

## NOTICE AND AGENDA

**PARKS AND RECREATION COMMISSION  
MONDAY  
DATE**

**HYBRID MEETING  
FLAGSTAFF AQUAPLEX  
AND [MICROSOFT TEAMS](#)  
1702 N. FOURTH STREET  
4:00 P.M.**

1. **CALL TO ORDER**

2. **ROLL CALL**

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

Stephen Parsons (Co-Chair)	Sandy Heath
Autumn Layden	Micah Smith
Austin Kerr	Josh Stackhouse
Ryan Martin	Councilmember Deborah Harris - Council Liaison

3. **Land Acknowledgment**

The Flagstaff Parks and Recreation Commission 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. **Approval of Minutes**

5. **Public Comment**

FLAGSTAFF, Arizona – This portion of the meeting is for items that are NOT on the agenda. The Commission cannot act on items presented during the public participation of the agenda. The Commission is prohibited by the open meeting law from discussing or considering the item until the item is officially placed on an agenda. Please limit comments to five minutes.

6. **Introduction of newest Commission Member, Sandy Heath**

7. **Residential Use in Public Facility Zone - Zoning Code - Tiffany Antol**

8. **Recreation Updates Hal Jensen Recreation Center**

9. **Park Hour Updates**

10. **Ponderosa Trails Park Playground**

11. **City Council Liaison Report - Councilmember Deborah Harris**

12. **Reports – Monthly highlights of Parks and Recreation, Open Space, and Events**

13. **Informational items to and from Commissioners and Staff**
14. **Agenda Items for next meeting**
15. **Adjournment**

CERTIFICATE OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on \_\_\_\_\_, at \_\_\_\_\_ a.m./p.m. This notice has been posted on the City's website and can be downloaded at [www.flagstaff.az.gov](http://www.flagstaff.az.gov).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Koren Brown, Administrative Specialist

ADDITIONAL INFORMATION: In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Koren Brown ([koren.brown@flagstaffaz.gov](mailto:koren.brown@flagstaffaz.gov)) at least two business days prior to the scheduled meeting time to enable the City to make reasonable arrangements.



**Parks & Recreation**

**7.**

**From:** Koren Brown, Administrative Specialist

**DATE:** 11/20/2023

**SUBJECT:** Residential Use in Public Facility Zone - Zoning Code - Tiffany Antol

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**STAFF RECOMMENDED ACTION:**

**Executive Summary:**

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**Attachments**

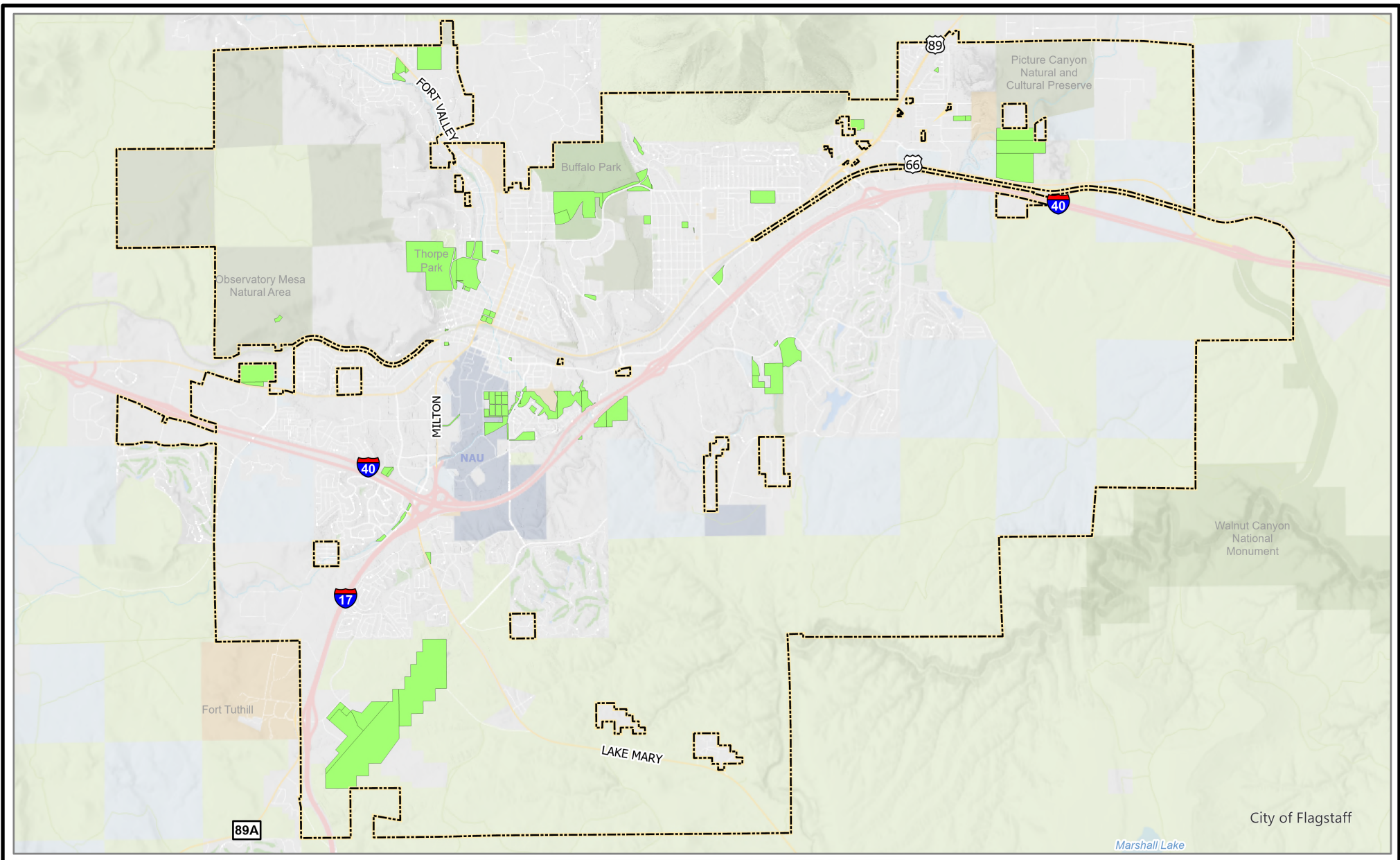
Parcels Map

Work Session Memo

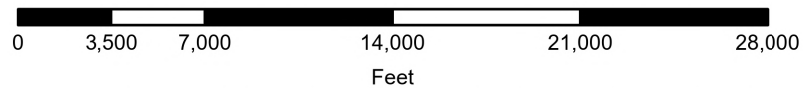
Residential Uses

Resolution 2022-52

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# City Owned Public Facility Zoned Parcels



City of Flagstaff maps and data are updated on a regular basis from data obtained from various sources. The City of Flagstaff endeavors to provide accurate information, but accuracy is not guaranteed. You are strongly encouraged to obtain any information you need for a business or legal transaction from a surveyor, engineer, title company, or other licensed professional as appropriate. Information is provided subject to the express condition that you knowingly waive any and all claims for damages against the City of Flagstaff relating to use of this information.



9/15/2023 8:26 AM



**Date:** October 4, 2023  
**TO:** Parks and Recreation Commission  
**FROM:** Tiffany Antol, AICP, Zoning Code Manager  
**RE:** Proposed Zoning Code Text Amendment

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I. **Proposed Amendment**

**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.

II. **Text Amendment Schedule:**

October 19, 2023 – Public Open House

October 24, 2023 – City Council Work Session

October 25, 2023 – Planning and Zoning Commission Work Session

November 8, 2023 – Potential Planning and Zoning Commission Public Hearing

November 21, 2023 – Potential City Council Public Hearing (1<sup>st</sup> Reading of Ordinance)

December 5, 2023 – Potential City Council Public Hearing (2<sup>nd</sup> Reading of Ordinance/Adoption)

III. **Overview of Proposed Amendment:**

**A. 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.

**IV. Findings:**

For your reference and discussion purposes, the required findings for a Zoning Code Text Amendment are specified below.

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

**V. Conclusion:**

The purpose of this item is for staff to present an overview of the Zoning Code's proposed amendment and allow interested individuals, residents, and business owners to provide comments. The item allows the Commission to ask questions, seek clarification, have discussions, and offer comments on the proposed amendments.

**Attachments:**

1. PZ-23-00136 – Residential Uses in the Public Facility (PF) Zone

**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
<b>Industrial, Manufacturing, Processing and Wholesaling</b>				
Quarrying Operations	10-40.60.280	UP	--	--
<b>Ranching, Forestry and Animal Keeping</b>				
Forestry		--	P	--
Ranching		--	P	--
<b>Recreation, Education and Assembly</b>				
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	--	--
<b>Residential</b>				
Employee Housing		P <sup>1</sup>	--	--
<b>Dwelling, Duplex</b>		<b>P<sup>1</sup></b>	--	--
<b>Dwelling, Multiple-Family</b>		<b>P<sup>1</sup></b>	--	--
<b>Dwelling, Attached Single-Family</b>		<b>P<sup>1</sup></b>	--	--
<b>Dwelling, Detached Single-Family</b>		<b>P<sup>1</sup></b>	--	--
<b>Institutional Residential</b>				
Congregate Care Facilities		P	--	--
Convents or Monasteries		UP	--	--
Custodial Care Facilities		UP	--	--
<b>Homeless Shelters</b> 10.40.60.190				
Emergency Shelters		UP		
Short Term Housing		UP		
Nursing Homes		UP		
Sheltered Care Homes		UP		
<b>Retail Trade</b>				
Farmers Markets and Flea Markets		P	--	--
<b>Services</b>				

**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
<b>End Notes</b>				
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

**RESOLUTION NO. 2022-52**

**A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL, REQUIRING THAT NEW CONSTRUCTION AND MAJOR RENOVATION OF ALL CITY-OWNED, NON-HOUSING SECTION, OCCUPIED FACILITIES ACHIEVE EMISSIONS-NEUTRAL OPERATIONS, AND THAT THESE SAME FACILITIES SHALL BE DESIGNED TO SUPPORT ONE OR MORE FUNCTIONS OF A “COMMUNITY RESILIENCE HUB” TO SUPPORT VULNERABLE COMMUNITY MEMBERS DURING DISRUPTIVE EVENTS, AND THAT IN THE EVENT THAT A CITY-OWNED BUILDING OR PROPERTY IS BEING VACATED BY THE CITY, THAT THE HOUSING SECTION FIRST HAVE THE OPPORTUNITY TO EVALUATE THE PROPERTY AND DETERMINE THE FEASIBILITY OF REPURPOSING OR DEVELOPING IN A MANNER THAT SUPPORTS INCREASING THE NUMBER OF AVAILABLE AND AFFORDABLE HOUSING UNITS, AND REPEALING RESOLUTION NO. 2014-09**

**RECITALS:**

WHEREAS, the City of Flagstaff (“City”) is committed to excellence and leadership in the community; and

WHEREAS, the City desires to lead by example through implementing building practices that protect natural resources; prevent waste, reduce consumption, and promote human health and well-being; and

WHEREAS, incorporating sustainable building practices can yield savings by efficiently managing energy, water, waste and stormwater, while improving the employee and visitor experience; and

WHEREAS, the Mayor and City Council of the City of Flagstaff have adopted the Climate Emergency Declaration (Res. No 2020-09) and the Carbon Neutrality Plan (Res. No 2021-34) which commits the City to its own energy transition and supporting vulnerable community members during disruptive weather events or extreme incidents which due to climate change are anticipated to continue occurring with increasing frequency; and

WHEREAS, the most stringent energy efficiency standard that satisfies the Sustainable Building Incentive (PZ-21-00282) requires that the new building(s) be an all-electric, Zero Energy Building; and

WHEREAS, a building with emissions-neutral operations is a building that is highly efficient and either a) uses only renewable energy for its operation on an annualized average basis (this may include either onsite or offsite generated renewable energy) or b) produces and supplies onsite renewable energy in an amount equivalent to the magnitude of non-renewable energy consumed for its operations; and

WHEREAS, the Mayor and City Council of the City of Flagstaff wish to declare a commitment to energy conservation; and

WHEREAS, as of June 2022, all electricity purchased by the City for municipal operations is considered renewable as a result of participation in the APS Green Power Partners Program; and

WHEREAS, a Community Resilience Hub functions as a location where vulnerable residents can go during disruptive weather events or extreme incidents to receive ameliorating services and support, servicing a variety of purposes that could include, but are not limited to: a) a clean air center during extreme smoke events; b) a cooling center during extreme heat events; c) a warming center during extreme cold events; d) a refrigeration center and back up power center, especially for medications and medical devices, during any event that disrupts power for an extended period; and

WHEREAS, in order to provide these Community Resilience Hub services during disruptive weather events or extreme incidents, City facilities need to be designed so that they can operate independently of the electric grid for an extended period; and

WHEREAS, the Adaptive Reuse Program offers support to small businesses that repurpose existing buildings, in recognition that repurposing is one of the most sustainable approaches to building and development; and

WHEREAS, the Mayor and City Council of the City of Flagstaff have adopted the Housing Crisis Declaration (Res. No 2020-66) and the 10 Year Housing Plan (Res. No 2022-03) which commits the City to increasing the number of available and affordable housing options for Flagstaff residents at all income levels; and

WHEREAS, cities often own properties located in desirable locations with access to employment, community amenities, walkable neighborhoods and transit options; and

WHEREAS, an adequate supply of affordable and dignified housing supports sustainability, equity, and health, allowing more Flagstaff residents the opportunity to fully participate in the community pursuit of a carbon-neutral future that benefits all; and

WHEREAS, the Flagstaff City Council desires to repeal Resolution No. 2014-09.

#### **ENACTMENTS:**

#### **NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:**

SECTION 1. That the Mayor and City Council hereby require that all non-Housing Section, occupied, City-owned new construction and major renovation of existing facilities, including building additions over 10,000 square feet, achieve all-electric, emissions-neutral operations while also achieving certification in the most recent version of LEED (Silver) or Green Globes (3 Globes) or Living Building Challenge (full certification). It is acknowledged that there may be some highly energy intensive processes that are currently incompatible with all-electric operation. Any proposed new construction or major renovation that cannot achieve all-electric status may get approval from the Sustainability Director by demonstrating that doing so is infeasible. These projects would still be expected to achieve emissions-neutral operations.

SECTION 2. That if City staff charged with the design, construction, or renovation of a City-owned facility determine that compliance with certification standards is uniquely cost prohibitive, staff will recommend that the project achieves all-electric, emissions-neutral operations while adhering to the most recent ASHRAE High-Performance building standards. Cost prohibitive is defined as a payback period of more than eight (8) years for the additional costs associated with LEED, Green

Globes, or Living Building Challenge measures.

SECTION 3. That the Mayor and City Council require that when entering into leases for occupancy, including the renegotiation or extension of existing leases, the City shall include a preference for occupied space that is certified under LEED, Green Globes, Living Building Challenge, ASHRAE, or an equivalent standard.

SECTION 4. That the Mayor and City Council require that all non-Housing Section, occupied City-owned new construction and major renovation of existing facilities, including building additions over 10,000 square feet, shall be designed to support one or more functions of a Community Resilience Hub. Facilities that have security considerations or other extenuating circumstances may be exempt from this requirement if it is determined that opening the facility to the public during disruptive weather events or extreme incidents to receive ameliorating services is injudicious.

SECTION 5. That the Mayor and City Council require that in the event that a City-owned building or property is being vacated by the City, that the Housing Section first have the opportunity to evaluate the property and determine the feasibility of repurposing or developing 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. Following this evaluation process, should the Housing Section determine that the building or property being vacated is not well suited to repurposing or developing in this manner, and should the City decide that a sale for non-housing purposes is to be pursued, the City will consider whether a portion of the funds from the sale can be directed to support increasing the number of available and affordable units at another site. Exceptions to this requirement may be made for extenuating circumstances, such as, but not limited to, the case where the building being vacated by the City is also occupied by other tenants.

SECTION 6. That the Mayor and City Council require staff whose responsibilities include the design, construction, remodeling, repair, maintenance, operation or deconstruction of City-owned facilities to be responsible for ensuring compliance with the Sustainable Building policies required by this Resolution.

SECTION 7. That Resolution No. 2014-09 is hereby repealed.

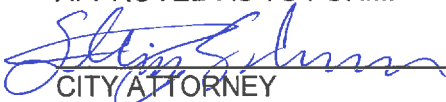
PASSED AND ADOPTED by the City Council of the City of Flagstaff this 1st day of November 2022.

  
MAYOR

ATTEST:

  
CITY CLERK

APPROVED AS TO FORM:

  
CITY ATTORNEY



## **Parks & Recreation**

**11.**

**From:** Koren Brown, Administrative Specialist

**DATE:** 11/20/2023

**SUBJECT:** City Council Liaison Report - Councilmember Deborah Harris

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### **STAFF RECOMMENDED ACTION:**

#### **Executive Summary:**

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

##### **Priority Based Budget Key Community Priorities and Objectives**

\*\*\*Reference Priorities and Objective documents at: S:\- City of Flagstaff\COUNCIL - AGENDAQUICK & PRESENTATIONS\*\*\*

##### **Carbon Neutrality Plan**

\*\*\*Reference Priorities and Objective documents at: S:\- City of Flagstaff\COUNCIL - AGENDAQUICK & PRESENTATIONS\*\*\*

Please contact Nicole Antonopoulos or Jenny Niemann for questions and assistance.

##### **Regional Plan**

\*\*\*Reference Regional Plan Desk Guide at: S:\- City of Flagstaff\COUNCIL - AGENDAQUICK & PRESENTATIONS\*\*

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**Parks & Recreation**

**12.**

**From:** Koren Brown, Administrative Specialist

**DATE:** 11/20/2023

**SUBJECT: Reports – Monthly highlights of Parks and Recreation, Open Space, and Events**

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**STAFF RECOMMENDED ACTION:**

**Executive Summary:**

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**Attachments**

PROSE Oct Newsletter

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# PROSE PARKS, RECREATION, OPEN SPACE, AND EVENTS

October 2023

## End of Season Celebration

The PROSE crew showed out for the end of season celebration this month. Staff celebrated each others accomplishments from the prior year and partook in team building activities and lunch.

Shout out to Greg Clifton and Shannon Anderson for making a special appearance!



Above: Staff enjoying the end of season celebration



[CLICK HERE TO VOTE](#)

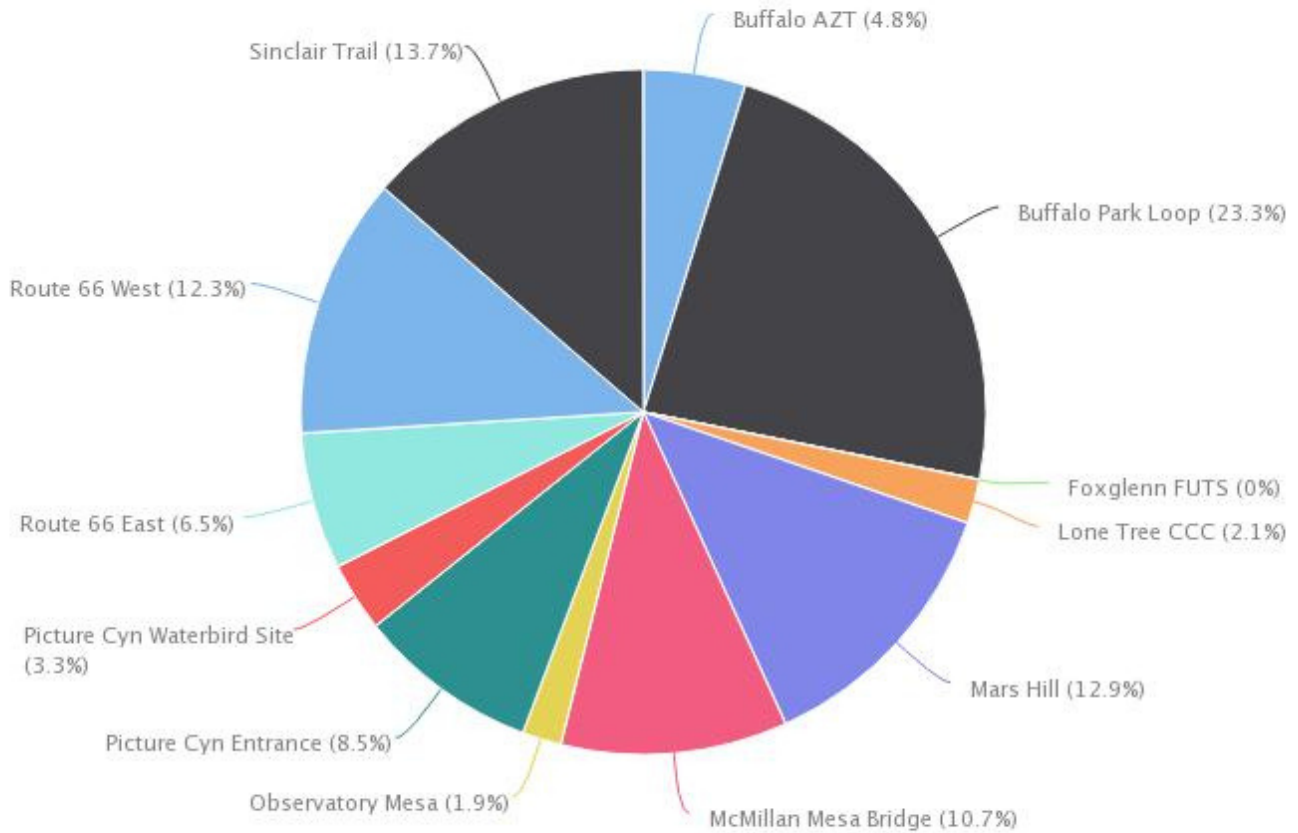
## Name that plow!

The community is invited to participate in the PROSE "Name that Plow!" initiative. A survey is available for the public to submit their name recommendations which will be decided on in November.

Throughout the winter we will track how much snow the plows move and keep the public informed.

# Compare Sites

2023-09-01 to 2023-09-30



Site Name	Daily Average
Buffalo AZT	82.7 (4.8%)
Buffalo Park Loop	401 (23.3%)
Foxglenn FUTS	0.2 (0.0%)
Lone Tree CCC	35.8 (2.1%)
Mars Hill	222.1 (12.9%)
McMillan Mesa Bridge	183.7 (10.7%)
Observatory Mesa	31.8 (1.9%)
Picture Cyn Entrance	146.7 (8.5%)
Picture Cyn Waterbird Site	56.5 (3.3%)
Route 66 East	110.9 (6.5%)
Route 66 West	211.7 (12.3%)
Sinclair Trail	234.5 (13.7%)

## Trail Counts

The month of September experienced a few increases in use by 15% with specific locations such as Sinclair Trail, Mars Hill and Buffalo Park.

A new gate...that's right! Parks has a new automated gate at the Shop which may not immediately reveal as important, but the crew is ecstatic with the improvement. The new gate simplifies the ingress/egress that was a daily struggle. Thank you to Shawn Mullaney for running this project!



Above: The new automated gate.

Halloween festivities took over the Recreation section this month with themed activities taking place at each of the four recreation centers. Hal Jensen Recreation Center has an impressive turn out with attendees participating in crafts, carnival games, and even a cake walk!



Pictures from the Hal Jensen Halloween Party





The Open Space Educator has continued facilitating field trips with Flagstaff High School, teaching students about forest ecology on Observatory Mesa, plant and insect biodiversity on McMillan Mesa, and bird adaptations at Picture Canyon. They have also been working closely with the Boys and Girls Club for some hikes while the weather is permissible.

Left: Boys and Girls Club at Buffalo Park

The STAR School came out to Picture Canyon for their quarterly wellness hike. There were 90 students in attendance and 20 chaperones, teachers, and administrators.



Above: Students exploring Picture Canyon.

Adult Basketball registration is open for 1st session. Gather your team and register before spots are full!

**CITY OF FLAGSTAFF**


**1ST SESSION  
ADULT  
BASKETBALL**

**WINTER 2023** | **LEAGUE PLAY BEGINS DECEMBER 3**

**REGISTRATION & LEAGUE INFO**

<b>Registration Opens October 18</b> <ul style="list-style-type: none"><li>Register online using QR Code or in-person at the Flagstaff Aquaplex</li></ul> <b>Closes November 17</b>		<b>5x5 play six person roster</b>
<b>Registration fee</b> <ul style="list-style-type: none"><li>\$325 per team</li><li>\$400 late fee after 11/17</li></ul>	<b>REGISTER</b>	<b>Manager's Meeting November 15 @ 6:00 PM Hal Jensen Recreation Center</b>

**For more information:**  
LaReina Reyes  
928-213-2309  
lareina.reyes@flagstaffaz.gov





**Winter  
ONDERLAND  
and TREE  
LIGHTING**

PRESENTED BY THE FLAGSTAFF DOWNTOWN BUSINESS ALLIANCE AND  
CITY OF FLAGSTAFF PARKS, RECREATION, OPEN SPACE, AND EVENTS

*Saturday December 2nd*

**STARTING AT 2:00PM | HERITAGE SQUARE**



Staff are busy preparing for winter with marketing updates, Winter Wonderland Holiday Tree Lighting, and New Years Eve Pinecone Drop planning.

# Upcoming Events in Flagstaff

**First Friday Art Walk**  
November 3  
Heritage Square

**Winter Wonderland**  
December 2  
Heritage Square

**Holiday Light Parade**  
December 9  
Downtown Flagstaff

**Noon Years Eve**  
December 31  
Heritage Square

**New Years Eve Pinecone Drop**  
December 31  
Downtown Flagstaff



[flagstaff.az.gov/prose](http://flagstaff.az.gov/prose)