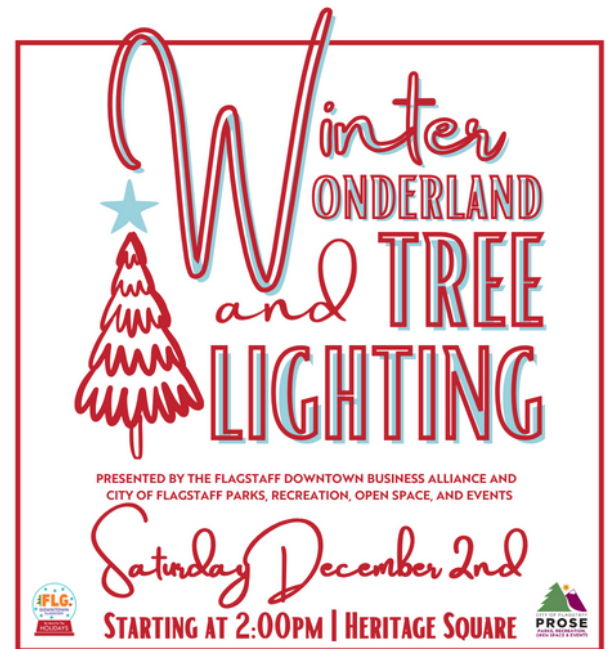


Above: Students participate in warm-up stretches with Phoenix Suns dancers.

The Phoenix Suns and APS hosted a Phoenix Suns Court Take Over and Clinic on Monday, September 25, 2023.

The take over was a long overdue celebration of the court resurfacing done at Ponderosa Park. FUSD students along with the general public came out and participated in basketball drills, dancing, and more!

Save the date for the annual Winter Wonderland and Holiday Tree Lighting. A partnership with the Downtown Business Alliance brings the community a free event full of music, crafts, yummy treats, and a visit from Santa to light the tree!



Upcoming Events in Flagstaff

First Friday Art Walk
October 6
Heritage Square

Oktoberfest
October 7
Wheeler Park

Flagstaff Community Market
Sunday Morning
City Hall Parking Lot

Flagstaff Urban Flea Market
October 14
City Hall Parking Lot



flagstaff.az.gov/prose

CITY OF FLAGSTAFF STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Jennifer Mikelson, Housing Planning Manager
Date: 10/12/2023
Meeting Date: 10/24/2023



TITLE:

Discussion of the Rental Incentive Bond Program and framework for the expenditure of \$5,000,000 in general obligation bond funds for incentivizing the creation of affordable rental units.

DESIRED OUTCOME:

Discussion and Direction

EXECUTIVE SUMMARY:

Presentation and discussion regarding the Rental Incentive Bond Program (RIBP), a program to incentivize the private sector to incorporate affordable rental housing into new developments. This program will utilize general obligation bond funds totaling five million dollars (\$5,000,000) resulting from the voters approving Proposition 442 in November 2022.

INFORMATION:

The RIBP will utilize general obligation bond funds, as approved by Flagstaff voters in the November 2022 election. There is no financial impact to the city's general fund.

Policy Impact:

This program is being established to utilize general obligation bond funds approved by the voters in Proposition 442 for the purpose of incentivizing the private sector to incorporate affordable rental housing into new developments. The RIBP will not replace the existing Incentive Policy for Affordable Housing document (IPAH).

Connection to PBB Priorities/Objectives, Carbon Neutrality Plan & Regional Plan:

10-Year Housing Plan:

- Create housing options for households at all income levels and family sizes occupied by local residents.
- Create 1: Incentivize the creation of affordable units through various programs and mechanisms.
- Protect people from housing discrimination and remove housing barriers.
- Protect 2: Ensure affordable housing is a part of every Flagstaff neighborhood and work to address disparate impact as part of any development or redevelopment.

PBB Priority:

Livable Community: Actively support attainable & affordable housing through City projects & opportunities with developers.

Carbon Neutrality Plan:

- HA-1: Create housing options for households at all income levels and family sizes occupied by local residents.
- HA-2: Connect people to equitable housing solutions.
- HA-4: Protect people from housing discrimination and remove housing barriers

Regional Plan:

- Goal LU.9. Focus reinvestment, partnerships, regulations, and incentives on developing or redeveloping urban areas.
- Goal NH.3. Make available a variety of housing types at different price points, to provide housing opportunity for all economic sectors.
- Policy NH.3.1. Provide a variety of housing types throughout the City and region, including purchase and rental options, to expand the choices available to meet the financial and lifestyle needs of our diverse population.
- Policy NH.3.3. Increase the availability of affordable housing for very low-income persons, through innovative and effective funding mechanisms.
- Policy NH.3.5. Encourage and incentivize affordable housing.

Has There Been Previous Council Decision on This:

Yes, City Council placed Proposition 442 on the ballot for the November 2022 election with one of the funding items being “Incentivizing the Private Sector to Incorporate Affordable Rental Housing in New Developments.”

Background/History:

Housing Bond Background

Proposition 442 – authorizing the use \$20 million dollars of general obligation bonds for “Creating Rental and Ownership Opportunities for Residents of Flagstaff” was approved by the voters in the November 2022 General Election. Proposition 442 identified four affordable housing spending categories, including incentivizing the private sector to incorporate affordable rental housing into new developments as one of the identified purposes. Provided below is language from both the ballot itself and the publicity pamphlet:

Ballot Language:

“To create rental and homeownership opportunities for residents of Flagstaff, shall the City of Flagstaff be authorized to issue and sell general obligation bonds in a principal amount up to \$20,000,000 for the purpose of:

- redeveloping City owned housing to create additional affordable rental units;
- repurposing existing available buildings into rental units;
- **incentivizing the private sector to incorporate affordable rental housing into new developments;** and
- expanding the homebuyer assistance program? “

From the City of Flagstaff Information Pamphlet, below is the language specific to the program under consideration: Incentivizing the Private Sector to Incorporate Affordable Rental Housing in New Developments (Approximately \$5,000,000)

“Funding will be utilized to incentivize private developers, including non-profits, to incorporate affordable rental units in market rate developments. This investment is anticipated to create an estimated 400-500 new rental units affordable to the residents of Flagstaff, in addition to the market rate units in the new developments.

The proceeds of the bonds may be used for any and all costs relating to such projects, including the costs of designing, engineering, acquiring, administering, improving, constructing, reconstructing, and equipping such projects and any and all appurtenances or land related thereto.”

A working group of Housing Commission members and Housing staff developed the RIBP program draft in summer 2023. The 13-member Housing Commission has membership reflective of specific professional categories. The working group membership was comprised of commissioners representing the following professional categories: Realtor/Property Manager, Builder, Developer, Low-Income Housing Expert and Real Estate Professional.

The draft program was reviewed by the Housing Commission at the September 28, 2023, meeting. After discussion and feedback, the Commission voted unanimously to forward the draft RIBP to City Council with a recommendation for approval, reflective of recommended changes and allowing for technical and conforming changes to be made by staff as needed.

Program Overview

The RIBP will provide loans to eligible developers of rental housing choosing to provide a minimum of 10% affordable units in new rental developments in Flagstaff\ serving households at or below 80% area median income (\$65,450 for a household of 3). One of the critical elements of the Program is to leverage bond funding to the greatest extent possible to assist in the creation of the largest number of rental units, including affordable.

The RIBP calls for a competitive application process through a Notice of Funding Availability (NOFA). Every effort has been made to make the application and award process as simple and expeditious as possible for developers and staff, while maintaining the necessary safeguards surrounding expenditure of public money.

The five-page document outlining the RIBP contains the following sections:

- Funding Background
- Program Creation and Administration
- Program Description
- Program Eligibility (including eligible applicants)
- Submittal Requirements
- Ranking Committee and Award Process
- Compliance

Key Considerations:

The overarching goal of this program is to assist in the creation of 400 – 500 new affordable rental units. Progress toward this goal will be considered during the award process.

A NOFA process will ensure that bond funds are maximized and leveraged with other funding sources.

By staff's estimate, there are currently more than ten unbuilt affordable rental developments in various stages of pre-development that could be eligible for these funds. stages of pre-development that could be eligible for these funds.

Community Benefits and Considerations:

City Council has declared a Housing Emergency and this funding will be used to assist in the creation of new affordable rental units in Flagstaff. As documented in the 10-Year Housing Plan, the need for increased affordable housing options remains high. Nearly half (47%) of Flagstaff residents are low-income, earning no more than \$55,350 annually. In Flagstaff's current housing market, 65% of households that fall within or below the moderate-income level could benefit from some form of subsidy to achieve housing that is considered affordable.

Community Involvement:

Proposition 442 was placed on the November 2022 ballot via a public process and was approved by voters. Additionally, the RIBP was created and recommended by the City of Flagstaff Housing Commission for approval by City Council.

Attachments: [Final Rental Incentive Bond Program](#)
 [Rental Incentive Bond Program Presentation 10.24.23](#)



City of Flagstaff Rental Incentive Bond Program



City of Flagstaff - Housing Section
3481 N Fanning Dr
Flagstaff, Arizona 86004

Contact:
Jennifer Mikelson, Housing Planning Manager
jmikelson@flagstaffaz.gov
(928) 213-2744



CITY OF FLAGSTAFF

Funding Background

The City of Flagstaff Housing Commission and Housing Staff developed the Rental Incentive Bond Program (RIBP) as provided for the expenditure of voter-approved general obligation bond funds. Proposition 442 – “Creating Rental and Homeownership Opportunities for Residents of Flagstaff” identified four affordable housing spending categories totaling \$20 million dollars and was approved in the November 8, 2022 General Election. Per the [City of Flagstaff Information Pamphlet](#), the ballot language and information for the relevant spending category are below:

Ballot Language:

“To create rental and homeownership opportunities for residents of Flagstaff, shall the City of Flagstaff be authorized to issue and sell general obligation bonds in a principal amount up to \$20,000,000 for the purpose of:

- redeveloping City-owned housing to create additional affordable rental units;
- repurposing existing available buildings into rental units;
- incentivizing the private sector to incorporate affordable rental housing into new developments; and
- expanding the homebuyer assistance program?”

City of Flagstaff Information Pamphlet:

Incentivizing the Private Sector to Incorporate Affordable Rental Housing in New Developments (approximately \$5 million)

“Funding will be utilized to incentivize private developers, including non-profits, to incorporate affordable rental units in market-rate developments. This investment is anticipated to create an estimated 400-500 new rental units affordable to the residents of Flagstaff, in addition to the market rate units in the new developments.”

“The proceeds of the bonds may be used for any and all costs relating to the above-referenced projects, including the costs of designing, engineering, acquiring, administering, improving, constructing, reconstructing, and equipping such projects and any and all appurtenances or land related thereto.”

Program Creation and Administration

The City of Flagstaff Housing Section assembled a working group of five members of the Housing Commission to develop the following program requirements. A draft of the Rental Incentive Bond Program was reviewed by the Housing Commission, and the Commission voted unanimously to forward the draft RIBP to City Council with a recommendation for approval on September 28, 2023. The final program was reviewed and approved by Flagstaff City Council on October 17, 2023 and adopted by Resolution No. 2023-51.

City of Flagstaff Housing Section staff is responsible for soliciting funding applications that will be reviewed and scored by a ranking committee (described below). It is the intent of this program to make the application and award process as simple and expeditious as possible for both the developer and staff, while maintaining the necessary safeguards surrounding expenditure of public money.



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The Housing Commission provides oversight of any funds approved by the electorate for housing purposes ([City Code Chapter 2-25-001-0005](#)). Once the ranking committee's recommendations for funding are complete, they will be brought to Council for their consideration. Contracts for the bond funds will require Council approval. Please see Ranking Committee and Award Process section for additional details regarding timing. The long-term administration of the funding and program compliance will involve the City's Housing Section and Management Services Division staff.

Program Description

The City of Flagstaff has a total of \$5 million in general obligation bond funding available for the Rental Incentive Bond Program through a Notice of Funding Availability (NOFA) application. This is a competitive application process; applications that meet the minimum threshold criteria are not guaranteed an award of funds and successful applications may be funded for less than the amount requested.

A ranking committee will evaluate applications for funding based on how funds can best maximize and leverage other public and private funds and resources while creating the greatest number of affordable units meeting applicable federal, state, and local requirements. The NOFA process can be repeated until all funds are expended.

Expenditure of program funds is limited to costs directly incurred by the developer in pre-development and construction costs of affordable rental housing development. Applications should include information related to prior experience developing similar rental projects and should demonstrate project readiness by providing evidence of any and all development approvals. All funding commitments secured by the developer and identified in the application must be confirmed in writing. Applications that do not meet the minimum threshold criteria will not be eligible for funding.

Project Eligibility

Eligible Uses for bond funding:

- Any and all costs relating to the development of affordable rental housing that will remain affordable to low-income households earning up to 80% of the Area Median Income (AMI), including the costs of designing, engineering, acquiring, administering, improving, constructing, reconstructing, and equipping such projects and any and all appurtenances or land related thereto.

Ineligible Uses include but are not limited to:

- Renovation, preservation, or rehabilitation of existing affordable or market-rate units.

Eligible Applicants must be one of the following entities or combination thereof:

- A corporation (including non-profits), limited partnership, limited liability company, unit of local government, tribe, or tribally designated housing entity.
- In good standing with the Arizona Corporation Commission, Arizona Secretary of State, the Arizona Registrar of Contractors, or other appropriate government licensing agency.



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Previous commitment of affordable rental units through an executed development agreement/affordable housing agreement or receipt of other City-provided incentives does not disqualify applicants from applying for bond funding.

Applicants with overdue debts to the City and applicants that have received other City-administered grant funds must be in good standing prior to receipt of funding.

Affordability Period – The ranking committee will consider a variety of loan terms; however, the minimum required affordability period is 30 years. The affordability period shall be sustained regardless of any transfer of ownership. (See Loan Terms for additional information.)

Submittal Requirements

Minimum Threshold Criteria – Applications that do not meet the following minimum criteria will not be considered:

- Proposed project must be a rental development entirely within Flagstaff city limits.
- Project includes a minimum of 10% affordable rental units.
- Affordable rental units serve low-income renters earning 80% or less of the AMI for Flagstaff ([2023 AMI Limits for the City of Flagstaff](#)).
- Project meets eligible uses listed above and includes proof of site control.
- Application contains a complete response to each question and includes all required information.

Developer Experience – Developer or development team (if collaborative partnership) must demonstrate experience successfully completing rental housing developments of similar scale.

Project Readiness – To demonstrate project readiness, applicants:

- Must own the property or have a valid and current purchase contract, option agreement, or lease agreement providing the applicant with the right to develop the site for the proposed use.
- May include evidence of all zoning approvals, including site and civil plans, and building permits, if available. Prioritization for funding will be given to projects that are closer to construction; for example, projects with building plans submitted for review by the City or issued building permits.
- Must obtain building permits within 18 months of award. Extensions to this timeframe will be considered on a case-by-case basis with documented justification.

Financial Feasibility – All funding sources must be identified. Verification of funding commitments must be included in the application. Applicant must disclose all sources of financing and subsidy: construction, bridge, and permanent. All financial information provided in the application must be credible and valid. Applicants must provide:

- An overview of all project costs.
- A budget clearly demonstrating uses for the requested funding.
- A list of secured funding sources available for project costs and associated letters of commitment.
- A list of funding applications under review, requested amounts, and anticipated award dates.
- A list of other funding sources not yet applied for, requested amount, and application deadline.



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- Methodology for determining affordable rental rate for the intended AMI.

Partial Award – The intent of the Program is to leverage the bond funding to the greatest extent to create the largest number of units in the community. Applicants may be awarded less funding than requested to maximize funds.

Ranking Committee and Award Process

There will be a competitive application process; applications that meet the minimum threshold criteria are not guaranteed an award of funds and successful applications may be funded for less than the amount requested. The ranking committee will review and conduct a cost-benefit analysis of total community benefit including the provision of affordable and market-rate units. In addition, the ranking committee will assess developer's ability to deliver units in a timely manner. Complete evaluation criteria will be in the NOFA, including the following:

- Number of total units.
- Number of affordable units.
- Amount of funding requested.
- Cost per affordable unit.
- Project readiness as defined above.
- Developer experience.
- Other funding sources leveraged.
- Waiver of right to Qualified Contract process (if Low-Income Housing Tax Credit project).

Within ten (10) business days after the application deadline, City staff will conduct a review of all applications to determine eligibility with all minimum threshold criteria. All applications determined eligible will be forwarded to the ranking committee for evaluation and funding recommendations. The ranking committee will be comprised of four to seven individuals representing a mix of City staff, Housing Commissioners, and subject matter experts from areas such as development, finance, affordable housing, engineering, etc. No member of the ranking committee shall have a conflict of interest. The committee is authorized to identify funding recommendations, conditional funding recommendations, projects that are waitlisted for funding, and projects that are not recommended for funding.

The ranking committee's recommendations for funding will be presented to City Council for funding approval and letters of award will be provided promptly. Contracts will be completed and executed thereafter. Applicants shall not make substantive changes to the project once a contract is fully executed without the expressed written consent of the City. Applicants shall not pursue additional project funding that would reduce the number of affordable units as described in the fully executed contract.

Loan Terms – Funding will be provided as a loan between the applicant and the City of Flagstaff; loan documents will be approved separately by City Council. Loan requirements are below:

- Loan will be secured against the property with a promissory note and recorded deed of trust and will be subordinate to first mortgage financing with further subordination considered on a case-by-case basis.



CITY OF FLAGSTAFF

- No interest and no payments are required during the term of the loan as long as affordable units continue to meet the affordability terms identified in the contract.
- Loan will not be forgiven for 30 years. After the initial 30 years, the loan will be forgiven on a pro-rata basis over the next 20 years. It will be completely forgiven and released after 50 years of affordability compliance.
- If a developer fails to honor the agreement and units are not delivered in accordance with the terms of the contract, the loan will be called due and payable immediately.
- Loan may be assumed if property is sold; the new owner must agree to honor the terms of the original agreement.

Compliance

Annual compliance monitoring will be conducted by City of Flagstaff or its designee.

- Progress reports will be required during the project construction phase to ensure the successful delivery of units.
- Developer shall list all affordable housing units on myhousingsearch.com or similar website. Annual reporting for the life of the loan is required for all projects receiving funding in order to further ensure compliance.

DRAFT

Rental Incentive Bond Program

October 24, 2023

Work Session

Jennifer Mikelson, Housing Planning Manager





Purpose of Presentation



The purpose of today's presentation is to get feedback from City Council on the draft Rental Incentive Bond Program.

Prop 442 – approved Nov. 2022

*“Creating rental and
homeownership
opportunities for
residents of Flagstaff”
(\$20,000,000)*



- Redevelop City-owned housing to create additional rental units - \$5M
- Repurpose existing buildings into rental units -\$3M
- **Incentivize private sector to incorporate affordable rental units - \$5M**
- Expand the Homebuyer Assistance Program -\$7M



Context for Program Creation



- **Flagstaff is first in Arizona to undertake activities other than infrastructure/construction with GO bonds**
- **This requires research and due diligence to ensure success**

Guiding Principles

- 1. Make funds available to for-profit and non-profit developers**
- 2. Incorporate affordable units into new development**
- 3. Leverage other funding sources**



Incentivize private sector to incorporate affordable rental units -

“Funding will be utilized to incentivize private developers, including non-profits, to incorporate affordable rental units in market rate developments. This investment is anticipated to create an estimated 400-500 new rental units affordable to the residents of Flagstaff, in addition to the market rate units in the new developments.”

(From Voter Informational Pamphlet)



Role of the Housing Commission

Ordinance 2019-25

“The Housing Commission shall:

*Examine funding sources available for housing in Flagstaff, make recommendations to City Council on potential funding sources, including bond measures, and **provide oversight of any funds approved by the electorate for housing purposes.**”*

- **Housing Commission’s role is to review and make recommendations**
- **City Council has ultimate authority regarding bond funds**



Program Creation and Administration

Incentivizing the private sector to incorporate affordable rental housing into new developments (\$5 million)

Prior to May 2023

- Research / Legal / Procurement / Finance



Working Group

Haley Zoroya

Developer

Sean Slawson

Builder

Devonna McLaughlin

Low-Income Housing Expert

Jacquie Kellogg

Realtor/Property Manager

Rebecca Pryz

Building/Real Estate Professional



Process Recap:

- Working group formed 5/25/23
- June, July and August meetings to develop framework
- Draft program reviewed 8/28/23
- Legal review starting 8/30/23
- Housing Commission recommendation 9/28/23



Rental Incentive Bond Program

Working Group Priorities -

- \$5M in bond funding available at once
- Competitive application process
- Funds provided as loans with forgivable option
- Program requirements are broad, inclusive, and as flexible as possible
 - Support the delivery of both market rate and affordable units
 - Allow for projects at various stages of the development process



Program Description

Incentivize private sector to incorporate affordable rental units via a competitive application process

- Expenditure of program funds is limited to costs directly incurred by the developer in pre-development and construction costs of affordable rental housing development
- Applications that meet the minimum threshold criteria are not guaranteed an award of funds
- Successful applications may be funded for less than the amount requested



Project Eligibility

Eligible Uses

- Any and all costs relating to the development of affordable rental housing that will remain affordable to low-income households earning up to 80% of the Area Median Income (AMI), including the costs of designing, engineering, acquiring, administering, improving, constructing, reconstructing, and equipping such projects and any and all appurtenances or land related thereto.

Ineligible Uses

- Renovation, preservation, or rehabilitation of existing affordable or market rate units.



Project Eligibility – cont'd

Eligible Applicants

- A corporation (including non-profits), limited partnership, limited liability company, unit of local government, tribe, or tribally designated housing entity.
- Applicants with existing affordable housing commitments with the City of Flagstaff.
- Applicants that have benefitted from other city incentive programs.
- Applicants with overdue debts to the City or have received other City-administered grant funds must be in good standing prior to receipt of funding.



Project Eligibility – cont'd



Affordability Period

- Minimum required affordability period is 30 years, additional option for up to 50 years.
- The affordability period shall be sustained regardless of any transfer of ownership.



Submittal Requirements

Min. Threshold Criteria

- Rental project serving max 80% AMI within city limits
- Minimum 10% affordable
- Complete responses to application questions
- Project meets eligible uses, proof of site control

Application Submittal Criteria

- **Developer experience**
- **Project readiness**
- **Financial feasibility**



Award Process



- Housing staff reviews applications for program eligibility.
- Ranking Committee reviews and conducts cost/benefit analysis and provides funding recommendations to Council.
- Council approves funding.
- Letters of award provided.
- Individual contracts go to Council for approval.



Ranking Committee



Membership:

- 4 – 7 people
- Limited staff
- Housing Commissioners
- Other industry professionals as needed
- Ensuring no conflicts of interest

Ranking Committee's Role:

- Reviews applications
- Makes tiered funding recommendations
- Forwards recommendations to Council for final approval



Evaluation Criteria

- Conduct a cost-benefit analysis for each application looking at total community benefit including the provision of affordable and market-rate units
- Credit given for:
 - Experience
 - Project readiness
 - Funding sources leveraged



Loan Terms and Compliance

- Funding provided as loan secured against the property
 - No interest, no payment during 30-year term
 - After 30-year term, loan may be forgiven on a pro-rata basis over next 20 years with extended affordability
 - Loan will be completely forgiven and released after 50 years of affordability compliance
- Loans due and payable immediately if affordable units are not provided in accordance with contract
- Progress reports required during construction
- Annual monitoring and compliance reporting for life of loan



Suggestions for Consideration

- Incentivizing 50-year affordability period (Housing Commission Suggestion)
 - Loans with interest but no payment for 30 years?
 - Interest due and payable at 30 years?
 - Interest and loan forgiven at 50 years?
- When will bond funds be paid out?
 - Upfront at loan approval?or
 - At a trigger point, such as $\frac{1}{2}$ at building permit and $\frac{1}{2}$ at certificate of occupancy?

Council Discussion

Jennifer Mikelson
jmikelson@flagstaffaz.gov



CITY OF FLAGSTAFF STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Tiffany Antol, Zoning Code Manager
Date: 10/04/2023
Meeting Date: 10/24/2023



TITLE:

Case No PZ-22-00223: Proposed amendment to the Zoning Code to modify the existing Planned Residential Development requirements.

Case No. PZ-23-00135: Proposed amendment to the Zoning Code to modify the standards for Neighborhood & Regional Meeting Facilities.

Case No. PZ-23-00136: Proposed amendment to the Zoning Code to add single-family, duplex, and multiple-family dwellings as permitted uses in Public Facility (PF) Zone.

Case No. PZ-23-00137: Proposed amendment to the Zoning Code to change the minimum parcel size in the MH zone from 5 acres to 4,000 square feet as well as add minimum lot width and depth standards.

DESIRED OUTCOME:

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

EXECUTIVE SUMMARY:

Review four proposed Zoning Code Text Amendments as follows:

- PZ-22-00223: Planned Residential Development (PRD)
- PZ-23-00135: Neighborhood & Regional Meeting Facilities
- PZ-23-00136: Residential Uses in the Public Facility (PF) Zone
- PZ-23-00137: Manufactured Home (MH) Zone Lot Development Standards

INFORMATION:

Overview of Proposed Amendments

PZ-22-00223: Planned Residential Development (PRD)

The proposed amendment (Attachment 1) includes a complete overhaul of the PRD standards, modifications to civic space and common open space requirements, as well as general housekeeping changes to make both the residential and commercial use tables and definitions more user-friendly for staff and the public.

The PRD standards currently require that a development project meet the standards of the Form Based code by applying transect zone building placement and form standards (i.e., building height, setbacks, etc.) and requiring the use of specific building types as permitted based on the underlying zoning category. There are two ways that a project can use the PRD Standards. The first includes the development of Duplexes and Multiple-Family Dwellings in the Rural Residential (RR), Estate Residential (ER), and Residential Single-family (R1) zones, and the development of a Single-family dwelling in the Medium Density Residential (MR) and High Density Residential (HR) zones. The second includes subdivisions that use alternative development standards other than the underlying zoning category. For example, a large parcel in the MR zone is proposed to be developed as single-family lots, because single-family is only permitted as a PRD, or a large parcel in the RR zone wants to allow 6,000 square foot lots instead of one acre lots (maintaining the same density of the RR zone), so the PRD must be utilized.

The proposed amendment detaches the use of the Form Based code with the PRD and requires that all permitted residential uses utilize the development standards of the zoning district in which they are located. The PRD would be utilized only for the development of new subdivisions to allow alternative lot area, lot width, lot depth, lot coverage requirements, and setbacks when additional design elements and common space areas are provided. The proposed design elements are elected by the property owner and are meant to represent the features of traditional neighborhood design.

A detailed list of the changes is as follows:

- Modify Section 10-30.60.090: Open Spaces, Civic Spaces, and Outdoor Public Spaces to clarify that civic space is only required for commercial development and common open space is only required for residential development. Currently this section requires residential developments over 50 units to provide both civic space and common open space.
- Modify Table 10-40.30.030.B. Residential Zones – Allowed Uses to clarify when a PRD is required. General clean up items include eliminating combinations of allowances for the same use. For example, Places of Worship shows it is both permitted and requires a conditional use permit with a footnote to distinguish the difference. The table has been modified to add Places of Worship with 250 seats or less which is permitted and then Places of Worship with more than 250 seats which requires a conditional use permit.
- Modify Table 10-40.30.030.C. Residential Zones – Building Form and Property Development Standards to clarify that a PRD can use alternative lot area, lot width, lot depth, lot coverage, and setbacks. The previous footnote did not specify lot coverage.
- Delete Section 10-40.30.030.F which states that only one single family dwelling or one accessory unit is allowed per lot or parcel unless with an approved PRD.
- Modify Section 10-40.30.030.G that Common Open space is required for Multiple-Family Dwellings.
- Modify Table 10-40.30.040.B. Commercial Zones – Allowed Uses to clarify the same information as the residential use table listed above.
- Delete Section 10.40.60.170 Cluster Dwelling which allows for modified building form standards with the provision of open space. These provisions are far more restrictive than the existing PRD requirements and are no longer used.
- Modify Section 10-40.60.280: Planned Residential Development to update Common Space requirements, permitted development standards, and provide required design elements.
- Modify Chapter 10-80: Definitions to update the various dwelling definitions

PZ-23-00135: Neighborhood & Regional Meeting Facilities

The proposed amendment (Attachment 2) includes modifications to Section 10-40.60.230 Specific to Uses: Meeting Facilities Public and Private to clarify the differences between Neighborhood and Regional scale facilities and provide for commercial event venues such as convention centers. Neighborhood Meeting Facilities are intended to provide local services directly to the residents of the surrounding neighborhoods. These facilities are permitted in all residential zones and they do not include commercial event venues. Regional Meeting Facilities are intended to serve the entire City and, potentially, the

surrounding region. These facilities are permitted in the commercial zones and they include commercial event venues.

In addition, the Meeting Facilities, Public and Private definition is replaced with two new definitions as follows:

- Meeting Facilities, Neighborhood: A facility for public or private meetings, recreation, or social activity not operated for profit, including community centers, civic and private auditoriums, lodges or fraternal associations, union halls, meeting halls for clubs and other membership organization; and similar activities. May include community, cultural, and educational uses that provide local services directly to the residents of the neighborhood.
- Meeting Facilities, Regional: A facility owned and operated by a public or private entity intended primarily for the conducting of organized assembly including trade shows, civic events, charitable events, conferences, conventions, seminars, receptions, meetings, parties, with or without the provision of food or live music and entertainment. Events are typically held by an individual, entity, or organization on an advance registration basis.

PZ-23-00136: Residential Uses in the Public Facility (PF) Zone

The proposed amendment (Attachment 3) includes additions to Table 10-40.30.060.B: Public and Open Space Zones – Allowed Uses to permit Duplex Dwellings, Multi-Family Dwellings, Attached Single-family Dwellings, and Detached Single-family Dwellings within the PF zone utilizing the HR zone development standards including density, lot coverage, building height, and setbacks.

The Flagstaff City Council adopted Resolution No. 2022-52 on November 1, 2022. This resolution states that the Mayor and City Council require if a City-owned building or property is being vacated by the City, that the Housing Section first have the opportunity to evaluate the property. This evaluation would be to determine the feasibility of repurposing or developing the property in a manner that supports increasing the number of available and affordable housing units, including but not limited to: converting to municipally operated Affordable Housing; seeking a public-private partnership; or exploring shared equity models of development. Many City-owned properties are located within the PF zone which does not currently permit the residential uses that are encouraged by this resolution. This amendment proposes to make these uses permitted within the PF Zone to support this resolution.

There are currently 181 parcels located within the PF zone. The City owns 40% of all the parcels within the PF zone. Northern Arizona University owns 29% of the properties within the PF zone and is not required to comply with the City's Zoning Ordinance. Flagstaff Unified School District owns 9% of the parcels within the PF zone and other governments or quasi-public agencies (APS, museums, County, Unisource, and Lowell) own 12% of all the parcels. The remaining 10% of all the PF zoned parcels fall under private ownership.

PZ-23-00137: Manufactured Home (MH) Zone Lot Standards

The proposed amendment (Attachment 4) includes revisions to Table 10-40.30.030.C: Residential Zones – Building Form and Property Development Standards for the purposes of modifying the minimum parcel size for the MH zone. The Zoning Code currently requires a minimum parcel size of 5 acres and provides no minimum lot width or depth requirements. There are several subdivisions within the MH zone in Flagstaff that currently have parcels sizes much smaller than 5 acres. The former Land Development Code required a minimum of 4,000 square feet for individual residential lots in this zone using the Planned Development option. Minimum lot depth and width standards have been provided that are in alignment with the 4,000 square foot lot size requirement, similar to other residential zoning categories. Minimum lot width would be 40 feet for interior lots and 45 feet for corner lots with a minimum lot depth of 100 feet. It is possible to alter setbacks and lot development standards with an approved subdivision plat.

In addition, this amendment proposes modifications to Section 10-40.60.210 Specific to Uses: Manufactured Homes to remove the requirement that a Manufactured Home Park must be on a parcel of at least 5 acres and to clarify that density for a park is based on the underlying density of the MH zone.

This gives greater flexibility for lots or parcels within the MH zone similar to the allowances granted to other residential zones. Multiple-family developments are permitted based on the underlying density of the zone and no minimum lot or parcel size is required to have three or more units on the same lot or parcel.

Conclusion

As indicated above, the purpose of the work session is for staff to present an overview of the Zoning Code's proposed amendments and allow interested individuals, residents, and business owners to provide comments. The work session also allows the Commission to ask questions, seek clarification, have discussions, and offer comments on the proposed amendments. No formal recommendation or action by the Commission to the City Council is to occur at the work session. Additional opportunities for discussion, public comment, and action by the Commission will occur at a future public hearing.

Attachments: [PZ-23-00223: Planned Residential Development \(PRD\)](#)
 [PZ-23-00135: Neighborhood & Regional Meeting Facilities](#)
 [PZ-23-00136: Residential Uses in the PF Zone](#)
 [PZ-23-00137: MH Zone Lot Development Standards](#)

DRAFT Case No. PZ-22-00223– Planned Residential Development
Amendment for Adoption Flagstaff Zoning Code

Provisions that are being deleted are shown in bold strikethrough.
Provisions that are being added are shown in bold text.

Section 1: Amend Title 10 Flagstaff Zoning Code, Chapter 10-30: General to All, Division 10-30.60: Site Planning Design Standards, Section 10-30.60.090 Open Spaces, Civic Spaces, and Outdoor Public Spaces, to modify as follows:

10-30.60.090 Open Spaces, Civic Spaces, and Outdoor Public Spaces

B. Applicable to Non-Transect Zones. The following standards are additional standards that apply in non-transect zones.

1. Civic or Public Space Requirement.

a. Nonresidential developments larger than 20,000 square feet in gross floor area shall provide a minimum of five percent of the Development Site Area as an outdoor pedestrian amenity space that serves as a ~~transition space between a parking area and the~~ **an enhancement to the** entrance(s) to a building. This outdoor pedestrian amenity space may include a landscape oasis area as defined in Section 10-50.60.050.C., Oasis Allowance, structures providing protection from the weather, benches, tables, or other pedestrian friendly features.

~~b. Residential developments with 50 or more dwelling units shall provide a minimum of five percent of the Development Site Area in civic spaces that are either privately held and open to the public or publicly owned and set aside as a civic space. Appropriate civic types are established in Chapter 10-70, Specific to Civic Spaces.~~

~~c. Development sites that provide civic spaces are allowed the following:~~

~~(1) A five percent reduction of on-site forest and/or slope resource protection standards as required by Division 10-50.90, Resource Protection Standards, is permitted when on-site design conforms to the Flagstaff Area Open Spaces and Greenways Plan and public non-motorized pedestrian and bicycle access is included when applicable.~~

~~(2) A two and a half percent reduction of on-site forest or slope resource protection standards as required by Division 10-50.90, Resource Protection Standards, is permitted when resources are consolidated with adjacent properties and it can reasonably be determined that the resources on the adjacent property will be protected.~~

~~(3) A five percent reduction in required on-site landscaping as required by Division 10-50.60, Landscaping Standards, is permitted when public space is provided on-site.~~

Section 2: Amend Title 10 Flagstaff Zoning Code, Chapter 10-40: Specific to Zones, Division 10-40.30: Non Transect Zones, Section 10-40.30.030 Residential Zones, to modify Table 10-40.30.030.B as follows:

Table 10-40.30.030.B. Residential Zones – Allowed Uses								
Primary Land Use ¹	Specific Use Regulations	Residential Zones						
		RR	ER	R1	R1N	MR	HR	MH
Ranching, Forestry and Animal Keeping								
Animal Keeping	<u>10-40.60.070</u>	p ⁶⁵	p ⁶⁵	--	--	--	--	--
Recreation, Education and Assembly								
Commercial Campgrounds	<u>10-40.60.130</u>	UP	--	--	--	--	--	--
Equestrian Recreational Facilities		UP	UP	UP	--	--	--	--
Golf Courses and Facilities		UP	UP	UP	--	--	--	
Libraries, Museums		UP	UP	UP	UP	UP	UP	UP
Meeting Facilities, Public and Private Neighborhood	<u>10-40.60.230</u>							
Regional	-	-	-	-	-	-	-	-
Neighborhood		P/UP ²	P/UP ²	P/UP ²	P/UP ²	P/UP ²	P/UP ²	P/UP ²
Outdoor Public Uses, General		P	P	P	--	P	P	P
Places of Worship with 250 seats or less		P/UP ⁵	P/UP ⁵	P/UP ⁵	P/UP ⁵	P/UP ⁵	P/UP ⁵	P/UP ⁵
Places of Worship with more than 250 seats		UP	UP	UP	UP	UP	UP	UP
Schools – Private		P	P	P	P	P	P	P

Table 10-40.30.030.B.
Residential Zones – Allowed Uses

Primary Land Use ¹	Specific Use Regulations	Residential Zones						
		RR	ER	R1	R1N	MR	HR	MH
Schools – Public and Charter		p ²³	p ²³	p ²³	p ²³	P	P	p ²³
Trade Schools		--	--	--	--	--	--	--
Residential								
Co-housing	<u>10-40.60.120</u>	P	P	PRD P	--	P	P	--
Congregate Care Facilities		UP	UP	UP	UP	P	P	UP
Day Care, Centers	<u>10-40.60.150.B</u>	UP	UP	UP	UP	UP	UP	UP
Day Care, Home	<u>10-40.60.150.A</u>	P	P	P	P	P	P	P
Development Cluster, Single-Family	<u>10-40.60.170</u>	P	P	PRD	--	--	--	--
Development Dwelling, Duplex		PRD P ³	PRD P ³	PRD P ³	P	P	P	--
Development Dwelling, Multiple-Family		PRD P ^{3,4}	PRD P ^{3,4}	PRD P ^{3,4}	--	P	P	--
Development Dwelling, Attached Single-Family		P	P	P	P	PRD P	PRD P	P
Dwelling, Detached Single-Family		P	P	P	P	P	P	--
Dormitories		--	--	--	--	UP	UP	--
Group Home		P	P	P	P	P	P	P
High Occupancy Housing Development, Single-Family	<u>10-40.60.175</u>	UP	UP	UP	UP	UP/ PRD	UP/ PRD	UP

Table 10-40.30.030.B.
Residential Zones – Allowed Uses

Primary Land Use ¹	Specific Use Regulations	Residential Zones						
		RR	ER	R1	R1N	MR	HR	MH
High Occupancy Housing Development, Two-units	<u>10-40.60.175</u>	UP ^{3,4} / PRD	UP ^{3,4} / PRD	UP ^{3,4} / PRD	UP	UP	UP	--
High Occupancy Housing Development, Three-units	<u>10-40.60.175</u>	UP ^{3,4} / PRD	UP ^{3,4} / PRD	UP ^{3,4} / PRD	--	UP	UP	--
High Occupancy Housing Development, Four-units and Greater	<u>10-40.60.175</u>	UP ^{3,4} / PRD	UP ^{3,4} / PRD	UP ^{3,4} / PRD	--	UP	UP	--
Home Occupation	<u>10-40.60.180</u>	P	P	P	P	P	P	P
Institutional Residential								
Custodial Care Facilities		UP	UP	UP	UP	UP	UP	UP
Homeless Shelters	<u>10-40.60.190</u>							
Emergency Shelters		UP	UP	UP	UP	UP	UP	UP
Short Term Housing		UP	UP	UP	UP	UP	UP	UP
Transitional Housing		UP	UP	UP	UP	UP	UP	UP
Sheltered Care Homes		UP	UP	UP	UP	UP	UP	UP
Nursing Homes		--	UP	UP	UP	UP	UP	UP
Live/Work	<u>10-40.60.200</u>	--	--	--	--	UP/ PRD	UP/ PRD	--
Manufactured Home	<u>10-40.60.210</u>	--	--	--	--	--	--	P
Manufactured Home Park	<u>10-40.60.210.D</u>	--	--	--	--	--	--	P
Manufactured Home Subdivision	<u>10-40.60.210.C</u>	--	--	--	--	--	--	P
Mobile Home		--	--	--	--	--	--	P

Table 10-40.30.030.B.
Residential Zones – Allowed Uses

Primary Land Use ¹	Specific Use Regulations	Residential Zones						
		RR	ER	R1	R1N	MR	HR	MH
Single Room Occupancy, Fraternities and Sororities		--	--	--	--	UP	UP	--
End Notes								

1. A definition of each listed use type is in Chapter 10-80, Definitions.

~~2. A conditional use permit is required if liquor is sold or if facilities exceed 250 seats.~~

23. Charter schools proposed in existing single-family residences shall be located on residential lots one acre or greater. Charter schools shall be subject to the review processes established in A.R.S. §15-189.01, as amended.

34. ~~Only permitted on lots or parcels with significant natural resources as determined by the Director, on parcels within the Resource Protection Overlay, or as part of an Affordable Housing Development as defined in Division 10-30.20. Existing single-family uses and lots recorded in MR and HR, prior to the effective date of this Zoning Code, are considered legal, conforming uses.~~

45. Multi-Family Dwellings in the RR, ER, or R1 Zones shall be limited to either a duplex (two unit) building(s) and/or individual (single unit) detached building(s).

~~5. A conditional use permit is required if the facility exceeds 250 seats and/or if the facility is located adjacent to a toxic use.~~

56. Use is allowed only on a lot or parcel with a net lot area of five acres or greater.

Key

P = Permitted Use

UP = Conditional Use – Requires the Approval of a Conditional Use Permit

~~PRD = Allowed Use only when part of a Planned Residential Development (see Section 10-40.60.280)~~

~~UP/PRD = Conditional Use – Requires the Approval of a Conditional Use Permit, and the use shall be part of a Planned Residential Development (see Section 10-40.60.280)~~

Table 10-40.30.030.B.
Residential Zones – Allowed Uses

Primary Land Use ¹	Specific Use Regulations	Residential Zones						
		RR	ER	R1	R1N	MR	HR	MH
--	=	Use Not Allowed						

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Section 3: Amend Title 10 Flagstaff Zoning Code, Chapter 10-40: Specific to Zones, Division 10-40.30: Non Transect Zones, Section 10-40.30.030 Residential Zones, to modify Table 10-40.30.030.C, as follows:

Table 10-40.30.030.C.								
Residential Zones – Building Form and Property Development Standards								
	Residential Zones							
	RR	ER	R1	R1N	MR	HR	MH	
Residential development subdivided by a plat								
<p>(1) Lot sizes and setbacks Setbacks shall be provided in accordance with the requirements Building Placement Requirements of the property's zone unless alternative setbacks are delineated on the recorded final plat. approved by the City Council and recorded. When a recorded plat does not have setbacks delineated, the Building Placement Requirements of this table shall govern.</p> <p>(2) Any lot(s) created or reconfigured in accordance with the subdivision code shall conform with the current requirements of the property's zone, unless alternate lot sizes area, lot width, lot depth, lot coverage, and setbacks are approved as part of a Planned Residential Development (see Section 10-40.60.280) by the City Council on a recorded final plat. that is recorded.</p>								
Building Placement Requirements								
Setbacks								
Front (min.)								
	2nd Floor and Below	75'	50'	15'	15'	10'	10'	15'
	Above 2nd Floor	75'	50'	15'	15'	15'	15'	15'
	For Parking	--	--	25' ¹	--	--	--	--
Side (min.)								
	Interior Side Yard	10'	20' min./45' total	8'	6'	5'	5'	8'
	Street Side Yard	25'	20'	15'	6'	5'	5'	12'
Rear (min.)		10'	60'	25' ²	15'	15' ³	15' ³	10'
Building Form Requirements								

Table 10-40.30.030.C.

Residential Zones – Building Form and Property Development Standards

	Residential Zones						
	RR	ER	R1	R1N	MR	HR	MH
Building Height (max.) ^{11, 12, 13, 14}	35'	35'	35'	35'	35'	60' ¹⁴	30'
Coverage (max.)	20%	17%	35%	35%	40%	50%	43%

Density Requirements See Division 10-30.20, Affordable Housing Incentives

Density: Gross (units/acre)

Min.	--	--	2	2	6	10	--
Maximum without the Resource Protection Overlay (RPO)	1	1	6	14	14	29 ⁵	11
Maximum with the RPO, inside of a pedestrian shed of an activity center ¹⁸¹⁷	1	1	6	14	14	29 ⁵	11
Maximum with the RPO, outside of a pedestrian shed of an activity center ¹⁸¹⁷	1	1	5	--	9	22	4

Multiple-Family **Dwelling Developments** with four dwelling units or more, Bedrooms per Acre

Maximum without the RPO	---End note 14 15 ---	15	--	35	72.5	--
Maximum without the RPO with a Conditional Use Permit for a High Occupancy Housing	---End note 15 16 ---	21	--	49 ¹⁷¹⁶	101.5 ¹⁷¹⁶	--

Table 10-40.30.030.C.

Residential Zones – Building Form and Property Development Standards

	Residential Zones						
	RR	ER	R1	R1N	MR	HR	MH
Development inside of a pedestrian shed of an activity center ¹⁸¹⁷							
Maximum with the RPO	---End note 14 15 ---		12.5	--	22.5	55	--
Maximum with the RPO and a Conditional Use Permit for a High Occupancy Housing Development inside of a pedestrian shed of an activity center ¹⁸¹⁷	---End note 15 16 ---		17.5	--	31.5 ¹⁷¹⁶	77 ¹⁷¹⁶	--
Lot Requirements							
Area							
Gross (min.)	1 ac ⁶	1 ac	6,000 sf	6,000 sf	6,000 sf	6,000 sf	5 ac
Per Unit (min.)	1 ac ⁶	1 ac	6,000 sf	3,000 sf	End note ⁵	End note ⁵	4,000 sf
Width							
Interior Lots (min.)	100 ¹⁷	149 ¹⁸	60 ^{18, 9}	50'	50 ^{18, 9}	50 ^{18, 109}	--
Corner Lots (min.)	100 ¹⁷	149 ¹⁸	65 ^{18, 9}	50'	50 ^{18, 9}	50 ^{18, 109}	--
Depth (min.)	200 ¹⁷	--	100 ¹⁸	100'	100 ¹⁸	75 ^{18, 109}	--
Other Requirements							

Table 10-40.30.030.C.

Residential Zones – Building Form and Property Development Standards

	Residential Zones														
	RR	ER	R1	R1N	MR	HR	MH								
Open Space (% of Development Site Area) ⁴⁴¹⁰	--	--	--	--	See Table <u>10-40.30.030.F.A</u>										
Fences and Screening	See Division <u>10-50.50</u>														
Landscaping	See Division <u>10-50.60</u>														
Lighting	See Division <u>10-50.70</u>														
Parking	See Division <u>10-50.80</u>														
Signs	See Division <u>10-50.100</u>														
End Notes															
1.	15' for side entrance garages, where the garage is designed as an integral element of the primary dwelling (i.e., doors and windows are consistent with the overall architectural character).														
2.	One or two story residential buildings and decks attached to those buildings may be built to 15' from the rear property line; provided, that any portion of the structure located closer than 25' to the rear property line does not exceed 50% of the lot width.														
3.	May be reduced for zones not subject to the Resource Protection Overlay when a minimum of 350 sf of open yard area per unit is provided; see Section <u>10-40.30.030.H</u> .														
4.	Building height can be exceeded with approval of a Conditional Use Permit.														
5.	The maximum number of units for each lot is based on the following:														
	<table border="1"> <thead> <tr> <th>Area of Lot</th> <th>Required Lot Area Per Dwelling Units</th> </tr> </thead> <tbody> <tr> <td>5,000 to 14,000 square feet</td> <td>2,500 square feet</td> </tr> <tr> <td>14,001 to 24,000 square feet</td> <td>2,000 square feet</td> </tr> <tr> <td>24,001 square feet and over</td> <td>1,500 square feet</td> </tr> </tbody> </table>							Area of Lot	Required Lot Area Per Dwelling Units	5,000 to 14,000 square feet	2,500 square feet	14,001 to 24,000 square feet	2,000 square feet	24,001 square feet and over	1,500 square feet
Area of Lot	Required Lot Area Per Dwelling Units														
5,000 to 14,000 square feet	2,500 square feet														
14,001 to 24,000 square feet	2,000 square feet														
24,001 square feet and over	1,500 square feet														

Table 10-40.30.030.C.

Residential Zones – Building Form and Property Development Standards

	Residential Zones						
	RR	ER	R1	R1N	MR	HR	MH
6.	Five-acre minimum where public water supply and public streets are not available to serve the property.						
7.	Where public water supply and public streets are not available to serve the property a minimum lot width of 200' and lot depth of 250' are required.						
8.	Within a Planned Residential Development, the minimum width and depth of a lot may vary based on the minimum lot standards applicable to the building types selected for application within a Planned Residential Development (See Section <u>10-40.60.280</u>, Planned Residential Development).						
89.	Lot width measured at the setback line.						
910.	On lots greater than 9,000 sf: 70' minimum width on interior lots, 75' minimum width on corner lots and 100' minimum depth on all lots.						
1011.	Common open space as required in Division <u>10-50.110</u> , Specific to Building Types, and areas set aside for resource preservation such as floodplains, slopes and forests (Division <u>10-50.90</u> , Resource Protection Standards) may be used to satisfy this standard. In this context, “open space” includes active and passive recreation uses, landscape areas, and community gardens.						
1112.	Primary structures, excluding accessory structures, with a roof pitch greater than, or equal to, 6:12 shall be allowed an additional five feet above the maximum building height.						
1213.	The elevator and stairwell bulkheads shall be architecturally integrated with the building. Elevator and stairwells bulkheads are allowed an additional 15 feet above the maximum building height. The Director may approve a height greater than 15 feet when the additional height is necessary to accommodate an elevator or stairwell bulkhead, related equipment, or the requirements of the Building or Fire Code.						
1314.	Steeple, solar collectors, towers and other unoccupied architectural features are allowed an additional height above the maximum building height equal to 20 percent multiplied by the maximum building height allowed for property’s zone. The total area of the referenced allowances above the building height shall not exceed 20 percent of the total roof area.						

Table 10-40.30.030.C.

Residential Zones – Building Form and Property Development Standards

	Residential Zones						
	RR	ER	R1	R1N	MR	HR	MH
1415. Multiple-Family Dwellings Developments are allowed 3 bedrooms for the first acre of a Development Site and 2.5 bedrooms per acre for each additional acre of a Development Site.							
1516. Multiple-Family Dwellings Developments are allowed 4 bedrooms for the first acre of a Development Site and 3.5 bedrooms per acre for each additional acre of a Development Site.							
1617. Additional bedrooms per acre may be approved on a lot or parcel inside of a pedestrian shed of a Regional Activity Center delineated on the General Plan or applicable Specific Plan with an HOHD Conditional Use Permit.							
1718. Activity centers are delineated on the General Plan or applicable Specific Plan.							
Key							
--	Not Applicable						

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Section 4: Amend Title 10 Flagstaff Zoning Code, Chapter 10-40: Specific to Zones, Division 10-40.30: Non Transect Zones, Section 10-40.30.030 Residential Zones, to delete provision 10-40.30.030.F.: Miscellaneous Requirements – RR, ER and R1 zones and relettering the remaining provisions; and Section 10-40.30.030.G.: MR and HR zones clarifying common open space requirements as follows:

~~F. Miscellaneous Requirements – RR, ER and R1 Zones.~~

~~1. Unless otherwise allowed as part of a planned residential development (PRD), only one single family dwelling unit, or a single family dwelling unit with an accessory dwelling unit (ADU), is allowed per lot or parcel.~~

FG. Miscellaneous Requirements – MR and HR Zones.

1. Common open space for ~~Multiple-Family Dwellings~~ **other building types not specifically listed in Division 10-50.110, Specific to Building Types, such as an apartment complex**, shall be provided based on the following standards:

Table <u>10-40.30.030.FG.</u> : Common Open Space Requirements	
Area ¹	15% of gross lot or parcel area; at least one open space area shall be no less than 400 sq. ft.
Width	15' min.
Depth	15' min.
No private open space is required	
End Notes	
1. Roof decks and courtyards are included in the open space area calculation, but not driveways or vehicle parking areas.	

~~2. In addition to the 15 percent open space requirement established in Table 10-40.30.030.C, residential projects over 50 units or more shall provide a minimum of five percent civic space. (See Section 10-30.60.090, Open Spaces, Civic Spaces, and Outdoor Public Spaces.)~~

GH. Open Yard Requirements – MR and HR Zones. As an alternative to the minimum rear setback area provided in subsection C. of this section, at least 350 square feet of open yard area per dwelling unit may be provided. An open yard area may be approved in compliance with the following conditions:

Section 5: Amend Title 10 Flagstaff Zoning Code, Chapter 10-40: Specific to Zones, Division 10-40.30: Non Transect Zones, Section 10-40.30.040 Commercial Zones, to modify Table 10-40.30.040.B: Recreation, Education and Assembly Primary Land Use, Residential Primary Land Use, Retail Trade Primary Land Use, and End Notes, as follows:

Table 10-40.30.040.B. Commercial Zones – Allowed Uses							
Primary Land Use ¹	Specific Use Regulations	Commercial Zones					
		SC	CC	NCC	HC	CS	CB
Industrial, Manufacturing, Processing and Wholesaling							
Carpenter or Cabinet Shops		--	--	--	--	P	-
Flammable Liquid, Gas, and Bulk Fuel – Storage and Sale		--	--	--	UP	--	
Machine or Metal Working Shops		--	--	--	--	P	--
Manufacturing and Processing – Incidental		--	P	P	P	P	P
Micro-brewery or Micro-distillery	10-40.60.240	--	P	P	P	P	P
Mini-storage Warehousing	10-40.60.250	--	--	--	UP ²	P	--
Research and Development Uses	10-40.60.300	--	--	--	UP	--	--
Transportation or Trucking Yards		--	--	--	--	P	--
Vehicle Towing/Impound Yard		--	--	--	P ⁴	--	--
Warehousing		--	P ³	P ³	P ³	--	P ³
Wholesaling and Distribution		--	--	--	--	P	P ³
Recreation, Education and Assembly							
Automobile, Go-kart, Miniature Automobile Racing	10-40.60.080	--	UP	UP	UP	--	--
Commercial Campgrounds	10-40.60.130	--	--	--	P	--	--
Commercial Recreation Facilities, Indoor		P	P	P	P	--	P
Commercial Recreation Facilities, Outdoor	10-40.60.270	--	UP	UP	UP	--	--

Table 10-40.30.040.B.
Commercial Zones – Allowed Uses

Primary Land Use ¹	Specific Use Regulations	Commercial Zones					
		SC	CC	NCC	HC	CS	CB
Libraries, Museums		P	P	P	P	P	P
Meeting Facilities, Public or Private Neighborhood and Regional	10-40.60.230						
Regional		--	P/ UP ⁵	P/ UP ⁵	P/ UP ⁵	P/ UP ⁵	P/ UP ⁵
Neighborhood		P ⁵	P/ UP ⁵	P/ UP ⁵	P-	P-	P-
Outdoor Public Uses, General		P	P	P	P	--	--
Places of Worship with 250 seats or less		P/ UP ¹⁰	P/ UP ¹⁰	P/ UP ¹⁰	P/ UP ¹⁰	P/ UP ¹⁰	P/ UP ¹⁰
Places of Worship with more than 250 seats		UP	UP	UP	UP	UP	UP
Schools – Public and Charter		P	P	P	P	P	P
Schools – Private		P	P	P	P	P	P
Theaters		P	P	P	P	--	P
Trade Schools		--	UP	UP	UP	UP	UP
Residential ⁵⁷							
Co-housing	10-40.60.120	UP/P ⁶	UP/P ⁶	UP/P ⁶	UP/P ⁶	UP/P ⁶	UP/P ⁶
Co-housing as part of a Mixed-Use Development	<u>10-40.60.120</u>	P	P	P	P	P	P
Congregate Care Facilities		UP	P	P	P	P	UP
Day Care, Centers	<u>10-40.60.150.B</u>	P	P	P	P	UP	UP
Day Care, Home	<u>10-40.60.150.A</u>	P	P	P	P	P	P
Development , Dwelling, Duplex		UP/P ⁶	UP/P ^{6,79}	UP/P ^{6,79}	UP/P ⁶	UP/P ⁶	UP/P ⁶
Dwelling, Duplex as part of Mixed-Use Development		P	P	P	P	P	P

Table 10-40.30.040.B.
Commercial Zones – Allowed Uses

Primary Land Use ¹	Specific Use Regulations	Commercial Zones					
		SC	CC	NCC	HC	CS	CB
Development , Dwelling, Multiple-Family		UP/P ⁶	UP/P ⁶	UP/P ⁶	UP/P ⁶	UP/P ⁶	UP/P ⁶
Dwelling, Multiple-Family as part of Mixed-Use Development		P	P	P	P	P	P
Dwelling, Single-Family Attached			P ⁷	P ⁷			
Development , Dwelling, Single-Family Detached		--	p ^{7a}	p ^{7a}	--	--	--
Dwelling, Single-Family as part of Mixed-Use Development		P	P	P	P	P	P
Dormitories		UP ⁶	UP ⁶	UP ⁶	UP ⁶	UP ⁶	UP ⁶
Fraternities and Sororities		UP ⁶	UP ⁶	UP ⁶	UP ⁶	UP ⁶	UP ⁶
Group Homes		--P ⁶	p ^{68a}	p ^{68a}	--P ⁶	--P ⁶	--P ⁶
High Occupancy Housing Development, Single-Family	<u>10-40.60.170175</u>	--	UP	UP	--	--	--
High Occupancy Housing Development, Two-units	<u>10-40.60.170175</u>	UP ⁶	UP ⁶	UP ⁶	UP ⁶	UP ⁶	UP ⁶
High Occupancy Housing Development, Three-units	<u>10-40.60.170175</u>	UP ⁶	UP ⁶	UP ⁶	UP ⁶	UP ⁶	UP ⁶
High Occupancy Housing Development, Four-units and Greater	<u>10-40.60.170175</u>	UP ⁶	UP ⁶	UP ⁶	UP ⁶	UP ⁶	UP ⁶
Home Occupation	<u>10-40.60.180</u>	p ⁶	p ⁶	p ⁶	p ⁶	p ⁶	p ⁶
Institutional Residential							
	Custodial Care Facilities		p ⁶⁸	p ⁶⁸	p ⁶⁸	p ⁶⁸	p ⁶⁸
	Homeless Shelters						
	Emergency Shelters		p ⁶⁸	p ⁶⁸	p ⁶⁸	p ⁶⁸	p ⁶⁸
	Short Term Housing	<u>10-40.60.190</u>	p ⁶⁸	p ⁶⁸	p ⁶⁸	p ⁶⁸	p ⁶⁸

Table 10-40.30.040.B.
Commercial Zones – Allowed Uses

Primary Land Use ¹	Specific Use Regulations	Commercial Zones					
		SC	CC	NCC	HC	CS	CB
Transitional Housing		P	P	P	P	P	P
Sheltered Care Homes		P	P	P	P	P	P
Nursing Homes		UP	UP	UP	UP	UP	UP
Live/Work	<u>10-40.60.200</u>	P	P	P	P	P	P
Planned Residential Development	<u>10-40.60.280</u>	P/UP	P/UP⁹	P/UP⁹	UP	UP	UP
Residence for Owner, Caretaker or Manager		p ⁶	p ⁶	p ⁶	p ⁶	p ⁶	p ⁶
Single Room Occupancy		UP	--	--	P	--	P
Retail Trade							
Bars/Taverns		P	P	P	P	P	P
Crematorium		P	P	P	P	P	--
Drive-through Retail	<u>10-40.60.160</u>	P	P	P	P	--	--
Drive-through Service		P	P	P	P	--	--
Farmers Markets and Flea Markets		--	P	P	P	P	P
General Retail Business		P	P	P	P	P	P
Mixed Use	<u>10-40.60.260</u>	P	P	P	P	P	P
Mixed-Use High Occupancy Housing Development	<u>10-40.60.170</u> 175 and <u>10-40.60.260</u>	UP	UP	UP	UP	UP	UP
Restaurant or Cafe		P	P	P	P	P	P
End Notes							
1. A definition of each listed use type is in Chapter <u>10-80</u> , Definitions.							
2. Only allowed on lots that do not have highway frontage or behind existing/new commercial uses.							

Table 10-40.30.040.B.

Commercial Zones – Allowed Uses

Primary Land Use ¹	Specific Use Regulations	Commercial Zones					
		SC	CC	NCC	HC	CS	CB
3.	Only permitted when incidental to permitted use.						
4.	This use shall be screened. See Division 10-50.50, Fences and Screening, for fencing and screening requirements.						
5.	A conditional use permit is required if liquor is sold or if facilities exceed 250 seats.						
6.	Residential uses, with more than two units are allowed as part of a within a mixed use development (located above or behind the commercial uses), or as a planned residential development.						
57.	Residential uses in the SC, CC, HC, CS and CB zones, and residential uses and properties listed on the National Historic Registry or within the Landmarks overlay zone existing prior to the effective date of this Zoning Code are considered legal, non conforming uses. Residential uses in the CC , HC, CS and CB zones shall be subject to the development standards established in the HR zone. Residential uses in the SC, CC and NCC zones shall be subject to the development standards established in the MR zone.						
68.	Conditional use permit is required if proximity between shelter facilities is less than one-quarter mile.						
79.	Single-family and Duplex Dwellings land uses are permitted by right on existing lots \leq 9,000 sf or less and existing prior to November 1, 2011 , subject to the building placement and building form requirements of the MR zone.						
10.	A conditional use permit is required if the facility exceeds 250 seats and/or if the facility is located adjacent to a toxic use.						
11.	Outdoor kenneling of animals is prohibited.						
Key							
P	=	Permitted Use					
UP	=	Conditional Use Permit Required					
--	=	Use Not Allowed					

Section 6: Amend Title 10 Flagstaff Zoning Code, Chapter 10-40: Specific to Zones, Division 10-40.30: Non Transect Zones, Section 10-40.30.040 Commercial Zones, to modify Table 10-40.30.040.C: End Notes, as follows:

Table <u>10-40.30.040.C.</u> Commercial Zones – Building Form and Property Development Standards	
End Notes	
1.	Front setbacks shall be equal to 15' or match adjacent residential development, whichever is less.
2.	No front setback required, except when required by the adoption of building setback lines along specified streets.
3.	Setback may be reduced to 5' min., if the landscape street buffer is reduced in accordance with Section <u>10-50.60.040(B)</u> , Nonresidential Zone Buffers.
4.	Conditional use permit required for structures over 60' in height.
5.	Within a planned residential development, the minimum area, width, and depth of a lot may vary based on the minimum lot standards applicable to the building types selected for application within a planned residential development (see Section <u>10-40.60.280</u>, Planned Residential Development).
56.	Except that the setback from a proposed residential use in a commercial zone to other residential uses shall be 5' min.
67.	Single-family dwellings and duplexes in the CC and NCC zones shall be limited to a maximum height of 35 feet consistent with the height standard for the MR zone.
78.	Primary structures, excluding accessory structures, with a roof pitch greater than, or equal to, 6:12 shall be allowed an additional five feet above the maximum building height.
89.	The elevator and stairwell bulkheads shall be architecturally integrated with the building. Elevator and stairwells bulkheads are allowed an additional 15 feet above the maximum building height. The Director may approve a height greater than 15 feet when the additional height is necessary to accommodate an elevator or stairwell bulkhead, related equipment, or the requirements of the Building or Fire Code.
910.	Steeple, solar collectors, towers and other unoccupied architectural features are allowed an additional height above the maximum building height equal to 20 percent multiplied by the maximum building height allowed for property's zone. The total area of the referenced allowances above the building height shall not exceed 20 percent of the total roof area.
1011.	Additional density may be approved with an HOHD or MHOHD Conditional Use Permit.

Table 10-40.30.040.C.

Commercial Zones – Building Form and Property Development Standards

1112. Additional bedrooms per acre may be approved with an HOHD or MHOHD Conditional Use Permit.

1213. Activity centers are delineated on the General Plan or applicable Specific Plan.

1314. Conditional Use Permit required for structures over 45' in height.

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Section 7: Amend Title 10 Flagstaff Zoning Code, Chapter 10-40: Specific to Zones, Division 10-40.60: Specific to Uses, to delete Section 10-40.60.170 Dwelling, Cluster, and renumber the following provision, as follows:

Division 10-40.60:
Specific to Uses

Sections:

- 10-40.60.010 Purpose and Applicability
- 10-40.60.020 Accessory Structures
- 10-40.60.025 Accessory Uses
- 10-40.60.030 Accessory Dwelling Units (ADUs)
- 10-40.60.040 Accessory Wind Energy Systems
- 10-40.60.050 Adult Entertainment
- 10-40.60.060 Airport/Landing Strips, Heliport, or Helistops
- 10-40.60.070 Animal Keeping
- 10-40.60.080 Automobile, Go-Kart, and Miniature Automobile Racing
- 10-40.60.090 Automobile Service Station and Convenience Store
- 10-40.60.100 Automobile/Vehicle Repair Garage – Major/Minor
- 10-40.60.110 Bed and Breakfasts
- 10-40.60.120 Co-housing
- 10-40.60.130 Commercial Campground
- 10-40.60.140 Community Garden
- 10-40.60.150 Day Care Home and Center
- 10-40.60.160 Drive-through Retail or Service Facility
- ~~10-40.60.170 Dwelling, Cluster~~
- 10-40.60.170~~175~~ High Occupancy Housing Developments and Mixed-Use High Occupancy Housing Developments
- 10-40.60.180 Home Occupations
- 10-40.60.190 Homeless Shelter
- 10-40.60.195 Kennel, Animal Boarding
- 10-40.60.200 Live/Work
- 10-40.60.210 Manufactured Homes
- 10-40.60.220 Marijuana Establishments
- 10-40.60.230 Meeting Facilities, Public and Private
- 10-40.60.240 Micro-Brewery or Micro-Distillery
- 10-40.60.250 Mini-Storage Warehousing

- 10-40.60.260 Mixed Use
- 10-40.60.270 Outdoor Commercial Recreation Structures
- 10-40.60.275 Outdoor Storage
- 10-40.60.280 Planned Residential Development
- 10-40.60.290 Quarrying Operations
- 10-40.60.300 Research and Development Uses
- 10-40.60.305 Seasonal Amusement, Entertainment and Sales, Indoor
- 10-40.60.310 Telecommunication Facilities

10-40.60.170 Dwelling, Cluster

~~A. Cluster dwellings shall allow for single family and co-housing residential uses that include, as part of the design, common open space providing for one unit per lot. A cluster dwelling can be affordable housing (Division 10-30.20, Affordable Housing Incentives), if the requirements of this section are met.~~

~~B. Building form standards for cluster dwelling may be modified from those provided in Section 10-40.30.030, Residential Zones. If there is a conflict between any standards, the provisions of this section control over Section 10-40.30.030, Residential Zones, for cluster dwellings.~~

~~C. Table 10-40.60.170.A, Cluster Dwelling, identifies the different lot standards that apply to cluster dwelling depending upon the zone in which the cluster lot is located. Figure 10-40.60.170A illustrates the cluster dwelling standards.~~

Table 10-40.60.170.A: Cluster Dwelling

Type of Decision	RR	ER
Setback	-	-
Front	50'	30'
Side	15/40^{1±}	15/35^{1±}
Rear	50'	30'
Building Height (max)	35'	35'
Building Coverage (max)	0.10	0.22

Table 10-40.60.170.A: Cluster Dwelling

Type of Decision	RR	ER
Lot Size (min) ²	136,680 sf	21,000 sf
Lot Width (min)	130'	100'
Common Open Space	40%	40%

End Notes

¹The first (lower) number applies to a single setback and the second to the combined side setback.

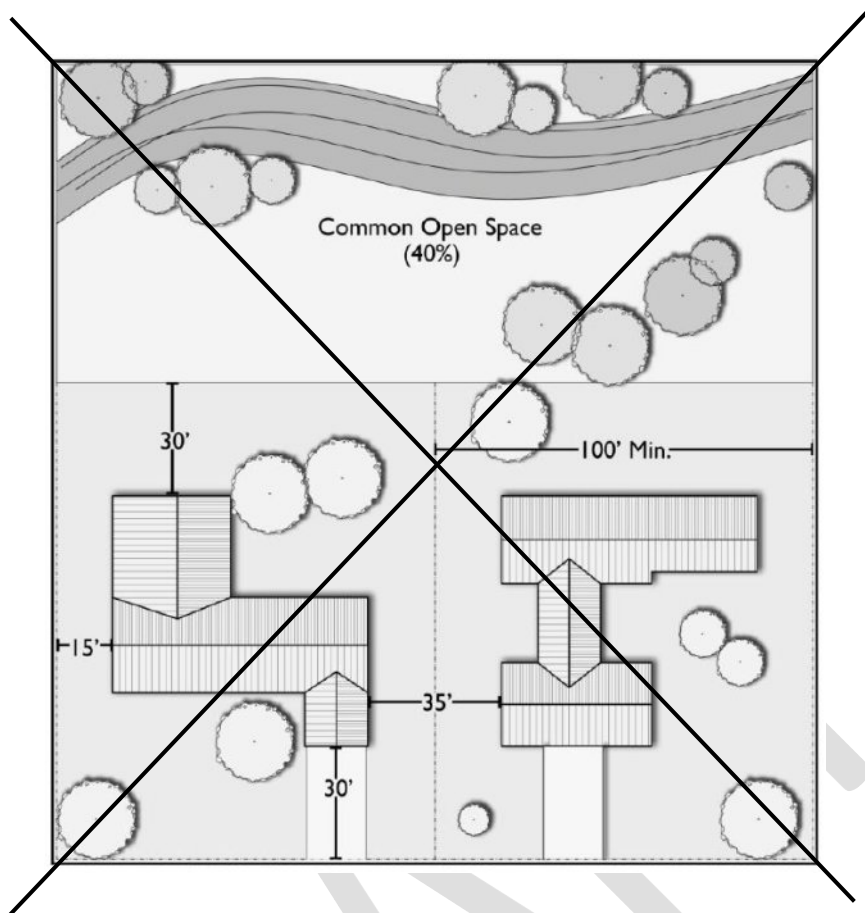
²Excluding required open space areas in compliance with subsection (D) of this section.

D. Common Open Space for Cluster Dwellings.

- ~~1. Common open space areas shall not include any required setback.~~
- ~~2. The open space shall include a restricted covenant with a natural conservation easement to prohibit any future development beyond the permit activities allowed in resource areas in compliance with Division 10-50.90, Resource Protection Standards.~~
- ~~3. Rights-of-way shall be excluded from the gross open space calculation.~~

Figure 10-40.60.170A

Cluster Dwelling in the ER Zone



10-40.60.170 ~~175~~ High Occupancy Housing Developments and Mixed-Use High Occupancy Housing Developments

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Section 8: Amend Title 10 Flagstaff Zoning Code, Chapter 10-40: Specific to Zones, Division 10-40.60: Specific to Uses, to modify Section 10-40.60.280 Planned Residential Development, as follows:

10-40.60.280 Planned Residential Development

A. Purpose and Applicability.

1. This section provides a mechanism to allow **alternative lot area, lot width, lot depth, lot coverage requirements, and setbacks** ~~the building types listed in Table 10-40.60.280.A. (see Division 10-50.110, Specific to Building Types, for additional standards)~~ in the non-transect zones with a subdivision plat approved by City Council for the following situations when additional design elements are provided. ~~and for achieving gross densities on undeveloped lands where substantial natural resources are present on the site. (See Division 10-50.90, Resource Protection Standards.)~~

a. To achieve minimum gross densities on lands where substantial natural resources are present through clustered development.

~~2. Affordable housing developments (refer to Division 10-30.20) may utilize planned residential development standards in any zone where residential uses are allowed.~~

b. To permit flexibility in the development of residential units that will result in more efficient, aesthetic, and desirable design.

c. To enable comprehensively planned development in accordance with adopted plans and policies.

~~3. Site plan review and approval (refer to Section 10-20.40.140) is required for all building types that include three or more units, including the bungalow court, townhouse, apartment house, courtyard apartment and commercial block building types.~~

B. ~~Building Types for Planned Residential Development.~~

~~1. Planned residential developments may integrate different building types as identified in Table 10-40.60.280.A., Planned Residential Development Building Type Options. Planned residential developments shall be planned with an integrated site plan as one comprehensive development or as a traditional neighborhood community plan in compliance with Division 10-30.80, Traditional Neighborhood Community Plans.~~

~~2. Building Types Not Specifically Listed.~~

~~a. The Director may approve the integration of building types not specifically listed in Table 10-40.60.280.A.; provided, that the building type:~~

~~(1) Meets the intent of the zone;~~

~~(2) Is compatible with the form, scale and character of other on-site buildings; and~~

~~(3) Is compatible with the context of existing and proposed development in the vicinity of the site.~~

~~b. An example of a building type that is appropriate in a non-transect zone such as the MR or HR zone or any of the commercial zones is an apartment building more typically associated with suburban environments described in Section 10-00.040.C., Drivable Suburban.~~

3. Determination of Building Types.

~~a. The building types that may be utilized in the non-transect zones as a planned residential development are identified in Table 10-40.60.280.A., and described in Division 10-50.110, Specific to Building Types.~~

~~b. Each section of Division 10-50.110 establishes unique standards for each building type, including lot size, number of units, pedestrian and vehicle access, allowed frontages, etc.~~

~~c. Building placement and form standards (i.e., building height, setbacks, etc.) for the building types selected for development as a planned residential development are determined by the transect zone in which the building type is permitted from Table 10-50.110.030.A., Building Types General. When a building type is allowed in more than one transect zone, the Director shall determine which transect zone's building placement and form standards should apply based on the form, character and scale of existing and proposed development, and the compatibility of the proposed building type within the context of existing and proposed development in the vicinity of the site.~~

BC. Open Space Common Space Requirement.

- Planned residential developments must designate a minimum of 15 percent of the gross site area as **common open-space Common Space**. Such **open-space Common Space** can be included within any areas of the site with natural resources such as floodplains, slopes or forests that may be required to be protected as stipulated in Division 10-50.90, Resource Protection Standards. **Adequate guarantee must be provided to ensure permanent retention of "Common Space" land area resulting from the application of these regulations, either by private reservation for the use of the residents within the development or by dedication to the public or a combination thereof.**

Table 10-40.60.280.A.: Planned Residential Development Building Type Options											
Building Type	Residential Zones See Section 10-40.30.030.C. for Building Form Standards						Commercial Zones See Section 10-40.30.040.C. for Building Form Standards				
	RR	ER	RI	R1N	MR	HR	SC	CC	HC	CS	CB
Carriage House	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	—
Single family											
Estate	✓	✓	✓	—	—	—	—	—	—	—	—
House	✓	✓	✓	✓	✓	✓	—	✓	—	—	—
Cottage	✓	✓	✓	✓	✓	✓	—	✓	—	—	—
Bungalow Court	✓	✓	✓	✓	✓	✓	—	✓	—	—	—
Duplex											

Table 10-40.60.280.A.: Planned Residential Development Building Type Options

Building Type	Residential Zones See Section 10-40.30.030.C. for Building Form Standards						Commercial Zones See Section 10-40.30.040.C. for Building Form Standards				
	RR	ER	R1	R1N	MR	HR	SC	CC	HC	CS	CB
	Side-by-Side	✓	✓	✓	✓	✓	✓	✓	✓	--	--
Stacked	✓	✓	✓	✓	✓	✓	✓	✓	--	--	--
Front and Back	✓	✓	✓	✓	✓	✓	✓	✓	--	--	--
Stacked Triplex	--	--	--	--	✓	✓	✓	✓	--	--	--
Townhouse	--	--	✓	✓	✓	✓	✓	✓	✓	✓	--
Apartment House	--	--	--	--	✓	✓	✓	✓	✓	✓	--
Courtyard Apartment	--	--	--	--	✓	✓	✓	✓	✓	✓	--
Apartment Building	--	--	--	--	✓	✓	--	--	✓	--	--
Live/Work	--	--	--	--	✓	✓	✓	✓	✓	✓	✓
Commercial Block	--	--	--	--	--	--	--	✓	✓	✓	✓

C. Minimum Development Standards Permitted.

1. A Planned Residential Development may utilize the development standards provided in Table 10-40.60.280.A below subject to the property’s zoning category.

Table 10-40.60.280.A.: Planned Residential Development - Building Form and Property Development Standards

Development Standard	Residential Zones					
	RR	ER	R1	R1N	MR ²	HR
Minimum Lot Area	2,500 sf	2,500 sf	2,000 sf	2,000 sf	2,000 sf	2,000 sf
Maximum Lot Coverage	50%	50%	70%	60%	80%	80%
Minimum Lot Width	30'	30'	20'	30'	20'	20'

Table 10-40.60.280.A.: Planned Residential Development - Building Form and Property Development Standards

Development Standard	Residential Zones					
	RR	ER	R1	R1N	MR ²	HR
Minimum Lot Depth	50'	50'	50'	50'	50'	50'
Minimum Setbacks						
Front	12'	12'	5'	5'	5'	5'
Front – For Parking	20'	20'	20'	20'	20'	20'
Side	5'	5'	3' ¹	3' ¹	3' ¹	3' ¹
Street Side	10'	10'	10'	10'	10'	10'
Rear	12'	12'	3'	3'	3'	3'
End Notes						
1. Side setback may be reduced to zero for attached single-family dwellings.						
2. Planned Residential Developments in the Community Commercial (CC) and Neighborhood Community Commercial (NCC) zones shall utilize the Medium Density Residential (MR) zone development standards.						

D. Required Design Elements.

1. A Planned Residential Development shall include one or more of the following design elements that equal or exceed a sum of 5 points. The elected design elements are at the discretion of the subdivider and shall be identified on the approved final plat.
2. The Planning Director shall determine compliance with the design elements elected.
3. Each subdivision plat shall include Planned Residential Development agreement that details how each elected design element will be implemented to the satisfaction of the Planning Director. The agreement shall be recorded in conjunction with the subdivision plat.
 - a. Subdivision includes the provision of at least 10% of all residential units as Category 1 Affordable Housing. (5 points)
 - b. A street network that includes alleys. At least 50% of all lots within the subdivision shall have alley loaded garages or parking areas. (4 points)
 - c. 100% of residential units are all-electric (appliances are all-electric and a cold climate heat pump is provided) and no natural gas plumbing is constructed to serve the subdivision. (3 points).
 - d. Average dwelling units no larger than 1,800 square feet not including garage. (3 points)
 - e. A street network that connects at right angles to the greatest extent feasible with no cul-de-sacs or similar turn arounds. Blocks may not exceed 600 feet in length between intersections. (2 point)

- f. Significant traffic calming design features selected from the Engineering Design Standards and Specifications for New Infrastructure (Table 13-10-011-02 – New Design and Retrofit of Existing Streets) as approved by the City Engineer. (2 points)
- g. Detached garages located behind the primary structure on at least 50% of the lots within the subdivision. (2 points)
- h. All residential units within the subdivision include a minimum 80 square foot front entry feature associated with the front entry door with a direct pedestrian connection from the front door to the sidewalk. (2 points)
- i. Subdivision incorporates a combination of single-family, duplex, and/or multi-family units. (2 points)
- j. The provision of recreational amenities within a park or Common Space area, including but not limited to dog parks, picnic areas, and sports courts. (2 points)
- k. At least 50% of the required resources per Division 10-50.90 are maintained within Common Space areas outside of individual lots. (2 points)
- l. Front setbacks less than 15 feet for livable portions of the dwelling including the front entry feature. (1 point)
- m. Attached street facing garages less than 50% of the width of the primary structure. (1 point)
- n. Subdivision CC&R's and setback standards do not prohibit the development of Accessory Dwelling Units. (1 point)
- o. A minimum of 15% of all single-family dwelling lots include requirements for an Accessory Dwelling Unit. (1 point for 15%, 2 points for 30%, 3 points for 50%)
- p. Subdivision exceeds the minimum density of the applicable zoning district by at least one whole unit per acre (no fractions). For example, if the minimum density is 2 units per acre the subdivision provides a minimum of at least 3 units per acre. (1 point for each whole unit over the minimum up to 3 points)
- q. Subdivision includes enhanced pedestrian environments including outdoor seating areas or larger landscaping areas. (1 point for each)

Section 9: Amend Title 10 Flagstaff Zoning Code, Chapter 10-80: Definitions, Division 10-80.20: Definitions of Specialized Terms, Phrases, and Building Functions Section 10-80.20.030 Definitions “C” as follows:

~~Cluster Dwelling: See “Dwelling, Cluster.”~~

Section 10: Amend Title 10 Flagstaff Zoning Code, Chapter 10-80: Definitions, Division 10-80.20: Definitions of Specialized Terms, Phrases, and Building Functions Section 10-80.20.040 Definitions “D” as follows:

~~Development – Attached, Single-Family: A development consisting of one or more lots or parcels that contains a dwelling unit that is attached to a dwelling unit on another lot or parcel.~~

~~Development, Cluster, Single-Family: A single-family development – detached or co-housing that includes common open space and is developed to the requirements of this code.~~

~~Development – Detached, Single-Family: A development consisting of one or more lots or parcels that contains a single-family dwelling that is detached from a dwelling unit on another lot or parcel. A single-family development – detached includes lots and parcels that contain a primary dwelling unit and an accessory dwelling unit in accordance with the provisions of this code.~~
~~Development, Duplex: A development consisting of one or more lots or parcels that contains a duplex.~~

~~Development – Multiple-Family: A development (including a residential condominium) consisting of any number of structures, or portion thereof, that contains a total of three or more dwelling units on a lot or parcel.~~

Dwelling, Duplex: A residential building designed to be occupied by two families living independently of each other with two attached dwelling units on one lot or parcel. The units may be attached front-to-back or side-to-side with a common or party wall, or stacked one atop the other with a common ceiling-floor separating the units.

Dwelling, Multiple-Family: A building, or portion thereof, having 3 or more dwelling units on a single lot used, or designed or intended for use or occupancy as living quarters by 3 or more families living independently of each other.

Dwelling, Single-Family Attached: A dwelling unit designed for occupancy by one family on its own individual lot that shares one or more common or abutting walls with one or more dwelling units. An attached single-family dwelling (or townhouse) does not share common floors/ceilings with other dwelling units.

Dwelling, Single-Family Detached: A detached dwelling unit designed for occupancy by one family. Includes factory-built homes, modular homes, and structures built on lots at one unit per lot unless the zone provides for additional units. See also “Factory Built Building” and “Modular Home.”

~~**Dwelling, Single-Family:** Single-family residential uses, including all single-family detached dwelling units, factory-built homes, and modular homes, built on lots at one unit per lot unless the zone provides for additional units. See also “Factory Built Building” and “Modular Home.”~~

~~**Dwelling, Two-Family:** See “Development – Duplex.”~~

Dwelling Unit: One or more rooms as a single unit used as an independent residential living facility for one family or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation. A dwelling unit does not include suites or guest rooms in a travel accommodation or bed and breakfast.

Section 11: Amend Title 10 Flagstaff Zoning Code, Chapter 10-80: Definitions, Division 10-80.20: Definitions of Specialized Terms, Phrases, and Building Functions Section 10-80.20.160 Definitions “P” as follows:

~~Planned Residential Development: A development consisting of building types as described in Section 10-40.60.280, Planned Residential Development.~~ **Planned Residential Development: A mechanism to allow alternative lot area, lot width, lot coverage requirements, and setbacks in the non-transect zones with a subdivision plat approved by City Council when additional design elements are provided in accordance with Section 10-40.60.280.D.**

Section 12: Amend Title 10 Flagstaff Zoning Code, Chapter 10-80: Definitions, Division 10-80.20: Definitions of Specialized Terms, Phrases, and Building Functions Section 10-80.20.180 Definitions “R” as follows:

~~Rowhouse: See “Townhouse.”~~

Section 13: Amend Title 10 Flagstaff Zoning Code, Chapter 10-80: Definitions, Division 10-80.20: Definitions of Specialized Terms, Phrases, and Building Functions Section 10-80.20.190 Definitions “S” as follows:

~~Single-Family Detached Dwelling: A dwelling designed and used for single family use that does not share a wall with another dwelling.~~ **See “Dwelling, Single-Family Detached.”**

Section 14: Amend Title 10 Flagstaff Zoning Code, Chapter 10-80: Definitions, Division 10-80.20: Definitions of Specialized Terms, Phrases, and Building Functions Section 10-80.20.200 Definitions “T” as follows:

~~Townhouse: A single family dwelling that shares a party wall with another of the same type placed side by side.~~

~~Twin House: See “Duplex.”~~

~~Two-Family Dwelling: See “Dwelling, Two-Family.”~~

Case No. PZ-23-00135 – Meeting Facilities, Neighborhood and Regional

Provisions that are being deleted are shown in bold strikethrough
Provisions that are being added are shown in bold black text.

Section 1: Amend Title 10 Flagstaff Zoning Code, Chapter 10-40: Specific to Zones, Division 10-40.60: Specific to Uses, to modify Section 10-40.60.230 Meeting Facilities, Public and Private, as follows:

10-40.60.230 Meeting Facilities, ~~Neighborhood and Regional Public and Private~~

A. General Requirements.

1. Meeting Facilities shall meet the development standards of the underlying zoning district in which they are located.
2. A minimum 20-foot setback shall be provided from any residentially-zoned lot or parcel.
 - ~~1. All buildings shall be located not less than 20 feet from side and rear lot lines.~~
 - ~~2. Parking requirements for meeting facilities shall be in compliance with Division 10-50.80, Parking Standards.~~

B. Neighborhood Meeting Facilities.

- ~~1. Neighborhood meeting facilities include such uses as small community centers, social halls, union halls, and clubs that directly service the surrounding residential neighborhood.~~
1. Neighborhood Meeting Facilities are intended to provide local services directly to the residents of the surrounding neighborhoods. They do not include commercial event venues.
2. Neighborhood Meeting Facilities are limited to less than 250 seats. ~~Such facilities with 250 seats or more shall require a conditional use permit in compliance with Section 10-20.40.050, Conditional Use Permits.~~
- ~~3. A conditional use permit in compliance with Section 10-20.40.050, Conditional Use Permits, is also required to serve alcohol in a meeting facility in a residential or commercial zone.~~
- ~~4. Neighborhood meeting facilities in residential zones shall be built to fit in with the surrounding residential and neighborhood environment.~~
35. Neighborhood Meeting Facilities shall have direct access to a collector or thoroughfare street or be able to provide access without causing heavy traffic on a local residential street. The City Engineer may require a traffic impact analysis for locations on local residential streets.
4. Any outdoor activities affiliated with the Neighborhood Meeting Facility shall maintain a minimum 20-foot buffer from any residential use. Outdoor activities should be limited to day-time hours of operation.
5. May include kitchen facilities.

~~6. No facilities shall be allowed to indicate any external evidence of any gainful commercial activity, however incidental, nor any access to any space used for gainful commercial activity other than from within the building.~~

C. Regional Meeting Facilities.

1. Regional Meeting Facilities are intended to serve the entire City and, potentially, the surrounding region. They include commercial event venues.

2. Outdoor activities accessory to a Regional Meeting Facility shall be limited to areas approved in conjunction with the site plan approval for the primary use. These areas shall be included in the occupancy determination of the site.

3. Regional Meeting Facilities may include banquet and kitchen facilities.

~~2. A conditional use permit shall be required in compliance with Section 10-20.40.050, Conditional Use Permits, for regional meeting facilities with a seating capacity of 250 or more seats.~~

~~3. Regional meeting facilities with 250 seats or more shall have primary access to a collector or minor arterial street, at a minimum. Meeting facilities in existence prior to the effective date of this Zoning Code are exempt from this requirement.~~

~~4. Regional meeting facilities with more 1,000 seats shall be located on a major arterial.~~

Section 2: Amend Title 10 Flagstaff Zoning Code, Chapter 10-80: Definitions, Division 10-80.20: Definition of Specialized Terms, Phrases, and Building Functions, to modify Section 10-80.20.130: Definitions "M" to delete the definition of Meeting Facilities, Public and Private and Meeting Hall, and add definitions for Meeting Facilities, Neighborhood and Meeting Facilities, Regional as follows:

~~Meeting Facilities, Public and Private: A facility for public or private meetings, including community centers; civic and private auditoriums; grange halls; lodges or fraternal associations; union halls; dance, martial arts, and music studios; meeting halls for clubs and other membership organizations; and similar facilities. Also includes functionality related internal facilities such as kitchens, multi-purpose rooms and storage. Does not include conference and meeting rooms accessory and incidental to another primary use that are typically used only by on-site employees and clients and occupy less floor area on the site than the offices they support. Does not include commercial entertainment facilities or convention.~~

~~Meeting Hall: See "Meeting Facilities, Public and Private."~~

~~and providing local services directly to the residents of the neighborhood, including community centers, civic and private auditoriums, lodges or fraternal~~

Case No. PZ-23-00136 – Residential Uses in the Public Facility (PF) Zone

Provisions that are being deleted are shown in bold strikethrough
 Provisions that are being added are shown in bold black text.

Section 1. Amend Title 10 Flagstaff Zoning Code, Chapter 10-40: Specific to Zones, Division 10-40.30: Non-Transect Zones, Section 10-40.30.060: Public and Open Space Zones, Table 10-40.60.060.B: Public and Open Space Zones – Allowed Uses as follows:

B. Public and Open Space Zones – Allowed Uses. The allowed land uses of each of the Public and Open Space zones are shown in Table 10-40.30.060.B.

Table 10-40.30.060.B. Public and Open Space Zones – Allowed Uses				
Land Use	Specific Use Regulations	Public and Open Space Zones		
		PF	PLF	POS
Industrial, Manufacturing, Processing and Wholesaling				
Quarrying Operations	10-40.60.280	UP	--	--
Ranching, Forestry and Animal Keeping				
Forestry		--	P	--
Ranching		--	P	--
Recreation, Education and Assembly				
Commercial Campgrounds	10-40.60.130	UP	--	--
Commercial Recreation Facilities, Indoor		UP	--	--
Commercial Recreation Facilities, Outdoor	10-40.60.270	UP	--	--
Libraries, Museums		P	--	--
Outdoor Public Uses, General		P	--	--
Open Spaces		P	P	P
Parks or Recreation Facilities				
Active Recreation		P	--	--

**PZ-23-00136 Zoning Code Text Amendment
Residential Uses in the Public Facility (PF) Zone**

Table 10-40.30.060.B. Public and Open Space Zones – Allowed Uses				
Land Use	Specific Use Regulations	Public and Open Space Zones		
		PF	PLF	POS
Passive Recreation		P	P	P
Schools – Public and Charter		P	--	--
Schools – Private		UP	--	--
Universities and Colleges		P	--	--
Residential				
Employee Housing		P ¹	--	--
Dwelling, Duplex		P¹	--	--
Dwelling, Multiple-Family		P¹	--	--
Dwelling, Attached Single-Family		P¹	--	--
Dwelling, Detached Single-Family		P¹	--	--
Institutional Residential				
Congregate Care Facilities		P	--	--
Convents or Monasteries		UP	--	--
Custodial Care Facilities		UP	--	--
Homeless Shelters 10.40.60.190				
Emergency Shelters		UP		
Short Term Housing		UP		
Nursing Homes		UP		
Sheltered Care Homes		UP		
Retail Trade				
Farmers Markets and Flea Markets		P	--	--
Services				

PZ-23-00136 Zoning Code Text Amendment
Residential Uses in the Public Facility (PF) Zone

Table 10-40.30.060.B.				
Public and Open Space Zones – Allowed Uses				
Land Use	Specific Use Regulations	Public and Open Space Zones		
		PF	PLF	POS
Cemeteries		UP	--	--
Governmental Offices		P	--	--
Public Services				
Public Services Major		UP	--	--
Public Services Minor		UP	UP	--
Emergency Services		UP	--	--
Telecommunication Facilities				
AM Broadcasting Facilities	10-40.60.310	UP	UP	--
Antenna-Supporting Structure	10-40.60.310	UP	UP	--
Attached Telecommunication Facilities	10-40.60.310	P	P	--
Collocation Facility	10-40.60.310	P	P	--
FM/DTV/Low Wattage AM Broadcasting Facilities	10-40.60.310	P	UP	--
Stealth Telecommunication Facilities	10-40.60.310	P	P	--
Transportation and Infrastructure				
Accessory Wind Energy Systems	10-40.60.040	P	P	--
Wind Energy Production Facility		UP	P	--
Airports/Landing Strips, Heliports, or Helistops	10-40.60.060	UP	--	--
Government Service/Maintenance Facilities		P	--	--
Municipal Airports		P	--	--
Urban Agriculture				
Community Gardens	10-40.60.140	P	--	--

**PZ-23-00136 Zoning Code Text Amendment
Residential Uses in the Public Facility (PF) Zone**

Table 10-40.30.060.B. Public and Open Space Zones – Allowed Uses				
Land Use	Specific Use Regulations	Public and Open Space Zones		
		PF	PLF	POS
End Notes				
1. Residential uses not including Institutional Residential uses in the PF zone shall be subject to the Building Form and Property Development Standards of the High Density Residential (HR) zone.				
Key				
P = Permitted Use				
UP = Conditional Use Permit Required				
-- = Use Not Allowed				

DRAFT

Case No. PZ-23-00137- Manufactured Home (MH) Zone Lot Development Standards

Provisions that are being deleted are shown in bold strikethrough
 Provisions that are being added are shown in bold black text.

Section 1. Amend Title 10 Flagstaff Zoning Code, Chapter 10-40: Specific to Zones, Division 10-40.30: Non-Transect Zones, Section 10-40.30.030: Residential Zones, Table 10-40.30.030.C to modify as follows:

C. Residential Zones – Building Form Standards and Property Development Standards. The building form and property development standards shown in Table 10-40.30.030.C. shall apply to all property within the corresponding residential zone.

Table 10-40.30.030.C.								
Residential Zones – Building Form and Property Development Standards								
	Residential Zones							
	RR	ER	R1	R1N	MR	HR	MH	
Residential development subdivided by a plat								
Lot sizes	(1) Lot sizes and setbacks shall be provided in accordance with the requirements delineated on the final plat approved by the City Council and recorded. When a recorded plat does not have setbacks delineated, the Building Placement Requirements of this table shall govern.							
Setbacks	(2) Any lot(s) created or reconfigured in accordance with the subdivision code shall conform with the current requirements of the property’s zone, unless alternate lot sizes and setbacks are approved by the City Council on a final plat that is recorded.							
Building Placement Requirements								
Setbacks								
Front (min.)								
2nd Floor and Below	75'	50'	15'	15'	10'	10'	15'	
Above 2nd Floor	75'	50'	15'	15'	15'	15'	15'	
For Parking	--	--	25'	--	--	--	--	

**PZ-23-00137 – Zoning Code Amendment
 Manufactured Home (MH) Zone Lot Development Standards**

Table 10-40.30.030.C. Residential Zones – Building Form and Property Development Standards							
	Residential Zones						
	RR	ER	R1	R1N	MR	HR	MH
Side (min.)							
Interior Side Yard	10'	20' min./45' total	8'	6'	5'	5'	8'
Street Side Yard	25'	20'	15'	6'	5'	5'	12'
Rear (min.)	10'	60'	25' ²	15'	15' ³	15' ³	10'
Building Form Requirements							
Building Height (max.) ^{12, 13, 14}	35'	35'	35'	35'	35'	60' ⁴	30'
Coverage (max.)	20%	17%	35%	35%	40%	50%	43%
Density Requirements See Division 10-30.20, Affordable Housing Incentives							
Density: Gross (units/acre)							
Min.	--	--	2	2	6	10	--
Maximum without the Resource Protection Overlay (RPO)	1	1	6	14	14	29 ⁵	11
Maximum with the RPO, inside of a pedestrian shed of an activity center ¹⁸	1	1	6	14	14	29 ⁵	11
Maximum with the RPO, outside of a pedestrian shed of an activity center ¹⁸	1	1	5	--	9	22	4
Multiple-Family Developments with four dwelling units or more, Bedrooms per Acre							

**PZ-23-00137 – Zoning Code Amendment
 Manufactured Home (MH) Zone Lot Development Standards**

Table 10-40.30.030.C.								
Residential Zones – Building Form and Property Development Standards								
		Residential Zones						
		RR	ER	R1	R1N	MR	HR	MH
	Maximum without the RPO	---End note 15---	15	--	35	72.5	--	
	Maximum without the RPO with a Conditional Use Permit for a High Occupancy Housing Development inside of a pedestrian shed of an activity center ¹⁸	---End note 16---	21	--	49 ¹⁷	101.5 ¹⁷	--	
	Maximum with the RPO	---End note 15---	12.5	--	22.5	55	--	
	Maximum with the RPO and a Conditional Use Permit for a High Occupancy Housing Development inside of a pedestrian shed of an activity center ¹⁸	---End note 16---	17.5	--	31.5 ¹⁷	77 ¹⁷	--	
Lot Requirements								
Area								
	Gross (min.)	1 ac ⁶	1 ac	6,000 sf	6,000 sf	6,000 sf	6,000 sf	5 ac 4,000 sf
	Per Unit (min.)	1 ac ⁶	1 ac	6,000 sf	3,000 sf	End note ⁵	End note ⁵	4,000 sf

**PZ-23-00137 – Zoning Code Amendment
 Manufactured Home (MH) Zone Lot Development Standards**

Table 10-40.30.030.C. Residential Zones – Building Form and Property Development Standards							
	Residential Zones						
	RR	ER	R1	R1N	MR	HR	MH
Width							
Interior Lots (min.)	100' ⁷	149' ⁸	60' ^{8,9}	50'	50' ^{8,9}	50' ^{8,10}	-- 40'
Corner Lots (min.)	100' ⁷	149' ⁸	65' ^{8,9}	50'	50' ^{8,9}	50' ^{8,10}	-- 45'
Depth (min.)	200' ⁷	--	100' ⁸	100'	100' ⁸	75' ^{8,10}	--100'
Other Requirements							
Open Space (% of Development Site Area) ¹¹	--	--	--	--	See Table 10-40.30.030.A		
Fences and Screening	See Division 10-50.50						
Landscaping	See Division 10-50.60						
Lighting	See Division 10-50.70						
Parking	See Division 10-50.80						
Signs	See Division 10-50.100						
End Notes							
1. 15' for side entrance garages, where the garage is designed as an integral element of the primary dwelling (i.e., doors and windows are consistent with the overall architectural character).							
2. One or two story residential buildings and decks attached to those buildings may be built to 15' from the rear property line; provided, that any portion of the structure located closer than 25' to the rear property line does not exceed 50% of the lot width.							
3. May be reduced for zones not subject to the Resource Protection Overlay when a minimum of 350 sf of open yard area per unit is provided; see Section 10-40.30.030.H.							
4. Building height can be exceeded with approval of a Conditional Use Permit.							
5. The maximum number of units for each lot is based on the following:							

**PZ-23-00137 – Zoning Code Amendment
 Manufactured Home (MH) Zone Lot Development Standards**

Table 10-40.30.030.C. Residential Zones – Building Form and Property Development Standards															
	Residential Zones														
	RR	ER	R1	R1N	MR	HR	MH								
<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Area of Lot</th> <th style="text-align: center;">Required Lot Area Per Dwelling Units</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">5,000 to 14,000 square feet</td> <td style="text-align: center;">2,500 square feet</td> </tr> <tr> <td style="text-align: center;">14,001 to 24,000 square feet</td> <td style="text-align: center;">2,000 square feet</td> </tr> <tr> <td style="text-align: center;">24,001 square feet and over</td> <td style="text-align: center;">1,500 square feet</td> </tr> </tbody> </table>								Area of Lot	Required Lot Area Per Dwelling Units	5,000 to 14,000 square feet	2,500 square feet	14,001 to 24,000 square feet	2,000 square feet	24,001 square feet and over	1,500 square feet
Area of Lot	Required Lot Area Per Dwelling Units														
5,000 to 14,000 square feet	2,500 square feet														
14,001 to 24,000 square feet	2,000 square feet														
24,001 square feet and over	1,500 square feet														
6. Five-acre minimum where public water supply and public streets are not available to serve the property.															
7. Where public water supply and public streets are not available to serve the property a minimum lot width of 200' and lot depth of 250' are required.															
8. Within a Planned Residential Development, the minimum width and depth of a lot may vary based on the minimum lot standards applicable to the building types selected for application within a Planned Residential Development (See Section 10-40.60.280, Planned Residential Development).															
9. Lot width measured at the setback line.															
10. On lots greater than 9,000 sf: 70' minimum width on interior lots, 75' minimum width on corner lots and 100' minimum depth on all lots.															
11. Common open space as required in Division 10-50.110, Specific to Building Types, and areas set aside for resource preservation such as floodplains, slopes and forests (Division 10-50.90, Resource Protection Standards) may be used to satisfy this standard. In this context, "open space" includes active and passive recreation uses, landscape areas, and community gardens.															
12. Primary structures, excluding accessory structures, with a roof pitch greater than, or equal to, 6:12 shall be allowed an additional five feet above the maximum building height.															
13. The elevator and stairwell bulkheads shall be architecturally integrated with the building. Elevator and stairwells bulkheads are allowed an additional 15 feet above the maximum building height. The Director															

**PZ-23-00137 – Zoning Code Amendment
 Manufactured Home (MH) Zone Lot Development Standards**

Table 10-40.30.030.C. Residential Zones – Building Form and Property Development Standards							
	Residential Zones						
	RR	ER	R1	R1N	MR	HR	MH
may approve a height greater than 15 feet when the additional height is necessary to accommodate an elevator or stairwell bulkhead, related equipment, or the requirements of the Building or Fire Code.							
14. Steeples, solar collectors, towers and other unoccupied architectural features are allowed an additional height above the maximum building height equal to 20 percent multiplied by the maximum building height allowed for property's zone. The total area of the referenced allowances above the building height shall not exceed 20 percent of the total roof area.							
15. Multiple-Family Developments are allowed 3 bedrooms for the first acre of a Development Site and 2.5 bedrooms per acre for each additional acre of a Development Site.							
16. Multiple-Family Developments are allowed 4 bedrooms for the first acre of a Development Site and 3.5 bedrooms per acre for each additional acre of a Development Site.							
17. Additional bedrooms per acre may be approved on a lot or parcel inside of a pedestrian shed of a Regional Activity Center delineated on the General Plan or applicable Specific Plan with an HOHD Conditional Use Permit.							
18. Activity centers are delineated on the General Plan or applicable Specific Plan.							
Key							
-- Not Applicable							

Section 2. Amend Title 10 Flagstaff Zoning Code, Chapter 10-40: Specific to Zones, Division 10-40.60: Specific to Uses, Section 10-40.60.210: Manufactured Homes as follows:

10-40.60.210 Manufactured Homes

A. **Parking or Placement of a Manufactured Home.** A manufactured home for residential purposes may be placed only in a manufactured home park or subdivision in any zone where such park or subdivision is permitted, except as provided by this section.

B. **Temporary Manufactured Homes and Trailers.** Temporary manufactured homes and trailers may be used under the following circumstances, and shall be limited as follows to other than residential uses:

**PZ-23-00137 – Zoning Code Amendment
Manufactured Home (MH) Zone Lot Development Standards**

1. As a construction office use while a new building is under construction on the same lot. If such manufactured home is used as a real estate sales office, a temporary use permit is required. See Section 10-20.40.150, Temporary Use Permits, for temporary uses.
 2. With a temporary use permit, to operate a business by the owner or lessee during the time of construction of a new building on the same commercial or industrial site. See Section 10-20.40.150, Temporary Use Permits.
 3. For subsections (B)(1) and (B)(2) of this section, such manufactured homes or trailers shall be removed from the site prior to the issuance of a certificate of occupancy for the new building on the same lot.
- C. **Manufactured Home Subdivisions.** Additional standards for manufactured home subdivisions are included in Chapter 11-20, Subdivision and Land Split Regulations.
- D. **Manufactured Home Park.**
- ~~1.~~ ~~The minimum area of the manufactured home park shall be five acres.~~
 - 12.** The density of manufactured home parks ~~developments~~ shall be regulated by **the allowed density of the Manufactured Housing zone in addition to the** separation requirements and recreational requirements as set forth in these standards.
 - 23.** ~~Maps~~ **Site plans** showing location of all parking spaces, buildable areas, accessory buildings, and common buildings, and for all common open areas, shall be included with an application for approval of a manufactured home park.
 - 34.** The area in which buildings, structures, manufactured homes, single-family homes, and accessory buildings are located shall be shown on a **map site plan** for each site. This area is called the buildable area. The maximum length and width of any manufactured home shall be shown on the **map site plan** within each buildable area.
 - 45.** No manufactured home, structure, single-family dwelling, or accessory building may be located outside of the buildable areas indicated on the **map site plan**.
 - 56.** No buildable area may be located any closer than 16 feet from another buildable area.

**PZ-23-00137 – Zoning Code Amendment
Manufactured Home (MH) Zone Lot Development Standards**

67. No buildable area may be closer than eight feet from property boundaries.

78. There shall be a minimum distance of eight feet between the front of the buildable area and any private street. There shall be a minimum distance of 12 feet between the side of a buildable area and a private street. A minimum distance of 25 feet shall exist between any buildable area and a public street with no access from a buildable area onto a public street.

89. Recreation Area.

a. Not less than 10 percent of the gross site area shall be devoted to recreational facilities and common area.

b. Recreation areas shall generally be provided in a central location in the manufactured home park. Recreational areas can be decentralized if at least one area of at least two-thirds acre can be provided.

c. No recreation area shall be smaller than 5,000 square feet.

d. Recreation areas may include space for community buildings and community use facilities, such as indoor recreation areas, swimming pools, hobby and repair shops, and service buildings. When such community buildings and community use facilities are provided, for each square foot of recreational building area, the open space requirements shall be reduced by three square feet.

e. All recreation areas shall be maintained in a dust free condition.

940. Streets.

a. All private streets shall be improved in accordance with the *Engineering Standards*.

b. All manufactured home parks shall be provided with safe, convenient paved vehicular access from abutting streets to each mobile home lot.

c. Entrances to a manufactured home park shall have two separated direct connections to public streets and shall be designed to allow free movement of traffic on such adjacent streets.

d. Access to a manufactured home park shall not be through a residential area to reach a collector route.

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Manufactured Home (MH) Zone Lot Development Standards**

1044. All outdoor lighting shall comply with the provisions of Division 10-50.70, Outdoor Lighting Standards.

1142. Standards for Manufactured Home Spaces.

a. The limits of each manufactured home space shall be clearly marked on the ground following the dimensions and layout of the site plan for the manufactured home park.

b. Each manufactured home space shall be improved to provide adequate support for the placement and tie down of the manufactured home.

c. Each manufactured home space shall be provided with an outdoor living and service area. Such area shall be improved as necessary to assure reasonable privacy and comfort. The minimum area shall not be less than 300 square feet with at least a dimension of 15 feet. This area shall not be a part of the buildable area.

1243. Solid Waste Disposal System. Solid waste collection stands shall be provided for all waste containers. Such stands shall be so designed as to prevent containers from being tipped, to minimize spillage and container deterioration, and to facilitate cleaning of the area. Solid waste collection stands shall be screened in accordance with the standards provided in Division 10-50.50, Fences and Screening.

1344. Storage Area. Storage areas shall be provided for the storage of boats, travel trailers, utility trailers, and extra vehicles at the ratio of 300 square feet for each four manufactured home spaces. Storage areas shall be enclosed with a chain link or comparable fence six feet in height.

1415. Travel Trailer Parking Spaces. A manufactured home park located on a major highway or a City arterial street may be designed such that a maximum of 20 percent of the manufactured home park accommodates travel trailers or similar recreational vehicles in accordance with the standards established in Section 10-40.60.130, Commercial Campground.

CITY OF FLAGSTAFF STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Dan Folke, Community Development Director
Date: 10/16/2023
Meeting Date: 10/24/2023



TITLE:

Review proposed Building & Property Care Standards and amendments to the Littering and Abandoned Vehicle City Code chapters.

DESIRED OUTCOME:

Review the proposed amendments, receive public comment, discuss recommended edits, and endorse the adoption schedule.

EXECUTIVE SUMMARY:

The attached Building and Property Care Standards (PCS) and associated code amendments were the outcome of a series of working group meetings during the summer of 2022 and the June 13, 2023 City Council work session. While the PCS address issues identified as important through the community process, it was also recommended to review existing sections of code that will support the PCS and provide standards that address littering, nuisances (dangerous and abandoned buildings), and abandoned vehicles.

INFORMATION:

Attached to this report are proposed text for a new Chapter 7-06 Building and Property Care Standards, and amendments to Chapter 6-06 Littering and Chapter 6-07 Abandoned Vehicles. Staff also reviewed Chapter 6-04 Nuisances (Dangerous Buildings) as well as sections of the International Building Code and Housing Code. No changes are proposed to these sections at this time.

Chapter 7-06 Building & Property Care Standards

- includes purpose and intent, definitions, standards for buildings and property, and exemptions
- definitions are short and consistent with those found in a dictionary
- property standards address adequate storage of litter and debris, accumulation of litter and debris, storage of inoperable vehicles/equipment/appliances, hazards and securing vacant properties
- building standards address abandonment, deterioration, and attractive nuisances on private property
- allows temporary security of broken doors and windows no more than 30 days, then they must be replaced
- 180 days to secure then replace doors & windows is standard in published Property Maintenance codes
- Current rules allow buildings to be secured (boarded up) indefinitely
- Provides exemptions for community events and disasters
- appendix on best practices to meet the standards

PZ-23-00094 Building & Property Care Amendments

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PZ-23-00094 Updates to City Code - Property Care Standards

Provisions that are being deleted are shown in bold strikethrough.

Provisions that are being added are shown in bold text.

Section 1: Repeal Title 6 Police Regulations, Chapter 6-06 Littering:

**~~CHAPTER 6-06~~
~~LITTERING~~**

SECTIONS:

~~6-06-001-0001~~ **DEFINITIONS:**

~~6-06-001-0002~~ **LITTERING PROHIBITED:**

~~6-06-001-0003~~ **UNAUTHORIZED ACCUMULATION OF LITTER ON PRIVATE PROPERTY:**

~~6-06-001-0004~~ **LITTERING PROHIBITED, ALLEYS, SIDEWALKS AND PUBLIC UTILITY EASEMENTS:**

~~6-06-001-0005~~ **UNINHABITED OR VACANT PRIVATE PROPERTY:**

~~6-06-001-0006~~ **LOADING OR UNLOADING DOCKS:**

~~6-06-001-0007~~ **PRIVATE RECEPTACLES, SHOPPING CENTERS:**

~~6-06-001-0008~~ **POSTING OF HANDBILLS ON PUBLIC AND PRIVATE PROPERTY:**

~~6-06-001-0009~~ **ENFORCEMENT AUTHORITY:**

~~6-06-001-0010~~ **INSPECTIONS:**

~~6-06-001-0011~~ **VIOLATIONS:**

~~6-06-001-0012~~ **NOTICE OF VIOLATION:**

~~6-06-001-0013~~ **SERVICE OF NOTICE:**

~~6-06-001-0014~~ **APPOINTMENT OF HEARING OFFICER:**

~~6-06-001-0015~~ **CIVIL VIOLATION AND ADMINISTRATIVE HEARING:**

~~6-06-001-0016~~ **APPEAL OF DECISION AND COST OF REMOVAL:**

~~6-06-001-0017~~ **SCOPE OF REVIEW:**

~~6-06-001-0018~~ **VOLUNTARY ABATEMENT; REMOVAL BY CITY:**

~~6-06-001-0019~~ **LIEN FOR REMOVAL:**

~~6-06-001-0020~~ **CRIMINAL PENALTIES:**

~~6-06-001-0021~~ **SEVERABILITY:**

6-06-001-0001 DEFINITIONS:

~~For the purposes of this Chapter, the following terms, phrases and words and their derivations shall have the meaning given herein when not inconsistent with the context; words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.~~

~~ADJACENT PROPERTY: The term "adjacent property" shall mean that segment of an alley, sidewalk, or public utility easement from the centerline of the alley, sidewalk or public utility easement to the outermost corner of the private property abutting the alley, sidewalk or public utility easement, and continuing the length of the private property to the end in which the private property no longer abuts the alley, sidewalk or public utility easement.~~

~~ADJACENT PROPERTY OWNER: The term "adjacent property owner" shall mean any owner, occupant, licensee or lessee of private property in which any segment of the private property abuts an alley, sidewalk, or public utility easement.~~

~~AUTHORIZED CONTAINER: The term "authorized container" shall mean any container provided by the City of Flagstaff or an authorized private refuse collector for the collection of refuse.~~

~~HANDBILL: The term "handbill" means any advertising circular, folder, booklet, letter, card, pamphlet, sheet, poster, sticker, sample or device, leaflet, paper, notice or other written, printed or painted matter of a temporary nature calculated to attract the attention of the public. The term "Handbill" does not include newspaper. "Handbill" does not come within the definition of a sign for purposes of Chapter 10-08 and Chapter 10-14 of the City Code.~~

~~HAZARD TO THE PUBLIC HEALTH AND SAFETY: The term "hazard to public health and safety" shall mean but is not limited to the following conditions:~~

- ~~(1) an accumulation of litter in excess of eight (8) cubic feet per one-quarter (1/4) acre; or~~
- ~~(2) an accumulation of litter which materially hampers or interferes with the prevention of, or suppression of fire; or~~
- ~~(3) an accumulation of litter which is infested or exhibits an infestation with insects, rodents, vermin or other noxious pests; or~~

~~(4) an accumulation of litter which creates an attractive nuisance; or~~

~~(5) an accumulation of litter which is foul or malodorous to a reasonable person of normal sensibilities; or~~

~~(6) an accumulation of litter which presents an immediate likelihood of causing or which may cause personal physical harm; or~~

~~(7) an accumulation of litter which interferes with passage of any street, sidewalk, or alley within the City, or visibility of any traffic, traffic control device or signal.~~

JUNK VEHICLE: The term "junk vehicle" means any vehicle (see A.R.S. § 28-101(52)), trailer (see A.R.S. § 28-101(49)), semitrailer (see A.R.S. § 28-101(44)), truck tractor (see A.R.S. § 28-101(51)), mobile home (see A.R.S. § 28-2063(E)), or watercraft (see A.R.S. § 5-301(16)):

~~(1) that is in such a state of deterioration that it cannot be profitably dismantled or salvaged for parts and cannot be profitably restored to an operable condition; or~~

~~(2) that is a hazard to the public health and safety as defined herein.~~

LITTER: The word "litter" shall mean "refuse" and "rubbish" as defined herein, and all other waste materials which, if thrown or deposited as herein prohibited, constitutes a hazard to the public health and safety. Litter shall not include "refuse", or "rubbish", as defined herein, or other waste materials authorized to be stored or otherwise kept by a conditional use permit or which constitutes a permissible use within the applicable zoning district and is in compliance with the Land Development Code.

PERSON: The word "person" shall mean any person, firm, partnership, association, corporation, company or organization of any kind, public or private.

PRIVATE PROPERTY: The term "private property" shall mean any private property, including vacant land, a dwelling, house, building or other structure, designed or used either wholly or in part for private residential purposes, or for commercial use whether inhabited or temporarily or continuously uninhabited or vacant, and shall include any tract, lot, yard, grounds, walk, driveway, porch, steps, vestibules or mail box belonging or appurtenant to such vacant land, dwelling, house, building or other structures.

~~PUBLIC PLACE: The term "public place" shall mean any and all streets, sidewalks, boulevards, alleys or other public ways, and any and all public parks, squares, spaces, grounds and buildings.~~

~~REFUSE: The word "Refuse" shall mean all putrescible and nonputrescible solid, semi-solid, and liquid wastes including but not limited to garbage, rubbish, ashes, liquid waste, street cleanings, dead animals, junk vehicles or parts thereof, and solid market and industrial waste.~~

~~RESPONSIBLE PARTY: The term "Responsible Party" means any Person who directs, permits, allows, causes or otherwise benefits from the posting, affixing, displaying, painting or otherwise attaching of handbills to or on public objects, public structures, public buildings, Public Places or utility poles; or to or on Private Property or upon any vehicle. For purposes of this section, the following Persons shall be deemed to be Responsible Parties:~~

~~(1) The Person whose name, telephone number or address appears as the contact on any matter contained in a Handbill.~~

~~(2) The Person whose name, telephone number or address appears as the sponsor or contact for a sporting event, theatrical performance, concert, band or musical performance, or other performance, or similar activity or event which is the subject of the Handbill advertising the subject activity or event;~~

~~(3) The owner or lessee, if the property is leased, of property used for a commercial activity or event advertising the subject commercial activity or event in a Handbill;~~

~~(4) The owner or lessee, if the property is leased, of property used for a yard or garage sale which property is the address at which the yard or garage sale is advertised in a Handbill;~~

~~(5) The real estate agent, broker, brokerage firm or other Person whose name or telephone number appears on the Handbill advertising real or personal property for sale, lease or rent.~~

~~RUBBISH: The word "rubbish" shall mean nonputrescible solid wastes consisting of either combustible or noncombustible wastes including paper, wrappings, cigarettes, cardboard, tin cans, construction materials of no apparent economic value, yard clippings, dead leaves, tree trimmings, glass, bedding, crockery, paper cartons, aluminum foil, plastic materials, trash, ashes or other accumulation of filth or debris.~~

~~SHOPPING CENTER: A group of commercial establishments planned, developed, and managed as a unit with off-street parking provided on the property.~~

~~6-06-001-0002 LITTERING PROHIBITED:~~

~~No person shall throw or deposit litter on any public place or private property, whether owned by such person or not, except that the owner or person in control of private property may maintain authorized containers for collection in such a manner that litter will be prevented from being carried or deposited by the elements or animals upon any private property or any public place.~~

~~6-06-001-0003 UNAUTHORIZED ACCUMULATION OF LITTER ON PRIVATE PROPERTY:~~

~~It shall be unlawful for any owner, occupant, or lessee of Private Property to allow Litter to accumulate on the Private Property unless the same is kept in covered bins or other Authorized Container. However, dead vegetative matter including grass clippings, leaves and tree trimmings may be permitted to remain on the property for the purpose of composting, provided such compost is regularly maintained and confined so as to prevent the compost from drifting, blowing, or generating obnoxious odors onto adjoining Private Properties or Public Places.~~

~~A. It shall be a violation of this section if the owner, occupant, or lessee of Private Property has not cleared away accumulated Litter on that property by 9:00 AM of each day from the previous day's use. Each day that the owner, occupant, or lessee fails to comply with the requirements of this section shall constitute a separate violation.~~

~~6-06-001-0004 LITTERING PROHIBITED, ALLEYS, SIDEWALKS AND PUBLIC UTILITY EASEMENTS:~~

~~It shall be unlawful for an Adjacent Property Owner to allow Litter to accumulate or exist on alleys, sidewalks, or public utility easements unless the same is kept in covered bins or Authorized Containers. An individual may qualify as exempt from this Section if the individual meets guidelines established under Section 7-04-001-0007.A.1.a.~~

~~A. Each Person who is an Adjacent Property Owner will be responsible for removing Litter and cleaning the Adjacent Property, as well as that Person's own premises by 9:00 AM of each day from the previous day's use. This includes sweeping and picking up any Litter on the sidewalk and washing the sidewalk, if there is semi-solid or liquid waste on the sidewalk.~~

~~1. It shall be a violation of this section if the Adjacent Property has not been cleaned by 9:00 AM of each day from the previous day's use. Each day that the owner, occupant, or lessee fails to comply with the requirements of this section shall constitute a separate violation.~~

~~6-06-001-0005 UNINHABITED OR VACANT PRIVATE PROPERTY:~~

~~It shall be unlawful for the owner or lessee of any uninhabited or vacant private property to abandon, neglect or disregard the condition of the property so as to permit the accumulation of litter.~~

~~6-06-001-0006 LOADING OR UNLOADING DOCKS:~~

~~The person owning, operating or in control of a loading or unloading dock shall maintain private containers for collection of litter and shall maintain the dock area free of litter in such a manner that litter or offensive odors from rubbish or refuse will be prevented from being carried by the elements to adjoining private properties or public places.~~

~~6-06-001-0007 PRIVATE RECEPTACLES, SHOPPING CENTERS:~~

~~It shall be the responsibility of the management group or persons(s) in control of a shopping center to provide one (1) receptacle for litter at a minimum of every 100 feet of store frontage allowing public ingress and egress. The minimum size of the receptacle shall be sixty (60) gallons. The receptacle shall be of sufficient weight to prohibit the container from tipping over, and shall include a lid. The design of the receptacles shall be consistent with the architectural style of the shopping center. The receptacles shall be placed not more than twenty (20) feet from the building. It shall be the responsibility of the shopping center management group or person(s) in control of the shopping center to service the receptacles.~~

~~6-06-001-0008 POSTING OF HANDBILLS ON PUBLIC AND PRIVATE PROPERTY:~~

~~A. Public Property: It is a violation of this Chapter 6-06 to post, affix, display, paint or otherwise attach any Handbill to or upon any street lamp post, street sign, traffic signal, traffic sign, traffic control device, hydrant, tree, shrub, tree stake or guard, railroad trestle, electric light, power, telephone, or other utility pole, or on any other public object, public structure, public building, or Public Place except as may be otherwise required or provided by law. Handbills may be handed directly to persons in Public Places.~~

~~B. Private Property: No Person shall affix, deposit, throw or distribute any Handbill upon any Private Property, except by handing or transmitting any such Handbill directly to the owner or occupant of~~

~~such Private Property. In the case of private premises which are not posted against the receiving of Handbills or solicitations, Handbills may be placed upon the premises in a non-permanent manner so as to prevent such Handbill from being deposited by the elements upon any Public Place or other Private Property, but in a manner which does no damage to the property where the Handbill has been placed. Examples of acceptable means of placing handbills on private property include but are not limited to use of plastic bags containing handbills hung from doorknobs or depositing handbills under doormats. The use of nails, staples, tacks or adhesives is forbidden.~~

~~C.— Vehicles: No Person shall deposit any Handbill upon any vehicle on a Public Place without the express consent of the owner or person in control of such vehicle.~~

~~D.— Clean Up: It shall be the responsibility of any person distributing Handbills to maintain the area which is utilized free of any Litter caused by or related to distribution of the Handbills. The person distributing the Handbills and the Responsible Party, as defined in 6-06-001-0001, shall be jointly and individually liable for the Litter created by the distribution of Handbills and for any verified costs incurred by the City associated with the removal of the Handbills deposited or thrown upon Public Places.~~

~~E.— Whenever a Handbill is illegally posted or deposited in violation of this section, the Person(s) who illegally posted the Handbill(s) and the Responsible Party, as defined in 6-06-001-0001, shall be jointly and individually liable for the violation and for any verified costs associated with the removal of the illegally posted Handbill(s).~~

~~1.— Nothing contained in this section shall apply to the posting of notices or markings on public structures, public objects, public buildings, Public Places or utility poles which may be otherwise authorized, permitted or required by law or serve a specified safety or warning purpose.~~

~~2.— Any Handbill found posted, deposited, or otherwise affixed upon any property contrary to the provisions of this section may be removed by the City Manager's designee. In addition, the City's costs of removal shall be assessed against the persons who illegally posted the Handbill(s), or against the Responsible Party in accordance with the provisions of this chapter.~~

~~6-06-001-0009 ENFORCEMENT AUTHORITY:~~

~~The City Manager of the City of Flagstaff, or designee, is hereby authorized and directed to enforce all of the provisions of this Chapter. For such purposes the City Manager shall have the powers of a law~~

~~enforcement officer. Peace officers shall, in addition to all powers granted to peace officers by the State of Arizona, have the same authority as the City Manager's designee in the enforcement of this Chapter.~~

~~6-06-001-0010 INSPECTIONS:~~

~~The City Manager's designee is hereby authorized and directed to make inspections in the normal course of job duties; or in response to a complaint that an alleged violation of the provisions of this Code may exist; or when there is a reason to believe that a violation of this Code has been or is being committed. Unscreened exterior areas may be inspected at any time with or without the involvement of, or notice to, the owner, occupant, licensee or lessee.~~

~~6-06-001-0011 VIOLATIONS:~~

~~It shall be unlawful for any person to cause, facilitate, or aid or abet any violation of any provision of this Chapter or to fail to perform any act or duty required by this Chapter. A violation of a provision of this Chapter may be enforced by an administrative proceeding or by a complaint for criminal penalties.~~

~~6-06-001-0012 NOTICE OF VIOLATION:~~

~~A. The City Manager or designee may cause to be issued a Notice of Violation to any person alleged to be in violation of this Chapter.~~

~~B. If a Notice of Violation is issued, such notice shall contain the following:~~

- ~~1. Date of the violation, the legal description of the property, the Chapter and Section which is being violated and a description of the unlawful condition.~~
- ~~2. Notification of possible criminal proceedings being brought against the person by the City of Flagstaff if the unlawful condition is not abated within thirty (30) days from receipt of the Notice.~~
- ~~3. Notice to the alleged violator that, in addition to any fine or penalty which may be imposed for a violation of this ordinance, the alleged violator will be liable for all costs which may be assessed pursuant to this ordinance for removing, abating or enjoining the rubbish, trash, filth or debris. The Notice of Violation shall contain an estimated statement of the cost of removal or abatement of the violation including labor, disposal fees, and equipment rentals. The Notice of~~

~~Violation shall state that unless the person has brought the unlawful condition into compliance with the ordinance within thirty (30) days from the receipt of the Notice of Violation, the City of Flagstaff may, at the expense of the person, perform the necessary work at a cost not to exceed the estimate given in the notice, plus a five (5) percent surcharge for an additional inspection and other administrative and incidental costs in connection therewith.~~

~~C. If the unlawful condition is not abated, the City Manager or designee may cause to be issued a criminal complaint or a Notice of Civil Violation. Each day that the alleged violator fails or refuses to comply with the requirements of this Chapter after expiration of the thirty (30) day period from receipt of the Notice of Violation shall constitute a separate violation and shall not require further notice to the owner, occupant or lessee of the property upon which the violation exists.~~

~~6-06-001-0013 SERVICE OF NOTICE:~~

~~A. The Notice of Violation shall be personally served on the owner or person controlling such property by any duly authorized official, in the manner provided in Rule 4(d) of the Arizona Rules of Civil Procedure, or mailed to the owner or person controlling such property at the last known address by certified or registered mail, or the address to which the tax bill for the property was last mailed.~~

~~B. If the owner does not reside on such property, a duplicate notice shall also be sent by certified or registered mail at the last known address of the owner or person controlling of such property.~~

~~6-06-001-0014 APPOINTMENT OF HEARING OFFICER:~~

~~The hearing officer for administrative hearings under this ordinance shall be a judge of the Municipal Court of the City of Flagstaff.~~

~~6-06-001-0015 CIVIL VIOLATION AND ADMINISTRATIVE HEARING:~~

~~A. If the City chooses to proceed on a civil violation of the ordinance, the City shall serve or mail a Notice of Civil Violation and Administrative Hearing to the owner or person controlling the property upon which an unlawful condition exists upon expiration of the initial thirty (30) day notice period as set forth in 6-06-001-0013. A hearing shall be held no sooner than five (5) days after the date the Notice of Civil Violation and Administrative Hearing is mailed or served. The date of mailing shall be excluded in computing the time period for a hearing under this rule. Neither the City nor the party served is required to be represented by counsel at the administrative hearing, but may be if they so choose. No pre-trial discovery shall be permitted absent extraordinary circumstances. Immediately~~

~~before the hearing, both parties shall produce for inspection any exhibits and written or recorded statements of any witness which are to be offered at the hearing. Failure to produce exhibits or statements may result in the hearing officer denying admission of the evidence not produced. The hearing officer may call and examine witnesses, including the party served. All testimony shall be given under oath or affirmation. No person may be examined or cross-examined at a hearing except by the hearing officer, an attorney for a party, or the party served with the Notice of Civil Violation and Administrative Hearing. The Arizona Rules of Evidence shall not apply in the hearing; any evidence offered may be admitted subject to a determination by the hearing officer that the offered evidence is relevant, material, and has some probative value to a fact at issue. The hearing officer may enter a finding for the City if the party served fails to appear for the hearing.~~

~~B. If the hearing officer determines, after hearing the parties and considering their evidence, that the City's notice to the party served was accurate, delivered to the proper party or parties, and that the estimated assessment for the actual cost of removal is supported by the City's evidence, then the hearing officer shall make a finding for the City.~~

~~C. The hearing officer shall issue a decision within five (5) days of the hearing. Intermediate Saturdays, Sundays and legal holidays shall be excluded in computing the time period for issuing a decision under this rule. The decision shall be in writing, set forth the factual basis for the decision, and be served in accordance with the provisions of 6-06-001-0013.~~

~~**6-06-001-0016 APPEAL OF DECISION AND COST OF REMOVAL:**~~

~~A. The City Council shall hear and determine all appeals from a civil violation. A Notice of Appeal must be in writing and filed in the office of the City Clerk within five (5) days of receipt of the hearing officer's decision. The date of receipt, and intermediate Saturdays, Sundays and legal holidays shall be excluded in computing the time period for timely appeal.~~

~~B. The Notice of Appeal shall specify the grounds for reversal of the hearing officer's decision or cost of removal. The Council shall, at its next regular meeting after receiving the appeal, hear and determine the same by motion and resolution. The decision of the Council shall be final and may be appealed to Superior Court.~~

~~**6-06-001-0017 SCOPE OF REVIEW:**~~

~~The City Council shall have authority to affirm, reverse, amend or remand the matter to the Hearing Officer if it finds that the Hearing Officer's decision or the cost of removal is not supported by substantial evidence, is arbitrary and capricious or is not in conformance with the law.~~

~~6-06-001-0018 VOLUNTARY ABATEMENT; REMOVAL BY CITY:~~

~~A.—When a person alleged to be in violation of this Chapter elects to voluntarily abate the unlawful condition within thirty (30) days as provided under Section 6-06-001-0012, the person shall notify the City Manager's designee after the condition has been abated. The City Manager's designee shall thereafter inspect the private or adjacent property to determine whether the condition has been brought into compliance with this Chapter.~~

~~B.—If the City Manager's designee determines that the person is no longer in violation of this Chapter, the City Manager's designee shall issue a Notice of Voluntary Abatement and Compliance to the person alleged to be in violation and the administrative proceeding shall be deemed closed.~~

~~C.—When any such person on whom a Hearing Officer's finding of violation has been served fails, neglects or refuses to bring the unlawful condition into compliance within ten (10) days from receipt of the Hearing Officer's finding of violation, the Public Works Director is authorized and directed to remove and dispose of the litter.~~

~~D.—In the event an appeal has been filed pursuant to 6-06-001-0016, no action shall be taken by the City until the Council has heard and determined all matters contained in the Notice of Appeal.~~

~~6-06-001-0019 LIEN FOR REMOVAL:~~

~~If no appeal is taken from the amount assessed for removal, or if an appeal is taken and the Council has affirmed or modified the amount of the assessment, the assessment shall be recorded in the office of the County Recorder of Coconino County, Arizona, including the date and amount of the assessment and the legal description of the property. From the date of its recording, the assessment shall be a lien on said private property and the several amounts assessed against such private property until paid.~~

~~A.—Any assessment recorded under this Chapter is prior and superior to all other liens, obligations, mortgages or other encumbrances, except liens for general taxes. A sale of the property to satisfy a lien obtained under the provisions of this Section shall be made upon judgment of foreclosure or order of sale. The City shall have the right to bring an action to enforce the lien in the Superior Court~~

~~of Coconino County at any time after the recording of the assessment, but failure to enforce the lien by such action shall not affect its validity. The recorded assessment shall be prima facie evidence of the truth of all matters recited therein, and of the regularity of all proceedings prior to the recording thereof. A prior assessment for the purposes provided in this Section shall not be a bar to subsequent assessment or assessments for such purposes, and any number of liens on the same private property may be enforced in the same action.~~

~~B.—Assessments that are imposed under this section 6-06-001-0019 run against the property until paid and are due and payable in equal annual installments as follows:~~

~~1.—Assessments of less than five hundred dollars shall be paid within one year after the assessment is recorded.~~

~~2.—Assessments of five hundred dollars or more but less than one thousand dollars shall be paid within two years after the assessment is recorded.~~

~~3.—Assessments of one thousand dollars or more but less than five thousand dollars shall be paid within three years after the assessment is recorded.~~

~~4.—Assessments of five thousand dollars or more but less than ten thousand dollars shall be paid within six years after the assessment is recorded.~~

~~5.—Assessments of ten thousand dollars or more shall be paid within ten years after the assessment is recorded.~~

~~C.—An assessment that is past due accrues interest at the rate prescribed by Arizona Revised Statutes, Section 44-1201.~~

~~6-06-001-0020 CRIMINAL PENALTIES:~~

~~A.—A person who is convicted of a violation of this Ordinance is guilty of a Class 1 misdemeanor and shall be sentenced as follows:~~

~~First offense—not less than twenty five dollars (\$25.00), nor more than one hundred dollars (\$100.00);~~

~~Second offense—not less than one hundred dollars (\$100.00), nor more than five hundred dollars (\$500.00);~~

~~Third offense— not less than five hundred dollars (\$500.00), nor more than twenty-five hundred dollars (\$2,500.00).~~

~~A judge shall not suspend any or all of the impositions of the sentence required by this Section.~~

~~B.— Notwithstanding Subsection A of this Section, if a judge finds at the time of sentencing that by a preponderance of the evidence the violations for which the defendant has been convicted have been corrected by the defendant, and that now the defendant is in compliance with the Code, the Court may suspend all or part of the fine.~~

~~6-06-001-0021 SEVERABILITY:~~

~~Each section and each provision of any section of this Chapter shall be deemed severable and the invalidity of any portion of this Chapter shall not affect the validity or enforceability of any other portion.~~

Section 2: Modify Title 6 Police Regulations, Chapter 6-07 Abandoned Vehicles as follows:

CHAPTER 6-07
ABANDONED INOPERABLE VEHICLES

SECTIONS:

- 6-07-001-0001 DEFINITIONS:
- 6-07-001-0002 UNSHELTERED STORAGE OF AN ~~ABANDONED OR JUNKED~~ INOPERABLE VEHICLE
PROHIBITED:
- 6-07-001-0003 EXEMPTION OF CERTAIN VEHICLES:
- 6-07-001-0004 ABATEMENT OF NUISANCE:
- 6-07-001-0005 NOTICE OF REQUEST FOR VOLUNTARY ABATEMENT AND REMOVAL BY CITY:
- 6-07-001-0006 REMOVAL BY CITY:
- 6-07-001-0007 PENALTY:
- 6-07-001-0008 ADDITIONAL POWERS:

6-07-001-0001 DEFINITIONS:

In this Chapter, unless the context otherwise requires:

~~A. "ABANDONED" means unclaimed or discarded. Evidence that a vehicle is without current licenses or tabs for a period of fifteen (15) successive calendar days on private property, and without any repairs during that period, shall be prima facie evidence of intent to abandon.~~

A. "INOPERABLE VEHICLE" means a vehicle that is not functioning, not drivable or is unregistered.

~~B. "JUNKED" means dismantled, inoperable, not used for transportation, unsalvageable, stripped or scrapped. Evidence that a vehicle is inoperable and without repairs necessary to result in its operability for a period of fifteen (15) successive calendar days on private property shall be prima facie evidence of its junked status.~~

~~B.C. "PRIVATE PROPERTY" means land within the corporate limits of Flagstaff owned by any person, firm, partnership or corporation. other than the United States, the State, the County, the City of Flagstaff, or other public agency, including streets, rights of way, easements and open spaces not dedicated to the general public for unrestricted public use.~~

C. D. "SHELTERED STORAGE" means within a garage, carport, rear fenced yard, or under a vehicle cover if parked in a driveway or rear yard.

D. "UNSHELTERED STORAGE" means outside a ~~covering specifically manufactured for use as a vehicle cover~~, carport, garage, other building, **vehicle cover (not included tents) ~~or otherwise within public view from a public right of way.~~**

E. "VEHICLE" means any vehicle, trailer or semi-trailer of a type subject to registration under Title 28 of the Arizona Revised Statutes.

6-07-001-0002 UNSHELTERED PERMITTED STORAGE OF AN INOPERABLE ~~ABANDONED OR JUNKED~~ VEHICLES ~~PROHIBITED~~:

Inoperable motor vehicles shall be stored within a garage, carport, or under a vehicle cover if parked in a driveway. ~~The unsheltered storage, parking, standing or placement of an inoperable vehicle an abandoned or junked motor vehicle for a period of fifteen (15) days or more on any private property except where permitted by Title 10 of this Code relating to zoning, is hereby declared to be a nuisance. and dangerous to the public safety.~~

6-07-001-0003 EXEMPTION OF CERTAIN VEHICLES:

~~A vehicle eligible for licensing pursuant to A.R.S. Section 28-341 et seq., Horseless Carriages, Classic Cars, and Historic Cars, or A.R.S. Section 28-380, Street Rods, shall not be considered an inoperable vehicle abandoned or junked vehicle and seized pursuant to this Chapter while such vehicle is stored or maintained on the vehicle owner's private property.~~

6-07-001-0004 ABATEMENT OF NUISANCE:

The owner, owners, tenants, lessees, and occupants of any private property upon which such storage is made and also the owner or owners of ~~such abandoned or junked inoperable~~ vehicles shall jointly and severally abate said nuisance by removal of the vehicle from the premises, by providing **sheltered storage within the meaning of this Chapter, or by making such repairs as are necessary to operate the vehicle. The last registered owner of record shall be presumed to be the owner of the vehicle unless an affidavit has been filed that the vehicle was stolen ~~pursuant to A.R.S. Section 28-1421~~, a stolen report has been accepted by a local law enforcement agency or title has been transferred. ~~pursuant to A.R.S. Section 28-314.~~**

~~6-07-001-0005 NOTICE OF REQUEST FOR VOLUNTARY ABATEMENT AND REMOVAL BY CITY:~~

~~Any owner, tenant, lessee, occupant or other person who fails, neglects or refuses to abate such nuisance shall be notified in writing by certified mail, return receipt requested, by the City Manager or his representative to abate said nuisance within ten (10) days from the date of receipt of such written notice or said vehicle may be removed from the private property by the City in accordance with A.R.S. Section 28-1401 et seq. If the notice is returned unclaimed or addressee unknown, the notice of the request to abate said nuisance and removal by the City shall be published once in a newspaper of general circulation in the county in which the vehicle was found and a copy of the notice of request to abate said nuisance and removal by the City shall be posted on the vehicle.~~

~~6-07-001-0006 REMOVAL BY CITY:~~

~~When any such owner, tenant, lessee, occupant or other person to whom notice as aforesaid has been mailed fails, neglects or refuses for more than ten (10) days from the date of receipt of said notice to abate said nuisance, the City Manager or his designee may remove said abandoned inoperable motor vehicle from said premises, and dispose of same according to the provisions of the A.R.S. Section 28-1401 et seq. The City Manager, or the City Manager's designee, may, upon request from any such owner, tenant, lessee, occupant or other person to whom notice as aforesaid has been mailed, grant an extension of the time required for abatement for purposes of repair, removal or sheltering of the vehicle. Such extension shall be confirmed in writing.~~

~~6-07-001-0007 PENALTY:~~

~~It shall be unlawful for any person to knowingly fail, neglect or refuse to abate any nuisance set forth in Section 6-07-001-0002. A person who is convicted of a violation of this Chapter is guilty of a Civil charge **Class 1 Misdemeanor** and shall be sentenced to a fine of not less than twenty-five (\$25.00) and not more than two hundred and fifty dollars (\$250.00). The imposition of any sentence shall not exempt the offender from compliance with the requirements of this Chapter.~~

~~6-07-001-0008 ADDITIONAL POWERS:~~

~~The powers described herein relating to removal of abandoned inoperable vehicles from private property are in addition to those powers vested in the City of Flagstaff by Arizona Revised Statutes Title 28, Chapter 8, Article 5, relating to removal of abandoned and junked vehicles from public property, and Arizona Revised Statutes, Title 28, Chapter 6, Article 14 relating to removal of illegally stopped vehicles on a public way, and to any other police powers vested in the City by Statute.~~

Section 3: Modify Title 7 Health and Sanitation to add Chapter 7-06 Building and Property Care Standards as follows:

CHAPTER 7-06

BUILDING AND PROPERTY CARE STANDARDS

SECTIONS:

7-06-001-0001 SHORT TITLE:

7-06-001-0002 PURPOSE:

7-06-001-0003 INTENT:

7-06-001-0004 DEFINITIONS:

7-06-001-0005 BUILDING AND PROPERTY CARE STANDARDS:

7-06-001-0006 EXEMPTIONS:

7-06-001-0001 SHORT TITLE:

This Chapter shall be known and may be cited as the “Building and Property Care Standards of the City of Flagstaff”. While these standards apply to buildings, structures and property, they shall be referred as the “PCS”.

7-06-001-0002 PURPOSE:

The purpose of the Building and Property Care Standards (PCS) is to improve and maintain the appearance of the City of Flagstaff and improve quality of life by protecting public health, safety, and welfare. These standards establish minimum exterior maintenance standards for all residential and non-residential buildings and properties in the City to protect against hazardous, deteriorating, and other dangerous conditions.

7-06-001-0003 INTENT:

These standards shall be applied and enforced fairly and consistently. The City shall provide adequate notice to affected property owners to resolve conditions and the City may provide resources to assist property owners with compliance as they are available. It is the intent of the City to work with property owners and tenants to preserve existing buildings and housing.

7-06-001-0004 DEFINITIONS:

For the purposes of this chapter, the following terms, phrases, words, and their derivations shall have the meaning given herein. When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular number, and words in the singular number include the plural number.

ABANDONMENT: To cease from maintaining or using.

ATTRACTIVE NUISANCE: A condition or thing that might attract a person onto land thereby causing a risk to their safety.

DEBRIS: The remains of something broken down or destroyed.

DETERIORATION: The action or process of becoming impaired or inferior in quality, function, or condition.

CONTAINERS: Receptacles (bins, carts, etc.) used to hold solid waste or recyclables for residential and commercial solid waste and recycling collection.

GARBAGE: Food waste; discarded or useless material.

HAZARD: A source of danger or risk.

INOPERABLE: Not able to be operated.

LITTER: Trash, wastepaper, debris, or garbage lying scattered about. An untidy accumulation of objects.

TRASH: Things that are no longer useful or wanted and have been thrown away; something in a deteriorated or broken condition.

7-06-001-0005 BUILDING AND PROPERTY CARE STANDARDS:

Every person who owns or leases any land, building, or structure within Flagstaff shall keep and maintain the land or building in a manner consistent with these standards.

A. Property Standards: These standards shall provide for the elimination of Litter, Debris, Inoperable equipment, Hazards, and Attractive Nuisances, for the purpose of protecting public health, safety, and welfare:

1. Property owners shall provide Container capacity adequate to meet the Garbage and recycling removal needs of the property to prevent the accumulation of uncontained Litter and Debris. Containers shall be secured on the property and maintained in good working condition.
2. Properties shall be kept free from the accumulation of Litter, Trash, Debris, or Garbage.
3. Inoperable equipment, vehicles, and appliances shall not be stored on a property where it is visible from the public right-of-way or accessible to members of the public.
4. Properties shall remain free from Hazards including but not limited to damaged or dead trees or vegetation, unsecured, exposed, or inoperable private utility infrastructure, or walls and fencing that are structurally unsound.

5. Unoccupied properties shall be posted “No Trespassing” or adequately secured to prevent unauthorized use of the property.

B. Buildings and Structures Standards: These standards shall provide for the elimination of conditions of Abandonment, Deterioration, and Attractive Nuisance, for the purpose of protecting public health, safety, and welfare:

1. Windows and doors shall be maintained in proper working condition. Where damaged windows or doors require repair or replacement, temporary security measures may be installed for no more than 30 days.
2. All buildings and structures shall be maintained to prevent Deterioration or the appearance of Abandonment that threatens the buildings longevity. This includes but is not limited to general building maintenance such as repairs of windows, doors, roofs, and exterior structural elements.
3. Unoccupied buildings shall be posted “No Trespassing” or adequately secured to prevent unauthorized use of the property.

7-06-001-0006 EXEMPTIONS:

It shall be the sole discretion of the City of Flagstaff to suspend enforcement of these standards due to circumstances beyond the control of the property owner, such as community events, natural disasters, fires, flooding and managing through recovery.

Section 4: Modify Title 7 Health and Sanitation, to create a new Chapter 7-11 Littering as follows:

CHAPTER 7-11

LITTERING

SECTIONS:

- 7-11-001-0001 DEFINITIONS:**
- 7-11-001-0002 UNAUTHORIZED ACCUMULATION OF LITTER ON PRIVATE PROPERTY:**
- 7-11-001-0003 LOADING OR UNLOADING DOCKS:**
- 7-11-001-0004 PRIVATE RECEPTACLES, SHOPPING CENTERS:**
- 7-11-001-0005 POSTING OF HANDBILLS ON PUBLIC AND PRIVATE PROPERTY:**
- 7-11-001-0006 ENFORCEMENT AUTHORITY:**
- 7-11-001-0007 INSPECTIONS:**
- 7-11-001-0008 VIOLATIONS:**
- 7-11-001-0009 VOLUNTARY ABATEMENT; REMOVAL BY CITY:**

7-11-001-0001 DEFINITIONS:

For the purposes of this Chapter, the following terms, phrases and words and their derivations shall have the meaning given herein when not inconsistent with the context; words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

ADJACENT PROPERTY: The term "adjacent property" shall mean that segment of an alley, sidewalk, or public utility easement from the centerline of the alley, sidewalk or public utility easement to the outermost corner of the private property abutting the alley, sidewalk or public utility easement, and continuing the length of the private property to the end in which the private property no longer abuts the alley, sidewalk or public utility easement.

ADJACENT PROPERTY OWNER: The term "adjacent property owner" shall mean any owner, occupant, licensee or lessee of private property in which any segment of the private property abuts an alley, sidewalk, or public utility easement.

AUTHORIZED CONTAINER: The term "authorized container" shall mean any container provided by the City of Flagstaff or an authorized private refuse collector for the collection of refuse.

HANDBILL: The term "handbill" means any advertising circular, folder, booklet, letter, card, pamphlet, sheet, poster, sticker, sample or device, leaflet, paper, notice or other written, printed or painted matter of a temporary nature calculated to attract the attention of the public. The term "Handbill" does not include newspaper. "Handbill" does not come within the definition of a sign for purposes of Chapter 10-08 and Chapter 10-14 of the City Code.

LITTER: Trash, wastepaper, debris, or garbage lying scattered about. An accumulation of objects that may create a hazard by interfering with the prevention or suppression of fire, allowing an infestation of insects, rodents, vermin, or other noxious pests, creating an attractive nuisance, creating foul odors, or the potential for causing personal physical harm.

PERSON: The word "person" shall mean any person, firm, partnership, association, corporation, company or organization of any kind, public or private.

PRIVATE PROPERTY: The term "private property" shall mean any private property, including vacant land, a dwelling, house, building or other structure, designed or used either wholly or in part for private residential purposes, or for commercial use whether inhabited or temporarily or continuously uninhabited or vacant, and shall include any tract, lot, yard, grounds, walk, driveway, porch, steps, vestibules or mail box belonging or appurtenant to such vacant land, dwelling, house, building or other structures.

PUBLIC PLACE: The term "public place" shall mean any and all streets, sidewalks, boulevards, alleys or other public ways, and any and all public parks, squares, spaces, grounds and buildings.

RESPONSIBLE PARTY: The term "Responsible Party" means any Person who directs, permits, allows, causes or otherwise benefits from the posting, affixing, displaying, painting or otherwise attaching of handbills to or on public objects, public structures, public buildings, Public Places or utility poles; or to or on Private Property or upon any vehicle. For purposes of this section, the following Persons shall be deemed to be Responsible Parties:

- (1) The Person whose name, telephone number or address appears as the contact on any matter contained in a Handbill.
- (2) The Person whose name, telephone number or address appears as the sponsor or contact for a sporting event, theatrical performance, concert, band or musical performance, or other

performance, or similar activity or event which is the subject of the Handbill advertising the subject activity or event;

(3) The owner or lessee, if the property is leased, of property used for a commercial activity or event advertising the subject commercial activity or event in a Handbill;

(4) The owner or lessee, if the property is leased, of property used for a yard or garage sale which property is the address at which the yard or garage sale is advertised in a Handbill:

(5) The real estate agent, broker, brokerage firm or other Person whose name or telephone number appears on the Handbill advertising real or personal property for sale, lease or rent.

SHOPPING CENTER: A group of commercial establishments planned, developed, and managed as a unit with off-street parking provided on the property. (Ord. 1781, 11/17/92) (Ord. 1992, 06/01/99)

7-11-001-0002 UNAUTHORIZED ACCUMULATION OF LITTER ON PRIVATE PROPERTY:

It shall be a violation of this section for the owner, occupant, or lessee of Private Property to allow Litter to accumulate on their property. Organic matter may remain on the property for the purposes of composting, provided the compost is regularly maintained and confined to prevent impacts to adjoining properties. Each day that the owner, occupant, or lessee fails to comply with the requirements of this section shall constitute a separate violation.

7-11-001-0003 LOADING OR UNLOADING DOCKS:

The person owning, operating or in control of a loading or unloading dock shall maintain private containers for collection of litter and shall maintain the dock area free of litter in such a manner that litter or offensive odors from Litter will be prevented from being carried by the elements to adjoining private properties or public places.

7-11-001-0004 PRIVATE RECEPTACLES, SHOPPING CENTERS:

It shall be the responsibility of the management group or persons(s) in control of a shopping center to provide one (1) receptacle for litter at a minimum of every 100 feet of store frontage allowing public ingress and egress. The minimum size of the receptacle shall be sixty (60) gallons. The receptacle shall be of sufficient weight to prohibit the container from tipping over, and shall include a lid. The design of the receptacles shall be consistent with the architectural style of the shopping center. The receptacles shall be placed not more than twenty (20) feet from the building. It shall be the

responsibility of the shopping center management group or person(s) in control of the shopping center to service the receptacles.

7-11-001-0005 POSTING OF HANDBILLS ON PUBLIC AND PRIVATE PROPERTY:

A. Public Property: It is a violation of this Chapter 6-06 to post, affix, display, paint or otherwise attach any Handbill to or upon any street lamp post, street sign, traffic signal, traffic sign, traffic-control device, hydrant, tree, shrub, tree stake or guard, railroad trestle, electric light, power, telephone, or other utility pole, or on any other public object, public structure, public building, or Public Place except as may be otherwise required or provided by law. Handbills may be handed directly to persons in Public Places.

B. Private Property: No Person shall affix, deposit, throw or distribute any Handbill upon any Private Property, except by handing or transmitting any such Handbill directly to the owner or occupant of such Private Property. In the case of private premises which are not posted against the receiving of Handbills or solicitations, Handbills may be placed upon the premises in a non-permanent manner so as to prevent such Handbill from being deposited by the elements upon any Public Place or other Private Property, but in a manner which does no damage to the property where the Handbill has been placed. Examples of acceptable means of placing handbills on private property include but are not limited to use of plastic bags containing handbills hung from doorknobs or depositing handbills under doormats. The use of nails, staples, tacks or adhesives is forbidden.

C. Vehicles: No Person shall deposit any Handbill upon any vehicle on a Public Place without the express consent of the owner or person in control of such vehicle.

D. Clean Up: It shall be the responsibility of any person distributing Handbills to maintain the area which is utilized free of any Litter caused by or related to distribution of the Handbills. The person distributing the Handbills and the Responsible Party, as defined in 06-06-001-0001, shall be jointly and individually liable for the Litter created by the distribution of Handbills and for any verified costs incurred by the City associated with the removal of the Handbills deposited or thrown upon Public Places.

E. Whenever a Handbill is illegally posted or deposited in violation of this section, the Person(s) who illegally posted the Handbill(s) and the Responsible Party, as defined in 6-06-001-0001, shall be jointly and individually liable for the violation and for any verified costs associated with the removal of the illegally posted Handbill(s).

1. Nothing contained in this section shall apply to the posting of notices or markings on public structures, public objects, public buildings, Public Places or utility poles which may be otherwise authorized, permitted or required by law or serve a specified safety or warning purpose.

2. Any Handbill found posted, deposited, or otherwise affixed upon any property contrary to the provisions of this section may be removed by the City Manager's designee. In addition, the City's costs of removal shall be assessed against the persons who illegally posted the Handbill(s), or against the Responsible Party in accordance with the provisions of this chapter.

7-11-001-0006 ENFORCEMENT AUTHORITY:

The City Manager of the City of Flagstaff, or designee, is hereby authorized and directed to enforce all of the provisions of this Chapter.

7-11-001-0007 INSPECTIONS:

The City Manager's designee is hereby authorized and directed to make inspections in the normal course of job duties; or in response to a complaint that an alleged violation of the provisions of this Code may exist; or when there is a reason to believe that a violation of this Code has been or is being committed. Unscreened exterior areas may be inspected at any time with or without the involvement of, or notice to, the owner, occupant, licensee or lessee.

7-11-001-0008 VIOLATIONS:

- A. Any responsible party that allows, permits, facilitates, suffers, or aids or abets any violation of any provision of this City Code Chapter or fails to perform any act or duty required by this City Code Chapter shall be responsible for a civil violation unless otherwise specified.
- B. Every civil action or proceeding in compliance with this division shall be commenced and prosecuted in compliance with City Code Title 1, Administration, Chapter 1-15, Municipal Court, Section 1-15-001-0011, Civil Enforcement Procedures.

7-11-001-0009 VOLUNTARY ABATEMENT; REMOVAL BY CITY:

A. When a person alleged to be in violation of this Chapter elects to voluntarily abate the unlawful condition within thirty (30) days as provided under Section 6-06-001-0012, the person shall notify the City Manager's designee after the condition has been abated. The City Manager's designee shall thereafter inspect the private or adjacent property to determine whether the condition has been brought into compliance with this Chapter.

B. If the City Manager's designee determines that the person is no longer in violation of this Chapter, the City Manager's designee shall issue a Notice of Voluntary Abatement and Compliance to the person alleged to be in violation and the administrative proceeding shall be deemed closed.

Building & Property Care Appendix

Recommendations for securing of buildings and structures: Repair, secure, remove and properly dispose of deteriorated materials, which indicate an appearance of abandonment visible from street frontage:

- Remove litter, door hangers, mail that accumulates at a home or building's entry.
- Repair broken, loose and damaged building components such as screen doors, windows, shutters, and other materials.
- Graffiti to be removed immediately and effectively.
- Vacant buildings for sale to have secured door locks and secure windows that deny access.
- The property owner may decide to fully secure and/or board up a vacant building to resolve break in problems until long-term solutions are determined.
 - Site to be properly posted for no trespassing and include contact information (phone & email) of management and/or owner to report problems that impact neighbors, and neighborhood desirability.
 - Door secured with locks, screws, wood blocking on doors to prevent access.
 - Window secured with, screws, wood blocking on windows to prevent access.
 - Board Up
 - Panels or similar to be cut to fit windows and doors openings.
 - Panels are to be painted or stained to improve appearance.
 - Panels to be secured with adequate screws and/or, tamper resistant, alternate screws head design, drilled out heads all to provide additional security.
 - Problem areas of entry are to be provided with additional means such as interior blocking with thru bolts or similar.

Recommendation for preventing building and structure deterioration: Provide remedies to the deterioration of a building that threatens its longevity and allows for continued safe and future healthy habitation. Repair, secure, replace and properly dispose of deteriorated materials:

- Of roofs and other sloped and horizontal members to prevent penetration of water and moisture into subsurface, structure and interior.
- Of exterior wall surfaces of siding, brick, stone, stucco, etc. and vertical surfaces/supports to be cared for to prevent penetration damage of subsurface and intrusion of moisture and water into the interior.
- Of exterior features such as trim, soffits, fascia, vents, chimney, skylights and similar that are missing or in a deteriorated condition to allow for the intrusion of moisture or water to damage the structure or allow for intrusion into the interior.

- Of exterior windows and doors that allows for penetration of moisture or water into the interior.
- Of exterior finishes of paint, stain, waterproofing or of the material itself to be cared for to protect its underlying material as intended.

Recommendations for Posting & Security

- Vacant buildings & structures, sites and lots to provide identifiable and maintained boundaries.
- Site to be properly posted for no trespassing and include contact information (phone & email) of management and/or owner to report problems that impact neighbors, and neighborhood desirability.
- Vacant property owners are responsible for security of and addressing problems associated with their property.

PZ-23-00094

Building & Property Care Standards

City Council Work Session

October 24, 2023





Building & Property Care Standards

Presentation Outline

- Background
- Proposed Building and Property Care Standards
- Proposed Amendments to Littering Chapter
- Proposed Amendments to Abandoned Vehicles Chapter
- Next Steps

“It is not enough for cities to be beautiful and efficient. They could, and should, be just and fair as well, and planners should work toward human betterment.”

Norman Krumholz, FAICP



Building & Property Care Standards

Project Team

Tiffany Antol, Zoning Code Manager

Reggie Eccleston, Code Compliance Manager

Kevin Fincel, Deputy City Attorney

Dan Folke, Community Development Director

Mark Reavis, Heritage Preservation Officer & Neighborhood Planner



Building & Property Care Standards

What is a Property Maintenance Ordinance?

- Rules for maintenance of all land and buildings
- Life and safety regulations
- Accumulation of garbage/debris/refuse/litter
- Hazardous and dangerous conditions
- Deteriorating structures
- Abandoned structures and vehicles



Building & Property Care Standards

Considerations

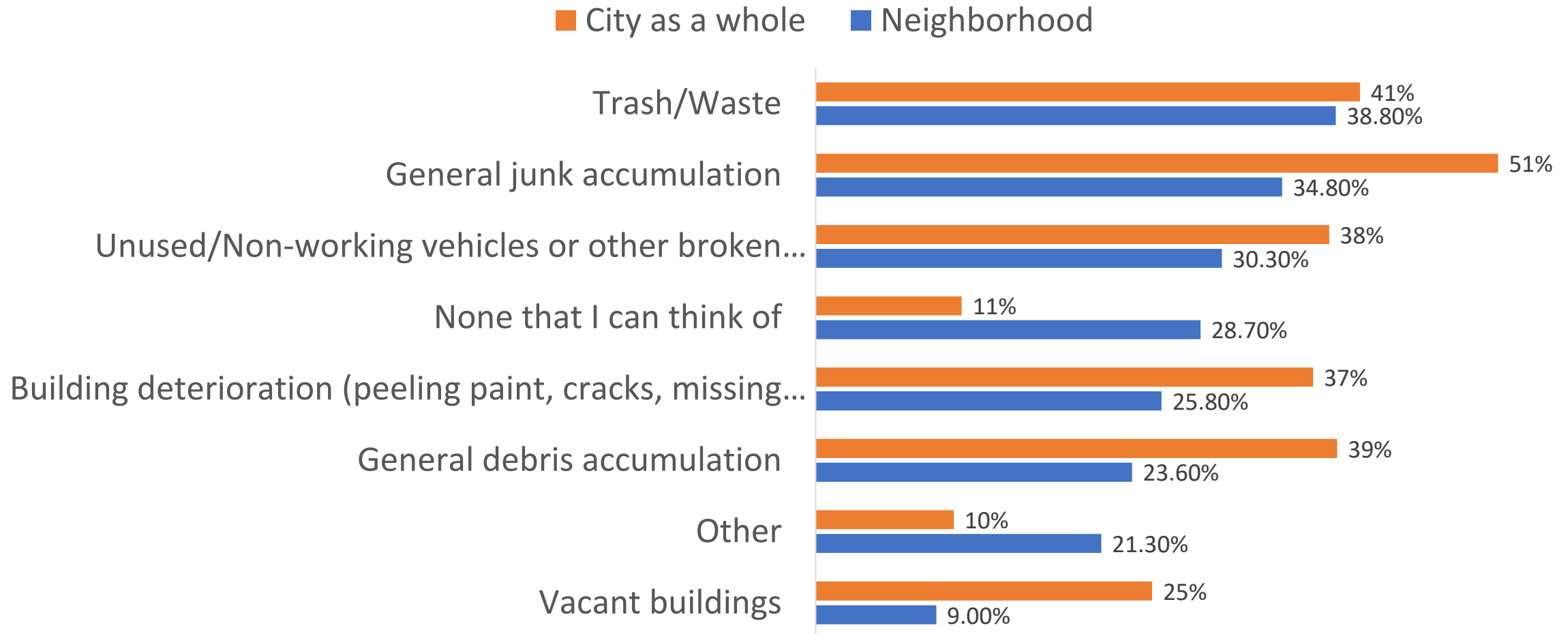
- Housing Emergency
- Climate Emergency
- Neighborhood & Heritage Preservation
- Social Equity
- Health and Safety of Neighborhoods



Building & Property Care Standards



2022 Survey Results – Issues





Building & Property Care Standards

Survey Results – Primary concerns

- Inequitable impacts/ability to comply
 - health, race, income
- Existing ordinances in place
 - Enforce existing codes
- Subjectivity of aesthetic elements
- Overbearing – sounds too much like HOA
 - Many people chose to live without HOA



Building & Property Care Standards

Selected Approach

- Create simple, clear standards for buildings and land
- Support standards with improved city code
 - Littering, Abandoned Vehicles, Nuisances and Building Code
- Appendix: how to meet the standards
- Continue to work with A League of Neighborhoods
- Create a Property Care program



Building & Property Care Standards

Division 7-06 Building and Property Care Standards

7-06-001-0002 Purpose

The purpose of the Building and Property Care Standards (PCS) is to improve and maintain the appearance of the City of Flagstaff and improve quality of life by protecting public health, safety, and welfare. These standards establish minimum exterior maintenance standards for all residential and non-residential buildings and properties in the City to protect against hazardous, deteriorating, and other dangerous conditions.

7-06-001-0003 Intent

These standards shall be applied and enforced fairly and consistently. The City shall provide adequate notice to affected property owners to resolve conditions and the City may provide resources to assist property owners with compliance as they are available. It is the intent of the City to work with property owners and tenants to preserve existing buildings and housing.



Building & Property Care Standards

7-06-001-0004 Definitions

DEBRIS: The remains of something broken down or destroyed.

GARBAGE: Food waste; discarded or useless material.

LITTER: Trash, wastepaper, debris, or garbage lying scattered about. An untidy accumulation of objects.

TRASH: Things that are no longer useful or wanted and have been thrown away; something in a deteriorated or broken condition.



Property Care Standards

7-06-001-0005 Property Care Standards

Property Standards: These standards shall provide for the elimination of Litter, Debris, Inoperable equipment, Hazards, and Attractive Nuisances, for the purpose of protecting public health, safety, and welfare:

1. Property owners shall provide Container capacity adequate to meet the Garbage and recycling removal needs of the property to prevent the accumulation of uncontained Litter and Debris. Containers shall be secured on the property and maintained in good working condition.
2. Properties shall be kept free from the accumulation of Litter, Trash, Debris, or Garbage.
3. Inoperable equipment, vehicles, and appliances shall not be stored on a property where it is visible from the public right-of-way or accessible to members of the public.
4. Properties shall remain free from Hazards including but not limited to damaged or dead trees or vegetation, unsecured, exposed, or inoperable private utility infrastructure, or walls and fencing that are structurally unsound.
5. Unoccupied properties shall be posted "No Trespassing" or adequately secured to prevent unauthorized use of the property.



Building & Property Care Standards

7-06-001-0005 Property Care Standards

A. Buildings and Structures Standards: These standards shall provide for the elimination of conditions of Abandonment, Deterioration, and Attractive Nuisance, for the purpose of protecting public health, safety, and welfare:

1. Windows and doors shall be maintained in proper working condition. Where damaged windows or doors require repair or replacement, temporary security measures may be installed for no more than 30 days.
2. All buildings and structures shall be maintained to prevent Deterioration or the appearance of Abandonment that threatens the buildings longevity. This includes but is not limited to general building maintenance such as repairs of windows, doors, roofs, and exterior structural elements.
3. Unoccupied buildings shall be posted "No Trespassing" or adequately secured to prevent unauthorized use of the property.



Building & Property Care Standards

7-06-001-0006 Exemptions

It shall be the sole discretion of the City of Flagstaff to suspend enforcement of these standards due to circumstances beyond the control of the property owner, such as community events, natural disasters, fires, flooding and managing through recovery.



Building & Property Care Standards

Title 6 Police Regulations: Chapter 6-06 Littering

- Move to Title 7 Health & Sanitation, Chapter 7-11
 - applies to private property
- New Definitions
- Repeal unnecessary sections
- Consistent penalties and process



Building & Property Care Standards

Chapter 6-07 Abandoned Vehicles

- Retitle: Inoperable Vehicles
- New Definitions
- Identify where Inoperable Vehicles are permitted to be stored
- Consistent penalties and process



Building & Property Care Standards

Chapter 6-04 Nuisances

- Reviewed Chapter 6-04, Building Code, Housing Code
- Retain sections on Dangerous Buildings in the Building Code
- Also recommend retaining Nuisance or similar provisions outside the Building Code
- Allows citizen or City Council to initiate action



Building & Property Care Standards

Upcoming Dates & Next Steps

- October 19 - Zoning Code Open House
- October 24 - City Council work session
- October 25 - Commission on Inclusion & Adaptive Living
- October 26 - Housing Commission
- November 14 – City Council work session (optional)
- Nov. 21 & Dec. 5 - City Council 1st & 2nd reading ordinance to adopt