

Community Development End of Year Report for 2023



If I had to choose a theme for 2023 it would be 'teamwork makes the dream work'! I know that is so 2002 but nothing could be further from the truth. As reflected in our 2023 End of Year Report, many programs operated at a high level of productivity during significant vacancies, while we recruited and welcomed new team members. This required many additional hours of work in the evenings and weekends to not only process applications and administer programs but take on new challenges with exciting new opportunities. I am grateful to the all of the members of Community Development and we remain committed to our mission to serve the community with integrity. The success of our team is a reflection of each member's dedication to Flagstaff and each other. – Dan Folke, Community Development Director

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

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LASS + CAPP

The Planning and Development Services and Housing Sections have partnered with the Sustainability Division to complete the Land Availability and Suitability Study and Code Analysis Project (LASS+CAP). This is a multi-pronged initiative to address critical long-term planning and resiliency needs. There are two components to this project: the Land Availability and Suitability Study (LASS) and the Code Analysis Project (CAP).

1. The purpose of the LASS is to understand what land is available within the Flagstaff city limits for development and redevelopment/infill and the barriers that exist.

2. The Code analysis portion of the project will analyze City codes applied to development projects and will identify what works well and where are the barriers to meeting the City's housing and sustainability goals and policies.

This effort will provide a much-needed base for high-level coordination between numerous other City Divisions/Sections such as Fire, Building Safety, Economic Vitality, Water Services, in addition to the primary City partners, and Mountain Line.

The project will conduct public outreach with the development and design community, in addition to other interested groups and feedback from City Advisory Committees, which may include the Housing Commission, Transportation Commission, Sustainability Commission, and others. Project updates and results will be presented to the Planning and Zoning Commission and City Council. The results of this project will inform (and be informed) by the Regional Plan Update.

One of the primary outcomes of the project is a list of prioritized, recommended code changes that staff will use to develop a work program to make code updates. Staff will then draft recommended code changes and conduct community outreach on those changes. Staff will also draft updated development review processes as recommended (these changes will be vetted with stakeholders).

The project is underway and an update with the first draft deliverables will be presented to various boards, commissions, and Council in March 2024!



COMMUNITY DEVELOPMENT 2023

Professional Accomplishments, Promotions, and New Faces

COMMUNITY DEVELOPMENT ADMINISTRATION:

- Anjel Johns joined the team as Community Development Administrative Specialist

REAL ESTATE:

- Bryce Doty completed the Urban Land Institute Foundations of Real Estate Certificate
- Carmen Pryer became a Notary Public for State of Arizona

BUILDING SAFETY & CODE COMPLIANCE:

Building Safety is Fully Staffed!

- Patrick St. Clair was promoted to Plans Examiner
- Robert Solomon was hired in the position of Code Compliance Officer
- Courtney West joined the team as Building Permit Technician
- Tiffany Thomas took the position as Plans Examiner
- Brad Lawry joined the team as a Building Inspector

HOUSING AND HOUSING AUTHORITY:

- Dione Paul promoted to Housing Service Specialist
- Anna Cresap was promoted to Lead Housing Specialist
- Myron Livingston joined the team as Lead Maintenance Worker
- Jeremiah Yazzie accepted the position as Maintenance II
- Nayilla Nunez accepted the position as Housing Services Specialist
- Jessica Watson joined the team as Housing Planner
- Jaelen Silas was hired as Maintenance Worker I
- Robert Acten accepted the position as Maintenance Worker I



COMMUNITY DEVELOPMENT 2023

Professional Accomplishments, Promotions, and New Faces

PLANNING & DEVELOPMENT SERVICES:

- Michelle McNulty, AICP, Planning Director, successfully completed the Certified Public Manager program at Arizona State University and is now a CPM.
- Ben Mejia successfully passed the American Institute of Certified Planners (AICP) exam and qualifications and is Current Planning's newest certified planner.
- Ben didn't stop with becoming an AICP this year, he was also promoted from Planner to Senior Planner in Current Planning.
- Wesley Welsh was promoted within Current Planning from Associate Planner to Planner.
- Current Planning welcomed two new superstars, Bethan Heng, Planner and Dustin Stiffler, Associate Planner.
- Development Services saw 2 key staff members leave mid-way through 2023. Victoria (Tori) Martin, who was the Community Development Administrative Specialist stepped into the gap so service to the public would not be disrupted. Tori eventually accepted the position of Development Services Manager in July.
- Cindy Cazares joined the team as the Development Services Specialist.
- Comprehensive and Neighborhood Planning welcomed Elsa Erling as their new Associate Planner.
- NAU Intern Joseph O'Connell, stepped into the Associate Planner for Comprehensive and Neighborhood Planning on a temporary basis while the position was permanently filled. His willingness to do so was critical in keeping the Regional Plan Update on track and on schedule.
- Mark Yarnell moved into PDS from the City's Customer Service Section to becoming the PDS Administrative Specialist.
- Everyone in PDS stepped up and went above and beyond as we worked through vacancies - the ultimate professional accomplishment knowing how to step in and help out, take care of each other, and be an awesome team member – all while (mostly) enjoying yourself. Thank you to each and every one of you for your contributions and amazing attitudes!

PROPERTY CARE STANDARDS REPORT

After a series of community discussions and recommendations from a citizen’s working group, the Flagstaff City Council adopted Building and Property Care Standards on December 19. The standards provide rules for the maintenance of all land and buildings in Flagstaff and focus on:

- Life and safety regulations
- Accumulation of garbage/debris/refuse/litter
- Hazardous and dangerous conditions
- Deteriorating structures
- Abandoned properties and vehicles

While the standards are intended to be clearly written and easy to understand, they will be supported by existing code sections on Littering, Inoperable Vehicles and Nuisances (abandoned property). The goal is to create a Property Care program that promotes the cleanup of neighborhoods and removal of dangerous and abandoned conditions.



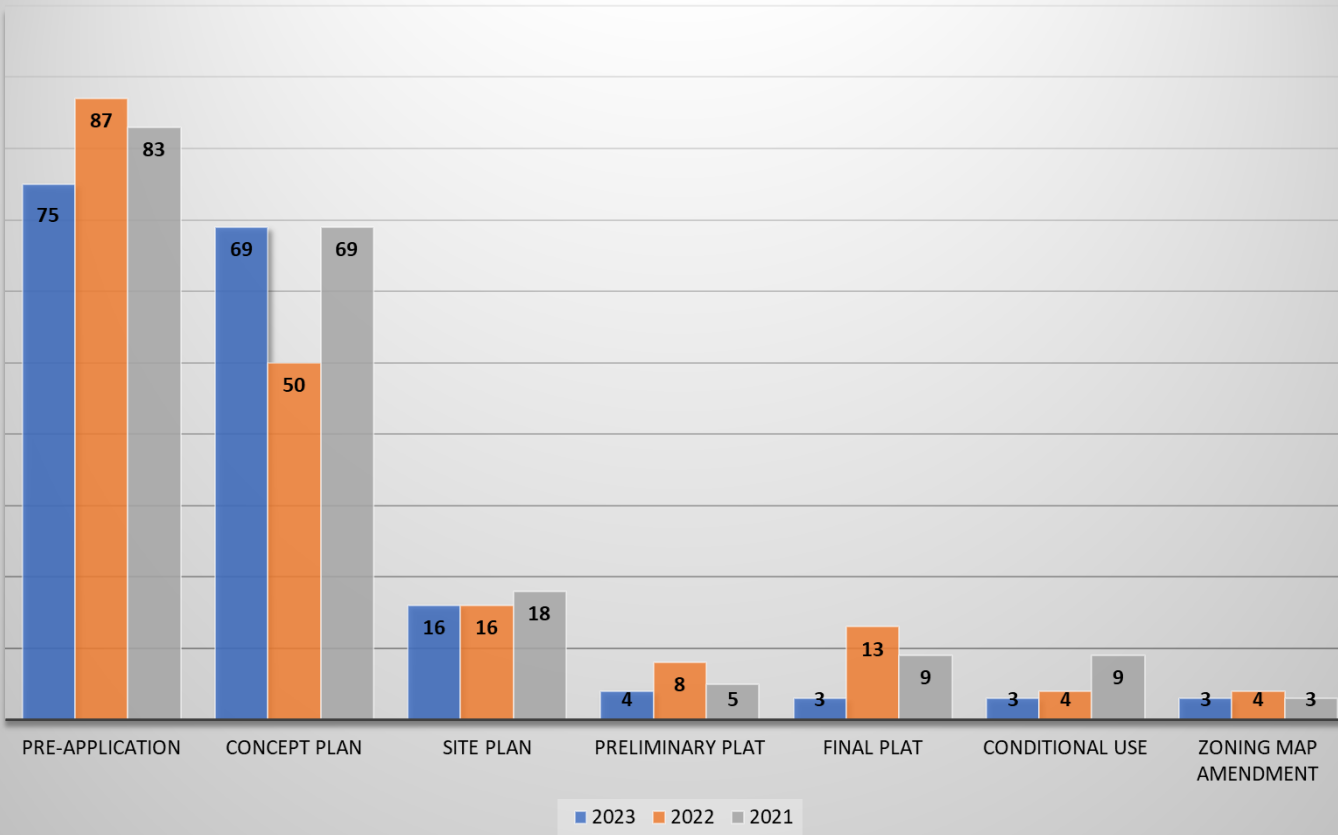
You can view the new Building & Property Care Standards here:

[Property Care Ordinance](#)



CURRENT PLANNING 2023

Current Planning Cases



2023 Approved Multi-Family Site Plans:

- Caden Court Live/Work
3 units
- LIV Timber Sky
214 units
- Flagstaff Apartments
573 units
- Woody Mtn Apartments
221 Affordable units
- Railway Yard
7 units
- Butler Avenue Lofts
172 units

Staff approved 1,190 new Multi-Family units, 221 of which are Affordable units.

2023 Staff:

Alexandra Pucciarelli,
Current Planning Manager
Ben Mejia,
Senior Planner (promotion)

Wesley Welch,
Planner

2023 New Hires:

Bethan Heng,
Planner
Dustin Stiffler,
Associate Planner

Vacant,
Senior Planner

For more information on Current Planning cases please click on the following link:

[Developmental Status Reports](#)

COMPREHENSIVE & NEIGHBORHOOD PLANNING

HERITAGE PRESERVATION

The City approved seven Signs and Facades Grants valued at \$73,310.

The city has two significant Heritage Resources that they own, both are under initial consideration for preservation and rehabilitation for a compatible use.



Pictured above- The approved site for the Indigenous Community and Cultural Center (ICCC)

-The old Public Works “Fleet Building” where various vehicles were once maintained is proposed to be adaptively reused as an Indigenous Cultural Community Center (ICCC). The concept for a cultural center went through an extensive public review planning process as a component of the Thorpe Park planning process. Conceptual site plan designs have been accepted by the City Council to guide the areas development with the ICCC as a key feature to the Thorpe Park expansion.

-The other property is McAllister Ranch which is on the same parcel as the new Public Works facility. The parcel for the new Public Works complex happened to include a surviving component of a much larger ranch that extended all the way to the arboretum. The foreman’s house, garage and two barns have been determined to be eligible for the National Register of Historic Places. Recently a concept for adaptive reuse has been developed in cooperation with our Sustainability Officer and Heritage Preservation for an adaptive reuse for Urban Agriculture production and education. This is a viable opportunity to preserve one of the last surviving historic sites related to Flagstaff agriculture.



McCallister Ranch

COMPREHENSIVE & NEIGHBORHOOD PLANNING

HERITAGE PRESERVATION

The El Pueblo/Code Talker Motel has been a major focus for Heritage Preservation. The National Significance of this site as the initial point of development of the Code Talker concept and its importance to the Navajo Nation should not be understated. Heritage Preservation has been working with the property owner and our Building Officials to move the project forward. The necessary permits have been reactivated so that efforts in the rehabilitation of the 3 historic motel buildings can proceed, that the office building can be demolished, and the front recreated as an interpretive wall for a Code Talker display with the preservation of the Route 66 sign.



The Heritage Preservation Office continues to monitor all activity in the 2 Historic Overlays and designated historic districts. The office also looks at resources along Route 66 with an eye upon the upcoming centennial of Route 66 in 2026. Identified key historic properties such as the May Hicks home and the Peris home have required additional efforts toward protection of Flagstaff history.

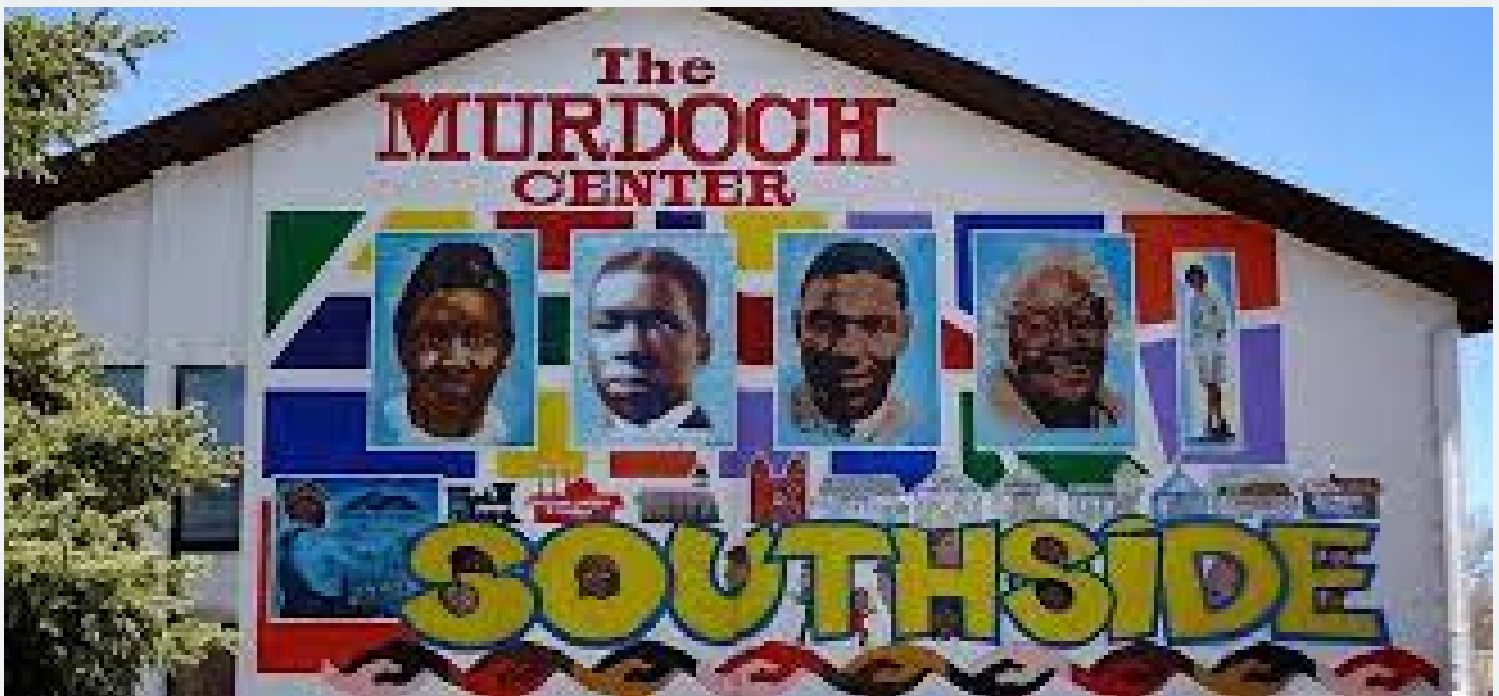
The protection of archaeological resources is a high priority of the Heritage Program with consideration of ongoing development in undeveloped sites. This information is confidential and is encountered more than most people know. The full acknowledgement of our history is both historic as well a prehistoric habitation and the protection of both is essential.

As the city applies for more Federal funding compliance with Section 106 of the National Historic Preservation Act becomes a more common occurrence for the Heritage Office. Significant participation by the Heritage Preservation Officer is taking place for both the Downtown Mile and the Rio de Flag Flood Control project both taking place within the heart of Flagstaff Downtown and surrounding historic districts.

COMPREHENSIVE & NEIGHBORHOOD PLANNING

HERITAGE PRESERVATION

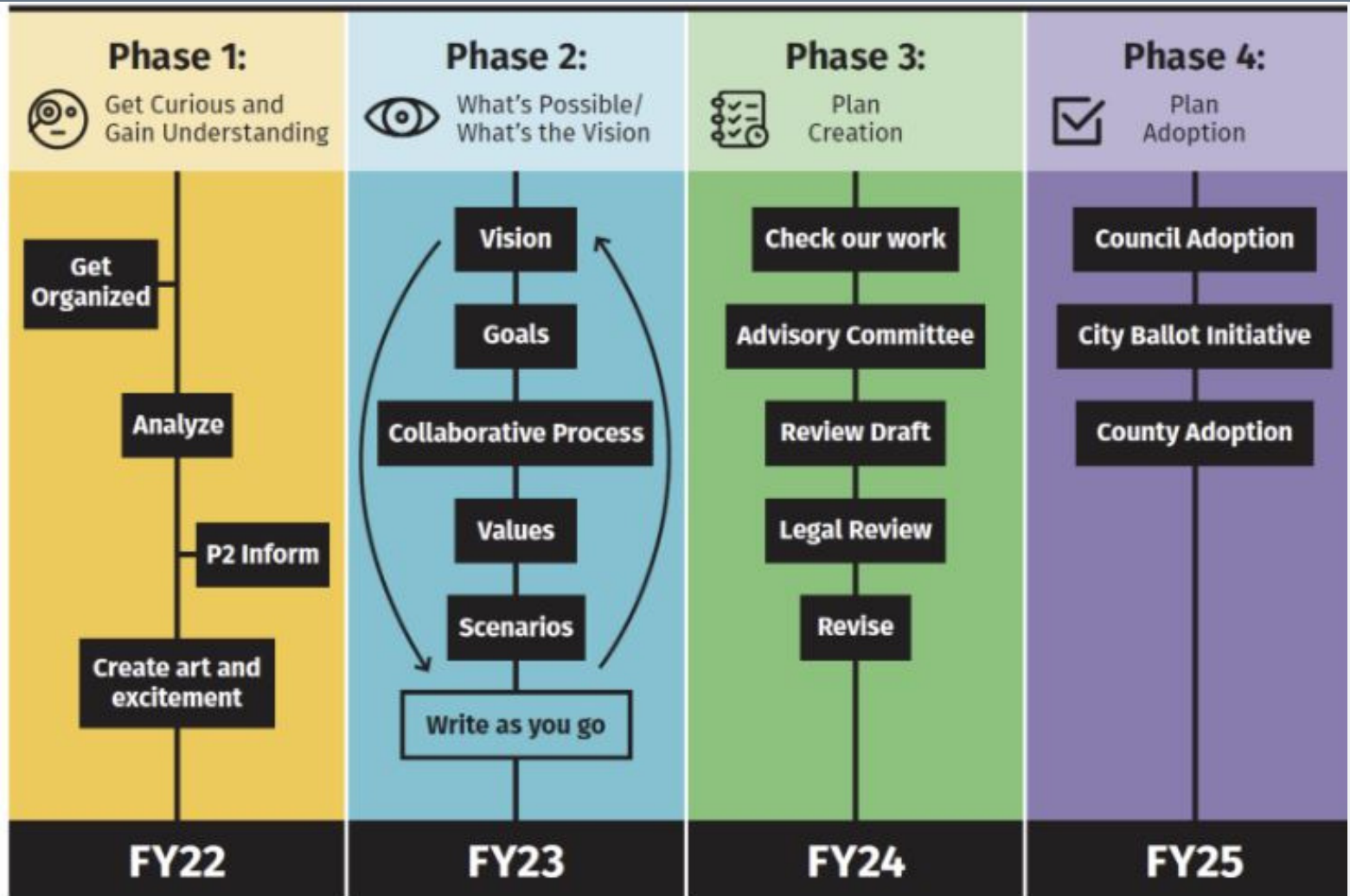
Phase I Cleo Murdoch Neighborhood Park Early Concepts



Though the Cleo Murdoch Neighborhood Park project has been delayed due to a high bid, it is proceeding with a phased project approach. The revision still retains the important aspects of a neighborhood park. The existing bollard lighting was replaced with new Dark Sky compliant lighting with better photometrics. There was also the opportunity to reduce the amount of shrubbery that has caused some social behavioral problems at the site. Additional shrub removal is planned that should not adversely impact the aesthetics and allow it to be integrated into the new park's development. Some of the lessons learned here should be able to be applied to other landscaped areas along Butler Ave.



REGIONAL PLAN 2045



Flagstaff Regional Plan Update

The Flagstaff Regional Plan outreach began in the Fall of 2021. In 2022, Phase 1 and Phase 2 activities were completed. Phase 1 invited the public to engage the process with curiosity, imagination and hope. The goal is to inform the public about the process, its meaning and to solicit feedback on the qualities values and challenges that should be addressed in the plan update. The objective of Phase 2's engagements was to identify critical success factors that the project will need to address and to get conceptual feedback on anticipated trade-offs and decision points.



REGIONAL PLAN 2045

Face the Future Workshops

The Regional Plan team held 13 scenario planning workshops designed around an activity that tasked participants with making decisions about how the Region should grow under random conditions pertaining to jobs and population growth, climate change, and infrastructure funding. The activity placed participants in the driver's seat and required them to wrestle with uncertainty as we plan for the future of our community. This phase include:

- 13 Workshops
- 60 Growth Scenario Maps Created
- 285+ Community Members Participated

Technical Advisory Group

TAG members served as subject matter experts for the scenario planning portion of the Regional Plan 2045 update. The TAG team provided valuable insights to the Regional Plan update team, ensuring the consideration of numerous perspectives as they pertained to the future of the Flagstaff Region.



REGIONAL PLAN 2045

Scenario Choosing Open House

From November 16, 2023 - January 19, 2024, the City of Flagstaff and Coconino County invited residents to participate in our Scenario Choosing Online Open House. The open house offered the community a unique opportunity to shape the future of our region. More specifically, participants reviewed four distinct land use scenarios, considered which scenarios aligned best with their own growth preferences for the region, and ultimately chose a preferred scenario. This data will directly inform the development of goals and policies for the Flagstaff Regional Plan 2045, setting the course for the Flagstaff region's future. The open house was offered in person and virtually. This phase includes:

- 2 in-person open houses
- 550+ participants
- Scenario Choosing Ambassadors

Scenario Choosing Ambassadors were representatives trained by the City of Flagstaff to facilitate discussions across the Flagstaff community during the Regional Plan 2045's Scenario Choosing phase. Our ambassadors were instrumental in spreading awareness about the Regional Plan within their networks. Overall, these volunteers were crucial in ensuring the Regional Plan Scenario Planning process was shaped by a broad range of community insights and preference that echoed the voice of our region.





REGIONAL PLAN 2045

Regional Plan 2045 Phase 3

With the visioning phase of the Regional Plan update coming to a close, the team is now transitioning into the Plan creation phase of the update process. This involves establishing a Regional Plan Committee, writing the plan, and working collaboratively with multiple voices throughout the Flagstaff Region to ensure the content of the plan reflects community values.

The Regional Plan Committee includes twenty-four community members who have been appointed by the City of Flagstaff and Coconino County Managers.

Abel Estrada	David Hayward	Michelle James
Al White	Diane Vosick	Paul Beier
Ali Applin	Dirch Foreman	Rick Miller
Alicia Chee	Jesse Delmar	Sara Aleman
Andrea Meronuck	John Ruggles	Susie Garretson
Anthony Garcia	John Vandlandingham	Talyn Corlyn
Captain Tom Pearson	Julie Leid	Tina Burger
Cristy Zeller	Kimberly Robinson	Walter Phelps



Nominations were made by City and County elected officials and were reviewed to ensure that the committee composition reflects a fair and balanced representation of the Flagstaff region.

The role of the Regional Plan Committee is to make recommendations to City and County staff regarding the goals, policies, strategies, and future land use designations of the Flagstaff Regional Plan 2045.

The committee will meet either one or two times per month for the duration of the Regional Plan 2045 draft process and will continue to provide recommendations throughout.



PLANNING & ZONING COMMISSION

Zoning Code Manager:

Tiffany Antol, AICP, Zoning Code Manager, successfully took seven zoning code text amendments through approval while also project managing one of the largest and most complex rezoning cases that has come to the City, the proposed Northern Arizona Healthcare Village.

- Updated the Planned Residential Development standards to make this section of code easier to use and to promote design features important to achieving the City's housing and climate goals.
- Revised the definition of Open Space to reduce confusion between private and public open space.
- Revised the Manufactured Home lot standards.
- Updating "Meeting Facilities" to allow for conference centers, a missing allowed use in the zoning code.
- Revised setback standards to provide more flexibility on housing design choices.
- Added Heavy Manufacturing Uses as a Conditional Use Permit in the Light Industrial Zone
- Changed the definition of Duplex.
- Revising the Public Facilities Zoning District to allow for residential uses, meeting a goal of the Housing Plan. This proposed change was recommended for approval by the Planning and Zoning Commission in December 2023 and will be to Council in February & March 2024.

For information on Zoning Codes or Zoning Maps please click here:

[Flagstaff Zoning Code](#) | [Flagstaff Zoning Maps](#)












Building Safety End of Year Statistics 2023

BUILDING SAFETY BY THE NUMBERS 2023

Total Permits issued - 2,553

155	SINGLE FAMILY DWELLING PERMITS ISSUED (ALL TYPES)	
40	ACCESSORY DWELLING UNIT (ADU) PERMITS ISSUED	
90	COMMERCIAL BUILDING PERMITS ISSUED	
416	REMODEL/ADDITION/TENANT IMPROVEMENTS PERMITS ISSUED FOR RESIDENTIAL & COMMERCIAL	
238	PHOTOVOLTAIC SOLAR PERMITS ISSUED	
2,861	PLAN REVIEWS COMPLETED	
13,624	BUILDING INSPECTIONS PERFORMED	

**Total Construction Valuation -
\$258,214,198**

**TOTAL PERMIT FEES COLLECTED-
\$2,602,447**



Building Safety

Building Safety hosted the 2nd graders from Marshall School at City Hall to discuss City government and to permit their proposed gingerbread houses. The event was very engaging and successful. The building inspectors visited the school the next day to “Inspect” their house construction. It was a really fun event.





Building Safety



Staff donated a half day to this event. It was excellent for team building and getting to know your teammates outside of the office. The day was very successful, and we painted until there was no paint left!

The Building Safety and Code Compliance team held a Graffiti Removal Day event where all Building Safety and Code Compliance staff were assigned certain areas of the City to remove graffiti.

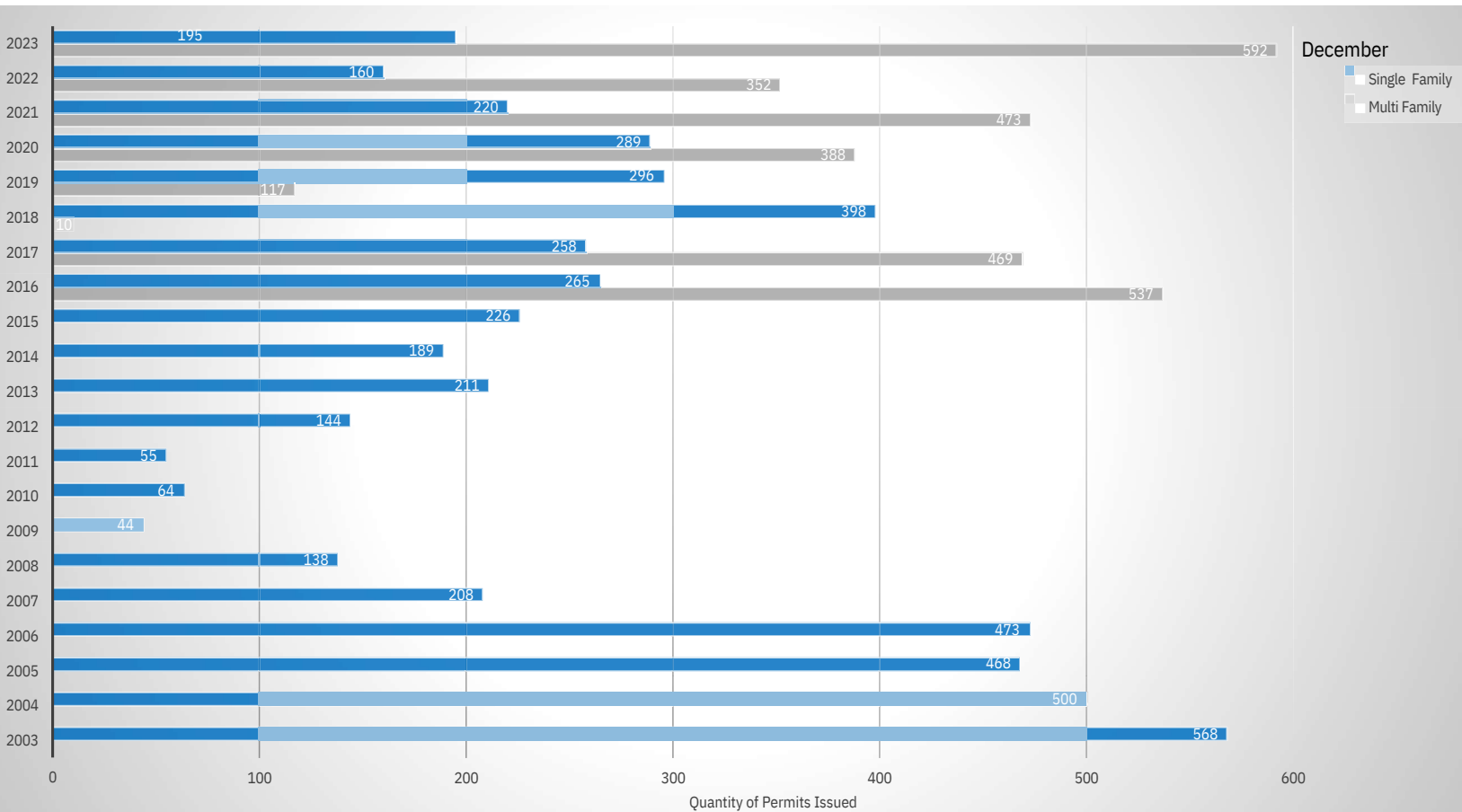




BUILDING SAFETY 2023

City of Flagstaff

Single Family Dwelling, Manufactured Homes & Multi Family Dwelling Permits Issued



THERE WERE
592 NEW MULTIFAMILY UNITS
PERMITTED
IN 2023!



Building Safety

END OF YEAR HIGHLIGHTS

- **BUILDING SAFETY IS FULLY STAFFED!** Finally filled 2 open Building Inspector positions, 2 Plans Examiner positions and 1 Permit Technician position.
- Levitate Adventure Park finished moving into the old Office Max building on Marketplace.
- Fat Bagels on E Route 66 was finished and occupied.
- Finaled the last house in the Trails End subdivision, subdivision is filled and built out.
- Chick-Fil-A at 4th St and E Route 66 went through construction and received a Certificate of Occupancy.
- Miramonte's mixed use building at Beaver and Butler was finaled.





Code Compliance Violation Reporting in 2023

City of Flagstaff - Code Compliance Violation Reporting 2023

Complaint	Jan	Feb	Mar	Apr	Ma	Jun	Jul	Aug	Sep	Oc	Nov	Dec	
Staff Driven Complaint	75	56	44	73	118	291	310	331	203	255	251	210	
Citizen Driven Complaint	28	20	30	12	11	17	23	22	14	8	7	11	
New Cases	103	76	74	85	129	308	333	353	217	263	258	221	
Case Status													
Open Cases (of total new cases above)	54	47	34	13	10	38	23	58	17	33	4	15	
Closed Cases (of total new cases above)	49	29	40	72	119	270	310	295	200	230	254	206	
Violation Type	Jan	Feb	Mar	Apr	Ma	Jun	Jul	Aug	Sep	Oc	Nov	Dec	Year End To
Abandoned/Junked Vehicles	0	0	1	1	0	9	2	1	2	1	0	0	17
Accessory Dwelling Unit	0	0	0	0	0	0	0	0	0	0	0	0	0
Building Regulations	0	0	3	0	0	2	0	0	0	0	0	0	5
Camping on Public Property within City Limits	0	0	0	1	0	1	0	1	0	0	2	1	6
Collection/Disposal Practices	1	0	2	3	4	13	17	34	4	23	4	13	118
Commercial Work on Motor Vehicles	0	0	0	0	0	0	0	0	0	0	0	0	0
Displaying Vehicles for Sale of Private	0	3	2	0	5	1	3	13	1	4	1	2	35
Failure to Remove Snow/Obstructions from Sidewalk & Deposit of Snow in ROW/Hedges over Sidewalk	76	45	34	17	10	27	100	106	12	56	37	40	560
Failure to Meet Landscape Standards	0	0	0	0	0	0	0	0	0	0	0	0	0
Failure to Meet Outdoor Lighting Standards	0	2	1	0	0	1	0	0	1	0	1	1	7
Failure to Meet Parking Standards/General Parking Standards	0	0	0	0	0	0	3	2	0	1	1	1	8
Failure to Meet Resource Protection	0	0	0	0	0	0	0	0	0	0	2	0	2
General Restrictions/Requirements for all Signs, Failure to Meet Temporary Sign Standards	4	6	4	23	31	180	138	109	144	107	112	103	961
Failure to Meet Building from	0	0	0	0	0	0	0	0	0	0	0	0	0
Failure to Comply with Transect Zone	0	0	0	0	0	0	0	0	0	0	0	0	0
Graffiti	17	15	25	31	61	46	34	26	37	39	88	56	475
Littering	1	3	0	0	6	3	1	3	3	2	1	0	23
Illegal Use or Activity without Permit	0	1	0	6	5	6	6	12	8	10	2	1	57
Illegal Use in Zone	0	0	0	0	0	1	0	1	0	4	1	0	7
Keeping of Certain Animals	0	0	0	0	1	1	0	0	0	0	1	0	3
Parking of Commercial Vehicles in	0	0	0	0	0	0	0	0	0	0	0	0	0
Parking of RV's or Vehicles	0	0	0	2	0	0	0	0	0	0	0	0	2
Specific to Uses	0	0	0	0	1	0	0	0	0	0	0	0	1
Stopping, Standing & Parking Restrictions	0	0	0	0	4	15	22	43	5	13	5	2	109
Storage Containers Temporary/Permanent	0	0	0	0	0	0	0	0	0	0	0	0	0
Storage of Unregistered/Inoperable Vehicles	0	0	0	0	0	0	0	0	0	0	0	0	0
Storing or Placement of Solid Waste	2	1	0	0	0	0	1	1	0	0	0	0	5
Unauthorized Accumulation of Litter on	0	0	0	0	0	0	0	1	0	0	0	0	1
Uninhabited or Vacant Private Property	0	0	0	0	0	0	0	0	0	0	0	0	0
Violation of Encroachment Standards	0	0	0	0	0	0	0	0	0	0	0	0	0
Violation of Fence/Wall & Scening	0	0	0	0	0	0	0	0	0	0	0	0	0
Water Conservation	0	0	0	0	0	0	3	0	0	0	0	0	3
Other Misc	2	0	2	1	1	2	3	0	0	3	0	1	15
Total Complaints by Month	103	76	74	85	129	308	333	353	217	263	258	221	2420



Code Compliance in 2023

City of Flagstaff - Code Compliance Plan Review/Inspection Reporting 2023

Permit Inspections	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Year End Tot
Minor Improvement Permit Inspections	0	0	1	1	2	6	0	4	5	3	3	2	27
Building Permit Lighting Inspections	12	2	8	18	30	26	3	42	50	30	35	34	290
Sidewalk Café/Vending Cart & Temp. Wall Banner	0	0	0	0	1	2	0	0	0	0	0	1	4
Permanent Sign Inspections	2	0	0	0	1	0	0	0	0	1	1	1	6
Code Violation Inspections	155	130	112	128	175	518	611	561	441	342	301	262	3736
Total Inspections	169	132	121	137	209	552	614	607	496	376	340	300	4053
Permit/License Reviews	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Year End Tot
Business License Permits	47	30	39	31	66	29	45	43	37	20	25	23	435
Home Occupation Permits	31	11	12	7	24	11	24	19	6	5	12	9	171
Outdoor Lighting Permits	9	18	20	25	32	20	28	94	25	24	25	48	368
Liquor License	0	2	1	7	0	2	4	4	2	2	1	4	29
Sidewalk Café/Vending Cart Permits	0	0	0	1	1	0	0	0	0	0	0	0	2
Temporary Wall Banner Permits	0	0	0	0	0	2	0	1	0	0	0	1	4
Total Reviews	87	61	72	71	123	64	101	161	70	51	63	85	1009

-Code Compliance investigated 2,443 code violations and complaints and conducted 3,632 inspections.

-Code Compliance staff teamed up with Flagstaff Police Department and Solid Waste to clean up and remove squatters from a Southside property.

-Code Compliance and City staff continued to work with a citizen working group in preparation to present a Property Care Ordinance to council. There are properties that are earmarked for clean-up once Property Care Standards are adopted.

-Code Compliance continues to work with Flagstaff Police Department regarding large numbers of camping and parking complaints within the city limits.

-Code Compliance staff is working with liaison of the Commission for Inclusion and Adaptive Living on sidewalk and accessibility concerns.



Dark Sky in 2023

Our Dark Sky Compliance Program saw major progress bringing properties into compliance and in the process of achieving compliance by reviewing 368 Outdoor Lighting applications as well as conducting 290 lighting inspections.

City of Flagstaff/Coconino County Partnership - Dark Sky Compliance Report 2023 Coconino County Specific Cases

Complaint	Jan	Feb	Mar	Apr	Ma	Ju	Jul	Aug	Sep	Oct	No	Dec	
Staff Driven Complaint	1	1	2	0	0	0	0	0	0	0	1	1	
Citizen Driven Complaint	1	1	0	1	3	2	1	0	0	1	1	0	
New Cases	2	2	0	1	3	2	1	0	0	1	2	1	
Case Status													
Open Cases (of total new cases above)	2	1	2	1	3	0	0	0	0	0	1	0	
Closed Cases (of total new cases)	0	1	0	0	0	2	1	0	0	1	1	1	
Closed Cases (from previous months)	0	1	0	0	0	1	0	0	0	0	0	0	
Hours Spent													Year End Total
Total Hours spent on County Cases*	25	45	50	30	35	50	40	10	20	10	30	15	360
Hours spent on JLUS	25	45	50	30	35	50	40	10	20	10	30	15	360
Violation	Jan	Feb	Mar	Apr	Ma	Ju	Jul	Aug	Sep	Oct	No	Dec	Year End Total
Residential Violations	0	0	0	1	3	2	1	0	0	1	2	0	10
Commercial Violations	2	2	2	0	0	0	0	0	0	0	0	1	7
Total Violations by Month	2	2	2	1	3	2	1	0	0	1	2	1	17

*Note: Hours spent include field time, investigations, admin and outreach

I want give a huge thank you to Code Compliance Officers Kevin Dunlap, Robert Solomon and Dark Sky Specialist Janice Hakala for the diligent and tremendous work that they provided during the year. They are dedicated team members and provide service at the highest level. -Amy Tressler, Building Official

Housing Section

Housing Section had a BIG year!

- Conducted extensive outreach through the Arizona Daily Sun, KAFF, KNAU, Art in Action: On the Verge, the Asheville Watchdog, and through the new Housing Section Instagram account and Facebook pages.
- Coordinated with the Planning and Sustainability departments to procure a team of consultants, Cascadia Partners and DOWL, on the Land Availability and Suitability Study and a Code Analysis Project.
- Ongoing coordination with the Planning and Sustainability departments on developing an Accessory Dwelling Unit (ADU) incentive program.
- Revised and implemented the Limited English Proficiency Language Access Plan.
- Gave presentations at the Arizona Department of Housing's Housing Forum, AZ State Bar Association Zoning & Land Use Workshop, and the Arizona Planning Association.
- Participated in a roundtable discussion on the issues of affordable housing and homelessness with Governor Katie Hobbs.

To see the 2023 monthly Newsletters for the City of Flagstaff Housing click on the following link:

<https://www.flagstaff.az.gov/4372/Housing-Section>



Emergency Shelter & Rental Assistance

Eviction Prevention

- Submitted the Program Year 2022 Consolidated Annual Performance and Evaluation Report to the US Department of Housing and Urban Development in September 2023 highlighting accomplishments including childcare scholarships for 37 individuals attending the Boys and Girls Club and 39 households receiving eviction prevention and avoiding homelessness.
- Awarded \$1,900,000 in American Rescue Plan Act Coronavirus Local Recovery Funds to local community partners for Housing Assistance Projects and Programs.

Affordable Renting

- Operated 345 rental units housing low-income households.
- Applied for and awarded \$840,000 in Homeless Shelter and Services Funds from the Arizona Department of Housing.
- Created the Rental Incentive Bond Program and was approved by Council.

To learn about other resources available through Housing Emergency Shelter & Rental Assistance please click on the following link:

[Housing Assistance](#)



Homebuying Assistance

Affordable Homeownership Programs:

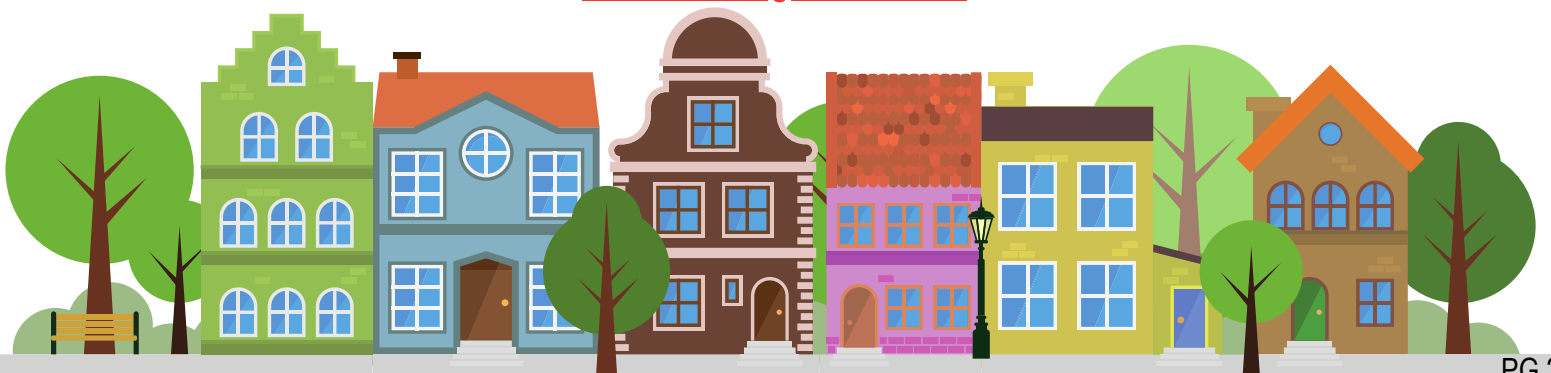
- Completed Owner Occupancy Verifications by contacting over 200 homeowners who have benefitted from programs such as the Community Housing Assistance Program, Employer Assisted Housing Program, Affordable Homeownership Program, and Owner-Occupied Housing Rehabilitation Program and have active loans. These homeowners are required to occupy their homes as a primary residence as a stipulation of the financial assistance they received. City Council approved increasing the assistance amounts provided by the Employer Assisted Housing (EAH) and Community Housing Assistance Programs (CHAP).
- Collaborated with Habitat for Humanity on the sale of two Habitat Starter Homes on City land.
- Completed three home sales in the Affordable Homeownership Program.
- Contributed a total of \$45,000 in CHAP down payment assistance to three households.
- Contributed a total of \$36,000 in EAH down payment assistance to three households.

For more information on Affordable Homeownership please click on the following link:

[Homeownership Programs](#)

For information on Homesharing please click on the following link:

[Homesharing Resources](#)



10-Year Housing Plan

10-Year Housing Plan:

- Released the first [10-Year Housing Plan](#) Implementation Plan and Annual Report and created a graphic to track data towards the Overarching Goal.
- Celebrated Housing America Month as part of the ongoing 10-Year Housing Plan Public Education Campaign.
- Received two awards for the 10-Year Housing Plan: Innovations in Housing award from the Arizona Housing Coalition; and an honorable mention under the Master Plan/Project/Study/Transportation Plan category by the Arizona Planning Association.

Fair Housing:

- Hosted a Fair Housing Training in collaboration with Southwest Fair Housing and DNA People's Legal Services.

For more information on Fair Housing click on the following link:

[Fair Housing Rights](#)



Housing Authority & CDBG

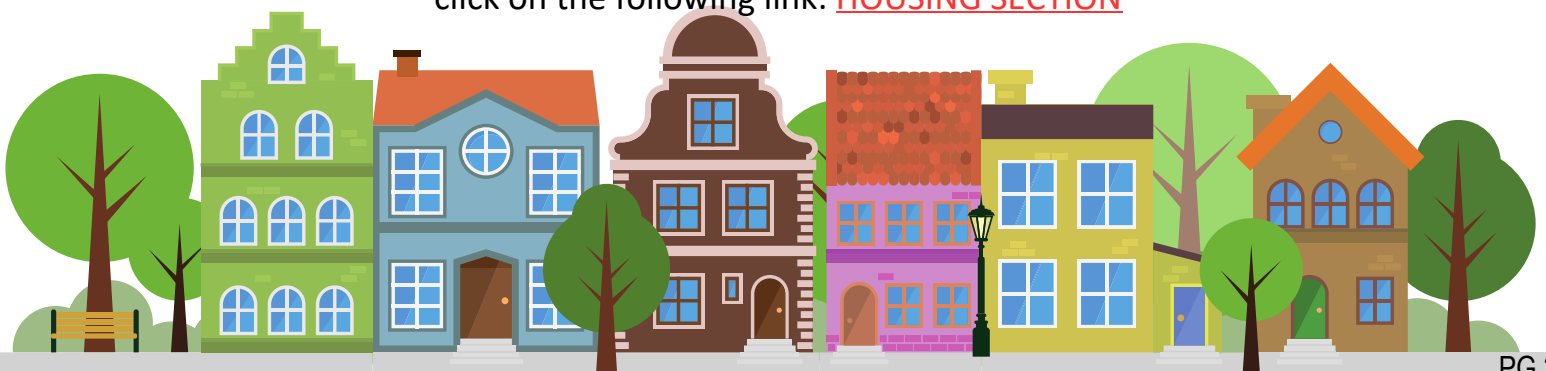
VOUCHERS:

- Administered more than 522 Housing Choice Vouchers
- Initiated the development of the Housing Authority Annual Update to the Five-Year Public Housing Agency Plan.

Community Development Block Grants (CDBG):

- Undertook the administration, with Council's approval, of the following Community Development Block Grant-funded projects:
 - Northland Family Help Center Shelter Rehabilitation Project: \$130,058
 - Housing Solutions of Northern Arizona Acquisition of 2 Affordable Rental Units: \$250,000
 - Flagstaff Shelter Services The Lantern: A Hotel to Housing Project: \$130,779.50
 - Housing Solutions of Northern Arizona JoJo's Place Operating Support: \$98,000
- Flagstaff Housing Staff assembled a group of Housing professionals who work with CDBG and other grant funds throughout Arizona after attending a National Community Development Association conference in Washington, DC in January with the hopes of future collaboration. The group, called the Arizona Community Development Collaborative, meets quarterly.
- Submitted the Program Year 2023 Community Development Block Grant Annual Action Plan to US Department of Housing and Urban Development in May 2023, allocating over \$700,000 for CDBG Projects and Public Services.

For more information on the City Of Flagstaff Housing Section and their AWESOME programs please click on the following link: [HOUSING SECTION](#)

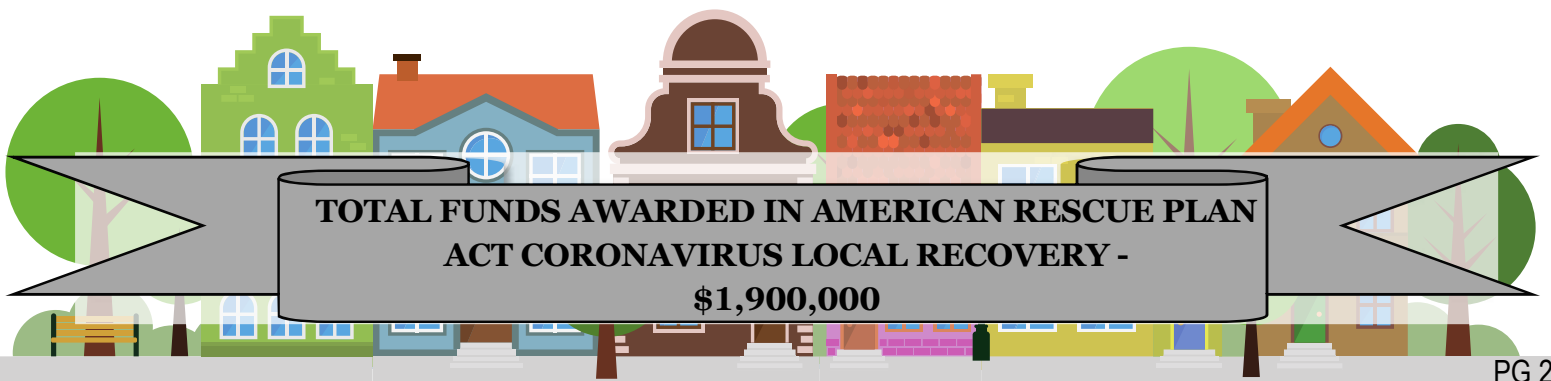


Housing Section 2023 Numbers

Total Funds Awarded from the Arizona Department of Housing for Homeless Shelter and Services - \$840,000

HOUSING CHOICE VOUCHERS ADMINISTERED	522
OPERATED RENTAL UNITS FOR HOUSING LOW-INCOME HOUSEHOLDS	345
CHILDCARE SCHOLARSHIPS ISSUED FOR BOYS & GIRLS CLUB	37
HOUSEHOLDS RECEIVING ASSISTANCE FOR EVICTION PREVENTION AND AVOIDING HOMELESSNESS	39
HABITAT STARTER HOMES CONSTRUCTED AND SOLD ON CITY LAND	2
AFFORDABLE HOUSING HOMEOWNERSHIP PROGRAM COMPLETED SALES	3
TOTAL OWNER-OCCUPIED VERIFICATIONS COMPLETED WITH ACTIVE LOANS (CHAP, EAH & OWNER-OCCUPIED HOUSING REHABILITATION PROGRAMS)	200

TOTAL FUNDS AWARDED IN AMERICAN RESCUE PLAN ACT CORONAVIRUS LOCAL RECOVERY - \$1,900,000

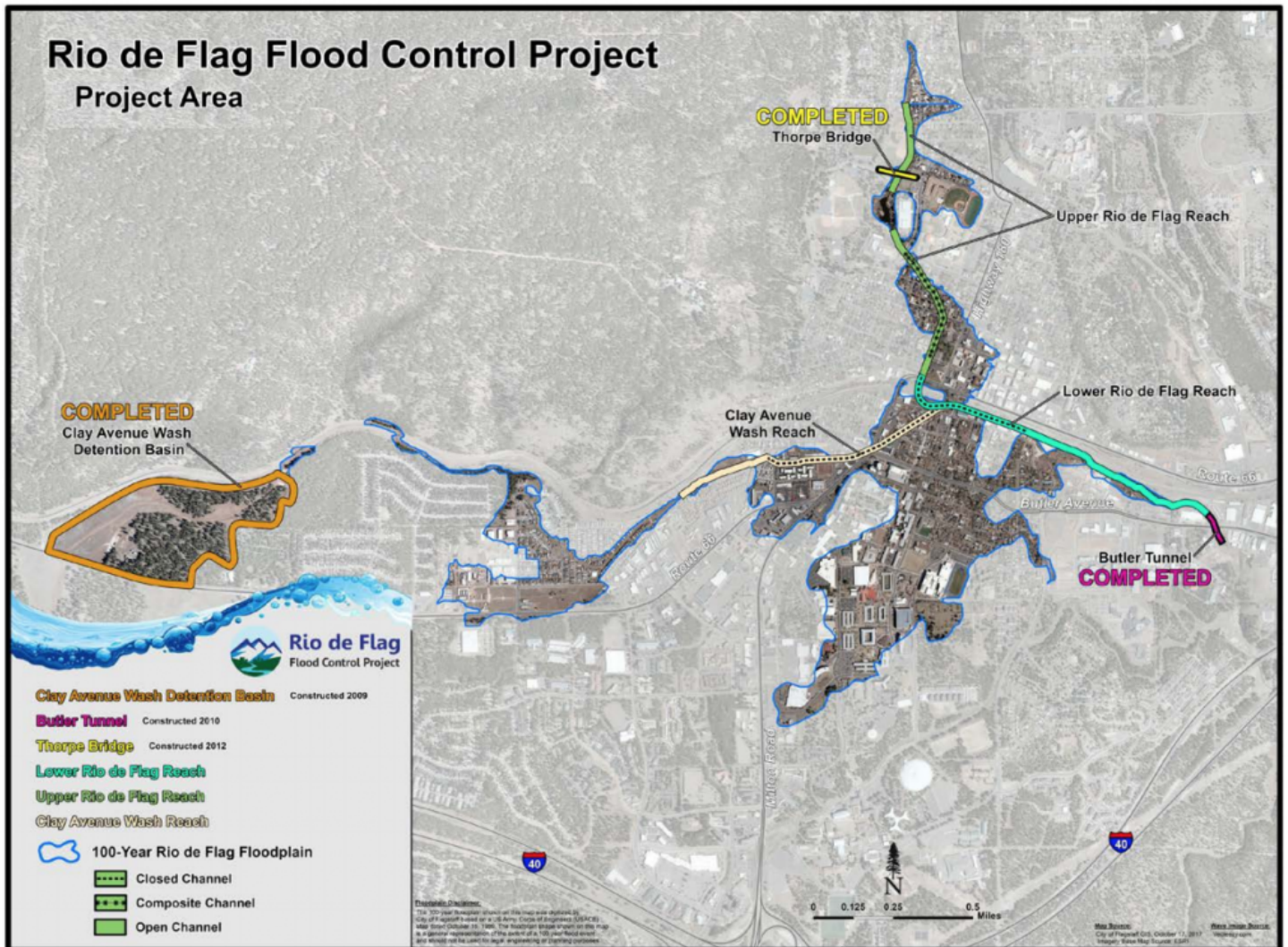




Real Estate in 2023

Open Projects:

- Closed on 1st property acquisition needed for Rio de Flag Flood Control Project
- Permanent HWY 180 Culvert Acquisitions
- Lone Tree Overpass Acquisitions
- Landfill Road Acquisitions
- Spruce Wash Flood Mitigation Acquisitions
- Lake Mary Land Acquisition and Airport Runway Protection Zones with Forest Service





Real Estate in 2023

Completed Projects in 2023:

- Secured Property Rights for Emergency Hwy 180 Culvert Project

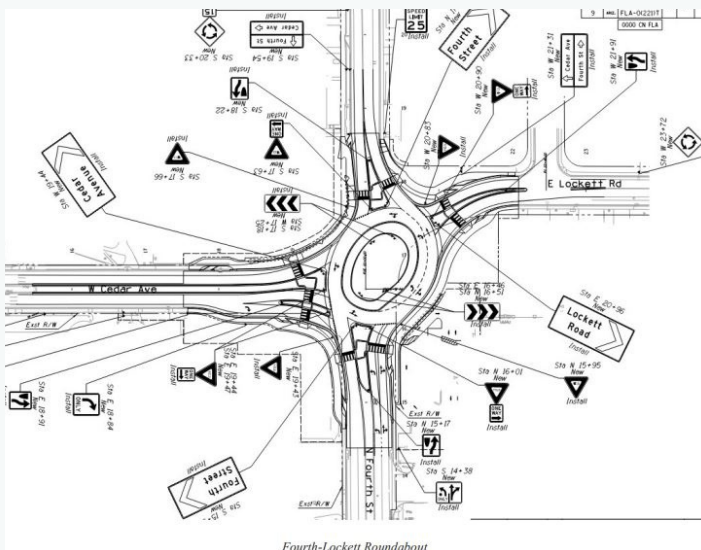


- Right of way Clearance for Switzer Phase 4 Waterline



Installation of the 24" ductile iron water transmission main

- Right of Way Clearance for 4th and Lockett Roundabout Project



Fourth-Lockett Roundabout