



**Date:** October 4, 2023  
**TO:** Planning and Zoning Commission  
**FROM:** Tiffany Antol, AICP, Zoning Code Manager  
**Through:** Michelle McNulty, AICP, Planning Director  
**RE:** Planning and Zoning Commission Work Session

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I. **Request:**

**Case No PZ-22-00223:** Request for a work session with the Planning & Zoning Commission to discuss the City's proposed amendment to the Zoning Code to modify the existing Planned Residential Development (PRD) requirements.

**Case No. PZ-23-00135:** Request for a work session with the Planning & Zoning Commission to discuss the City's proposed amendment to the Zoning Code to modify the standards for Neighborhood & Regional Meeting Facilities.

**Case No. PZ-23-00136:** Request for a work session with the Planning & Zoning Commission to discuss the City's 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:** Request for a work session with the Planning & Zoning Commission to discuss the City's proposed amendment to the Zoning Code to change the minimum parcel size in the Manufactured Home (MH) zone from 5 acres to 4,000 square feet as well as add minimum lot width and depth standards.

II. **Purpose of the Work Session:**

The work session with the Planning and Zoning Commission is required as a "Citizen Review Session" in compliance with Section 10-20.50.040 (Procedures) of the Zoning Code and applicable state law. The purpose of the work session is for staff to present an overview of the proposed amendments, to allow interested residents to provide their ideas, suggestions, and concerns, and for the Commission to ask questions, seek clarification, and discuss the amendments, as well as offer alternate suggestions and ideas. The Commission will take no action at this work session. After the work session, staff will revise the proposed amendments as necessary. The amendments will then be presented to the Commission at a public hearing for consideration and action. Once a recommendation is received, a public hearing will be scheduled with the City Council. The anticipated timeline for the amendments is as follows:

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)

III. **Overview of Proposed Amendments:**

**A. 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.

#### **B. 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.

#### **C. 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.

#### **D. 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. Multi-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.

#### **IV. Findings:**

At the November 8, 2023, Planning and Zoning Commission meeting, the Commission will be requested to make a recommendation to the City Council on the proposed amendments based on the required findings specified in the Zoning Code. For your reference and discussion purposes, the required findings 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. Community Involvement**

In accordance with Arizona Revised Statutes and the Zoning Code, the work session before the Planning and Zoning Commission was advertised in the Arizona Daily Sun on October 7, 2023, which

is 18 days before the scheduled meeting date.

As of the date of this memorandum, staff has not received any public comments on the proposed amendment.

**VI. 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:**

1. PZ-22-00223 – Planned Residential Development
2. PZ-23-00135 – Meeting Facilities, Neighborhood and Regional
3. PZ-23-00136 – Residential Uses in the Public Facility (PF) Zone
4. PZ-23-00137 – Manufactured Home (MH) Zone Lot Development Standards