

CITY COUNCIL REGULAR MEETING AGENDA

REGULAR COUNCIL MEETING
TUESDAY
FEBRUARY 4, 2025

COUNCIL CHAMBERS
211 WEST ASPEN AVENUE
3:00 P.M.

All City Council Meetings are live streamed on the city's YouTube page
(<https://www.youtube.com/@FlagstaffCityGovernment>)

*****PUBLIC COMMENT*****

Verbal public comments not related to items appearing on the posted agenda may be provided during the "Open Call to the Public" at the beginning and end of the meeting and may only be provided in person.

Verbal public comments related to items appearing on the posted agenda may be given in person or online and will be taken at the time the item is discussed.

To provide online verbal comment on an item that appears on the posted agenda, use the link below.

[ONLINE VERBAL PUBLIC COMMENT](#)

Written comments may be submitted to publiccomment@flagstaffaz.gov. All comments submitted via email will be considered written comments and will be documented in 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 regular meeting, 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 SWEET
COUNCILMEMBER ASLAN
COUNCILMEMBER GARCIA

COUNCILMEMBER HOUSE
COUNCILMEMBER MATTHEWS
COUNCILMEMBER SPENCE

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. OPEN CALL TO THE PUBLIC

Open Call to the Public enables the public to address the Council about an item that is not on the prepared agenda. Comments relating to items that are on the agenda will be taken at the time that the item is discussed. Open Call to the Public appears on the agenda twice, at the beginning and at the end. The total time allotted for the first Open Call to the Public is 30 minutes; any additional comments will be held until the second Open Call to the Public.

If you wish to address the Council in person at today's meeting, please complete a comment card and submit it to the recording clerk as soon as possible. Your name will be called when it is your turn to speak. You may address the Council up to three times throughout the meeting, including comments made during Open Call to the Public and Public Comment. Please limit your remarks to three minutes per item to allow everyone 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. PROCLAMATIONS AND RECOGNITIONS

- A. Proclamation: Black History Month
- B. Proclamation: Career and Technical Education (CTE) Month

6. COUNCIL LIAISON REPORTS

7. APPOINTMENTS

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 the City Council may vote to go into executive session, which will not be open to the public, for the purpose of discussing or considering employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee, or employee of any public body..., pursuant to A.R.S. §38-431.03(A)(1).

- A. Consideration of Appointments: Commission on Diversity Awareness

STAFF RECOMMENDED ACTION:

Make one appointment for a term expiring September 2026.

- B. Consideration of Appointments: Commission on Inclusion and Adaptive Living

STAFF RECOMMENDED ACTION:

Make one appointment to a term expiring in March 2027.
Make two appointments to terms expiring March 2028.

- C. Consideration of Appointments: Sustainability Commission

STAFF RECOMMENDED ACTION:

Make two appointments for terms expiring February 2028

8. **LIQUOR LICENSE PUBLIC HEARINGS**

Applications under Liquor License Public Hearings may be considered under one public hearing and may be acted upon by one motion unless otherwise requested by Council.

STAFF RECOMMENDED ACTION:

1. Open the Public Hearing
2. Staff Presentation
3. Council Questions
4. Public Comment
5. Close Public Hearing
6. Council Deliberation and Action

The City Council has the option to:

1. Forward the application to the State with a recommendation for approval;
2. Forward the application to the State with a recommendation for denial based on the testimony received at the public hearing and/or other factors.

- A. **Consideration and Action on Liquor License Application:** Jared Michael Repinski, "Baja Mar"
6 E Aspen Ave #100, Series 12 (Restaurant), New License

STAFF RECOMMENDED ACTION:

1. Forward the application to the State with a recommendation for approval;
2. Forward the application to the State with a recommendation for denial based on the testimony received at the public hearing and/or other factors.

9. **CONSENT AGENDA**

All matters under Consent Agenda are considered by the City Council to be routine. Unless a member of City Council expresses a desire at the meeting to remove an item from the Consent Agenda for discussion, the Consent Agenda will be enacted by one motion approving the recommendations listed on the agenda. Unless otherwise indicated, expenditures approved by Council are budgeted items.

STAFF RECOMMENDED ACTION:

Approve the Consent Agenda as posted.

- A. **Consideration and Approval of Contract:** Renewal of a Contract for Choose Flagstaff (Economic Development) website maintenance services for \$20,000.

STAFF RECOMMENDED ACTION:

1. Approve renewal of contract with Indigo8 Internet for an additional 1 year term in the amount of \$20,000.
2. Authorize the City Manager to execute the necessary documents.

10. **ROUTINE ITEMS**

- A. **Consideration and Approval of Preliminary Plat** Request from EPS Group, Inc, on behalf of CDR Devcorp LTD, for Preliminary Plat approval of "The Lookout at Canyon del Rio" located at 3770 E Whetstone Dr, a 50-lot single-family subdivision using Planned Residential Development (PRD) Standards on 7.11 acres in the Medium-Density Residential (MR) Zone.

STAFF RECOMMENDED ACTION:

Approve the Preliminary Plat, in accordance with the findings presented in this report and the Planning and Zoning Commission recommendation (5-0).

11. **PUBLIC HEARING ITEMS**

1. Open the Public Hearing
2. Presentations (Staff and/or Applicant)
3. Council Questions
4. Public Comment
5. Close the Public Hearing
6. Council Deliberation and Action

- A. **Public Hearing and Consideration of Zoning Code Variance PZ-23-00161-04:** A request for a Zoning Code Variance from the wall plane massing requirements of 10-50.20.030.B.2: Architectural Standards -- Building Massing, of the Zoning Code. This request is to increase the maximum horizontal wall plane from 75 feet to 133 feet. The subject property is located at 3773 N Kaspar Drive and is zoned Highway Commercial (HC).

STAFF RECOMMENDED ACTION:

Per Section 10-20.20.040.I. The City Council may act as the Board of Adjustment upon majority vote of the City Council when a quorum of the Board of Adjustment cannot be achieved due to absence or disqualification.

Staff recommends that the City Council:

1. Make a motion to act as the Board of Adjustment, and
2. Upon finding that the criteria required for granting of a variance have been met, approve the proposed variance for a 133-foot wall plane in accordance with the findings presented in this staff summary.

- B. **Consideration and Adoption of Resolution No. 2025-02 and Ordinance No. 2025-01:** A Resolution of the City Council of the City of Flagstaff, Coconino County, Arizona, declaring as a public record that certain document filed with the City Clerk entitled "PZ-24-00216 - Resource Protection Standards Applicability" and an Ordinance of the City Council of the City of Flagstaff, Coconino County, Arizona, amending the Flagstaff City Code, Title 10, Flagstaff Zoning Code.

STAFF RECOMMENDED ACTION:

At the February 4, 2025, Council Meeting:

- 1) Read Resolution No. 2025-02 by title only
- 2) City Clerk reads Resolution No. 2025-02 by title only (if approved above)
- 3) Read Ordinance No. 2025-01 by title only for the first time
- 4) City Clerk reads Ordinance No. 2025-01 by title only (if approved above)

At the February 18, 2025, Council Meeting:

- 5) Adopt Resolution No. 2025-02
- 6) Read Ordinance No. 2025-01 by title only for the final time
- 7) City Clerk reads Ordinance No. 2025-01 by title only (if approved above)
- 8) Adopt Ordinance No. 2025-01

- C. **Consideration and Adoption of Resolution No. 2025-03 and Ordinance No. 2025-02:** A Resolution of the City Council of the City of Flagstaff, Coconino County, Arizona, declaring as a public record that certain document filed with the City Clerk, entitled "PZ-24-00217 - Urban Farm Land Use" and an Ordinance of the City Council of the City of Flagstaff, Coconino County, Arizona, amending the Flagstaff City Code, Title 10, Flagstaff Zoning Code.

STAFF RECOMMENDED ACTION:

At the February 4, 2025, Council Meeting:

- 1) Read Resolution No. 2025-03 by title only
- 2) City Clerk reads Resolution No. 2025-03 by title only (if approved above)
- 3) Read Ordinance No. 2025-02 by title only for the first time
- 4) City Clerk reads Ordinance No. 2025-02 by title only (if approved above)

At the February 18, 2025, Council Meeting:

- 5) Adopt Resolution No. 2025-03
- 6) Read Ordinance No. 2025-02 by title only for the final time
- 7) City Clerk reads Ordinance No. 2025-02 by title only (if approved above)
- 8) Adopt Ordinance No. 2025-02

- D. **Consideration and Adoption of Resolution No. 2025-05:** A resolution of the Flagstaff City Council, authorizing the execution of the Second Amendment to the Mill Town Development Agreement between Vintage Partners, LLC and the City of Flagstaff related to the development of approximately 13 acres of real property generally located at 1801 S Milton Road.

STAFF RECOMMENDED ACTION:

1. Read Resolution No. 2025-05 by title only
2. City Clerk reads Resolution No. 2025-05 by title only (if approved above)
3. Adopt Resolution No. 2025-05

12. **REGULAR AGENDA**

- A. **Consideration and Adoption of Resolution No. 2025-04:** A Resolution of the City Council of the City of Flagstaff, approving the Second Amendment to an Intergovernmental Agreement with the Arizona Board of Regents related to Consolidation of University Campus and Road Projects.

STAFF RECOMMENDED ACTION:

1. Read Resolution No. 2025-04 by title only
2. City Clerk reads Resolution No. 2025-04 by title only (if approved above)
3. Adopt Resolution No. 2025-04

13. **DISCUSSION ITEMS**

A. **Land Availability Suitability Study and Code Analysis Project - Code Concepts Report**

STAFF RECOMMENDED ACTION:

Discussion item only

14. **FUTURE AGENDA ITEM REQUESTS**

After discussion and upon agreement by three members of the Council, an item will be moved to a regularly-scheduled Council meeting.

A. **Future Agenda Item Request (F.A.I.R.):** A request by Councilmember House to place on a future agenda a discussion regarding efforts to institutionalize as a landmark the El Pueblo motel for its connection to the Code Talkers.

STAFF RECOMMENDED ACTION:

Council Direction

15. **OPEN CALL TO THE PUBLIC**

16. **INFORMATIONAL ITEMS TO/FROM MAYOR, COUNCIL, AND STAFF, AND FUTURE AGENDA ITEM REQUESTS**

17. **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 _____, 2025.

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: Georganna Staskey, Deputy City Clerk
Date: 01/27/2025
Meeting Date: 02/04/2025



TITLE:

Consideration of Appointments: Commission on Diversity Awareness

STAFF RECOMMENDED ACTION:

Make one appointment for a term expiring September 2026.

Executive Summary:

The Commission on Diversity Awareness consists of seven residents who represent the diverse population of Flagstaff. The mission of the commission includes, but is not limited to, fostering mutual understanding, tolerance, respect, and awareness among all residents; recognizing the different economic, cultural, social, religious, and ethnic groups within the City; cooperating in the development of educational programs dedicated to improving community relations; and enlisting support of various groups to foster diversity awareness.

The City of Flagstaff is committed to increasing diversity in every board and commission, please consider how the applicant stated they may contribute to this commitment.

There are five (5) applications on file for consideration by the Council as follows:

- Rasheera Dopson (new applicant)
- Silina Martinez (new applicant)
- Lisa Perez (new applicant)
- Amy Miller (new applicant)
- Carmenlita Chief (new applicant)

In an effort to reduce exposure to personal information the applicant roster and applications will be submitted to the City Council separately.

COUNCIL APPOINTMENT ASSIGNMENT: Councilmember Garcia

Financial Impact:

These are voluntary positions and there is no budgetary impact to the City of Flagstaff.

Policy Impact:

Not applicable.

Previous Council Decision or Community Discussion:

None.

Options and Alternatives to Recommended Action:

1. Appoint One Commissioner: By appointing a member at this time, the Commission on Diversity Awareness will be at full membership, allowing the group to meet and provide recommendations to the City Council.
2. Postpone the action to allow for further discussion or expand the list of candidates.

Connection to PBB Priorities and Objectives:

Inclusive and Engaged Community - Foster community pride and civic engagement; advance social equity and social justice in Flagstaff; facilitate and foster diversity and inclusivity; and enhance community outreach and engagement opportunities.

Connection to Regional Plan:

None

Connection to Carbon Neutrality Plan:

None

Connection to 10-Year Housing Plan:

None

Attachments: Commission on Diversity Awareness Authority

CHAPTER 2-08

COMMISSION ON DIVERSITY AWARENESS

SECTIONS:

- 2-08-001-0001 DECLARATION OF POLICY:
- 2-08-001-0002 CREATION OF COMMISSION:
- 2-08-001-0003 TERMS OF OFFICE:
- 2-08-001-0004 FUNCTIONS:
- 2-08-001-0005 MEETINGS; ATTENDANCE:

2-08-001-0001 DECLARATION OF POLICY:

There is hereby established the Commission on Diversity Awareness. It shall be the Commission's duty to advise the City Council on issues and methods in promoting diversity awareness within the City of Flagstaff. (Ord. 2000-26, Amended, 11/17/2000)

2-08-001-0002 CREATION OF COMMISSION:

There is hereby created the Commission on Diversity Awareness which shall consist of seven (7) regular members who shall be appointed by the City Council. A Chairperson shall be selected by a majority vote of those members at a meeting called for that purpose. (Ord. 2001-07, Amended, 03/06/2001; Ord. 2000-26, Amended, 11/17/2000; Ord. No. 2007-06, Amended 02/05/2007; Ord. No. 2011-06, Amended 05/17/2011; Ord. 2014-28, Amended, 11/18/2014)

2-08-001-0003 TERMS OF OFFICE:

Terms shall be for three years except for the first appointments to create staggered terms. The City Council shall appoint three members for three (3) year terms, two members for two (2) year terms, and two members for one (1) year terms. After the initial appointment all terms, including alternates, thereafter will be three (3) year terms. The City Council will make every effort to recruit and appoint those individuals that represent the diverse population of Flagstaff and who have demonstrated an interest in minority issues, or promoting those issues of cultural diversity. (Ord. 2000-26, Amended, 11/17/2000; Ord. 2011-06, Amended 05/17/2011)

2-08-001-0004 FUNCTIONS:

The duties of the Commission shall include, but not be limited to:

- A. Fostering mutual understanding, tolerance, respect and awareness among all citizens within the City of Flagstaff; recognizing the different economic, cultural, social, racial, religious and ethnic groups within the City; cooperating in the development of educational programs dedicated to improvement of community relations with and to enlist the support of various groups to foster diversity awareness.
- B. Developing recommendations for the Mayor and City Council to assist in developing any policies required to respond to the concerns and needs of those in the community and on the Commission in the promotion of diversity awareness.

- C. Advising and assisting the City Council on ways to educate the community on diversity awareness and developing ways to disseminate such information through surveys, studies, forums, workshops, brochures or other events.
- D. Developing and providing public forums for identifying and discussing issues of interest relating to the area of diversity awareness.
- E. Acting as an information or referral group to assist individuals, organizations and employers in an effort to aid the community towards greater understanding and respect for diversity awareness among all individuals. (Ord. 2000-26, Amended, 11/17/2000)

2-08-001-0005 MEETINGS; ATTENDANCE:

A quorum shall consist of four (4) voting members of the Commission.

The Commission shall meet at such times, dates and locations as determined by the members except that the Chairperson may call a special meeting with not less than twenty-four (24) hours' notice.

A regular member who is absent for two (2) consecutive unexcused regular meetings may be removed from the Commission by a vote of the City Council upon recommendation of the Commission. (Ord. 2000-26, Added, 11/17/2000; Ord. 2007-06, Amended 02/06/2007; Ord. 2011-06, Amended, 05/17/2011; Ord. 2014-28, Amended, 11/18/2014; Ord. 2016-30, Amended, 07/05/2016)

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Georganna Staskey, Deputy City Clerk
Date: 01/27/2025
Meeting Date: 02/04/2025



TITLE:

Consideration of Appointments: Commission on Inclusion and Adaptive Living

STAFF RECOMMENDED ACTION:

Make one appointment to a term expiring in March 2027.
Make two appointments to terms expiring March 2028.

Executive Summary:

The Commission on Inclusion and Adaptive Living consists of seven citizens serving three-year terms. The commission's goals are to expand educational opportunities; improve access to housing, buildings, and transportation; have greater participation in recreational, social, and cultural activities; encourage greater opportunity for employment; and expand and strengthen rehabilitative programs and facilities.

The City of Flagstaff is committed to increasing diversity in every board and commission, please consider how the applicant stated they may contribute to this commitment.

There are seven (7) applications on file for consideration by the Council, they are as follows:

- Rasheera Dopson (new applicant)
- Kendra Lopez (new applicant)
- James Martinez (new applicant)
- Ethan Herrington (new applicant)
- Shaynna Pitman (new applicant)
- Rachel Simukonda (current commissioner)
- Sarah Dorman (current commissioner)

In an effort to reduce exposure to personal information the applicant roster and applications will be submitted to the City Council separately.

COUNCIL APPOINTMENT ASSIGNMENTS: Councilmember Spence, Councilmember Aslan, and Councilmember House

Financial Impact:

These are voluntary positions and there is no budgetary impact to the City of Flagstaff.

Policy Impact:

Not applicable.

Previous Council Decision or Community Discussion:

None.

Options and Alternatives to Recommended Action:

1. Appoint Three Commissioner: By appointing members at this time, the Commission on Diversity Awareness will be at full membership, allowing the group to meet and provide recommendations to the City Council.
2. Postpone the action to allow for further discussion or expand the list of candidates.

Connection to PBB Priorities and Objectives:

Inclusive and Engaged Community - Foster community pride and civic engagement; advance social equity and social justice in Flagstaff; facilitate and foster diversity and inclusivity; and enhance community outreach and engagement opportunities.

Connection to Regional Plan:

None

Connection to Carbon Neutrality Plan:

None

Connection to 10-Year Housing Plan:

None

Attachments:

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Georganna Staskey, Deputy City Clerk
Date: 01/27/2025
Meeting Date: 02/04/2025



TITLE:

Consideration of Appointments: Sustainability Commission

STAFF RECOMMENDED ACTION:

Make two appointments for terms expiring February 2028

Executive Summary:

The Sustainability Commission consists of seven citizens and is responsible for recommending and coordinating activities in concert with the City of Flagstaff Sustainability Program. To accomplish this objective, the Commission will address the social, economic, and environmental considerations of meeting the needs of current and future citizens. Among the Commission's directives are the promotion of sustainable practices in all spheres of life and educating Flagstaff citizens.

The City of Flagstaff is committed to increasing diversity in every board and commission, please consider how the applicant stated they may contribute to this commitment.

There are six (6) applications on file for consideration by the Council as follows:

- Robert "Daniel" Duke (new applicant)
- Kayla Gundrum (new applicant)
- Paula Pluta (new applicant)
- Moon Strangeweather (new applicant)
- Tom Lammie (Current Commissioner)
- Kristen Konkel (current commissioner)

In an effort to reduce exposure to personal information the applicant roster and applications will be submitted to the City Council separately.

COUNCIL APPOINTMENT ASSIGNMENT: Vice Mayor Sweet and Councilmember Garcia

Financial Impact:

These are voluntary positions and there is no budgetary impact to the City of Flagstaff.

Policy Impact:

None.

Previous Council Decision or Community Discussion:

None.

Options and Alternatives to Recommended Action:

1. Appoint two Commissioners: By appointing members at this time, the Sustainability Commission will be at full membership, allowing the group to meet and provide recommendations to the City Council.
2. Postpone the action to allow for further discussion or expand the list of candidates.

Connection to PBB Priorities and Objectives:

Inclusive and Engaged Community - Foster community pride and civic engagement; advance social equity and social justice in Flagstaff; facilitate and foster diversity and inclusivity; and enhance community outreach and engagement opportunities.

Connection to Regional Plan:

None.

Connection to Carbon Neutrality Plan:

None.

Connection to 10-Year Housing Plan:

None.

Attachments: Sustainability Commission Authority

CHAPTER 2-17 SUSTAINABILITY COMMISSION

SECTIONS:

2-17-001-0001 COMMISSION ESTABLISHED; ORGANIZATIONAL STRUCTURE

2-17-001-0002 PURPOSE; POWERS AND DUTIES

2-17-001-0001 COMMISSION ESTABLISHED; ORGANIZATIONAL STRUCTURE

A. Establishment of the Commission.

1. There is hereby created the Sustainability Commission (the "Commission"), which shall replace the Clean and Green Committee.
2. The membership of the Commission shall consist of seven (7) members. Members of the Commission shall be appointed by the City Council and shall represent the diverse interests and views of the community. The Commission shall be a working Commission, in which each member takes an active role in accomplishing the goals and objectives of the Commission. Members shall serve a term of three (3) years with no member appointed for more than two (2) full consecutive terms.
3. The Commission shall be responsible for electing a Chair and a Vice-Chair. The Chair shall act as public spokesperson for the Commission at public functions, shall serve as an ex officio member of all standing committees, shall appoint the Chair of all standing committees upon the advice and consent of the Commission, and shall perform other duties as required. The Vice-Chair shall act in the absence of the Chair. (Ord. 2014-28, Amended, 11/18/2014)

2-17-001-0002 PURPOSE; POWERS AND DUTIES

The purpose of this Commission shall be to continue the work initiated by the Clean and Green Committee and to further work with the City Council and the City Staff by recommending and coordinating activities as part of the Flagstaff Sustainability Program, the U.S. Mayors Climate Protection Agreement, and any future sustainability initiatives pursued by the City.

Subject to state law and the procedures prescribed herein, the Sustainability Commission shall have and may exercise the following powers, duties, and responsibilities:

A. The Commission shall work with City staff toward the development and implementation of the Flagstaff Sustainability Program. The issues addressed by this program may include, but not be limited to, the following:

1. Climate and air quality
2. Transportation
3. Energy

4. Solid waste and toxic substances
5. Water, wastewater, and stormwater
6. Sustainable building and purchasing practices
7. Sustainable economic development

B. The Commission shall work with the City staff toward the development and implementation of the U.S. Mayors Climate Protection Agreement and any future sustainability initiatives passed by the City Council.

C. The Commission shall work with the City Council in the development of initiatives linking the concepts of sustainability with economic development and affordability for the benefit of all community members.

D. The Commission shall promote the benefits of sustainable practices in all spheres of life and shall educate the public concerning such practices.

E. The Commission shall promote compliance with City ordinances concerning sustainability and environmental management.

F. The Commission shall encourage sustainable practices by individuals, groups, organizations, industrial and commercial enterprises, educational institutions, and government agencies.

(Ord. 2007-27, Amended 04/17/2007)

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Georganna Staskey, Deputy City Clerk
Date: 01/27/2025
Meeting Date: 02/04/2025



TITLE:

Consideration and Action on Liquor License Application: Jared Michael Repinski, "Baja Mar" 6 E Aspen Ave #100, Series 12 (Restaurant), New License

STAFF RECOMMENDED ACTION:

1. Forward the application to the State with a recommendation for approval;
2. Forward the application to the State with a recommendation for denial based on the testimony received at the public hearing and/or other factors.

Executive Summary:

The liquor license process begins at the State level and applications are then forwarded to the respective municipality for posting of the property and holding a public hearing, after which the Council recommendation is forwarded back to the State. A Series 12 license allows the holder of a restaurant license to sell and serve spirituous liquor solely for consumption on the premises of an establishment which derives at least forty percent (40%) of its gross revenue from the sale of food. Baja Mar is a new business in Flagstaff. If approved, it will be one of 91 series 12 licenses in Flagstaff.

To view surrounding liquor licenses, please visit the [Active Liquor Licenses Map](#).

The application was properly posted on January 7, 2025 and the Police and Community Development divisions have reviewed the application and their reports will be attached to the final agenda packet. No written protests have been received to date.

Financial Impact:

There is no budgetary impact to the City of Flagstaff as this is a recommendation to the State.

Policy Impact:

Not applicable

Previous Council Decision or Community Discussion:

Not applicable

Options and Alternatives to Recommended Action:

1. Forward the application to the State with a recommendation for approval;
2. Forward the application to the State with a recommendation for denial based on the testimony received at the public hearing and/or other factors.

Connection to PBB Priorities and Objectives:

Liquor licenses are a regulatory action and there are no Community Priorities that directly apply.

Connection to Regional Plan:

Not applicable

Connection to Carbon Neutrality Plan:

Not applicable

Connection to 10-Year Housing Plan:

Not applicable

Attachments: Letter to Applicant
 Hearing Procedures
 PD Memo
 PD Supplemental Report
 Code Memo
 Series 12 Description
 Map



CITY OF FLAGSTAFF

Office of the City Clerk

1/23/2025

Jared Michael Repinski
PO Box 6252
Chandler, AZ 85246
jrepinski22@yahoo.com

Dear Mr. Repinski,

Your application for a Series 012 (Restaurant) Liquor License for Baja Mar located at 6 E Aspen Ave #100, Flagstaff, AZ was posted on January 7, 2025. The City Council will consider the application at a public hearing during their scheduled Regular City Council Meeting on **February 4, 2025, which is scheduled to begin at 3:00 p.m.**

It is important that you or your representative attend this Council Meeting via video conference ([Microsoft Teams Meeting](#)) or in person and be prepared to answer any questions the City Council may have. Failure to be available for questions could result in a recommendation for denial of your application. We suggest you contact your legal counsel or the Department of Liquor Licenses and Control at 602-542-5141 to determine the criteria for your license. To help you understand how the public hearing process will be conducted, we are enclosing a copy of the City's liquor license application hearing procedures. Please note, should you wish to address Council about your application you are allotted 10 minutes to do so after the staff presentation. *You are not required to speak but we want to make you aware of the opportunity.* Please inform our office if you plan on doing so as we will incorporate any materials or attachments for City Council to review.

The twenty-day posting period for your liquor license application is set to expire on January 27, 2025, and the application may be removed from the premises at that time.

If you have any questions, please email me at georganna.staskey@flagstaffaz.gov.

Sincerely,

Georganna Staskey
City Clerk's Office

Enclosures



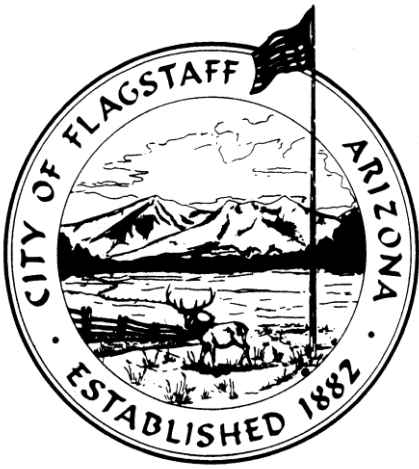
City of Flagstaff

Liquor License Application Hearing Procedures

1. When the matter is reached at the Council meeting, the presiding officer will open the public hearing on the item.
2. The presiding officer will then ask whether City staff have information to present to the Council regarding the application. Staff should come forward at this point and present information to the Council in a presentation not exceeding ten (10) minutes. Council may question City staff regarding the testimony or other evidence provided by City staff.
3. The presiding officer will request that the Applicant come forward to address the Council regarding the application. The applicant can give a presentation not exceeding ten (10) minutes. Council may question the Applicant regarding the testimony or other evidence provided by the Applicant.
4. Other parties, if any, may then testify, limited to three (3) minutes per person. Council may question these parties regarding the testimony they present to the Council.
5. The Applicant may make a concise closing statement to the Council, limited to five (5) minutes. During this statement, Council may ask additional questions of the Applicant.
6. City staff may make a concise closing statement to the Council, limited to five (5) minutes. During this statement, Council may ask additional questions of City Staff.
7. The presiding officer will then close the public hearing.
8. The Council will then, by motion, vote to forward the application to the State with a recommendation of approval, disapproval, or shall vote to forward with no recommendation.

R19-1-702. Determining Whether to Grant a License for a Certain Location

- A. To determine whether public convenience requires and the best interest of the community will be substantially served by issuing or transferring a license at a particular unlicensed location, local governing authorities and the Board may consider the following criteria:
1. Petitions and testimony from individuals who favor or oppose issuance of a license and who reside in, own, or lease property within one mile of the proposed premises;
 2. Number and types of licenses within one mile of the proposed premises;
 3. Evidence that all necessary licenses and permits for which the applicant is eligible at the time of application have been obtained from the state and all other governing bodies;
 4. Residential and commercial population of the community and its likelihood of increasing, decreasing, or remaining static;
 5. Residential and commercial population density within one mile of the proposed premises;
 6. Evidence concerning the nature of the proposed business, its potential market, and its likely customers;
 7. Effect on vehicular traffic within one mile of the proposed premises;
 8. Compatibility of the proposed business with other activity within one mile of the proposed premises;
 9. Effect or impact on the activities of businesses or the residential neighborhood that might be affected by granting a license at the proposed premises;
 10. History for the past five years of liquor violations and reported criminal activity at the proposed premises provided that the applicant received a detailed report of the violations and criminal activity at least 20 days before the hearing by the Board;
 11. Comparison of the hours of operation at the proposed premises to the hours of operation of existing businesses within one mile of the proposed premises; and
 12. Proximity of the proposed premises to licensed childcare facilities as defined by A.R.S. § 36-881.
- B. This Section is authorized by A.R.S. § 4-201(I).



FLAGSTAFF POLICE DEPARTMENT

911 SAWMILL RD • FLAGSTAFF, ARIZONA 86001 • (928) 779-3646

ADMIN FAX (928) 213-3372

TDD 1-800-842-4681



Police Chief
Sean P. Connolly

MEMORANDUM

Memo #25-014

TO: Chief Connolly

FROM: Sgt. N. Almendarez #703

DATE: January 23rd, 2025

RE: New Application – Series 12 (Restaurant) Liquor License Application– Baja Mar

On January 23rd, 2025, I initiated an investigation into a new application for a Series 12 (Restaurant) liquor license filed by Jared Michael Repinski (Agent) Adan Armando Toledo Garcia (Controlling Person/Manager), Keely Shea Cruz (Controlling Person) and Jose Gutierrez Barbosa (Controlling Person). This is for a new application, and the application number is 323488. It is for Baja Mar, located at 6 East Aspen Avenue, Flagstaff, AZ.

I conducted a query through local systems and public access on Jared, Adan, Keely and Jose. I discovered no derogatory records. I conducted a search for current or historical liquor violations on the business and discovered no violations.

I found evidence that the applicant has taken the mandatory liquor license training. This business is not located within 300 feet of a school.

A representative for the business was invited to be present for the council meeting on February 4th, 2025.

Baja Mar

Agent: Jared Michael Repinski

OnCall:

- No record

Public Access:

- No record
-

Controlling Person: Jose Gutierrez Barbosa

OnCall:

- No arrests
- Four incidents (listed as victim, witness, other)

Public Access:

- Two civil traffic violations

J-0305-CT-2023001321	JOSE GUTIERREZ BARBOSA	DEFENDANT	10/2002	PAGE, AZ 86040	Page Justice
M-0345-CT-2024000280	JOSE GUTIERREZ BARBOSA	DEFENDANT	10/2002	FLAGSTAFF, AZ 86004	Page Municipal

Controlling Person: Keely Shea Cruz

OnCall:

- No record

Public Access:

- No record
-

Controlling Person/Manager: Adan Armando Toledo Garcia

OnCall

- No arrests
- 2 Incidents (reporting party, other)

Public Access:

- One civil traffic violation

Baja Mar

<u>Case Number</u>	<u>Name</u>	<u>Party Type</u>	<u>Birth Date</u>	<u>Address</u>	<u>Court</u>
J-0301-CT-2023006376	ADAN ARMANDO TOLEDO GARCIA	DEFENDANT	09/1979	FLAGSTAFF, AZ 86004	Flagstaff Justice

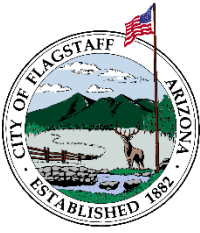
Liquor License History:

- Current license number at location 012030014184
- No current or historical violations

Violations by License Number: 012030014184

0 violations found as of January 23, 2025

Date	Description	View
------	-------------	------



Planning and Development Services Memorandum

To: Stacy Saltzburg, City Clerk
From: Reggie Eccleston, Code Compliance Manager
CC: Michelle McNulty, Planning Director
Date: January 15, 2025
Re: Application for Liquor License #323488
6 E Aspen Ave., Flagstaff, Arizona 86001
Assessor's Parcel Number 101-19-009E
Jared Michael Repinski on behalf of Baja Mar

This application is a request for a new Series 12 Restaurant liquor license by Jared Michael Repinski on behalf of Baja Mar. This business is located within the Central Business district. This district does allow for this use.

There are no active Zoning Code violations associated with the applicant or the property at this time.

License Types: Series 12 Restaurant License

Non-transferable

On-sale retail privileges

Note: Terms in **BOLD CAPITALS** are defined in the [glossary](#).

PURPOSE:

Allows the holder of a restaurant license to sell and serve spirituous liquor solely for consumption on the premises of an establishment which derives at least forty percent (40%) of its gross revenue from the sale of food.

ADDITIONAL RIGHTS AND RESPONSIBILITIES:

An applicant for a restaurant license must file a copy of its restaurant menu and Restaurant Operation Plan with the application. The Plan must include listings of all restaurant equipment and service items, the restaurant seating capacity, and other information requested by the department to substantiate that the restaurant will operate in compliance with Title 4.

The licensee must notify the Department, in advance, of any proposed changes in the seating capacity of the restaurant or dimensions of a restaurant facility.

A restaurant licensee must maintain complete restaurant services continually during the hours of selling and serving of spirituous liquor, until at least 10:00 p.m. daily, if any spirituous liquor is to be sold and served up to 2:00 a.m.

On any original applications, new managers and/or the person responsible for the day-to-day operations must attend a basic and management training class.

A licensee acting as a **RETAIL AGENT**, authorized to purchase and accept **DELIVERY** of spirituous liquor by other licensees, must receive a certificate of registration from the Department.

A **PREGNANCY WARNING SIGN** for pregnant women consuming spirituous liquor must be posted within twenty (20) feet of the cash register or behind the bar.

A log must be kept by the licensee of all persons employed at the premises including each employee's name, date and place of birth, address and responsibilities.

Bar, beer and wine bar, and restaurant licensees must pay an annual surcharge of \$20.00. The money collected from these licensees will be used by the Department for an auditor to review compliance by restaurants with the restaurant licensing provisions of ARS 4-205.02.



**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Creag Znetko, Administrative Specialist
Date: 01/27/2025
Meeting Date: 02/04/2025



TITLE:

Consideration and Approval of Contract: Renewal of a Contract for Choose Flagstaff (Economic Development) website maintenance services for \$20,000.

STAFF RECOMMENDED ACTION:

1. Approve renewal of contract with Indigo8 Internet for an additional 1 year term in the amount of \$20,000.
2. Authorize the City Manager to execute the necessary documents.

Executive Summary:

This is a recurring budget item for a website maintenance vendor, in the amount of \$20,000, which is less than previous years.

City of Flagstaff (CoF) Economic Development Offices (EDO) established an online presence in 2014 followed by a redesign and relaunch the economic development website ChooseFlagstaff.com in 2018. In 2020, the CoF-EDO contracted a web designer/digital marketer to streamline pages, to enhance the user experience, to deliver uniquely Flagstaff content and imagery, and to advance the standing of the website relative to search rankings for all things economic development in Flagstaff. The previously mentioned contract expired in September 2021.

The website requires continuous maintenance, the creation of new content, and the fine-tuning needed to advance the website in economic development searches. The EDO then contracted Indigo8 Internet through a Request for Proposals in September of 2022. Indigo8 has maintained the website, along with minor redesigns, for the award winning chooseflagstaff.com website for the past 3 years. Even though the amount of the current renewal is \$20,000, the accumulative amount for the contract is \$110,195, necessitating Council's review.

Financial Impact:

Project Name: Website Maintenance
Cost: \$20,000.00
Account Number Budgeted: 052-07-213-0830-4-4290
FY Budgeted Amount: \$50,000.00
Grant Funded: No
Funding Source: BBB

Policy Impact:

No policy impact anticipated

Previous Council Decision or Community Discussion:

No. Previous contracts did not meet procurement requirements for Council approval.

Options and Alternatives to Recommended Action:

1. Approve the agreement renewal with Indigo8.
2. Do not approve the agreement with Indigo8 and provide staff guidance on potential amendments or direction.

Background and History:

Indigo8 was selected due to being the highest scoring company during the RFP process, their team has over 50 years of experience in their respective fields and have been a local business in Flagstaff since 1998. The website was recognized by the Arizona Association of Economic Development with their Golden Prospector Award in October of 2023. Indigo8 has been instrumental in keeping the website fresh and relevant. We are leveraging internal resources to handle portions of the previous scope, resulting in cost savings for the City.

Connection to PBB Priorities and Objectives:

High-performing governance -- The EDO works with community members daily, much of what is accomplished with the website supports local businesses, entrepreneurs, as well as other community entities and regional partners.

Robust and resilient economy - the website enables us to inspire community members to engage in incentive processes to enhance their businesses as well as navigate the processes for business development and expansion.

Livable community -- Economic Development creates revenue through BBB taxes which provides residents with a quality of life through programming provided by other city divisions and sections that receive BBB funds for their budget.

Environmental Stewardship -- The Innovate Waste and Carbon Neutrality Challenge provides an opportunity for local businesses to pitch an idea for decreased dependence on cars, clean electricity, carbon dioxide removal and sustainable waste management to name a few.

Connection to Regional Plan:

Policy ED.1.2 Steadily improve access to easily understandable public information.

Connection to Carbon Neutrality Plan:

EP-2 Support the adaptation efforts of local businesses as the climate changes and the economic landscape shifts. This is achieved through information available on the website, linked strategic plan documents, and applications for programs such as the Green Business Boot Camp and the Innovate Green Challenge, which focus on fostering adaptability to climate change and shifts in the economic landscape.

Connection to 10-Year Housing Plan:

NA

Connection to Division Specific Plan:

Economic Development Strategic Plan

Pillar 2, Strategy 1: Brand the City of Flagstaff

Pillar 2, Strategy 5: Raise Community Awareness of City Policies, Procedures and Supports

Attachments: Indigo8 Amendment/Renewal

**SECOND RENEWAL OF
CONTRACT FOR PROFESSIONAL SERVICES
Contract No.: 2022-152**

This Second Renewal of the Contract for Professional Services dated September 1, 2022 as amended by the First Renewal dated September 13, 2023 ("the Contract") is entered into this 4th day of February, 2025 by and between the City of Flagstaff, a political subdivision of the State of Arizona ("City"), and Nicholas John Kraft, a sole proprietor, doing business as Indigo8 Internet ("Contractor").

WHEREAS, the City desires to receive and Contractor is able to provide professional services;

NOW THEREFORE, in consideration for the mutual promises contained herein, the City and Contractor (the "parties") hereby agree to amend paragraphs 1, and renew the Contract as follows (additions shown in underlined, capitalized text, deletions shown as stricken):

1. Scope of Work: Contractor shall provide the professional services generally described as follows:

ECONOMIC VITALITY WEBSITE MAINTENANCE

and as more specifically described in the scope of work FOR THE RENEWAL TERM attached hereto as Exhibit A.

2. Contract Term: The Contract term is HEREBY RENEWED for a period of one (1) year COMMENCING SEPTEMBER 9, 2024 unless terminated pursuant to the Standard Terms and Conditions. ~~This Contract will be effective as of the date signed by both parties. Performance shall commence within ten (10) days from City's issuance of the Notice to Proceed.~~
3. Compensation: Contractor shall be paid up to an amount of TWENTY-THOUSAND DOLLARS (\$20,000.00) FOR THE ~~Forty-Nine Thousand Five Hundred Dollars and Zero Cents (\$49,500.00)~~ for performance of the services in THE RENEWAL TERM accordance with the Scope of Work identified in Exhibit A. Contractor shall invoice City monthly and include a reasonably detailed description of the work completed and time spent to complete such work. THE TOTAL CONTRACT AMOUNT FROM THE EFFECTIVE DATE THROUGH THE RENEWAL TERM IS ONE-HUNDRED TEN THOUSAND, ONE-HUNDRED NINETY-FIVE DOLLARS (\$110,195.00).

All other terms and conditions of the Contract shall remain in full force and effect.

CONTRACTOR

Nicholas J. Kraft, Owner

CITY OF FLAGSTAFF

Greg Clifton, City Manager

Attest:

City Clerk

Approved as to form:

City Attorney's Office

EXHIBIT A
SCOPE OF WORK

Contractor will complete work for the ChooseFlagstaff.com website, which serves as a lead generation/communication tool to prospective relocating businesses and businesses already located within the City of Flagstaff.

The work to be completed is described in the following attached document, entitled "Choose Flagstaff Web Facelift, Updates and SEO v.1024."



**CHOOSE FLAGSTAFF WEB FACELIFT,
UPDATES AND SEO v.1024**
for the CITY OF FLAGSTAFF
ECONOMIC DEVELOPMENT DEPT. 2024-2025



CONTENTS

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SUMMARY

Our successful Choose Flagstaff website is entering its third year. It's time for a facelift with a few adjustments while keeping what works.

We recommend maintaining the overall site design while placing fresh images and reorganizing key pages based on two years of web stats. It makes sense to continue our SEO program and our flexible website maintenance. Staff will handle content creation and social media while INDIGO8 will publish six briefer staff-created business stories on the website.

SERVICES - FACELIFT

- **Facelift**
 - Keep current design while replacing key images with business story photos, stock photos, and new photography.
- **Reorganization**
 - Target Audience & Past Performance.
 - Work with staff to reidentify target audience.
 - Review past analytics.
 - Prioritize navigation and content.
 - Sitewide: Make upper menu sticky and add call-to-action.
 - Reorganize various key pages. *Italics are new items.*
 - Example: Homepage.
 - *Change header from video to slides:*
 - *Existing, New, Startup.*
 - *Doing Business Here.*
 - *Business Resources.*
 - *Living Here.*
 - Key Industry Sectors.
 - Innovate Waste.
 - Visit Discover Grow.
 - Live/Work in Flagstaff.
 - *Video.*
 - Latest Business Story.
 - Flagstaff News.
 - *Map.*

SERVICES – WEB WORK & SEO

- **Website Facelifts**
 - **4** – Pages full reorganizations.
 - **4** – Pages mini reorganizations.
 - **8** – Hero Image replacements.
 - **1** – Menu update.
- **Website Updates**
 - **6** – Publish Business Stories.
 - Add Facelift & Business Story images to Media Library.
 - **12** – Website Updates & Maintenance to include requests by staff, regular site changes, updates based on new information, etc.
- **Photography**
 - **2** – Flagstaff Photo Shoots to support Facelift.
- **Search Engine Optimization**
 - **52** - SEO Weekly Web Marketing Sessions.

Item numbers are target estimates. Exact numbers may vary slightly depending on timing and availability.

SERVICE DETAILS

SEO

- Annual SEO Program: Search Engine Optimization and website improvements to maintain and enhance web marketing efforts.
- This work will utilize the SE Ranking SEO Pro analysis and marketing tool.
- Each weekly SEO work session will include SEO Monitoring, SEO Research, Content Marketing, Local Marketing, and Competitor Analysis.
- Regular site reviews will give attention to artfully turned phrases, unique imagery, and link-marketing can drive traffic to the site.

Administration

- **Project Management**
- **City Meetings** – City Staff and INDIGO8 project manager will meet every month on Microsoft Teams for updates.
- **INDIGO8 Team Meetings** – The team will meet as needed to plan, schedule, and assign tasks.

Software – Annual Fees

- SE Ranking Pro – SEO platform
- WordPress Premium Maintenance – See addendum for details
- Elementor Site Builder - Best-in-class design and builder
- Document Library Pro – Media library functionality

TEAM

Your Team was selected for their skill, talent, experience, reliability, and their status as Flagstaff locals.

- **Project Owner, Project Manager, Web Designer, Photographer**
 - Nick Kraft, MA | Web Designer & Developer | UX Designer | Search Engine Optimizer | Photographer | Copywriter | Social Media | Project Manager. Experience: 31 years. Flagstaff time: 25 years.
- **Web Developer & Marketer**
 - Anthony Williamson | Web Designer & Developer | Search Engine Optimizer | Experience and Flagstaff time: 22 years.
- **Web Designer & Graphic Designer**
 - Mario Torres | Web Producer | Graphic Designer | Experience and Flagstaff time: 16 years.
- **Photographer**
 - Tom Alexander | Still Photographer. Experience and Flagstaff time: 34 years.

BUDGET

Website Facelift	\$ 3,956.00
Website Updates & Maintenance	\$ 2,880.00
Photography	\$ 1,440.00
SEO	\$ 3,120.00
Project Management, Meetings, Admin	\$ 7,044.00
Software	\$ 1,560.00
Total	\$ 20,000.00

Monthly Payments

Nov	Dec	Jan	Feb	Mar	Apr
\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67
May	Jun	Jul	Aug	Sep	Oct
\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.67	\$1,666.63

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Ben Mejia, Planner
Date: 01/27/2025
Meeting Date: 02/04/2025



TITLE:

Consideration and Approval of Preliminary Plat Request from EPS Group, Inc, on behalf of CDR Devcorp LTD, for Preliminary Plat approval of "The Lookout at Canyon del Rio" located at 3770 E Whetstone Dr, a 50-lot single-family subdivision using Planned Residential Development (PRD) Standards on 7.11 acres in the Medium-Density Residential (MR) Zone.

STAFF RECOMMENDED ACTION:

Approve the Preliminary Plat, in accordance with the findings presented in this report and the Planning and Zoning Commission recommendation (5-0).

Executive Summary:

EPS Group, Inc, on behalf of CDR Devcorp LTD, for Preliminary Plat approval of "The Lookout at Canyon del Rio" subdivision consists of 50 single-family lots on 7.11 acres on Block N of the Canyon del Rio block plat in the MR Zone using Planned Residential Development standards.

Financial Impact:

No financial impacts are anticipated with the Preliminary Plat.

Policy Impact:

There are no policy impacts anticipated with this Preliminary Plat.

Previous Council Decision or Community Discussion:

In 2019, City Council approved a rezoning request, development agreement, and preliminary block plat allowing the development of Canyon Del Rio.

Options and Alternatives to Recommended Action:

1. Approve the Preliminary Plat as recommended by staff and the Planning & Zoning Commission.
2. Approve the Preliminary Plat with conditions.
3. Deny the Preliminary Plat based on non-compliance with the Zoning Code, the Subdivision Code, and/or the Engineering Design Standards and Specifications for New Infrastructure.

Background and History:

The Canyon del Rio development proposal consists of 1,426 residential dwelling units and 225,000 square feet of commercial development. The development area includes a mixture of high-, medium-, and single-family residential units combined with commercial service and open space on 261 acres. The applicant is seeking Preliminary Plat approval for "The Lookout at Canyon del Rio" consisting of 50 single-family residential lots utilizing the Planned Residential Development (PRD) standards.

Robust Resilient Economy - Support and strengthen a robust, diverse, and sustainable economy.

Policy LU.5.1. Encourage development patterns within the designated growth boundaries to sustain efficient infrastructure projects and maintenance.

Policy WR.4.3. Development requiring public utility services will be located within the Urban Growth Boundary.

DD-1: Encourage vibrancy, appropriate density, and attainability in existing neighborhoods, so that more residents live within walking distance of their daily needs.

Protect 2.2: Encourage diversity of housing options in all neighborhoods, understanding that exclusive communities are incompatible with the City of Flagstaff's mission to protect and enhance the quality of life for all.

Attachments: Staff Report
 Application
 Preliminary Plat
 Presentation

PLANNING & DEVELOPMENT SERVICES REPORT

PRELIMINARY PLAT

PZ-23-00224-02

DATE: December 18, 2024

MEETING DATE: January 8, 2025

REPORT BY: Ben Mejia

REQUEST:

EPS Group, Inc, on behalf of CDR Devcorp LTD, requests Preliminary Plat approval for “The Lookout at Canyon del Rio” located at 3770 E Whetstone Dr, a 50-lot single-family subdivision on 7.11 acres in the Medium-Density Residential (MR) Zone.

STAFF RECOMMENDATION:

Staff recommends the Planning and Zoning Commission, in accordance with the findings presented in this report, forward the Preliminary Plat to the City Council with a recommendation of approval.

PRESENT LAND USE:

The subject site is currently vacant.

PROPOSED LAND USE:

“The Lookout at Canyon del Rio” subdivision on Block N of Canyon del Rio, consisting of 50 single-family lots located on 7.11 acres in the MR Zone using Planned Residential Development standards.

NEIGHBORHOOD DEVELOPMENT:

See the attached vicinity map for more information.

North: Canyon del Rio – Block K2; HC Zone

South: Canyon del Rio – Block R1; MR Zone

East: Vacant Land – Religious Use; RD Zone

West: Canyon del Rio – Blocks J2, O, P; MR Zone

REQUIRED FINDINGS:

The Planning and Zoning Commission shall find the proposed Preliminary Plat meets the requirements of the City Code Title 10, Flagstaff Zoning Code; City Code Title 11, General Plans and Subdivisions; and City Code Title 13, Engineering Design Standards and Specifications.

STAFF REVIEW:

I. Project Information

A. Background

In June of 2019, the City Council approved a rezoning request, development agreement, and preliminary block plat allowing the development of Canyon Del Rio, consisting of 1,426 residential dwelling units and 225,000 square feet of commercial development. The development includes a mixture of high-, medium-, and single-family residential units combined with commercial service and open space on 261 acres.

EPS Group, Inc has filed the application request on behalf of CDR Devcorp LTD, seeking Preliminary Plat approval for a 50-lot single-family residential subdivision providing attached and detached single-family units within the larger Canyon Del Rio development utilizing the Planned Residential Development. Lot sizes range from 2,000 square feet to approximately 3,363 square feet.

New infrastructure will need to be provided for the project including two new residential local roads (Boulder Ridge Drive and Lava Rock Loop), 8" water and sewer lines, and stormwater detention. City Staff approved the Preliminary Plat on December 10, 2024 based on conformance with all relevant development standards.

B. Type of Plat

This Preliminary Plat request is for a single-family residential subdivision consisting of 50 individual lots. All areas in the subdivision not allocated as lots are reserved as tracts.

II. Required Findings: Conformance with City Development Standards and Regional Plan

Staff reviewed and approved the Preliminary Plat based on conformance with City Code Title 10, Flagstaff Zoning Code; City Code Title 11, General Plans and Subdivisions; and City Code Title 13, Engineering Design Standards and Specifications.

A. City of Flagstaff Zoning Code (Title 10)

i. Medium-Density Residential (MR)

This subdivision will create 50 single-family residential lots within the MR zone. The MR zone allows a gross density of nine (9) units per acre for sites within the Resource Protection Overlay (RPO) and requires a minimum density of six (6) units per acre. The net density of this subdivision is 8.7 units per acre and the gross density is 7 units per acre. The proposed lot sizes in this subdivision vary from approximately 2,000 square feet to approximately 3,363 square feet, meeting minimum lot sizes for the zone. This Preliminary Plat complies with the building form and placement standards such as setbacks for the MR zone utilizing PRD standards (Division 10-40.60.280 of the Zoning Code).

Development Standards for PRDs within the MR zone are:

<u>Development Standard</u>	<u>MR</u>
Minimum Lot Area	2,000 sf
Maximum Lot Coverage	80%
Minimum Lot Width	20'
Minimum Lot Depth	50'
Front Setback	5', 20' parking
Side Setback	3', 10' street side
Rear Setback	3'

Planned Residential Development Design Elements

Planned Residential Developments require that the applicant select from a list of design elements. Each element is attributed with a point value, the proposal must include no fewer than 5 points and are elected at the applicant's discretion. The applicant has selected the following:

L. Front setbacks less than 15 feet for livable portions of the dwelling including the front entry feature (one point).

This design element has been demonstrated in the typical lot layout.

N. Subdivision CC&Rs and setback standards do not prohibit the development of accessory dwelling units (one point).

Staff will review the CC&Rs with final plat review to ensure conformance.

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 two units per acre, the subdivision provides a minimum of at least three units per acre (one point for each whole unit over the minimum up to three points)

The minimum required density is 6 units per acre, proposed density is 7 units per acre. The proposal is eligible for 1 point for this design element.

Q. Subdivision includes enhanced pedestrian environments including outdoor seating areas or larger landscaping areas (one point for each).

The proposal includes two outdoor seating areas; one is located central to the subdivision and the second is located to the west of the subdivision. The proposal is eligible for 2 points for this design element.

ii. Natural Resources

The subject property is located within the Resource Protection Overlay. A Natural Resource Protection Plan (NRPP) was provided in conjunction with this Preliminary Plat. Resources within this plat include forest and slope resources. The subject property is located within the Resource Protection Overlay. The Canyon Del Rio Development Agreement allows the developer to create two “resource banks”: one for the residential properties and one for the commercial properties. These banks allow the application of extra resources from one parcel to another parcel when extra resources are available.

A Resource Protection Plan was provided in conjunction with this Preliminary Plat. Resources on the site include slopes and forest; there are no floodplains on the site. A 5% administrative reduction to resource protection rates was granted by the Planning Director per 10-50.90.110 of the Flagstaff Zoning Code. The required forest resource preservation rate for residential blocks in Canyon del Rio is 47.5%, this plat proposes a preservation rate of 39%. The deficit of resource protection on this site will need to be accounted for elsewhere in the development area.

Slope resources are required to be preserved at varying rates depending on the steep slope category, the proposed plat meets and exceeds all slope preservation requirements:

Slope	Required Preservation	Proposed Preservation
17-24.99%	66.5%	87%
25-34.99%	76%	90%
35% and above	100%	100%

iii. Historic/Cultural Resources

At the time of original development approvals, the City of Flagstaff Heritage Preservation Commission accepted the Cultural Resource Report prepared by a professional meeting Secretary of the Interior Standards on file with the State.

iv. Parks, Open Space, Pedestrian, and Bicycle Facilities

Internal to the Canyon Del Rio development, a total of 55.8 acres, or 21% of the site, has been identified for open space, trails, or drainage. Additionally, each of the individual blocks are required to meet the common space and civic space requirements associated with the proposed development. This subdivision is required to provide 15% of the gross area as Common Space. The required common space is provided within Tracts A, B, and C of this plat and provide a total of 3.17 acres or 44% of gross site area.

Sidewalks are provided within the subdivision and connect to the sidewalk along Whetstone Drive and Fourth Street to be developed with this subdivision. Adjacent to the site is an existing FUTS trail running along the south side of Whetstone Drive.

B. City of Flagstaff Subdivision Standards (Title 11)

i. Preliminary Plat

IDS approved the Preliminary Plat based on conformance with the procedures and application requirements outlined in Section 11-20.60: Preliminary Plat on December 10, 2024.

ii. Subdivision Standards and Regulations

IDS also approved the Preliminary Plat based on conformance with relevant standards in Section 11-20.120: Subdivision Design Standards and Requirements.

ii.1 Lot Design

The proposed subdivision meets the standards for lot design:

- Meet the minimum lot width, depth, and size requirements of the Zoning Code.
- Be designed appropriately for the location and character of the proposed development, street improvements, and underlying topography.
- All lots shall be lawfully built upon and be developable (lots are designed in a way so that development can meet all relevant development standards).
- Buildable area (building envelope) shall be located away from the crest of ridge lines.
- Buildable area shall be determined by setback requirements and the location of natural topographic features.

ii.2 Street Design

The proposed subdivision meets the standards for street design:

- Meet the street cross-section standards (Engineering Standards) for the type of street proposed.
- Street design is appropriate for underlying topography and in relation to existing streets. Where feasible, streets shall be placed on top of ridges to minimize the extent of grading and reduce the visual impact of development.

ii.3 Easement Design

The proposed subdivision meets the standards for easement design:

- Easements shall be provided and dedicated where deemed necessary for specific purposes (the plat will dedicate a public utility easement and a drainage easement).
- Drainage easements shall substantially follow the line of any existing watercourse that traverses the land.

ii.4 Block Design

The proposed subdivision meets the standards for block design:

- Blocks in non-transect zones shall not normally exceed 1,200 feet in length measured from the property lines, except in hillside developments or where a subdivision of one-half acre lots or larger justify or require a variation from this requirement, or where there are unusual conditions of the property being subdivided.

iii. Minimum Required Subdivision Improvements

The subdivider is required to improve all streets, pedestrian ways, alleys, and easements in the subdivision and adjacent to it as required to serve the subdivision. Staff review of the Preliminary Plat along with the impact analyses discussed in the Engineering Standards section below identified the required improvements in conformance with

Section 11-20.130: Minimum Required Subdivision Improvements. These improvements will formally be approved with Civil Engineering Plans review, which will occur after Preliminary Plat approval by City Council.

C. City of Flagstaff Engineering Standards (Title 13)

As part of the Preliminary Plat review, Staff conducted a public systems analysis to confirm preliminary compliance with Engineering Standards. Following Preliminary Plat approval, the applicant shall submit and receive approval for Civil Engineering Plans for the subdivision prior to review and approval of the Final Plat. Approval of the Civil Engineering Plans will be contingent on the plat meeting City Engineering Standards.

i. Access and Traffic

The Canyon Del Rio Traffic Impact Analysis (TIA) included six (6) existing intersections and seven (7) new intersections within and along the edge of the proposed development. The study area covered Butler Avenue from I 40 to Fourth Street, Fourth Street from Huntington Drive to south of Butler Avenue along the development site, and the internal Canyon Del Rio roadway system. Traffic expected from nearby yet to be developed parcels was included as future background traffic in the analysis. Analyses were conducted for assumed development levels at years 2026 (Phases I & II) and 2030 (full build-out). Phases I & II include all except four (4) retail parcels at the northeast edge of the site and three (3) relatively small residential parcels at the south edge.

Since this analysis was completed, an extension of John Wesley Powell Boulevard has been proposed to cross Canyon del Rio from the southern boundary of Canyon del Rio and connecting to Fourth Street running along the southeastern boundary of this site. This proposal does not rely on the development of John Wesley Powell Boulevard for access.

ii. Water and Wastewater

Civil Design & Engineering, Inc., on behalf of the City of Flagstaff Water Services Division, prepared the Water and Wastewater Impact Analysis (WSIA). The analysis is based on the demands generated by Canyon del Rio with a residential dwelling cap of 1,715 units and 67.9 acres of commercial development.

Water

This subdivision will be served by an 8-inch water line connecting to the existing 12-inch line along Whetstone Drive.

Wastewater

This subdivision will be served by an 8-inch sewer line connecting to the existing 8-inch line along Whetstone Drive.

iii. Stormwater

This proposal includes two detention basins in Tract A, one basin is located to the east and the other is located to the south of the subdivision. These basins will convey on-site and off-site flows from the project site ultimately out-letting to the Rio de Flag Wash channel.

REQUIRED FINDINGS:

The Planning and Zoning Commission shall find the Preliminary Plat meets the requirements of the City Code Title 10, Flagstaff Zoning Code; City Code Title 11, General Plans and Subdivisions; and City Code Title 13, Engineering Design Standards and Specifications.

Recommendation

Staff recommends the Planning and Zoning Commission, in accordance with the required findings presented in this report, forward the Preliminary Plat to the City Council with a recommendation of approval.

Attachments:

- Application
- Preliminary Plat



City of Flagstaff

Community Development Division

211 W. Aspen Ave

P: (928) 213-2618

Flagstaff, AZ 86001

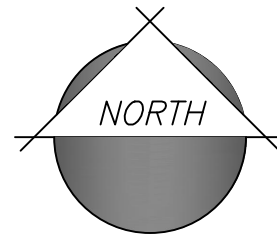
www.flagstaff.az.gov

Date Received	Application for Subdivision Review		File Number
Property Owner(s) CDR Devcorp LTD		Phone 1-602-615-3048	
Mailing Address 3605 S. Flagstaff Ranch Rd		City, State, Zip Flagstaff, AZ 86005	Email cwhiting@capstonehomesaz.com
Applicant(s) CDR Devcorp- Contact: Charity Lee		Phone 928-600-3594	
Mailing Address 3605 S. Flagstaff Ranch Rd		City, State, Zip Flagstaff, AZ 86005	Email clee@capstonehomesaz.com
Project Representative Brennan Maher Charity Lee		Phone (480) 503-2250 (928) 600-3594	
Mailing Address 1130 N. Alma School Rd, Ste 120		City, State, Zip Mesa, AZ 85201	Email brennan.maher@epsgroupinc.com clee@capstonehomesaz.com
Requested	<input type="checkbox"/> Development Master Plan <input type="checkbox"/> Conceptual Plat <input type="checkbox"/> Preliminary Plat P&Z and Council		
Review:	<input type="checkbox"/> Modified Subdivision <input checked="" type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat- Council		

Project Name: Canyon Del Rio - Parcel N		Site Address Flagstaff, AZ 86005		Parcel Number 106-08-036	
Proposed Use Medium density residential		Existing Use Vacant / undeveloped		Subdivision, Tract & Lot Number Canyon Del Rio - Parcel N	
Zoning District MR with RPOZ		Regional Plan Category Future suburban		Flood Zone X	Size of Site (Sq. ft. or Acres) 7.11 acres
Property Information:		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Located in an existing Local/National Historic District? (Name: _____) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Existing structures are over 50 years old at the time of application? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Subject property is undeveloped land?			
Surrounding Uses		North	South	East	West
(Res, Com, Ind)		Vacant/Future Canyon Del Rio	Vacant/Future Canyon Del Rio	Vacant/Future Canyon Del Rio	Vacant/Future Canyon Del Rio
Proposed Use:		Number of Lots	Number of Units	Number of acres per use	Building Square Feet
Medium density residential		50		7.11	
Please complete a "Subdivision Review Application" and provide an initialed "Application and Information Checklist" form along with the required number of plans and information as appropriate for a Development Master Plan, Conceptual, Preliminary or Final Plat. Incomplete submittals will not be scheduled.					
Property Owner Signature: (required)		Date: 5-20-24	Applicant Signature:		Date: 5-20-24
For City Use					
Date Filed:		Case Number (s)			
P & Z Hearing Date:			Publication and Posting Date:		
Council Hearing Date:			Publication and Posting Date:		
Fee Receipt Number:		Amount:		Date:	
Action by Planning and Zoning Commission:			Action By City Council:		
<input type="checkbox"/> Approved			<input type="checkbox"/> Approved		
<input type="checkbox"/> Denied			<input type="checkbox"/> Denied		
<input type="checkbox"/> Continued			<input type="checkbox"/> Continued		
Staff Assignments	Planning	Engineering	Fire	Public Works/Utilities	Stormwater

PRELIMINARY PLAT FOR THE LOOKOUT at CANYON DEL RIO

A PORTION OF THE WESTERN HALF OF SECTION 24, TOWNSHIP 21 NORTH, RANGE 7
EAST OF THE GILA AND SALT RIVER MERIDIAN, COCONINO COUNTY, ARIZONA



LEGAL DESCRIPTION

BLOCK N, CANYON DEL RIO PHASE I, AS SHOWN ON THE PLAT THEREOF, RECORDED IN INSTRUMENT NO. 3944598, RECORDS OF COCONINO COUNTY, ARIZONA.

ADEQ STATEMENT

THE CITY OF FLAGSTAFF PROVIDES WATER (UTILITY) SERVICE PURSUANT TO STATE LAW AND IS CURRENTLY OPERATING UNDER A DESIGNATION OF ADEQUATE WATER SUPPLY GRANTED BY THE ARIZONA DEPARTMENT OF WATER RESOURCES, APPLICATION NO XX-XXXXX.

EARTHWORK SUMMARY

SITE GRADING

UNADJUSTED CUT: 16,443 CY
UNADJUSTED FILL: 954 CY

UTILITY COMPANY APPROVAL

ARIZONA PUBLIC SERVICE

BY _____ DATE _____

UNISOURCE ENERGY SERVICES

BY _____ DATE _____

LUMEN

BY _____ DATE _____

OPTIMUM

BY _____ DATE _____

UTILITY COMPANY CONTACTS

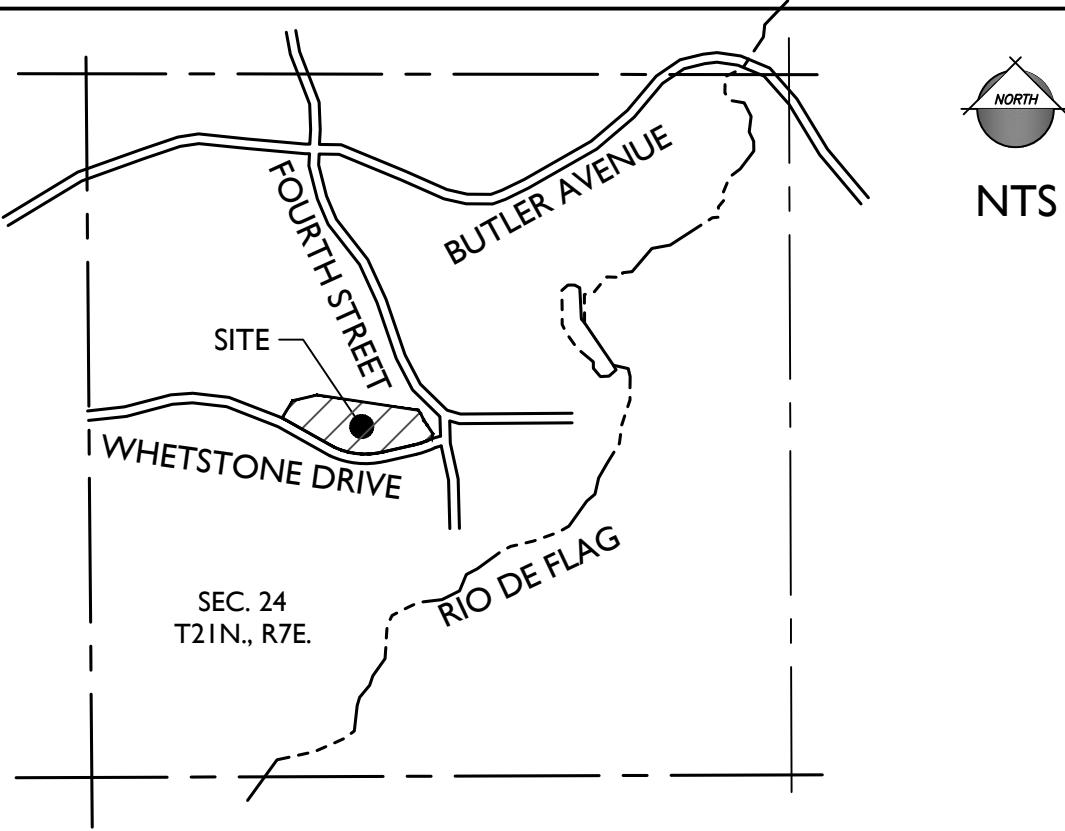
APS
CONTACT: CHAD BROOKS
2200 E HUNTINGTON
FLAGSTAFF, AZ 86004
CHAD.BROOKS@APS.COM
PHONE: (928) 773-6440

UNISOURCE ENERGY SERVICES
CONTACT: MARTIN CONBOY
2901 W SHAMRELL BLVD #110
FLAGSTAFF, AZ 86001
MCONBOY@UESAZ.COM
PHONE: (928) 226-2269

LUMEN
CONTACT: MANUEL HERNANDEZ
112 N BEAVER STREET
FLAGSTAFF, AZ 86001
MANUEL.HERNANDEZ4@LUMEN.COM
PHONE: (928) 779-4931

OPTIMUM
CONTACT: SANFORD YAZZIE
1601 S PLAZA WAY
FLAGSTAFF, AZ 86001
SANFORD.YAZZIE@ALTICEUSA.COM
PHONE: (928) 266-0672

VICINITY MAP



PLANNED RESIDENTIAL DEVELOPMENT DESIGN ELEMENTS

THIS DEVELOPMENT INCLUDES THE FOLLOWING DESIGN ELEMENTS THAT EQUAL A SUM OF FIVE (5) POINTS:

- L. FRONT SETBACKS LESS THAN 15-FEET FOR LIVABLE PORTIONS OF THE DWELLING INCLUDING THE FRONT ENTRY FEATURE. (1 POINT)
- N. SUBDIVISION CC&R'S AND SETBACK STANDARDS DO NOT PROHIBIT THE DEVELOPMENT OF ACCESSORY DWELLING UNITS (1 POINT)
- P. SUBDIVISION EXCEEDS THE MINIMUM DENSITY OF THE APPLICABLE ZONING DISTRICT BY AT LEAST ONE WHOLE UNIT PER ACRE (NO FRACTIONS). ONE POINT FOR EACH WHOLE UNIT OVER THE MINIMUM UP TO THREE POINTS. (1 POINT)
- Q. SUBDIVISION INCLUDES ENHANCED PEDESTRIAN ENVIRONMENTS INCLUDING OUTDOOR SEATING AREAS OR LARGER LANDSCAPING AREAS. ONE POINT EACH. (2 POINTS)

PROJECT TEAM

PROPERTY OWNER / DEVELOPER:

CDR DEVCORP LTD
3605 S. FLAGSTAFF RANCH ROAD
FLAGSTAFF, AZ 86005
TEL: (928) 600-3594
CONTACT: CHARITY LEE
clee@capstonehomesaz.com

ENGINEERING & PLANNING:

EPS GROUP, INC.
1130 N ALMA SCHOOL RD., SUITE 120
MESA, AZ 85201
TEL: (720) 987-0750
CONTACT: BRENNAN MAHER
brennan.maher@epsgroupinc.com

PROJECT DATA

APN: 106-08-036
ADDRESS: FLAGSTAFF, AZ 86004

EXISTING LAND USE: VACANT/UNDEVELOPED
GENERAL PLAN LAND USE DESIGNATION: FUTURE SUBURBAN
PROPOSED LAND USE: MEDIUM DENSITY RESIDENTIAL

EXISTING ZONING: MR - MEDIUM DENSITY RESIDENTIAL
ZONING OVERLAY: RPOZ - RESOURCE PROTECTION

GROSS AREA: 7.11 ACRES
NET AREA: 5.74 ACRES

NO. UNITS: 50 UNITS

GROSS DENSITY: 7.0 DU/AC

GENERAL NOTES

- ALL UTILITIES, INCLUDING STREET LIGHT AND ELECTRIC LINES INSTALLED WITH THIS DEVELOPMENT SHALL BE PLACED UNDERGROUND.
- DEVELOPMENT AND USE OF THIS SITE WILL CONFORM TO ALL APPLICABLE CITY OF FLAGSTAFF CODES AND ORDINANCES.
- ALL RIGHT-OF-WAYS WITHIN THE SUBDIVISION SHALL BE DEDICATED TO THE CITY OF FLAGSTAFF.

SHEET INDEX

SHEET 1	CS01	COVER SHEET
SHEET 2	PP01	PRELIMINARY PLAT
SHEET 3	PP02	LOT TABLES & DETAILS
SHEET 4	PP03	EXISTING & PROPOSED SITE CONDITIONS
SHEET 5	PP04	EXISTING & PROPOSED SITE CONDITIONS
SHEET 6	PP05	NATURAL RESOURCE PROTECTION PLAN - FOREST
SHEET 7	PP06	NATURAL RESOURCE PROTECTION PLAN - SLOPE

CERTIFICATE OF LAND SURVEYOR

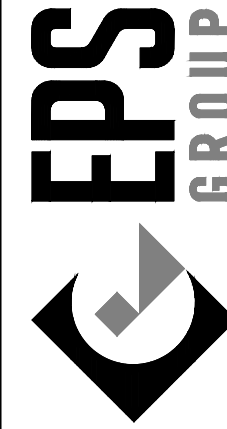
THIS IS TO CERTIFY THAT THE SURVEY OF THE PROPERTY DESCRIBED AND PLATTED HEREON WAS MADE UNDER MY DIRECTION AND SUPERVISION AND IS ACCURATELY REPRESENTED ON THIS PLAT.

I ALSO CERTIFY THAT THE PLAT IS IN SUBSTANTIAL CONFORMANCE TO THE APPROVED TENTATIVE PLAT AND THAT THIS PLAT IS CORRECT AND ACCURATE AS SHOWN TO THE BEST OF MY KNOWLEDGE AND BELIEF.

REGISTERED LAND SURVEYOR

DATE: _____

1130 N Alma School Road
Suite 120
Mesa, AZ 85201
T:480.503.2350 | F:480.503.2358
www.epsgroupinc.com



The Lookout at Canyon Del Rio

Project:

Preliminary Plat

Revisions:

MAY 21, 2024 - 1ST SUBMITTAL
SEPTEMBER 5, 2024 - 2ND SUBMITTAL
OCTOBER 9, 2024 - 3RD SUBMITTAL
NOVEMBER 14, 2024 - 4TH SUBMITTAL
NOVEMBER 27, 2024 - 4TH SUBMITTAL (REV)



Designer: EPS
Drawn by: EPS

Preliminary
Not For
Construction
Or
Recording

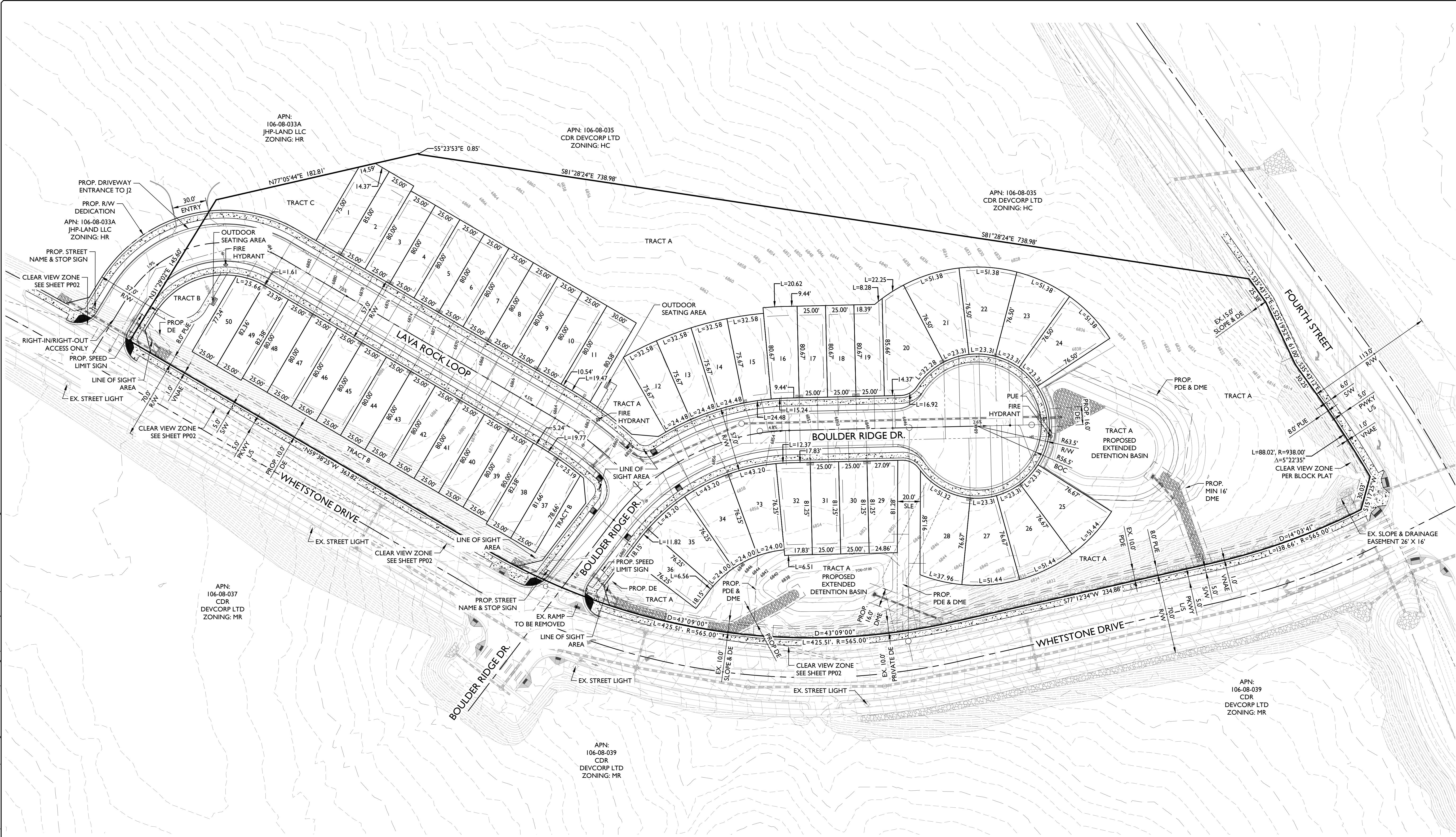
Job No.
23-0394

CS01

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23-0587 - The Lookout at Canyon Del Rio

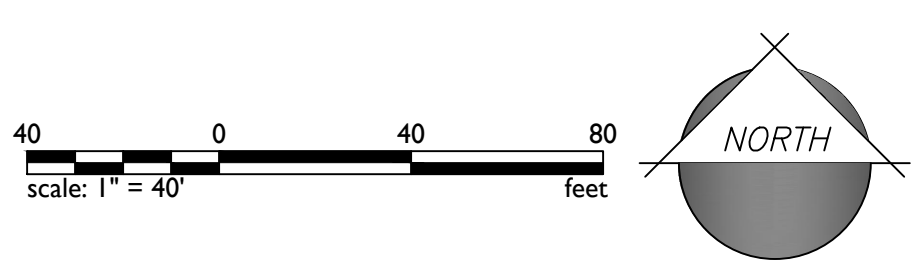
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- LEGEND**
- PROPERTY CORNER
 - FIRE HYDRANT (FH)
 - MANHOLE
 - SEWER MANHOLE
 - EASEMENT
 - DRAINAGE EASEMENT
 - RIGHT-OF-WAY
 - SIDEWALK
 - PUBLIC UTILITY EASEMENT
 - PROPERTY BOUNDARY
 - STREET CENTERLINE
 - STREET RIGHT-OF-WAY
 - EASEMENT
 - LOT LINE
 - SEWER LINE
 - WATER LINE
 - ===== SHEET MATCH LINE

NOTES

THIS PROJECT INCLUDES PRD DESIGN ELEMENTS L, N, P, AND Q TO MEET THE FIVE (5) POINTS REQUIRED TO UTILIZE PRD STANDARDS.



1130 N Alma School Road
Suite 120
Mesa, AZ 85201
T:480.503.2250 | F:480.503.2258
www.epsgroupinc.com

EPS

GROUP

The Lookout at Canyon Del Rio

Flagstaff, Arizona

Preliminary Plat

Project:

Revisions:

MAY 21, 2024 - 1ST SUBMITTAL

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OCTOBER 9, 2024 - 3RD SUBMITTAL

NOVEMBER 14, 2024 - 4TH SUBMITTAL

NOVEMBER 27, 2024 - 4TH SUBMITTAL (REV)

Call at least two full working days before any begin construction.

ARIZONA

State of Arizona
Department of Transportation
In Maricopa County: (602)263-1100

Designer: EPS

Drawn by: EPS

Preliminary

Not For Construction

Or Recording

Job No.

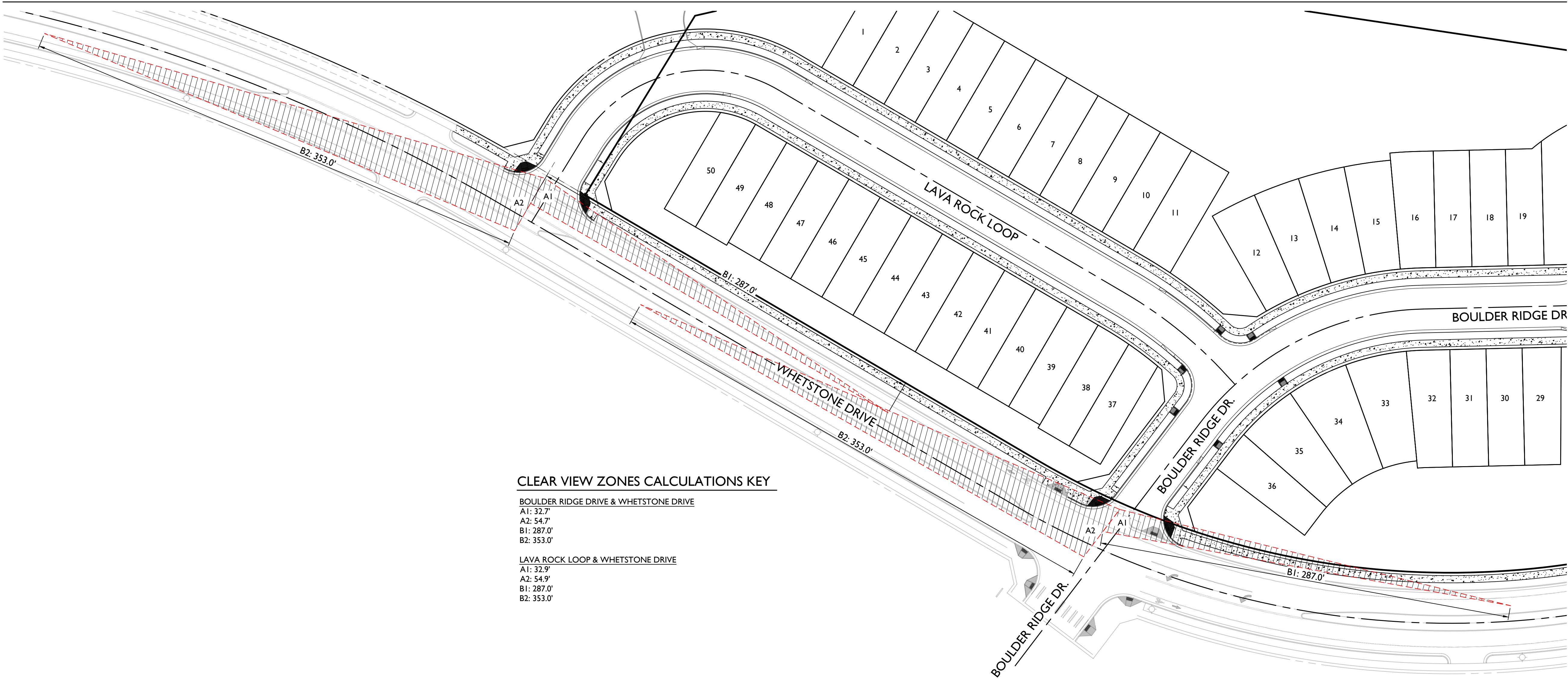
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PP01

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CLEAR VIEW ZONES



CLEAR VIEW ZONES CALCULATIONS KEY

BOULDER RIDGE DRIVE & WHETSTONE DRIVE
A1: 32.7'
A2: 54.7'
B1: 287.0'
B2: 353.0'

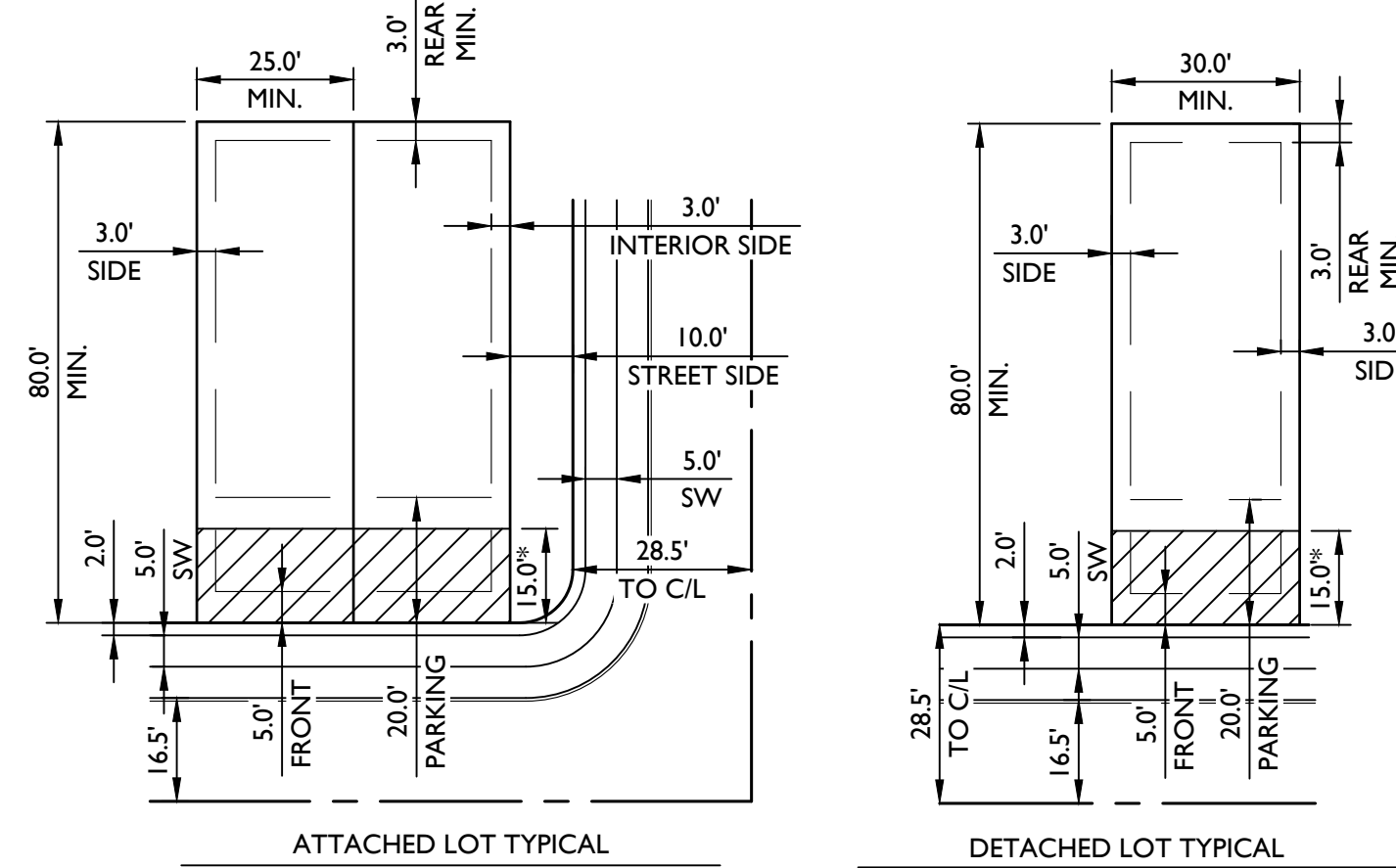
LAVA ROCK LOOP & WHETSTONE DRIVE
A1: 32.7'
A2: 54.7'
B1: 287.0'
B2: 353.0'

LOT AREA TABLE

Lot Table	
Lot #	Area
1	2071.87
2	2125.00
3	2000.00
4	2000.00
5	2000.00
6	2000.00
7	2000.00
8	2000.00
9	2000.00
10	2000.00
11	2403.74
12	2158.69
13	2158.69
14	2158.69
15	2158.69
16	2207.22
17	2016.67
18	2016.67
19	2033.50
20	3363.14
21	2856.84
22	2856.84
23	2856.84
24	2856.84
25	2865.41

Lot Table	
Lot #	Area
26	2865.41
27	2865.41
28	3308.98
29	2110.48
30	2031.25
31	2031.25
32	2215.47
33	2562.01
34	2562.01
35	2562.01
36	2084.53
37	2008.94
38	2054.73
39	2000.00
40	2000.00
41	2000.00
42	2000.00
43	2000.00
44	2000.00
45	2000.00
46	2000.00
47	2000.00
48	2000.00
49	2059.46
50	2014.59
TOTAL	
112,501.85	

TYPICAL LOT DETAILS

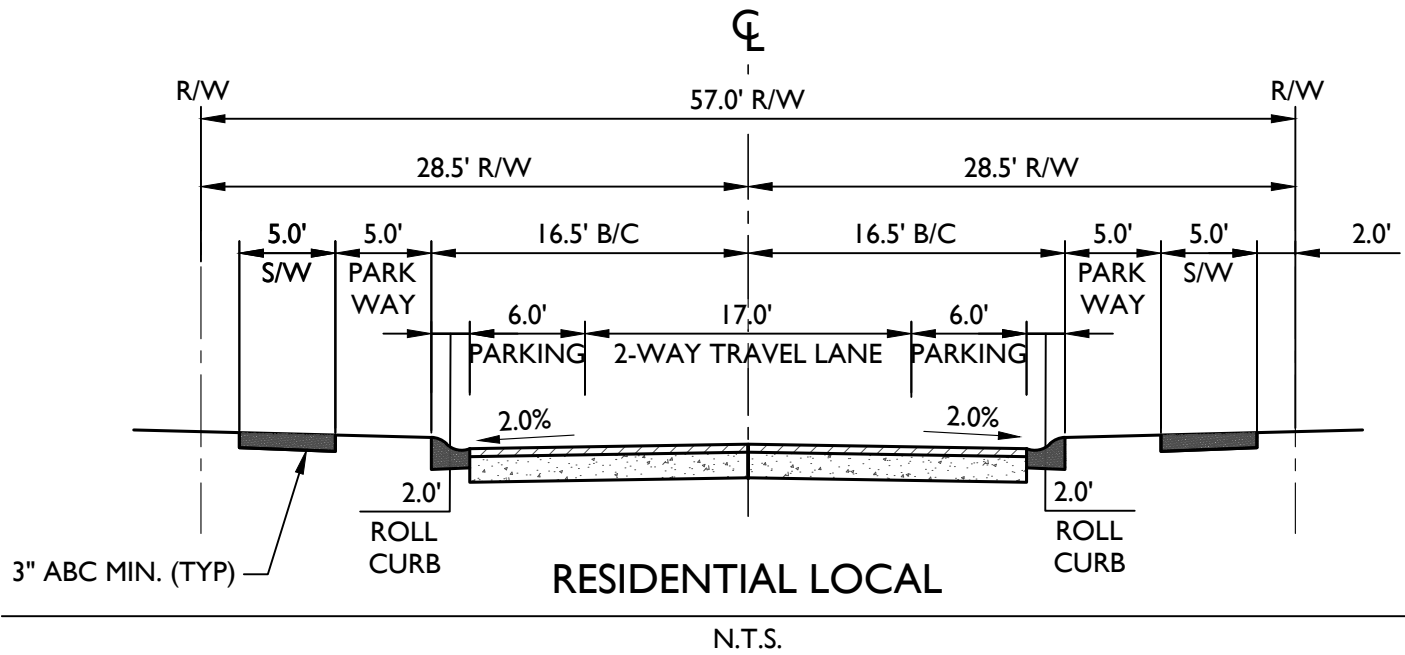


* LIVABLE PORTIONS OF THE DWELLING, INCLUDING THE FRONT ENTRY FEATURE, SHALL BE WITHIN 15' OF THE FRONT PROPERTY LINE IN COMPLIANCE WITH PRD DESIGN ELEMENT "L".

TRACT AREA AND USE TABLE

TRACT USE TABLE			
TRACT	USE	AREA (SF)	AREA (AC)
TRACT A	LANDSCAPE / COMMON SPACE / DETENTION	122847	2.820
TRACT B	LANDSCAPE / COMMON SPACE	11828	0.272
TRACT C	LANDSCAPE / COMMON SPACE	3493	0.080
TOTAL		138168	3.172

STREET CROSS-SECTION



1130 N Alma School Road
Suite 120
Mesa, AZ 85201
T:480.503.2250 | F:480.503.2258
www.epsgroupinc.com

Project:

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OCTOBER 9, 2024 - 3RD SUBMITTAL

NOVEMBER 14, 2024 - 4TH SUBMITTAL

NOVEMBER 27, 2024 - 4TH SUBMITTAL (REV)

Call at least two full working days before you begin excavation.

800.871.1111 or 1.800.871.1111 (TOLL FREE)
In Maricopa County: (602)263-1100

Designer: EPS

Drawn by: EPS

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PP02

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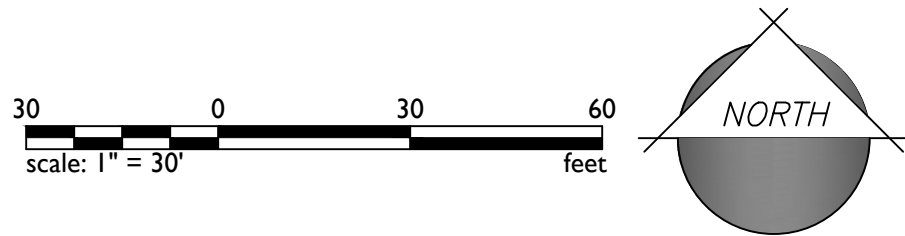
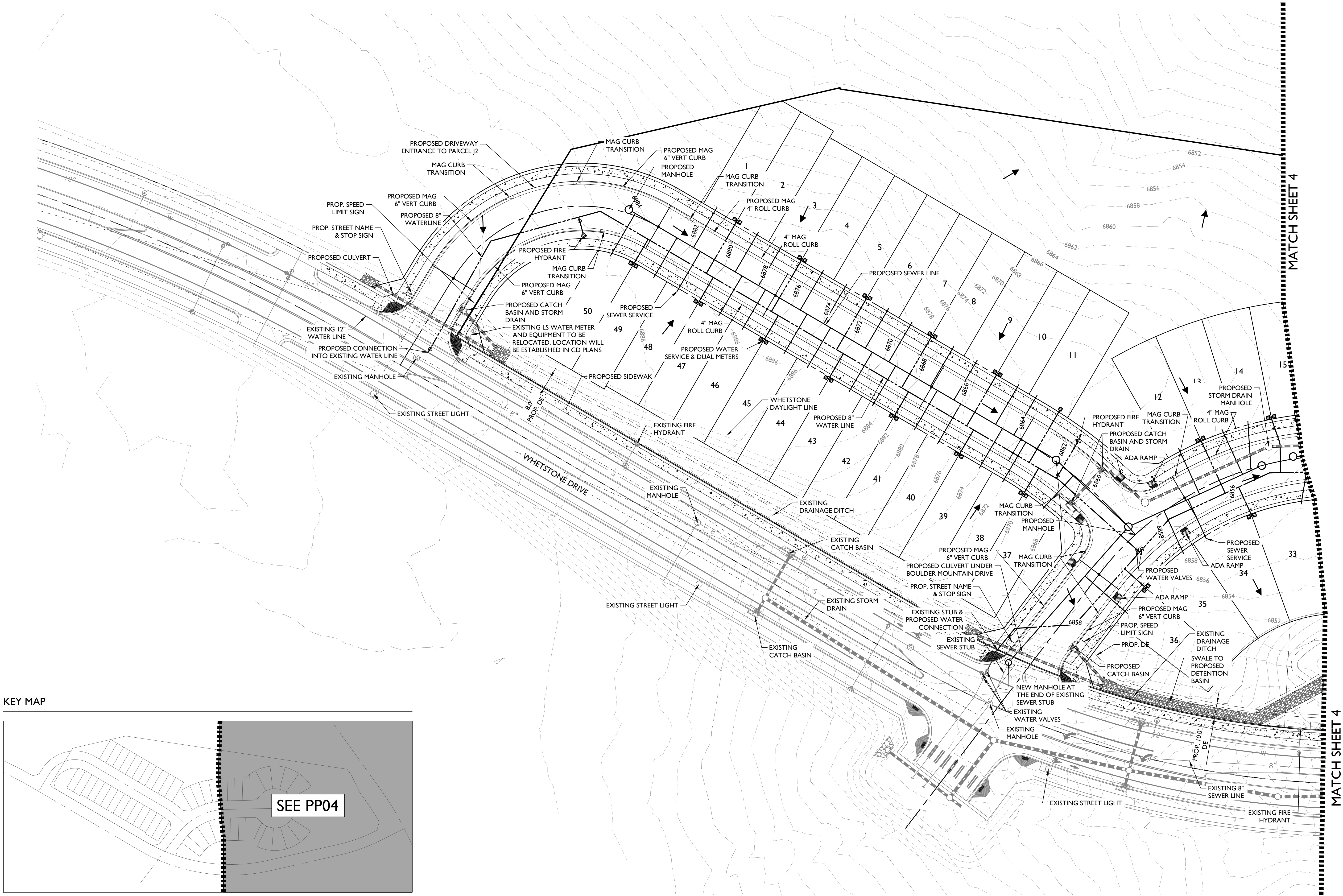
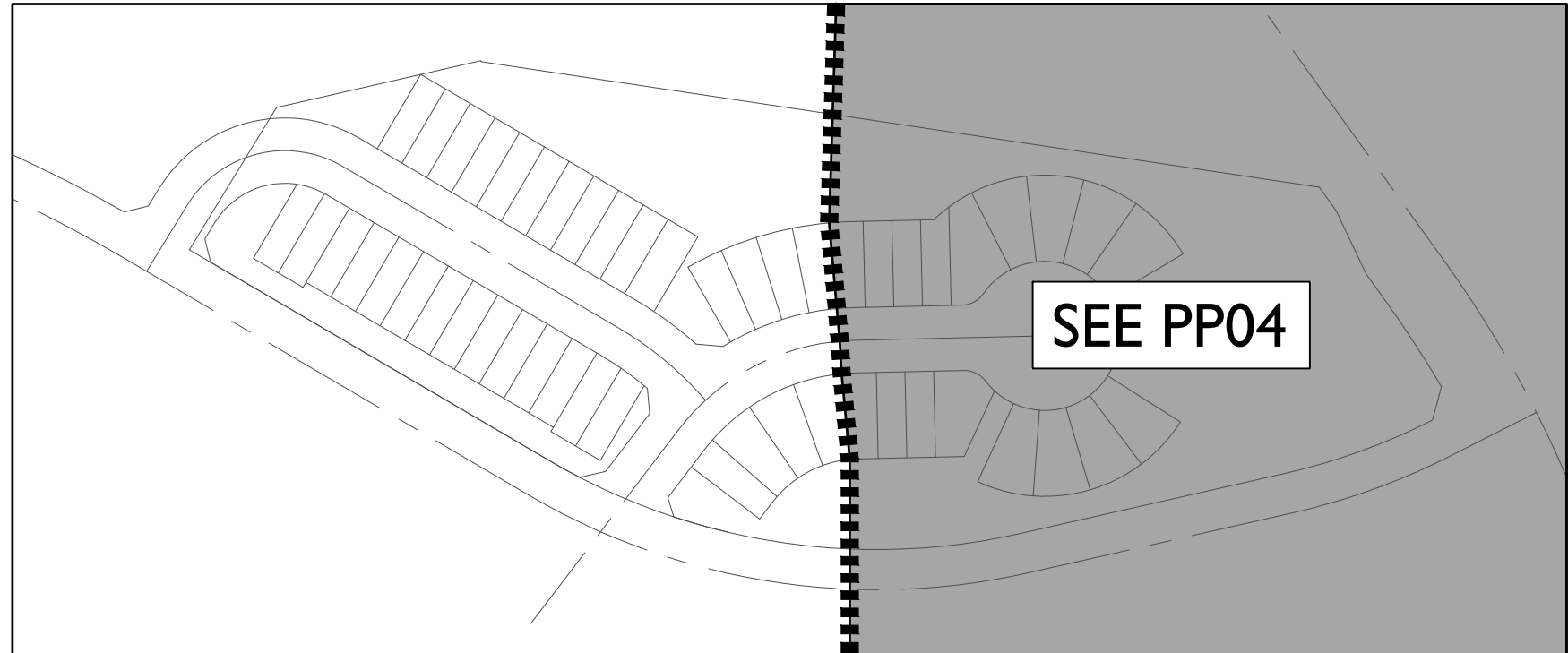
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23-0587 - The Lookout at Canyon Del Rio

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KEY MAP



1130 N Alma School Road
Suite 120
Mesa, AZ 85201
T:480.503.2250 | F:480.503.2258
www.epsgroupinc.com

Project:
The Lookout at Canyon Del Rio
Flagstaff, Arizona

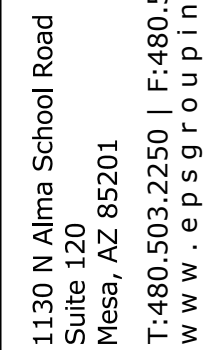
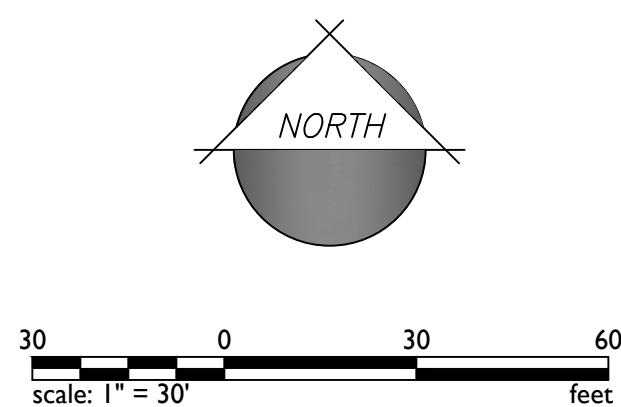
Revisions:
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NOVEMBER 27, 2024 - 4TH SUBMITTAL (REV)

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Drawn by: EPS

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Recording

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23-0394
PP03
Sheet No.
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of 7

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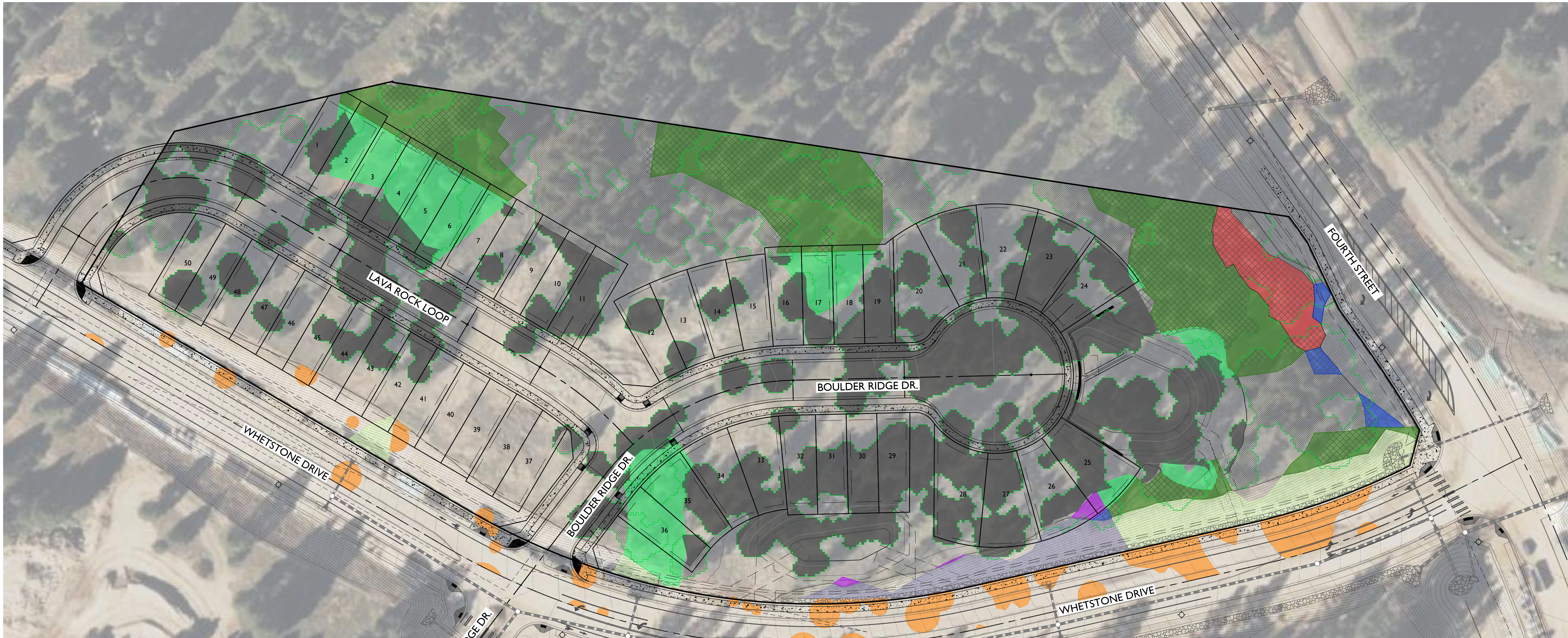
Existing & Proposed Site Conditions

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Construction
Or
Recording

Job No.
23-0394

PP04

Sheet No.
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FOREST RESOURCE CALCULATIONS

FOREST RESOURCES - PARCEL N	
TREE CANOPY AREA OUTSIDE OF SLOPE RESOURCES	RESIDENTIAL
REQUIRED PRESERVATION RATE	47.5% OF CANOPY AREA _i
TREE CANOPY AREA OUTSIDE OF SLOPE RESOURCES WITHIN SUBJECT PARCEL (SF)	103,969
TREE CANOPY AREA OUTSIDE OF SLOPE RESOURCES WITHIN ROW (SF)	10,054
REQUIRED PRESERVED TREE CANOPY AREA (SF)	54,161
PRESERVED TREE CANOPY AREA OUTSIDE OF SLOPE RESOURCES (SF)	29,665
PRESERVATION RATE (PRIOR TO SLOPE CONVERSION AND SLOPE TREES)	26.0%
EXCESS PRESERVED SLOPE CONVERSION TO TREE CANOPY AREA	
EXCESS PRESERVED SLOPE AREA (SF)	0
CONVERSION OF EXCESS SLOPE TO EVERY 50 SF	0
AVERAGE TREE CANOPY AREA (SF)	79
CONVERSION OF EXCESS SLOPE AREA TO TREE CANOPY AREA(SF)	0
PRESERVED TREE CANOPY AREA WITHIN SLOPE RESOURCES	
PRESERVED TREE CANOPY AREA WITHIN SLOPE RESOURCES (SF)	37,696
CONVERSION OF TREE CANOPY AREA WITHIN SLOPE TO EVERY 50 SF	754
AVERAGE TREE CANOPY AREA (SF)	79
CONVERSION OF TREE CANOPY AREA WITHIN SLOPES TO AVERAGE TREE CANOPY (SF)	59,213
25% OF TREE CANOPY WITHIN SLOPE RESOURCES (SF)	14,803
TOTAL FOREST RESOURCES	
TOTAL TREE CANOPY AREA PRESERVED (SF)	44,468
TOTAL PRESERVATION RATE WITHIN PARCEL N	39.0%
TREE RESOURCES USED FROM TREE RESOURCE BANK	9,693
TOTAL REQUIRED PRESERVATION RATE PARCEL N	47.5%
NOTES	
1. A 5% FOREST RESOURCE REDUCTION HAS BEEN AWARD TO CANYON DEL RIO BY THE CITY OF FLAGSTAFF	

RESOURCE BANK FOR CDR

SUMMARY TABLE OF TREE RESOURCES FOR CDR							
RESIDENTIAL _s							
G	MR	191,806	47.5%	91,108	64,601	33.7%	APPROVED
I	R1	259,221	47.5%	123,130	93,573	36.1%	APPROVED
N	MR	114,023	47.5%	54,161	29,665	26.0%	PROPOSED
O-P	MR	168,116	47.5%	79,855	80,981	48.2%	PROPOSED
Q1/Q2	MR	257,933	47.5%	122,518	252,419	97.9%	UNDEVELOPED
Q3	MR	63,638	47.5%	30,228	63,638	100.0%	UNDEVELOPED
R1	MR	388,151	47.5%	184,372	113,079	29.1%	PROPOSED
R2/R3	MR	380,930	47.5%	180,942	380,930	100.0%	UNDEVELOPED
R4/R5	MR	361,897	47.5%	171,901	361,897	100.0%	UNDEVELOPED
S	R1	217,054	47.5%	103,101	217,054	100.0%	UNDEVELOPED
Y	-	806	47.5%	383	806	100.0%	DRAINAGE
ZZ	-	0	47.5%	0	0	100.0%	DRAINAGE
A	-	76,420	47.5%	36,299	76,420	100.0%	FLOODPLAIN
RESIDENTIAL TOTAL:		2,479,994	47.5%	1,177,997	1,735,061	70%	
ROW FOURTH ST ₆		71,124	-	-	-	-	-
ROW J. W. POWELL BLVD ₆		159,297	-	-	-	-	-

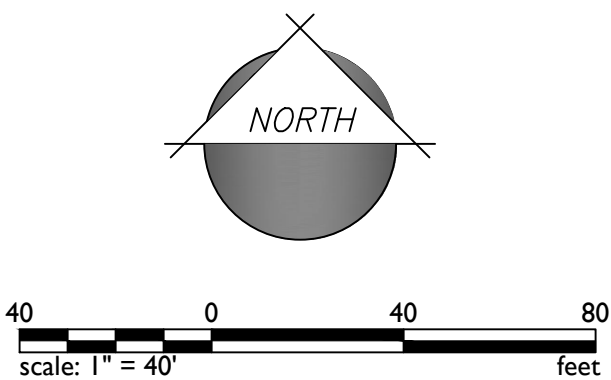
TREE RESOURCES NOTES:

- EXISTING TREE CANOPY INCLUDES TREES WITHIN THE PARCEL OUTSIDE OF SLOPE RESOURCES AND WITHIN THE COLLECTOR ROW IF APPLICABLE TO THE PARCEL.
- THIS IS CALCULATED BASED ON THE EXISTING TREE CANOPY AS DESCRIBED IN NOTE 1.
- FOR UNDEVELOPED PARCELS, TREE CANOPY FROM CONVERTED EXCESS SLOPE AND SLOPE TREES ARE NOT INCLUDED. AS PARCEL DEVELOPMENTS ARE APPROVED, THIS VALUE WILL REQUIRE UPDATING. ONCE APPROVED, THE APPROVED TOTAL PRESERVED TREE CANOPY SHALL INCLUDE PRESERVED SLOPE TREES AND EXCESS PRESERVED SLOPE CREDITS. SEE PARCEL SPECIFIC TABLES FOR EXCESS SLOPE CONVERSION AND SLOPE TREES.
- FOR UNDEVELOPED PARCELS, THIS IS THE PRESERVATION RATE PRIOR TO INCLUDING CONVERTED EXCESS SLOPE AND SLOPE TREES. AS PARCEL DEVELOPMENTS ARE APPROVED, THIS VALUE WILL REQUIRE UPDATING AS DESCRIBED IN NOTE 3.
- PARCELS E1, E2, F, K1, K2, J1, AND J2, WILL BE REQUIRED TO MEET CITY OF FLAGSTAFF RESOURCE PRESERVATION REQUIREMENTS AS INDIVIDUAL STANDALONE DEVELOPMENTS. RESOURCES WITHIN COMMERCIAL AREAS TO BE TRANSFERRED AND REALLOCATED TO OTHER COMMERCIAL AREAS. THOSE PARCELS HAVE BEEN REMOVED FROM THE TABLE.
- THIS IS THE TREE RESOURCES OUTSIDE OF SLOPE RESOURCES THAT IS LOCATED WITHIN THE ARTERIAL RIGHT-OF-WAY (ROW) AND GRADING LIMITS.
- THE RESIDENTIAL TREE RESOURCE TARGET IS INDICATED WITH A GREEN HIGHLIGHT. THE RESIDENTIAL TREE RESOURCE BUDGET IS INDICATED WITH AN BLUE HIGHLIGHT. AT THE COMPLETION OR APPROVAL OF ALL RESIDENTIAL DEVELOPMENTS THE BUDGET MUST BE AT OR ABOVE THE TARGET.
- APPROVED OR COMPLETED PARCEL DEVELOPMENTS ARE INDICATED WITH A PURPLE HIGHLIGHT. AS PARCEL DEVELOPMENTS ARE APPROVED OR COMPLETED, THE TABLE ABOVE SHOULD BE UPDATED TO TRACK PROGRESS OF THE BUDGET VS THE TARGET AS DESCRIBED IN NOTES 7 AND 8. RESOURCES WITHIN COMMERCIAL AREAS TO BE TRANSFERRED AND REALLOCATED TO OTHER COMMERCIAL AREAS.
- ALL PARCELS, EXCLUDING PHASE 1 ROADWAYS, HAVE BEEN THINNED ACCORDING TO THE FIRE-WISE PROGRAM SINCE THE NRPP WAS APPROVED FOR THE PHASE 1 INFRASTRUCTURE.

- LEGEND**
- PROPERTY CORNER
 - FIRE HYDRANT (FH)
 - MANHOLE
 - SEWER MANHOLE
 - EASEMENT
 - ESMT
 - INGRESS & EGRESS EASEMENT
 - IE
 - IRRIGATION EASEMENT
 - PAE
 - PEDESTRIAN ACCESS EASEMENT
 - R/W
 - RIGHT-OF-WAY
 - SNW
 - SIDEWALK
 - PUE
 - PUBLIC UTILITY EASEMENT
 - SVTE
 - 21' X 21' SIGHT VISIBILITY TRIANGLE EASEMENT
 - SVTE*
 - 33' X 33' SIGHT VISIBILITY TRIANGLE EASEMENT
 - VNAE
 - VEHICULAR NON-ACCESS EASEMENT
 - PROPERTY BOUNDARY
 - STREET CENTERLINE
 - STREET RIGHT-OF-WAY
 - EASEMENT
 - LOT LINE
 - SEWER LINE
 - WATER LINE
 - 1' VEHICULAR NON-ACCESS EASEMENT
 - SHEET MATCH LINE

- SLOPE PROTECTION LEGEND**
- UNDISTURBED 17% - 24.99% SLOPE AREA
 - DISTURBED 17% - 24.99% SLOPE AREA
 - DISTURBED 17% - 24.99% ROW SLOPE AREA
 - UNDISTURBED 25% - 34.99% SLOPE AREA
 - DISTURBED 25% - 34.99% SLOPE AREA
 - DISTURBED 25 - 34.99% ROW SLOPE AREA
 - EXISTING > 35% SLOPE AREA

- FOREST RESOURCES LEGEND**
- EXISTING TREE CANOPY - UNDISTURBED
 - EXISTING TREE CANOPY - DISTURBED
 - EXISTING TREE CANOPY WITHIN SLOPE ZONE
 - EXISTING TREE CANOPY WITHIN ROW - DISTURBED



- LEGEND
- PROPERTY CORNER
 - FIRE HYDRANT (FH)
 - MANHOLE
 - SEWER MANHOLE
 - ESMT EASEMENT
 - IEE INGRESS & EGRESS EASEMENT
 - IE IRRIGATION EASEMENT
 - PAE PEDESTRIAN ACCESS EASEMENT
 - R/W RIGHT-OF-WAY
 - S/W SIDEWALK
 - PUE PUBLIC UTILITY EASEMENT
 - SVTE 21' X 21' SIGHT VISIBILITY TRIANGLE EASEMENT
 - SVTE# 33' X 33' SIGHT VISIBILITY TRIANGLE EASEMENT
 - VNAE VEHICULAR NON-ACCESS EASEMENT
 - PROPERTY BOUNDARY
 - STREET CENTERLINE
 - - - STREET RIGHT-OF-WAY
 - EASEMENT
 - LOT LINE
 - SEWER LINE
 - WATER LINE
 - - - 1" VEHICULAR NON-ACCESS EASEMENT
 - SHEET MATCH LINE

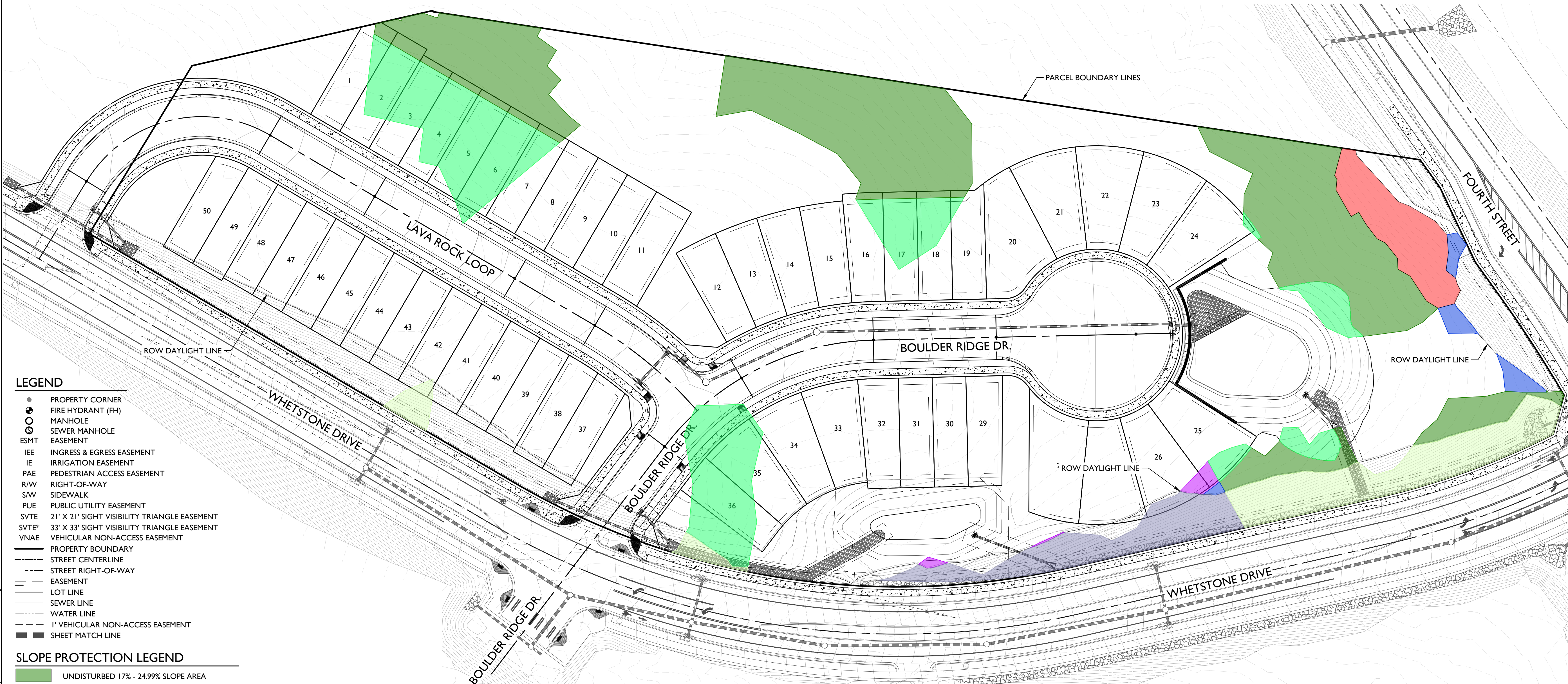
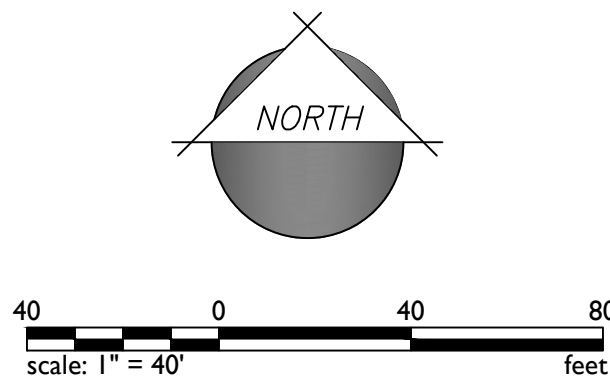
- SLOPE PROTECTION LEGEND
- UNDISTURBED 17% - 24.99% SLOPE AREA
 - DISTURBED 17% - 24.99% SLOPE AREA
 - DISTURBED 17% - 24.99% ROW SLOPE AREA
 - UNDISTURBED 25% - 34.99% SLOPE AREA
 - DISTURBED 25% - 34.99% SLOPE AREA
 - DISTURBED 25 - 34.99% ROW SLOPE AREA
 - EXISTING > 35% SLOPE AREA

SLOPE PROTECTION CALCULATIONS

SUMMARY TABLE OF SLOPE RESOURCES 17-24.99% FOR CDR							
BLOCK/TRACT	LAND USE	EXISTING SLOPE AREA (SF) ₁	REQUIRED SLOPE (17-24.99%) PRESERVATION RATE	REQUIRED SLOPE AREA TO BE PRESERVED (SF) ₂	SLOPE AREA PRESERVED (SF)	PERCENT SLOPE AREA PRESERVED	NOTES
RESIDENTIAL							
G	MR	21,532	66.5%	14,319	12,199	56.7%	APPROVED
I	R1	37,060	66.5%	24,645	21,916	59.1%	APPROVED
N	MR	60,060	66.5%	39,940	33,203	55.3%	PROPOSED
O/P	MR	497	66.5%	331	0	0.0%	PROPOSED
Q1/Q2	MR	0	66.5%	0	0	100.0%	UNDEVELOPED
Q3	MR	24,774	66.5%	16,475	24,774	100.0%	UNDEVELOPED
R1	MR	121,423	66.5%	80,746	83,714	68.9%	PROPOSED
R2/R3	MR	161,404	66.5%	107,334	161,404	100.0%	UNDEVELOPED
R4/R5	MR	224,377	66.5%	149,211	224,377	100.0%	UNDEVELOPED
S	R1	22,167	66.5%	14,741	22,167	100.0%	UNDEVELOPED
Y	-	5,449	66.5%	3,624	5,449	100.0%	DRAINAGE
ZZ	-	16,456	66.5%	10,943	16,456	100.0%	DRAINAGE
A	-	18,123	66.5%	12,052	18,123	100.0%	FLOODPLAIN
RESIDENTIAL TOTAL:		713,323	66.5%	474,360	623,783	87%	
SLOPE RESOURCE NOTES:							
1. EXISTING SLOPE AREA INCLUDES SLOPE WITHIN THE PARCEL AND WITHIN THE COLLECTOR ROW IF APPLICABLE TO THE PARCEL.							
2. THIS IS CALCULATED BASED ON THE EXISTING SLOPE AREA AS DESCRIBED IN NOTE 1.							
3. PARCELS E1, E2, F, K1, K2, J1, AND J2, WILL BE REQUIRED TO MEET CITY OF FLAGSTAFF RESOURCE PRESERVATION REQUIREMENTS AS INDIVIDUAL STANDALONE DEVELOPMENTS. RESOURCES WITHIN COMMERCIAL AREAS TO BE TRANSFERRED AND REALLOCATED TO OTHER COMMERCIAL AREAS. THEREFORE HAVE BEEN REMOVED FROM THE TABLE.							
4. THE RESIDENTIAL SLOPE RESOURCE TARGET IS INDICATED WITH A GREEN HIGHLIGHT. THE RESIDENTIAL SLOPE RESROUCE BUDGET IS INDICATED WITH AN BLUE HIGHLIGHT. AT THE COMPLETION OR APPROVAL OF ALL RESIDENTIAL DEVELOPMENTS THE BUDGET MUST BE AT OR ABOVE THE TARGET.							
5. APPROVED OR COMPLETED PARCEL DEVELOPMENTS ARE INDICATED WITH A PURPLE HIGHLIGHT. AS PARCEL DEVELOPMENTS ARE APPROVED OR COMPLETED, THE TABLE ABOVE SHOULD BE UPDATED TO TRACK PROGRESS OF THE BUDGET VS THE TARGET AS DESCRIBED IN NOTES 4.							

SUMMARY TABLE OF SLOPE RESOURCES 25-34.99% FOR CDR							
BLOCK/TRACT	LAND USE	EXISTING SLOPE AREA (SF) ₁	REQUIRED SLOPE (25-34.99%) PRESERVATION RATE	REQUIRED SLOPE AREA TO BE PRESERVED (SF) ₂	SLOPE AREA PRESERVED (SF)	PERCENT SLOPE AREA PRESERVED	NOTES
RESIDENTIAL							
G	MR	62,246	76.0%	47,307	51,233	82.3%	APPROVED
I	R1	14,676	76.0%	11,154	14,131	96.3%	APPROVED
N	MR	6,633	76.0%	5,041	1,171	17.7%	PROPOSED
O/P	MR	0	76.0%	0	0	100.0%	PROPOSED
Q1/Q2	MR	0	76.0%	0	0	100.0%	UNDEVELOPED
Q3	MR	7,277	76.0%	5,530	7,277	100.0%	UNDEVELOPED
R1	MR	8,130	76.0%	6,178	4,940	60.8%	PROPOSED
R2/R3	MR	10,944	76.0%	8,317	10,944	100.0%	UNDEVELOPED
R4/R5	MR	37,321	76.0%	28,364	37,321	100.0%	UNDEVELOPED
S	R1	36,132	76.0%	27,460	36,132	100.0%	UNDEVELOPED
Y	-	0	76.0%	0	0	100.0%	DRAINAGE
ZZ	-	0	76.0%	0	0	100.0%	DRAINAGE
A	-	21,907	76.0%	16,649	21,907	100.0%	FLOODPLAIN
RESIDENTIAL TOTAL:		205,265	76%	156,001	185,055	90%	

SUMMARY TABLE OF SLOPE RESOURCES +35% FOR CDR							
BLOCK/TRACT	LAND USE	EXISTING SLOPE AREA (SF) ₁	REQUIRED SLOPE (+35%) PRESERVATION RATE	REQUIRED SLOPE AREA TO BE PRESERVED (SF) ₂	SLOPE AREA PRESERVED (SF)	PERCENT SLOPE AREA PRESERVED	NOTES
RESIDENTIAL							
G	MR	2,884	100%	2,884	2,884	100.0%	APPROVED
I	R1	3,872	100%	3,872	3,872	100.0%	APPROVED
N	MR	4,179	100%	4,179	4,179	100.0%	PROPOSED
O/P	MR	0	100%	0	0	100.0%	PROPOSED
Q1/Q2	MR	0	100%	0	0	100.0%	UNDEVELOPED
Q3	MR	0	100%	0	0	100.0%	UNDEVELOPED
R1	MR	0	100%	0	0	100.0%	PROPOSED
R2/R3	MR	0	100%	0	0	100.0%	UNDEVELOPED
R4/R5	MR	63,020	100%	63,020	63,020	100.0%	UNDEVELOPED
S	R1	75,953	100%	75,953	75,953	100.0%	UNDEVELOPED
Y	-	0	100%	0	0	100.0%	DRAINAGE
ZZ	-	0	100%	0	0	100.0%	DRAINAGE
A	-	154,981	100%	154,981	154,981	100.0%	FLOODPLAIN
RESIDENTIAL TOTAL:		304,890	100%	304,890	304,890	100%	



1130 N Alma School Road
Suite 120
Mesa, AZ 85201
T:480.503.2250 | F:480.503.2258
www.epsgroupinc.com

The Lookout at Canyon Del Rio

Flagstaff, Arizona

Project:

Revisions:

MAY 21, 2024 - 1ST SUBMITTAL

SEPTEMBER 5, 2024 - 2ND SUBMITTAL

OCTOBER 9, 2024 - 3RD SUBMITTAL

NOVEMBER 14, 2024 - 4TH SUBMITTAL

NOVEMBER 27, 2024 - 4TH SUBMITTAL (REV)

Call at least two full working days before you begin excavation.

Designer: EPS
Drawn by: EPS

Preliminary

Not For Construction Or Recording

Job No.

23-0394

PP06

Sheet No.

7 of 7

The Lookout at Canyon del Rio (Parcel N)

Preliminary Plat Approval Request

City Council | February 4, 2025

Ben Mejia | Senior Planner





Request Overview

- EPS Group, Inc, on behalf of CDR Devcorp LTD, requests **Preliminary Plat approval of The Lookout at Canyon del Rio – Parcel N** located at 3770 E Whetstone Drive.
- Single family subdivision with 50 single-family home lots on 7.1 acres using PRD standards in the Medium-Density Residential (MR) Zone also within the Resource Protection Overlay (RPO)
- Staff approved the Preliminary Plat on December 10, 2024
- P&Z Commission recommended approval (5-0) on January 8, 2025

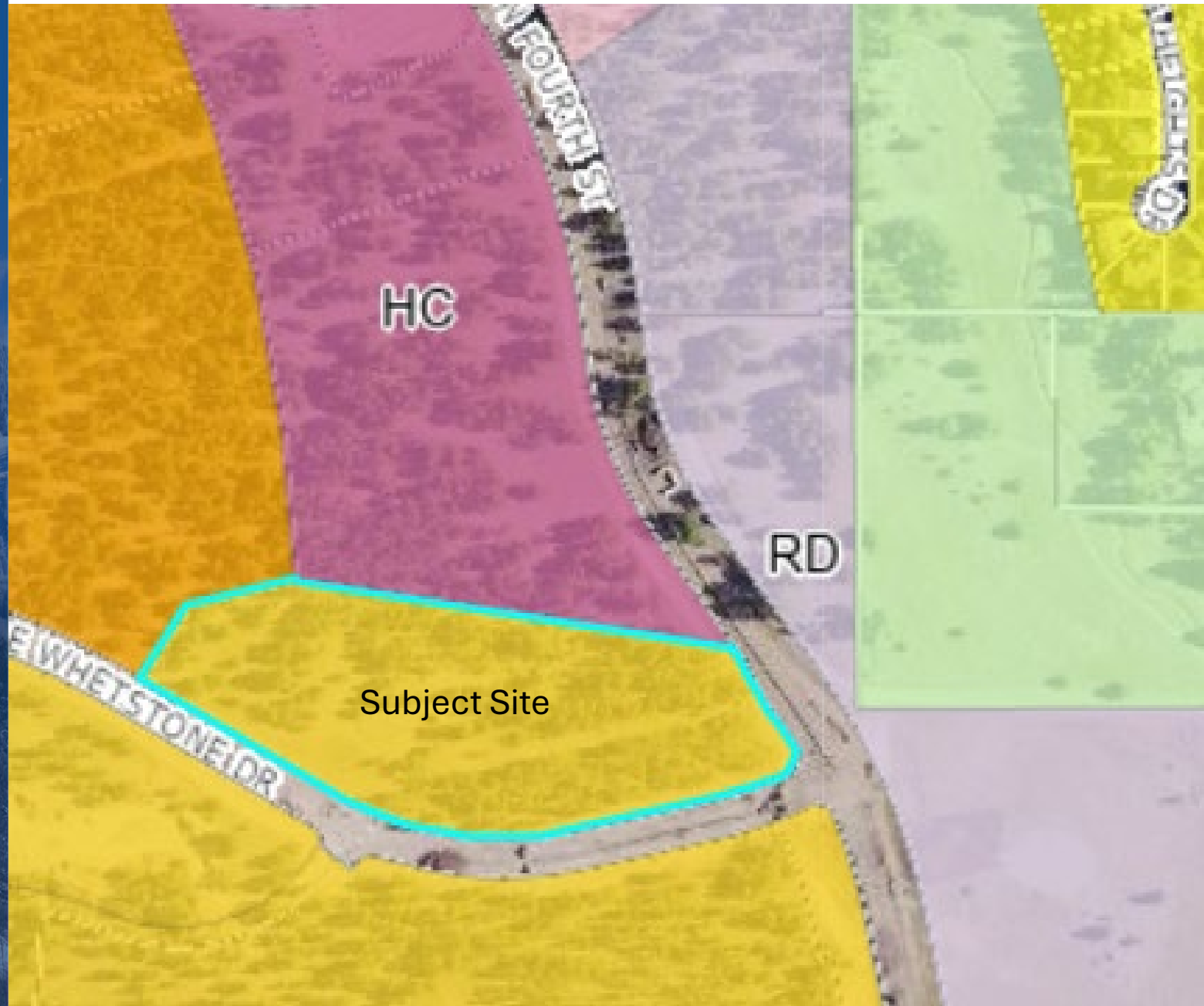
Vicinity Map

North: Canyon del Rio – Block K2;
HC Zone

South: Canyon del Rio – Block R1;
MR Zone

East: Vacant Land – Religious
Use; RD Zone

West: Canyon del Rio – Block J2;
HR Zone and Blocks O and P; MR
Zone

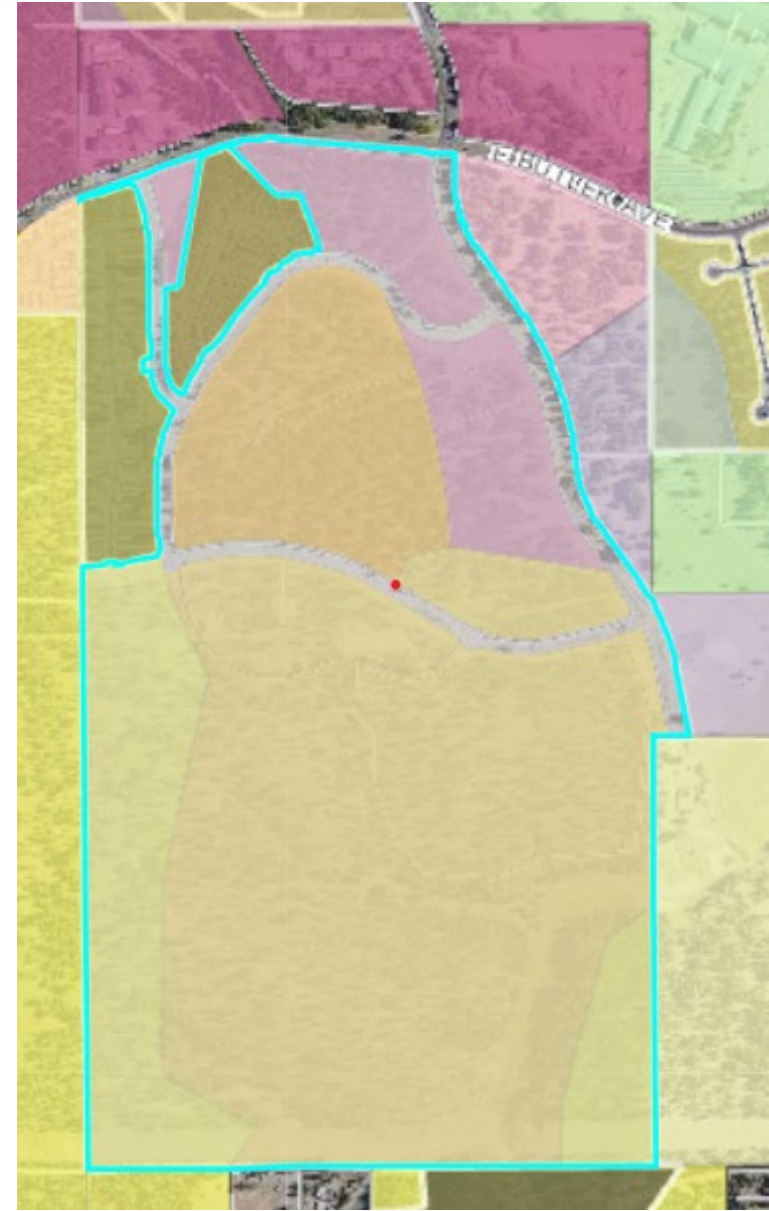




Background

Canyon del Rio

- In June of 2019, the City Council approved a rezoning request, development agreement, and preliminary block plat allowing the development of Canyon Del Rio.
- Consisted of 1,426 residential dwelling units and 225,000 square feet of commercial development.
- The development includes a mixture of high-, medium-, and single-family residential units combined with commercial service and open space on 261 acres.



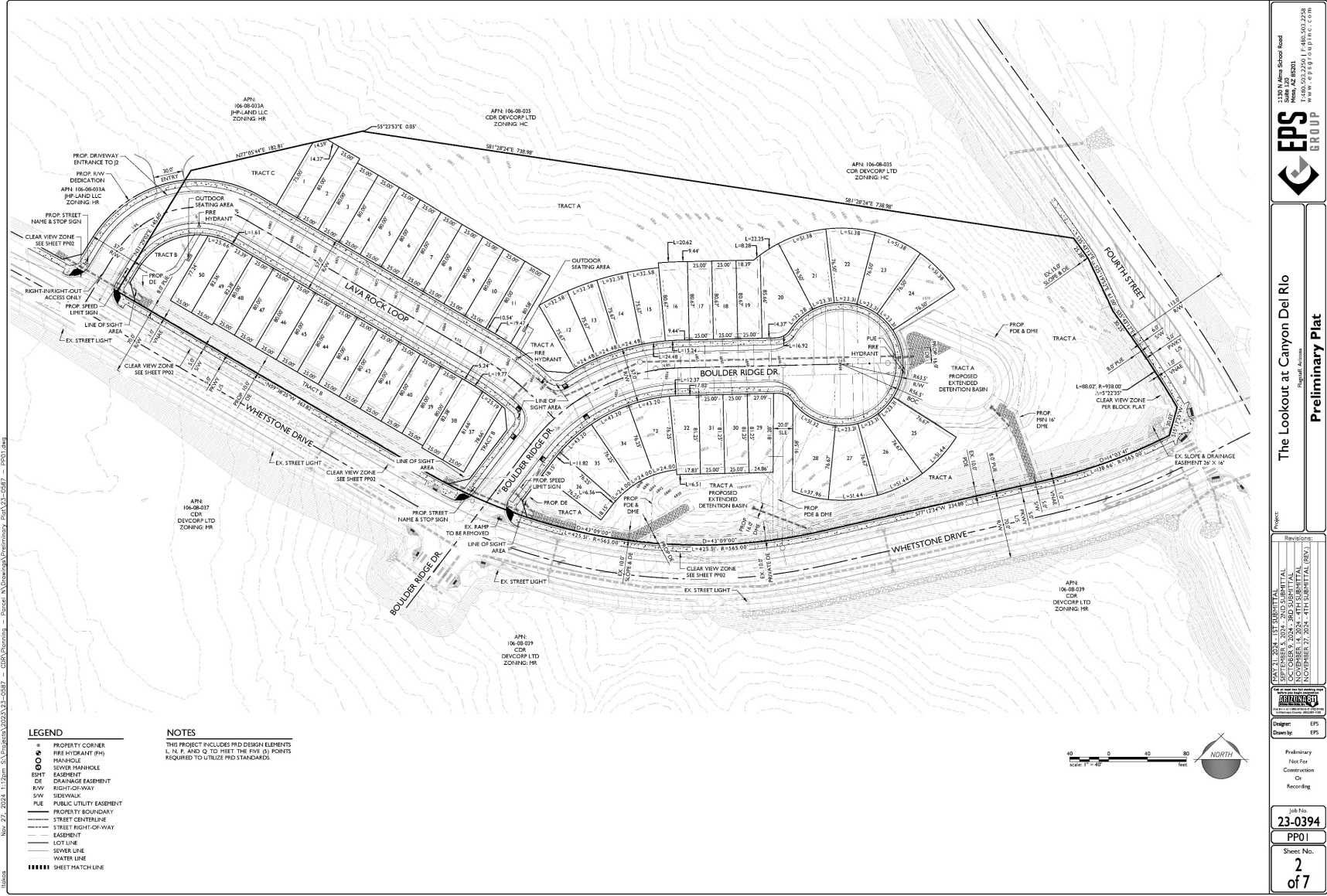


Preliminary Plat



- 50 attached and detached single-family lots
- Access is provided from Whetstone by Boulder Ridge Dr in the center and Lava Rock Loop to the west from Block J2
- 3.17 acres of common space provided: 44% of net lot area

23-0587 - The Lookout at Canyon Del Rio





CDR Development Agreement allows for banking of resources



SUMMARY TABLE OF SLOPE RESOURCES 25.34% FOR FLOOD PROTECTION								
LOCATION/TRACT	LAND USE	EXISTING SLOPE AREA (DFS)	REQUIRED SLOPE AREA (DFS) FOR PREVENTION RATE	REQUIRED SLOPE AREA TO BE PRESERVED (DFS)	SLOPE AREA FOR CONSERVATION	PERCENT SLOPE AREA PRESERVED	NOTES	
RESIDENTIAL	M	62,245	76,205	47,507	11,233	83.3%	APPROVED	
	I	1	14,676	11,154	18,331	96.9%	APPROVED	
	M	5,683	5,005	1,678	12,776	100.0%	APPROVED	
	GP	M	0	76.0%	0	100.0%	PROPOSED	
	CELU	M	7,277	76.0%	5,530	7,277	100.0%	UNCL. UNCL. UNCL.
	I	418	76.0%	6,178	1,405	60.8%	PROPOSED	
	RU	1	1,044	8,917	10,544	100.0%	UNCL. UNCL. UNCL.	
	RU	M	37,521	76.0%	29,864	17,421	100.0%	UNCL. UNCL. UNCL.
	Y	1	36,123	76,460	38,510	100.0%	UNCL. UNCL. UNCL.	
	Y	0	76.0%	0	0	100.0%	DRAINAGE	
	CE	0	76.0%	0	0	100.0%	UNCL. UNCL. UNCL.	
	A	1	21,007	76.0%	16,649	21,007	100.0%	FLOODPLAIN
	RESIDENTIAL TOTAL:		205,285	288	156,051	156,051	95%	

Slope Resources

Slope	Required Preservation	Proposed Preservation
17-24.99%	66.5%	87%
25-34.99%	76%	90%
35% and above	100%	100%

CDR Development Agreement allows for banking of resources



Required Finding #1: Zoning Code (Title 10)

Meets Zoning Code Standards for PRD in the MR Zone

Density

- Gross 7.0 units/acre and net 8.7 units/acre is within MR range of 6 minimum and 9 maximum units/acre within RPO and outside of an activity center or pedestrian shed.

Lot design and resource protection

- Lots designed to meet resource protection requirements using specific building envelopes.

Lot sizes

- Applies Planned Residential Development standards which allows for greater flexibility in lot size and dimensions
- Lot sizes range from approximately 2,000 sq. ft. to 3,363 sq. ft.
- Typical lot dimensions are approximately 25' wide and 80' deep (attached), 30' wide and 80' deep (detached)

<u>Development Standard</u>	<u>MR</u>
Minimum Lot Area	2,000 sf
Maximum Lot Coverage	80%
Minimum Lot Width	20'
Minimum Lot Depth	50'
Front Setback	5', 20' parking
Side Setback	3', 10' street side (0' attached)
Rear Setback	3'

Zoning Code allows City Council to approve alternate lot sizes and setbacks on a final plat



Required Finding #1: Zoning Code (Title 10)

PRD Design Elements

Planned Residential Developments require that the applicant select from a list of design elements. Each element is attributed with a point value, the proposal must include no fewer than 5 points and are elected at the applicant's discretion. The applicant has selected the following:

L. Front setbacks less than 15 feet for livable portions of the dwelling including the front entry feature (one point).

This design element has been demonstrated in the typical lot layout.

N. Subdivision CC&Rs and setback standards do not prohibit the development of accessory dwelling units (one point).

Staff will review the CC&Rs with final plat review to ensure conformance.

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 two units per acre, the subdivision provides a minimum of at least three units per acre (one point for each whole unit over the minimum up to three points)

The minimum required density is 6 units per acre, proposed density is 7 units per acre. The proposal is eligible for 1 point for this design element.

Q. Subdivision includes enhanced pedestrian environments including outdoor seating areas or larger landscaping areas (one point for each).

The proposal includes two outdoor seating areas; one is located central to the subdivision and the second is located to the west of the subdivision. The proposal is eligible for 2 points for this design element.



Required Finding #2: Engineering Standards (Title 13)

Meets Engineering Standards

- Public systems analysis conducted to confirm preliminary compliance with Engineering Standards
 - Compliance confirmed with Civil Engineering Plans (after Preliminary Plat approval)
- Access and Traffic
 - A Traffic Impact Analysis (TIA) was not required for this subdivision. A TIA was completed in conjunction with the rezoning that included this site.



Required Finding #2: Engineering Standards (Title 13)

Meets Engineering Standards

Water and Wastewater

- New 8" water line provided with the new streets serving subdivision
- New 8" sewer line –each lot to be provided with a tap

Stormwater

- Two detention basins in Tract A



Required Finding #3: Subdivisions Standards (Title 11)

Meets Subdivision and Land Split Regulations (Chapter 11-20)

- Meets Preliminary Plat procedures, application requirements
- Minimum Required Subdivision Improvements
 - Identified in public systems analyses (previous slides)



Required Finding #3: Subdivisions Standards (Title 11)

Meets Subdivision and Land Split Regulations (Chapter 11-20)

Subdivision Standards and Regulations

- Lot Design
- Street Design
- Easement Design
- Block Design



Findings and Recommendation

Required Findings

- **The City Council shall find the Preliminary Plat meets the requirements of City Code** Title 10, Flagstaff Zoning Code; City Code Title 11, General Plans and Subdivisions; and City Code Title 13, Engineering Design Standards and Specifications

Recommendation

Staff recommends the City Council approve the Preliminary Plat, in accordance with the findings presented in this report and the Planning and Zoning Commission recommendation (5-0).

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Ben Mejia, Planner
Date: 01/27/2025
Meeting Date: 02/04/2025

**TITLE:**

Public Hearing and Consideration of Zoning Code Variance PZ-23-00161-04: A request for a Zoning Code Variance from the wall plane massing requirements of 10-50.20.030.B.2: Architectural Standards -- Building Massing, of the Zoning Code. This request is to increase the maximum horizontal wall plane from 75 feet to 133 feet. The subject property is located at 3773 N Kaspar Drive and is zoned Highway Commercial (HC).

STAFF RECOMMENDED ACTION:

Per Section 10-20.20.040.I. The City Council may act as the Board of Adjustment upon majority vote of the City Council when a quorum of the Board of Adjustment cannot be achieved due to absence or disqualification.

Staff recommends that the City Council:

1. Make a motion to act as the Board of Adjustment, and
2. Upon finding that the criteria required for granting of a variance have been met, approve the proposed variance for a 133-foot wall plane in accordance with the findings presented in this staff summary.

Executive Summary:

Staff could not obtain a quorum of the Board of Adjustment. Therefore, the City Council is sitting as the Board of Adjustment pursuant to Zoning Code Section 10-20.20.040(I).

The subject property (APNs: 113-22-001M and 113-22-001T) is a 6.75 acre development site located at 3773 N Kaspar Drive zoned Highway Commercial (HC). The northern parcel, 113-22-001T, is within the Resource Protection Overlay (RPO). Adjacent to the property to the north is the Mount Elden Foothills Townhome Lots Subdivision zoned Medium-Density Residential (MR) and a vacant parcel zoned High-Density Residential (HR). To the west of the site is a Super 8 hotel zoned HC, To the south of the site is a Pep Boys vehicle repair garage zoned HC. To the east of the site is Highway 89.

The site is currently operating as a passenger transportation facility for Mountain Line. This use requires a conditional use permit in the HC zone, which was granted in 2008. The applicant proposes remodeling and expansion of the passenger transportation facility, requiring the conditional use permit to be updated. The Architectural Design Standards apply to this project and to all projects that require a Conditional Use Permit. The design of the proposal incorporates a ramp on the south side of the proposed building to access rooftop parking spaces and utilizes space under the ramp for storage and workspaces.

The Architectural Design Standards stipulate that where a wall plane exceeds 75 feet in length, a jog of 20 percent of the height of the wall plane is required to divide the massing of buildings into elements no longer than 75 feet. The applicant has identified existing utilities and structural requirements for the construction of the ramp as challenges to conformity of this Code requirement.

Financial Impact:

The applicant is seeking a variance from the maximum horizontal wall plane length found in 10-50.20.030.B.2: Architectural Standards -- Building Massing, of the Zoning Code to enable the construction of a ramp for rooftop parking access along a wall longer than would otherwise be allowed by the Zoning Code. The proposed development of a passenger transportation facility requires a Conditional Use Permit in the HC zone. Architectural Design Standards apply to any development that requires a Conditional Use Permit.

The proposed passenger transportation facility meets all required Architectural Design Standards except for the massing standards for horizontal wall planes on the southwestern building elevation which would be 133 feet instead of the Code maximum of 75 feet.

Policy Impact:

Pursuant to A.R.S. Section §9-462.06, the Board of Adjustment is authorized to consider and approve variances from the otherwise applicable provisions of the Zoning Code subject to specific standards or findings. Division 10-20.70 of the Zoning Code establishes the process for applying and the requirements to review and approve a variance application by the Board of Adjustment. The information to be considered by the Board in the approval or denial of a variance application is limited to four (4) criteria specified below. It should be noted that the Board of Adjustment may only consider and apply arguments pertaining to the findings.

A variance shall only be granted if the applicant demonstrates all of the following:

A. That, because of special circumstances applicable to the property, including its size, shape, topography, location, or surroundings, the strict application of these regulations will deprive such property of privileges enjoyed by other property of the same classification in the same zone;

Staff Analysis:

The subject site is currently developed, with a proposal to redevelop for expansion of the existing use in two phases to minimize disruption to the site operations during construction. This site includes two parcels, the northern parcel is approximately 4.09 acres within the Resource Protection Overlay and is encumbered by an easement for E Linda Vista Drive to connect to N Kaspar Drive as well as an easement for the FUTS Trail. While these improvements have not been made and are not proposed with this development, the easements prevent full developability of the site. The southern parcel is not within the Resource Protection Overlay, while being the smaller of the two parcels at approximately 2.6 acres, it provides more flexibility in site planning. As part of their analysis, the applicant has explained that the space requirements for busses and maneuverability are substantial. Staff acknowledges that the spatial needs of a bus are greater than that of a conventional vehicle and the parcels may be considered small when factoring in the spatial demands of bus service. The proposed development will require more parking than is currently on-site. Due to the constraints of the parcel's shape, increasing surface parking is not possible. To account for the parking required by Code and to meet applicant needs, the applicant has proposed rooftop parking. To allow for continued operations of the site, the placement of the proposed structure is located adjacent to existing utilities that prevent outward jogging of the wall plane.

B. That a grant of a variance will be subject to conditions to ensure that the adjustment authorized is the minimum variation needed and that it will not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is located;

Staff Analysis:

A grant of the variance would be subject to conditions limiting the length of the wall plane to 133 feet expressly to accommodate the length of the ramp where the maximum wall plane and articulation standards cannot be met. By granting a variance of the requested Architectural Design Standard, the proposal must adhere to all other standards and Code requirements and minimizes the potential impact to neighboring users.

C. The special circumstances applicable to the property are not self-imposed by any person having an interest in the property; and

Staff Analysis:

D. The variance will not allow the establishment of a use which: (1) is not otherwise permitted in the zone, (2) would result in the extension of a nonconforming use or structure, or (3) would change the terms of the zone of any or all of the subject property.

The approval of a variance will not establish a use on the property that is not otherwise permitted, would not result in the extension of a nonconforming use or structure, nor would it change the terms of the zone of any or all of the subject property. The use is currently permitted with a Conditional Use Permit and the applicant will still need to obtain a new Conditional Use Permit for the proposed expansion. The variance itself will not allow the use without also obtaining a Conditional Use Permit.

As of the date of this report, staff has received no comments from the public regarding this request.

1. The subject property shall be developed in accordance with the 133-foot horizontal wall plane set forth in the site plan provided by the applicant.

None

Attachments: Application
 Narrative
 Context Photos
 Floor Plan
 Elevations
 Proposed Site Plan
 Presentation
 Public Comment



City of Flagstaff


Community Development Division

211 W. Aspen Ave
Flagstaff, AZ 86001

P: (928) 213-2613
F: (928) 213-2609

www.flagstaff.az.gov

Date Received	Application for a Variance		File Number PZ-23-00161-01
Note: A pre-application meeting with a staff person is required prior to the submittal of a variance request.			
Property	NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY	Phone 928-779-6624	Email adunno@mountainline.az.gov
Mailing Address	3773 N Kaspar Dr and 3825 N Kaspar Dr		City, State, Zip Flagstaff, AZ 86004
Applicant	Anne Dunno	Capital Title Development Manager	Phone 928.679.8942
Mailing Address	3773 N Kaspar Dr and 3825 N Kaspar Dr		City, State, Zip Flagstaff, AZ 86004
Property Interest of Applicant(s) (Owner, contractual interest, or agent) OWNER			
Site Address	3773 N Kaspar Dr and 3825 N Kaspar Dr		City, State, Zip Flagstaff, AZ 86004
Parcel Number(s)	APN 113-22-001M & 113-22-001T	Zoning District	Highway Commercial (HC)
Present Use PUBLIC TRANSPORTATION AUTHORITY ADMIN STORAGE/REPAIR FACILITY			
Date of previous application (if any):			

Type of Variance:	<input type="checkbox"/> Residential	<input checked="" type="checkbox"/> Non-Residential	<input type="checkbox"/> Nonprofit
Fees: Applicant shall submit the required variance fee as established in Appendix 2 (Planning Fee Schedule) of the Zoning Code. Fees are non-refundable unless determined by the City to have been collected in error.			
Note: Applications which are incomplete or not accompanied by the required information will not be accepted.			
Property Owner Signature *:	Date:	Applicant Signature* : 	Date: 9/6/2024

Anne Dunno, Mountain Line Capital PM 9/6/2024

- * The application shall be signed by the applicant and the current property owner of record. If the property owner is unavailable to sign the application, or the property owner is a corporation or partnership, a Letter of Authorization signed by the property owner or authorized managing agent allowing the applicant to submit the application and act on their behalf must be submitted with the application.

For City Use	
Date Filed: _____	File #: _____
Hearing Date: _____	Publication and Posting Date: _____
Fee Receipt #: _____	Amount: _____ Date: _____
Action by Board:	Cross Reference Numbers:
Hearing Date: _____	IDS: _____
<input type="checkbox"/> Approved _____	P&Z: _____
<input type="checkbox"/> Approved with Conditions _____	
<input type="checkbox"/> Denied _____	
<input type="checkbox"/> Continued _____	

See reverse side for additional information



September 6, 2024

Attn: City of Flagstaff Planning Department

City of Flagstaff
211 W. Aspen Ave
Flagstaff, Arizona 85001

Regarding: Northern Arizona Intergovernmental Public Transportation Authority

The attached narrative is for the Northern Arizona Intergovernmental Public Transportation Authority known as Mountain Line located at their headquarters at 3773 N. Kaspar Drive. We are submitting for a Variance for relief from the 75' or less primary façade plane requirement in the City of Flagstaff Architectural Design Standards, as noted in the Concept Plan approval letter.

The existing zoning district is Highway Commercial (HC) outside of the RD zone, and the use of the property is a transit storage and maintenance facility.

Per the application: Address each of the four variances criteria (A, B, C, and D below) with a response to the individual criterion directly below in the following format:

A. That, because of special circumstances applicable to the property, including its size, shape, topography, location or surroundings, the strict application of these regulations will deprive such property of privileges enjoyed by other property of the same classification in the same zone.

Response: Because the fiber cable utility runs at the West property line, the structural wall for the ramp cannot jog out towards the west from the location indicated on the plans. Due to structural loading of the ramp walls the wall cannot jog inwards with incurring great financial cost to the project.

B. That a grant of a variance will be subject to conditions to ensure that the adjustment authorized is the minimum variation needed and that it will not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is located.

Response: We understand that the City may impose special conditions for compliance.

C. The special circumstances applicable to the property are not self-imposed by any person having an interest in the property.

Response: Not imposed by a single person – proposed site configuration is due to existing building placement, bus turning radii, and existing lot lines.

D. The variance will not allow the establishment of a use which: (1) is not otherwise permitted in the zone, (2) would result in the extension of a nonconforming use or structure, or (3) would

change the terms of the zone of any or all of the subject property.

Response: The proposed building and site configuration conforms to all other aspects of the Architectural Design Standards. Currently there are no non-conforming elements on site that this proposal would perpetuate.

Sincerely,
HDR Architecture Inc.

A handwritten signature in blue ink, appearing to read "Jon W. Griffin", with a stylized flourish at the end.

Jon Griffin

Northern Arizona
Intergovernmental
Transportation Authority
3773 N. Kaspar Drive
Flagstaff, AZ 86004



**VARIANCE APPLICATION
PROPERTY CONTEXT
PHOTO EXHIBIT**

File #PZ-23-00161-01



1. At West property line looking North



2. At West property line looking South

Northern Arizona
Intergovernmental
Transportation Authority
3773 N. Kaspar Drive
Flagstaff, AZ 86004



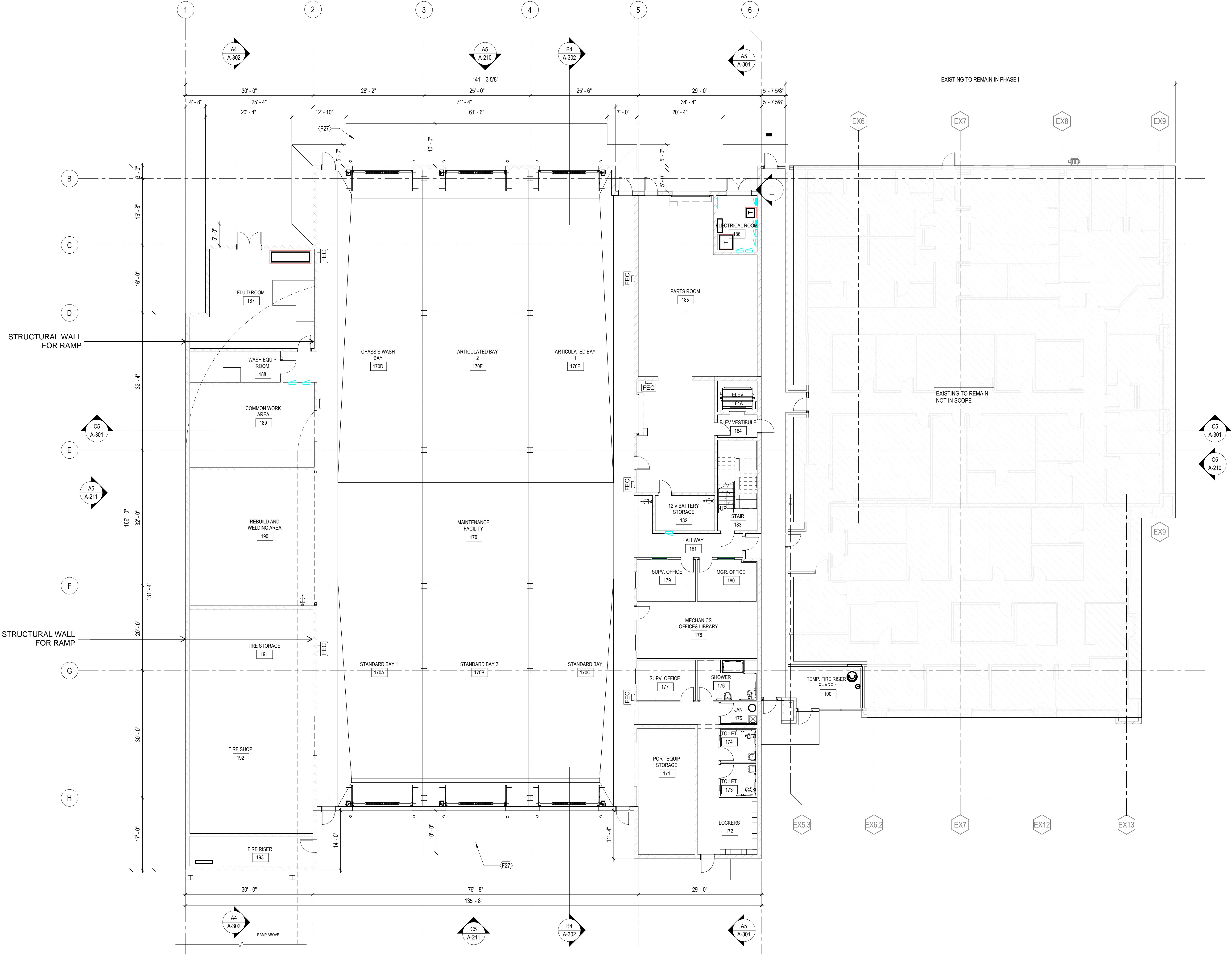
**VARIANCE APPLICATION
PROPERTY CONTEXT
PHOTO EXHIBIT**

File #PZ-23-00161-01



3. At West property line looking North

9/6/2024, 2:02:22 PM
08:10 Overall Plans
Alphabet Docs:10380810_Mt_Kasper Maintenance Facility 202310380810_Mt_Kasper_2023.rvt



A5 OVERALL PLAN - LEVEL 01
3/32" = 1'-0"

FLOOR PLAN LEGEND

- NEW STUD WALL
- NEW CMU WALL
- NEW DOOR
- EXISTING WALL
- EXISTING DOOR

RCP LEGEND

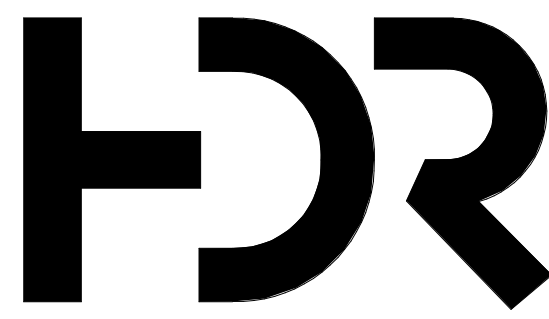
- GYPSUM BOARD
- LINEAR RECESSED LIGHT
- CAN LIGHT
- SUSPENDED STRIP LIGHT
- WALL SCONCE

FLOOR PLAN GENERAL NOTES

- DRAWINGS & SPECIFICATIONS ARE COMPLEMENTARY COMPONENTS OF THE CONTRACT DOCUMENTS. REVIEW ALL DRAWINGS AND SPECIFICATIONS FOR THE COMPLETE SCOPE OF WORK. NOTIFY ARCHITECT IMMEDIATELY FOR CLARIFICATION IF INCONSISTENCIES, CONTRADICTIONS OR OMISSIONS ARE DISCOVERED.
- DO NOT SCALE DRAWINGS. IF DIMENSIONAL INFORMATION IS REQUIRED & NOT FOUND, NOTIFY ARCHITECT IMMEDIATELY FOR CLARIFICATION.
- ALL DIMENSIONS ARE TO COLUMN CENTERLINES OR FACE OF FINISHED WALLS OR SURFACES UNLESS NOTED OTHERWISE.
- REFER TO DEMOLITION DRAWINGS, IF ANY, FOR WORK REQUIRED IN ADVANCE OF CONSTRUCTION AND COORDINATE ACCORDINGLY.
- ALL DOOR FRAMES ARE TO BE INSTALLED 4" AWAY OF ADJACENT PERPENDICULAR WALLS UNLESS NOTED OTHERWISE.
- REFER TO LIFE SAFETY DRAWINGS FOR ADDITIONAL FIRE / SMOKE RATING REQUIREMENTS.
- REFER TO EQUIPMENT DRAWINGS FOR ADDITIONAL EQUIPMENT SPECIFIC INFORMATION.
- REFER TO INTERIOR FINISH DRAWINGS FOR ADDITIONAL INTERIOR FINISH SPECIFIC INFORMATION.
- REFER TO STRUCTURAL DRAWINGS FOR ADDITIONAL STRUCTURAL SPECIFIC INFORMATION.
- REFER TO MEP DRAWINGS FOR ADDITIONAL MEP SPECIFIC INFORMATION.
- ALL NON-LOAD BEARING INTERIOR WALLS ARE TYPE 'A' UNLESS NOTED OTHERWISE.
- HIGHER RATED FIRE WALLS TAKE PRECEDENCE OVER LOWER RATED WALLS & ARE TO CONTINUE THROUGH ALL SUCH INTERSECTIONS.
- ALL SMOKE BARRIER WALLS ARE TO BE EXTENDED FROM BACK SIDE OF EXTERIOR WALL SHEATHING TO BACK SIDE OF EXTERIOR WALL SHEATHING OR ANOTHER SMOKE BARRIER WALL.

SHEET KEYNOTES

- F27 Concrete Aprons Containing Radiant Heating in Slab, Refer To Structural And Mechanical Drawings For More Information



HDR Architecture
20 E Thomas Road
Suite #2500
Phoenix, AZ 85012

MOUNTAIN LINE

3773 N Kaspar Drive
Flagstaff, AZ 86004



Project Manager Patrick Glowacki
Project Designer Katherine Durdick Smith
Project Architect Rachel McAdoo
Landscape Architect Claire Edelman-Heath
Civil Engineer Abhay Khair
Structural Engineer Chad Sippel
Mechanical Engineer Brett McQuillan
Electrical Engineer Stephen Bowcock
Plumbing Engineer Robbie Ramsey
Interior Designer Jessi Levin
Equipment Planner Ken Booth
Wayfinding

Drawn By NMT

MARK	DATE	DESCRIPTION
A	03.19.2024	SITE PLAN SUBMISSION
B	04.15.2024	SD DRAWINGS
C	05.15.2024	FINAL SD DRAWINGS
D	08.21.2024	DD DRAWINGS
E	09.20.2024	FINAL DD DRAWINGS

Project Number 10380810
Original Issue 09/21/2024

Sheet Name

OVERALL PLAN -
LEVEL 01

Sheet Number

A-101



Project Status
DESIGN DEVELOPMENT DRAWINGS



B5 EAST ELEVATION - PHASE 01 WITH EXISTING BUILDING
1/16" = 1'-0" 3/32" = 1'-0"



A5 NORTH ELEVATION - PHASE 01 WITH EXISTING BUILDING
1/16" = 1'-0"







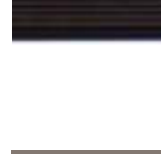


-  BLOCK-LITE SPLIT FACE CMU - SLATE #14 - SRI 34
-  WESTERN STATES RUSTWALL 16" - WEATHERING STEEL - SRI 34
-  INTEGRAL COLOR SITE CAST CONCRETE W/ CONCEPTUAL COCONINO STAMP
-  WESTERN STATES STANDING SEAM METAL ROOFING - DARK BRONZE - SRI 27
-  KALWALL WINDOW ASSEMBLY
-  OVERHEAD THERMOCORE DOOR - INDUSTRIAL BROWN
-  SOLAR PANEL ASSEMBLY
-  ARCADIA WINDOWS AND DOORS - BRONZE ANODIZED
-  EXTERIOR PAINT COLOR - DOORS - DUNN EDWARDS DET621 PALOMINO PONY LRV 19
-  EXTERIOR PAINT COLOR - METAL LOUVERS AND ESCUTEONS @ STEEL - DUNN EDWARDS DE5216 AUTUMN UMBER LRV 20
-  EXTERIOR PAINT COLOR - VERTICAL WALLS BETWEEN EXISTING AND PHASE 1, & EXISTING BUILDING - DUNN EDWARDS DE6221 FLINSTONE LRV 43
-  EXTERIOR PAINT COLOR - EXISTING BUILDING TRIM - DUNN EDWARDS DET620 BARNWOOD GRAY LRV 31



B5 SOUTH ELEVATION - PHASE 01 WITH EXISTING BUILDING
1/16" = 1'-0"



A5 WEST ELEVATION - PHASE 01
1/16" = 1'-0"









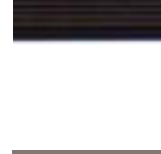



-  BLOCK-LITE SPLIT FACE CMU - SLATE #14 - SRI 34
-  WESTERN STATES RUSTWALL 16" - WEATHERING STEEL - SRI 34
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-  EXTERIOR PAINT COLOR - EXISTING BUILDING TRIM - DUNN EDWARDS DET620 BARNWOOD GRAY LRV 31

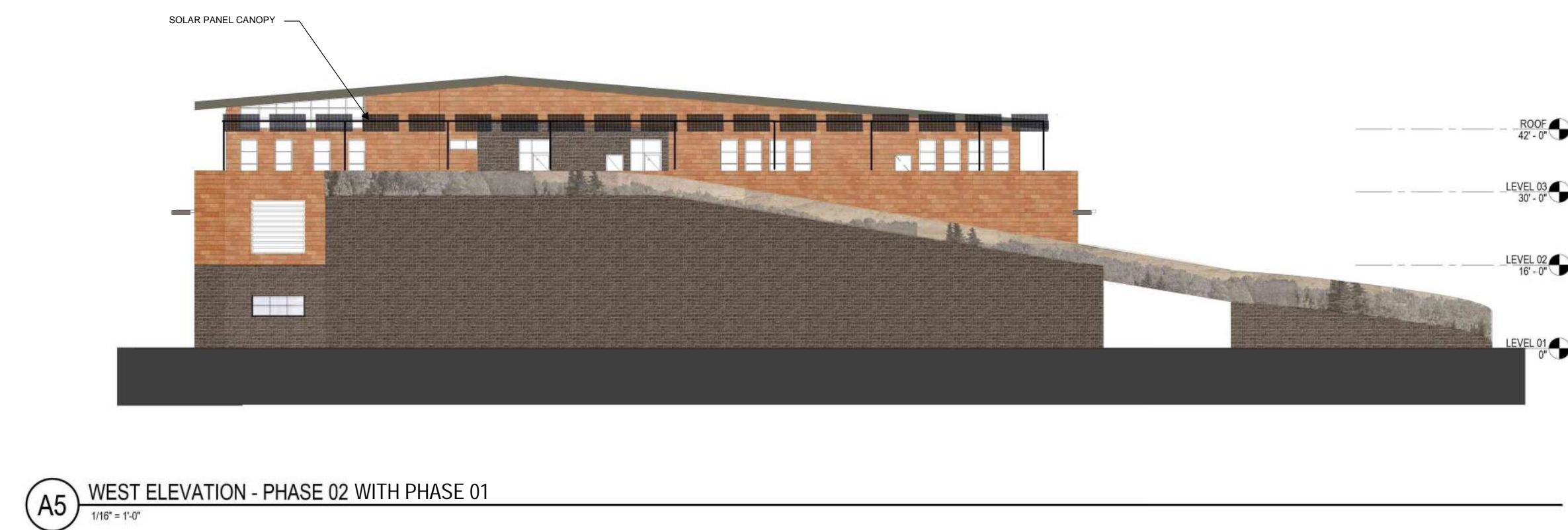


C5 EAST ELEVATION - PHASE 02
1/16" = 1'-0"

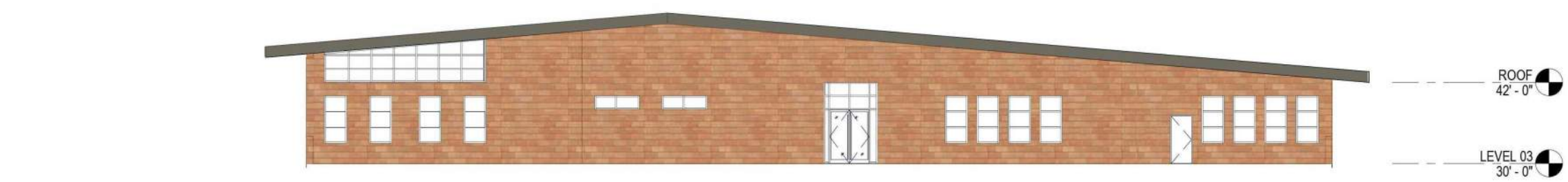


A5 NORTH ELEVATION - PHASE 02 WITH PHASE 01
1/16" = 1'-0"

-  BLOCK-LITE SPLIT FACE CMU - SLATE #14 - SRI 34
-  WESTERN STATES RUSTWALL 16" - WEATHERING STEEL - SRI 34
-  INTEGRAL COLOR SITE CAST CONCRETE W/ CONCEPTUAL COCONINO STAMP
-  WESTERN STATES STANDING SEAM METAL ROOFING - DARK BRONZE - SRI 27
-  KALWALL WINDOW ASSEMBLY
-  OVERHEAD THERMOCORE DOOR - INDUSTRIAL BROWN
-  SOLAR PANEL ASSEMBLY
-  ARCADIA WINDOWS AND DOORS - BRONZE ANODIZED
-  EXTERIOR PAINT COLOR - DOORS - DUNN EDWARDS DET621 PALOMINO PONY LRV 19
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A5 WEST ELEVATION - PHASE 02 WITH PHASE 01
1/8" = 1'-0"



1 WEST ELEVATION - PHASE 02 (LEVEL 3)
1/8" = 1'-0"

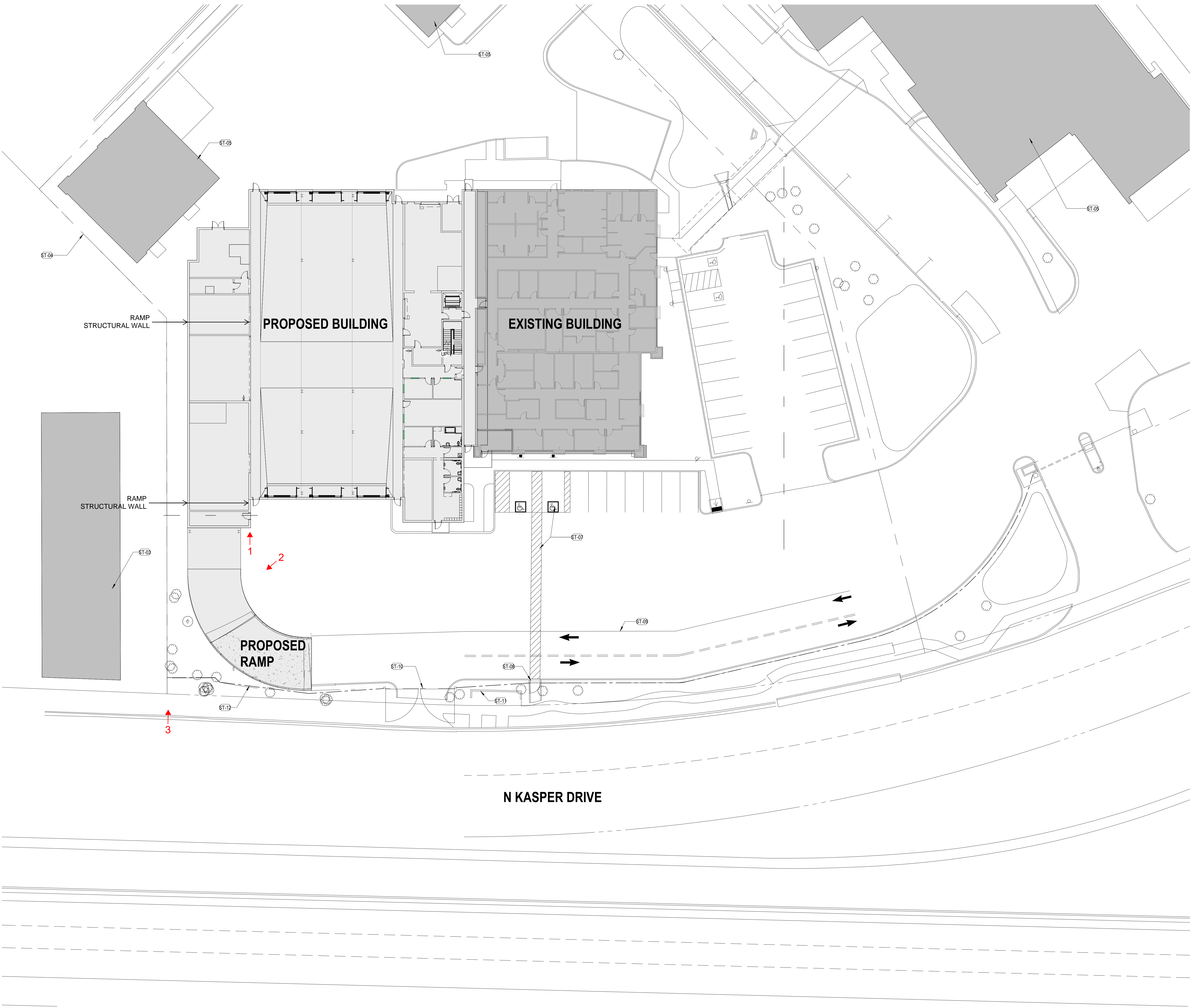
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-  WESTERN STATES RUSTWALL 16" - WEATHERING STEEL - SRI 34
-  INTEGRAL COLOR SITE CAST CONCRETE W/ CONCEPTUAL COCONINO STAMP
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-  KALWALL WINDOW ASSEMBLY
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-  ARCADIA WINDOWS AND DOORS - BRONZE ANODIZED
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-  EXTERIOR PAINT COLOR - EXISTING BUILDING TRIM - DUNN EDWARDS DET620 BARNWOOD GRAY LRV 31



B5 SOUTH ELEVATION - PHASE 02 WITH PHASE 01
1/16" = 1'-0"

-  BLOCK-LITE SPLIT FACE CMU - SLATE #14 - SRI 34
-  WESTERN STATES RUSTWALL 16" - WEATHERING STEEL - SRI 34
-  INTEGRAL COLOR SITE CAST CONCRETE W/ CONCEPTUAL COCONINO STAMP
-  WESTERN STATES STANDING SEAM METAL ROOFING - DARK BRONZE - SRI 27
-  KALWALL WINDOW ASSEMBLY
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-  EXTERIOR PAINT COLOR - EXISTING BUILDING TRIM - DUNN EDWARDS DET620 BARNWOOD GRAY LRV 31

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100.00 Site Plans
Alondra Doss 10380810_ML_Kasper Maintenance Facility 202310308010_ML_Kasper_2023.rvt



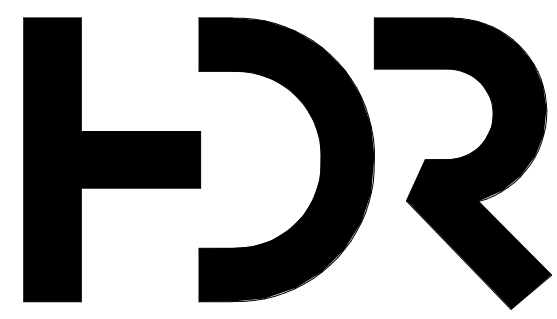
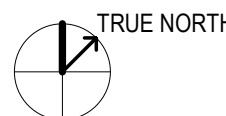
SITE PLAN LEGEND

10'-0" Spot Elevation
← # PHOTO EXHIBIT PHOTO LOCATION

SITE PLAN GENERAL NOTES

SHEET KEYNOTES

ST-03	Existing Adjacent Building
ST-04	Property Line
ST-05	Existing Mountain Line Building To Remain
ST-07	New ADA Parking And Crosswalk
ST-08	New Main Gate
ST-09	New Ramp Access Drive
ST-10	New Emergency Gate Access Only
ST-11	Existing Bus Stop To Remain
ST-12	New Metal Fence - Refer To Landscape Drawings



HDR Architecture
20 E Thomas Road
Suite #2500
Phoenix, AZ 85012

MOUNTAIN LINE

3773 N Kasper Drive
Flagstaff, AZ 86004



Project Manager	Patrick Glowacki
Project Designer	Katherine Dudzik Smith
Project Architect	Rachel McAdoo
Landscape Architect	Claire Edelman-Heath
Civil Engineer	Abhay Khaira
Structural Engineer	Chad Stippel
Mechanical Engineer	Brett McQuillan
Electrical Engineer	Stephen Bowcock
Plumbing Engineer	Robbie Ramsey
Interior Designer	Jessi Levin
Equipment Planner	Ken Booth
Wayfinding	

B Drawn By NMT

MARK	DATE	DESCRIPTION
A	04.15.2024	SD DRAWINGS
B	05.15.2024	FINAL SD DRAWINGS
C	08.21.2024	DD DRAWINGS
D	09.20.2024	FINAL DD DRAWINGS

Project Number 10380810
Original Issue 09/21/2024

PRELIMINARY
NOT FOR CONSTRUCTION

Sheet Name

OVERALL SITE PLAN

Sheet Number

AS-101

Project Status
DESIGN DEVELOPMENT DRAWINGS

A5 SITE PLAN
1" = 20'-0"

PZ-23-00161-04
3773 N Kaspar Drive
Architectural Design Standards -
Massing Variance

Ben Mejia, AICP
Senior Planner



Area Context Map

- North: Mount Elden Foothills Townhome Lots Subdivision (MR); vacant parcel (HR)
- West: Hotel (HC)
- South: Vehicle repair garage (HC)
- East: Highway 89





Request



The applicant requests a Zoning Code Variance from the wall plane massing requirements of 10-50.20.030.B.2: Architectural Standards – Building Massing, of the Zoning Code. This request is to increase the maximum horizontal wall plane from 75 feet to 133 feet. The subject property is located at 3773 N Kaspar Drive and is zoned Highway Commercial (HC).



Zoning Code Requirement

10-50.20.030.B (Architectural Standards)

2. Building Massing. For all buildings in non-transect zones, wall planes shall be divided into modules that express traditional dimensions such that a primary facade plane shall not exceed 75 feet in length. If a wall plane exceeds this dimension, then a jog shall be provided to divide it into subordinate elements each less than 75 feet in length. The depth of the jog shall be a minimum of 20 percent of the height of the wall plane. In addition, a combination of at least two of the following techniques shall be employed:

- a. Change the height of a wall plane or building mass by providing vertical articulation. The change in height shall be at least 20 percent of the vertical height of an adjacent wall plane or building mass;
- b. Change the roof form to express different modules of the building mass; and/or
- c. Divide large wall planes into smaller components by changing the arrangement of windows and other facade articulation features, such as columns or strap work.

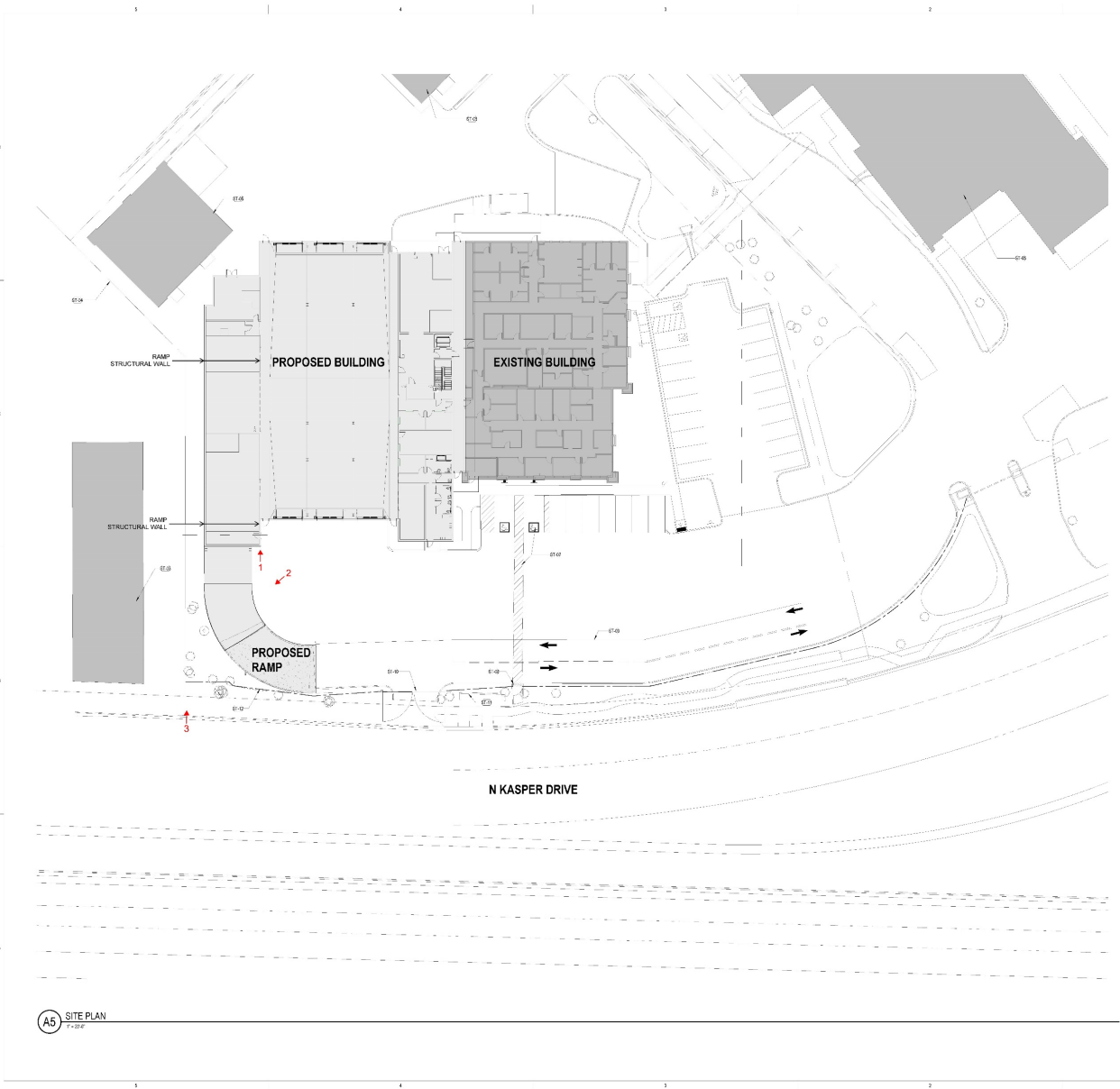
The applicant requests a variance from 10-50.20.030.B.2 to allow for a horizontal wall plane that exceeds 75 feet in length.

This standard requires a jog of 20% of the height of the wall plane or approximately 6 feet.

If a variance is granted, all other Architectural Design Standards would apply.



Site Plan



SITE PLAN LEGEND

1" = 20' North Arrow
PHOTO EXHIBIT PHOTO LOCATION



HDR Architects
2010 Thomas Road
Suite #250
Flagstaff, AZ 86001

SITE PLAN GENERAL NOTES

MOUNTAIN LINE

3773 N Kasper Drive
Flagstaff, AZ 86004



Project Manager: Patrick Connelly
Project Designer: Katherine Smith
Project Architect: Michael Smith
Landscape Architect: David Johnson
Civil Engineer: Mike Tracy
Mechanical Engineer: David Spill
Electrical Engineer: David Spill
Structural Engineer: David Spill
Interior Designer: David Spill
Exterior Designer: David Spill
Hardscape: David Spill

DATE	DESCRIPTION
10/15/2014	10/15/2014
10/15/2014	10/15/2014
10/15/2014	10/15/2014
10/15/2014	10/15/2014

SHEET KEYNOTES

10/15/2014	10/15/2014
10/15/2014	10/15/2014
10/15/2014	10/15/2014
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10/15/2014	10/15/2014
10/15/2014	10/15/2014
10/15/2014	10/15/2014
10/15/2014	10/15/2014
10/15/2014	10/15/2014
10/15/2014	10/15/2014

Project Number: 1000000
Original Issue: 10/15/2014



OVERALL SITE PLAN

AS-101

DESIGN DEVELOPMENT DRAWINGS



3773 N Kaspar Drive
Flagstaff, AZ 86004



Project Manager	Patrick Glasinski
Project Designer	Katherine Durkin Smith
Project Assistant	Rachel Muliken
Designs Architect	Caren Colbourne Heath
Civil Engineer	Allyson Hays
Structural Engineer	Chad Spigel
Mechanical Engineer	Brett McCullum
Electrical Engineer	Stephen Rosasco
Sanitary Engineer	Robbie Parady
Staffer Designer	Jessie Lantz
Equipment Planner	Ken Smith
Playdogg	

MARK#	DATE	DESCRIPTION
	02.19.2024	SITE PLAN SUBMISSION
A	04.15.2024	SD DRAWING20
B	05.15.2024	FINAL SD DRAWING35
C	06.24.2024	SD DRAWING16
D	08.26.2024	FINAL CD DRAWING10

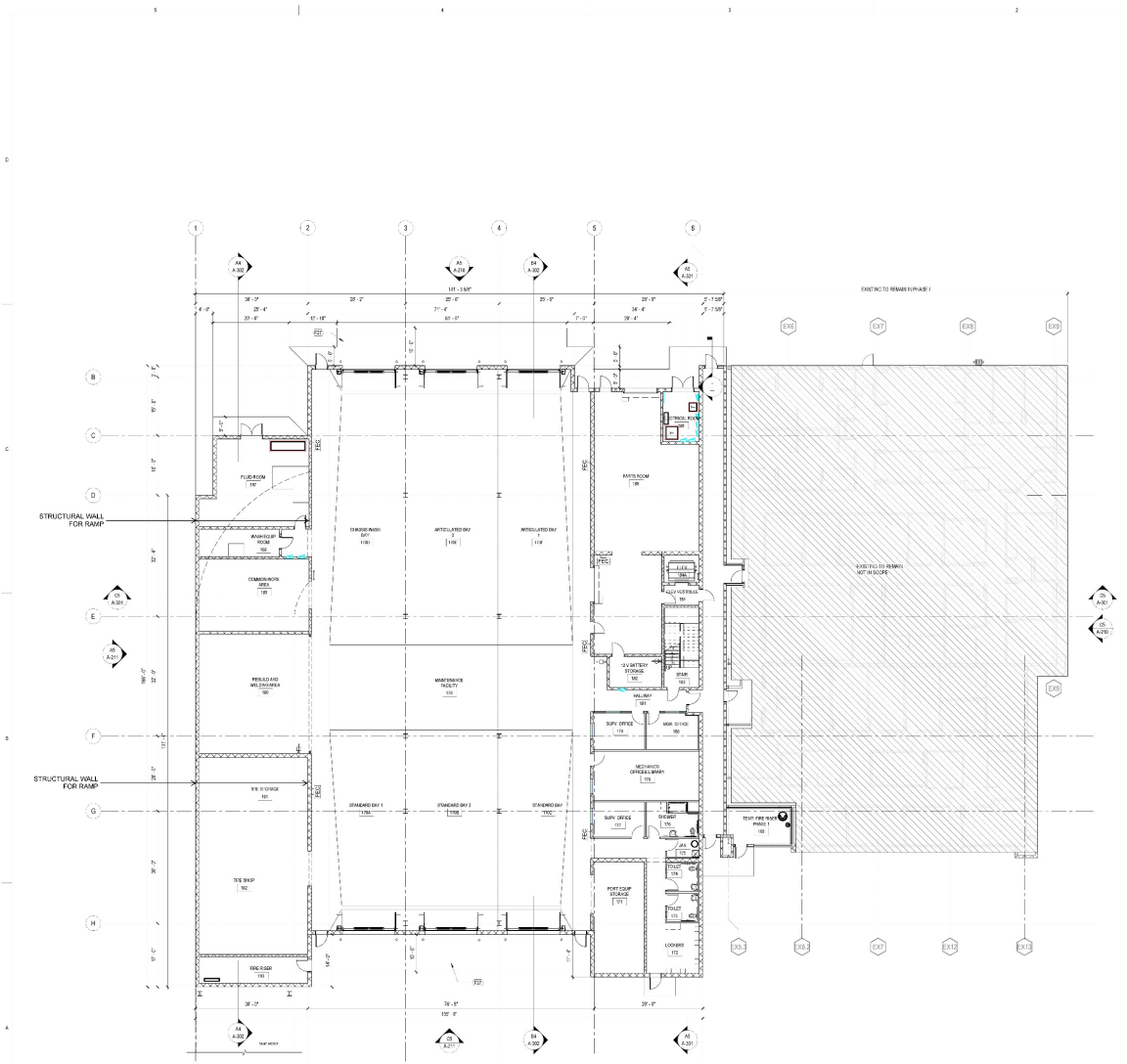
Project Number	13080810
Original Issue	06/01/2024

PRELIMINARY
NOT FOR CONSTRUCTION

OVERALL PLAN -
LEVEL 01

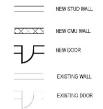
A-101

DESIGN DEVELOPMENT DRAWINGS



A5 OVERALL PLAN - LEVEL 01
30' x 14'

FLOOR PLAN LEGEND



RCP LEGEND



FLOOR PLAN GENERAL NOTES

- [illegible]

SHEET KEYNOTES

P27	Canceled Appear Containing Radiant Heating In Sink, Refer To Structural And Mechanical Drawings For More Information
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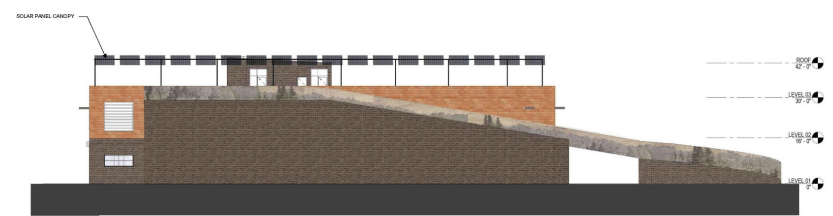




Elevations



B5 SOUTH ELEVATION - PHASE 01 WITH EXISTING BUILDING
1/8" = 1'-0"



A5 WEST ELEVATION - PHASE 01
1/8" = 1'-0"

- BLOCK-LITE SPLIT FACE CMU - SLATE #14 - SRI 34
- WESTERN STATES RUSTWALL 16" - WEATHERING STEEL - SRI 34
- INTEGRAL COLOR SITE CAST CONCRETE W/ CONCEPTUAL COCONINO STAMP
- WESTERN STATES STANDING SEAM METAL ROOFING - DARK BRONZE - SRI 27
- KALWALL WINDOW ASSEMBLY
- OVERHEAD THERMOCORE DOOR - INDUSTRIAL BROWN
- SOLAR PANEL ASSEMBLY
- ARCADIA WINDOWS AND DOORS - STANDARD BRONZE ANODIZED
- EXTERIOR PAINT COLOR - DOORS - DUNN EDWARDS DET621 PALOMINO PONY LRV 19
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- EXTERIOR PAINT COLOR - EXISTING BUILDING TRIM - DUNN EDWARDS DET620 BARNWOOD GRAY LRV 31





Required Findings

Standards for Granting Variances:

- A. That, because of special circumstances applicable to the property, including its size, shape, topography, location or surroundings, the strict application of these regulations will deprive such property of privileges enjoyed by other property of the same classification in the same zone;**
- B. That a grant of a variance will be subject to conditions to ensure that the adjustment authorized is the minimum variation needed and that it will not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is located;**
- C. The special circumstances applicable to the property are not self-imposed by any person having an interest in the property; and**
- D. The variance will not allow the establishment of a use which: (1) is not otherwise permitted in the zone, (2) would result in the extension of a nonconforming use or structure, or (3) would change the terms of the zone of any or all of the subject property.**



Required Findings - A

Standards for Granting Variances:

- A. That, because of special circumstances applicable to the property, including its size, shape, topography, location or surroundings, the strict application of these regulations will deprive such property of privileges enjoyed by other property of the same classification in the same zone;**

The subject site is currently developed, with a proposal to redevelop for expansion of the existing use in two phases to minimize disruption to the site operations during construction. This site includes two parcels, the northern parcel is approximately 4.09 acres within the Resource Protection Overlay and is encumbered by an easement for E Linda Vista Drive to connect to N Kaspar Drive as well as an easement for the FUTS Trail. While these improvements have not been made and are not proposed with this development, the easements prevent full developability of the site. The southern parcel is not within the Resource Protection Overlay, while being the smaller of the two parcels at approximately 2.6 acres, provides more flexibility in site planning.

As part of their analysis, the applicant has explained that the space requirements for busses and maneuverability are substantial. Staff acknowledges that the spatial needs of a bus are greater than that of a conventional vehicle and the parcels may be considered small when factoring in the spatial demands of bus service.

The proposed development will require more parking than is currently on-site. Due to the constraints of the parcel's shape, increasing surface parking is not possible. To account for the parking required by Code and to meet applicant needs, the applicant has proposed rooftop parking. To allow for continued operations of the site, the placement of the proposed structure is located adjacent to existing utilities that prevent outward jogging of the wall plane.



Required Findings - B

Standards for Granting Variances:

- B. That a grant of a variance will be subject to conditions to ensure that the adjustment authorized is the minimum variation needed and that it will not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is located;**
 - i. A grant of the variance would be subject to conditions limiting the length of the wall plane to 133 feet expressly to accommodate the length of the ramp where the maximum wall plane and articulation standards cannot be met. By granting a variance of the requested Architectural Design Standard, the proposal must adhere to all other standards and Code requirements and minimizes the potential impact to neighboring users.



Required Findings - C

Standards for Granting Variances:

C. The special circumstances applicable to the property are not self-imposed by any person having an interest in the property;

- i. The special circumstances of the property are not self-imposed as the applicant has chosen to demonstrate compliance with other aspects of the City's Zoning Code while redeveloping the site to expand upon the existing use and maintain site operations. The design of the proposed building has taken the placement of the existing building into account while meeting the future needs of the applicant.



Required Findings - D

Standards for Granting Variances:

- D. The variance will not allow the establishment of a use which: (1) is not otherwise permitted in the zone, (2) would result in the extension of a nonconforming use or structure, or (3) would change the terms of the zone of any or all of the subject property.**
- i. The approval of a variance will not establish a use on the property that is not otherwise permitted, would not result in the extension of a nonconforming use or structure, nor would it change the terms of the zone of any or all of the subject property. The use is currently permitted with a Conditional Use Permit and the applicant will still need to obtain a new Conditional Use Permit for the proposed expansion. The variance itself will not allow the use without also obtaining a Conditional Use Permit.



Recommendation

Standards for Granting Variances:

Staff recommends that the Board of Adjustment finds that the criteria required for granting of a variance have been met, and approve the variance application subject to the following conditions:

1. The subject property shall be developed in accordance with the 133-foot horizontal wall plane set forth in the site plan provided by the applicant.

From: [Michelle J. McNulty](#)
To: [Stacy Saltzburg](#)
Cc: [Tiffany Antol](#); [Alaxandra Pucciarelli](#); [Ben Mejia](#)
Subject: FW: Board of Adjustments Hearing Notification - Case Number PZ-23-00161-04
Date: Monday, January 27, 2025 9:15:17 AM

FYI

From: David Carpenter <dc@hopeaz.com>
Sent: Friday, January 24, 2025 5:48 PM
To: Ben Mejia <Ben.Mejia@flagstaffaz.gov>
Cc: Tiffany Antol <TAntol@flagstaffaz.gov>; Alaxandra Pucciarelli <APucciarelli@flagstaffaz.gov>; Michelle J. McNulty <Michelle.McNulty@flagstaffaz.gov>
Subject: Board of Adjustments Hearing Notification - Case Number PZ-23-00161-04

Board of Adjustments-

We are writing to strongly encourage the Board of Adjustments to deny this variance request by the Mountain Line (which is basically the City of Flagstaff), to waive the building form standards that requires a horizontal wall plane to be less than 75'. This is an onerous development standard for sure, but it is for everyone that would endeavor to build a building in Flagstaff. Waving it for yourself seems a bit awkward, to be polite, to me. Based on reading their request it is obvious that they are having a hard time conforming to the rule, while at the same time trying to serve their business and community needs. That is because the rule is arbitrary and unnecessary. It was added to the code within the last 10 years and does not have a deeply historical context here. I'm also not aware of any city that has this rule. The great Frank Lloyd Wright famously said, "form should follow function." There should not be a rule that dictates arbitrary form while actually hindering function. That's backwards, and hampers creativity, innovation, and efficiency in design.

Rather than voting for this one-off just for the benefit of this one building, we would ask that the Mountain Line instead use its influence in the City of Flagstaff to encourage the City Council to remove this standard from the Zoning Code completely. This would be to the benefit of every other property owner in the city that is endeavoring to build something useful and efficient.

Respectfully,

David Carpenter



Hope Construction
495 S River Run Rd.
Suite 100

Flagstaff, AZ 86001

P 928-527-3159

F 928-527-0357

C 928-380-5808

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Tiffany Antol, Zoning Code Manager
Date: 01/27/2025
Meeting Date: 02/04/2025



TITLE:

Consideration and Adoption of Resolution No. 2025-02 and Ordinance No. 2025-01: A Resolution of the City Council of the City of Flagstaff, Coconino County, Arizona, declaring as a public record that certain document filed with the City Clerk entitled "PZ-24-00216 - Resource Protection Standards Applicability" and an Ordinance of the City Council of the City of Flagstaff, Coconino County, Arizona, amending the Flagstaff City Code, Title 10, Flagstaff Zoning Code.

STAFF RECOMMENDED ACTION:

At the February 4, 2025, Council Meeting:

- 1) Read Resolution No. 2025-02 by title only
- 2) City Clerk reads Resolution No. 2025-02 by title only (if approved above)
- 3) Read Ordinance No. 2025-01 by title only for the first time
- 4) City Clerk reads Ordinance No. 2025-01 by title only (if approved above)

At the February 18, 2025, Council Meeting:

- 5) Adopt Resolution No. 2025-02
- 6) Read Ordinance No. 2025-01 by title only for the final time
- 7) City Clerk reads Ordinance No. 2025-01 by title only (if approved above)
- 8) Adopt Ordinance No. 2025-01

Executive Summary:

The City is requesting a modification to the Zoning Code provisions in Chapter 10-50: Supplemental to Zones, Division 10-50.90: Resource Protection Standards. Specifically, the amendment seeks to exempt all public rights-of-way, in addition to arterial roads, from the requirements outlined in Section 10-50.90.20: Applicability.

The Planning and Zoning Commission recommended that the City Council approve the proposed text amendment by a vote of 4-1.

Financial Impact:

There are no anticipated financial impacts affiliated with the proposed Zoning Code Text Amendment.

Policy Impact:

There are no anticipated policy impacts affiliated with the proposed Zoning Code Text Amendment.

Previous Council Decision or Community Discussion:

There has not been a previous City Council decision on this ordinance.

Options and Alternatives to Recommended Action:

The City Council may adopt, modify, or deny the proposed amendment.

Background and History:

The proposed amendment (see Attachment 1) modifies the applicability requirements for the Resource Protection Standards. These standards apply to properties within the Resource Protection Overlay (RPO), which was generally applied to vacant parcels over 5 acres in the early 1990s. While the standards have remained largely unchanged since their adoption in the 1990s, some modifications were made in the 2011 Zoning Code update. The amendment proposes to exempt all new public rights-of-way from resource calculations for proposed developments. This change provides staff with more flexibility to work with developers in creating better road connectivity and overall design that accommodates all modes of transportation. As a result, the amendment slightly reduces the amount of resources that must be protected within a proposed development.

A Zoning Code Text Amendment shall be evaluated based on the following findings:

A. Finding #1:

The proposed amendment is consistent with and conforms to the objectives and policies of the General Plan and any applicable specific plan;

Flagstaff Regional Plan 2030

- Goal E&C.4. Integrate available science into policies governing the use and conservation of Flagstaff's natural resources.
- Policy E&C.4.1. Assess vulnerabilities and risks of Flagstaff's natural resources.
- Policy LU.2.3. New development should protect cultural and natural resources and established wildlife corridors, where appropriate.
- Policy LU.3.3. Protect sensitive cultural and environmental resources with appropriate land uses and buffers.
- Policy LU.5.2. Promote infill development over peripheral expansion to conserve environmental resources, spur economic investments, and reduce the cost of providing infrastructure and services.
- Policy LU.5.4. Encourage development to be clustered in appropriate locations as a means of preserving natural resources and open space, and to minimize service and utility costs, with such tools as Transfer of Development Rights (TDR).
- Policy ED.4.7. When planning for future growth, consider tribal, cultural, and natural resources in balance with community needs.

10-Year Housing Plan

- Create 4.5 Evaluate and amend the Resource Protection Overlay standards to ensure that the minimum densities can be met on most sites, including making the requirements for residential sites to be similar to those for commercial sites.
- Create 4.6 Evaluate Resource Protection Overlay standards in terms of consistent application across each zone and allow for greater maximum densities.

Carbon Neutrality Plan

- Protect existing forests, resources, and meaningful open spaces.
 - Support planning and zoning efforts that protect natural resources, including surface water resources.
 - Reduce urban encroachment into the forest, such as by promoting infill as supported in the Regional Plan.

B. Finding #2

The proposed amendment will not be detrimental to the public interest, health, safety, convenience, or welfare of the City;

The amendment provisions are not anticipated to be detrimental to the public interest, health, safety, convenience, or welfare of the City. The amendment will primarily impact the development of residential subdivisions, because of the requirements to provide rights-of-ways to serve individual lots.

C. Finding #3

The proposed amendment is internally consistent with other applicable provisions of this Zoning Code.

The amendment is internally consistent with the existing Zoning Code, following its format and aligning with its comprehensive purpose. It does not conflict with any other provisions and ensures that the Zoning Code remains clear, usable, and easily understood.

Connection to PBB Priorities and Objectives:

Achieve a well maintained community through comprehensive & equitable code compliance, & development is compatible with community values.

Connection to Regional Plan:

- Goal E&C.4. Integrate available science into policies governing the use and conservation of Flagstaff's natural resources.
- Policy E&C.4.1. Assess vulnerabilities and risks of Flagstaff's natural resources.
- Policy LU.2.3. New development should protect cultural and natural resources and established wildlife corridors, where appropriate.
- Policy LU.3.3. Protect sensitive cultural and environmental resources with appropriate land uses and buffers.
- Policy LU.5.2. Promote infill development over peripheral expansion to conserve environmental resources, spur economic investments, and reduce the cost of providing infrastructure and services.
- Policy LU.5.4. Encourage development to be clustered in appropriate locations as a means of preserving natural resources and open space, and to minimize service and utility costs, with such tools as Transfer of Development Rights (TDR).
- Policy ED.4.7. When planning for future growth, consider tribal, cultural, and natural resources in balance with community needs.

Connection to Carbon Neutrality Plan:

- Protect existing forests, resources, and meaningful open spaces.
 - Support planning and zoning efforts that protect natural resources, including surface water resources.
 - Reduce urban encroachment into the forest, such as by promoting infill as supported in the Regional Plan.

Connection to 10-Year Housing Plan:

- Create 4.5 Evaluate and amend the Resource Protection Overlay standards to ensure that the minimum densities can be met on most sites, including making the requirements for residential sites to be similar to those for commercial sites.
- Create 4.6 Evaluate Resource Protection Overlay standards in terms of consistent application across each zone and allow for greater maximum densities.

Attachments: [Res. 2025-02](#)
 [Exhibit A - PZ-24-00216](#)
 [Ord. 2025-01](#)
 [Housing Statement](#)

RESOLUTION NO. 2025-02

A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE CITY CLERK AND ENTITLED “PZ-24-00216 – RESOURCE PROTECTION STANDARDS APPLICABILITY”

RECITALS:

WHEREAS, pursuant to A.R.S. § 9-802 a municipality may enact or amend provisions of the City Code by reference to a public record, provided that the adopting ordinance is published in full;

WHEREAS, the City of Flagstaff wishes to incorporate by reference amendments to the Flagstaff Zoning Code, Ordinance No. 2025-01, by first declaring said amendments to be a public record.

ENACTMENTS:

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

SECTION 1. In General.

That certain document known as “*PZ-24-00216 – Resource Protection Standards Applicability*” attached hereto as Exhibit A is hereby declared to be a public record, and one (1) paper copy and one (1) electronic copy shall remain on file with the City Clerk in compliance with A.R.S. § 44-7041.

SECTION 2. Effective Date.

This resolution shall be immediately effective upon adoption.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 18th day of February 2025.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

Exhibits:

A. PZ-24-00216 – Resource Protection Standards Applicability

Case No. PZ-24-00216 – Resource Protection Standards Applicability

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

Provisions that are being added are shown in bold **red** text.

Section 1. Amend Title 10 Flagstaff Zoning Code, Chapter 10-50: Supplemental to Zones, Division 10-50.90: Resource Protection Standards, Section 10-50.90.020: Applicability, as follows:

10-50.90.020 Applicability

- A. The provisions of this division apply to proposed development within the Resource Protection Overlay (RPO) zone. See Section 10-40.50.030, Overlay Zones, and Section 10-90.40.050, Resource Protection Overlay (RPO) Map. Any perceived conflict between the provisions of this division and any other section of this Zoning Code shall be resolved in compliance with the Zoning Code, Chapter 10-20, Administration, Procedures, and Enforcement. This division is meant to apply in conjunction with the Flagstaff Fire Department's implementation of the Flagstaff Forest Stewardship Plan, which occurs before forest resource calculations are completed. See Appendix 5, Additional Information Applicable to Division 10-50.90, Resource Protection Standards. The Forest Stewardship Plan will continue to be applied by the Fire Department in coordination with Community Development Division staff so as not to negatively impact any future development options.
- B. Resource calculation standards for slope, floodplain, and forest resources do not apply to the area within the public right-of-way ~~of existing or proposed major or minor arterial roads~~ **for streets and or to the right-of-way of** major (i.e., regional distribution) utility facilities.
- C. Appendix 5, Additional Information Applicable to Division 10-50.90, Resource Protection Standards, provides useful information on how the Flagstaff Fire Department implements Firewise principles. It also provides a summary and explanation of how to apply the resource protection standards described in this division.

ORDINANCE NO. 2025-01

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, AMENDING THE FLAGSTAFF CITY CODE, TITLE 10, FLAGSTAFF ZONING CODE, BY ADOPTING BY REFERENCE THAT CERTAIN DOCUMENT ENTITLED “PZ-24-00216 – RESOURCE PROTECTION STANDARDS APPLICABILITY”; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, AUTHORITY FOR CLERICAL CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE

RECITALS:

WHEREAS, the City of Flagstaff wishes to amend provisions in Chapter 10-50: Supplemental to Zones, Division 10-50.90: Resource Protection Standards. Specifically, the amendment seeks to exempt all public rights-of-way, in addition to arterial roads, from the requirements outlined in Section 10-50.90.20: Applicability; and

WHEREAS, a citizen review session was held at the Planning Commission work session on December 11, 2024, to discuss the proposed Zoning Code text amendment in accordance with Section 10-20.50.040 of the Flagstaff Zoning Code; and

WHEREAS, the Planning and Zoning Commission held public hearing on January 8, 2025, and provided a recommendation to City Council on the proposed Zoning Code text amendment; and

WHEREAS, the Council has read and considered the staff report prepared by the Planning and Development Services section of the Community Development division and all attachments to those reports, and the Council finds that the proposed Zoning Code text amendment is in conformance with the General Plan, and the findings of Section 10- 20.50.040 of the Flagstaff Zoning Code have been met; and

WHEREAS, that certain document known as “*PZ-24-00216 – Resource Protection Standards Applicability*”, one (1) paper copy and one (1) electronic copy of which are on file with the City Clerk in compliance with A.R.S. § 44-7041, was declared to be a public record by Resolution No. 2025-02.

ENACTMENTS:

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:

SECTION 1. The foregoing recitals are incorporated as if fully set forth herein.

SECTION 2. That certain document known as “*PZ-24-00216 – Resource Protection Standards Applicability*”, one (1) paper copy and (1) electronic copy of which are on file in the office of the City Clerk of the City of Flagstaff, Arizona, and which document is declared a public record by Resolution No. 2025-02 of the City of Flagstaff, Arizona, is hereby referred to, adopted and made a part hereof as if fully set out in this ordinance and its provisions are hereby declared to amend the Flagstaff City Code, replacing and superseding the existing relevant provisions of the City Code, as set forth therein.

SECTION 3. The amendment is consistent with and conforms to the goals of the Regional Plan (General Plan).

SECTION 4. The amendment will not be detrimental to the public interest, health, safety, convenience, or welfare of the City, and will add to the public good as described in the General Plan.

SECTION 5. The amendment is internally consistent with other applicable provisions of this Zoning Code.

SECTION 6. Repeal of Conflicting Ordinances

All ordinances and parts of ordinances in conflict with the provisions of the code adopted herein are hereby repealed.

SECTION 7. Severability

If any section, subsection, sentence, clause, phrase or portion of this ordinance or any part of the code adopted herein by reference is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

SECTION 8. Clerical Corrections

The City Clerk is hereby authorized to correct clerical and grammatical errors, if any, related to this ordinance, and to make formatting changes appropriate for purposes of clarity, form, or consistency with the Flagstaff City Code.

SECTION 9. Effective Date

This Ordinance shall be effective thirty (30) days following adoption by the City Council.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 18th day of February 2025.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

**HOUSING IMPACT STATEMENT
PZ-24-00216 ZONING MAP AMENDMENT PROCESS**

Pursuant to ARS 9-462.01 (J) a Housing Impact Statement shall be considered by the City Council prior to adopting a Zoning Code Text Amendment regarding the impact of the amendment on the following:

1. A general estimate of the probable impact on the average cost to construct housing for sale or rent within the zoning districts to which the zoning text amendment applies.

The proposed zoning code text amendment would only have the potential to reduce the cost to construct housing by reducing the amount of natural resources that need to be preserved within an overall development site.

2. A description of any data or reference material on which the proposed zoning text amendment is based.

Staff consulted with local developers on concerns over the requirement to preserve natural resources on their ability to meet minimum density requirements within residential subdivisions.

3. A description of any less costly or less restrictive alternative methods of achieving the purpose of the proposed zoning text amendment.

None.

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Tiffany Antol, Zoning Code Manager
Date: 01/27/2025
Meeting Date: 02/04/2025



TITLE:

Consideration and Adoption of Resolution No. 2025-03 and Ordinance No. 2025-02: A Resolution of the City Council of the City of Flagstaff, Coconino County, Arizona, declaring as a public record that certain document filed with the City Clerk, entitled "PZ-24-00217 - Urban Farm Land Use" and an Ordinance of the City Council of the City of Flagstaff, Coconino County, Arizona, amending the Flagstaff City Code, Title 10, Flagstaff Zoning Code.

STAFF RECOMMENDED ACTION:

At the February 4, 2025, Council Meeting:

- 1) Read Resolution No. 2025-03 by title only
- 2) City Clerk reads Resolution No. 2025-03 by title only (if approved above)
- 3) Read Ordinance No. 2025-02 by title only for the first time
- 4) City Clerk reads Ordinance No. 2025-02 by title only (if approved above)

At the February 18, 2025, Council Meeting:

- 5) Adopt Resolution No. 2025-03
- 6) Read Ordinance No. 2025-02 by title only for the final time
- 7) City Clerk reads Ordinance No. 2025-02 by title only (if approved above)
- 8) Adopt Ordinance No. 2025-02

Executive Summary:

City's request to modify Zoning Code provisions in Chapter 10-40: Specific to Zones, Division 10-40.30: Non-Transect Zones, Section 10-40.30.060: Public and Open Spaces Zones, Table 10-40.30.060.B: Public and Open Space Zones -- Allowed Uses, to add the Urban Farm Land Use, Division 10-40.60: Specific to Uses, to amend the development standards of Community Gardens and add development standards for Urban Farms, and Chapter 10-80: Definitions to add a definition for Urban Farm.

The Planning and Zoning Commission recommended that the City Council approve the proposed text amendment by a vote of 5-0. Commission members stated that they would support this land use being added to residential zones as well.

Financial Impact:

There are no anticipated financial impacts affiliated with the proposed Zoning Code Text Amendment.

Policy Impact:

There are no anticipated policy impacts affiliated with the proposed Zoning Code Text Amendment.

Previous Council Decision or Community Discussion:

There has not been a previous City Council decision on this ordinance.

Options and Alternatives to Recommended Action:

The City Council may adopt, modify, or deny the proposed amendment.

Background and History:

The purpose of the proposed amendment is to create a new primary land use category called Urban Farm in alignment with the allowances for Community Gardens. The proposed amendment (Attachment 1) includes several minor modifications as described below:

- **Chapter 10-40: Specific to Zones, Division 10-40.30: Non-Transect Zones, Section 10-40.30.060: Public and Open Space Zones, Table 10-40.30.060. B.: Public and Open Space Zones -- Allowed Uses --** is amended to add Urban Farm as a primary land use in the Public Facility zone.
- **Chapter 10-40: Specific to Zones, Division 10-40.60: Specific to Uses --** is amended to add Section 10-40.60.230: Urban Farm specific use standards.
- **Chapter 10-40: Specific to Zones, Division 10-40.60: Specific to Uses, Section 10-40.60.140: Community Garden --** is amended to align format and clarify parking and landscaping requirements.
- **Chapter 10-40: Specific to Zones, Division 10-40.60: Specific to Uses --** to add Section 10-40.60.320: Urban Farm, which provides specific use standards for Urban Farms including requirements for structures, stormwater management, landscaping, parking, sale of products, and educational events.
- **Chapter 10-80: Definitions, Division 10-80.20: Definition of Specialized Terms, Phrases, and Building Functions, Section 10-80.20.210: Definitions "U" --** to add Urban Farm definition

A Zoning Code Text Amendment shall be evaluated based on the following findings:

A. Finding #1:

The proposed amendment is consistent with and conforms to the objectives and policies of the General Plan and any applicable specific plan;
Flagstaff Regional Plan 2030

- Policy LU.3.5. Allow and encourage urban agriculture
- Policy ED.3.7. Support and encourage regional agriculture

Carbon Neutrality Plan

- Encourage sustainable consumption
 - Encourage low-carbon food consumption

B. Finding #2

The proposed amendment will not be detrimental to the public interest, health, safety, convenience, or welfare of the City;

The amendment provisions are not anticipated to be detrimental to the public interest, health, safety, convenience, or welfare of the City. The proposed Urban Farm Land Use is limited currently to the Public Facility zone which has limited private land ownership.

C. Finding #3

The proposed amendment is internally consistent with other applicable provisions of this Zoning Code.

The amendment is internally consistent, utilizes the existing format, and does not conflict with other Zoning Code provisions. It maintains the Zoning Code's purpose as a comprehensive contemporary set of land uses and requirements that are straightforward, usable, and easily understood.

Connection to PBB Priorities and Objectives:

Achieve a well-maintained community through comprehensive & equitable code compliance, & development is compatible with community values.

Connection to Regional Plan:

- Policy LU.3.5. Allow and encourage urban agriculture

- Policy ED.3.7. Support and encourage regional agriculture

Connection to Carbon Neutrality Plan:

- Encourage sustainable consumption
 - Encourage low-carbon food consumption

Connection to 10-Year Housing Plan:

Create 5.9 Prioritize the development of City of Flagstaff owned land designated for affordable housing and evaluate other City-owned parcels for affordable and mixed-income housing.

Attachments: Res. 2025-03
 Exhibit A - PZ-24-00217
 Ord. 2025-02
 Housing Statement

RESOLUTION NO. 2025-03

**A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL DECLARING AS A
PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE CITY CLERK
AND ENTITLED “PZ-24-00217 – URBAN FARM LAND USE”**

RECITALS:

WHEREAS, pursuant to A.R.S. § 9-802 a municipality may enact or amend provisions of the City Code by reference to a public record, provided that the adopting ordinance is published in full;

WHEREAS, the City of Flagstaff wishes to incorporate by reference amendments to the Flagstaff Zoning Code, Ordinance No. 2025-02, by first declaring said amendments to be a public record.

ENACTMENTS:

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

SECTION 1. In General.

That certain document known as “*PZ-24-00217 – Urban Farm Land Use*” attached hereto as Exhibit A is hereby declared to be a public record, and one (1) paper copy and one (1) electronic copy shall remain on file with the City Clerk in compliance with A.R.S. § 44-7041.

SECTION 2. Effective Date.

This resolution shall be immediately effective upon adoption.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 18th day of February 2025.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

Exhibits:

A. PZ-24-00217 – Urban Farm Land Use

Case No. PZ-24-00217 – Urban Farm

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

Provisions that are being added are shown in bold **red** 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 10-40.30.060.B.: Public and Open Space Zones – Allowed Uses to add Urban Farm as a primary land use as follows:

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	10-40.60.290	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	--	--
	Passive Recreation		P	P	P

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
Schools – Public and Charter		P	--	--
Schools – Private		UP	--	--
Universities and Colleges		P	--	--
Residential				
Employee Housing		P ¹	--	--
Dwelling, Duplex		UP ¹	--	--
Dwelling, Multiple-Family		UP ¹	--	--
Dwelling, Attached Single-Family		UP ¹	--	--
Dwelling, Detached Single-Family		UP ¹	--	--
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	--	--
Transitional Housing		UP	--	--
Nursing Homes		UP	--	--
Sheltered Care Homes		UP	--	--
Retail Trade				
Farmers Markets and Flea Markets		P	--	--

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
Services				
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				

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
Community Gardens	10-40.60.140	P	--	--
Urban Farm	10-40.60.320	P	--	--
End Notes				
1. Residential uses, not including institutional residential uses, 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				

Section 2. Amend Title 10 Flagstaff Zoning Code, Chapter 10-40: Specific to Zones, Division 10-40.60: Specific to Uses, to add Section 10-40.60.230: Urban Farm as follows:

Division 10-40.60:

Specific to Uses

Sections:

- 10-40.60.010 Purpose and Applicability
- 10-40.60.020 Accessory Buildings and 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 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, Neighborhood and Regional
- 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
- 10-40.60.320 Urban Farm**

Section 3. Amend Title 10 Flagstaff Zoning Code, Chapter 10-40: Specific to Zones, Division 10-40.60: Specific to Uses, Section 10-40.60.140: Community Garden, as follows:

10-40.60.140 Community Garden

A. **Applicability. General.** Community gardens **where allowed by Division 10-40.30, Non-Transect Zones, and Division 10-40.40, Transect Zones, are subject to the requirements of this section. Prior to the establishment of a Community Garden, the applicant shall complete a Concept Plan in accordance with Section 10-20.30.050, Concept Plan Review.** ~~shall consist of land used for the cultivation of fruits, vegetables, plants, flowers or herbs by multiple users. The land shall be served by a water supply sufficient to support the cultivation practices used on the site.~~

~~Community gardens are allowed on rooftops of structures in compliance with the City's Low Impact Development (LID) Manual, Section 4.7 (Vegetated Roofs).~~

B. **Standards.** ~~Community gardens are subject to the following regulations:~~

1. Community gardens shall have a set of operating rules addressing the governance structure of the garden, hours of operation, maintenance, and security requirements and responsibilities. A garden coordinator shall be designated to perform the coordinating role for the management of the community gardens. The garden coordinator shall be responsible for assigning garden plots in a fair and impartial manner according to the operating rules established for that garden. The name and telephone number of the garden coordinator and a copy of the operating rules shall be kept on file with the **Sustainability Public Works** Division and posted on-site.
2. ~~The site is designed and maintained so that water and fertilizer will not drain onto adjacent property.~~ **The first 1 inch of runoff must be maintained on site within the Community Garden, see the City's Low Impact Development (LID) Manual.**
3. ~~There shall be no retail sales on-site, except for produce grown on the site.~~ **The sale of fresh produce and cottage foods (i.e., baked, pickled, canned, or similarly produced foods grown in the Community Garden) is permitted on site subject to compliance with all State and local regulations.**
4. ~~No~~ **The following Buildings** or structures ~~shall~~ **only may** be permitted on the site, **as set forth below: with the exception of the following:**
 - a. Sheds for storage of tools limited in size to 200 square feet;

b. Greenhouses, limited in size to 200 square feet and designed in compliance with setbacks for accessory structures, consisting of buildings made of glass, plastic or fiberglass in which plants are cultivated; and

c. Other small hardscape areas and amenities (such as benches, bike racks, raised/accessible planting beds, compost or waste bins, picnic tables, seasonal farm stands, fences, garden art, rain barrels, and children's play areas).

d.5. The combined area of all **buildings or** structures shall not exceed 15 percent of the community garden site area.

5. Vertical gardens mounted on a perimeter wall or fence are permitted provided they do not affect the integrity of the wall or fence.

6. Community Gardens shall not be subject to the provisions of Division 10-50.60, Landscape Standards except as identified in 10-40.60.140.C.

7. Community Gardens shall not be subject to the provisions of Division 10-50.80, Parking Standards where either on-street parking or shared parking is available.

~~6. Fences shall be in compliance with Division 10-50.50, Fences and Screening.~~

~~7. The sale of fresh produce and cottage foods (i.e., baked, pickled, canned or similarly produced foods grown in the community garden) is permitted subject to compliance with all State and local regulations.~~

~~8. On-site storm water systems and irrigation shall be consistent with the *Stormwater Regulations*.~~

~~C. Maintenance Required. Maintenance of community gardens shall be in compliance with Section 10-50.60.080, Maintenance.~~

CD. Abandoned or Unproductive Community Gardens. If a community garden is left in an unproductive state for longer than a period of 12 months, the garden coordinator or other individual(s) responsible for the community garden shall ensure that it is replaced with landscaping in compliance with Division 10-50.60, Landscaping Standards, or seeded in accordance with Chapter 13-17 of the *Engineering Standards*.

Section 4. Amend Title 10 Flagstaff Zoning Code, Chapter 10-40: Specific to Zones, Division 10-40.60: Specific to Uses, to add Section 10-40.60.320: Urban Farm, as follows:

10-40.60.320 Urban Farm

A. Applicability. Urban Farms where allowed by Division 10-40.30, Non-Transect Zones, and Division 10-40.40, Transect Zones, are subject to the requirements of this section. Prior to the establishment of an Urban Farm, the applicant shall complete a Concept Plan in accordance with Section 10-20.30.050, Concept Plan Review. Additional reviews may be required as determined by the Inter-division Staff Review Team.

B. Standards.

1. Greenhouses are permitted as accessory buildings or structures in accordance with Section 10-40.60.020.
2. Vertical gardens mounted on a perimeter wall or fence are permitted provided they do not affect the integrity of the wall or fence.
3. The keeping of animals is permitted as an accessory use to the Urban Farm in accordance with City Code Chapter 6-03, Animal Keeping.
4. The first 1 inch of runoff must be maintained on site within the Urban Farm, see the City's *Low Impact Development (LID) Manual*.
5. Urban Farms shall not be subject to the provisions of Division 10-50.60, Landscape Standards except as identified in 10-40.60.140.C.
6. Urban Farms shall not be subject to the provisions of Division 10-50.80, Parking Standards where either on-street parking or shared parking is available.
7. The sale of fresh produce, cottage foods (i.e., baked, pickled, canned, or similarly produced foods grown in the Urban Farm), and other agricultural products is permitted on-site subject to compliance with all State and local regulations.

8. Urban Farms may include accessory educational events. Events advertised Citywide shall only be allowed with the issuance of a Temporary Use Permit or Special Event Permit.

C. Abandoned or Unproductive Urban Farms. If an urban farm is left in an unproductive state for longer than a period of 12 months, the farm coordinator or other individual(s) responsible for the urban farm shall ensure that it is replaced with landscaping in compliance with Division 10-50.60, Landscaping Standards, or seeded in accordance with Chapter 13-17 of the *Engineering Standards*.

Section 5. Amend Title 10 Flagstaff Zoning Code, Chapter 10-80: Definitions, Division 10-80.20: Definition of Specialized Terms, Phrases, and Building Functions, Section 10-80.20.210: Definitions "U", to add Urban Farm Definition as follows:

Urban Farm: The growing and harvesting of agricultural products to provide food, fiber, or horticultural vegetation for ornamental purposes. May include commercial hydroponic crop production, greenhouses, gardens, and the accessory keeping of animals as allowed by City Code Chapter 6-03 Animal Keeping.

ORDINANCE NO. 2025-02

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, AMENDING THE FLAGSTAFF CITY CODE, TITLE 10, FLAGSTAFF ZONING CODE, BY ADOPTING BY REFERENCE THAT CERTAIN DOCUMENT ENTITLED “PZ-24-00217 – URBAN FARM LAND USE”; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, AUTHORITY FOR CLERICAL CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE

RECITALS:

WHEREAS, the City of Flagstaff wishes to amend Zoning Code provisions in Chapter 10-40: Specific to Zones, Division 10-40.30: Non-Transect Zones, Section 10-40.30.060: Public and Open Spaces Zones, Table 10-40.30.060.B: Allowed Uses to add the Urban Farm Land Use, Division 10-40.60: Specific to Uses to amend the development standards of Community Gardens and add development standards for Urban Farms, and Chapter 10-80: Definitions to add a definition for Urban Farm; and

WHEREAS, a citizen review session was held at the Planning Commission work session on December 11, 2024, to discuss the proposed Zoning Code text amendment in accordance with Section 10-20.50.040 of the Flagstaff Zoning Code; and

WHEREAS, the Planning and Zoning Commission held public hearing on January 8, 2025, and provided a recommendation to City Council on the proposed Zoning Code text amendment; and

WHEREAS, the Council has read and considered the staff report prepared by the Planning and Development Services section of the Community Development division and all attachments to those reports, and the Council finds that the proposed Zoning Code text amendment is in conformance with the General Plan, and the findings of Section 10- 20.50.040 of the Flagstaff Zoning Code have been met; and

WHEREAS, that certain document known as “*PZ-24-00217 – Urban Farm Land Use*”, one (1) paper copy and one (1) electronic copy of which are on file with the City Clerk in compliance with A.R.S. § 44-7041, was declared to be a public record by Resolution No. 2025-03.

ENACTMENTS:

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:

SECTION 1. The foregoing recitals are incorporated as if fully set forth herein.

SECTION 2. That certain document known as “*PZ-24-00217 – Urban Farm Land Use*”, one (1) paper copy and (1) electronic copy of which are on file in the office of the City Clerk of the City of Flagstaff, Arizona, and which document is declared a public record by Resolution No. 2025-03 of the City of Flagstaff, Arizona, is hereby referred to, adopted and made a part hereof as if fully set out in this ordinance and its provisions are hereby declared to amend the Flagstaff City Code, replacing and superseding the existing relevant provisions of the City Code, as set forth therein.

SECTION 3. The amendment is consistent with and conforms to the goals of the Regional Plan (General Plan).

SECTION 4. The amendment will not be detrimental to the public interest, health, safety, convenience, or welfare of the City, and will add to the public good as described in the General Plan.

SECTION 5. The amendment is internally consistent with other applicable provisions of this Zoning Code.

SECTION 6. Repeal of Conflicting Ordinances

All ordinances and parts of ordinances in conflict with the provisions of the code adopted herein are hereby repealed.

SECTION 7. Severability

If any section, subsection, sentence, clause, phrase or portion of this ordinance or any part of the code adopted herein by reference is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

SECTION 8. Clerical Corrections

The City Clerk is hereby authorized to correct clerical and grammatical errors, if any, related to this ordinance, and to make formatting changes appropriate for purposes of clarity, form, or consistency with the Flagstaff City Code.

SECTION 9. Effective Date

This Ordinance shall be effective thirty (30) days following adoption by the City Council.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 18th day of February 2025.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

HOUSING IMPACT STATEMENT
PZ-24-00217 URBAN FARM LAND USE

Pursuant to ARS 9-462.01 (J) a Housing Impact Statement shall be considered by the City Council prior to adopting a Zoning Code Text Amendment regarding the impact of the amendment on the following:

1. A general estimate of the probable impact on the average cost to construct housing for sale or rent within the zoning districts to which the zoning text amendment applies.

The proposed zoning code text amendment adds a new land use to the Public Facility zone called Urban Farm which does not include any provisions related to the construction of housing.

2. A description of any data or reference material on which the proposed zoning text amendment is based.

Staff was assisted by the Sustainability Division to prepare the draft code amendment.

3. A description of any less costly or less restrictive alternative methods of achieving the purpose of the proposed zoning text amendment.

None.

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Wesley Welch, Planner
Date: 01/27/2025
Meeting Date: 02/04/2025



TITLE:

Consideration and Adoption of Resolution No. 2025-05: A resolution of the Flagstaff City Council, authorizing the execution of the Second Amendment to the Mill Town Development Agreement between Vintage Partners, LLC and the City of Flagstaff related to the development of approximately 13 acres of real property generally located at 1801 S Milton Road.

STAFF RECOMMENDED ACTION:

1. Read Resolution No. 2025-05 by title only
2. City Clerk reads Resolution No. 2025-05 by title only (if approved above)
3. Adopt Resolution No. 2025-05

Executive Summary:

State law allows the City to enter into development agreements by resolution of the City Council. The Second Amendment to the Mill Town Development Agreement will be between Vintage Partners, LLC and the City of Flagstaff. The development agreement amendment governs the terms and conditions of the entitlements and clarifies which version of the Zoning Code [Title 10 of the Flagstaff City Code] will be used for future development on the site if it is not developed in accordance with the current approved site plan. If approved, staff will apply the version of the Zoning Code in effect on May 5, 2017 to all new development applications submitted through December 13, 2027, however current standards for outdoor lighting will apply. The proposed Mill Town project consists of a total of 13 acres at 1801 South Milton Road.

Financial Impact:

There are no financial impacts associated with this amendment to the Mill Town Development Agreement.

Policy Impact:

There are no policy impacts affiliated with this amendment to the Development Agreement.

Previous Council Decision or Community Discussion:

The City Council approved a Zoning Map Amendment, Preliminary Plat and Development Agreement for the Mill Town project, as part of a public-private-partnership (P3), on April 17, 2018. The P3 project was formalized through a Pre-Development Agreement between Vintage, the City, and the Arizona Department of Transportation in March 2015. The First Amendment to the Development Agreement was approved on October 19, 2021 and recorded on October 22, 2021.

Options and Alternatives to Recommended Action:

1. Approve the Second Amendment of the Mill Town Development Agreement as presented.
2. Approve the Second Amendment of the Mill Town Development Agreement with additional, modified, or deleted terms.
3. Remand the Second Amendment of the Mill Town Development Agreement back to staff for additional

negotiations with Vintage Partners.

4. Deny the Second Amendment of the Mill Town Development Agreement.

Background and History:

Mill Town was approved on June 4, 2018 and consisted of three separate applications; PZ-16-00239-02 (Direct to Ordinance Zoning Map Amendment), PZ-16-00239-01 (Site Plan), and PZ-16-00239-03 (Preliminary Plat). There was a Development Agreement associated with the Zoning Map Amendment that outlined responsibilities for public-private partnerships and identified that the site was to be developed in accordance with the approved Site Plan.

On October 22, 2021, an amendment to the development agreement was recorded (Instrument #3937357). This amendment provided for the City to assume the obligation to administer the design and construction of the Combined Roadway Project and extended the Entitlements of the initial Development Agreement for an additional 2 years. It was still assumed, at this time, that the site would be developed in accordance with the approved Site Plan.

Since its initial approval in 2018, the site has remained undeveloped. While the roadway projects extending University and Beulah, as well as the pedestrian underpass, have been underway there has been no development of the approved Site Plan which contained 3 commercial pads with a multi-family building that contained 340 units and 1,221 bedrooms as well as an associated parking structure.

The applicant would be allowed to make changes to the site plan under a Minor Modification to Site Plan Approval, which allows for changes up to approximately 10% from what was initially approved. Currently, there has been no submittal that meets the requirements for the Minor Modification.

The Site Plan was initially approved prior to the adoption of the High Occupancy Housing (HOH) specific plan and subsequent Zoning Code updates. The original site plan would trigger HOH requirements if it were to be submitted today and reviewed under the current zoning code.

This 2nd Amendment to the Development Agreement is to clarify which version of the Zoning Code to be used to review any future development proposals for the site. The applicant would not have been able to submit for a Proposition 207 waiver during the valid timeframe due to the fact that they already had existing entitlements on the site. If they change the site plan from what was initially approved, they will lose those entitlements. This Amendment clarifies that the Zoning Code in effect on May 5, 2017 would be the one used to review any future site plan proposals on the site submitted through December 13, 2027. This will effectively allow the site to be developed without having to adhere to HOH regulations.

Connection to PBB Priorities and Objectives:

Livable Community - Achieve a well-maintained community through comprehensive and equitable code compliance, and development that is compatible with community values.

Environmental Stewardship - Implement sustainable building practices, enhance waste diversion programs, alternative energy programs and multi-modal transportation options.

Environmental Stewardship - Strengthen Flagstaff's resilience to climate change impacts on built, natural, economic, health, and social systems.

Connection to Regional Plan:

Goal E&C.5. Preserve dark skies as an unspoiled natural resource, basis for an important economic sector, and core element of community character.

Policy CC.4.3. Employ design solutions that balance the interface of the natural and built environments, with the most urbanized core activity areas being the most built, and the most rural areas being the most natural.

Policy L.U.1.6 Establish greater flexibility in development standards and processes to assist developers in overcoming challenges posed by redevelopment and infill sites.

Policy LU.3.1. Within the urban, suburban, and rural context, use neighborhoods, activity centers, corridors, public spaces, and connectivity as the structural framework for development.

Connection to Carbon Neutrality Plan:

DD - 1: Encourage vibrancy, appropriate density, and attainability in existing neighborhoods, so that more residents are within walking distance of their daily needs.

DD - 2: Create inclusive networks for walking and biking that are continuous, attractive, safe, comprehensive, and convenient for people of all ages.

Connection to 10-Year Housing Plan:

Create 4.8 - Explore allowing additional flexibility for homeowners and landlords to increase density.

Attachments: Res. 2025-05
 Development Agreement Amendment
 Updated Presentation

RESOLUTION NO. 2025-05

A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL, AUTHORIZING THE EXECUTION OF THE SECOND MILL TOWN DEVELOPMENT AGREEMENT AMENDMENT BETWEEN VINTAGE PARTNERS, LLC. AND THE CITY OF FLAGSTAFF RELATED TO THE DEVELOPMENT OF APPROXIMATELY 13 ACRES OF REAL PROPERTY GENERALLY LOCATED AT 1801 S MILTON ROAD AND ESTABLISHING AN EFFECTIVE DATE

RECITALS:

WHEREAS, Vintage Partners, LLC. ("the Developer") is the owner of approximately 13 acres of real property generally located at 1801 S Milton (the "Property"); and

WHEREAS, the Developer and the City wish to enter into a development agreement amendment, in the form attached to this Resolution as Exhibit A (the "Second Development Agreement Amendment"), to provide for the terms and conditions under which the Property will be developed and to set forth in detail certain obligations of the Developer and the City; and

WHEREAS, developing the Property under the terms and condition of the proposed Development Agreement amendment would be consistent with the Flagstaff Regional Plan 2030, and the Developer and the City acknowledge that the Development Agreement amendment would operate to the benefit of both parties; and

WHEREAS, Arizona Revised Statutes § 9-500.05 authorizes the City to enter into development agreements in order to facilitate the orderly and effective development of properties.

ENACTMENTS:

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

SECTION 1. The Development Agreement amendment provides benefit to the City of Flagstaff.

SECTION 2. The Development Agreement amendment is consistent with the purpose, intent, goals, policies, programs and land use designations of the General Plan, any applicable specific plans, and the Zoning Code.

SECTION 3. The Development Agreement amendment complies with the requirements of A.R.S. § 9-500.05.

SECTION 4. That the City of Flagstaff be hereby authorized to enter into the Development Agreement amendment in the form attached to this Resolution as Exhibit A.

SECTION 5. The Mayor, the City Manager, the City Clerk and the City Attorney are hereby authorized and directed to take all steps necessary to cause the execution of the Development Agreement amendment and its related documents and to take all steps necessary to carry out the purpose and intent of this Resolution.

SECTION 6. That City Clerk be hereby directed to record a copy of the agreement with the Coconino County recorder no later than ten days after the development agreement amendment is executed.

SECTION 7. This Resolution shall become effective thirty (30) days following adoption by the City Council.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 4th day of February, 2024.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

Exhibits:

A. - Development Agreement

When recorded, mail to:

City Clerk
City of Flagstaff
211 West Aspen Avenue
Flagstaff, Arizona 86001

SECOND AMENDMENT TO MILL TOWN DEVELOPMENT AGREEMENT

This Second Amendment to Mill Town Development Agreement (“**Second Amendment**”) is entered into and effective February ____, 2025, by and between City of Flagstaff, a municipal corporation organized and existing under the laws of the State of Arizona (“**City**”), and Vintage Partners, LLC, an Arizona limited liability company (“**Vintage**”).

RECITALS

A. City and Vintage entered into that certain Mill Town Development Agreement dated June 4, 2018, and recorded in the Official Records of Coconino County as Instrument Number: 3816763 (the “**Agreement**”). Unless otherwise defined in this Second Amendment, initially capitalized terms used herein have the meanings given them in the Agreement.

B. The Agreement was amended on October 22, 2021, as recorded in the Official Records of Coconino County as Instrument Number: 3937357, to provide for the City to assume the obligation to administer the design and construction of the Combined Roadway Project and to extend the Entitlements for an additional two years.

C. Vintage intends to revise the previously approved site plan referenced in the Agreement to reduce the number of residential units that will be developed on the Milltown Property.

D. The Parties desire to amend the Agreement for a second time on the terms and conditions more fully set forth below to clarify the Applicable Rules for development of a revised site plan, which amendment is made pursuant to Section 10.4 of the Agreement.

AMENDMENT

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. Section 2 of the Agreement (Entitlements) is amended to read as follows (deleted text is shown with a ~~strike through~~ and new text is **bolded** in red and ALL CAPS):

Entitlements. Vintage hereby agrees to be subject to all the terms, conditions, and stipulations of the Rezoning Ordinance for PZ-16-00239-

02 (City Ordinance No. 2018-13), Site Plan (PZ-16-00239-01), and preliminary plat (PZ-16-00239-03), **AS MAY BE AMENDED OR REPLACED WITH CITY COUNCIL APPROVAL** (collectively, the “Entitlements”). The City acknowledges and agrees that the development rights granted by the **ENTITLEMENTS**, are vested for a term of **SEVEN (7)** years **AFTER** the Effective Date of this Agreement (the “Vested Rights”) and that Vintage shall have a right to develop the Mill Town Property consistent with the Vested Rights, subject to the Applicable Rules (as defined in Section 3, below) and any changes to the Rules as permitted by this Agreement. Further, the City acknowledges that the recordation of the final plat for the Mill Town Property (“Final Plat”) will occur only after (i) the New ADOT Facilities have been constructed on the Vintage Property pursuant to the Implementation Agreement, (ii) the City has conveyed the City Property to ADOT pursuant to the IGA, and (iii) the Mill Town Property has been conveyed to Vintage by ADOT in exchange for the conveyance by Vintage to ADOT of the Vintage Property with the New ADOT Facilities constructed thereon pursuant to the Implementation Agreement. As a result, the parties agree that the preliminary plat approval will remain valid for three (3) years from the Effective Date to allow sufficient time for the transactions contemplated by clauses (i) through (iii) to be completed.

2. Section 3 of the Agreement (Development Standards) is amended to read as follows (deleted text is shown with a ~~strike through~~ and new text is **bolded** in **red** and ALL CAPS):

~~Development Standards. The development of Mill Town Property, as well as standards for off-site and on-site public improvements will be governed by the City’s codes, ordinances, regulations, rules, guidelines, and policies controlling permitted uses of the Mill Town Property, design review guidelines, the density and intensity of uses, the maximum height and size of buildings within the Mill Town Property in existence as of the Effective Date of this Agreement (for purposes~~ **CURRENT CITY ENGINEERING STANDARDS, BUILDING CODE, FIRE CODE, REGULATIONS, RULES, GUIDELINES, AND OTHER CODE PROVISIONS SHALL APPLY TO DEVELOPMENT OF THE MILL TOWN PROPERTY, EXCEPT THAT THE MILL TOWN PROPERTY MAY BE DEVELOPED UNDER THE PROVISIONS** of the Zoning Code [Title 10 of the Flagstaff City Code] **IN EFFECT ON MAY 5, 2017** ~~the version in place as of May 5, 2017 will apply);~~ **FOR A PERIOD OF SEVEN (7) YEARS AFTER THE EFFECTIVE DATE.** ~~except as modified herein or otherwise agreed to, in writing, by Vintage and the City (collectively, the “Applicable Rules” or “Rules”);~~ **IF, HOWEVER, THE MILL TOWN PROPERTY IS DEVELOPED IN CONFORMANCE WITH REZONING ORDINANCE FOR PZ-16-00239-02 (CITY ORDINANCE NO. 2018-13), SITE PLAN (PZ-16-**

00239-01), AND PRELIMINARY PLAT (PZ-16-00239-03), WITHOUT ANY MODIFICATION EXCEPT FOR MINOR MODIFICATIONS ALLOWED UNDER CITY CODE, THEN CITY ENGINEERING STANDARDS, BUILDING CODE, FIRE CODE, REGULATIONS, RULES, GUIDELINES, AND OTHER CODE PROVISIONS IN EXISTENCE ON MAY 5, 2017, INCLUDING THE ZONING CODE, SHALL APPLY. ~~provided, however, that i~~ If Vintage fails to apply for any Construction Permits for development of the Mill Town Property within five **SEVEN (57)** years following the Effective Date of this Agreement, (and thereafter diligently proceeds with construction pursuant to those Construction Permits), then development of the Mill Town Property will **SHALL** be subject to the City's codes, ordinances, regulations, rules, guidelines, and policies in effect at the time Vintage applies for Construction Permits. "Construction Permits" shall mean **S** any permit issued by the City or other jurisdiction that is required in order to begin construction of any on-site or off-site improvements related to development of the Mill Town Property, including but not limited to public improvements, grading, electrical, gas, plumbing, mechanical, or structural.

3. Section 5.3 is hereby added to the Agreement:

5.3 Outdoor Lighting Standards. Notwithstanding the Development Standards described in Section 3 of this Agreement, the Milltown Property will be developed in accordance with the Outdoor Lighting Standards (Zoning Code Division 10-50.70) in effect at the time of development.

4. Miscellaneous. Except as stated herein, the Agreement shall remain in full force and effect and is hereby ratified and approved. If there is any inconsistency between the terms of the Agreement and the terms of this Amendment, the provisions of this Amendment will govern and control the rights and obligations of the Parties. This Second Amendment may be signed in counterparts.

5. Conflict of Interest. This Amendment and the Development Agreement may be cancelled by the City pursuant to A.R.S. § 38-511.

[Balance of Page Intentionally Left Blank; Signature Page Follows]

IN WITNESS WHEREOF, City and Vintage have executed this Amendment as of the date first set forth above.

“City”

City of Flagstaff, an Arizona municipal corporation

_____, Mayor

Attest:

City Clerk

Approved as to form:

City Attorney

“Vintage”

Vintage Partners, LLC, an Arizona limited liability company

By: Edward & Company, LLC, an Arizona limited liability company
Its: Administrative Member

By: _____
Mark Ortman, Jr.
Its: Manager

STATE OF ARIZONA)
COUNTY OF COCONINO)

ACKNOWLEDGMENT

On this _____ day of _____, 2024, before me, a Notary Public, personally appeared _____, Mayor of the City Flagstaff, known to be or satisfactorily proven to be the person whose name is subscribed to the foregoing instrument and acknowledged that she executed the same on behalf of the City of Flagstaff, for the purposes therein contained.

Notary Public
My Commission Expires:_____

STATE OF ARIZONA)
COUNTY OF MARICOPA)

ACKNOWLEDGMENT

On this _____ day of _____, 2024, before me, a Notary Public, personally appeared Mark Ortman, Jr., known to me to be or satisfactorily proven to be the person whose name is subscribed to the foregoing instrument and acknowledged that he/she executed the same on behalf of Vintage Partners LLC, an Arizona limited liability company, for the purposes therein contained.

Notary Public
My Commission Expires:_____

Mill Town

Development Agreement

2nd Amendment

Wesley Welch, AICP

Senior Planner





Development Agreement

History and Purpose:

- The Development Agreement Amendment governs the terms and conditions of the entitlements and clarifies which version of the Zoning Code [Title 10 of the Flagstaff City Code] will be used for future development on the site if it is not developed in accordance with the current approved site plan.
- Mill Town was initially approved as a Direct to Ordinance Zoning Map Amendment that was tied directly to an approved Site Plan.
- Since its approval in 2018, the site has remained undeveloped.
- The Site Plan was initially approved prior to the adoption of the High Occupancy Housing (HOH) specific plan and subsequent Zoning Code updates. The original site plan would trigger HOH requirements if it were to be submitted today and reviewed under current code.
- The applicant was not able to submit for a Proposition 207 waiver during the valid timeframe due to the fact that they had already gained existing entitlements on the site.
- This Amendment clarifies that the Zoning Code in effect on May 5, 2017 would be the one used to review any future site plan proposals on the site.
- Effectively, the site will be able to be developed without having to adhere to current HOH regulations.



HOH



High Occupancy Housing (HOH):

- **High Occupancy Specific Plan (adopted 2/20/2018, effective 3/22/28)**
 - “The intent of the High Occupancy Housing (HOH) Specific Plan is to address how the City might promote viable options to increase density and provide more reasonably priced and diverse housing choices, while at the same time, continue to enhance the character and economic vitality of the City that is important to all.”
- **High Occupancy Code Update (Section 10-40.60.170)**
 - Adopted 11/17/2020 by Ordinance 2020-28, amended 12/5/2023 by Ordinance 2023-28
 - Created Specific to Use standards for High Occupancy Housing Developments and Mixed-use High Occupancy Developments
 - All requirements can be found in code, a few highlights include:
 - HOHD or MHOHD with four dwelling units or more shall be located inside a pedestrian shed of an activity center
 - HOHD or MHOHD with four dwelling units or more, and that has more than 29 dwelling units per acre or more than 72.5 bedrooms per acre shall have:
 - Minimum of 20% of bedrooms contained in studio or one bedroom dwelling units
 - Maximum of 30% of bedrooms contained in dwelling units with four bedrooms or more
 - MHOHD shall be on a lot or parcel that abuts a street classified as a commercial corridor.
 - Requires a Waste Management Plan
 - Requires the property maintain compliance with the Flagstaff Police Department’s Crime Free Multi-Housing Program.
 - A Conditional Use Permit is required for all HOHD and MHOHD and requires adequate transit service available to the development site that meets distance requirements of roughly ¼ mile.



Milltown



Milltown:

- **Approved for a Direct to Ordinance Zoning Map Amendment, Preliminary Plat, and Development agreement in 2018 as part of a public-private-partnership.**
- **The approved site plan consisted of 3 commercial pads along Milton as well as a large housing development on the property.**
 - **The housing component contained a maximum of 348 units and 1186 bedrooms, this would have triggered HOH regulations if the site were to gain entitlements after the HOH code was passed.**
- **While early in the review process, the current submittal is proposing 262 units and 668 bedrooms but does not meet all the requirements of current HOH standards, specifically the requirement that no more than 30% of the units contain 4 or more bedrooms.**
- **The City adopted HOH code (Ordinance 2020-28) on 11/17/2020.**
 - **The effective date to the start of the new code was delayed until 3/1/2021.**
 - **The timeframe for Prop 207 claims is 3 years, closing the window 3/1/2024.**
 - **Vintage could not bring a claim for Milltown because they were grandfathered in and continue to be grandfathered in to what they can develop – as long as it is tied to the site plan that was approved with the rezone.**
 - **The original DA was effective 12/14/18 with entitlements expiring on 12/13/23.**
 - **1st DA amendment, entered into late 2021, extended the expiration date for another 2 years, with entitlements expiring around 12/14/2025.**
 - **This new DA amendment will avoid HOH CUP and remove requirements of the maximum amount of 4+ bedroom units while also extending the due date another 2 years.**
 - **The applicant did request for a Prop 207 claim, cannot submit a claim because they are not allowed to build except what is already approved and they are already allowed to build it without HOH. Their claim wouldn't have been allowed until late 2025 which is beyond the window for Prop 207 claims.**
- **The purpose of this DA amendment is only to clarify which version of the Zoning Code the applicant will be required to follow and extend the expiration date. While the applicant will not be required to obtain a Conditional Use Permit for the HOH development, as per current code, this project will still come through the public hearing process for a revision to the Direct to Ordinance Zoning Map amendment in which a more complete picture of the development site will be presented.**



Council Options

1. Approve the Second Amendment of the Mill Town Development Agreement as presented.
2. Approve the Second Amendment of the Mill Town Development Agreement with additional, modified, or deleted terms.
3. Remand the Second Amendment of the Mill Town Development Agreement back to staff for additional negotiations with the owner.
4. Deny the Second Amendment of the Mill Town Development Agreement.

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Bryce Doty, Real Estate Manager
Date: 01/27/2025
Meeting Date: 02/04/2025



TITLE:

Consideration and Adoption of Resolution No. 2025-04: A Resolution of the City Council of the City of Flagstaff, approving the Second Amendment to an Intergovernmental Agreement with the Arizona Board of Regents related to Consolidation of University Campus and Road Projects.

STAFF RECOMMENDED ACTION:

1. Read Resolution No. 2025-04 by title only
2. City Clerk reads Resolution No. 2025-04 by title only (if approved above)
3. Adopt Resolution No. 2025-04

Executive Summary:

The resolution will approve a Second Amendment to a Intergovernmental Agreement with the Arizona Board of Regents, for and on behalf of Northern Arizona University (NAU) to include property interests needed for the Rio de Flag flood control project.

If approved, City will receive the following property interests from NAU necessary to construct the Rio de Flag flood control project:

1. 531 square foot Sidewalk easement on County Assessor Parcel Nos. 100-39-004C, 100-39-001D, 100-39-007B

As part of the overall agreement with NAU, the following are additional key terms found in the First Amendment:

- City will quitclaim a portion of the interest received of University Drive which should have remained with NAU.
- The IGA is updated to memorialize completed transactions.

Financial Impact:

Project Name: Rio de Flag Flood Control Project

Cost: The value of the property interests are credited towards previous property exchanges made with NAU. NAU has received more value than the City. Future property interests needed by either party will be credited against previous real property interests. See attached exchange value chart.

Policy Impact:

None

Previous Council Decision or Community Discussion:

Yes, the Council has made prior decisions related to today's Agenda Item:

- On July 5, 2017 Council approved the initial IGA with NAU Related to Consolidation of University

- Campus and Road Projects (approves numerous property exchanges);
- On February 21, 2023 Council approved the First Amendment to the IGA.

Options and Alternatives to Recommended Action:

1. Approve Resolution No. 2025-04 approving Second Amendment to IGA with NAU to carry out the property exchange.
2. Suggest modifications to the documents or planned course of action.
3. Do not approve the documents.

Connection to PBB Priorities and Objectives:

Sustainable, Innovative Infrastructure

- Deliver outstanding services to residents through a healthy, well maintained infrastructure system
- Utilize existing long-range plan(s) that identify the community's future infrastructure needs and all associated costs
- Identify smart traffic management, multi-modal transportation, and alternative energy opportunities

Livable Community

- Provide amenities and activities that support a healthy lifestyle

Connection to Regional Plan:

Policy CC.5.4. Complete sidewalks and Flagstaff Urban Trails System connections for all schools, community colleges, and university campuses.

Connection to Carbon Neutrality Plan:

DD-2: Create inclusive networks for walking and biking that are continuous, attractive, safe, comprehensive, and convenient for people of all ages.

DD-5: Invest in comprehensive and equitable transit.

Connection to 10-Year Housing Plan:

Create 5.8 Prioritize Capital Improvement Projects that facilitate affordable housing.

Attachments: Res. 2025-04
 IGA
 Exchange Value
 Presentation

RESOLUTION NO. 2025-04

A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL, APPROVING THE SECOND AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT WITH THE ARIZONA BOARD OF REGENTS RELATED TO CONSOLIDATION OF UNIVERSITY CAMPUS AND ROAD PROJECTS

RECITALS:

WHEREAS, on July 5, 2017 the City of Flagstaff ("the City") and the Arizona Board of Regents ("ABOR") entered into an Intergovernmental Agreement related to Consolidation of University Campus and Road Projects ("the IGA"); and

WHEREAS, on May 16, 2023 the City and ABOR entered into a first Amendment to the IGA; and

WHEREAS, the City desires to enter into a Second Amendment to the IGA with ABOR.

ENACTMENTS:

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

SECTION 1. In General.

The Second Amendment to the Intergovernmental Agreement related to Consolidation of University Campus and Road Projects with the Arizona Board of Regents ("the Second Amendment") attached hereto is hereby approved, and the Mayor is authorized to execute the same.

SECTION 2. Delegation of Authority.

The Mayor, City Manager, City Attorney, City Clerk, City Engineer, Finance Director, Community Development Director, Real Estate Manager, or their delegates or agents, are hereby authorized and directed to take all steps and execute all documents necessary to acquire or dispose of the real property interests as described in the Second Amendment and to carry out the purpose and intent of said document.

SECTION 3. Effective Date.

This resolution shall be effective thirty (30) days after adoption.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 18th day of February 2025.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

Attachment:

Second Amendment to the Intergovernmental Agreement related to Consolidation of University Campus and Road Projects with the Arizona Board of Regents (including exhibits)

**SECOND AMENDMENT TO
INTERGOVERNMENTAL AGREEMENT**

Related to Consolidation of University Campus and Road Projects

THIS SECOND AMENDMENT is entered into this ____ day of _____, 2025 by and between CITY OF FLAGSTAFF, a municipal corporation of the state of Arizona (“CITY”) and ARIZONA BOARD OF REGENTS, a body corporate with perpetual succession pursuant to the laws of the State of Arizona, for and on behalf of Northern Arizona University, a public institution of higher education (hereinafter the Arizona Board of Regents shall be referred to as “UNIVERSITY”), and amends that Intergovernmental Agreement entered into by the parties on July 5, 2017 as amended by the First Amendment dated May 16, 2023 (hereafter the “Agreement”).

RECITALS:

WHEREAS, the purpose of the Agreement and this Second Amendment is to provide for real property transactions between the parties wherein valuable consideration is, has or will be exchanged in order to build a better community.

AGREEMENT:

NOW THEREFORE, in consideration of the mutual promises and obligations set forth herein, the parties agree as follows:

Paragraph 20, Completed Transactions, is amended to add the following completed transactions:

- i. Section 10.4 has been completed. CITY granted fee simple title to the Hoskins Avenue Parcel to UNIVERSITY by Special Warranty Deed recorded on June 9, 2023 in the records of the Coconino County Recorder, instrument **Docket No. 3975507**.
- j. Section 10.5.a has been completed. UNIVERSITY granted fee simple title to the University Drive Parcel to CITY by Special Warranty Deed recorded June 9, 2023 in the records of the Coconino County Recorder, instrument **Docket No. 3975506**.
- k. Section 10.5.b. has been completed. UNIVERSITY granted a drainage easement to CITY for an area on Coconino County Assessor Parcel No. 103-18-001, and the Drainage Easement was recorded on June 9, 2023 in the records of the Coconino County Recorder, instrument **Docket No. 3975505**.
- l. Section 10.5.c has been completed. UNIVERSITY granted a drainage easement to CITY for an inlet area on Coconino County Assessor Parcel No. 103-19-001B, and the Drainage Easement was recorded on June 9, 2023 in the records of the Coconino County Recorder, instrument **Docket No. 3975504**.

Paragraph 10.5 of the agreement is amended to add Section 10.5.f to read as follows:

10.5 UNIVERSITY DRIVE–TRANSFER OF TITLE TO CITY, IMPROVEMENTS

- f. The Special Warranty Deed recorded on June 9, 2023 in the records of the Coconino County Recorder, instrument Docket No. 3975506 included a portion of University Drive which should have remained with the UNIVERSITY. CITY shall grant a conveyance of such portion, .385 acres, using the Quit Claim Deed attached hereto as *Exhibit 1*.

A New Paragraph 10.6 is added to the Agreement, to read as follows:

10.6 RIO DE FLAG FLOOD CONTROL EASEMENTS

The Rio de Flag Flood Control Project is an effort between the CITY and the U.S. Army Corps of Engineers to prevent life/safety hazards and property damage caused by significant flood events in Flagstaff. The project requires an easement from UNIVERSITY.

- a. UNIVERSITY shall grant a sidewalk easement to CITY for an area on Coconino County Assessor Parcel Nos. 100-39-004C, 100-39-001D, 100-39-007B, approximately 531 square feet in area. A sample form of sidewalk easement with attached legal description and map are attached hereto as *Exhibit 2*.

All other terms and conditions of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have set forth their hands, through representatives duly so authorized, the date and date first above written.

NORTHERN ARIZONA UNIVERSITY

José Luis Cruz Rivera, President

Approved as to form:

Michelle G. Parker, General Counsel

CITY OF FLAGSTAFF

Beck Daggett, Mayor

Attest by:

Stacy Saltzburg, City Clerk

Approved as to form:

City Attorney

Attachments:

Exhibit 1	Quit Claim Deed
Exhibit 2	Sidewalk Easement

EXHIBIT 1

When recorded, return to:
City Clerk
211 West Aspen Avenue
Flagstaff, Arizona 86001

Coconino County APN:103-22-003A

Exempt under: A.R.S. § 11-1134(A)(3)

QUIT CLAIM DEED

The **CITY OF FLAGSTAFF**, an Arizona municipal corporation (“Grantor” or City”) hereby quitclaims all its right, title, and interest in its real property legally described and depicted in Exhibits A and B to **ARIZONA BOARD OF REGENTS**, for and on behalf of **NORTHERN ARIZONA UNIVERSITY** (“Grantee” or “NAU”).

By way of explanation, NAU had conveyed certain real property to City by Special Warranty Deed recorded on June 9, 2023 in the official records of the Coconino County Recorder, instrument number 3975506, to establish University Drive east of Milton Road as a public right-of-way. However, it was subsequently determined that a portion of University Drive should be reconveyed back to NAU. A legal description and depiction of University Drive as owned by the City following recordation of this Quit Claim Deed is attached hereto as Exhibits C and D for reference purposes.

IN WITNESS WHEREOF, Grantor has executed this Quit Claim Deed this _____ day of _____, 2025.

Grantor: CITY OF FLAGSTAFF, an Arizona
municipal corporation

By: _____
Becky Daggett, Mayor
Its authorized representative

STATE OF ARIZONA)
) ss.
County of Coconino)

ACKNOWLEDGEMENT

On this _____ day of _____, 2025, before me, a Notary Public, personally appeared _____ known to be or satisfactorily proven to be the person whose name is subscribed to the foregoing instrument and acknowledged that he or she executed the same for the purposes therein contained.

Notary Public

(Seal)

Attachments:

Exhibit A: Legal description of area being reconveyed by Quit Claim

Exhibit B: Legal depiction of area being reconveyed by Quit Claim

Exhibit C: Legal description of University Drive Parcel (for reference)

Exhibit D: Legal depiction of University Drive Parcel (for reference)

EXHIBIT 2

When recorded, return to:
Northern Arizona University
Contracts Department
545 E Pine Knoll Dr.
Flagstaff, AZ 86011

Coconino County APN: 100-39-004C, 100-39-001D, 100-39-007B

PUBLIC SIDEWALK EASEMENT

For valuable consideration, the sufficiency and receipt of which is hereby acknowledged, ARIZONA BOARD OF REGENTS, for and on behalf of Northern Arizona University ("Grantor") hereby grants and conveys unto the CITY OF FLAGSTAFF, an Arizona municipal corporation ("Grantee"), a non-exclusive public sidewalk easement, hereinafter referred to as ("Easement") for access under, over, across and through that certain real property of Grantor situated in Coconino County, Arizona, and legally described and depicted in Exhibits A and B ("Easement Area") attached hereto and incorporated by reference, subject to the following terms and conditions:

1. Grantee shall have the right to use the Easement Area for construction, operation, maintenance, modification, replacement, and repair of the public sidewalk. Notwithstanding the use of the words, "grant" and "convey" herein, or the provision of A.R.S. Section 33-435 to the contrary, any conveyances made herein by Grantor are made without warranty or representation whatsoever, and Grantee agrees to accept the Easement and interests hereby granted AS-IS, without relying on any warranty or representation made by Grantor.
2. Upon completion of any work by Grantee, its employees, contractors, or licensees in the Easement Area or across adjacent real property of Grantor, Grantee shall restore the real property surrounding the Easement Area to its prior condition.
3. Grantee may, at Grantee's cost and expense, remove, alter, or maintain vegetation, improvements, or obstructions within the Easement Area that conflict with the Easement's purposes, as determined in Grantee's reasonable discretion.
4. Grantee shall defend, indemnify, and hold harmless the Grantor from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property incurred directly or indirectly, arising out of any activity relating to Grantee's use of this Easement.

5. This Easement is a non-exclusive right and Grantor shall have the right to use and enjoy the property burdened by this Easement; provided, however, that such use and enjoyment does not materially interfere with the rights granted herein.
6. Grantee shall maintain adequate insurance and shall cause Grantee's contractors or licensees to maintain adequate insurance, which may include a bona fide self-insurance program, to cover any liability arising from the acts and omissions of Grantee's employees, contractors, or licensees.
7. Grantor shall provide ordinary maintenance to the of vegetation and landscaping located in the Easement Area and shall not construct any improvements, or obstructions that interfere with the Easement purposes.
8. The Easement granted herein is perpetual and shall run with the land and be binding upon the Grantor and its heirs, assigns, and successors in interest.
9. If any property interest(s) conveyed in this Easement are abandoned by Grantee for a period of at least one (1) year, such property interests shall automatically revert to Grantor, and Grantee shall record documentation as an abandonment of the Easement with the Coconino County Recorder's Office.
10. No waiver of any provision of this Easement shall be implied by any failure of Grantee or Grantor to enforce any right or remedy for the violation of such provisions, even if that violation continues or is repeated. Any waiver by Grantor or Grantee of any provision of this Easement much be in writing, and such waiver shall affect only the provisions specified an only for the time and in the manner stated in writing.

[SIGNATURE PAGE FOLLOWS]

Exhibit 'A'
LEGAL DESCRIPTION
APN: 103-22-003A

A portion of that parcel of land as described in Instrument Number 3975506, Official Records of Coconino County, lying within the southwest quarter of Section 21, Township 21 North, Range 7 East, of the Gila and Salt River Meridian, Coconino County, Arizona, described as follows:

Commencing at a found concrete nail and tag in sidewalk on the northerly Right-of-Way line of West University Drive;

Thence along said Right-of-Way line, North 89°30'08" East, 520.91 feet (Basis of Bearing) to a found concrete nail and tag in sidewalk, and the beginning of a tangent curve concave to the northwest, having a radius of 181.42 feet and a central angle of 44°59'11";

Thence continuing along said Right-of-Way line, and northeasterly along said curve, 142.44 feet;

Thence continuing along said Right-of-Way line, North 44°30'57" East, 497.65 feet to the **TRUE POINT OF BEGINNING**;

Thence continuing along said Right-of-Way line, North 44°30'57" East, 280.01 feet;

Thence along the easterly line of said parcel, South 0°00'00" East, 85.65 feet to a point on the southerly Right-of-Way line of West University Drive;

Thence along said Right-of-Way line, South 44°31'28" West, 278.89 feet;

Thence leaving said Right-of-Way line, North 0°30'45" West, 84.82 feet to the **TRUE POINT OF BEGINNING**;

Containing 0.385 acres, more or less.

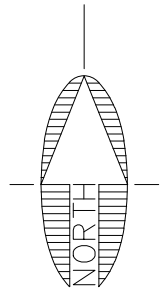
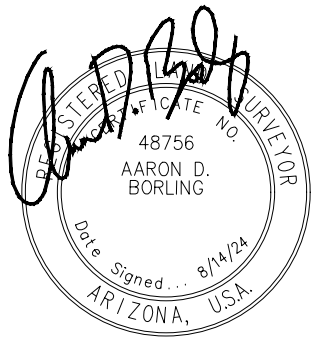
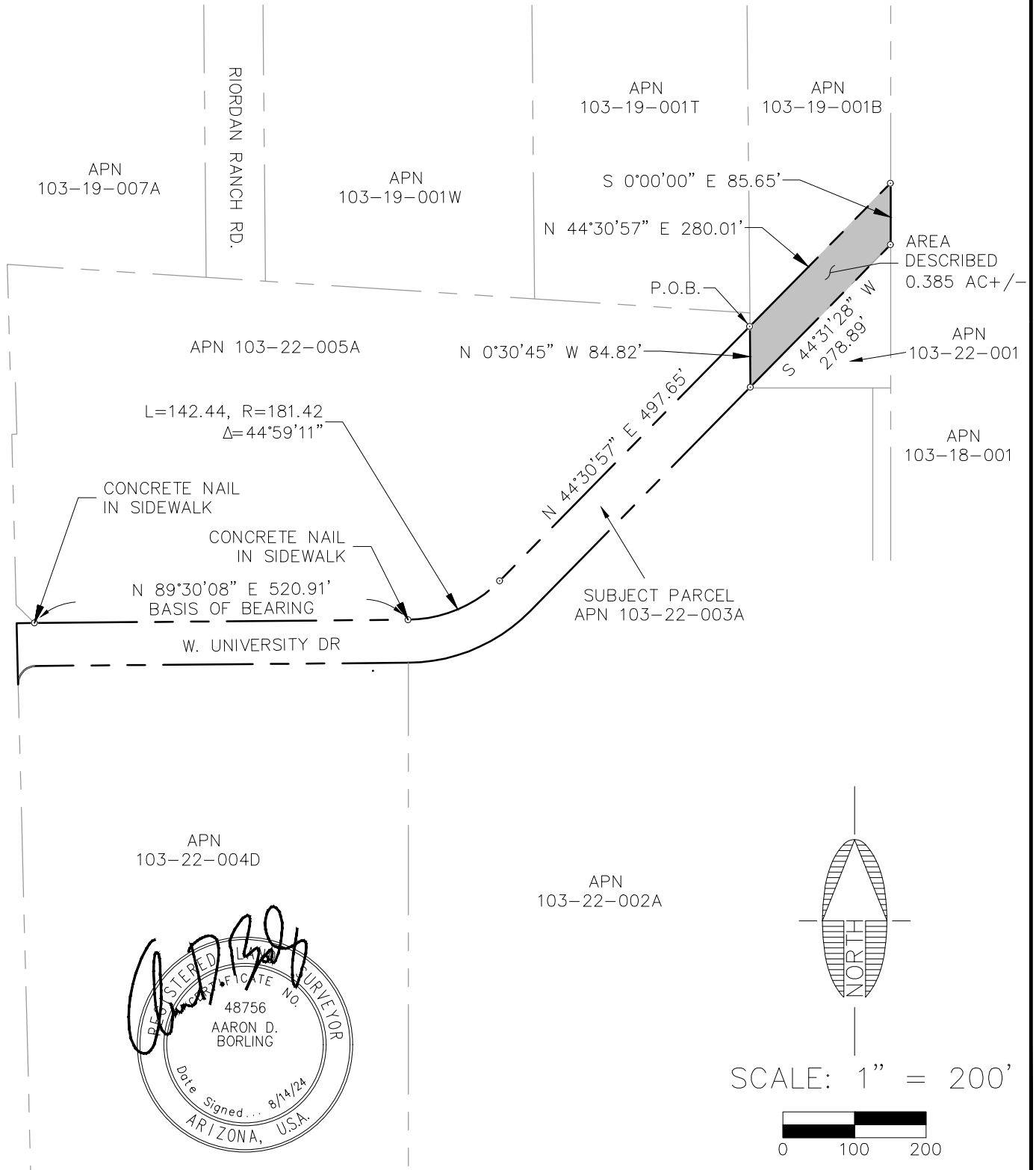
See Exhibit 'B' attached hereto and made a part hereof.

This legal description was prepared by Aaron D. Borling, RLS 48756,
on behalf of and at the request of Shephard-Wesnitzer, Inc., Flagstaff, Az.



EXHIBIT 'B' TO ACCOMPANY LEGAL DESCRIPTION

A PORTION OF THE SOUTHWEST QUARTER OF SECTION 21,
TOWNSHIP 21 NORTH, RANGE 7 EAST
GILA AND SALT RIVER MERIDIAN
COCONINO COUNTY, ARIZONA



SCALE: 1" = 200'



NOTE:
THIS EXHIBIT DOES NOT REPRESENT THE RESULTS OF A BOUNDARY SURVEY AND SHOULD NOT BE
CONSTRUED AS ONE. ITS SOLE PURPOSE IS TO DEPICT THE LOCATION OF THE AREA DESCRIBED.


 Shephard & Wesnitzer, Inc.	110 W. Dale Avenue Flagstaff, AZ 86001 928.773.0354 928.774.8934 fax www.swiaz.com	JOB NO. 18121	BEULAH & UNIVERSITY	FLAGSTAFF, ARIZONA	SHEET 2 OF 2
		DATE AUG 24			
		SCALE 1"=200'			
		DRAWN JEE			
		DESIGN			
		CHECKED ADB	LEGAL EXHIBIT		

Exhibit 'C'
LEGAL DESCRIPTION
APN: 103-22-003A

A portion of West University Drive as described in Docket 206, Page 332, and as shown on Book 10 of Maps, Page 10, Official Records of Coconino County, lying within the southwest quarter of Section 21, Township 21 North, Range 7 East, of the Gila and Salt River Meridian, Coconino County, Arizona, described as follows:

Commencing at a found concrete nail and tag in sidewalk on the northerly Right-of-Way line of West University Drive, and the **TRUE POINT OF BEGINNING**;

Thence along said Right-of-Way line, North 89°30'08" East, 520.91 feet (Basis of Bearing) to a found concrete nail and tag in sidewalk, and the beginning of a tangent curve concave to the northwest, having a radius of 181.42 feet and a central angle of 44°59'11";

Thence continuing along said Right-of-Way line, and northeasterly along said curve, 142.44 feet;

Thence continuing along said Right-of-Way line, North 44°30'57" East, 497.65 feet to the northeasterly corner of said West University Drive Right-of-Way;

Thence South 0°30'45" East, 84.82 feet to a point on the southerly Right-of-Way line of said West University Drive;

Thence along said southerly Right-of-Way line, South 44°31'28" West, 437.78 feet to the beginning of a tangent curve concave to the northwest, having a radius of 241.42 feet and a central angle of 44°59'11";

Thence continuing along said southerly Right-of-Way line, and southwesterly along said curve, 189.55 feet to the northeast corner of that parcel of land as described in Instrument Number 3940309, Official Records of Coconino County;

Thence continuing along said southerly Right-of-Way line, and the north line of said parcel, South 89°30'38" West, 519.40 feet to the beginning of a tangent curve concave to the southeast, having a radius of 25.00 feet and a central angle of 90°59'00";

Thence continuing along said southerly Right-of-Way line, and the northwesterly line of said parcel, and southwesterly along said curve, 39.70 feet;

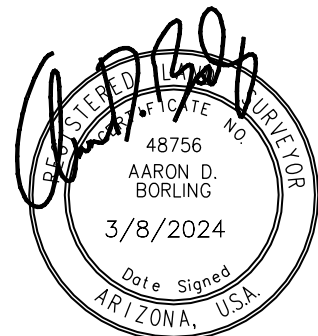
Thence leaving said northwesterly line, and along the east Right-of-Way line of South Milton Road, North 1°28'21" West, 85.35 feet to a point on the northerly Right-of-Way line of West University Drive;

Thence leaving said east Right-of-Way line, and along said northerly Right-of-Way line, North 89°30'08" East, 25.04 feet to the **TRUE POINT OF BEGINNING**;

Containing 1.63 acres, more or less.

See Exhibit 'B' attached hereto and made a part hereof.

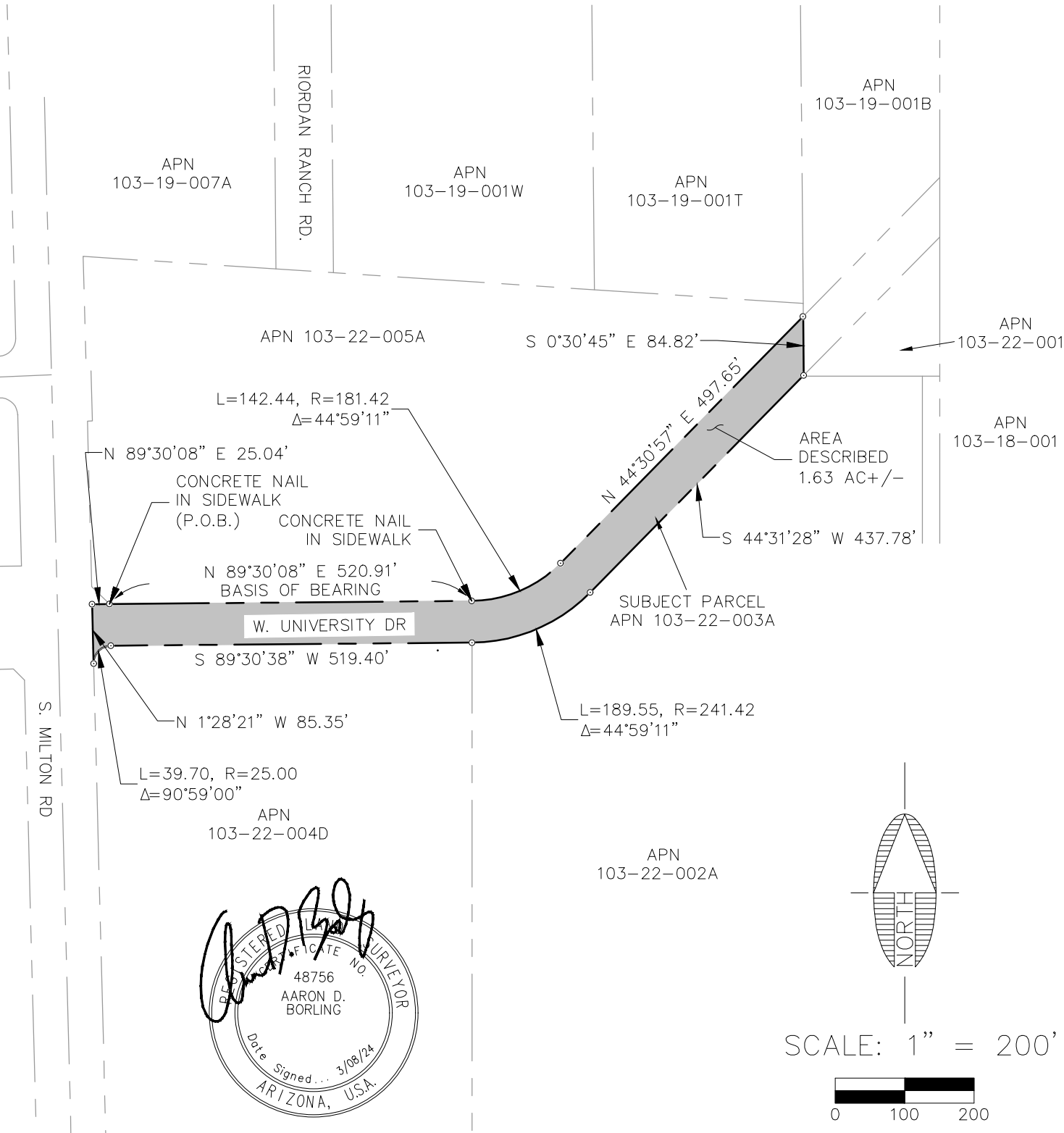
This legal description was prepared by Aaron D. Borling, RLS 48756, on behalf of and at the request of Shephard-Wesnitzer, Inc., Flagstaff, Az.



FILE: \\flg-fs02\Projects\2018\18121\Survey\Legal Descriptions\2021-11 Legal Description Exhibits\ROW\BU-79 103-22-003A_NAU ROW EXHIBIT.dwg SWI-C3D-2021 PLOTTED: Mar 08, 2024-4:53pm

EXHIBIT 'D' TO ACCOMPANY LEGAL DESCRIPTION

A PORTION OF THE SOUTHWEST QUARTER OF SECTION 21,
TOWNSHIP 21 NORTH, RANGE 7 EAST
GILA AND SALT RIVER MERIDIAN
COCONINO COUNTY, ARIZONA



NOTE:
THIS EXHIBIT DOES NOT REPRESENT THE RESULTS OF A BOUNDARY SURVEY AND SHOULD NOT BE
CONSTRUED AS ONE. ITS SOLE PURPOSE IS TO DEPICT THE LOCATION OF THE AREA DESCRIBED.

 Shephard & Wesnitzer, Inc.	110 W. Dale Avenue Flagstaff, AZ 86001 928.773.0354 928.774.8934 fax www.swiaz.com	JOB NO. 18121	BEULAH & UNIVERSITY	FLAGSTAFF, ARIZONA	SHEET
		DATE MAR 24	LEGAL EXHIBIT		2
		SCALE 1"=200'			
		DRAWN JEE			
		DESIGN			
		CHECKED ADB			OF 2

EXHIBIT 2

When recorded, return to:
Northern Arizona University
Contracts Department
545 E Pine Knoll Dr.
Flagstaff, AZ 86011

Coconino County APN: 100-39-004C, 100-39-001D, 100-39-007B

PUBLIC SIDEWALK EASEMENT

For valuable consideration, the sufficiency and receipt of which is hereby acknowledged, ARIZONA BOARD OF REGENTS, for and on behalf of Northern Arizona University ("Grantor") hereby grants and conveys unto the CITY OF FLAGSTAFF, an Arizona municipal corporation ("Grantee"), a non-exclusive public sidewalk easement, hereinafter referred to as ("Easement") for access under, over, across and through that certain real property of Grantor situated in Coconino County, Arizona, and legally described and depicted in Exhibits A and B ("Easement Area") attached hereto and incorporated by reference, subject to the following terms and conditions:

1. Grantee shall have the right to use the Easement Area for construction, operation, maintenance, modification, replacement and repair of the public sidewalk. Notwithstanding the use of the words, "grant" and "convey" herein, or the provision of ARS Section 33-435 to the contrary, any conveyances made herein by Grantor are made without warranty or representation whatsoever, and Grantee agrees to accept the Easement and interests hereby granted AS-IS, without relying on any warranty or representation made by Grantor.
2. Upon completion of any work by Grantee, its employees, contractors or licensees in the Easement Area or across adjacent real property of Grantor, Grantee shall restore the real property surrounding the Easement Area to its prior condition.
3. Grantee may, at Grantee's cost and expense, remove, alter, or maintain vegetation, improvements, or obstructions within the Easement Area that conflict with the Easement's purposes, as determined in Grantee's reasonable discretion.
4. Grantee shall defend, indemnify, and hold harmless the Grantor from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs,

attorneys' fees, and costs of claim processing, investigation and litigation) for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property incurred directly or indirectly, arising out of any activity relating to Grantee's use of this Easement.

5. This Easement is a non-exclusive right and Grantor shall have the right to use and enjoy the property burdened by this Easement; provided, however, that such use and enjoyment does not materially interfere with the rights granted herein.
6. Grantee shall maintain adequate insurance and shall cause Grantee's contractors or licensees to maintain adequate insurance, which may include a bona fide self-insurance program, to cover any liability arising from the acts and omissions of Grantee's employees, contractors, or licensees.
7. Grantor shall provide ordinary maintenance to the of vegetation and landscaping located in the Easement Area and shall not construct any improvements, or obstructions that interfere with the Easement purposes.
8. The Easement granted herein is perpetual and shall run with the land and be binding upon the Grantor and its heirs, assigns, and successors in interest.
9. If any property interest(s) conveyed in this Easement are abandoned by Grantee for a period of at least one (1) year, such property interests shall automatically revert to Grantor, and Grantee shall record documentation as an abandonment of the Easement with the Coconino County Recorder's Office.
10. No waiver of any provision of this Easement shall be implied by any failure of Grantee or Grantor to enforce any right or remedy for the violation of such provisions, even if that violation continues or is repeated. Any waiver by Grantor or Grantee of any provision of this Easement much be in writing, and such waiver shall affect only the provisions specified an only for the time and in the manner stated in writing.

[SIGNATURE PAGE FOLLOWS]

Attachments: Exhibits A and B

EXHIBIT 'A'
SIDEWALK EASEMENT
LEGAL DESCRIPTION
APN: 100-39-004C, 100-39-001D, 100-39-007B

A portion of that parcel of land as described in Instrument Number 3825112, and as shown on Instrument Number 3827770, Official Records of Coconino County, located in the southeast quarter of Section 16, Township 21 North, Range 7 East, of the Gila and Salt River Meridian, Coconino County, Arizona, described as follows:

Commencing at the southwest corner of said parcel, said point being in common with the northwesterly Right-of-Way of South Mikes Pike Street, and the **TRUE POINT OF BEGINNING**;

Thence along the southeasterly line of said parcel, and said Right-of-Way line, North 57°16'14" West, 205.18 feet (Basis of Bearing) to the southeast corner of said parcel;

Thence leaving said Right-of-Way line, and along the easterly line of said parcel, North 36°08'25" West, 2.58 feet;

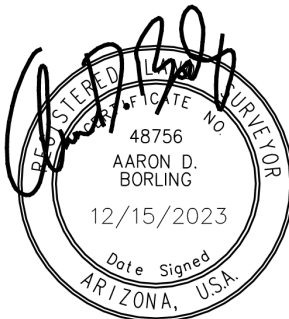
Thence leaving said easterly line, South 57°16'14" West, 206.93 feet to a point on the southwesterly line of said parcel;

Thence along said southwesterly line, South 69°05'41" East, 3.28 feet to the **TRUE POINT OF BEGINNING**.

Containing 531 square feet, more or less.

See Exhibit "B" attached hereto and made a part hereof.

This legal description was prepared by Aaron D. Borling, RLS 48756, on behalf of and at the request of Shephard-Wesnitzer, Inc., Flagstaff, Az.



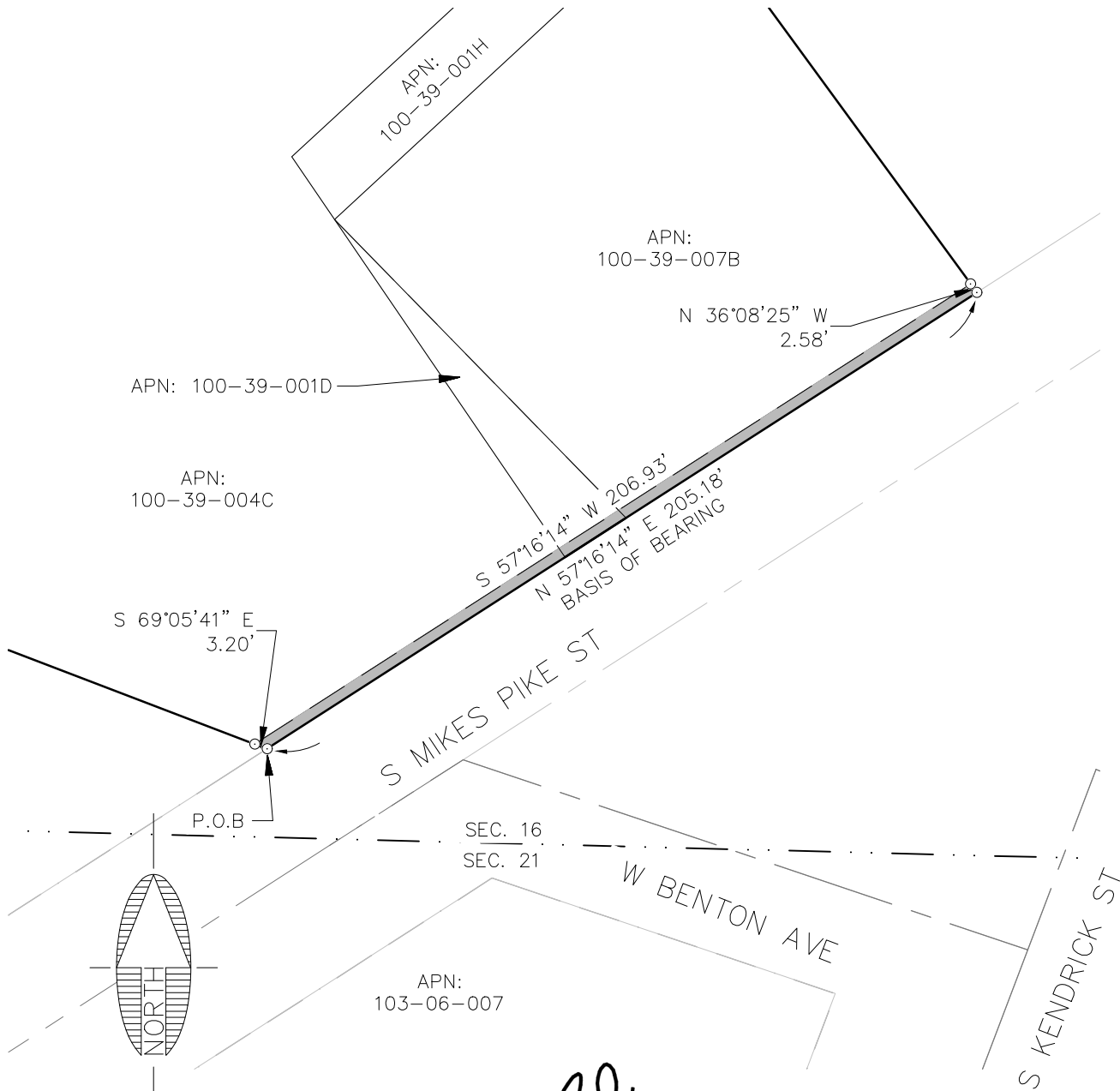
City File No.

Descriptive Title

FILE: P:\2004\04473\SURVEY\LEGAL DESCRIPTIONS (PHASE 1)\AARON_REVIEW_TEMP\REVIEW UPDATED LEGALS_2023-12-05\CAD\EXHIBIT SIDEWALK 100-39-001D.DWG ABORLING PLOTTED: Dec 15, 2023-1:55pm

EXHIBIT 'B' TO ACCOMPANY LEGAL DESCRIPTION

LOCATED IN THE SOUTHEAST QUARTER OF SECTION 16,
TOWNSHIP 21 NORTH, RANGE 7 EAST
GILA AND SALT RIVER MERIDIAN,
COCONINO COUNTY, ARIZONA



NOTE:
THIS EXHIBIT DOES NOT REPRESENT THE
RESULTS OF A BOUNDARY SURVEY AND
SHOULD NOT BE CONSTRUED AS ONE.
ITS SOLE PURPOSE IS TO DEPICT THE
LOCATION OF THE AREA DESCRIBED.



CITY FILE NO. _____

DESCRIPTIVE TITLE: _____



Shephard & Associates, Inc.

110 W. Dale Avenue
Flagstaff, AZ 86001
928.773.0354
928.774.8934 fax
www.swiaz.com

JOB NO.	04473
DATE	DEC 23
SCALE	1" = 40'
DRAWN	JCM
DESIGN	
CHECKED	ADB

APN: 100-39-004C, 001D, 007B

FLAGSTAFF
ARIZONA

LEGAL EXHIBIT

SHEET

2

OF 2

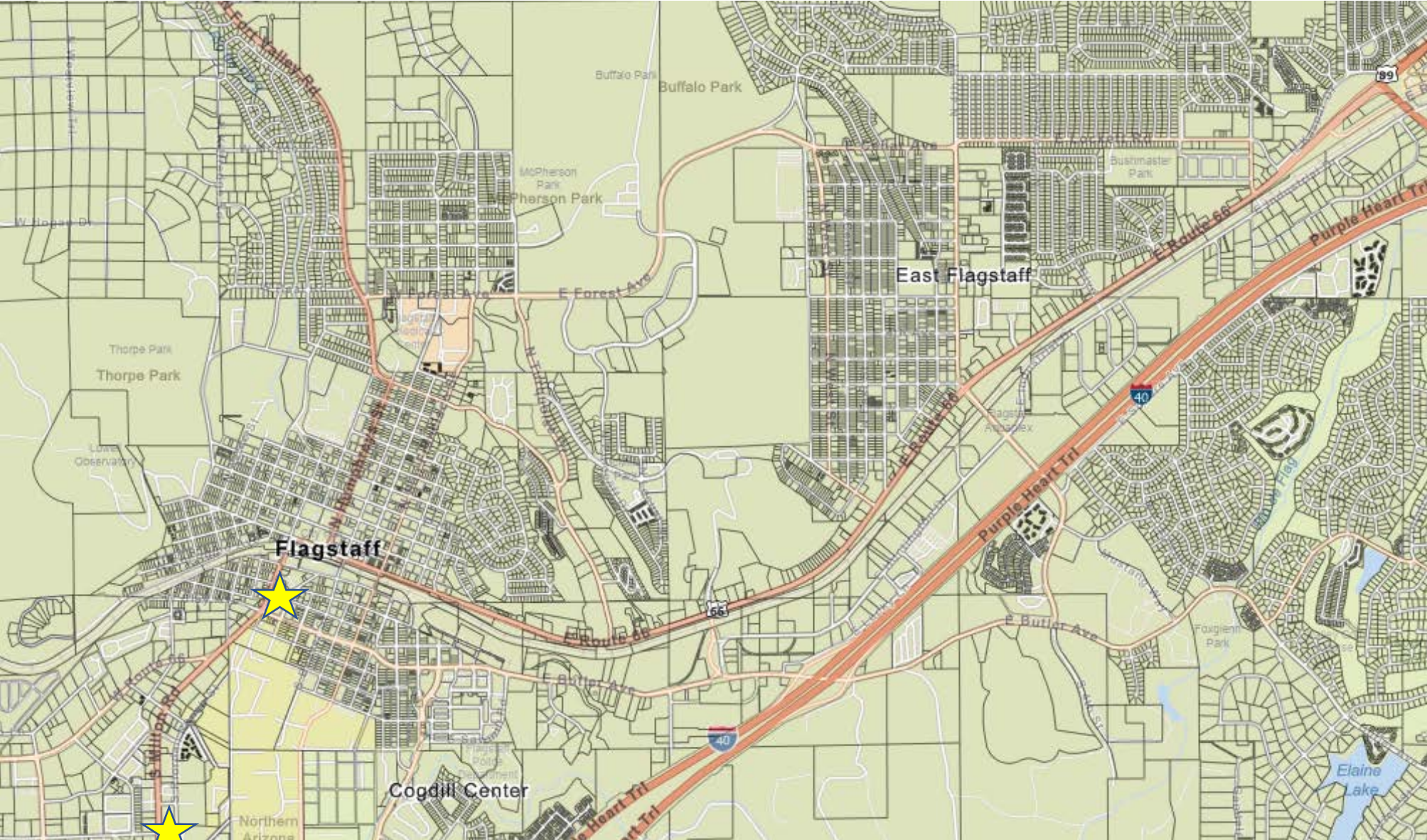
Subject Properties				
Exchange Benefit to City	Approximate Size in SF	Estimated Value	Price/SF	Increase by 20%
Portion of University Drive (revised legal SQFT 5.17.24)	71003	\$ 2,556.11	\$ 0.03	\$ 0.04
Drainage Easement-10319001B	882	\$ 10,945.62	\$ 12.41	\$ 14.89
Drainage Easement-University	1,173	\$ 1,454.52	\$ 1.24	\$ 1.49
Sidewalk Easement (added 5.17.24)	531	\$ 42,480.00	\$ 80.00	N/A
Public Utility Easement (added 5.17.24)	26	\$ 2,080.00	\$ 80.00	N/A
Total		\$ 59,516.25		
Exchange Benefit to NAU	Approximate Size in SF	Estimated Value	Price/SF	Increase by 20%
Hoskins	5237	\$ 77,245.75	\$ 14.75	\$ -
Easement for Student Athlete High Performance Center	3071	\$ 5,712.06	\$ 1.86	\$ 2.23
Total		\$ 82,957.81		
Value Source		Assessor's Full Cash Value	Price/SF	
Parcel 10318003A-SAHPC Easement	615503	\$ 954,199.00	\$ 1.55	
Parcel 10319001B - Drainage Easement	274864	\$ 2,842,094.00	\$ 10.34	
Hoskins value provided by City			\$ 14.75	
University Drive	87556	\$ 2,513.00	\$ 0.03	
Mikes Pike Adjacent Appraisal Valuation			\$ 80.00	

NAU IGA Amendment.





Vicinity Map







University Dr. Quit Claim Portion





City Council Meeting - FINAL

13. A.

Meeting Date: 02/04/2025

Co-Submitter: Michelle McNulty, Planning Director

From: Tiffany Antol, Zoning Code Manager

TITLE

Land Availability Suitability Study and Code Analysis Project - Code Concepts Report

STAFF RECOMMENDED ACTION:

Discussion item only

EXECUTIVE SUMMARY:

The Land Availability Suitability Study and Code Analysis Project is a multi-phased project to identify code barriers and recommend code revisions to remove these barriers to help achieve some goals and policies of the Flagstaff Carbon Neutrality Plan and Housing Plan goals and policies. The Project includes three deliverables, including a code diagnosis (complete), code concepts (current), and then a final report with recommendations. All phases of this project will be presented to supporting commissions (Planning & Zoning, Housing, Sustainability, and Transportation).

INFORMATION:

Overview

The purpose of this phase of the project is to develop conceptual alternatives for code updates that address some of the most significant barriers identified in the Land Availability Suitability Study and Code Diagnostic report. The report explores concepts for new code approaches that can address housing and climate goals. The report is organized in two sections:

1. **Scenarios for Core Standards and Incentives:** This section of the report lays out three alternative conceptual scenarios for how the City could amend the core interrelated use regulations and development standards that have the greatest influence on the housing and climate outcomes of new development and redevelopment in Flagstaff. These core regulations include:
 - Use Regulations and Housing Types by Zone District
 - Maximum Density and Floor Area Ratio (FAR) by Zone District
 - Minimum Parking Requirements
 - Affordable Housing Incentives
 - Sustainable Building Incentives
2. **Code Concepts:** This section proposes conceptual code updates to address key barriers and issues associated with the following code sections/topics:
 - Sustainability Requirements and Incentives
 - Resource Protection Overlay Zone
 - Reduced Street Widths
 - Winter Parking Ordinance and Snow Removal

Summary of Findings

The Code Concept Document provides 3 scenarios for changing the City Code. These scenarios can be implemented independently or together:

- **Scenario 1 -- Optimize Incentives for Sustainable Design and Affordable Housing** seeks to encourage a higher share of future development projects to use incentive programs in order to improve housing and sustainability outcomes. Relatively minor changes to code standards are proposed for by-right development, while major changes are proposed to incentive programs to make them more attractive to use for private market developers.
- **Scenario 2 -- Elevate Sustainable Design and Increase Housing Production** seeks to elevate the sustainability performance of all developments by applying new requirements for sustainable design. The scenario balances this new requirement with allowances for higher maximum densities and lower minimum parking requirements for all development. This density increase would also support increasing overall housing production, which may slow housing cost increases over the long term. Incentives would continue to be available for exceptional sustainability performance and/or inclusion of affordable units.
- **Scenario 3 -- Support Sustainability Through Density and Maximize Housing Production** seeks to maximize the economic feasibility of housing development to increase overall housing supply, which may slow housing cost increases over the long term, by allowing for higher densities for all new development. In order to maximize economic feasibility, no new sustainable design requirements would be applied, but the increases in density associated with this approach would also support sustainability goals by allowing more people to live in places where it is easier to drive less and encouraging smaller unit sizes. Incentives would continue to be available for sustainable design and/or inclusion of affordable units.

Based on the prototype modeling and spatial analysis of these scenarios, the consultant team identified the following key findings and implications:

- On an absolute basis, the development environment is extremely challenging. The high cost of construction and land appear to be rendering residential development infeasible in many situations.
- Scenario 1 presents a viable opportunity for increasing the attractiveness of incentive programs, but it also is a higher risk strategy to achieve market rate housing goals. If the incentives are not calibrated appropriately, then most new developments will choose not to use the incentive. If projects are built under by-right standards, then there will be no improvement from the status quo of current housing and sustainability outcomes.
- Scenario 2 illustrates there is a viable opportunity to elevate sustainability standards for all new developments, so long as those increased costs are offset by the economic benefits of increased densities and reduced parking. A careful calibration of increasing sustainability performance while limiting cost premiums would be critical to the success of this approach.
- Scenario 3 achieved similar results as Scenario 2 in improving housing outcomes, but did not elevate sustainability outcomes relative to Scenario 2.
- Across all scenarios, parking reductions were critical to the market feasibility of higher density prototypes.
- If the City desires to concentrate density in areas where households are likely to drive less, then targeted rezoning, a new overlay zone, or proximity-based code regulation would be more effective than using existing base zones.
- If the policy goal is to broadly increase density throughout the community, then Scenarios 2 and 3 are a more effective approach for achieving this end. The increase in housing capacity under Scenario 1 is highly dependent on increased uptake of density bonuses under the incentive programs.

In addition to the code update scenarios addressing core development standards and incentives, this report includes concepts for updating key code provisions that have a significant impact on the City's housing and sustainability outcomes:

- **Sustainability and Transportation Demand Management Requirements.** These code concepts propose adopting a menu or points-based approach to require and incentivize a higher level of sustainable design in all projects, consistent with Scenario 2. Transportation Demand Management (TDM) should be conceived as a critical component of the menu or points-based system.
- **Resource Protection Overlay.** These code concepts propose migrating from a broad overlay zone that requires site-specific inventories to a more focused overlay that focuses on resources that were inventoried as part of a citywide study. This concept could apply to both forest and slope resources.

Resource protection standards should not restrict density more than base zoning and should allow overlapping slope and forest resources to count towards meeting both requirements.

- **Reduced Street Widths.** These code concepts propose new options for narrower street designs that would allow slightly higher density for some development types, reduce street construction costs for all developments, and calm traffic speeds.
- **Winter Parking Ordinance and Snow Removal.** Based on a review of snow removal and parking management programs in comparison cities, alternative code concepts to the existing Winter Parking Ordinance include:
 - Designate specific streets for snow removal based on traffic volumes, transit, and necessity for emergency services.
 - Implement a form of alternate/odd-even parking limitations so that at least one side of a public street is available for overnight, on-street parking during snow removal operations.
 - Only prohibit on-street parking during a declared snow accumulation event based on a specific amount of snow and ice accumulation, so that on-street parking is available during non-accumulation.

Decision Points

Core Standards and Incentives (Scenarios): Generally, if you had to pick one, which of the code update scenarios (Section 2) do you think is the best fit for the City's policy goals?

- Are there certain zone districts where you think it would make more sense to apply a different scenario or approach than citywide?
- Should the density bonus for affordable housing be higher than sustainability (as is generally true under the current code), or should density bonuses be equal for both?
- Do you support moving forward with the substantial parking reductions?
- Do you want to pursue a code and map concept that would more narrowly target upzoning to areas that are Low VMT or some other similar geography, such as areas close to transit? As discussed in the Spatial Analysis section, this may require area-wide rezoning or a new overlay zone.

Sustainability and TDM: Do you support the concept of a new points-based sustainability requirement? Should a wider menu of TDM strategies be included as an option for meeting this requirement or should the standards focus more solely on reducing emissions from construction and energy use?

Resource Protection Overlay:

- In the longer term, do you support the concept that the City should replace the RPO with a more narrowly drawn overlay that is based on a citywide inventory of resources (Concepts 1 and 2)?
- In the short term, do you support concepts for providing more flexibility for development in current RPO (remove additional density restriction below base zone, allow slopes and trees to be double-counted)?

Street Width: Do you support developing a strategy and outlining a process for creating a narrower local street design option with the knowledge that it could impact emergency services?

Winter Parking Ordinance: Do you support developing a strategy and outlining a process for replacing the current Winter Parking Ordinance with the knowledge that it would either reduce the level of service provided to residents or cost increases for the city to provide a different level of service/enforcement?

Future Phases of Work

In the next phase of the LASS-CAP project, the team will refine scenarios and concepts into more detailed, actionable recommendations for either specific code amendments or further analysis. These recommendations will be reviewed by staff, presented to the public, and presented to City Council and other boards and commissions. Feedback from these stakeholders will be considered and integrated into a final set of recommendations. In addition, an on-going analysis to address specific barriers and recommendations for better transit accommodation with development will be incorporated into the final Code Recommendations Report.

A link to the draft report and appendices can be found here: <https://www.flagstaff.az.gov/DocumentCenter/View/88019>

Attachments

Presentation

City Council

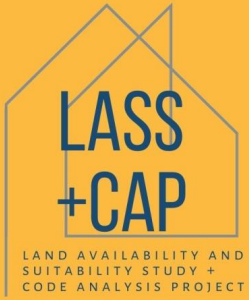
February 4, 2025



CITY OF FLAGSTAFF

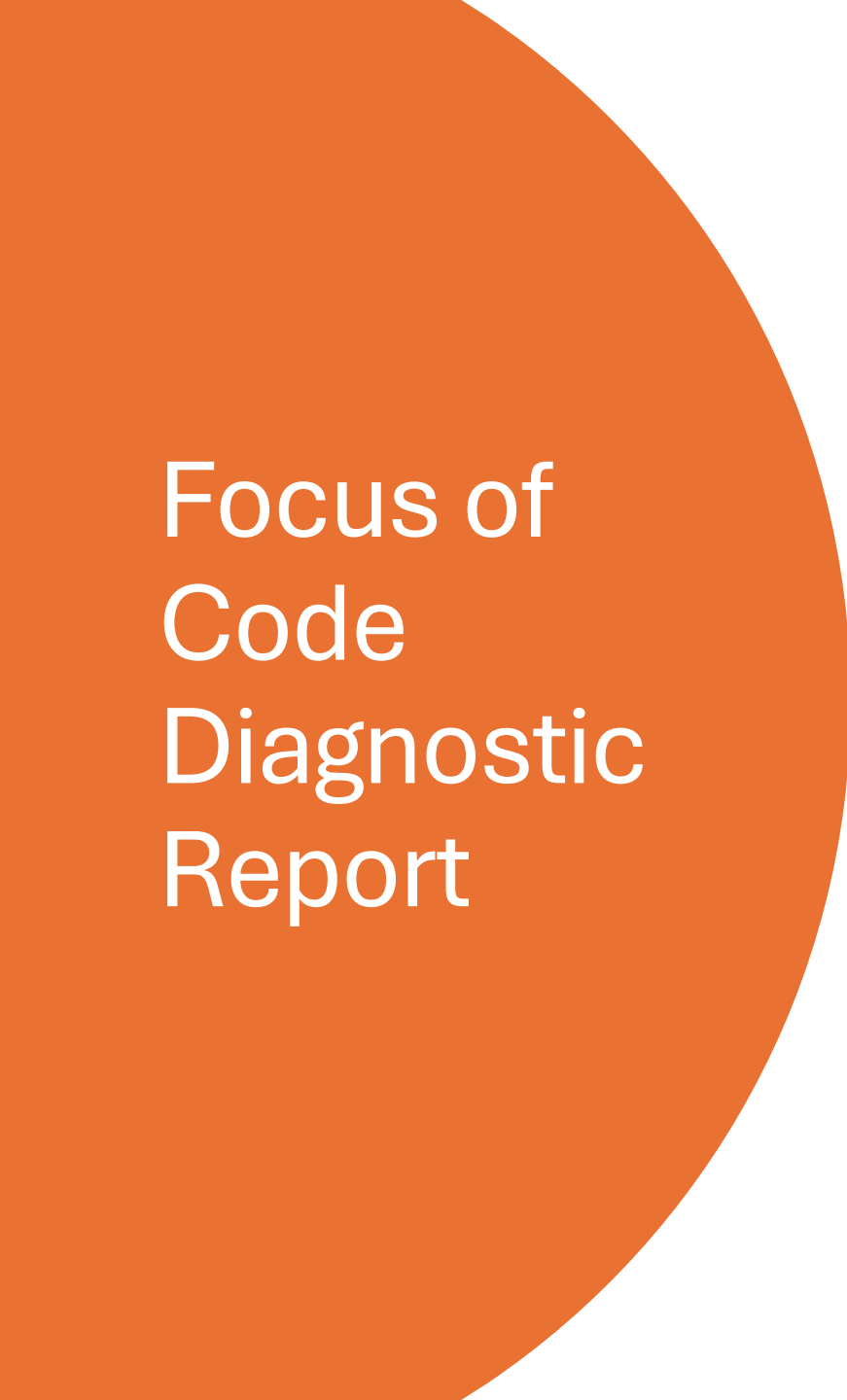
CODE ANALYSIS PROJECT—
CODE CONCEPTS REPORT

NOVEMBER 2024 DRAFT

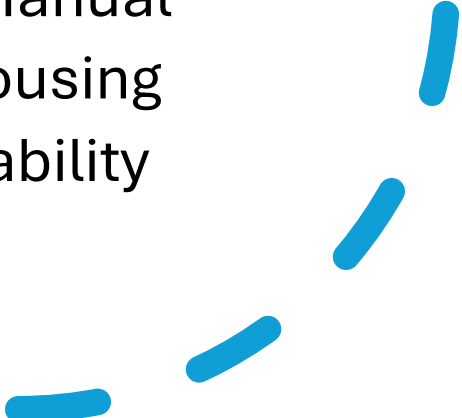


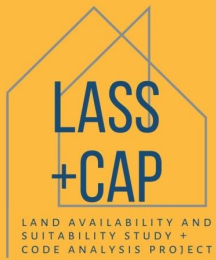
Overview & Objectives of the LASS+CAP Project

- The Land Availability & Site Suitability Study (LASS) examines the suitability of available land to determine opportunities and barriers to housing development (**Complete**)
 - Barriers include development codes, environmental constraints, and gaps in infrastructure
 - Opportunity sites are identified that have the greatest potential for increasing housing supply while promoting compact, walkable, multi-modal, and transit-oriented development, including mixed-use and infill development.
- The Code Analysis Project (CAP) is intended to evaluate development codes and processes to identify areas of improvement towards the City's housing and climate goals. The project has been broken into three separate tasks:
 - Code Diagnostic Report (**Complete**)
 - Code Concepts to address highest priority barriers (**We Are Here**)
 - Final Code Recommendations

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Focus of Code Diagnostic Report

- The Code Diagnostic included a review of the following:
 - Fire Code
 - Engineering Design Standards and Specifications for New Infrastructure
 - Zoning Code
 - General Plans and Subdivisions
 - Public Ways and Property
 - Building Code
 - Transportation Impact Analysis Manual
 - Incentive Policy for Affordable Housing
 - Equity and Displacement Vulnerability Assessment
- 
- A series of blue dashed lines in the bottom right corner, forming a curved, upward-pointing shape.



Key Code Barriers



Residential Zones



Commercial Zones



Parking
Requirements



High Occupancy
Housing



ZONING MAP
AMENDMENT
PROCESS



SUBDIVISION
PROCEDURES



STREET WIDTH
AND DESIGN



WINTER PARKING
ORDINANCE



Resource
Protection Overlay



Affordable Housing
Incentives



Sustainable
Building Incentives



STREET
CONNECTIVITY



TRANSPORTATION
IMPACT FEES



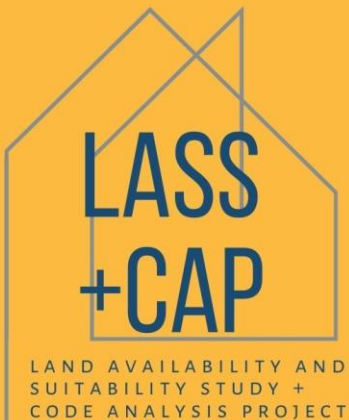
TRANSPORTATION
DEMAND
MANAGEMENT
FOR TIAS.

Code Concepts Report

The purpose of this phase of the project is to develop conceptual alternatives for code updates that address some of the most significant barriers identified in the Code Diagnostic report.

The report is organized in two sections:

- Scenarios for Core Standards and Incentives
 - Use Regulations and Housing Types by Zone District
 - Maximum Density and Floor Area Ratio by Zone District
 - Maximum Parking Requirements
 - Affordable Housing Incentives
 - Sustainable Building Incentives
- Code Concepts
 - Sustainability Requirements and Incentives
 - Resource Protection Overlay Zone
 - Reduced Street Widths
 - Winter Parking Ordinance and Snow Removal



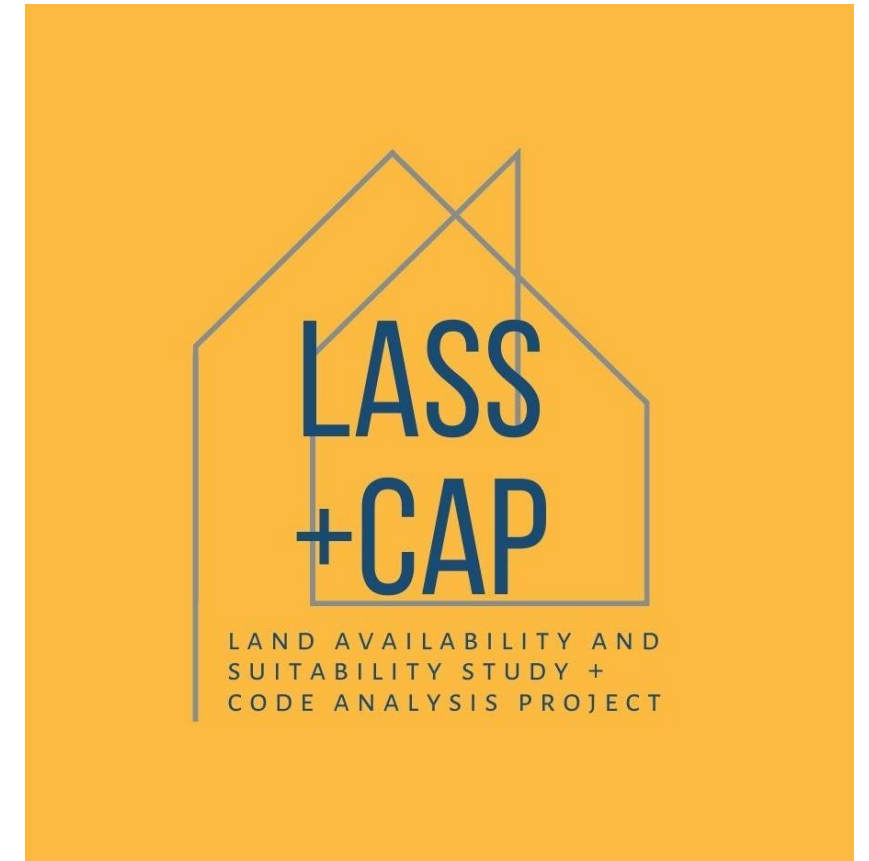
Code Concepts Report Methodology

- Impact Modeling – Prototypes
 - Intended to test both the revenue impacts of potential codes changes and the cost of impacts of code changes, in addition to options to reduce costs
- Impact Modeling – Spatial Analysis
 - Intended to test the impact of the code concepts on the capacity for new housing in certain locations across the City for the purpose of reducing transportation –related greenhouse gas emissions
- Best Practices Research
 - Transportation Demand Management strategies for parking reductions
 - Resource Protection Overlay
 - Sustainability Incentives and Requirements
 - Winter Parking Ordinance















Scenarios for Core Standards and Incentives

- **Scenario 1 – Optimize Incentives for Sustainable Design and Affordable Housing**
- **Scenario 2 – Elevate Sustainable Design and Increase Market Rate Housing Production**
- **Scenario 3 – Support Sustainability Through Density and Maximize Market Rate Housing Production**



Prioritization of Outcomes Under Each Scenario

Outcome	Scenario 1	Scenario 2	Scenario 3
Increase overall housing production by reducing key barriers to development			
Elevate the sustainable design of all new projects			
Encourage more private market developers to use incentives for sustainable design and affordable units			
 = Low Priority  = Medium Priority  = High Priority			

Summary of Scenarios for Core Standards and Incentives

Scenario	By-Right Standards	Incentives
Existing Code	<ul style="list-style-type: none"> Density from 6-29 units per acre² Parking from 1-3 spaces per unit 	<ul style="list-style-type: none"> Density bonus for sustainability: 25% Density bonus for affordable units: Up to 45% Parking reduction limited to affordable units at 1 space per unit
Scenario 1 – Optimize Incentives for Sustainable Design and Affordable Housing	<ul style="list-style-type: none"> No increase in max density No parking reduction 	<ul style="list-style-type: none"> No change to incentive requirements. Major increase in density bonus and major parking reduction for incentive projects
Scenario 2 – Elevate Sustainable Design and Increase Housing Production	<ul style="list-style-type: none"> Increase max density to 10-80 units per acre Reduce base parking to between 1-1.5 spaces per unit Single-use residential buildings permitted in commercial zones. Introduce FAR caps in most zones Apply new sustainability requirements to all projects 	<ul style="list-style-type: none"> Elevated sustainability standards for projects that use sustainability incentives Minor increase in density bonus for incentive projects Major parking reduction for incentive projects
Scenario 3 – Support Sustainability Through Density and Maximize Housing Production	<ul style="list-style-type: none"> Increase max density to 10-80 units per acre Reduce base parking to between 1-1.5 spaces per unit Single-use residential buildings permitted in commercial zones. 	<ul style="list-style-type: none"> No change to incentive requirements. Minor increase in density bonus for incentive projects Major parking reduction for incentive projects

Use Regulations and Housing Types

All three scenarios include the following two changes to permitted uses/housing types:

- Allowing middle housing types (duplex, triplex fourplex and townhomes) in the R1 zone (as required by state law)
- Allowing single-use residential buildings in commercial zones as an incentive option (Scenario 1) or for by-right development (Scenarios 2 and 3)

Maximum Density by Scenario and Zone (units per acre)

Scenario	R1			MR			HR			CB			CC-HC-CS		
	B	S	A	B	S	A	B	S	A	B	S	A	B	S	A
Existing Code	6	8	9	14	18	20	29	36	42	29	36	42	29	36	42
Scenario 1: Optimize Incentives	6	9	12	14	21	28	29	44	58	29	73	87	29	73	87
Scenario 2: By-Right Sustainability	10	14	18	20	28	36	40	56	72	80	100	120	60	75	90
Scenario 3: By-Right Housing Production	10	14	18	20	28	36	40	56	72	80	100	120	80	100	120
B = By-Right; S = Sustainable Incentive Projects; A = Affordable Incentive Projects															

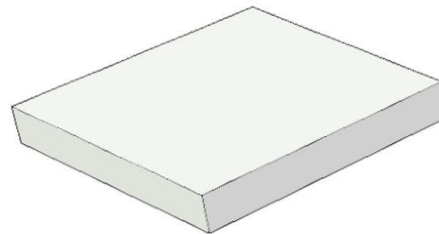
Density Bonuses by Scenario and Incentive Program

Concept	Residential Zones		Commercial Zones	
	Sustainable	Affordable	Sustainable	Affordable
Existing Code	25%	5-45%	25%	5-45%
Scenario 1	50%	100%	250%	300%
Scenario 2	40%	80%	25%	50%
Scenario 3	40%	80%	25%	50%

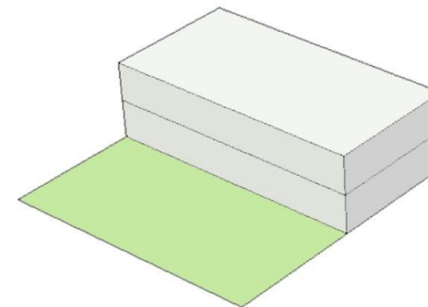
Floor Area Ratio


$$\text{FLOOR AREA RATIO} = \frac{\text{Gross Floor Area}}{\text{Parcel Size}}$$

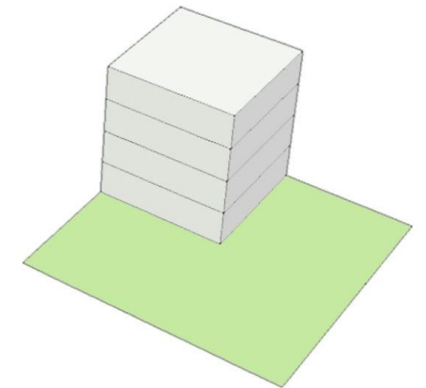
Floor Area Ratio (FAR)
An example of 1.0 FAR



1 storey
(100% lot coverage)



2 storeys
(50% lot coverage)



4 storeys
(25% lot coverage)

Maximum Floor Area Ratio (FAR) by Scenario and Zone

Scenario	R1			MR			HR			CB			CC-HC-CS		
	B	S	A	B	S	A	B	S	A	B	S	A	B	S	A
Existing Code	--	--	--	--	--	--	--	--	--	--	--	--	2.5	2.5	2.5
Scenario 1	--	--	--	--	--	--	--	--	--	--	--	--	2.5	2.5	2.5
Scenario 2	0.5	0.7	0.9	0.8	1.1	1.2	0.9	1.1	1.3	1.8	2.0	2.2	1.2	1.4	1.8
Scenario 3	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

B = By-Right; **S** = Sustainable Incentive Projects; **A** = Affordable Incentive Projects

Parking Standards by Scenario

Scenario	Residential Uses (spaces/unit)			Commercial Space in Mixed Use Building		
	B	S	A	B	S	A
Existing Code	1.75 ³	1.75	1.00 / 1.75 ⁴	1 per 300 GSF		
Scenario 1: Optimize Incentives	1.75	0.75	0.50	1 per 300 GSF	None required	
Scenario 2: By-Right Sustainability	1.25	0.75	0.50	None required		
Scenario 3: By-Right Housing Production	1.25	0.75	0.50	None required		

B = By-Right; **S** = Sustainable Incentive Projects; **A** = Affordable Incentive Projects

Sustainability Features	Existing Code			Scenario 1 Optimize Incentives			Scenario 2 By-Right Sustainability			Scenario 3 By-Right Housing Production		
	B	S	A	B	S	A	B	S	A	B	S	A
Energy-Efficiency Standard	No	(1)	No	No	(1)	No	(1)	(2)	(1)	No	(1)	No
All-Electric Building	No	Yes	No	No	Yes	No	No	Yes	No	No	Yes	No
On-Site Solar	No	No	No	No	No	No	No	Yes	No	No	No	No
Water Resource Protection	No	Yes	No	No	Yes	No	Yes	Yes	Yes	No	Yes	No
Sustainable Materials	No	No	No	No	No	No	Yes	Yes	Yes	No	No	No
Materials Management Plan	No	Yes	No	No	Yes	No	Yes	Yes	Yes	No	Yes	No
Deconstruction Required	No	No	No	No	No	No	Yes	Yes	Yes	No	No	No
EV Charging Spaces	No	Yes	No	No	Yes	No	30%	50%	30%	No	Yes	No
Secure Bike Parking	No	No	No	No	No	No	Yes	Yes	Yes	No	No	No
Transit Passes	No	No	No	No	No	No	Yes	Yes	Yes	No	No	No

(1) Bronze-level certification within the National Green Building Standard (ICC-700) and a greater than a 15 percent improvement over the City of Flagstaff's current energy code

(2) Net Zero Energy Building as defined by U.S. Department of Energy.

B = By-Right; **S** = Sustainable Incentive Projects; **A** = Affordable Incentive Project

Carbon Emissions Modeling – Buildings

Analysis considered carbon emissions associated with site development, construction, and operation of the buildings over a 30-year timespan in a multifamily development in the HR zone:

- **Embodied Carbon Emissions.** Cumulative emissions associated with building materials, their replacements, and with landscape maintenance.
- **Electricity Emissions.** Cumulative emissions associated with the energy use from the electrical grid.
- **Fossil Fuel Emissions.** Cumulative emissions associated with onsite fossil fuel use.
- **Refrigerant Emissions.** Cumulative emissions associated with the refrigerant use in the building services.
- **Biogenic Carbon Storage.** Sequestered emissions from building structure and landscape planting.
- **Avoided Energy Emissions.** Avoided emissions from onsite energy generation in excess of use.

Carbon Emissions Modeling – Key Findings

- **Scenario 1 and Scenario 3** perform similarly to existing code.
 - By-right & affordable incentives projects: 160-170 metric tons of CO₂ emissions per dwelling unit over 30-years.
 - Sustainability incentives projects: 108-112 metric tons of CO₂ per dwelling unit (35% fewer emissions than current code).
- **Scenario 2** achieves substantial reductions in emissions for all development.
 - By-right and affordable incentive projects: 103-117 metric tons of CO₂ per dwelling unit (30-40% fewer emissions).
 - Sustainability incentives projects: 43 metric tons of CO₂ per dwelling unit (60% fewer emissions)

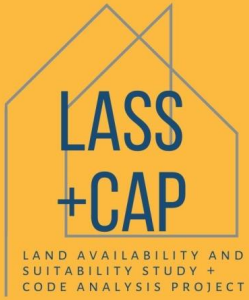
Prototype	30-Year Net Emissions (tCO ₂ e) ¹	30-Year Emissions Per Dwelling Unit (tCO ₂ e)
Existing Code - By-Right	19,925	166
Existing Code - Sustainable	16,399	108
Existing Code - Affordable	30,668	173
Scenario 1 - By-Right	19,925	166
Scenario 1 - Sustainable	20,708	112
Scenario 1 - Affordable	39,899	163
Scenario 2 - By-Right	19,756	117
Scenario 2 - Sustainable	10,215	43
Scenario 2 - Affordable	31,452	103
Scenario 3 - By-Right	27,461	162
Scenario 3 - Sustainable	26,036	110
Scenario 3 - Affordable	52,963	174

¹Emissions reported as metric tons of CO₂ emitted over 30-year time span (tCO₂e)

Total Capacity (New Net Units) for Code Scenarios

Table A3-7. Total Capacity (Net New Units) for Code Scenarios

Scenario	All Areas			Low VMT Areas			
	Net New Units	Increase from Existing Code	Percent Increase	Net New Units	Increase from Existing Code	Percent Increase	Share of Units in Low VMT Areas
Existing Code	47,592	N/A	N/A	9,607	N/A	N/A	20.7%
Scenario 1	63,599	16,007	34%	13,276	3,669	38%	21.3%
Scenario 2:	79,971	32,379	68%	17,202	7,595	79%	21.8%
Scenario 3	96,748	49,157	103%	20,807	11,200	117%	21.7%



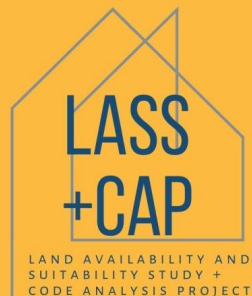
Key Findings & Implications from Scenarios

- The existing development environment is extremely challenging with the high cost of construction and land.
- Scenario 1 presents a viable opportunity for increasing the attractiveness of incentive programs.
 - It is a higher risk strategy for increasing housing production and achieving carbon neutrality.
 - It is the lowest risk option for Proposition 207 claims.
- Scenario 2 illustrates there is a viable opportunity to elevate sustainability standards for all new developments, so long as those increased costs are offset by the economic benefits of increased densities and reduced parking.
- Scenario 3 achieved similar results as Scenario 2 in improving housing outcomes but did not elevate sustainability outcomes relative to Scenario 2.

Key Findings & Implications from Scenarios

- Across all scenarios, parking reductions were critical to the market feasibility of higher density prototypes.
- If the City desires to concentrate density in areas where households are likely to drive less, then targeted rezoning, a new overlay zone, or proximity-based code regulations would be more effective than using existing base zones.
- If the policy goal is to broadly increase density throughout the community, then Scenarios 2 and 3 are a more effective approach for achieving this end. The increase in housing capacity under Scenario 1 is highly dependent on increased uptake of density bonuses under the incentive program.

Core Standards & Incentives Decision Points



- **Which outcome is preferred to address both housing and climate action goals?**
 1. Keep the status quo for by right development and make the existing incentives (Affordable Housing and Residential Sustainable Design) more appealing and financially beneficial (increased density and reduced parking).
 2. Require sustainable building practices for development but offset any potential or perceived impact with additional by right development allowances (increased density and reduced parking).
 3. Support sustainability by promoting market rate housing production.
- **Are there any zoning districts that should not be included or treated differently?**
- **Do you support moving forward with substantial parking reductions?**
 - Should parking be left to the developer to determine?
 - Is on street parking an issue that needs to be addressed in conjunction with reducing parking standards?
- **Should by right density increases be limited to areas that have Low Vehicles Miles Traveled or some similar geography? This may require area-wide rezoning, a new overlay zone, or new zoning standards that incentivize Transit Oriented projects.**

Code Concepts



Sustainability and Transportation Demand Management Requirements

These code concepts propose adopting a menu or points-based approach to require and incentivize a higher level of sustainable design in all projects. Transportation Demand Management is a critical component of the menu.



Resource Protection Overlay.

These code concepts propose migrating from a broad overlay zone that requires site-specific inventories to a more focused overlay that focuses on resources that were inventoried as part of a city-wide study. This concept could apply to both forest and slope resources. Resource protection standards should not restrict density more than base zoning and should allow overlapping slope and forest resources to count towards meeting both requirements.

Code Concepts



Reduced Street Widths

These code concepts propose new options for narrower street designs that would allow slightly higher density for some development types, reduce street construction costs for all developments, and calm traffic speeds.

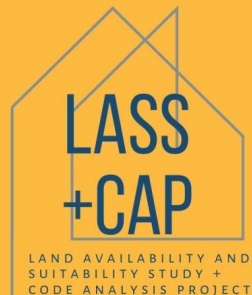


Winter Parking Ordinance and Snow Removal

Alternative code concepts include:

- Designating specific streets for snow removal based on traffic volumes and necessity for emergency services.
- Implementing a form of alternative/odd-even parking limitations so that at least one side of a public street is available for overnight parking during snow removal.
- Only prohibiting on-street parking during a declared snow accumulation event based on a specific amount of snow and ice accumulation so that on-street parking is available during non-accumulation.

Code Concepts Decision Points



Sustainability and TDM:

- Do you support the concept of a new points-based sustainability requirement?
- Should a wider menu of TDM strategies be included as an option for meeting this requirement or should the standards focus more solely on reducing emissions from construction and energy use?

Resource Protection Overlay:

- In the longer term, do you support the concept that the City should replace the RPO with a more narrowly drawn overlay that is based on a citywide inventory of resources?
- In the short term, do you support concepts for providing more flexibility for development in current RPO?

Street Width:

- Do you support developing a strategy and outlining a process for creating a narrower local street design option?

Winter Parking Ordinance:

- Do you support developing a strategy and outlining a process for replacing the current Winter Parking Ordinance?

Next Steps

- Public Outreach
 - Will occur at several points in the overall process.
- Resolve outstanding Decision Point questions for consulting team
- Formal Code Recommendations
- Preparation and adoption of Code Amendments



**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Stacy Saltzburg, City Clerk
Date: 01/27/2025
Meeting Date: 02/04/2025



TITLE

Future Agenda Item Request (F.A.I.R.): A request by Councilmember House to place on a future agenda a discussion regarding efforts to institutionalize as a landmark the El Pueblo motel for its connection to the Code Talkers.

STAFF RECOMMENDED ACTION:

Council Direction

Executive Summary:

Rule 4.01, Procedures for Preparation of Council Agendas, of the City of Flagstaff City Council Rules of Procedure outlines the process for bringing items forward to a future agenda. Councilmember House has requested this item be placed on an agenda under Future Agenda Item Requests (F.A.I.R.) to determine if there are two other members of Council interested in placing it on a future agenda.

Information:

None

Attachments: