CITY COUNCIL REGULAR MEETING AGENDA

REGULAR COUNCIL MEETING
TUESDAY
NOVEMBER 18, 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.

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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. COUNCIL LIAISON REPORTS

6. November Work Anniversary Presentation

Recognition of employees celebrating work anniversaries in November.

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:** Heritage Preservation Commission

STAFF RECOMMENDED ACTION:

1. Councilmember Garcia to make on appointment to an At-Large member or Professional.
2. Mayor Daggett to make on appointment to an At-Large member or Professional.
3. Councilmember Spence to make on appointment to an At-Large member or Professional.

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:** Juanita Alicia Esparaza "Matador Coffee Roasting Company", 203 S. Milton Rd, 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.

B. **Consideration and Action on Liquor License Application:** Bryan Lawrence McCarrick "Lobo Drinkhouse" 30 S. San Francisco St., Series 06 (Bar), Owner Transfer

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:** On-Call Home Energy Retrofit Services with CJAM LLC doing business as Mammoth AZ, in an amount not to exceed $600,000, as part of the Energy Upgrades for Healthy Homes (EUHH) program funded by the U.S. Department of Housing and Urban Development (HUD).

STAFF RECOMMENDED ACTION:

1. Approve the Contract for On-Call Home Energy Retrofit Services with CJAM LLC doing business as Mammoth AZ, in an amount not to exceed $600,000, as part of the Energy Upgrades for Healthy Homes (EUHH) program funded by the U.S. Department of Housing and Urban Development (HUD).
2. Authorize the City Manager to execute the necessary documents.

B. **Consideration and Approval of Contract:** Approve the Concentra Agreement for Medical Services for a term of five years.

STAFF RECOMMENDED ACTION:

1. Approve the Concentra Agreement for Medical Services for a term of five years; and
2. Authorize the City Manager to execute the necessary documents.

C. **Consideration and Approval of Contract:** Approve the East Flagstaff Family Medicine Agreement for Medical Services for an initial term of five years.

STAFF RECOMMENDED ACTION:

1. Approve the East Flagstaff Family Medicine Agreement for Medical Services for an initial term of five years; and
2. Authorize the City Manager to execute the necessary documents.

D. **Consideration and Ratification of Letter to ADOT Project Review Board on Route 66 Pavement Preservation**

STAFF RECOMMENDED ACTION:

Retroactively approve the letter to the ADOT Project Review Board

10. ROUTINE ITEMS

A. **Consideration and Adoption of Ordinance No. 2025-24:** An ordinance of the City Council of the City of Flagstaff, authorizing the acquisition of a joint law enforcement firearms training facility for public safety, providing for delegation of authority, providing for severability, authority for clerical corrections, and establishing an effective date

Consideration and Approval of Purchase Agreement: Shoot West Properties, LLC

STAFF RECOMMENDED ACTION:

1. Read Ordinance No. 2025-24 by title only for the final time
2. City Clerk reads Ordinance No. 2025-24 by title only (if approved above)
3. Adopt Ordinance No. 2025-24
4. Approve the Purchase Agreement with Shoot West Properties, LLC and authorize the City Manager to execute the necessary documents

B. **Consideration and Adoption of Ordinance No. 2025-27:** Amending the Flagstaff City Code, Chapter 1-14, Personnel System amending the Employee Handbook of Regulations, Section 1-60-030, providing for repeal of conflicting ordinances, severability, authority for clerical correction, and establishing an effective date.

STAFF RECOMMENDED ACTION:

1. Read Ordinance No 2025-27 by title only for the final time
2. City Clerk reads Ordinance No. 2025-27 by title only (if approved above)
3. Adopt Ordinance No. 2025-27

C. **Consideration and Approval of Planned Residential Development Allowances:** Canyon Del Rio II, LLC requests Planned Residential Development (PRD) allowances for "The Terrace at Canyon Del Rio", a 129-lot subdivision on a 33.35-acre development site. The development will be located on two parcels within the Canyon Del Rio development area. Both parcels are within the Resource Protection Overlay (RPO).

STAFF RECOMMENDED ACTION:

Staff recommend the City Council approve the use of PRD standards.

D. **Consideration and Approval of Planned Residential Development Allowances:** Burch 6, LLC and Canyon del Rio II, LLC request Planned Residential Development (PRD) allowances for "Fourth St S Single Family", a 113-lot single-family subdivision. The development site will be located on two parcels. One of the parcels is within the Canyon del Rio development area. Both parcels are within the Resource Protection Overlay (RPO).

STAFF RECOMMENDED ACTION:

Staff recommend the City Council approve the use of PRD standards.

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. **Consideration and Adoption of Resolution No. 2025-61 and Ordinance No. 2025-26:** 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-25-00027 - Middle Housing" 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 November 18, 2025, Council Meeting:
1. Read Resolution No. 2025-61 by title only
2. City Clerk reads Resolution No. 2025-61 by title only (if approved above)
3. Read Ordinance No. 2025-26 by title only for the first time
4. City Clerk reads Ordinance No. 2025-26 by title only (if approved above)

At the December 2, 2025, Council Meeting:
5. Adopt Resolution No. 2025-61
6. Read Ordinance No. 2025-26 by title only for the final time
7. City Clerk reads Ordinance No. 2025-26 by title only (if approved above)
8. Adopt Ordinance No. 2025-26

B. **Consideration and Adoption of Ordinance No. 2025-25**: An ordinance of the City Council of the City of Flagstaff amending the Flagstaff City Code, Title 11, General Plans and Subdivision, Chapter:11-20: Subdivision and Land Split Regulations, Division 11-20.40: Subdivision Procedures and Requirements, providing for repeal of conflicting ordinances, severability, and establishing an effective date.

STAFF RECOMMENDED ACTION:

At the November 18, 2025 Council Meeting:
1. Read Ordinance No. 2025-25 by title only for the first time
2. City Clerk reads Ordinance No. 2025-25 by title only (if approved above)

At the December 2, 2025 Council Meeting:
3. Read Ordinance No. 2025-25 by title only for the final time
4. City Clerk reads Ordinance No. 2025-25 by title only (if approved above)
5. Adopt Ordinance No. 2025-25

12. REGULAR AGENDA

A. **Consideration and Adoption of Ordinance No. 2025-23**: An ordinance of the City Council of the City of Flagstaff, authorizing the acquisition and disposition of real property from the Flagstaff Unified School District, in order to facilitate affordable housing development, providing for delegation of authority, providing for severability, authority for clerical corrections, and establishing an effective date.

STAFF RECOMMENDED ACTION:

At the November 18th Council Meeting:
1. Read Ordinance No. 2025-23 by title only for the first time
2. City Clerk reads Ordinance No. 2025-23 by title only (if approved above)

At the December 2nd Council Meeting:
3. Read Ordinance No. 2025-23 by title only for the final time
4. City Clerk reads Ordinance No. 2025-23 by title only (if approved above)
5. Adopt Ordinance No. 2025-23

B. **Consideration and Acceptance of Highest Bid**: for solicitation No. 2026-40 for Sale of Real Property at 116 E. Butler Avenue.

Consideration and Adoption of Ordinance No. 2025-28: An ordinance of the City Council of the City of Flagstaff, authorizing the disposition of real property located at 116 E. Butler Ave; providing for delegation of authority, providing for severability, authority for clerical corrections, and establishing an effective date.

Consideration and Approval of Purchase Agreement: with 122 E Butler LLC, an Arizona limited liability.

STAFF RECOMMENDED ACTION:

At the November 18th Council Meeting:
1. Accept the highest bid for Solicitation No. 2026-40 by 122 E Butler LLC.
2. Read Ordinance No. 2025-28 by title only for the first time
3. City Clerk reads Ordinance No. 2025-28 by title only (if approved above)

At the December 2nd Council Meeting:
4. Read Ordinance No. 2025-28 by title only for the final time
5. City Clerk reads Ordinance No. 2025-28 by title only (if approved above)
6. Adopt Ordinance No. 2025-28
7. Approve the Purchase Agreement with 122 E Butler LLC, an Arizona limited liability

C. Stormwater Utility Cost of Service and Strategic Plan updates

STAFF RECOMMENDED ACTION:

This staff update is informational only.

13. DISCUSSION ITEMS

A. FAIR - Discussion and Possible Direction Regarding Vice Mayor Selection Process

STAFF RECOMMENDED ACTION:

Council Discussion

B. Discussion of Rightsizing our Fleet

STAFF RECOMMENDED ACTION:

Staff will discuss the City of Flagstaff Fleet and Equipment Directive and the ongoing initiative to "rightsize" the City's vehicle fleet. These efforts are part of the broader strategy to support city operations needs, the Carbon Neutrality Plan, reduce greenhouse gas emissions, and improve operational efficiency. This item is for discussion and information sharing on the City's Fleet and Equipment directive that fulfills operational requests of Fleet, rightsizing efforts, and EV infrastructure. No action required.

14. OPEN CALL TO THE PUBLIC

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

16. 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: Tiffany Snider, Executive Assistant

Date: 11/13/2025

Meeting Date: 11/18/2025

TITLE:
November Work Anniversary Presentation

DESIRED OUTCOME:
Recognition of employees celebrating work anniversaries in November.

Executive Summary:

Information:

Attachments: Presentation

November Work Anniversaries

First Year Anniversaries

- Brennan Moran, Mechanic Assistant
- Christopher Campanella, Mechanic II
- Daniella Hewat, Administrative Specialist
- Deborah Hancock, Water Services Operator
- Don Van Hyning, Snow Ops
- Emily Lambert, Recreation Leader II
- Ivey Coss, Project Manager Senior
- Joshua Crockett, Police Aide
- Kyle Cameron, Parks Maintenance Worker
- Kyle Dohi, Water Services Operator I
- Lauren Nuss, Lifeguard
- Mark Rojas, Parking Aide
- Oscar Hernandez, Streets Operations Tech III
- Sean Tansey, Snow Ops

5th Year Anniversary

Marissa Malloy

Housing Specialist

5th Year Anniversary

Elizabeth Ferguson

Building Inspector

5th Year Anniversary

Susan Sletten

Finance Specialist

5th Year Anniversary

Karen Capps

Risk Management Analyst

10th Year Anniversary

Sarah Weatherby

Collections Specialist

10th Year Anniversary

Trace Ward

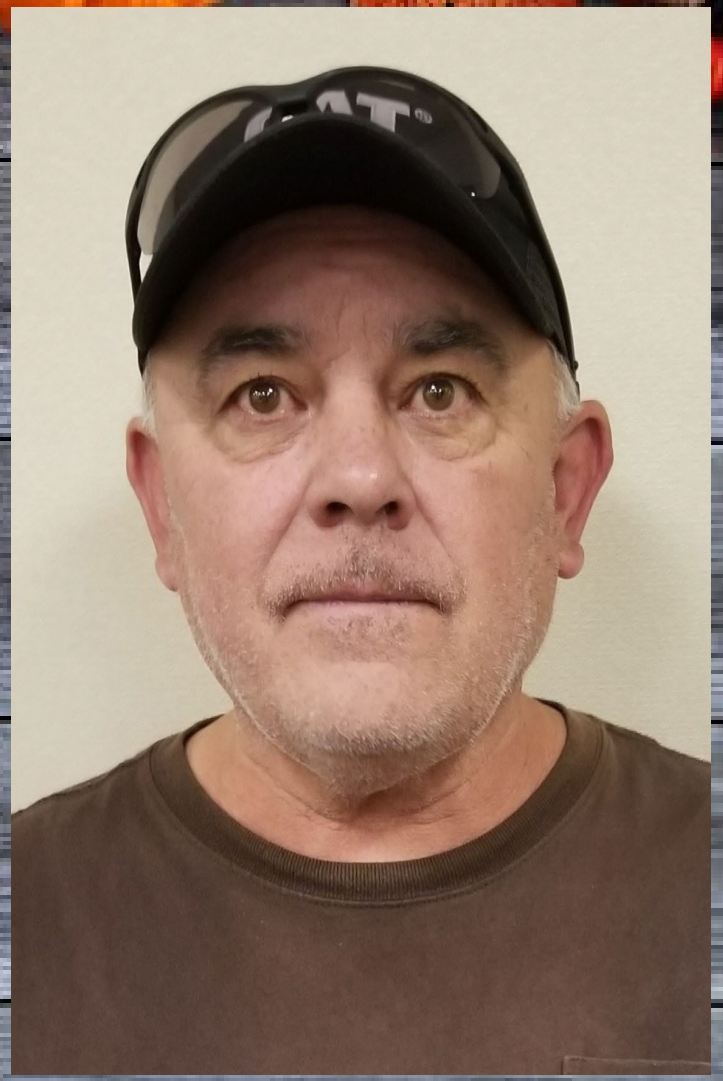
CVB Director

15th Year Anniversary

Timothy Skinner

Airport ARFF Battalion Chief

15th Year Anniversary



Richard Montoya

Streets Operations Tech III

15th Year Anniversary

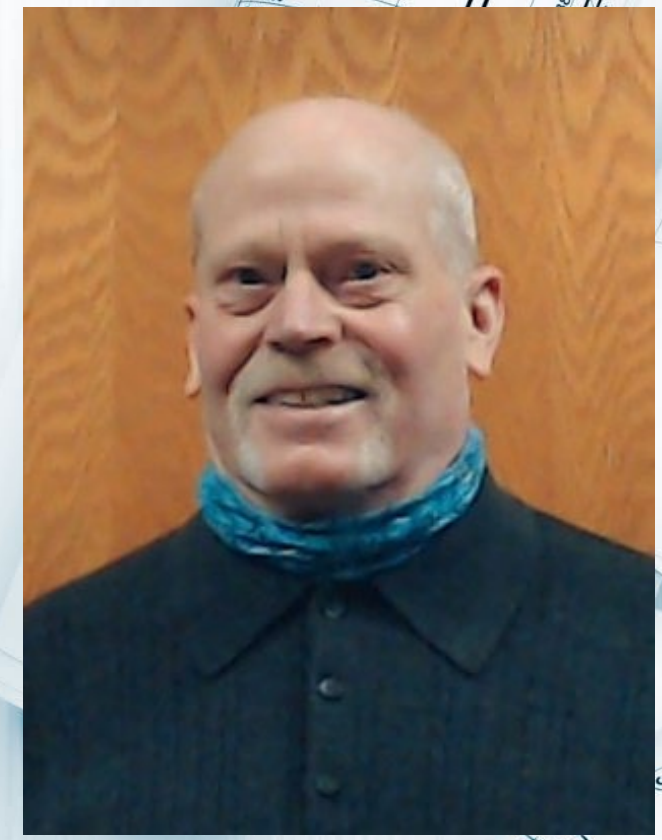
Anna Del Paxton

Library Specialist

20th Year Anniversary

Dana Cole

Senior Project Manager



Dana joined the City of Flagstaff in 2005 as a Development Engineering Project Manager and served the community in that role continuously for all 20 years. Prior to joining Team Flagstaff, Dana had served in a similar role for the City of Sedona for five years. Dana will soon be making a transition to a well-deserved retirement. Dana has provided service, expertise, guidance, technical knowledge and problem solving to citizens, customers in the development community and his fellow staff. Dana is a wealth of information on all aspects of engineering, construction as well as City of Flagstaff code and process. He has trained all the current Development Engineering staff. He will be sorely missed, and his shoes will be extremely difficult to fill. Some of the projects Dana managed include:

- WL Gore West Campus Expansion
- McMillan Mesa Subdivision and Development
- Presidio in the Pines “restart”
- Timber Sky Subdivision
- The Uncommon Student Housing
- Habitat for Humanity Starter Home Development

25th Year Anniversary

Jessica Cortes

Court Administrator

Jessica's dedication, integrity, and commitment to justice have helped shape a fair and efficient Municipal court system that serves our community with excellence. Through decades of change, Jessica has remained a steady and trusted leader—mentoring colleagues, modernizing processes, and ensuring the court runs smoothly for all who depend on it. Congratulations, Jessica, on this incredible milestone and thank you for your lasting contributions!

Congratulations!

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Georganna Staskey, Deputy City Clerk

Date: 11/13/2025

Meeting Date: 11/18/2025

TITLE:
Consideration of Appointments: Heritage Preservation Commission

STAFF RECOMMENDED ACTION:

1. Councilmember Garcia to make on appointment to an At-Large member or Professional.
2. Mayor Daggett to make on appointment to an At-Large member or Professional.
3. Councilmember Spence to make on appointment to an At-Large member or Professional.

Executive Summary:
The Heritage Preservation Commission shall consist of seven (7) voting members. Additional members may be appointed in the future, if and when additional Historic Design Review Districts beyond the first district are created, to represent those additional districts and help develop and adopt design guidelines for those districts. Appointed members shall have an interest in the history of the community and heritage preservation and be committed to represent not only their specific areas of expertise, but also the community at large.

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 four (4) applications on file for the At-Large or Professional position who would be a voting member. The application is as follows:

- Alycia Hayes (Current Commissioner)
- Caitlin Stewart (New Applicant)
- Jeanne Stevens (New Applicant)
- Megan Hudspeth (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, Mayor Daggett, and Councilmember Spence

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 three Commissioners: By appointing members at this time, the commission will be at full capacity and allows 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: Heritage Preservation Commission Authority

CHAPTER 2-19
HERITAGE PRESERVATION COMMISSION

SECTIONS:

2-19-001-0001 ESTABLISHMENT OF THE COMMISSION
2-19-001-0002 MEMBERSHIP
2-19-001-0003 TERMS AND OFFICERS
2-19-001-0004 MEETINGS
2-19-001-0005 POWERS AND DUTIES

2-19-001-0001 ESTABLISHMENT OF THE COMMISSION:

There is hereby created a commission to be known as the Heritage Preservation Commission. (Ord. 2010-35, Amended, 11/16/2010)

2-19-001-0002 MEMBERSHIP:

A. The membership of the commission shall consist of seven (7) voting members. Additional members may be appointed in the future, if and when additional Historic Design Review Districts beyond the first district are created, to represent those additional districts and help develop and adopt design guidelines for those districts.

1. At least two (2) members must be professionals in the areas of architecture, history, architectural history, planning, or archaeology.

2. At least two (2) members shall be owners of locally designated historic properties or properties listed on the National Register of Historic Places.

3. At least three (3) members shall be from the general community.

4. Any member may satisfy more than one (1) of the above qualifications and any "professional" category may be filled by a person who is retired from that profession.

B. Appointed members shall have an interest in the history of the community and heritage preservation and be committed to represent not only their specific areas of expertise, but also the community at large. (Ord. 2005-08, Amended, 04/05/2005; Ord. 2007-07, Amended, 02/06/2007; Ord. 2010-35, Amended, 11/16/2010; Ord. 2014-28, Amended, 11/18/2014; Ord. 2015-22, Amended, 01/05/2016; Ord. 2016-33, Amended, 09/20/2016)

2-19-001-0003 TERMS AND OFFICERS:

A. Terms of appointment shall be three years, or until a successor is appointed.

B. A chairperson and vice-chairperson shall be elected from and by the voting membership of the Commission to serve one-year terms. A chairperson may serve no more than two consecutive terms as chairperson (exclusive of a term as vice-chairperson). Upon the conclusion of a second,

consecutive term as chairperson, such commission member shall be ineligible to serve as either Chairperson or Vice-Chairperson until a calendar year has expired. (Ord. 2010-35, 11/16/2010)

2-19-001-0004 MEETINGS:

The Commission shall at a minimum hold at least one (1) regular meeting quarterly, but shall normally hold monthly meetings.

A quorum shall consist of four (4) voting members of the Commission. (Ord. 2005-08, Amended 04/05/2005; Ord. 2010-35, Amended, 11/16/2010; Ord. 2016-30, Amended, 07/05/2016)

2-19-001-0005 POWERS AND DUTIES:

A. The Commission may recommend to the City Council that properties be designated landmarks or historic design review districts, subject to the procedures and requirements of the adopted land use regulations and/or development code of the City of Flagstaff. See Title 10, Chapter 30 of the City Code for Purpose, Applicability, Procedures and Requirements.

B. The Commission shall increase public awareness of the value of historic, cultural, and architectural preservation by developing and participating in public education programs.

C. The Commission shall advise and assist owners of landmarks or historic structures on physical and financial aspects of preservation, renovation, rehabilitation, and reuse.

D. The Commission shall make recommendations to the City Council concerning the utilization of federal, state, local or private funds to promote the preservation of landmarks and historic districts within the City.

E. The Commission may recommend acquisition of landmark structures by the City where:

1. Preservation is essential to the purposes of the Land Development Code;

2. Private preservation is not feasible, and where either imminent demolition is pending or, for a period in excess of one year, required maintenance of said structures according to City Building Codes has not been accomplished due to deficiencies of ownership affecting maintenance; and

3. Where preservation of said structures is related to some other existing plan or report.

F. The Commission shall review and make decisions on any development application for a Certificate of Appropriateness and require the same plans to be submitted to the Development Review Board, plus applicable elevation drawings.

G. The Commission shall develop and adopt design guidelines for historic and non-historic structures within designated design review districts, or individual historic structures or landmarks, to assist property owners and developers in preservation, renovation, rehabilitation, and reuse of historic structures and others within designated districts. If there is more than one designated

district, the Commission shall develop appropriate design guidelines for each district. The design guidelines, and major amendments thereto, shall be subject to a public hearing before the Commission, including notification of the property owners within the district to which they would apply, per procedures outlined in Section 10-30.30 of the City Code.

H. The Commission shall carry out other such duties as determined by the City Council; and present other recommendations the City Council deems pertinent. (Ord. 1857, Enacted, 02/07/1995; Ord. 1997, Amended, 06/15/1999; Ord. 2010-35, Amended, 11/16/2010)

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Georganna Staskey, Deputy City Clerk

Date: 11/13/2025

Meeting Date: 11/18/2025

TITLE:

Consideration and Action on Liquor License Application: Juanita Alicia Esparaza "Matador Coffee Roasting Company", 203 S. Milton Rd, 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. Matador Coffee Roasting Company is an existing business in Flagstaff. If approved, it will be one of 88 series 12 licenses in Flagstaff.

To view surrounding liquor licenses, please visit the Active Liquor Licenses Map.

The application was properly posted on October 15, 2025, and the Police and Community Development divisions have reviewed the application and provided their respective reports. 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
Code Memo
Series 12 Description
Map

CITY OF
FLAGSTAFF

Office of the City Clerk

11/3/2025

Juanita Alicia Esparza
P.O. Box 1189
Tolleson, AZ 85353
aeliquorlicense@gmail.com

Dear Ms. Esparza,

Your application for a Series 012 (Restaurant) Liquor License for Matador Coffee Roasting Company at 203 S. Milton Rd. Flagstaff, AZ was posted on October 15, 2025, 2025. The City Council will consider the application at a public hearing during their scheduled Regular City Council Meeting on **November 18, 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 November 4, 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
Deputy City Clerk

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
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TDD 1-800-842-4681

Police Chief
Sean P. Connolly

MEMORANDUM

Memo #25-064

TO: **Chief Connolly**

FROM: **Det J. Wotasik #612**

DATE: **September 5th 2025**

RE: **New Application – Series 012 (Restaurant) Liquor License Application– Matador Coffee Roasting Company**

On October 13th, 2025, I initiated an investigation into a new application for a Series 012 (Restaurant) liquor license filed by Juanita Alicia Esparza (Agent), and Mandee Martusciello (Controlling Person). This is for a new application, and the application number is 362838. It is for Matador Coffee Roasting Company, located at 203 S Milton Rd, Flagstaff, AZ 86001.

I conducted a query through local systems on the above names and business. I discovered no derogatory records. I conducted a search for current or historical liquor violations on the above names and business as well and discovered no concerning 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.

Planning and Development Services Memorandum

To: Stacy Saltzburg, City Clerk

From: Reggie Eccleston, Code Compliance Manager

CC: Michelle McNulty, Planning Director

Date: Oct. 17, 2025

Re: Application for Liquor License #362838
203 S Milton Rd., Flagstaff, Arizona 86001
Assessor's Parcel Number 103-06-001
Juanita Alicia Esparza on behalf of Matador Coffee Roasting Company

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This application is a request for a new Series 12 Restaurant liquor license by Juanita Alicia Esparza on behalf of Matador Coffee Roasting Company. This business is located within the Highway Commercial 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.

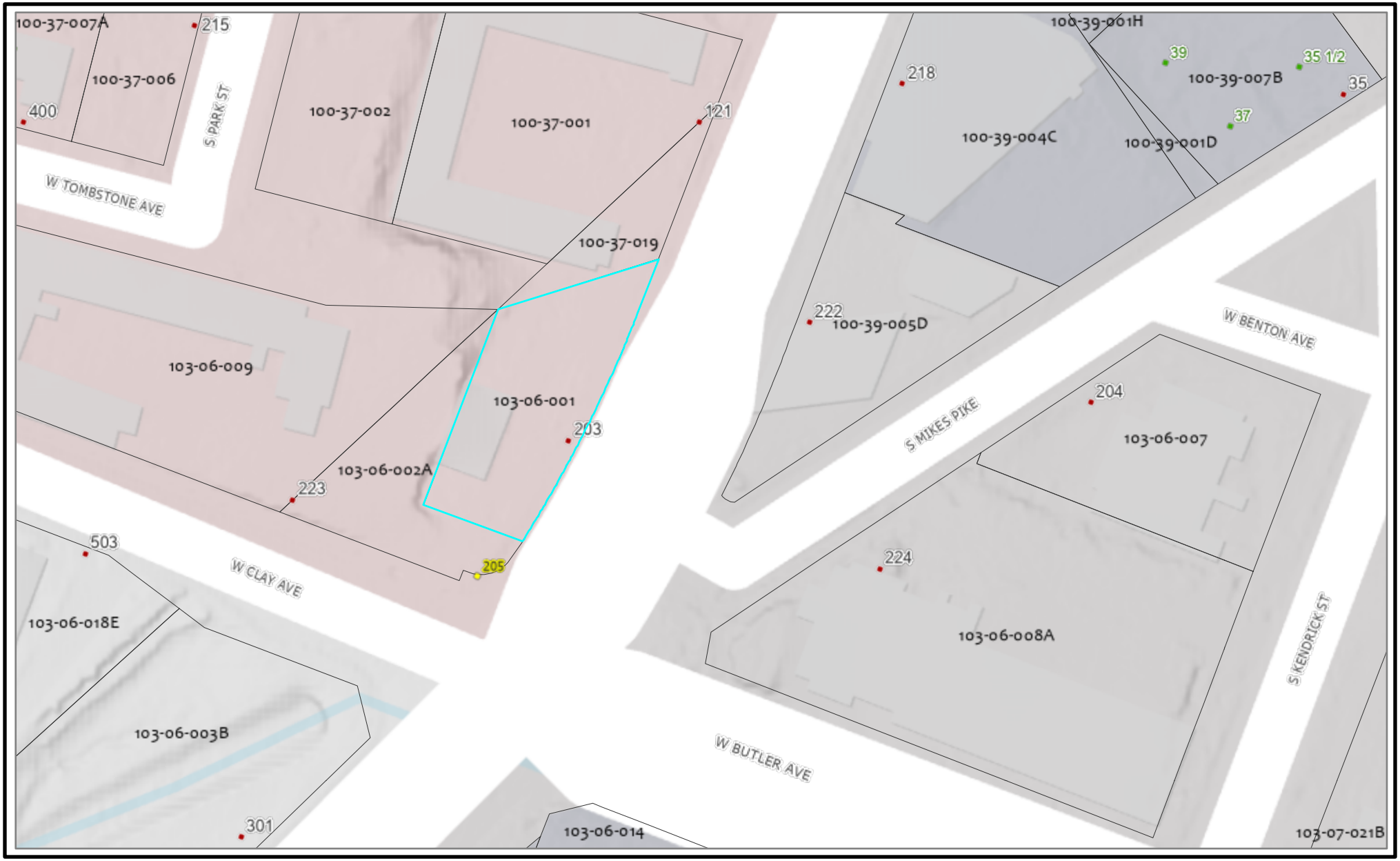
On any original applications, new managers and/or the person responsible for the day-to-day operations must attend a basic and management training class.

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.



203 S. Milton Rd

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mi

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

11/3/2025 10:19 AM

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Georganna Staskey, Deputy City Clerk

Date: 11/13/2025

Meeting Date: 11/18/2025

TITLE:

Consideration and Action on Liquor License Application: Bryan Lawrence McCarrick "Lobo Drinkhouse" 30 S. San Francisco St., Series 06 (Bar), Owner Transfer

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 06 license allows a bar retailer to sell and serve spirituous liquors, primarily by individual portions, to be consumed on the premises and in the original container for consumption on or off the premises. Series 06 (bar- all spirituous liquor) licenses are obtained through the person and/or location transfer of an existing license from another owner or business. Lobo Drinkhouse is a new business in Flagstaff and they are requesting an owner transfer. They purchased the license from Foram Patel with Queen Bee Flagstaff, LLC in March 2025. If approved, it will one of 21 active series 06 licenses in Flagstaff.

To view surrounding liquor licenses, please refer to the online interactive Liquor License Map.

Because the application is for an owner transfer, consideration may be given to the personal qualifications of the applicant. The application was properly posted on October 15, 2025 and the Police and Community Development divisions have reviewed the application and provided their respective reports.

Financial Impact:

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

Policy Impact:

None

Previous Council Decision or Community Discussion:

None

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 is no Council goal that applies.

Connection to Regional Plan:
None

Connection to Carbon Neutrality Plan:
None

Connection to 10-Year Housing Plan:
None

Attachments:
Letter to Applicant
Hearing Procedures
Series 06 Description
PD Memo
Code Memo
Map

CITY OF
FLAGSTAFF

Office of the City Clerk

11/3/2025

Bryan Lawrence McCarrick
30 S. San Francisco St
Flagstaff, AZ 86001
detroitb@gmail.com

Dear Mr. McCarrick,

Your application for a Series 006 (Bar) Liquor License for Lobo Drinkhouse at 30 S. San Francisco St. Flagstaff, AZ was posted on October 15, 2025, 2025. The City Council will consider the application at a public hearing during their scheduled Regular City Council Meeting on **November 18, 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 November 4, 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
Deputy City Clerk

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).

License Types: Series 06 Bar (all spirituous liquor)

Transferable (From person to person and/or location to location within the same county only)
On & off-sale retail privileges
Note: Terms in **BOLD CAPITALS** are defined in the glossary.

PURPOSE:
Allows a bar retailer to sell and serve spirituous liquors, primarily by individual portions, to be consumed on the premises and in the original container for consumption on or off the premises.

ADDITIONAL RIGHTS AND RESPONSIBILITIES:
A retailer with off-sale privileges may deliver spirituous liquor off of the licensed premises in connection with a retail sale. Payment must be made no later than the time of **DELIVERY**. The retailer must complete a Department approved "Record of Delivery" form for each spirituous liquor retail delivery.

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.

Off-sale ("To Go") package sales of spirituous liquor can be made on the bar premises as long as the area of off-sale operation does not utilize a separate entrance and exit from the ones provided for the bar.

A hotel or motel with a Series 06 license may sell spirituous liquor in sealed containers in individual portions to its registered guests at any time by means of a minibar located in the guest rooms of registered guests. The registered guest must be at least twenty-one (21) years of age. Access to the minibar is by a key or magnetic card device and not furnished to a guest between the hours of 2:00 a.m. and 6:00 a.m. Monday through Saturday and 2:00 a.m. and 10:00 a.m. on Sundays.

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.

FLAGSTAFF POLICE DEPARTMENT
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ADMIN FAX (928)213-3372
TDD 1-800-842-4681

Police Chief
Sean P. Connolly

MEMORANDUM

Memo #25-063

TO: **Chief Connolly**

FROM: **Det J. Wotasik #612**

DATE: **September 5th 2025**

RE: **New Application – Series 006 (Bar) Liquor License Application– Lobo Drinkhouse**

On October 13th, 2025, I initiated an investigation into a new application for a Series 006 (Bar) liquor license filed by Bryan Lawrence McCarrick (Agent), Controlling Person, Manager), Andrew Felix (Controlling Person), and Taylor Borane (Controlling Person). This is for a new application, and the application number is 361821. It is for Lobo Drinkhouse, located at 30 S San Francisco St, Flagstaff, AZ 86001.

I conducted a query through local systems on the above names and business. I discovered no derogatory records. I conducted a search for current or historical liquor violations on the above names and business as well and discovered no concerning 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.

Planning and Development Services Memorandum

To: Stacy Saltzburg, City Clerk

From: Reggie Eccleston, Code Compliance Manager

CC: Michelle McNulty, Planning Director

Date: Oct. 17, 2025

Re: Application for Liquor License #361821
30 S San Francisco St., Flagstaff, Arizona 86001
Assessor's Parcel Number 104-01-091
Bryan Lawrence Mccarrick on behalf of Lobo Drinkhouse

This application is a request for a new Series 6 Bar liquor license by Bryan Lawrence Mccarrick on behalf of Lobo Drinkhouse. This business is located within the Community Commercial 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.

30 S. San Francisco St.

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mi

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11/3/2025 11:22 AM

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Jacob Raatz, Climate and Energy Contractor

Co-Submitter: Nicole Antonopoulos

Date: 11/13/2025

Meeting Date: 11/18/2025

TITLE:

Consideration and Approval of Contract: On-Call Home Energy Retrofit Services with CJAM LLC doing business as Mammoth AZ, in an amount not to exceed $600,000, as part of the Energy Upgrades for Healthy Homes (EUHH) program funded by the U.S. Department of Housing and Urban Development (HUD).

STAFF RECOMMENDED ACTION:

1. Approve the Contract for On-Call Home Energy Retrofit Services with CJAM LLC doing business as Mammoth AZ, in an amount not to exceed $600,000, as part of the Energy Upgrades for Healthy Homes (EUHH) program funded by the U.S. Department of Housing and Urban Development (HUD).
2. Authorize the City Manager to execute the necessary documents.

Executive Summary:

This Contract for On-Call Home Energy Retrofit Services provides energy efficiency, plumbing, electrical, and heating and air conditioning (HVAC) retrofits to eligible households in Flagstaff through the Energy Upgrades for Healthy Homes (EUHH) program. EUHH aims to help Flagstaff residents save energy, lower monthly utility bills, and improve the health and safety of their homes while reducing greenhouse gas emissions. The program serves households earning less than 80% of the Flagstaff area median income and families that face higher risks of housing insecurity and climate change impacts. It is available to both homeowners and renters and is inclusive of all housing types (e.g., single-family, multifamily, manufactured).

Mammoth AZ and approved qualified subcontractors will complete home energy retrofits tailored to the individual needs of the household based on the results of a whole-home energy audit and retrofit work plan agreed upon by the household, the property owner, and city staff.

The program will provide home energy retrofits for up to 80 homes. This work advances the Flagstaff Carbon Neutrality Plan and is made possible through funding from the U.S. Department of Housing and Urban Development (HUD).

Financial Impact:

Project Name: Energy Upgrades for Healthy Homes
Cost: $600,000
Account Number Budgeted: 214-12-170-6389-0-4290
FY2025-26 Project Budget: $739,248
Grant Funded: $750,000
Funding Source: U.S. Department of Housing and Urban Development, FY 2022 Community Project Funding, Grant Agreement No. B-22-CP-AZ-0018. The City provides in-kind grant matching funds, in the form of staff time for program management.

Policy Impact:

No impact on policy.

Previous Council Decision or Community Discussion:

- The Grant Agreement between the U.S. Department of Housing and Urban Development and the City of Flagstaff for home energy retrofits for low-income and vulnerable families was approved by Council on March 21, 2023. At the time, the program was titled Flagstaff Home Energy Retrofit Program and was later renamed to Energy Upgrades for Healthy Homes (EUHH).

- City Council received an informational update that the EUHH program began accepting application at the on April 8, 2025 Council Meeting.

Options and Alternatives to Recommended Action:

1. Approve the Contract for On-Call Home Energy Retrofit Services to allow home energy retrofits to be completed for eligible households in Flagstaff; or

2. Do not approve the contract and home energy retrofits will be significantly delayed as the procurement process will need to be re-initiated.

Background and History:
The Energy Upgrades for Healthy Homes (EUHH) program was developed and is managed by the City of Flagstaff in collaboration with a coalition of community-based organizations and local contractors. EUHH builds on a former award-winning weatherization program run by the City of Flagstaff from 2011 -- 2014, which was partly funded by the Energy Efficiency and Conservation Block Grant program.
EUHH directly supports Flagstaff residents in making energy-efficient improvements to their homes, resulting in improved comfort, healthier indoor air quality, and lower utility expenses. Retrofit projects may include adding attic and crawlspace insulation, duct sealing, air sealing, installing heat pump water heater, induction stove, air source cold-climate heat pump, smart thermostat, and/or upgrading electrical panel and outlets to support high-efficiency appliances. The U.S. Department of Energy has found that for every $1.00 invested in weatherization improvements, $1.72 is generated in energy benefits, and $2.78 is generated in non-energy benefits.

This work advances the goal of retrofitting 12,500 homes by 2030, in support of Flagstaff's Carbon Neutrality Plan. Funding for this program is administered by the U.S. Department of Housing and Urban Development (HUD) and is valid for use in 2023-2029 through the Consolidated Appropriations Act, 2022 (Public Law 117-103).?

Purchasing staff posted a Request for Statement of Qualifications (RSOQ) solicitation on March 19th, 2025 on the City's PlanetBids online solicitation platform. Purchasing yielded responses from one (1) interested firm -- Mammoth AZ. The RSOQ was also advertised in the AZ Daily Sun on March 29th, and April 5th, 2025.
An evaluation committee of seven members, including five (5) members outside of the City, evaluated the singular SOQ submitted. As a result of the scoring and discussion meeting, the evaluation committee determined Mammoth AZ to be a qualified firm to fulfill the Scope of this project.

The scoring for Mammoth AZ's submission is listed below by discipline:

Plumbing: 736 / 875 points
HVAC: 669 / 875 points
Electrical: 647 / 875 points
Energy Efficiency: 674 / 875 points

Connection to PBB Priorities and Objectives:

- High Performing Governance: Implement and communicate innovative and efficient local government programs, new ideas, and best practices.

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

- Environmental Stewardship: Implement, maintain, and further the carbon neutrality plan (CNP), with awareness of social inequities.

Connection to Regional Plan:

- Goal: E&C.2: Achieve carbon neutrality for the Flagstaff community by 2030.
- Policy E&C.2.1: Encourage the reduction of all energy consumption, especially fossil-fuel generated energy, in public, commercial, industrial, and residential sectors.

Connection to Carbon Neutrality Plan:

- ES-3: Design targeted climate policies and programs to serve disproportionately impacted communities first.
- RS-3: Support fuel switching in existing residential and commercial buildings.
- BE-3: Reduce energy use in existing buildings.

Connection to 10-Year Housing Plan:
Preserve 1.3: The City's Housing Section and the Sustainability Section will partner to seek and administer grants for housing programs and developments that invest in environmentally friendly retrofits and upgrades.

Attachments: Contract

ON-CALL HOME ENERGY RETROFIT CONTRACT
Contract No.: 2025-141

The Contract is entered into this _____ day of November, 2025 by and between the City of Flagstaff, a political subdivision of the State or Arizona ("City"), and **CJAM LLC, doing business as Mammoth AZ** ("Firm").

WHEREAS, the City desires to receive and Firm is able to provide the professional services as more specifically described in the Scope of Work attached hereto to support its Energy Upgrades for Healthy Homes Program; and

NOW THEREFORE, in consideration for the mutual promises contained herein, the City and Firm (the "Parties") agree as follows:

SERVICES

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

   ON-CALL HOME ENERGY RETROFITS

   and as more specifically described in the Scope of Work attached hereto as ***Exhibit A.***

2. On-Call Contracting Process: The City Representative, or designee, will contact the Firm when a home energy retrofit project is being requested. Firm will be responsible for developing an estimate for each home energy retrofit project, which will identify the work being performed at the specific address, cost of the services performed pursuant to the Fee Schedule, and timeline for work being completed. Upon approval of the estimate, City will issue a notice to proceed and purchase order for the work. Payment will be made net 30 upon City determination that work has been completed satisfactorily.

3. Standard Terms and Conditions: The City of Flagstaff Standard Terms and Conditions, attached hereto as ***Exhibit B*** are hereby incorporated by reference and shall apply to performance of this Contract, except to the extent modified in ***Exhibit A.***

4. Use of Subcontractors: Firm's Subcontractors (if any) must be identified in the estimates provided to the City. The City Representative for this Contract has the right to reject the use of any Subcontractors identified by Firm.

CITY RESPONSIBILITIES

5. City Representative: The City Representative is Jacob Raatz or their designee. All communications to the City shall be through the City Representative. The City Representative is responsible for bringing any request for a Contract amendment or price adjustment to the attention of the Procurement Agent.

6. City Cooperation: The City will cooperate with Firm by placing at its disposal all available information concerning the City, City property, or the City project reasonably necessary for Firm's performance of this Contract.

CONTRACT TERM

7. Contract Term: The Contract term is for a period of three (3) years unless terminated pursuant to the Standard Terms and Conditions. The Contract will be effective as of the date signed by both Parties.

8. Renewal: The Contract may be renewed for up to two (2) additional one-year terms by mutual written consent of the parties. The City Manager or their designee (the Purchasing Director) shall have authority to approve renewal on behalf of the City.

9. Unilateral Extension: The Contract may be unilaterally extended for ninety (90) days. The City Manager or their designee (the Purchasing Director) shall have the authority to approve the extension on behalf of the City. Contractor will be provided written notice of the Unilateral Extension prior to expiration of the Contract.

10. Termination: The Contract may be terminated pursuant to the Standard Terms and Conditions attached hereto as ***Exhibit B.***

PAYMENT

11. Compensation: Firm shall be paid for satisfactory performance of the services requested under this Contract, including fees and taxes, in accordance with the Fee Schedule attached to the Scope of Work. There is no minimum compensation guaranteed to Firm under this Contract. Services will be requested on an on-call basis and will be based on the needs of the Energy Upgrades for Healthy Homes Program. The total amount paid by the City under this contract shall not exceed $600,000, which is the amount of the grant funding for this Program.

12. Grant Funding: This Program is funded in part by the Department of Housing and Urban Development (HUD), Grant Agreement No. B-22-CP-AZ-0018. The Grant Terms and Conditions attached hereto as ***Exhibit D*** are incorporated by reference and shall apply to performance of this Contract.

13. Price Adjustments: Adjustments to the Fee Schedule may be negotiated at the time of Contract renewal at the discretion of the City. Any request for a price increase must include supporting documentation demonstrating that the increase in contract price is based on an increased cost to the Firm and that the proposed pricing is still competitive in the marketplace.

14. Formal Amendment Required: Any adjustments to the Fee Schedule or change to the Scope of Work must be approved by mutual written consent of the parties through a formal amendment. The City Manager or their designee may approve an amendment if the total amount of the Contract, as amended, is less than $100,000; otherwise, City Council approval is required.

DATA AND RECORDS

15. City Ownership of Documents and Data: Any original documents prepared or collected by Firm in performance of this Contract such as models, samples, reports, test plans, survey results, graphics, tables, charts, plans, maps, specifications, surveys, computations and other data shall be the property of City (“City’s work product”), unless otherwise agreed by the parties in writing. Firm agrees that all materials prepared under this Contract are “works for hire” within the meaning of the copyright laws of the United States and hereby assigns to the City all rights and interests Firm may have in the materials it prepares under this Contract, including any right to derivative use of the material.

16. Re-Use: The City may use the City’s work product without further compensation to Firm; provided, however, that the City’s reuse without written verification or adaption by Firm for purposes other than

contemplated herein is at the City's sole risk and without liability to Firm. Firm shall not engage in any conflict of interest nor appropriate any portion of the City's work product for the benefit of Firm or any third parties without the City's prior written consent.

17. Delivery of Document and Data: Upon termination of this Contract in whole or part, or upon expiration if not previously terminated, Firm shall immediately deliver to the City copies of all the City's work product and any other documents and data accumulated by Firm in performance of this Contract, whether complete or in process.

INSURANCE

18. Insurance: Firm shall meet insurance requirements of the City, as set forth in ***Exhibit C.***

MISCELLANEOUS

19. Notice: Any notice concerning this Contract shall be in writing and sent by certified mail and email as follows:

To the City:
Jacob Raatz
Sustainability Division
City of Flagstaff
211 W. Aspen Ave.
Flagstaff, AZ 86001
Email: jacob.raatz@flagstaffaz.gov
Phone: 928-213-2142
With a copy to:
Teddy Callan
City of Flagstaff
211 W. Aspen Ave.
Flagstaff, AZ 86001
Email: teddy.callan@flagstaffaz.gov

To Firm:
James Woods
2001 E. Huntington Drive
Flagstaff, AZ 86004
jwoods@azmammoth.com
928-714-0050

20. Authority: Each Party warrants that it has authority to enter into the Contract and perform its obligations hereunder, and that it has taken all actions necessary to enter into the Contract.

CJAM LLC (DBA Mammoth AZ)

_____

Print name:_____

Title:_____

CITY OF FLAGSTAFF

_____

Print name:_____

Title:_____

Attest:

_____
City Clerk

Approved as to form:

_____
City Attorney’s Office

Last Updated November 4, 2024

Exhibit A – Scope of Work

Home Energy Retrofit Process

1. The City of Flagstaff will receive and process all applications and has sole approval of household participation in the Energy Upgrades for Healthy Homes (EUHH) program. The Firm shall not verify or assess a participant's eligibility.
2. The City Representative or their designee will provide contact information for approved applicants and coordinate initial Firm introductions.
3. Following a professional energy audit, City Representative and the participant household will determine a proposed scope of work for the project, which may include retrofitting services in one or more of the following disciplines: HVAC, electrical, plumbing, and energy efficiency.
4. Upon request from the City, the Firm shall prepare an estimate for the proposed work to be performed in a participant household pursuant to the attached Fee Schedule and submit the estimate to the City Representative.
    a. The prepared estimate shall reflect costs specified in the Fee Schedule. Actual labor hours and project final cost will be dependent upon the individual project requirements.
    b. Estimate must include:
        i. Participant name, address, and contact information.
        ii. Firm or Subcontractor leading each measure.
        iii. Detailed breakdown for each measure, including:
            1. Cost breakdown (equipment, materials, labor)
            2. Type of equipment
            3. Model number
            4. Size/Rating
            5. EnergyStar ID (when applicable) and location of appliance or weatherization measure being installed.
            6. Estimated project timeline
        iv. Total project cost including materials and equipment costs, labor costs, Subcontractor Overhead and Profit, and General Contractor Mark Ups.
5. City Representative shall review the estimate and approve the work or request modifications or alterations to the scope based on costs or other factors.
6. City Representative provides Notice to Proceed for approved scope of work.
7. The Firm or Subcontractors approved by the City will obtain all necessary permits and complete the determined retrofits.
8. Following completion of the work for a participant household, the Firm shall notify the contracted Energy Auditor to conduct a post-installation energy audit.
9. The Firm shall provide a detailed invoice to the City Representative.

a. Invoice must include:
    i. Participant name, address and contact information.
    ii. Firm or Subcontractor responsible for each upgrade.
    iii. Detailed breakdown for each upgrade, including:
        1. Cost breakdown (equipment, materials, labor)
        2. Type of equipment
        3. Model number
        4. Size/Rating
        5. EnergyStar ID (when applicable) and location of appliance or weatherization measure being installed.
        6. Estimated project timeline
    iv. Total project cost including materials and equipment costs, labor costs, Subcontractor Overhead and Profit, and General Contractor Mark Ups.

10. Following receipt and approval of the final invoice, the City Representative will process payment within 30 days.

Firm Responsibilities

The chosen Firm shall adhere to guidelines that include, but are not limited to, the following:

1. Data Sharing and Reporting
    a. Attend regular meetings with City staff to review program progress and discuss potential program adjustments or enhancements.
    b. Provide the City with physical or digital copies of all relevant data, securely stored and formatted as agreed upon, for use in tracking program outcomes and reporting progress to stakeholders.
    c. Use customer information solely for the purposes outlined in the project scope.
    d. Use encrypted methods (e.g., secure file-sharing platforms or encrypted emails) for sharing sensitive data.
    e. Notify the City immediately in the event of a data breach or misuse of customer information.

2. Throughout the duration of the project, coordinate with the City Project Representative for project outreach, reporting, and resident participation.
    a. Provide project photographs to the City Project Representative for inclusion in City outreach and reporting materials.

Deliverables

The available disciplines include Plumbing, HVAC, Electrical, and Energy Efficiency retrofits for residential homes. The services provided will contribute to improving energy efficiency, reducing

energy costs for low-income households, and supporting the City's Carbon Neutrality Plan.

A Scope of Work for each Discipline is outlined below:

1. Plumbing Services

Firm will be responsible for installing, upgrading, or repairing plumbing systems to improve energy and water efficiency, which may include but is not limited to the following:

1. Energy-Efficient Water Heater Installation/Upgrades
    a. Replace outdated or inefficient water heaters with high-efficiency models such as electric tankless water heaters or heat pump water heaters.
    b. Ensure proper sizing, insulation, and installation for maximum efficiency.

2. HVAC Services

Firm will be responsible for installing, repairing, or upgrading heating, ventilation, and cooling systems to increase energy efficiency, which may include but is not limited to the following:

1. HVAC Equipment Upgrades
    a. Replace outdated or inefficient HVAC units (furnaces, air conditioners, heat pumps) with energy-efficient cold-climate heat pumps.
2. Ductwork Sealing, Insulation, and Balancing
    a. Seal leaks in ductwork and insulate ducts to prevent energy loss.
    b. Balance airflow across the system to ensure even heating and cooling.
3. Ventilation and Indoor Air Quality Improvements
    a. Install or upgrade high-efficiency air filtration systems to reduce allergens and pollutants.

3. Electrical Services

Firm will be responsible for energy-efficient electrical system upgrades, which may include but are not limited to the following:

1. Electrical System Assessment
    a. Evaluate existing wiring, electrical panels, and circuit capacities.
    b. Identify potential hazards and compatibility issues with new energy-efficient systems.
2. Electrical Panel Upgrades & Re-Wiring
    a. Upgrade or replace outdated or undersized breaker panels to support modern energy-efficient devices.
    b. Re-wire circuits where necessary to ensure safety and accommodate additional loads (e.g., smart systems or renewable energy inputs).

3. Energy-Efficient Lighting Installation
    a. Install LED fixtures and energy-saving lighting solutions (indoor and outdoor).
4. Smart Home & Energy Management Integration
    a. Install and configure programmable/smart thermostats to optimize energy use and efficiency.
5. Safety & Code Compliance Inspections
    a. Conduct final inspections to certify that all electrical modifications meet local safety and building codes.

4. Energy Efficiency Services

Firm will be responsible for improving home energy performance through insulation, air sealing, and other measures, which may include but is not limited to the following:

1. Insulation and Air Sealing
    a. Install approved insulation materials that comply with local energy efficiency and fire safety standards in attics, crawl spaces, and walls.
    b. Provide comprehensive air sealing throughout the home to reduce drafts and energy loss.
2. Ductwork Sealing and Insulation
    a. Seal leaks in ductwork and insulate ducts to prevent energy loss.
3. Smart Thermostat Integration
    a. Install and configure programmable/smart thermostats to optimize energy use and efficiency.

Project Management Requirements

Firm will ensure retrofits are executed to high standards, within budget, and on time, while working closely with homeowners, subcontractors, and the City Representative to maintain transparency, compliance, and commitment to sustainability.

1. Project Planning and Coordination:
    a. Assign a dedicated project manager to the Energy Upgrades for Healthy Homes Program. This manager will coordinate with the City Representative, program participants, and any City approved subcontractors or additional stakeholders participating in the Energy Upgrades for Healthy Homes program.
    b. Oversee and manage all City approved subcontractors, laborers and suppliers involved in the retrofit process.
2. Reporting and Communication:
    a. Provide monthly progress reports to the City Representative on the status of

each retrofit project, including work completed, issues encountered, and corrective actions taken.

b. Maintain detailed records of all work performed, including estimated energy savings, personnel hours, materials receipts, and Firm logs.

c. Report all significant issues or delays to the City Representative and participant with an updated timeline.

d. Upon completion of each retrofit, prepare a final project report summarizing the work performed.

i. Report should include:

1. Detailed description of materials/appliances installed.
2. Health or safety outcomes (e.g., reduction in mold, moisture issues)
3. Photos taken during the project.
4. Program participant feedback

3. Stakeholder Communications

a. Act as the primary point of contact for participants during the retrofit process. Ensure clear and frequent communication, addressing any concerns or questions promptly.

b. Support community outreach efforts by participating in educational sessions or demonstrations on the benefits of weatherization and energy-efficient home upgrades.

Testing and Documentation Requirements

Firm will be responsible for maintaining all pertinent documentation related to each retrofit project in order to ensure the quality, safety, and effectiveness of the work performed.

1. Post-Installation Audit:

a. Conduct a post-installation Energy Audit to evaluate the functionality and effectiveness of each installed system, such as HVAC units, water heaters, and lighting, to ensure each system is functioning correctly, meets energy efficiency standards, and provides expected performance. Installed systems that do not meet the agreed-upon standards in functionality, energy efficiency, and/or expected performance must be re-evaluated and corrected at the Firm's expense.

b. Conduct operational checks for programmable thermostats, smart home technologies, and other installed devices to confirm they are properly configured and accessible for homeowner use.

2. Documentation Requirements:

a. Maintain a written work plan for each home, outlining the specific measures undertaken, including materials used, systems installed or upgraded, and the scope of work completed.

b. All documents and data files must be handled according to company guidelines for protecting confidential information. The chosen firm shall have a written plan or procedure outlining how it maintains the security of proprietary materials.

c. Capture photos of key areas (e.g., insulation in sealed spaces) during the installation process to provide proof of work that is not visible post-completion.

3. Compliance Documentation:

    a. Maintain records of obtained permits,

    b. Ensure all retrofits comply with federal, state, and local building codes, energy efficiency standards, and health and safety regulations.

4. Homeowner Agreement and Sign-Off:

    a. Obtain signed homeowner consent forms before work begins, detailing the scope of the retrofit and the terms of access to the property.

    b. After project completion, secure a homeowner sign-off confirming their understanding of the installed systems and work completed.

Energy Upgrades for Healthy Homes - Fee Schedule

Heat Pump Water Heater, 50-gal

			Materials & Equipment			Labor						Subtotal		Subcontractor Final Costs			General Contractor Final Costs		
	Upgrade		Unit Cost		Unit Type	Labor Type	Min Labor Hours	Max Labor Hours	Wage		Unit Type	Min Total	Max Total	Subtotal w/Labor HRS - Averaged	Subcontractor Overhead and Profit 20%	Subcontractor Subtotal Total	General Contractor Mark Up 5% on Sub	General Contractor Overhead and Profit 20% Markup	Project Final Cost
1	Heat Pump Water Heater, 50-gal	Water Heater	50 Gal	$2,500	1 Each	Estimator	2	2	$ 110.00	per	Hour	$ 220.00	$ 220.00	$ 220.00					
			Code Upgrades	$250	1 Each	Project Manager	1	1	$ 120.00	per	Hour	$ 120.00	$ 120.00	$ 120.00					
			Ventilation Upgrade, Door	$300	1 Each	Plumber	8	12	$ 110.00	per	Hour	$ 880.00	$ 1,320.00	$ 1,100.00					
					1 Each	Carpenter	2	4	$ 110.00	per	Hour	$ 220.00	$ 440.00	$ 330.00					
				$3,050	1 Each									$ 1,770.00				$ 1,205.00	
		Subcontractor	Electrical Sub		1 Each					per	Hour	$ -	$ -	$ -					
			New 240v 30 amp plug up to 50ft	$500	1 Each	Estimator	2	2	$ 185.00	per	Hour	$ 370.00	$ 370.00	$ 370.00					
					1 Each	Electrician	7	10	$ 185.00	per	Hour	$ 1,295.00	$ 1,850.00	$ 1,572.50					
				$500								$ 1,665.00	$ 2,220.00	$ 1,942.50		$ 2,442.50	$128.55	$642.76	
																			$9,238.82

Induction Stove

			Materials & Equipment			Labor						Subtotal		Subcontractor Final Costs			General Contractor Final Costs		
	Upgrade		Unit Cost		Unit Type	Labor Type	Min Labor Hours	Max Labor Hours	Wage		Unit Type	Min Total	Max Total	Subtotal w/Labor HRS - Averaged	Subcontractor Overhead and Profit 20%	Subcontractor Subtotal Total	General Contractor Mark Up 5% on Sub	General Contractor Overhead and Profit 20% Markup	Project Final Cost
2	Induction Stove	Induction Stove	Range, Stove	$1,200	1 Each	Estimator	2	2	$ 110.00	per	Hour	$ 220.00	$ 220.00	$ 220.00					
					1 Each	Project Manager	1	1	$ 120.00	per	Hour	$ 120.00	$ 120.00	$ 120.00					
					1 Each	Plumber			$ 110.00	per	Hour	$ -	$ -	$ -					
					1 Each	Carpenter	2	4	$ 110.00	per	Hour	$ 220.00	$ 440.00	$ 330.00					
				$1,200	1 Each									$ 670.00				$ 467.50	
		Subcontractor	Electrical Sub		1 Each					per	Hour	$ -	$ -	$ -					
			New 240v 40 amp plug up to 50ft	$750	1 Each	Estimator	2	2	$ 185.00	per	Hour	$ 370.00	$ 370.00	$ 370.00					
					1 Each	Electrician	7	10	$ 185.00	per	Hour	$ 1,295.00	$ 1,850.00	$ 1,572.50					
				$750								$ 1,665.00	$ 2,220.00	$ 1,942.50		$ 2,692.50	$141.71	$708.55	
																			$5,880.26

Whole House Heat Pump

			Materials & Equipment			Labor						Subtotal		Subcontractor Final Costs			General Contractor Final Costs		
	Upgrade		Unit Cost		Unit Type	Labor Type	Min Labor Hours	Max Labor Hours	Wage		Unit Type	Min Total	Max Total	Subtotal w/Labor HRS - Averaged	Subcontractor Overhead and Profit 20%	Subcontractor Subtotal Total	General Contractor Mark Up 5% on Sub	General Contractor Overhead and Profit 20% Markup	Project Final Cost
3	2 Ton / 3 Ton Whole House	2 Ton / 3 Ton	24 kbtu Condenser	$2,600	1 Each	HVAC Project Manager	2	2	$ 130.00	per	Hour	$ 260.00	$ 260.00	$ 260.00					
			Air Handler	$1,800	1 Each	Licensed HVAC	27	36	$ 120.00	per	Hour	$ 3,240.00	$ 4,320.00	$ 3,780.00					
			Line Set (25ft)	$500	1 Each	Apprentice	27	36	$ 100.00	per	Hour	$ 2,700.00	$ 3,600.00	$ 3,150.00					
			Electrical (including disco	$250	1 Each	Estimator	2	2	$ 120.00	per	Hour	$ 240.00	$ 240.00	$ 240.00					
			Stand	$300	1 Each														
				$5,450								$ 6,440.00	$ 8,420.00	$ 7,430.00	$ 3,220.00	$ 16,100.00	$805.00	$4,226.25	
																			$21,131.25

Whole House Heat Pump

			Materials & Equipment			Labor						Subtotal		Subcontractor Final Costs			General Contractor Final Costs		
	Upgrade		Unit Cost		Unit Type	Labor Type	Min Labor Hours	Max Labor Hours	Wage		Unit Type	Min Total	Max Total	Subtotal w/Labor HRS - Averaged	Subcontractor Overhead and Profit 20%	Subcontractor Subtotal Total	General Contractor Mark Up 5% on Sub	General Contractor Overhead and Profit 20% Markup	Project Total
4	4 Ton / 5 Ton Whole House	4 Ton / 5 Ton	48kbtu Condenser	$3,500	1 Each	HVAC Project Manager	2	2	$ 130.00	per	Hour	$ 260.00	$ 260.00	$ 260.00					
			Air Handler	$2,200	1 Each	Licensed HVAC	36	40	$ 120.00	per	Hour	$ 4,320.00	$ 4,800.00	$ 4,560.00					
			Line Set (25ft)	$500	1 Each	Apprentice	36	40	$ 100.00	per	Hour	$ 3,600.00	$ 4,000.00	$ 3,800.00					
			Electrical (including disco	$250	1 Each	Estimator	2	2	$ 120.00	per	Hour	$ 240.00	$ 240.00	$ 240.00					
			Stand	$300	1 Each														
				$6,750								$ 8,420.00	$ 9,300.00	$ 8,860.00	$ 3,902.50	$ 19,512.50	$975.63	$5,122.03	
																			$25,610.16

Mini-Splits

			Materials & Equipment			Labor						Subtotal		Subcontractor Final Costs			General Contractor Final Costs		
	Upgrade		Unit Cost		Unit Type	Labor Type	Min Labor Hours	Max Labor Hours	Wage		Unit Type	Min Total	Max Total	Subtotal w/Labor HRS - Averaged	Subcontractor Overhead and Profit 20%	Subcontractor Subtotal Total	General Contractor Mark Up 5% on Sub	General Contractor Overhead and Profit 20% Markup	Project Total
5	Mini Split 2 Ton Single Zone	2 Ton Mini-Split-Single Zone	24 kbtu Condenser	$1,600	1 Each	HVAC Project Manager	2	2	$ 130.00	per	Hour	$ 260.00	$ 260.00	$ 260.00					
		(12kbtu heads)	Air Handler	$750	1 Each	Licensed HVAC	8	9.5	$ 120.00	per	Hour	$ 960.00	$ 1,140.00	$ 1,050.00					
			Line Set (25ft)	$300	1 Each	Apprentice	8	9.5	$ 100.00	per	Hour	$ 800.00	$ 950.00	$ 875.00					
			Electrical (including disco	$250	1 Each	Estimator	2	2	$ 120.00	per	Hour	$ 240.00	$ 240.00	$ 240.00					
			Stand	$300	1 Each														
				$3,200								$ 2,260.00	$ 2,590.00	$ 2,425.00	$ 1,406.25	$ 7,031.25	$ 351.56	$1,845.70	
																			$9,228.52

Mini-Splits

			Materials & Equipment			Labor						Subtotal		Subcontractor Final Costs			General Contractor Final Costs		
		Upgrade		Unit Cost		Unit Type	Labor Type	Min Labor Hours	Max Labor Hours	Wage		Unit Type	Min Total	Max Total	Subtotal w/Labor HRS - Averaged	Overhead and Profit 20%	Subcontractor Subtotal Total	General Contractor Mark Up 5% on Sub	General Contractor Overhead and Profit 20%	Project Total
6	Mini Split 2 Ton two Zones	2Ton Mini-split-Two Zone	24 kbtu Condenser	$2,350	1	Each	HVAC Project Manager	2	2	$ 130.00	per	Hour	$ 260.00	$ 260.00	$ 260.00					
		(2qty 12kbtu heads)	Air Handler (qty 2)	$1,400	1	Each	Licensed HVAC	10	15	$ 120.00	per	Hour	$ 1,200.00	$ 1,800.00	$ 1,500.00					
			Line Set (50ft)	$600	1	Each	Apprentice	10	15	$ 100.00	per	Hour	$ 1,000.00	$ 1,500.00	$ 1,250.00					
			Electrical (including disco	$250	1	Each	Estimator	2	2	$ 120.00	per	Hour	$ 240.00	$ 240.00	$ 240.00					
			Stand	$300	1	Each														
				$4,900									$ 2,700.00	$ 3,800.00	$ 3,250.00	$ 2,037.50	$ 10,187.50	$ 509.38	$2,674.22	
																				$13,371.09

Mini-Splits

			Materials & Equipment			Labor						Subtotal		Subcontractor Final Costs			General Contractor Final Costs		
		Upgrade		Unit Cost		Unit Type	Labor Type	Min Labor Hours	Max Labor Hours	Wage		Unit Type	Min Total	Max Total	Subtotal w/Labor HRS - Averaged	Overhead and Profit 20%	Subcontractor Subtotal Total	General Contractor Mark Up 5% on Sub	General Contractor Overhead and Profit 20% Markup	Project Total
7	Mini Split 2 Ton Three Zones	~~2Ton Mini-split-Three Zone~~	24 kbtu Condenser	$2,350	1	Each	HVAC Project Manager	2	2	$ 130.00	per	Hour	$ 260.00	$ 260.00	$ 260.00					
		(3qty 9kbtu heads)	Air Handler (qty 3)	$1,260	1	Each	Licensed HVAC	15	20	$ 120.00	per	Hour	$ 1,800.00	$ 2,400.00	$ 2,100.00					
			Line Set (75ft)	$900	1	Each	Apprentice	15	20	$ 100.00	per	Hour	$ 1,500.00	$ 2,000.00	$ 1,750.00					
			Electrical (including disco	$250	1	Each	Estimator	2	2	$ 120.00	per	Hour	$ 240.00	$ 240.00	$ 240.00					
			Stand	$300	1	Each														
				$5,060									$ 3,800.00	$ 4,900.00	$ 4,350.00	$ 2,352.50	$ 11,762.50	$ 588.13	$3,087.66	
																				$15,438.28

Mini-Splits

			Materials & Equipment			Labor						Subtotal		Subcontractor Final Costs			General Contractor Final Costs		
		Upgrade		Unit Cost		Unit Type	Labor Type	Min Labor Hours	Max Labor Hours	Wage		Unit Type	Min Total	Max Total	Subtotal w/Labor HRS - Averaged	Overhead and Profit 20%	Subcontractor Subtotal Total	General Contractor Mark Up 5% on Sub	General Contractor Overhead and Profit 20%	Project Total
8	3Ton Mini-split-Single Zone	~~3Ton Mini-split-Single Zone~~	36 kbtu Condenser	$2,500	1	Each	HVAC Project Manager	2	2	$ 130.00	per	Hour	$ 260.00	$ 260.00	$ 260.00					
		(36 kbtu heads)	Air Handler	$990	1	Each	Licensed HVAC	8	10	$ 120.00	per	Hour	$ 960.00	$ 1,200.00	$ 1,080.00					
			Line Set (25ft)	$300	1	Each	Apprentice	8	10	$ 100.00	per	Hour	$ 800.00	$ 1,000.00	$ 900.00					
			Electrical (including disco	$250	1	Each	Estimator	2	2	$ 120.00	per	Hour	$ 240.00	$ 240.00	$ 240.00					
			Stand	$300	1	Each														
				$4,340									$ 2,260.00	$ 2,700.00	$ 2,480.00	$ 1,705.00	$ 8,525.00	$ 426.25	$2,237.81	
																				$11,189.06

Mini-Splits

			Materials & Equipment			Labor						Subtotal		Subcontractor Final Costs			General Contractor Final Costs		
		Upgrade		Unit Cost		Unit Type	Labor Type	Min Labor Hours	Max Labor Hours	Wage		Unit Type	Min Total	Max Total	Subtotal w/Labor HRS - Averaged	Overhead and Profit 20%	Subcontractor Subtotal Total	General Contractor Mark Up 5% on Sub	General Contractor Overhead and Profit 20% Markup	Project Total
9	3Ton Mini-split-Two Zone	3Ton Mini-split-Two Zone	36 kbtu Condenser	$3,800	1	Each	HVAC Project Manager	2	2	$ 130.00	per	Hour	$ 260.00	$ 260.00	$ 260.00					
		(2qty 18kbtu heads)	Air Handler (qty 2)	$1,200	1	Each	Licensed HVAC	12	15	$ 120.00	per	Hour	$ 1,440.00	$ 1,800.00	$ 1,620.00					
			Line Set (50ft)	$600	1	Each	Apprentice	12	15	$ 100.00	per	Hour	$ 1,200.00	$ 1,500.00	$ 1,350.00					
			Electrical (including disco	$250	1	Each	Estimator	2	2	$ 120.00	per	Hour	$ 240.00	$ 240.00	$ 240.00					
			Stand	$300	1	Each														
				$6,150									$ 3,140.00	$ 3,800.00	$ 3,470.00	$ 2,405.00	$ 12,025.00	$ 601.25	$3,156.56	
																				$15,782.81

Mini-Splits

			Materials & Equipment			Labor						Subtotal		Subcontractor Final Costs			General Contractor Final Costs		
		Upgrade		Unit Cost		Unit Type	Labor Type	Min Labor Hours	Max Labor Hours	Wage		Unit Type	Min Total	Max Total	Subtotal w/Labor HRS - Averaged	Overhead and Profit 20%	Subcontractor Subtotal Total	General Contractor Mark Up 5% on Sub	General Contractor Overhead and Profit 20% Markup	Project Total
10	3Ton Mini-split-Three Zone	~~3Ton Mini-split-Three Zone~~	36 kbtu Condenser	$3,800	1	Each	HVAC Project Manager	2	2	$ 130.00	per	Hour	$ 260.00	$ 260.00	$ 260.00					
		(3qty 12kbtu heads)	Air Handler (qty 3)	$1,500	1	Each	Licensed HVAC	15	17	$ 120.00	per	Hour	$ 1,800.00	$ 2,040.00	$ 1,920.00					
			Line Set (75ft)	$900	1	Each	Apprentice	15	17	$ 100.00	per	Hour	$ 1,500.00	$ 1,700.00	$ 1,600.00					
			Electrical (including disco	$250	1	Each	Estimator	2	2	$ 120.00	per	Hour	$ 240.00	$ 240.00	$ 240.00					
			Stand	$300	1	Each														
				$6,750									$ 3,800.00	$ 4,240.00	$ 4,020.00	$ 2,692.50	$ 13,462.50	$ 673.13	$3,533.91	
																				$17,669.53

Mini-Splits

			Materials & Equipment			Labor						Subtotal		Subcontractor Final Costs			General Contractor Final Costs		
	Upgrade		Unit Cost		Unit Type	Labor Type	Min Labor Hours	Max Labor Hours	Wage		Unit Type	Min Total	Max Total	Subtotal w/Labor HRS - Averaged	Overhead and Profit 20%	Subcontractor Subtotal Total	General Contractor Mark Up 5% on Sub	General Contractor Overhead and Profit 20% Markup	Project Total
11	3Ton Mini-split-4 zones																		
	3Ton Mini-split-Four Zone	36 kbtu Condenser	$3,800	1	Each	HVAC Project Manager	2	2	$ 130.00	per	Hour	$ 260.00	$ 260.00	$ 260.00					
	(4qty 12kbtu heads)	Air Handler (qty 4)	$2,000	1	Each	Licensed HVAC	17	20	$ 120.00	per	Hour	$ 2,040.00	$ 2,400.00	$ 2,220.00					
		Line Set (100ft)	$1,200	1	Each	Apprentice	17	20	$ 100.00	per	Hour	$ 1,700.00	$ 2,000.00	$ 1,850.00					
		Electrical (including disco	$250	1	Each	Estimator	2	2	$ 120.00	per	Hour	$ 240.00	$ 240.00	$ 240.00					
		Stand	$300	1	Each														
			$7,550									$ 4,240.00	$ 4,900.00	$ 4,570.00	$ 3,030.00	$ 15,150.00	$ 757.50	$3,976.88	
																			$19,884.38

Mini-Splits

			Materials & Equipment			Labor						Subtotal		Subcontractor Final Costs			General Contractor Final Costs		
	Upgrade		Unit Cost		Unit Type	Labor Type	Min Labor Hours	Max Labor Hours	Wage		Unit Type	Min Total	Max Total	Subtotal w/Labor HRS - Averaged	Overhead and Profit 20%	Subcontractor Subtotal Total	General Contractor Mark Up 5% on Sub	General Contractor Overhead and Profit 20% Markup	Project Total
12	3Ton Mini-split-5 zones																		
	3Ton Mini-split-5 zones	42 kbtu Condenser	$4,100	1	Each	HVAC Project Manager	2	2	$ 130.00	per	Hour	$ 260.00	$ 260.00	$ 260.00					
	(5qty 9kbtu heads)	Air Handler (qty 5)	$2,000	1	Each	Licensed HVAC	27	30	$ 120.00	per	Hour	$ 3,240.00	$ 3,600.00	$ 3,420.00					
		Line Set (125ft)	$1,500	1	Each	Apprentice	27	30	$ 100.00	per	Hour	$ 2,700.00	$ 3,000.00	$ 2,850.00					
		Electrical (including disco	$250	1	Each	Estimator	2	2	$ 120.00	per	Hour	$ 240.00	$ 240.00	$ 240.00					
		Stand	$300	1	Each														
			$8,150									$ 6,440.00	$ 7,100.00	$ 6,770.00	$ 3,730.00	$ 18,650.00	$ 932.50	$4,895.63	
																			$24,478.13

Insulation and Duct Seal

			Materials & Equipment			Labor						Subtotal		Subcontractor Final Costs			General Contractor Final Costs		
	Upgrade		Unit Cost		Unit Type	Labor Type	Min Labor Hours	Max Labor Hours	Wage		Unit Type	Min Total	Max Total	Subtotal w/Labor HRS - Averaged	Subcontractor Overhead and Profit 20%	Subcontractor Subtotal Total	General Contractor Mark Up 5% on Sub	General Contractor Overhead and Profit 20% Markup	Project Total
13	1000sqft Home																		
	Insulation and Duct Seal	**Air Sealing:** Seal various	$183	1	Each	HVAC Project Manager	2	2	$ 120.00	per	Hour	$ 240.00	$ 240.00	$ 240.00					
		Duct Seal: Seal Drywall to	$226	1	Each	Weatherization Lead	9	12	$ 120.00	per	Hour	$ 1,080.00	$ 1,440.00	$ 1,260.00					
		Attic Insulation: Realign	$1,034	1	Each	Apprentice	9	12	$ 100.00	per	Hour	$ 900.00	$ 1,200.00	$ 1,050.00					
		Floor insulation: Install	$1,526	1	Each	Estimator	2	2	$ 120.00	per	Hour	$ 240.00	$ 240.00	$ 240.00					
			$2,969									$ 2,460.00	$ 3,120.00	$ 2,790.00	$ 1,439.75	$ 7,198.75	$ 359.94	$1,889.67	
																			$9,448.36

Insulation and Duct Seal

			Materials & Equipment			Labor						Subtotal		Subcontractor Final Costs			General Contractor Final Costs		
	Upgrade		Unit Cost		Unit Type	Labor Type	Min Labor Hours	Max Labor Hours	Wage		Unit Type	Min Total	Max Total	Subtotal w/Labor HRS - Averaged	Subcontractor Overhead and Profit 20%	Subcontractor Subtotal Total	General Contractor Mark Up 5% on Sub	General Contractor Overhead and Profit 20% Markup	Project Total
14	1200sqft Home																		
	Insulation and Duct Seal	**Air Sealing:** Seal various	$220	1	Each	HVAC Project Manager	2	2.5	$ 120.00	per	Hour	$ 240.00	$ 300.00	$ 270.00					
		Duct Seal: Seal Drywall to	$271	1	Each	Weatherization Lead	10	12	$ 110.00	per	Hour	$ 1,100.00	$ 1,320.00	$ 1,210.00					
		Attic Insulation: Realign	$1,241	1	Each	Apprentice	10	12	$ 95.00	per	Hour	$ 950.00	$ 1,140.00	$ 1,045.00					
		Floor insulation: Install	$1,831	1	Each	Estimator	2	12	$ 120.00	per	Hour	$ 240.00	$ 1,440.00	$ 840.00					
			$3,563									$ 2,530.00	$ 4,200.00	$ 3,365.00	$ 1,732.00	$ 8,660.00	$ 433.00	$2,273.25	
																			$11,366.25

Insulation and Duct Seal

			Materials & Equipment			Labor						Subtotal		Subcontractor Final Costs			General Contractor Final Costs		
	Upgrade		Unit Cost		Unit Type	Labor Type	Min Labor Hours	Max Labor Hours	Wage		Unit Type	Min Total	Max Total	Subtotal w/Labor HRS - Averaged	Subcontractor Overhead and Profit 20%	Subcontractor Subtotal Total	General Contractor Mark Up 5% on Sub	General Contractor Overhead and Profit 20% Markup	Project Total
15	1500sqft Home																		
	Insulation and Duct Seal	**Air Sealing:** Seal various	$275	1	Each	HVAC Project Manager	2.5	2.5	$ 120.00	per	Hour	$ 300.00	$ 300.00	$ 300.00					
		Duct Seal: Seal Drywall to	$339	1	Each	Weatherization Lead	12	15	$ 110.00	per	Hour	$ 1,320.00	$ 1,650.00	$ 1,485.00					
		Attic Insulation: Realign	$1,551	1	Each	Apprentice	12	15	$ 95.00	per	Hour	$ 1,140.00	$ 1,425.00	$ 1,282.50					
		Floor insulation: Install	$2,289	1	Each	Estimator	2.5	12	$ 120.00	per	Hour	$ 300.00	$ 1,440.00	$ 870.00					
			$4,454									$ 3,060.00	$ 4,815.00	$ 3,937.50	$ 2,097.88	$ 10,489.38	$ 524.47	$2,753.46	
																			$13,767.30

Insulation and Duct Seal

			Materials & Equipment			Labor						Subtotal		Subcontractor Final Costs			General Contractor Final Costs		
	Upgrade		Unit Cost		Unit Type	Labor Type	Min Labor Hours	Max Labor Hours	Wage		Unit Type	Min Total	Max Total	Subtotal w/Labor HRS - Averaged	Subcontractor Overhead and Profit 20%	Subcontractor Subtotal Total	General Contractor Mark Up 5% on Sub	General Contractor Overhead and Profit 20% Markup	Project Total
16	2000sqft Home																		
	Insulation and Duct Seal	**Air Sealing:** Seal various	$366	1	Each	HVAC Project Manager	3	2.5	$ 120.00	per	Hour	$ 360.00	$ 300.00	$ 330.00					
		Duct Seal: Seal Drywall to	$451	1	Each	Weatherization Lead	15	18	$ 110.00	per	Hour	$ 1,650.00	$ 1,980.00	$ 1,815.00					
		Attic Insulation: Realign a	$2,063	1	Each	Apprentice	15	18	$ 95.00	per	Hour	$ 1,425.00	$ 1,710.00	$ 1,567.50					
		Floor insulation: Install ne	$3,044	1	Each	Estimator	2.5	12	$ 120.00	per	Hour	$ 300.00	$ 1,440.00	$ 870.00					
			$5,924									$ 3,735.00	$ 5,430.00	$ 4,582.50	$ 2,626.63	$ 13,133.13	$ 656.66	$3,447.45	
																			$17,237.23

200 Amp Panel Upgrade

			Materials & Equipment			Labor						Subtotal		Subcontractor Final Costs			General Contractor Final Costs		
	Upgrade		Unit Cost		Unit Type	Labor Type	Min Labor Hours	Max Labor Hours	Wage		Unit Type	Min Total	Max Total	Subtotal w/Labor HRS - Averaged	Subcontractor Overhead and Profit 20%	Subcontractor Subtotal Total	General Contractor Mark Up 5% on Sub	General Contractor Overhead and Profit 20% Markup	Project Total
17	200 Amp Panel Upgrade																		
	200 Amp Panel Upgrade	Panel, Breakers & Accessories	$1,250	1	Each	Electrical Project Manager	1	1	185.00	per	Hour	$ 185.00	$ 185.00	$ 185.00					
				1	Each	Estimator	2	2	185.00	per	Hour	$ 370.00	$ 370.00	$ 370.00					
				1	Each	Electrician	12	18	185.00	per	Hour	$ 2,220.00	$ 3,330.00	$ 2,775.00					
				1	Each				185.00	per	Hour	$ -	$ -	$ -					
			$1,250									$ 2,775.00	$ 3,885.00	$ 3,330.00		$ 4,580.00	$ 229.00	$1,202.25	
																			$6,011.25

Programmable Thermostat

			Materials & Equipment			Labor						Subtotal		Subcontractor Final Costs			General Contractor Final Costs		
	Upgrade		Unit Cost		Unit Type	Labor Type	Min Labor Hours	Max Labor Hours	Wage		Unit Type	Min Total	Max Total	Subtotal w/Labor HRS - Averaged	Subcontractor Overhead and Profit 20%	Subcontractor Subtotal Total	General Contractor Mark Up 5% on Sub	General Contractor Overhead and Profit 20% Markup	Project Total
18	Programmable Thermostat																		
	Programmable Thermostat	Thermostat	$25	1	Each	HVAC Project Manager			$ 130.00	per	Hour	$ -	$ -	$ -					
				1	Each	Licensed HVAC	1.5	2.5	$ 120.00	per	Hour	$ 180.00	$ 300.00	$ 240.00					
				1	Each	Apprentice			$ 100.00	per	Hour	$ -	$ -	$ -					
				1	Each	Estimator			$ 120.00	per	Hour	$ -	$ -	$ -					
			$25									$ 180.00	$ 300.00	$ 240.00	$ 66.25	$ 331.25	$ 16.56	$86.95	
																			$434.77

EXHIBIT B

STANDARD TERMS AND CONDITIONS

(Last Updated January 19, 2023)

*The term “Contractor” may substitute for the term “vendors,” “consultants,” or “firms,” depending on the purpose of the underlying Contract.

IN GENERAL

1. **PARTIES:** The City of Flagstaff (“City”) and the contractor identified in the Contract (“Contractor”) may be referred to individually as “Party” or collectively as “Parties”.

2. **NOTICE TO PROCEED:** Contractor shall not commence performance until after the City has issued a Notice to Proceed.

3. **LICENSES AND PERMITS:** Contractor its expense shall maintain current federal, state, and local licenses, permits and approvals required for performance of the Contract and provide copies to City upon request.

4. **COMPLIANCE WITH LAWS:** Contractor shall comply with all applicable federal, state and local laws, regulations, standards, codes and ordinances in performance of the Contract.

5. **NON-EXCLUSIVE:** Unless expressly provided otherwise in the Contract, the Contract is non-exclusive and the City reserves the right to contract with others for materials or services.

6. **SAMPLES:** Any sample submitted to the City by the Contractor and relied upon by City as representative of quality and conformity, shall constitute an express warranty that all materials and/or service to be provided to City shall be of the same quality and conformity.

MATERIALS

7. **PURCHASE ORDERS:** The City will issue a purchase order for the materials covered by the Contract, and such order will reference the Contract number.

8. **QUALITY:** Contractor warrants that all materials supplied under the Contract will be new and free from defects in material or workmanship. The materials will conform to any statements made on the containers or labels or advertisements for the materials and will be safe and appropriate for use as normally used. The City’s inspection, testing, acceptance or use of materials shall not serve to waive these quality requirements. This warranty shall survive termination or expiration of the Contract.

9. **ACCEPTANCE:** All materials and services provided by Contract are subject to final inspection and acceptance by the City. Materials and services failing to conform to the Contract specifications may be rejected in whole or part. If rejected, Contractor is responsible for all costs associated arising from rejection.

10. **MANUFACTURER’S WARRANTIES:** Contractor shall deliver all Manufacturer’s Warranties to the City upon the City’s acceptance of the materials.

11. **PACKING AND SHIPPING:** Contractor shall be responsible for industry standard packing which conforms to requirements of carrier's tariff and ICC regulations. Containers shall be clearly marked as to lot number, destination, address and purchase order number. All shipments shall be F.O.B. Destination, City of Flagstaff, 211 West Aspen Avenue, Flagstaff, Arizona 86001, unless otherwise specified by the City. C.O.D. shipments will not be accepted.

12. **TITLE AND RISK OF LOSS:** The title and risk of loss of material shall not pass to the City until the City actually receives the material at the point of delivery and the City has completed inspection and has accepted the material, unless the City has expressly provided otherwise in the Contract.

13. **NO REPLACEMENT OF DEFECTIVE TENDER:** Every tender of materials shall fully comply with all provisions of the Contract. If a tender is made which does not fully conform, this shall constitute a breach and Contractor shall not have the right to substitute a conforming tender without prior written approval from the City.

14. **DEFAULT IN ONE INSTALLMENT TO CONSTITUTE TOTAL BREACH:** Contractor may not substitute nonconforming materials and/or services. Delivery of nonconforming materials and/or services, or a default of any nature, shall constitute a breach of the Contract as a whole.

15. **SHIPMENT UNDER RESERVATION PROHIBITED:** Contractor is not authorized to ship materials under reservation and no tender of a bill of lading shall operate as a tender of the materials.

16. **LIENS:** All materials and other deliverables supplied to the City shall be free of all liens, other than the security interest held by Contractor, until payment in full is made by the City. Upon request of the City, Contractor shall provide a formal release of all liens.

17. **CHANGES IN ORDERS:** The City reserves the right at any time to make changes in any one or more of the following: (a) methods of shipment or packing; (b) place of delivery; and (c) quantities. If any change causes an increase or decrease in the cost of or the time required for performance, an equitable adjustment may be made in the price or delivery schedule, or both. Any claim for adjustment shall be evidenced in writing and approved by the City Purchasing Director prior to the institution of the change.

PAYMENT

18. **INVOICES:** A separate invoice shall be issued for each shipment and each job completed. Invoices shall include the Contract and/or Purchase Order number and dates when goods had been shipped or work performed. Invoices shall be sent within thirty (30) days following performance. Payment will only be made for satisfactory materials and/or services received and accepted by City.

19. **LATE INVOICES:** The City may deduct up to 10% of the payment price for late invoices. The City operates on a fiscal year budget, from July 1 through the following June 30. Except in unusual circumstances, which are not due to the fault of Contractor, the City will not honor any invoices or claims submitted after August 15 for materials or services supplied in the prior fiscal year.

20. TAXES: Contractor shall be responsible for payment of all taxes including federal, state, and local taxes related to or arising out of Contractor's performance of the Contract. Such taxes include but are not limited to federal and state income tax, social security tax, unemployment insurance taxes, transaction privilege taxes, use taxes, and any other taxes or business license fees as required.

Exception: The City will pay any taxes which are specifically identified as a line-item dollar amount in the Contractor's bid, proposal, or quote, and which were considered and approved by the City as part of the Contract award process. In this event, taxes shall be identified as a separate line item in Contractor's invoices.

21. FEDERAL EXCISE TAXES: The City is exempt from paying certain Federal Excise Taxes and will furnish an exemption certificate upon request.

22. FUEL CHARGES: Contractor at its own expense is liable for all fuel costs related to performance. No fuel surcharges will be accepted or paid by the City.

23. DISCOUNTS: If the Contract provides for payment discounts, payment discounts will be computed from the later date of the following: (a) when correct invoice is received by the City; or (b) when acceptable materials and/or materials were received by the City.

24. AMOUNTS DUE TO THE CITY: Contractor must be current and remain current in all obligations due to the City during performance. Payments to Contractor may be offset by any delinquent amounts due to the City or fees and charges owed to the City under the Contract.

25. OFAC: No payments may be made to any person in violation of Office of Foreign Assets Control regulations. 31 C.F.R. Part 501.

SERVICES

26. INDEPENDENT CONTRACTOR: Contractor shall be an independent contractor for purposes of all laws, including but not limited to the Fair Labor Standards Act, Federal Insurance Contribution Act, Social Security Act, Federal Unemployment Tax Act, Internal Revenue Code, Immigration and Naturalization Act; Arizona revenue and taxation, workers' compensation, and unemployment insurance laws.

27. CONTROL: Contractor shall be responsible for the control of the work.

28. WORK SITE: Contractor shall inspect the work site and notify the City in writing of any deficiencies or needs prior to commencing work.

29. SAFEGUARDING PROPERTY: Contractor shall responsible for any damage to real property of the City or adjacent property in performance of the work and safeguard the worksite.

30. QUALITY: All work shall be of good quality and free of defects, performed in a diligent and professional manner.

31. ACCEPTANCE: If the City rejects Contractor's work due to noncompliance with the Contract, the City, after notifying Contractor in writing, may require Contractor to correct the

deficiencies at Contractor's expense, or cancel the work order and pay Contractor only for work properly performed.

32. WARRANTY: Contractor warrants all work for a period of one year following final acceptance by the City. Upon receipt of written notice from the City, Contractor at its own expense shall promptly correct work rejected as defective or as failing to conform to the Contract, whether observed before or after acceptance, and whether or not fabricated, installed or completed by Contractor, and shall bear all costs of correction. If Contractor does not correct deficiencies within a reasonable time specified in the written notice from the City, the City may perform the work and Contractor shall be liable for the costs. This one year warranty is in addition to and does not limit Contractor's other obligations herein. This warranty shall survive termination or expiration of the Contract.

INSPECTION, RECORDS, ADMINISTRATION

33. RECORDS: The City shall have the right to inspect and audit all Contractor books and records related to the Contract for up to five years after completion of the Contract.

34. RIGHT TO INSPECT BUSINESS: The City shall have the right to inspect the place of business of the Contractor or its subcontractor during regular business hours at reasonable times, to the extent necessary to confirm Contract performance.

35. PUBLIC RECORDS: The Contract and any related materials are a matter of public record and subject to disclosure pursuant to Arizona Public Records Law. A.R.S. § 39-121 et seq. If Contractor has clearly marked its proprietary information as "confidential", the City will endeavor to notify Contractor prior to release of such information.

36. CONTRACT ADMINISTRATION: Contractor will be required to participate in the City's contract administration process. Contractor will be closely monitored for Contract compliance and will be required to promptly correct any deficiencies.

INDEMNIFICATION

37. GENERAL INDEMNIFICATION: Contractor shall indemnify and hold the City, and its officers, agents, employees, and subcontractors, harmless from and against any third-party claims, actions, liabilities, costs, including reasonable attorneys' fees and other costs of defense, arising out of the acts, errors, or omissions of Contractor, its officers, agents, employees, and subcontractors, in performing or failing to perform the responsibilities identified in the Contract. In the event any such action or claim is brought against the City, Contractor shall, if the City so elects, and upon tender by the City: (a) defend the same at Contractor's sole cost and expense; and/or (b) promptly satisfy any judgment adverse to the City; or (c) reimburse the City for any loss, cost, damage, or expense, including attorneys' fees, suffered or incurred by the City. The City shall notify Contractor, within a reasonable time, of any claim, threat of claim, or legal action as it relates to the responsibilities identified in the Contract. This indemnification shall survive termination or expiration of the Contract.

38. INTELLECTUAL PROPERTY INDEMNIFICATION: Contractor shall indemnify and hold the City, and its officers, agents, employees, and subcontractors, harmless from and against any third-party claims, actions, liabilities, costs, including reasonable attorneys' fees and other costs of defense arising out of the alleged infringement of any patent, trademark or copyright or other proprietary rights of any third-parties arising out of Contract performance

or use by the City of materials furnished or work performed under the Contract. In the event any such action or claim is brought against the City, Contractor shall, if the City so elects and upon tender by the City: (a) defend the same at Contractor's sole cost and expense; and/or (b) promptly satisfy any judgment adverse to the City; or (c) reimburse the City for any loss, cost, damage, or expense, including attorneys' fees, suffered or incurred by the City. The City shall notify Contractor, within a reasonable time, of any claim, threat of claim, or legal action as it relates to the responsibilities identified in the Contract. This indemnification shall survive termination or expiration of the Contract.

39. NETWORK SECURITY AND PRIVACY LIABILITY: Contractor shall indemnify and hold the City, and its officers, agents, employees, and subcontractors, harmless from an against any third-party claims, actions, liabilities, costs, including reasonable attorneys' fees and other costs of defense arising out of all acts, errors, omissions, negligence, infringement of intellectual property (except patent and trade secret); network security and privacy risks, including but not limited to unauthorized access, failure of security, breach of privacy perils, wrongful disclosure, collection, or other negligence in the handling of confidential information, privacy perils, and including coverage for related regulatory defense and penalties; data breach expenses, including but not limited to, consumer notification, whether or not required by law, computer forensic investigations, public relations and crisis management firm fees, credit file or identity monitoring or remediation services in the performance of services for the City. In the event any such action or claim is brought against the City, Contractor shall, if the City so elects and upon tender by the City: (a) defend the same at Contractor's sole cost and expense; and/or (b) promptly satisfy any judgment adverse to the City; or (c) reimburse the City for any loss, cost, damage, or expense, including attorneys' fees, suffered or incurred by the City. The City shall notify Contractor, within a reasonable time, of any claim, threat of claim, or legal action as it relates to the responsibilities identified in the Contract. This indemnification shall survive termination or expiration of the Contract.

CONTRACT CHANGES

40. PRICE INCREASES: Except as expressly provided for in the Contract, no price increases will be approved.

41. COMPLETE AGREEMENT: The Contract is intended to be the complete and final agreement of the Parties.

42. AMENDMENTS: The Contract may be amended by written agreement of the Parties.

43. SEVERABILITY: If any term or provision of the Contract is found by a court of competent jurisdiction to be illegal or unenforceable, then such term or provision is deemed deleted and the remainder of the Contract shall remain in full force and effect.

44. NO WAIVER: Both Parties have the right insist upon strict performance of the Contract, and the prior failure of a Party to insist upon strict performance, or a delay in any exercise of any right or remedy, or acceptance of materials or services, shall not be deemed a waiver of any right to insist upon strict performance.

45. ASSIGNMENT: Contractor was selected for its special knowledge, skills, and expertise, and shall not assign the services/materials required in the Contract, in whole or in part, without the City's prior written consent, which may be withheld for any reason. Any

assignment without such consent shall be null and void. No assignment shall relieve Contractor (Assignor) from any of its obligations and liabilities under the Contract with respect to the City. The Purchasing Director shall have authority to consent to an assignment on behalf of the City.

46. BINDING EFFECT: The Contract shall be binding upon and inure to the benefit of the Parties and their successors and assigns.

EMPLOYEES AND SUBCONTRACTORS

47. SUBCONTRACTING: Contractor was selected for its special knowledge, skills, and expertise, and shall not assign the services/materials required in the Contract, in whole or in part, without the City's prior written consent, which may be withheld for any reason. The City reserves the right to withhold consent if the subcontractor is deemed irresponsible and/or subcontracting may negatively affect performance. All subcontracts shall comply with the underlying Contract. Contractor is responsible for Contract performance whether or not subcontractors are used.

48. NONDISCRIMINATION: Contractor shall not discriminate against any employee or applicant for employment or person to whom it provides services because of race, color, religion, sex, national origin, disability, genetic information, veteran's status, pregnancy, familial status and represents and warrants that it complies with all applicable federal, state and local laws and executive orders regarding employment. In addition, any Contractor whose business is located within City of Flagstaff limits shall comply with the City Code, Chapter 14-02, *Civil Rights*, which also prohibits discrimination based on sexual orientation, or gender identity or expression.

49. DRUG FREE WORKPLACE: The City has adopted a Drug Free Workplace policy for itself and those doing business with the City to ensure the safety and health of all persons working on City contracts and projects. Contractor's personnel shall abstain from use or possession of illegal drugs while engaged in performance of the Contract.

50. IMMIGRATION LAWS: Pursuant to A.R.S. § 41-4401, Contractor hereby warrants to the City that Contractor and each of its subcontractors shall comply with all state and federal immigration laws and regulations that relate to its employees and A.R.S. § 23-214(A). A breach of state and federal immigration laws and regulations shall constitute a material breach of the Contract and shall subject Contractor to penalties up to and including termination of the Contract. The City may, at its sole discretion, conduct random verification of the employment records of the employees of the Contractor and any subcontractors to ensure compliance with all state and federal immigration laws and regulations. Neither Contractor nor any subcontractor shall be deemed to have materially breached the Contract if Contractor or subcontractor establishes that it has complied with the employment verification provisions prescribed by sections 274A and 274B of the Federal Immigration and Nationality Act and the E-verify requirements prescribed by A.R.S. § 23-214(A).

DEFAULT AND TERMINATION

51. TERMINATION FOR DEFAULT: Prior to terminating the Contract for a material breach, the non-defaulting Party shall give the defaulting Party written notice and reasonable opportunity to cure the default, not to exceed thirty (30) days unless a longer period of time is granted by the non-defaulting Party in writing. In the event the breach is not timely cured,

or in the event of a series of repeated breaches the non-defaulting Party may elect to terminate Contract by written notice to Contractor, which shall be effective upon receipt. In the event of default, the Parties may execute all remedies available at law in addition to the Contract remedies provided for herein.

52. CITY REMEDIES: In the event of Contractor's default, the City may obtain required materials and/or services from a substitute contractor, and Contractor shall be liable to the City to pay for the costs of such substitute service. The City may deduct or offset the cost of substitute service from any balance due to Contractor, and/or seek recovery of the costs of substitute service against any performance security, and/or collect any liquidated damages provided for in the Contract. Remedies herein are not exclusive.

53. CONTRACTOR REMEDIES: In the event of the City's default, Contractor may pursue all remedies available at law, except as provided for herein.

54. TERMINATION FOR NONAPPROPRIATION OF FUNDS: The City may terminate all or a portion of the Contract due to budget constraints and non-appropriation of funds for the following fiscal year, without penalty or liability to Contractor.

55. TERMINATION FOR CONVENIENCE: Unless expressly provided for otherwise in the Contract, the Contract may be terminated in whole or part by the City for convenience upon thirty (30) days written notice, without further penalty or liability to Contractor. If the Contract is terminated, City shall be liable only for payment for satisfactory materials and/or services received and accepted by the City before the effective date of termination.

56. TERMINATION DUE TO INSOLVENCY: If Contractor becomes a debtor in a bankruptcy proceeding, or a reorganization, dissolution or liquidation proceeding, or if a trustee or receiver is appointed over all or a substantial portion of the property of Contractor under federal bankruptcy law or any state insolvency law, Contractor shall immediately provide the City with a written notice thereof. The City may terminate the Contract, and Contractor is deemed in default, at any time if the Contractor becomes insolvent, or is a party to any voluntary bankruptcy or receivership proceeding, makes an assignment for a creditor, or there is any similar action that affects Contractor's ability to perform under the Contract.

57. PAYMENT UPON TERMINATION: Upon termination of the Contract, the City will pay Contractor for satisfactory performance up until the effective date of termination. The City shall make final payment within thirty (30) days from receipt of the Contractor's final invoice.

58. CANCELLATION FOR GRATUITIES: The City may cancel the Contract at any time, without penalty or further liability to Contractor, if City determines that Contractor has given or offered to give any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with award or performance of the Contract.

59. CANCELLATION FOR CONFLICT OF INTEREST: Pursuant to A.R.S. § 38-511, if the City identifies a conflict of interest in the award or performance of the Contract, the City may cancel the Contract within three years after its execution, without penalty or further liability to Contractor.

MISCELLANEOUS

60. COOPERATIVE PURCHASE CONTRACTS: Presuming that Contractor agreed to such during the procurement process, Contractor will enter into cooperative purchase arrangements, as sanctioned by state and federal law, to allow Contractor to sell materials and services to any member of a cooperative group under the same pricing, terms and conditions of the contract awarded to the Contractor by the public procurement unit, following a competitive procurement process.

61. ADVERTISING: Contractor shall not advertise or publish information concerning its Contract with the City without the prior written consent of the City.

62. NOTICES: All notices given pursuant to the Contract shall be delivered at the addresses as specified in the Contract or updated by Notice to the other Party. Notices may be: (a) personally delivered, with receipt effective upon personal delivery; (b) sent via certified mail, postage prepaid, with receipt deemed effective four days after being sent; or (c) sent by overnight courier, with receipt deemed effective two days after being sent. Notice may be sent by email as a secondary form of notice.

63. THIRD PARTY BENEFICIARIES: The Contract is intended for the exclusive benefit of the parties. Nothing herein is intended to create any rights or responsibilities to third parties.

64. GOVERNING LAW: The Contract shall be construed in accordance with the laws of Arizona.

65. FORUM: In the event of litigation relating to the Contract, any action at law or in equity shall be filed in Coconino County, Arizona.

66. ATTORNEYS' FEES: If any action at law or in equity is necessary to enforce the terms of the Contract, the prevailing party shall be entitled to recover its reasonable attorneys' fees, costs, professional fees and expenses.

67. FORCE MAJUERE:

a. There may be events that occur during the term of the Contract that are beyond the control of both the City and Contractor, including events of war, floods, labor, disputes, earthquakes, epidemics, pandemics, adverse weather conditions not reasonably anticipated, forest fires, and other acts of God ("Events"). These Events may result in a temporary delay of contractual deliverables, or the permanent inability to provide the contractual deliverables that are the subject of the Contract.

b. There shall be no claims arising from a temporary delay of contractual deliverables, or the permanent inability to provide the contractual deliverables caused by the Events and the City shall not pay additional costs incurred by Contractor as a result of such Events.

c. The Parties shall act in good faith to extend the Contract completion date without any penalty to Contractor and that the extension will be in an amount of time equal to any temporary delay. This provision of the Contract supersedes all other terms regarding temporary delay, permanent shut down, or increased costs.

68. NO BOYCOTT OF ISRAEL: Pursuant to A.R.S. §§ 35-393 and 35-393.01, if a Party has over ten (10) employees and the Contract is worth at least one-hundred thousand dollars and no cents ($100,000), the Party shall certify that it is not currently engaged in, and agrees, for the duration of the Contract, will not engage in a boycott of Israel.

69. CHANGES TO CONTRACT: The Contract shall not be modified within the first year after Contract award where: (a) an amendment may result in a competitive advantage that was not made available to other proposers/bidders; or (b) requests for changes may delay commencement of performance.

70. FORCED LABOR OF ETHNIC UYGHURS: If Contractor engages in for-profit activity and has ten (10) or more employees, pursuant to A.R.S. §35-394, the Contractor certifies that it does not currently, and agrees for the duration of the contract that it will not, use: 1) the forced labor of ethnic Uyghurs in the People's Republic of China; 2) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; and 3) any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. If the Contractor becomes aware during the term of the contract that the company is not in compliance with the written certification, the Contractor shall notify the City within five (5) business days after becoming aware of the noncompliance. If the Contractor does not provide the City with a written certification that the Contractor has remedied the noncompliance within 180 days after notifying the City of the noncompliance, this Contract terminates, except that if the contract termination date occurs before the end of the remedy period the Contract terminations on the Contract termination date.

EXHIBIT C

STANDARD INSURANCE REQUIREMENTS

(Last Updated January 19, 2023)

*The term "Contractor" may substitute for the term "vendors," "consultants," or "firms," depending on the purpose of the underlying Contract.

1. IN GENERAL: Contractor shall maintain insurance against claims for injury to persons or damage to property, arising from performance of or in connection with the Contract by Contractor, its agents, representatives, employees, and/or subcontractors.

2. REQUIREMENT TO PROCURE AND MAINTAIN: Each insurance policy required by the Contract shall be in effect at, or before, commencement of work under the Contract and shall remain in effect until all of Contractor's obligations under the Contract have been met, including any warranty periods. Contractor's failure to maintain the insurance policies as required by the Contract, or to provide timely evidence of renewal, will be considered a material breach of the Contract.

3. MINIMUM SCOPE AND LIMITS OF INSURANCE: The following insurance requirements are minimum requirements for the Contract and in no way limit the indemnity covenants contained in the Contract. The City does not represent or warrant that the minimum limits set forth in the Contract are sufficient to protect Contractor from liabilities that might arise out of the Contract, and Contractor is free to purchase such additional insurance as Contractor may determine is necessary.

Where applicable, as related to the Scope of Work, Contractor shall provide coverage at least as broad and with limits not less than those stated below.

a. Commercial General Liability - Occurrence Form

General Aggregate	$2,000,000
Products/Completed Operations	$1,000,000
Each Occurrence	$1,000,000

b. Umbrella Coverage $2,000,000

c. Automobile Liability

Any Automobile or Owned, Hired, and Non-owned Vehicles Combined Single Limit Per Accident for Bodily Injury & Property Damage	$1,000,000

d. Workers' Compensation and Employer's Liability

Workers' Compensation	Statutory
Employer's Liability: Each Accident	$1,000,000
Disease - Each Employee	$1,000,000
Disease - Policy Limit	$1,000,000

~~e. Professional Liability~~ ~~$2,000,000~~

~~f. Network Security and Privacy Liability~~

~~Per claim~~	~~$2,000,000~~
~~Annual Aggregate~~	~~$2,000,000~~

~~4.~~ ~~**NETWORK SECURITY AND PRIVACY LIABILITY:** Contractor shall maintain the requisite insurance requirements covering all acts, errors, omissions, negligence, infringement of intellectual property (except patent and trade secret); network security and privacy risks, including but not limited to unauthorized access, failure of security, breach of privacy perils, wrongful disclosure, collection, or other negligence in the handling of confidential information, privacy perils, and including coverage for related regulatory defense and penalties; data breach expenses, including but not limited to, consumer notification, whether or not required by law, computer forensic investigations, public relations and crisis management firm fees, credit file or identity monitoring or remediation services in the performance of services for the City. The insurance policy shall include coverage for third-party claims. The insurance policy shall contain an affirmative coverage grant for contingent bodily injury and property damage emanating from the failure of the technology services or an error or omission in the content/information provided.~~

5. SELF-INSURED RETENTION: Any self-insured retentions must be declared to and approved by the City. If not approved, the City may require that Contractor reduce or eliminate such self-insured retentions with respect to the City, its officers, agents, employees, and/or subcontractors. Contractor shall be solely responsible for any self-insured retention amounts. The City at its option may require Contractor to secure payment of such self-insured retention by a surety bond or irrevocable and unconditional letter of credit.

6. OTHER INSURANCE REQUIREMENTS: The insurance policies shall contain, or be endorsed to contain, the following provisions:

a. Additional Insured: In Commercial General Liability and Automobile Liability Coverages, the City of Flagstaff, its officers, officials, agents, employees, and/or subcontractors shall be named and endorsed as additional insureds with respect to liability arising out of the Contract and activities performed by or on behalf of Contractor, including products and completed operations of Contractor, and automobiles owned, leased, hired, or borrowed by Contractor.

b. Broad Form: Contractor's insurance policy shall contain broad form contractual liability coverage.

c. Primary Insurance: Contractor's insurance coverage shall be primary insurance with respect to the City, its officers, officials, agents, employees, and/or subcontractors. Any insurance or self-insurance maintained by the City, its officers, officials, agents, employees, and/or subcontractors shall be in excess of the coverage of Contractor's insurance and shall not contribute to it.

d. Each Insured: Contractor's insurance policies shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

e. Not Limited: Coverage provided by Contractor shall not be limited to the liability assumed under the indemnification provisions of the Contract.

f. Waiver of Subrogation: The insurance policies shall contain a waiver of subrogation against the City, its officers, officials, agents, employees, and/or subcontractors for losses arising from work performed by Contractor for the City.

7. NOTICE OF CANCELLATION: Each insurance policy required by the insurance provisions of the Contract shall provide the required coverage and shall not be suspended, voided, cancelled, and/or reduced in coverage or in limits unless prior written notice has been given to the City. Notices required by this section shall be sent directly to the Procurement Agent and shall reference the Contract Number.

8. ACCEPTABILITY OF INSURERS: Contractor shall place insurance hereunder with insurers duly licensed or approved unlicensed companies in the State of Arizona and with a "Best's" rating of not less than A-: VII. The City does not represent or warrant that the above required minimum insurer rating is sufficient to protect Contractor from potential insurer insolvency.

9. CERTIFICATES OF INSURANCE: Contractor shall furnish the City with certificates of insurance (ACORD form) as required by the Contract. The certificates for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. Any policy endorsements that restrict or limit coverage shall be clearly noted on the certificate of insurance. The City Contract number shall be noted on the certificates of insurance. If requested by the City, all certificates of insurance and endorsements must be received and approved by the City before the Contractor commences work.

10. POLICIES: The City reserves the right to require, and receive within ten (10) days, complete, certified copies of all insurance policies and endorsements required by the Contract. The City shall not be obligated, however, to review any insurance policies or to advise Contractor of any deficiencies in such policies and endorsements. The City's receipt of Contractor's policies or endorsements shall not relieve Contractor from, or be deemed a waiver of, the City's right to insist on strict fulfillment of Contractor's obligations under the Contract.

11. MODIFICATIONS: Any modification or variation from the insurance requirements in the Contract must have the prior approval of the City's Attorney's Office in consultation with the City's Risk Manager, whose decision shall be final. Such action will not require a formal Contract amendment but may be made by their handwritten revision and notation to the foregoing insurance requirements.

GRANT PROVISIONS

Grant Project Title: Flagstaff Home Energy Retrofit Program

Funding Agency: Department of Housing and Urban Development (HUD)

Grant Agreement No.: B-22-CP-AZ-0018

FEDERAL - GRANT PROVISIONS

The Contractor and its Subcontractor shall comply with the following grant provisions:

Applicable Laws

Compliance with all applicable Federal, State, and Local laws and regulations.

Awards to debarred and suspended parties

The City will not make any award or permit any award (subgrant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Orders 12549 and 12689, “Debarment and Suspension.”

Contracting with Small and Minority firms, Women's Business Enterprise and Labor Surplus Area Firms.

The Contractor will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.

Affirmative steps shall include:

i) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
ii) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
iii) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
iv) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;
v) Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.

Equal Employment Opportunity

Compliance with Executive Order 11246 of September 24, 1965, entitled “Equal Employment Opportunity,” as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60).

(All construction contracts awarded in excess of $10,000 by grantees and their contractors or subgrantees)

Clean Water and Air Act

Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).

Energy Policy and Conservation Act

Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

Resource Conservation and Recovery Act

Compliance with the Resource Conservation and Recovery Act (RCRA) requires federal agencies to assess the impact that debris, debris removal, hazardous wastes, and hazardous waste clean-up projects will have on air and water quality and take actions to prevent degradation. RCRA gives EPA the authority to control hazardous waste from the "cradle-to-grave" to facilities that generate hazardous materials and sets forth a framework for the management of non-hazardous waste (42 USC, 6901).

Conflicts of Interest

The City (grantee) and Contractor (subgrantees) will maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts. No employee, officer or agent of the grantee or subgrantee shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.

Such a conflict would arise when:

i) The employee, officer, or agent,
ii) Any member of his immediate family,
iii) His or her partner, or
iv) An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.

The grantee's or subgrantee's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub agreements. Grantee and subgrantees may set minimum rules where the financial interest is not substantial, or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by State or local law or regulations, such standards or conduct will provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the grantee's and subgrantee's officers, employees, or agents, or by contractors or their agents. The awarding agency may in regulation provide additional prohibitions relative to real, apparent, or potential conflicts of interest.

Copyrights

Reports, maps, or other documents produced in whole or in part are works for hire and shall not be the subject of any application for copyright by or on behalf of the Contractor or its Subcontractor.

The Contractor shall advise the City or its designee at the time of delivery of any copyrighted or copyrightable work furnished under this Agreement, or any adversely held copyrighted or copyrightable material incorporated in any such work and of any invasion of the right of privacy therein contained.

Patent Fees and Royalties

Contractor shall pay all license fees and royalties and assume all costs incident to the use in the performance of the Work or the incorporation in the Work of any invention, design, process, product, or device that is the subject of patent rights or copyrights held by others. If a particular invention, design, process, product, or device is specified in the Contract Documents for use in Funding Agency Contracting Provisions for Construction Projects the performance of the Work and if, to the actual knowledge of Owner or Engineer, its use is subject to patent rights or copyrights calling for the payment of any license fee or royalty to others, the existence of such rights shall be disclosed by the Owner in the Contract Documents.

Responsible Contractors

The City will make awards only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

Access and Retention of Records

Access by the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.

Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.

Additional Contract Requirements

1. Compliance with Executive Order 11246 - During the performance of this Contract, the Contractor agrees as follows:

    a. The Contractor will not discriminate against any employee or applicant because of race, creed, color, age, sex, handicap or national origin. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, sex, sexual orientation, age, handicap or national origin. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion or transfer; recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this non-discriminating clause.

    b. The Contractor will, in all solicitations or advertisements for employees place by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, age, handicap or national origin.

    c. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or

understanding, a notice advising the said labor union or worker's representatives of commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

d. The Contractor will not discriminate against any employee or applicant for employment because he or she is a disabled veteran or a veteran of the Vietnam Era in regard to any position for which the employee or applicant for employment is qualified. The Contractor agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled veterans and veterans of the Vietnam Era without discrimination based upon their disability or veteran status in all employment practices such as the following: employment upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

e. The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor. No segregated facilities will be maintained as required by Title VI of Civil Rights Acts of 1964.

f. The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his book, records, timecards, and accounts by the administering agency and the Secretary of Labor for the purposes of investigation to ascertain compliance with such rules, regulations and orders.

g. In the event of the Contractor's non-compliance with the non-discriminatory clauses of this Contract or with any of the said rules, regulations or orders, this Contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further grantee contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11236 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulations or order, of the Secretary of Labor, or as otherwise provided by law.

h. The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance. Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

2. Audit, Inspection, and Retention of Records - The Contractor shall permit the Owner, the City of Pascagoula, the U.S. Department of Housing and Urban Development, the U.S. Department of Labor, the Comptroller General of the United States, or any of their duly authorized representatives, to inspect and audit any books, documents, papers, and records of the Contractor which are directly pertinent to the Contractor’s performance

under this Contract until the expiration of three (3) years after the Owner makes final payment under this Contract and all other pending matters are closed. Failure of the Contractor to produce or have available these records may result in debarment.

3. Energy Efficiency - The Contractor shall comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).
4. Violation or Breach of Contract - If any party violates or breaches any term of this Contract, such violation or breach shall be deemed to constitute a default, and the other parties have the right to seek such administrative, contractual or legal remedies as may be suitable to the violation or breach; and, in addition, if any party, by reason of any default, fails within fifteen (15) days after notice thereof by another party to comply with the conditions of the Contract, the party having provided such notice may terminate this Contract.
5. Termination for Default or Convenience
    a. The Owner may terminate this Contract, in whole or in part, at any time by written notice to the Contractor. The Contractor shall be paid its costs, including Contract closeout costs and profit on work performed up to the time of termination. The Contractor shall promptly submit its termination claim to be paid to the Contractor. If the Contractor has any property in its possession belonging to the Owner, the Contractor will account for the same, and dispose of it in the manner the Owner directs. The parties agree that the Owner shall not be liable for the cost of the Contractor doing business, his overhead, or salaries if this Contract is terminated.
    b. If the Contractor fails to perform in the manner called for in this Contract, or if the Contractor fails to comply with any other provisions of this Contract, the Owner may terminate this Contract for default. Termination shall be effected by serving a "Notice of Termination" on the Contractor setting forth the manner in which the Contractor is in default. The Contractor will only be paid the Contract price for services performed in accordance with the manner of performance set forth in this Contract.
    c. In the event of a strike, fire, flood, or events which are not the fault of the Contractor, or events that make it impossible or impractical for the Contractor to complete said work on schedule, the Owner, after establishing a new performance schedule, may allow the Contractor to continue work, or may treat the said events as a termination for convenience.
6. Subcontracts
    a. The Contractor shall not subcontract any work to be performed under this Contract to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549.
    b. The provisions enumerated herein (including Exhibits) shall be applied to and physically be made a part of any and all subcontracts entered into by the Contractor for the performance of any part of the work of this Contract. The

Contractor shall notify the Owner and the City of Pascagoula Community and Economic Development Department in writing prior to executing such subcontracts so that a pre-construction conference may be scheduled with the subcontractor and Owner to review applicable contract provisions.

7. Section 3 Clause **(Applicable if Contract amount exceeds $100,000)**

a. The work to be performed under this Contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

b. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the 24 CFR part 135 regulations.

c. The Contractor agrees to send to each labor organization or representative of workers with which the Contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the Contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

d. The Contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The Contractor will not subcontract with any subcontractor where the Contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

e. The Contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the Contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the Contractor's obligations under 24 CFR part 135.

f. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

g. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under

this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

8. Environmental Protection (Applicable if Contract amount exceeds $100,000) - The Contractor shall comply with the applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).

CODE OF FEDERAL REGULATION (CFR) - Title 2: Grants and Agreements

PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable:

(A) Contracts for more than the simplified acquisition threshold currently set at $150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of $10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964- 1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

NOT APPLICABLE (D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

NOT APPLICABLE (E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of $150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding $100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See §200.322 Procurement of recovered materials.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75888, Dec. 19, 2014]

This content is from the eCFR and is authoritative but unofficial.

Title 24 —Housing and Urban Development
Subtitle A —Office of the Secretary, Department of Housing and Urban Development
Part 75 —Economic Opportunities for Low- and Very Low-Income Persons

Authority: 12 U.S.C. 1701u; 42 U.S.C. 3535(d).
Source: 85 FR 61562, Sept. 29, 2020, unless otherwise noted.

Subpart C Additional Provisions for Housing and Community Development Financial Assistance
§ 75.19 Requirements.
§ 75.21 Targeted Section 3 worker for housing and community development financial assistance.
§ 75.23 Section 3 safe harbor.
§ 75.25 Reporting.
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Subpart C—Additional Provisions for Housing and Community Development Financial Assistance

§ 75.19 Requirements.

(a) ***Employment and training.***

(1) To the greatest extent feasible, and consistent with existing Federal, state, and local laws and regulations, recipients covered by this subpart shall ensure that employment and training opportunities arising in connection with Section 3 projects are provided to Section 3 workers within the metropolitan area (or nonmetropolitan county) in which the project is located.

(2) Where feasible, priority for opportunities and training described in paragraph (a)(1) of this section should be given to:

(i) Section 3 workers residing within the service area or the neighborhood of the project, and

(ii) Participants in YouthBuild programs.

(b) ***Contracting.***

(1) To the greatest extent feasible, and consistent with existing Federal, state, and local laws and regulations, recipients covered by this subpart shall ensure contracts for work awarded in connection with Section 3 projects are provided to business concerns that provide economic opportunities to Section 3 workers residing within the metropolitan area (or nonmetropolitan county) in which the project is located.

(2) Where feasible, priority for contracting opportunities described in paragraph (b)(1) of this section should be given to:

(i) Section 3 business concerns that provide economic opportunities to Section 3 workers residing within the service area or the neighborhood of the project, and

(ii) YouthBuild programs.

§ 75.21 Targeted Section 3 worker for housing and community development financial assistance.

(a) ***Targeted Section 3 worker.*** A Targeted Section 3 worker for housing and community development financial assistance means a Section 3 worker who is:

(1) A worker employed by a Section 3 business concern; or

(2) A worker who currently fits or when hired fit at least one of the following categories, as documented within the past five years:

(i) Living within the service area or the neighborhood of the project, as defined in § 75.5; or

(ii) A YouthBuild participant.

(b) [Reserved]

§ 75.23 Section 3 safe harbor.

(a) ***General.*** Recipients will be considered to have complied with requirements in this part, in the absence of evidence to the contrary if they:

(1) Certify that they have followed the prioritization of effort in § 75.19; and

(2) Meet or exceed the applicable Section 3 benchmark as described in paragraph (b) of this section.

(b) ***Establishing benchmarks.***

(1) HUD will establish Section 3 benchmarks for Section 3 workers or Targeted Section 3 workers or both through a document published in the FEDERAL REGISTER. HUD may establish a single nationwide benchmark for Section 3 workers and a single nationwide benchmark for Targeted Section 3 workers, or may establish multiple benchmarks based on geography, the nature of the Section 3 project, or other variables. HUD will update the benchmarks through a document published in the FEDERAL REGISTER, subject to public comment, not less frequently than once every 3 years. Such notice shall include aggregate data on labor hours and the proportion of recipients meeting benchmarks, as well as other metrics reported pursuant to § 75.25 as deemed appropriate by HUD, for the 3 most recent reporting years.

(2) In establishing the Section 3 benchmarks, HUD may consider the industry averages for labor hours worked by specific categories of workers or in different localities or regions; averages for labor hours worked by Section 3 workers and Targeted Section 3 workers as reported by recipients pursuant to this section; and any other factors HUD deems important. In establishing the Section 3 benchmarks, HUD will exclude professional services from the total number of labor hours as such hours are excluded from the total number of labor hours to be reported per § 75.25(a)(4).

(3) Section 3 benchmarks will consist of the following two ratios:

(i) The number of labor hours worked by Section 3 workers divided by the total number of labor hours worked by all workers on a Section 3 project in the recipient's program year.

(ii) The number of labor hours worked by Targeted Section 3 workers as defined in § 75.21(a), divided by the total number of labor hours worked by all workers on a Section 3 project in the recipient's program year.

§ 75.25 Reporting.

(a) ***Reporting of labor hours.***

(1) For Section 3 projects, recipients must report in a manner prescribed by HUD:

(i) The total number of labor hours worked;

(ii) The total number of labor hours worked by Section 3 workers; and

(iii) The total number of labor hours worked by Targeted Section 3 workers.

(2) Section 3 workers' and Targeted Section 3 workers' labor hours may be counted for five years from when their status as a Section 3 worker or Targeted Section 3 worker is established pursuant to § 75.31.

(3) The labor hours reported under paragraph (a)(1) of this section must include the total number of labor hours worked on a Section 3 project, including labor hours worked by any subrecipients, contractors and subcontractors that the recipient is required, or elects pursuant to paragraph (a)(4) of this section, to report.

(4) Recipients reporting under this section, as well as subrecipients, contractors and subcontractors who report to recipients, may report labor hours by Section 3 workers, under paragraph (a)(1)(ii) of this section, and labor hours by Targeted Section 3 workers, under paragraph (a)(1)(iii) of this section, from professional services without including labor hours from professional services in the total number of labor hours worked under paragraph (a)(1)(i) of this section. If a contract covers both professional services and other work and the recipient or contractor or subcontractor chooses not to report labor hours from professional services, the labor hours under the contract that are not from professional services must still be reported.

(5) Recipients may report their own labor hours or that of a subrecipient, contractor, or subcontractor based on the employer's good faith assessment of the labor hours of a full-time or part-time employee informed by the employer's existing salary or time and attendance based payroll systems, unless the project or activity is otherwise subject to requirements specifying time and attendance reporting.

(b) ***Additional reporting if Section 3 benchmarks are not met.*** If the recipient's reporting under paragraph (a) of this section indicates that the recipient has not met the Section 3 benchmarks described in § 75.23, the recipient must report in a form prescribed by HUD on the qualitative nature of its activities and those its contractors and subcontractors pursued. Such qualitative efforts may, for example, include but are not limited to the following:

(1) Engaged in outreach efforts to generate job applicants who are Targeted Section 3 workers.

(2) Provided training or apprenticeship opportunities.

(3) Provided technical assistance to help Section 3 workers compete for jobs (*e.g.,* resume assistance, coaching).

(4) Provided or connected Section 3 workers with assistance in seeking employment including: drafting resumes, preparing for interviews, and finding job opportunities connecting residents to job placement services.

(5) Held one or more job fairs.

(6) Provided or referred Section 3 workers to services supporting work readiness and retention (*e.g.,* work readiness activities, interview clothing, test fees, transportation, child care).

(7) Provided assistance to apply for/or attend community college, a four-year educational institution, or vocational/technical training.

(8) Assisted Section 3 workers to obtain financial literacy training and/or coaching.

(9) Engaged in outreach efforts to identify and secure bids from Section 3 business concerns.

(10) Provided technical assistance to help Section 3 business concerns understand and bid on contracts.

(11) Divided contracts into smaller jobs to facilitate participation by Section 3 business concerns.

(12) Provided bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.

(13) Promoted use of business registries designed to create opportunities for disadvantaged and small businesses.

(14) Outreach, engagement, or referrals with the state one-stop system as defined in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.

(c) ***Reporting frequency.*** Unless otherwise provided, recipients must report annually to HUD under paragraph (a) of this section, and, where required, under paragraph (b) of this section, on all projects completed within the reporting year in a manner consistent with reporting requirements for the applicable HUD program.

§ 75.27 Contract provisions.

(a) Recipients must include language applying Section 3 requirements in any subrecipient agreement or contract for a Section 3 project.

(b) Recipients of Section 3 funding must require subrecipients, contractors, and subcontractors to meet the requirements of § 75.19, regardless of whether Section 3 language is included in recipient or subrecipient agreements, program regulatory agreements, or contracts.

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Jennifer Caputo, Deputy Human Resources Director

Co-Submitter: Ryan Saxby

Co-Submitter: Ryan Saxby

Date: 11/13/2025

Meeting Date: 11/18/2025

TITLE:

Consideration and Approval of Contract: Approve the Concentra Agreement for Medical Services for a term of five years.

STAFF RECOMMENDED ACTION:

1. Approve the Concentra Agreement for Medical Services for a term of five years; and
2. Authorize the City Manager to execute the necessary documents.

Executive Summary:

The City has a need for various medical examinations for current and future employees. (The term "employee" may substitute for the term "candidate" or "work injury personnel" depending on the purpose of the service to be provided.) Concentra will provide services for all employees aside from Public Safety while East Flagstaff Family Medicine will provide services for Public Safety employees.

Due to the complexity of both the procurement and the services needed, the Purchasing Director has approved modifying the full term of this contract from the standard five (5) years in total (including initial term and renewals), to a five (5) year initial term with one (1) five (5) year renewals. Exceeding the standard five (5) year term is most advantageous to the City to ensure continuity and continuation of services as the procurement has been quite lengthy and complex. The contract also contains termination clauses for non-appropriation of funds and convenience in the event they are needed during any one of the five (5) year periods.

Financial Impact:

The Medical Services expenditure will be charged to the appropriate division/section budget based on the services provided. Based on past expenditures, we estimate this contract will be approximately $45,000 per year across all funds for the 5-year term for an estimated total cost of $225,000.

Policy Impact:

None.

Previous Council Decision or Community Discussion:

None.

Options and Alternatives to Recommended Action:

1. Approve the Concentra Agreement for Medical Services as presented; or
2. Do not approve the contract.

Background and History:
Purchasing staff posted a Request for Proposal (RFP) solicitation on the City's PlanetBids bidding platform on January 3, 2025, and advertised the solicitation in the AZ Daily Sun on January 11 and January 18, 2025. The solicitation closed on February 3, 2025, and there were a total of three proposals that were deemed responsive and responsible by the Purchasing Agent assigned to the solicitation. An evaluation committee of seven city staff members evaluated the proposals, and Concentra is one of two highest scoring proposers being recommended for contract award.

Connection to PBB Priorities and Objectives:

- High Performing Governance:
  - Serve the public by providing high quality customer service,
  - Implement and communicate innovative and efficient local government programs, new ideas and best practices,
  - Be an employer of choice through inclusive recruitment and by providing employees with the necessary tools, training, support, and compensation.

Connection to Regional Plan:
None.

Connection to Carbon Neutrality Plan:
None.

Connection to 10-Year Housing Plan:
None.

Connection to Division Specific Plan:
None.

Attachments: Concentra Medical Services Agreement

AGREEMENT FOR MEDICAL SERVICES

This Agreement for Medical Services (the "**Agreement**") is made and entered into as of the 1 day of July, 2025 (the "**Effective Date**"), by and between Occupational Health Centers of the Southwest, P.A., dba Concentra Medical Centers ("**Concentra**") and City of Flagstaff ("**Client**").

RECITALS

WHEREAS, Concentra is in the business of providing certain healthcare services through its employees, and/or its designated affiliates and associations as more fully defined herein, including those services as described on Exhibit A attached hereto (the "**Services**") at a Concentra business location; and

WHEREAS, Client desires to engage Concentra, and Concentra desires to accept such engagement, to provide the Services, on the terms and conditions set forth in this Agreement;

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements set forth herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

AGREEMENT

1. Compensation.

(a) Client shall pay Concentra in accordance with the fee schedule set forth in Exhibit B (herein, the "**Fees**"). At the beginning of each twelve (12) month period of this Agreement, following the Effective Date, the Fees for the prior twelve (12) month period shall be automatically increased by the same amount that the Consumer Price Index (CPI) Medical Care has increased. If the CPI: Medical Care decreases, the Fees will remain the same as the prior twelve (12) month period. Concentra shall invoice Client monthly and Client shall remit payment to Concentra within thirty (30) days of receipt of invoice. Client agrees to pay any sales, use, excise or similar taxes applicable to the Services provided for hereunder.

(b) If Client and/or Concentra determine(s) that a change to this Agreement's Scope of Services is required, then such change to the Scope of Services must be provided by written amendment executed by both parties. The written amendment shall include any change in the Fees associated with any such change to the Scope of Services.

2. Term and Termination.

(a) The initial term of this Agreement (the "**Initial Term**") shall be for five (5) years, commencing on the Effective Date. This Agreement may be renewed upon mutual written agreement of the parties for up to one (1), 5-year renewal term (each a "**Renewal Term**") (the Initial Term and Renewal Term collectively referred to as the "**Term**") unless terminated pursuant to Section(b) below.

(b) Either party may terminate this Agreement for convenience by providing the other party a thirty (30) day written notice of its intent to terminate.

3. Compliance with Laws. In the performance of its duties and obligations pursuant to this Agreement, Concentra shall comply with all laws, rules, and regulations applicable to Concentra in connection therewith. Concentra further shall ensure that all personnel performing Services hereunder are appropriately licensed to perform the Services.

4. Nature of Relationship. Concentra shall perform this Agreement as an independent contractor to Client and, except as specifically provided in this Agreement, Concentra shall be solely responsible for the means and methods used to perform its obligations to Client. Concentra and Client specifically acknowledge and agree that all individuals who

will be performing Services hereunder are agents or employees of Concentra and not of the Client. Nothing in this Agreement is intended or shall be construed to create a joint venture, agency, partnership, employer/employee relationship or any legal or equitable relationship other than that of client and independent contractor.

This Section 4 shall survive the termination of this Agreement.

5. Confidentiality.

(a) The parties recognize and acknowledge that in the course of performing its duties and obligations under this Agreement such parties may have access to the other party's trade secrets and confidential or proprietary information (the "Confidential Information"). Confidential Information shall include, but not be limited to, this Agreement and the terms contained herein. Each party hereby agrees that, except when required by law, it will not disclose, in whole or in part, such Confidential Information for its own purposes or for the benefit of any other person, firm, partnership, association, corporation or business organization, entity or enterprise. In connection therewith, each party and any employee or agent of a party that has access to the Confidential Information of the other party will adhere to and be subject to the terms of this Section 5(a). Both parties shall maintain the confidentiality of medical records generated hereunder in accordance with applicable law and shall protect from disclosure any protected health information, as defined in 45 CFR §160.103.

(b) The parties agree that, in the event of a disclosure or threatened disclosure of such Confidential Information in a manner inconsistent with the terms of this Agreement, through any means whatsoever, the injured party may terminate this Agreement and may, in addition to any other remedies to which it may be entitled: (i) demand the return of any and all documents or other tangible items which reflect, reveal, disclose, constitute, compromise, or embody such Confidential Information and any or all copies thereof, whereupon the party disclosing, or threatening to disclose, such Confidential Information in a manner inconsistent with the terms of this Agreement shall promptly comply with such demand; (ii) be entitled to institute and prosecute proceedings in a court of competent jurisdiction to obtain temporary and/or permanent injunctive relief to enforce any provision hereof, without the necessity of proof of actual injury, loss or damage; and (iii) recover damages, losses, and expenses of any nature, including without limitation attorneys' fees, arising out of, resulting from or otherwise relating to such disclosure or threatened disclosure. Anything contained in this Section 5(b) to the contrary notwithstanding, each of the parties to this Agreement shall not be required to return or deliver any documents or other tangible items relating to such Confidential Information, if such return or delivery would directly violate any express provisions of an applicable order of a court of competent jurisdiction. It is the intention of the parties hereto that, in enforcing the provisions of this Section 5(b), a court may take into consideration, among other factors, each of the parties' interest in maintaining the confidentiality of such Confidential Information. Anything contained in this Section 5(b) to the contrary notwithstanding, the provisions of this Section 5(b) are not intended to cover information, which is in the public domain or becomes generally known.

This Section 5 shall survive the termination of this Agreement.

6. Indemnification.

(a) Each party shall indemnify, defend, and hold harmless the other party, and such other party's officers, directors, employees, and affiliates, from and against any and all liability, loss, cost, or expense (including, without limitation, reasonable attorney's fees), arising out of or in connection with the negligence or misconduct of the indemnifying party in the performance of its duties and obligations pursuant to this Agreement.

(b) The party seeking indemnification shall promptly notify in writing the party from whom indemnification is sought of any claim asserted against it for which such indemnification is sought, and shall promptly deliver

to the party from whom indemnification is sought a true copy of any such claim including, but not limited to, a true copy of any summons or other process, pleading, or notice issued in any lawsuit or other proceeding to assert or enforce such claim. Where acceptance of its obligation to indemnify is deemed proper by the indemnifying party, said party reserves the right to control the investigation, trial, and defense of such lawsuit or action (including all negotiations to effect settlement) and any appeal arising therefrom and to employ or engage attorneys of its own choice.

(c) The party seeking indemnification may, at its own cost, participate in such investigation, trial, and defense of such lawsuit or action and any appeal arising therefrom. The party seeking indemnification and its employees, agents, servants, and representatives shall provide full cooperation to the indemnifying part at all times during the pendency of the claim or lawsuit, including without limitation, providing them with all available information with respect thereto.

This Section 6 shall survive the termination of this Agreement.

7. Medical Records.

(a) Custodian. Concentra shall serve as the custodian of medical records created at the clinic during the Term of this Agreement. Concentra, as custodian of records shall abide by all local, state, and federal requirements for such record retention during and after the Term of this Agreement. Concentra shall also abide by all applicable laws related to Concentra and the medical service record retention. Client acknowledges that Concentra will provide copies of medical records to any third-party requestor (with the appropriate executed release from the employee/patient, court order, or business affidavit, as applicable).

(b) Access. Client understands and acknowledges that the Client is not entitled to access any patient medical records except to the extent allowed by law. Concentra is a "covered entity" as enumerated in 45 CFR §160.103. As a covered entity, Concentra may only disclose protected health information as authorized by and to the extent allowed by law.

(c) Retention and Destruction. Upon the termination of this Agreement for any reason, Concentra shall maintain all records created against the statutory and regulatory requirements. Should Client request records be maintained by Concentra beyond any state, local or federal rule due to an ongoing audit or legal matter, then Client shall be invoiced for such retention for as long as such records are retained until written notice from Client to destroy such retained records.

This Section 7 shall survive the termination of this Agreement.

8. Audit. Upon Client providing thirty (30) days advance written notice to Concentra, Client may inspect the books (excluding confidential proprietary data), procedures, and records of Concentra to monitor compliance with this Agreement. Upon such request, such audit is at Client's sole expense and is responsible for any reasonable fees incurred by Concentra to assist in providing such access (including, but not limited to, reasonable copy charges, hourly rates for personnel to provide requested materials for such audit, and supplies needed to provide such access). If an audit is requested and performed by Client, then Client will be invoiced as a separate line item on the next monthly billing statement as a standard Service provided under this Agreement.

9. Breach. If either party commits a material breach of its obligations under this Agreement, other than a breach of a payment obligation, the non-breaching party will provide thirty (30) days written notice describing the material breach to the breaching party. The breaching party will have thirty (30) days to cure such breach. If the breach is not cured within such period, then the party not in breach may terminate this Agreement upon thirty (30) days' prior, written notice to the other party.

10. Miscellaneous.

(a) Entire Agreement; Amendment. All exhibits referenced in this Agreement ("Exhibits") shall be attached and incorporated herein. This Agreement contains the entire agreement and understanding of the parties with respect to the subject matter hereof, and supersedes any and all prior agreements, understandings, and arrangements, written or oral, between the parties hereto regarding the subject matter hereof. Only a written instrument executed by both parties may amend this Agreement.

(b) Notices. All notices required or permitted under this Agreement shall be in writing and shall be deemed to have been properly given: (i) when personally delivered; (ii) if sent via overnight delivery by a nationally recognized overnight carrier, upon the delivery date; or (iii) if sent by United States mail, three (3) business days after deposit in postage prepaid, certified or registered mail, to the following respective addresses (or to such other address or addresses as either party may designate in writing):

If to Concentra:
Concentra Health Services, Inc.
5080 Spectrum Drive, Suite 1200 – West Tower
Addison, Texas 75001
Attn: Legal Contracts

If to Client:
City of Flagstaff
211 W Aspen Ave,
Flagstaff, AZ 86001
Attn: Teddy Callan, Procurement Specialist, teddy.callan@flagstaffaz.gov

Human Resources & Risk Management
City of Flagstaff
211 W. Aspen Ave.
Flagstaff, AZ 86001
Attn: Ryan Saxby, Director, Ryan. Saxby@flagstaffaz.gov

(c) Adequate Assurances. If reasonable grounds for insecurity arise with respect to Client's ability to pay for the Services in a timely fashion, Concentra may demand in writing adequate assurances of Client's ability to meet its payment obligations under this Agreement. Unless Client provides such assurances in a reasonable time and manner acceptable to Concentra, then in addition to any other rights and remedies available, Concentra may in its sole discretion: (a) partially or totally suspend its performance of Services while awaiting assurances from Client, without any liability; and/or (b) require payment from Client in advance for Services not yet provided, without any liability.

(d) Force Majeure. Neither party shall be liable for failure to perform any duty or obligation that either may have under this Agreement where such failure has been occasioned by any act of God, fire, inevitable accident, war, or any cause outside the reasonable control of the party who had the duty to perform.

(e) Waiver. The failure of either party to exercise or enforce any right conferred upon it hereunder shall not be deemed to be a waiver of any such right, nor operate to bar the exercise or performance thereof at any time or times thereafter, nor shall its waiver of any right hereunder at any given time, including rights to any payment, be deemed a waiver thereof for any other time.

(f) Assignment; Binding Effect. Neither party may assign this Agreement to any other person or entity without the prior written consent of the other party; provided however that Client acknowledges that certain professional services to be rendered by Concentra may be rendered by a professional association affiliated with Concentra. Notwithstanding anything contained herein to the contrary, either party may assign this Agreement, without consent, to the surviving entity in the event of a merger or sale of substantially all the assets. Subject to the foregoing, this Agreement inures to the benefit of, and is binding upon, the parties hereto and their respective successors and assigns.

(g) Severability. If any provision of this Agreement is held to be illegal, invalid, or unenforceable by a court of competent jurisdiction, the parties shall, if possible, agree on a legal, valid, and enforceable substitute provision that is as similar in effect to the deleted provision as possible. The remaining portion of the Agreement not declared illegal, invalid, or unenforceable shall, in any event, remain valid and effective for the term remaining unless the provision found illegal, invalid, or unenforceable goes to the essence of this Agreement.

(h) Governing Law. This Agreement shall be governed by, and construed and enforced in accordance with, the laws of the state in which the Services are performed, without regard to conflict/choice of law principles.

(i) Legislative Modification. Notwithstanding any other provision to the contrary: (a) in the event that any federal, state, or local law, rule, regulation, or interpretation thereof at any time during the term of this Agreement prohibit, restrict, or in any way materially change the method or amount of reimbursement or payment for services under this Agreement, then this Agreement shall, in good faith, be amended by the parties to provide for payment of compensation in a manner consistent with any such prohibition, restriction, or limitation; and (b) with respect to any law, rule, regulation, or interpretation thereof which results in a material increase in the cost of services provided by Concentra hereunder, Concentra shall have the right to increase its fees to reach that level of prices at which it is willing to provide services hereunder. With respect to any other prohibition, restriction, or change that causes this Agreement to be impermissible or materially different in its effect than contemplated herein, the parties hereto will, in good faith, negotiate and amend this Agreement to cause their relationship to be as consistent as possible with that which is created herein; if this Agreement is not so amended in writing prior to the effective date of said prohibition, restriction, or change, either party may terminate this Agreement upon written notice to the other party.

(j) Corporate Authority. Client represents and warrants that Client has the requisite corporate power and authority to enter into this Agreement, to engage Concentra to perform the Services set forth herein, and to perform its obligations hereunder. The execution, delivery and performance by Client of this Agreement and the engagement of Concentra to perform the Services set forth herein have been duly authorized by all requisite corporate action on the part of Client.

(k) Publicity. Each party shall submit to the other in advance any advertising, written sales promotions, press releases and other publicity matters relating to this Agreement or in which the other party's name is mentioned and shall not publish or use such advertising, sales promotion, press releases, or publicity matters without prior written approval of the other party. However, either party may, without prior written approval of the other party, include the other party's name and a factual description of the work performed under this Agreement in its lists of references and in the experience section of proposals to third parties, in internal business planning documents, in its annual report to shareholders, and whenever required for legal, accounting or regulatory purposes.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

OCCUPATIONAL HEALTH CENTERS OF THE SOUTHWEST, P.A., DBA CONCENTRA MEDICAL CENTERS

By: _____

Name: Scott A. Cole, MD

Title: Vice President

Date: _____

CITY OF FLAGSTAFF

By: _____

Name: _____

Title: _____

Date: _____

EXHIBIT A
SERVICES

A. Scope Summary

1. The City has awarded contracts for portions of the scope of work to Contractors to provide Occupational Health Services and/or Occupational Medical Services according to the Scope of Work.
2. The services provided will be on an as needed, if needed basis. There is no guarantee to the amount of work that may be performed under the resulting Contract.
3. The contracted services shall be available within Arizona (first), then the United States through the coordination of partner/sister locations, with a full-service location in the city of Flagstaff, Arizona.

B. Scope of Services

1. Minimum Service Requirements
   a. Health History
      i. The Health History is a collection of data provided by the individual for the examining professional to review and assess previous and existing health issues. The examiner shall discuss areas of concern with the individual and then proceed with the General Exam. Additional documents may be requested, if necessary, by the City addressing all concerns. The Health History section of the exam form begins on the first page of the form and concludes at the employee's agreement and signature.
   b. General Exam
      i. Contractor shall:
         (1) Perform a thorough examination and medical review of all requirements by initialing the items throughout the exam form. Each section of the form shall be completed with comments and initials as per the form instructions. The General Exam shall be performed by a State and/or Board-Certified examining professional and shall include, but is not limited to, the following requirements:
            (a) Document height, weight, vital signs, and measure blood pressure. If the blood pressure reading is above 140/90 it shall be noted, retested, and recorded at least two more times before the individual leaves the clinic.
            (b) Perform a Musculoskeletal portion of the exam. This is an inspection of the range of motion of joints, hands, knees, feet, and spine. The exam includes testing for strength, sensation, and reflexes. If Contractor prefers an on-site licensed physical therapist to do the musculoskeletal section of the evaluation, there shall be no extra charge to the City and the examining professional must review and sign off on the evaluation. The City will provide the examining professional a job description and authorization form to allow the examining professional to conduct a functional capacity exam to determine an individual's ability to lift, carry, push, and pull the weight required to perform essential job functions; this should be reported to the City. Contractor is not authorized to do such an evaluation unless specifically directed by the City.
            (c) Perform a vision test with corrective lenses, in accordance with the General Exam form.

(d) Unless otherwise scheduled, perform a short whisper hearing test, in accordance with the General Exam form.

2. Specialized Testing
   a. U.S. Department of Transportation (USDOT) Commercial Driver License (CDL)
      i. Contractor shall:
         (1) Ensure a USDOT Medical Examination Report form is properly completed and signed as required at the time the exam is completed;
         (2) Obtain and keep a sufficient supply of USDOT Commercial Driver's License forms from USDOT;
         (3) Provide the employee with DOT physical exam MEC card and send the USDOT exam results and card to the City via the email at human.resources@flagstaffaz.gov, and to ADOT at: PO Box 2100, Mail drop: 818Z, Phoenix, AZ 85007 OR medicalreview@azdot.com. For candidates (vs. incumbent employees), Contractor shall NOT give the original or a copy of the exam or card to the candidate;
         (4) Perform CDL physical exams as required by USDOT. In accordance with the Federal Motor Carrier Safety Administration, certified physicians on staff conducting CDL physicals are required to be listed on the National Registry of Certified Medical Examiners. Certified Medical Examiners may be found at https://nationalregistry.fmcsa.dot.gov/NRPublicUI/home.seam;
         (5) Collect the National Institute on Drug Abuse (NIDA) regulated split sample urine drug screen using the authorization form provided by the City.
      ii. The City shall have the right to specify a State approved laboratory and a Medical Review Officer to receive urine drug screens.

   b. Arizona Peace Officer Standards Training (AZPOST)
      i. Contractor shall:
         (1) Review with the candidate as part of the Health History review the AZPOST Medical History Questionnaire;
         (2) Ensure an AZPOST exam form is properly completed and signed as required at the time the exam is completed;
         (3) Provide and use the current version of the AZPOST exam form(s); and
         (4) The exam shall be performed only by a Medical Doctor or Doctor of Osteopathy who is certified by AZPOST.

   c. Drug and Alcohol Testing
      i. Contractor shall collect the NIDA regulated split sample urine drug screen using the authorization forms provided by the City.
      ii. The City shall have the right to specify a State approved laboratory and a Medical Review Officer to receive urine drug screens.
      iii. Contractor shall have the ability to collect a non-regulated drug screen as defined by the City.
      iv. Contractor shall have the ability to perform a breath alcohol test using scientifically calibrated equipment and that meets USDOT standards.
      v. Potential types of Drug and/or Alcohol Testing shall include, but not be limited to:
         (1) Random; regulated and non-regulated testing
         (2) Reasonable suspicion
         (3) Return to Duty
         (4) Post accident
         (5) Return to Pool
         (6) Follow-up/Re-test
      vi. Tested drug categories and initial and confirmatory levels are as follows:

DRUG TEST LIST
FEDERALLY REGULATED
INITIAL AND CONFIRMATION CUTOFF LEVELS

Drug Category	Initial Test Cutoff Level (ng/ml)	Confirmatory Test Cutoff Level (ng/ml)	CDL/DOT (per FMCSA)	Police (per 13-04) and FF on SWAT	FF Recruit (per NFPA 1582 (2022))	FF *off* Probation (per NFPA 1582 (2022))	Other Safety Sensitive Positions	Post-Accident	Reasonable Suspicion
Amphetamines	500	250	Y	Y	Y	Y	Y	Y	Y
Barbiturates	300	200	Y	Y	Y	Y	Y	Y	Y
Benzodiazepine	300	100	Y	Y	Y	Y	Y	Y	Y
Cocaine	150	100	Y	Y	Y	Y	Y	Y	Y
THC/Marijuana	50	15	Y	Y	Y	N	N	Y	Y
Methadone	300	300	Y	Y	Y	Y	Y	Y	Y
Opiates	2000	2000	Y	Y	Y	Y	Y	Y	Y
Phencyclidine	25	25	Y	Y	Y	Y	Y	Y	Y
Propoxyphene	300	300	Y	Y	Y	Y	Y	Y	Y

d. OSHA Medical Surveillance
   i. Physical Type: Respirator Physical and Fit-Testing
      To be Completed by: PLHCP
      OSHA Standard: 29 CFR 1910.134
      Frequency: Initial, Medically Necessary, Annual
      Protocol:
      (1) Review of job description
      (2) General/Basic Physical/Exam/Evaluation and Intake
      (3) Completion of OSHA Respirator Questionnaire by Employee/Candidate
      (4) Review of OSHA Respirator Questionnaire by PLHCP
      (5) If necessary, and per the OSHA standard, a follow-up medical examination shall be provided and include any additional medical tests (e.g., PFT, CXR, etc.), consultations, or diagnostic procedures that the PLHCP deems necessary to make a final determination
      (6) Written Medical Opinion for Respirator Use (including type) by PLHCP
      (7) QLFT or QNFT (Fit-Testing)
   ii. Physical Type: Respirator Fit Test
      To be Completed by: Qualified Staff
      OSHA Standard: 29 CFR 1910.134
      Protocol:
      (1) Fit test shall not be conducted if there is any hair growth between the skin and facepiece sealing the surface
      (2) If the individual exhibits difficulty in breathing during the tests, the test shall be abandoned, and the individual shall be referred to a physician
      (3) Test shall include (while in facepiece): normal breathing in a normal standing position, deep breathing in a normal standing position, turning head side to side, moving head up and down, talking slowly but loud enough to recite the Rainbow Passage and bending over at the waist. Each test shall be performed for one (1) minute
      (4) QLFT appropriate test solutions may include: Isoamyl Acetate, Saccharin, Bitrex, Irritant Smoke (Stannic Chloride)
   iii. Physical Type: Asbestos
      To be Completed by: Physician
      OSHA Standard: 29 CFR 1910.1001
      Frequency: Initial, Annual, Exit if less than 6 months from most recent physical
      Protocol:
      (1) Review of job description
      (2) General/Basic Physical/Exam/Evaluation with emphasis on the respiratory system, the cardiovascular system, and digestive tract
      (3) Completion of OSHA Respirator Questionnaire
      (4) A 14” x 17” (or other reasonably-sized) standard film or digital posterior-anterior chest X-ray.*
      (5) PFT to include forced vital capacity (FVC) and forced expiratory volume at 1 second (FEV_1)
      (6) Any additional tests deemed appropriate by the examining physician
      (7) Frequency of Chest X-ray

Years since first exposure	Age of employee		
	15 to 35	35+ to 45	45+
0 to 10	Every 5 years	Every 5 years	Every 5 years
10+	Every 5 years	Every 2 years	Every 1 year

iv. Physical Type: Hazmat
To be Completed by: Physician
OSHA Standard: 29 CFR 1910.120
Frequency: Initial, Medically Necessary, Annual, Exit if less than 6 months from most recent physical
Protocol:
(1) Review of job description
(2) General/Basic Physical/Exam/Evaluation and Intake
(3) Review of Work History with special emphasis on symptoms related to the handling of hazardous substances and health hazards
(4) Heavy Metals Bloodwork
(5) PFT
(6) Completion of OSHA Respirator Questionnaire by Employee/Candidate
(7) Review of OSHA Respirator Questionnaire by PLHCP
(8) Written Medical Opinion for Respirator Use (including type) by PLHCP
(9) Any other medically indicated component (e.g., EKG, CXR, bloodwork, urinalysis, long audio exam) as recommended by the physician

v. Medical Surveillance Type: Hepatitis B
To be Completed by: Appropriate Staff as Designated by Contractor
OSHA Standard: 29 CFR 1910.1030
Frequency: Depends on option selected and employee
Options:
(1) Provide a series of three (3) injections, clinic to provide written two (2) week reminder for injections 2 and 3; OR,
(2) Accept proof of series completion from employee (copy kept in patient's file); OR,
(3) Accept proof of immunity via titer* results provided by employee (copy kept in patient's file); OR,
(4) Have employee sign a declination form (original kept in patient's file).
*Contractor may not to provide the option of a titer, nor may Contractor provide a titer in lieu of series.

vi. Medical Surveillance Type: Lead Assessment
To be Completed by: Phlebotomist
OSHA Standard: 29 CFR 1910.1025 (j)
Frequency: Initial, As Requested
Protocol:
(1) Blood lead level
(2) Hbg and Hct determinations
(3) Blood urea nitrogen
(4) Serum creatinine
(5) Routing UA with microscopic examination
(6) ZPP level

vii. Physical Type: Pulmonary Function Test (FVC, FEV1 and FVC/FEV1 ratio)
To be Completed by: Appropriate Staff as Designated by the Contractor
OSHA Standard: 29 CFR 1910.1051
Frequency: Depends on option selected and employee
Protocol:
(1) Perform Chest X-rays for candidates being considered for jobs where asbestos exposure is likely, in accordance with OSHA.
(2) Provide a report within twenty-four (24) hours, followed by a radiologist report to be included with the original exam sent to the City within three (3) days of completion by the examining professional.
(3) Perform Pulmonary Function Testing in accordance with OSHA standards and record on appropriate forms provided by the examining professional. A reproducible measurable graph must be provided with PFT forms. Return to the City for their Respiratory Protection Program records.

3. Other Specialized Tests
   a. When specialized tests are required, the City will notify Contractor in writing of such tests to be performed at the time the exam appointment is made.
   b. Contractor shall be able to:
      i. Perform an EKG, if ordered by the City.
      ii. Perform Rabies Treatments where Contractor must ensure that results of rabies titer checks are provided to the City within fourteen (14) days.
      iii. Perform Audiometric Evaluation. If equipment is inoperable, City MUST be notified immediately (within one (1) business day).
      iv. Perform a short whisper hearing test.
      v. Perform historical assessment of the results to determine if employees have experienced a standard threshold shift.
      vi. Perform Lab Work, if ordered by the City, to include, but not be limited to: tests for liver enzymes shall include Glutamyl Transpeptidase (GGTP), alkaline phosphatase, Lactate Dehydrogenase (LDH), Aspartate Aminotransferase (AST), Alanine Aminotransferase (ALT), and total bilirubin.

4. Vaccinations/Immunizations
   a. General Protocol:
      i. Vaccinations/immunizations (“treatment”) shall be administered in accordance with CDC guidelines and/or OSHA regulations and safe medical and/or nursing practices, as well as performed by appropriately licensed professionals.
      ii. Contractor shall limit pre-exposure treatments to those employees designated in writing by the City.
      iii. Contractor shall formally document the treatments and provide such documentation to the City within three (3) business days of performing the service. Documentation shall include the following information:
         (1) The name of the employee receiving the treatment.
         (2) The date the initial treatment or test was given.
         (3) Scheduled dates for subsequent treatments or tests, when applicable.
         (4) Name of the person administering the treatment.
         (5) Type of treatment (titer, vaccination, booster, post-exposure).
         (6) Manufacturer and lot number of the vaccination/immunization used.
         (7) Written notification when vaccination/immunization series is complete.

b. Specific Vaccinations/Immunizations
    i. Hepatitis B Immunization, proof of immunization completion, declination form or titer.
    ii. Hepatitis A Immunization.
    iii. Twinrix Immunization.
    iv. Rabies Vaccination (to include pre-exposure vaccinations, titer checks, booster shots, and post-exposure treatments).
    v. Tetanus.
    vi. Tuberculosis (TST, read and documentation of any positive – 10mm or greater; and treatment if work-related exposure).

5. General Procedures
    a. Prompt Service
        i. Barring walk-in emergencies, and provided the employee arrives on time, exams for employees who have an appointment shall begin within thirty (30) to sixty (60) minutes of the employee's scheduled appointment time.
        ii. Appointment time shall be booked and held on time.
        iii. If scheduled appointment time cannot be met, Contractor shall contact the City before sending an employee that cannot be seen home. If Contractor is overbooked during the week, Contractor shall immediately notify the City immediately before/prior to turning an employee away for service. Contractor must be able to accommodate appointments for employees within three (3) working days of the initial request for an appointment.
        iv. If equipment that is necessary for performing the services becomes inoperable, the City MUST be notified within one (1) business day.
        v. A report of all exam results to the City is required within three (3) business days following completion of exams. Blood work results shall be transmitted within three (3) working days either via encrypted email or a portal.
        vi. All original exam forms shall be marked CONFIDENTIAL and mailed to the City within three (3) working days of completion of the exam. Contractor shall send the original test documents of the audiogram and pulmonary function test (PFT) if one was done.

    b. Abnormal Findings
        i. If the examining professional discovers any health problems or abnormal findings, they shall notify the City contact immediately or no later than one (1) business day. All findings are to be thoroughly documented on the exam forms provided by the City.
        ii. Contractor shall not provide follow-up medical services for any City referral. Contractor may not hold an exam while waiting for the employee to provide medical information from the employee's personal physician but shall complete the exam and forward exam results to the City. The City will determine if further examinations will be required.
        iii. Contractor shall provide a licensed Medical Case Manager/Consultant to evaluate the exam results and provide determination to the City on the potential or current employee's ability to perform the essential functions of the position.

    c. Confidentiality of Records
        i. Contractor shall be the custodian of all medical records and keep a copy of all forms for their records. All copies are confidential and the contents of such may not be released to anyone except upon written consent of the City. Should an employee request such information, Contractor shall refer them to the City.

ii. Contractor shall ensure that all forms are complete prior to transmitting to the City. This includes picture I.D. verification and individual's signature on necessary documentation.
iii. Data obtained by Contractor through the course of these examinations may be used only in aggregate form and may not identify employees by name, age, gender, race, color, or national origin, or groups of persons as employees for employment or employed by the City.
iv. Health Insurance Portability and Accountability Act of 1996 (HIPAA): Contractor warrants that it is familiar with the requirements of HIPAA and HIPAA's accompanying regulations and shall comply with all applicable HIPAA requirements in the course of this contract. Contractor shall cooperate with the City in the course of performance of the contract so that both the City and Contractor are compliant with HIPAA and other compliance officials required by HIPAA and its regulations. Contractor shall sign any documents that are reasonably necessary to keep the City and Contractor compliant with HIPAA, including, but not limited to, business associate agreements. Contractor shall have the opportunity to review any documents proposed by the City prior to approval by Contractor. Contractor shall not unreasonably withhold the approval of such documents.
v. The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are advising Contractors not to provide any genetic information when responding to the request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

4. Testing Services and Requirements
   a. Collection: The City requires laboratory collection services that ensure the integrity of the specimen from the time of collection to receipt at the laboratory. The protocols, standards, and procedures utilized for specimen collection service components shall be performed in accordance with applicable federal requirements that include, but are not limited to, 49 CFR Parts 40 and 384. The following tasks are included, but not limited to, testing requirements:
      i. Custody and Control of collected specimen;
      ii. Specimen processing;
      iii. Transportation;
      iv. Storage and retrieval;
      v. Reporting; and
      vi. Contract Administration.

5. Facilities, Equipment, and Contractor Personnel
   a. Contractor shall:
      i. Provide adequate number of personnel trained for the service provided;
      ii. Provide suitable equipped facilities for service provided (including mobile units);
      iii. Provide sufficient quantity of specified supplies, materials, and forms;
      iv. Provide technical information and assistance as required for testing;
      v. Contract administration reports and other service information if requested;

vi. Provide on-going training of staff in accordance with accepted industry standards;
vii. Notify City within one (1) business day of any inoperable equipment that has the potential to impact services (e.g., breathalyzer, audio booth, PFT machine, etc.).

6. Specific Requirements for Services
   a. Urine specimen collection service;
   b. Blood testing collection service;
   c. Commercial Driver's License SAMHSA and DHHS requirements;
   d. Donor identification process with acceptable methods;
   e. Photo identification (license or badge);
   f. Any identification allowed under the City's medical testing program;
   g. Collection professionals are required to secure the specimen from the identified donor;
   h. Citywide collection including:
      i. Contractor's site
      ii. On-site services (with or without a mobile unit).

7. Laboratory Services
   a. Whether a Substance Abuse and Mental Health Service Administration (SAMHSA) certified laboratory or accredited by the Commission on Laboratory Accreditation of the College of American Pathologists (CAP), Contractor shall have the ability, with or without the use of Subcontractor(s), to successfully perform laboratory testing as required by the services rendered.

8. Laboratory Tasks and Requirements
   a. Security/verification of specimens and documents;
   b. Equipment maintenance and calibration;
   c. Collection supplies and inventory control;
   d. Custody and control form completion necessary to verify and maintain chain of custody;
   e. Testing and analysis with data interpretation;
   f. Documentation and reporting of test results;
   g. Expert witness testimony, if required;
   h. Quality assurance program and policy;
   i. Storage, retrieval, and transportation of specimens, as required;
   j. Monitoring and oversight of Subcontractors (if utilized);
   k. On-going training of staff on current technologies;
   l. Provision of general and technical/scientific assistance;
   m. Establishment of key contacts for the City;
   n. Statistical data and other reports required by the City.

9. Medical
   a. Due to the timely nature of medical examinations, screens, and testing, expedient reporting is necessary for the City to make employment and placement decisions for the safety of employees and others. Contractor shall provide any, or all, of the three types of reports identified below:
      i. Written Reports:
         (1) Written medical reports shall be provided within three (3) business days of the service. Reports for any of the examinations or evaluations will include the following:
            (a) Complete identification of employee, with date of birth, employee number, and home address;

(b) The examining professional(s) and their specialties;
(c) Complaints and present illnesses;
(d) Medical, social, and family history as required;
(e) Physical examination and findings using establish criteria;
(f) Laboratory tests, EKG and X-ray readings and results;
(g) Diagnoses, if any;
(h) Recommendations and discussion, if applicable; and
(i) Disqualifying conditions based on established criteria.

(2) Medical Case Manager/Consultant must provide a completed signed report for all exam results, before emailing or uploading into portal. If the City determines that a report is incomplete, Contractor must send complete correct copies to the City within 24 hours.

ii. Verbal Reports

a. Due to the urgency of the findings for employment decisions, verbal reports may be required. Verbal reports shall be provided to a specific authorized representative(s) with the City within 24 hours of the services. Contractors may be called upon occasion to provide a verbal evaluation of the findings within 24 hours.

iii. Statical Reports

a. Annually, Contractor shall submit written progress reports to the City. These reports shall include, at a minimum, the following:
(1) Management report of current and completed projects;
(2) Provide monthly expenditure and activity reports, if requested;
(3) Total expenses accrued as of the report date; and
(4) Overall assessment of contract status to include a description of any outstanding problems, together with Contractor's recommendation(s) for alternative options or corrective action.

b. Specifically related to FFD, annually, Contractor shall provide a report summarizing the health and fitness of FFD sworn employees and give recommendations for potential collective improvements of mental and physical health of these employees.

10. Personnel and Contract Administration

a. Contractor shall:

i. Assign a dedicated employee to serve as a primary point of contact and liaison to the City;

ii. Perform basic quality assurance to ensure:
(1) All required reports and forms are present and complete;
(2) All required Medical Professional signatures are present on reports and/or forms prior to submitting to the City; and
(3) Accuracy of invoices submitted to the City;

iii. Permit the City access to Contractor's key personnel to perform a review prior to the commencement of any services. This review may be accomplished at a site where services are rendered or in an interview-type setting;

iv. Certify that all materials necessary for the successful provision of services under this contract shall be available for review and pre-approval by the City prior to implementation, if requested. Contractor shall then submit the above-referenced materials in a timely manner, on the date established and agreed upon by both parties. The City may review, comment, and give approval of content prior to the specific implementation of services;

v. Allow, at no charge to the City, a meeting between the City and Contractor to discuss examination requirements to ensure that Contractor can provide the Scope of Services required for their organization.
vi. Have the hardware and software required to satisfy requirements stated under this Scope of Work. Contractor agrees to properly secure and maintain any computer systems (hardware and software applications) used in the performance of this contract. This includes ensuring all security patches, upgrades, and anti-virus updates are applied as appropriate to secure data that may be used, transmitted, or stored on such systems in the performance of this contract.
vi. On January 1 of each contract year, Contractor shall submit an annual report with statistics documenting services provided to the City. Further, identify by name and title, the key personnel who will be providing the contracted services for the upcoming calendar year.
vii. Provide consolidated billing for all services performed, including subcontractor work.
viii. Provide written notification to the City in the event of service delays or refusals within 24 hours of the delay or refusal.

D. Changes to the Scope of Work

During the Term of this Contract, additional medical examinations and testing requirements may be added to the Scope of Work as determined by the City. Any additions to services shall be performed by a formal written Contract Amendment.

EXHIBIT B
FEES

Description	Pricing	Component
Medical Service – Annual Hazmat Physical Exam (29 CFR 1910.120)	$200.00	Hazardous Material Physical (HAZMAT) - Required
	$0.00	OSHA Physical Medical Opinion Letter- Required
	$55.00	OSHA Respirator Questionnaire - Additional
	$177.00	Heplisav-B (2 shot series) #1-
	$177.00	Additional Heplisav-B (2 shot series) #2- Additional
	$0.00	BBP Written Medical Opinion- Additional
	$35.00	Audiogram- Additional
	$37.00	Vision Acuity Complete (Titmus) - Additional
	$35.00	Vision Color Ishihara 14 Plates- Additional
	$57.00	Pulmonary Function Test- Additional
	$70.00	X-Ray Chest-2 View- Additional
	$125.00	Gen Hlth Pnl 1 331431 (Chem23,CBC,UA,TSH) - Additional
	$61.00	EKG Resting- Additional
	$60.00	Respirator Fit Test Qualitative- Additional
Medical Service – Audiometric Evaluation Service for existing employees	$35.00	Audiogram
Medical Service – Chest X-ray B-Read/Interpretation	$75.00	X-Ray B-Read/Interpretation
Medical Service – Chest X-ray PA and Lateral Phys Component Two (2) Views	$70.00	X-Ray Chest-2 View
Medical Service – Chest X-ray PA and Lateral with radiologist component	$100.00	X-Ray Chest-3 View
Medical Service – Chest X-ray, one (1) view, with radiologist component	$60.00	X-Ray Chest-1 View
Medical Service – Completed Medical Clearance Form	$0.00	Written Medical Opinion Letter
Medical Service – Comprehensive Metabolic Panel (CMP)	$70.00	Comprehensive Metabolic Panel (CMP) 10231
Medical Service – EKG	$61.00	EKG Resting
Medical Service – FAA EKG	$61.00	EKG Resting
Medical Service – Fitness for Duty Evaluation/Exam	$75.00	Fitness for Duty Physical-Leve
	$100.00	Fitness for Duty Physical-Leve
	$150.00	Fitness for Duty Physical-Leve
	$300.00	Fitness for Duty Physical-Leve
	$350.00	Fitness for Duty Physical-

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		Level 6
Medical Service – General Exam, all components	$70.00	Physical Exam Concentra Standard
Medical Service – Long Audio	$35.00	Audiogram
Medical Service – Heavy Metal Blood: arsenic, lead, zinc protoporphyrin, mercury, and cadmium (As/Cd/Hg/Pb/ZPP)	$175.00	Heavy Metals As/Cd/Hg/Pb/Zpp-Bld 307632
Medical Services – Hepatitis A Vaccine, series of 2 injection	$126.00 $126.00	Hepatitis A Vaccine-1st Injection Hepatitis A Vaccine-2nd Injection
Medical Service – Twinrix Vaccine	$184.00	Hepatitis A & B Vaccine Twinrix
Medical Service – Hepatitis B Antigen	$150.00	Hepatitis B e Antigen 555
Medical Service – Hepatitis B Immune Globulin Injection	$1000.00	Hep B Immune Globulin 5mL
Medical Service – Hepatitis B immunization, per injection	$110.00 $110.00 $110.00	Hep B Recombivax (3 shots) # Hep B Recombivax (3 shots) # Hep B Recombivax (3 shots) #3
Medical Service – Hepatitis B immunization, series of 3 injection	$110.00 $110.00 $110.00	Hep B Recombivax (3 shots) # Hep B Recombivax (3 shots) # Hep B Recombivax (3 shots) #3
Medical Service – Hepatitis B Titer	$75.00	Hepatitis B Surface Antigen 498SB
Medical Service – Hepatitis C Antibody	$125.00	Hepatitis C Antibody 8472 w reflex RNA
Medical Service – Influenza Vaccine	$45.00	Influenza (Flu Shot)
Medical Service – Initial Asbestos Evaluation, includes any required lab work	$125.00 $0.00 $40.00 $57.00 $75.00 $60.00 $55.00 $75.00 $60.00	Asbestos Physical Baseline OSHA Physical Medical Opinic Letter Asbestos Medical Questionnai Pulmonary Function Test X-Ray B-Read/Interpretation X-Ray Chest-1 View OSHA Respirator Questionnai Hemoccult FOBT FIT Test-Additional Respirator Fit Test Qualitative-Additional
Medical Service – Initial Asbestos Evaluation, includes any required lab work, Vision, Hearing, PFT	$125.00 $0.00 $40.00 $57.00 $75.00 $60.00 $55.00 $37.00 $24.00	Asbestos Physical Baseline OSHA Physical Medical Opinic Letter Asbestos Medical Questionnai Pulmonary Function Test X-Ray B-Read/Interpretation X-Ray Chest-1 View OSHA Respirator Questionnai Vision Acuity Complete (Titmus Vision Acuity Intermediate 108

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	$24.00 $31.00 $30.00 $35.00 $24.00 $35.00 $75.00 $60.00	Vision Acuity Snellen Vision Color Farnsworth D-15 Vision Color Hardy Rand Rittle Vision Color Ishihara 14 Plates Vision Monocular Audiogram Hemoccult FOBT FIT Test-Additional Respirator Fit Test Qualitative-Additional
Medical Service – L Hep B Surface AB Titer	$120.00	Hepatitis B Surface Antibody Quant 8475
Medical Service – L-Anti-HAV (IGG/IGM)	$125.00 $100.00	Hepatitis A Antibody IgG 508S Hepatitis A Antibody IgM 512SB
Medical Service – L-Anti-HCV (Hepatitis C)	$125.00	Hepatitis C Antibody 8472 w reflex RNA
Medical Service – L-Anti-HCV (Hepatitis C) - no Hep C Vaccine available – this is for Hep C Antibody	$125.00	Hepatitis C Antibody 8472 w reflex RNA
Medical Service – L-CHEM 20	N/A	N/A
Medical Service – L-CHEM 20/CHD/CBD	N/A	N/A
Medical Service – L-CHEM 20/CHD/CBD/UA P845	N/A	N/A
Medical Service – L-Chem 22/CHD	N/A	N/A
Medical Service – L-CHEM 22/CHD/T4/CBD/RUA	N/A	N/A
Medical Service – L-CHEM 23 Panel (replacement for CHEM 20 Exam)	$81.00	Chemistry 23 Screen 307818
Medical Service – L-Chem 23 Panel (replacement for Chem 22/CHD)	$81.00	Chemistry 23 Screen 307818
Medical Service – L-CHEM 23/CHD/CBD (replacement for CHEM 20/CHD/CBD exam)	$81.00	Chemistry 23 Screen 307818
Medical Service – L-CHEM 23/CHD/CBD/UA P845 (Replacement for CHEM 20/CHD/CBD/UA P845 exam)	$81.00	Chemistry 23 Screen 307818
Medical Service – L-CHEM 23/CHD/T4/CBD/RUA (replacement for CHEM 22/CHD/T4/CBD/RUA exam)	$81.00	Chemistry 23 Screen 307818
Medical Service – L-HIV Screen	$65.00	Rapid HIV Test
Medical Service – L-HIV-EIA	$65.00 $100.00	Rapid HIV Test HIV 1/2 Ag/Ab Fourth gen w/Reflexes 91431
Medical Service – LIFT test for 50 lbs.	$98.00	HPE Company Defined-Level 1
Medical Service – LIFT test for 60 lbs.	$98.00	HPE Company Defined-Level 1
Medical Service – LIFT test for 75 lbs.	$123.00	HPE Company Defined-Level 2

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Medical Service – LIFT test for 100 lbs.	$123.00	HPE Company Defined-Level 2
Medical Service – LIFT test for 150 lbs.	$150.00	HPE Company Defined-Level 3
Medical Service – LIFT test for 200 lbs.	$150.00	HPE Company Defined-Level 3
Medical Service – Liver enzymes; GGTP, alkaline phosphatase, LDH, AST, ALT, total bilirubin	$75.00 $75.00 $65.00 $75.00 $75.00 N/A	Gamma Glutyl Transferase (GGTP)-Serum 482 Lactate Dehydrogenase (LDH) 593SB ALT/SGPT 823 Bilirubin Total-Serum 287 AST/SGOT 822 Alkaline phosphatase N/A
Medical Service – L-Lead/ZPP Blood	$94.00	Lead & ZPP-Whole Blood 229
Medical Service – L-MMR Titer	$125.00	MMR Titer 5259
Medical Service – L-Syphilis (RPR)	$65.00	RPR (Syphilis Test) 799SB
Medical Service – L-Varicella Zoster, per dose	$125.00 $125.00	Varicella-Zoster IgG Antibody 4439SB Varicella-Zoster Virus IgM Antibody 8683
Medical Service – MMR Vaccine	$140.00	MMR Vaccine
Medical Service – NIDA Regulated urine drug screen collection (split sample) in conjunction with USDOT exam, includes complete test with collection, lab testing, and results (including MRO services if necessary)	$55.00	Regulated UDS 65304
Medical Service – NIDA Regulated urine drug screen collection (split sample) in conjunction with USDOT exam, Collection Only price	$37.00	Regulated UDS Collect
Medical Service – Non-Regulated (Non-NIDA) “10-panel” Drug Screen Collection Only	$37.00	Non Regulated UDS Collect
Medical Service – Non-Regulated (Non-NIDA) “10-panel” Drug Screen Split Specimen Collection Only	$37.00	Non Regulated UDS Collect
Medical Service – Non-Regulated (Non-NIDA) “10-panel” urine drug screen collection (split sample) in conjunction with General Exam, Collection Only Price	$37.00	Non Regulated UDS Collect
Medical Service – Non-Regulated (Non-NIDA) “10-panel” urine drug screen collection (split sample) in conjunction with General Exam, includes collection, testing, and results combined pricing	$55.00	Non Reg UDS 27925 - 10 Panel
Medical Service – Other charges, fees, and miscellaneous; Agency to specify	N/A	N/A
Medical Service – Periodic Asbestos Evaluation (does not include asbestos lab work)	$125.00 $0.00	Asbestos Physical Periodic OSHA Physical Medical Opinic Letter

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	$40.00 $57.00 $75.00 $60.00 $55.00 $75.00 $60.00	Asbestos Medical Questionnai Pulmonary Function Test X-Ray B-Read/Interpretation X-Ray Chest-1 View OSHA Respirator Questionnai Hemoccult FOBT FIT Test-Additional Respirator Fit Test Qualitative- Additional
Medical Service – Physical Exam FAA	$175.00	FAA Physical *Certified physician depending market
Medical Service – DOT (CDL) Recertification	$87.00	DOT Physical
Medical Service – Physical Exam, Respirator, UA, Vision	$70.00 $95.00 $28.00 $37.00 $24.00 $24.00 $31.00 $30.00 $35.00 $24.00	Physical Exam Concentra Standard Respirator Physical U/A Dipstick Vision Acuity Complete (Titmu Vision Acuity Intermediate 108 Vision Acuity Snellen Vision Color Farnsworth D-15 Vision Color Hardy Rand Rittle Vision Color Ishihara 14 Plates Vision Monocular
Medical Service – Pulmonary Function Test	$57.00	Pulmonary Function Test
Medical Service – Rabies Blood Work (Titer check)	$170.00	Rabies Titer 5789
Medical Service – Rabies Booster Shot	$450.00	Rabies Vaccine-Booster
Medical Service – Rabies Post-Exposure vaccinations, 2-Shot series with previous pre-exposure treatment	$450.00 $450.00	Rabies Vaccine-1st Injection Rabies Vaccine-2nd Injection
Medical Service – Rabies Post-Exposure vaccinations, 5-Shot series with HRIG for non-pre-exposure treatment	N/A	N/A
Medical Service – Rabies Pre-Exposure vaccinations; 3-Shot Series	N/A	N/A
Medical Service – Rapid Plasma Reagin, Qualitative	N/A	N/A
Medical Service – Respiratory Questionnaire	$55.00	OSHA Respirator Questionnaire
Medical Service – TB Test	$39.00 $120.00 $35.00	TB Skin Test QuantiFERON Gold Plus 36970 TB Risk Assessment
Medical Service – Tdap Vaccine	$75.00	Tdap Vaccine
Medical Service – Tetanus Vaccine	N/A	N/A
Medical Service – Varicella booster	N/A	N/A
Medical Service – Varicella virus injection	$230.00	Varicella Vaccine
Medical Service – Vision only	$37.00 $24.00 $24.00	Vision Acuity Complete (Titmu Vision Acuity Intermediate 108 Vision Acuity Snellen

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	$31.00 $30.00 $35.00 $24.00	Vision Color Farnsworth D-15 Vision Color Hardy Rand Rittle Vision Color Ishihara 14 Plates Vision Monocular
Medical Service – Vision only, Titmus type (Snellen Wall vision)	$37.00 $24.00 $24.00 $31.00 $30.00 $35.00 $24.00	Vision Acuity Complete (Titmu Vision Acuity Intermediate 108 Vision Acuity Snellen Vision Color Farnsworth D-15 Vision Color Hardy Rand Rittle Vision Color Ishihara 14 Plates Vision Monocular
Medical Service – Zinc Protoporphyrin Test	$92.00	Zinc Protoporphyrin (ZPP) 948SB
Medical Service – Lab Work; Agency to Specify (*No price quote required. Line item included on pricing table for additional agency needs)	N/A	N/A

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Jennifer Caputo, Deputy Human Resources Director

Co-Submitter: Ryan Saxby

Co-Submitter: Ryan Saxby

Date: 11/13/2025

Meeting Date: 11/18/2025

TITLE:

Consideration and Approval of Contract: Approve the East Flagstaff Family Medicine Agreement for Medical Services for an initial term of five years.

STAFF RECOMMENDED ACTION:

1. Approve the East Flagstaff Family Medicine Agreement for Medical Services for an initial term of five years; and
2. Authorize the City Manager to execute the necessary documents.

Executive Summary:

The City has a need for various medical examinations for current and future employees. (The term "employee" may substitute for the term "candidate" or "work injury personnel" depending on the purpose of the service to be provided.) East Flagstaff Family Medicine will provide services for Public Safety employees while Concentra will provide services for all other employees.

Due to the complexity of both the procurement and the services needed, the Purchasing Director has approved modifying the full term of this contract from the standard five (5) years in total (including initial term and renewals), to a five (5) year initial term with two (2) five (5) year renewals. Exceeding the standard five (5) year term is most advantageous to the City to ensure continuity and continuation of services as the procurement has been quite lengthy and complex. The contract also contains termination clauses for non-appropriation of funds and convenience in the event they are needed during any one of the five (5) year periods.

Financial Impact:

The Medical Services expenditure will be charged to the appropriate division/section budget based on services provided. The estimated cost for Fire and Police could be up to $176,000 per year with a potential total cost of $880,000 over the five-year initial term of the contract. Currently, most of these medical services are being donated to the Fire Department by another third-party medical provider and are therefore not budgeted in FY2025-26 budget. Future budget appropriations will be required at the time, those services are no longer being donated.

Policy Impact:

None.

Previous Council Decision or Community Discussion:

None.

Options and Alternatives to Recommended Action:

1. Approve the East Flagstaff Family Medicine Agreement for Medical Services as presented; or
2. Do not approve the Agreement for Medical Services.

Background and History:
Purchasing staff posted an Request for Proposal (RFP) solicitation on the City's PlanetBids bidding platform on January 3, 2025, and advertised the solicitation in the AZ Daily Sun on January 11 and January 18, 2025. The solicitation closed on February 3, 2025, and there were a total of three proposals that were deemed responsive and responsible by the Purchasing Agent assigned to the solicitation. An evaluation committee of seven city staff members evaluated the proposals, and East Flagstaff Family Medicine was one of two highest scoring proposers being recommended for contract award.

Connection to PBB Priorities and Objectives:

- High Performing Governance:
  - Serve the public by providing high quality customer service,
  - Implement and communicate innovative and efficient local government programs, new ideas and best practices,
  - Be an employer of choice through inclusive recruitment and by providing employees with the necessary tools, training, support, and compensation.

Connection to Regional Plan:
None.

Connection to Carbon Neutrality Plan:
None.

Connection to 10-Year Housing Plan:
None.

Connection to Division Specific Plan:
None.

Attachments: Contract

AGREEMENT FOR MEDICAL SERVICES

This Agreement for Medical Services (the "**Agreement**") is made and entered into as of the ___ day of _____, 2025 (the "**Effective Date**"), by and between the City of Flagstaff, a political subdivision of the State of Arizona ("Client") and East Flagstaff Family Medicine, LLC, an Arizona limited liability company ("EFFM" or "Contractor").

RECITALS

WHEREAS, EFFM is in the business of providing certain healthcare services through its employees, and/or its designated affiliates and associations as more fully defined herein, including those services as described on Exhibit A attached hereto (the "**Services**") at a EFFM business location; and

WHEREAS, Client desires to engage EFFM, and EFFM desires to accept such engagement, to provide the Services, on the terms and conditions set forth in this Agreement;

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements set forth herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

AGREEMENT

1. Compensation.

(a) Client shall pay EFFM in accordance with the fee schedule set forth in Exhibit B (herein, the "**Fees**"). At the beginning of each twelve (12) month period of this Agreement, following the Effective Date, the Fees for the prior twelve (12) month period shall be automatically increased by the same amount that the CPI: Medical Care has increased. If the CPI: Medical Care decreases, the Fees will remain the same as the prior twelve (12) month period. EFFM shall invoice Client monthly and Client shall remit payment to EFFM within thirty (30) days of receipt of invoice. Client agrees to pay any sales, use, excise or similar taxes applicable to the Services provided for hereunder.

(b) If Client and/or EFFM determine(s) that a change to this Agreement's Scope of Services is required, then such change to the Scope of Services must be provided by written amendment executed by both parties. The written amendment shall include any change in the Fees associated with any such change to the Scope of Services.

2. Term and Termination.

(a) The initial term of this Agreement (the "**Initial Term**") shall be for five (5) years, commencing on the Effective Date. This Agreement will renew for two (2) additional five (year) terms (each a "**Renewal Term**") (the Initial Term and Renewal Term collectively referred to as the "**Term**") unless terminated pursuant to Section(b) below.

(b) Either party may terminate this Agreement for convenience by providing the other party a thirty (30) day written notice of its intent to terminate.

3. Compliance with Laws. In the performance of its duties and obligations pursuant to this Agreement, EFFM shall comply with all laws, rules, and regulations applicable to EFFM in

connection therewith. EFFM further shall ensure that all personnel performing Services hereunder are appropriately licensed to perform the Services.

4. Nature of Relationship. EFFM shall perform this Agreement as an independent contractor to Client and, except as specifically provided in this Agreement, EFFM shall be solely responsible for the means and methods used to perform its obligations to Client. EFFM and Client specifically acknowledge and agree that all individuals who will be performing Services hereunder are agents or employees of EFFM and not of the Client. Nothing in this Agreement is intended or shall be construed to create a joint venture, agency, partnership, employer/employee relationship or any legal or equitable relationship other than that of client and independent contractor.

This Section 4 shall survive the termination of this Agreement.

5. Confidentiality.

(a) The parties recognize and acknowledge that in the course of performing its duties and obligations under this Agreement such parties may have access to the other party's trade secrets and confidential or proprietary information (the "Confidential Information"). Confidential Information shall include, but not be limited to, this Agreement and the terms contained herein. Each party hereby agrees that, except when required by law, it will not disclose, in whole or in part, such Confidential Information for its own purposes or for the benefit of any other person, firm, partnership, association, corporation or business organization, entity or enterprise. In connection therewith, each party and any employee or agent of a party that has access to the Confidential Information of the other party will adhere to and be subject to the terms of this Section 5(a). Both parties shall maintain the confidentiality of medical records generated hereunder in accordance with applicable law and shall protect from disclosure any protected health information, as defined in 45 CFR §160.103.

(b) The parties agree that, in the event of a disclosure or threatened disclosure of such Confidential Information in a manner inconsistent with the terms of this Agreement, through any means whatsoever, the injured party may terminate this Agreement and may, in addition to any other remedies to which it may be entitled:

(i) demand the return of any and all documents or other tangible items which reflect, reveal, disclose, constitute, compromise, or embody such Confidential Information and any or all copies thereof, whereupon the party disclosing, or threatening to disclose, such Confidential Information in a manner inconsistent with the terms of this Agreement shall promptly comply with such demand;

(ii) be entitled to institute and prosecute proceedings in a court of competent jurisdiction to obtain temporary and/or permanent injunctive relief to enforce any provision hereof, without the necessity of proof of actual injury, loss or damage; and (iii) recover damages, losses, and expenses of any nature, including without limitation attorneys' fees, arising out of, resulting from or otherwise relating to such disclosure or threatened disclosure. Anything contained in this Section 5(b) to the contrary notwithstanding, each of the parties to this Agreement shall not be required to return or deliver any documents or other tangible items relating to such Confidential Information, if such return or delivery would directly violate any express provisions of an applicable order of a court of competent jurisdiction. It is the intention of the parties hereto that, in enforcing the provisions of this Section 5(b), a court may take into consideration, among other factors, each of the parties' interest in maintaining the confidentiality of such Confidential Information. Anything contained in this Section 5(b) to the contrary notwithstanding,

the provisions of this Section 5(b) are not intended to cover information, which is in the public domain or becomes generally known.

This Section 5 shall survive the termination of this Agreement.

6. Indemnification.

(a) Each party shall indemnify, defend, and hold harmless the other party, and such other party's officers, directors, employees, and affiliates, from and against any and all liability, loss, cost, or expense (including, without limitation, reasonable attorney's fees), arising out of or in connection with the negligence or misconduct of the indemnifying party in the performance of its duties and obligations pursuant to this Agreement.

(b) The party seeking indemnification shall promptly notify in writing the party from whom indemnification is sought of any claim asserted against it for which such indemnification is sought, and shall promptly deliver to the party from whom indemnification is sought a true copy of any such claim including, but not limited to, a true copy of any summons or other process, pleading, or notice issued in any lawsuit or other proceeding to assert or enforce such claim. Where acceptance of its obligation to indemnify is deemed proper by the indemnifying party, said party reserves the right to control the investigation, trial, and defense of such lawsuit or action (including all negotiations to effect settlement) and any appeal arising therefrom and to employ or engage attorneys of its own choice.

(c) The party seeking indemnification may, at its own cost, participate in such investigation, trial, and defense of such lawsuit or action and any appeal arising therefrom. The party seeking indemnification and its employees, agents, servants, and representatives shall provide full cooperation to the indemnifying part at all times during the pendency of the claim or lawsuit, including without limitation, providing them with all available information with respect thereto.

This Section 6 shall survive the termination of this Agreement.

7. Medical Records.

(a) Custodian. EFFM shall serve as the custodian of medical records created at the clinic during the Term of this Agreement. EFFM, as custodian of records shall abide by all local, state, and federal requirements for such record retention during and after the Term of this Agreement. EFFM shall also abide by all applicable laws related to EFFM and the medical service record retention. Client acknowledges that EFFM will provide copies of medical records to any third-party requestor (with the appropriate executed release from the employee/patient, court order, or business affidavit, as applicable).

(b) Access. Client understands and acknowledges that the Client is not entitled to access any patient medical records except to the extent allowed by law. EFFM is a "covered entity" as enumerated in 45 CFR §160.103. As a covered entity, EFFM may only disclose protected health information as authorized by and to the extent allowed by law.

(c) Retention and Destruction. Upon the termination of this Agreement for any reason, EFFM shall maintain all records created against the statutory and regulatory requirements. Should Client request records be maintained by EFFM beyond any state, local or federal rule due to an ongoing audit or legal matter, then Client shall be invoiced for such

retention for as long as such records are retained until written notice from Client to destroy such retained records.

This Section 7 shall survive the termination of this Agreement.

8. Audit. Upon Client providing thirty (30) days advance written notice to EFFM, Client may inspect the books (excluding confidential proprietary data), procedures, and records of EFFM to monitor compliance with this Agreement. Upon such request, such audit is at Client's sole expense and is responsible for any reasonable fees incurred by EFFM to assist in providing such access (including, but not limited to, reasonable copy charges, hourly rates for personnel to provide requested materials for such audit, and supplies needed to provide such access). If an audit is requested and performed by Client, then Client will be invoiced as a separate line item on the next monthly billing statement as a standard Service provided under this Agreement.

9. Breach. If either party commits a material breach of its obligations under this Agreement, other than a breach of a payment obligation, the non-breaching party will provide thirty (30) days written notice describing the material breach to the breaching party. The breaching party will have thirty (30) days to cure such breach. If the breach is not cured within such period, then the party not in breach may terminate this Agreement upon thirty (30) days' prior, written notice to the other party.

10. Miscellaneous.

(a) Entire Agreement; Amendment. All exhibits referenced in this Agreement ("Exhibits") shall be attached and incorporated herein. This Agreement contains the entire agreement and understanding of the parties with respect to the subject matter hereof, and supersedes any and all prior agreements, understandings, and arrangements, written or oral, between the parties hereto regarding the subject matter hereof. Only a written instrument executed by both parties may amend this Agreement.

(b) Notices. All notices required or permitted under this Agreement shall be in writing and shall be deemed to have been properly given: (i) when personally delivered; (ii) if sent via overnight delivery by a nationally recognized overnight carrier, upon the delivery date; or (iii) if sent by United States mail, three (3) business days after deposit in postage prepaid, certified or registered mail, to the following respective addresses (or to such other address or addresses as either party may designate in writing):

If to Client:
Ryan Saxby, Human Resources & Risk Management Director
City of Flagstaff
211 W. Aspen Ave.
Flagstaff, AZ 86001
Email: Ryan.Saxby@flagstaffaz.gov

If to EFFM:
Sara Reeves, Owner, Nurse Practitioner
East Flagstaff Family Medicine, LLC
1515 E. Ceder Ave., Suite A-3
Flagstaff, AZ 86004
Phone: (928) 774-2788
Fax: (833) 449-4227
Email: egill@eastflagfamilymed.com

Copy to:
Teddy Callan
City of Flagstaff
Sr. Procurement Specialist
211 W. Aspen Ave.
Flagstaff, AZ 86001
Email: teddy.callan@flagstaffaz.gov

(c) Adequate Assurances. If reasonable grounds for insecurity arise with respect to Client's ability to pay for the Services in a timely fashion, EFFM may demand in writing adequate assurances of Client's ability to meet its payment obligations under this Agreement. Unless Client provides such assurances in a reasonable time and manner acceptable to EFFM, then in addition to any other rights and remedies available, EFFM may in its sole discretion:

(i) partially or totally suspend its performance of Services while awaiting assurances from Client, without any liability; and/or

(ii) require payment from Client in advance for Services not yet provided, without any liability.

(d) Force Majeure. Neither party shall be liable for failure to perform any duty or obligation that either may have under this Agreement where such failure has been occasioned by any act of God, fire, inevitable accident, war, or any cause outside the reasonable control of the party who had the duty to perform.

(e) Waiver. The failure of either party to exercise or enforce any right conferred upon it hereunder shall not be deemed to be a waiver of any such right, nor operate to bar the exercise or performance thereof at any time or times thereafter, nor shall its waiver of any right hereunder at any given time, including rights to any payment, be deemed a waiver thereof for any other time.

(f) Assignment; Binding Effect. Neither party may assign this Agreement to any other person or entity without the prior written consent of the other party; provided however that Client acknowledges that certain professional services to be rendered by EFFM may be rendered by a professional association affiliated with EFFM. Notwithstanding anything contained herein to the contrary, either party may assign this Agreement, without consent, to the surviving entity in the event of a merger or sale of substantially all the assets. Subject to the foregoing, this Agreement inures to the benefit of, and is binding upon, the parties hereto and their respective successors and assigns.

(g) Severability. If any provision of this Agreement is held to be illegal, invalid, or unenforceable by a court of competent jurisdiction, the parties shall, if possible, agree on a legal, valid, and enforceable substitute provision that is as similar in effect to the deleted provision as possible. The remaining portion of the Agreement not declared illegal, invalid, or unenforceable shall, in any event, remain valid and effective for the term remaining unless the provision found illegal, invalid, or unenforceable goes to the essence of this Agreement.

(h) Governing Law. This Agreement shall be governed by, and construed and enforced in accordance with, the laws of the state in which the Services are performed, without regard to conflict/choice of law principles.

(i) Legislative Modification. Notwithstanding any other provision to the contrary: (a) in the event that any federal, state, or local law, rule, regulation, or interpretation thereof at any time during the term of this Agreement prohibit, restrict, or in any way materially change the method or amount of reimbursement or payment for services under this Agreement, then this Agreement shall, in good faith, be amended by the parties to provide for payment of compensation in a manner consistent with any such prohibition, restriction, or limitation; and (b) with respect to any law, rule, regulation, or interpretation thereof which results in a material increase in the cost of services provided by EFFM hereunder, EFFM shall have the right to increase its fees to reach that level of prices at which it is willing to provide services hereunder. With respect to any other prohibition, restriction, or change that causes this Agreement to be impermissible or materially different in its effect than contemplated herein, the parties hereto will, in good faith, negotiate and amend this Agreement to cause their relationship to be as consistent as possible with that which is created herein; if this Agreement is not so amended in writing prior to the effective date of said prohibition, restriction, or change, either party may terminate this Agreement upon written notice to the other party.

(j) Corporate Authority. Client represents and warrants that Client has the requisite corporate power and authority to enter into this Agreement, to engage EFFM to perform the Services set forth herein, and to perform its obligations hereunder. The execution, delivery and performance by Client of this Agreement and the engagement of EFFM to perform the Services set forth herein have been duly authorized by all requisite corporate action on the part of Client.

(k) Publicity. Each party shall submit to the other in advance any advertising, written sales promotions, press releases and other publicity matters relating to this Agreement or in which the other party's name is mentioned and shall not publish or use such advertising, sales promotion, press releases, or publicity matters without prior written approval of the other party. However, either party may, without prior written approval of the other party, include the other party's name and a factual description of the work performed under this Agreement in its lists of references and in the experience section of proposals to third parties, in internal business planning documents, in its annual report to shareholders, and whenever required for legal, accounting or regulatory purposes.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

City of Flagstaff	**East Flagstaff Family Medicine, LLC**
By:_____ City Manager	By:_____
	Title:_____
Dated:_____	Dated:_____
Attest:	Approved as to form:
_____ City Clerk	_____ City Attorney

EXHIBIT A
SCOPE OF WORK

A. Scope Summary

1. The City has awarded contracts for portions of the scope of work to Contractors to provide Occupational Health Services and/or Occupational Medical Services according to the Scope of Work.
2. The services provided will be on an as needed, if needed basis. There is no guarantee to the amount of work that may be performed under the resulting Contract.
3. The contracted services shall be available within Arizona (first), then the United States through the coordination of partner/sister locations, with a full-service location in the city of Flagstaff, Arizona.

B. Scope of Services

1. Minimum Service Requirements
   a. Health History
      i. The Health History is a collection of data provided by the individual for the examining professional to review and assess previous and existing health issues. The examiner shall discuss areas of concern with the individual and then proceed with the General Exam. Additional documents may be requested, if necessary, by the City addressing all concerns. The Health History section of the exam form begins on the first page of the form and concludes at the employee's agreement and signature.
   b. General Exam
      i. Contractor shall:
         (1) Perform a thorough examination and medical review of all requirements by initialing the items throughout the exam form. Each section of the form shall be completed with comments and initials as per the form instructions. The General Exam shall be performed by a State and/or Board-Certified examining professional and shall include, but is not limited to, the following requirements:
            (a) Document height, weight, vital signs, and measure blood pressure. If the blood pressure reading is above 140/90 it shall be noted, retested, and recorded at least two more times before the individual leaves the clinic.
            (b) Perform a Musculoskeletal portion of the exam. This is an inspection of the range of motion of joints, hands, knees, feet, and spine. The exam includes testing for strength, sensation, and reflexes. If Contractor prefers an on-site licensed physical therapist to do the musculoskeletal section of the evaluation, there shall be no extra charge to the City and the examining professional must review and sign off on the evaluation. The City will provide the examining professional a job description and authorization form to allow the examining professional to conduct a functional capacity exam to determine an individual's ability to lift, carry, push, and pull the weight required to perform essential job functions; this should be reported to the City.

(c) Perform a vision test with corrective lenses, in accordance with the General Exam form. Unless otherwise scheduled, perform a short whisper hearing test, in accordance with the General Exam form.

2. Specialized Testing
   a. Flagstaff Fire Department (FFD)
      i. Contractor must have specific experience working with fire agencies and knowledge of trending health issues that can direct the FFD wellness efforts based on the statistical findings of the fire service industry and the City.
      ii. Firefighter Annual Exam
         (1) Contractor shall:
            (a) Perform a thorough examination and medical review of all requirements per NFPA 1582 and the IAFF/IAFC Wellness Fitness Initiative. The exam shall be performed by a State Certified examining professional familiar with NFPA 1582 and shall include, but is not limited to, the following requirements:
               - A review of all pertinent health information including full history and health examination documented on examination questionnaire form
               - Audiogram
               - Vision test: Acuity, Horizontal Field, and Color Perception
               - Pulmonary Function Testing/Spirometry
               - Complete Blood Count and Differential
               - Lipid Panel (Total Cholesterol, HDL, LDL)
               - Comprehensive Metabolic Panel
               - Urinalysis (dip)
               - Hemoglobin A1C lab test
               - Tuberculosis Skin Test
               - EKG: Resting 12 lead
               - Flexibility, Fitness testing (Push-ups, plank), Body Fat Analysis
               - Treadmill Submaximal/Step-mill
               - Per NFPA 1582 Risk Stratification: If risk factors, conduct Maximal Stress Testing for over 40 years of age
               - PA Chest X-ray (per NFPA as medically indicated)
               - OSHA Respiratory Questionnaire review
               - Hazmat Questionnaire (if applicable)
               - Blood Lead Lab Testing (Hazmat personnel)
               - HIV Testing (when requested)
               - Early Detection Cancer Screening (Galleri or equivalent)
               - Ultrasound screening
                  - Carotid Artery (risk factor indicated)
                  - Abdominal (40 years or older every five years)
                  - Echocardiograms (40 years or older every five years)
                  - Aortic Aneurysm (50 years and older one time)
      iii. Firefighter Pre-employment or Baseline Exam
         (1) Contractor shall:
            (a) Perform a thorough examination and medical review of all requirements per NFPA 1582 and the IAFF/IAFC Wellness Fitness Initiative. The exam shall be performed by a State Certified examining professional familiar with NFPA 1582 and shall include, but is not limited to, the following

requirements:

- A review of all pertinent health information including full history and health examination documented on examination questionnaire form.
- Audiogram
- Vision test: Acuity, Horizontal Field, and Color Perception
- Pulmonary Function Testing/Spirometry
- Complete Blood Count and Differential
- Lipid Panel (Total Cholesterol, HDL, LDL)
- Comprehensive Metabolic Panel
- Urinalysis (dip)
- Hemoglobin A1C lab test
- Hepatitis Profile lab test (Hep A ab, Hep B ab, ag & Hep C ab)
- Tuberculosis Skin Test
- EKG: Resting 12 lead
- Flexibility, Fitness testing (Push-ups, plank), Body Fat Analysis
- Maximal Treadmill Stress Test w/cardiologist interpretation
- PA/lateral Chest X-ray (2-views)
- OSHA Respiratory Questionnaire review
- 9-Panel Drug Screen
- Early Detection Cancer Screening (Galleri or equivalent)
- Echocardiogram

iv. Firefighter Return to Work
   (1) Contractor shall conduct a return-to-work evaluation in compliance with NFPA 1500.

b. U.S. Department of Transportation (USDOT) Commercial Driver License (CDL)
   i. Contractor shall:
      (1) Ensure a USDOT Medical Examination Report form is properly completed and signed as required at the time the exam is completed;
      (2) Obtain and keep a sufficient supply of USDOT Commercial Driver's License forms from USDOT;
      (3) Provide the employee with DOT physical exam MEC card and ensure that the results are available in the Federal Motor Carrier Safety Administration portal. For candidates (vs. incumbent employees), Contractor shall NOT give the original or a copy of the exam or card to the candidate;
      (4) Perform CDL physical exams as required by USDOT. In accordance with the Federal Motor Carrier Safety Administration, certified physicians on staff conducting CDL physicals are required to be listed on the National Registry of Certified Medical Examiners. Certified Medical Examiners may be found at https://nationalregistry.fmcsa.dot.gov/NRPublicUI/home.seam;
      (5) Collect the National Institute on Drug Abuse (NIDA) regulated split sample urine drug screen using the authorization form provided by the City.

   c. The City shall have the right to specify a State approved laboratory and a Medical Review Officer to receive urine drug screens. Arizona Peace Officer Standards Training (AZPOST)
      i. Contractor shall:
         (1) Review with the candidate as part of the Health History review the AZPOST Medical History Questionnaire;
         (2) Ensure an AZPOST exam form is properly completed and signed as

required at the time the exam is completed;
(3) Provide and use the current version of the AZPOST exam form(s); and
(4) The exam shall be performed only by a Medical Doctor or Doctor of Osteopathy who is certified by AZPOST.

d. Drug and Alcohol Testing
   i. Contractor shall collect the NIDA regulated split sample urine drug screen using the authorization forms provided by the City.
   ii. The City shall have the right to specify a State approved laboratory and a Medical Review Officer to receive urine drug screens.
   iii. Contractor shall have the ability to collect a non-regulated drug screen as defined by the City.
   iv. Contractor shall have the ability to perform a breath alcohol test using scientifically calibrated equipment and that meets USDOT standards.
   v. Potential types of Drug and/or Alcohol Testing shall include, but not be limited to:
      (1) Random; regulated and non-regulated testing
      (2) Reasonable suspicion
      (3) Return to Duty
      (4) Post accident
      (5) Return to Pool
      (6) Follow-up/Re-test
   vi. Tested drug categories and initial and confirmatory levels are as follows:

DRUG TEST LIST
FEDERALLY
REGULATED
INITIAL AND CONFIRMATION CUTOFF LEVELS

Drug Category	Initial Test Cutoff Level (ng/ml)	Confirmatory Test Cutoff Level (ng/ml)	CDL/DOT (per FMCSA)	Police (per 13-04) and FF on SWAT	FF Recruit (per NFPA 1582 (2022))	FF *off* Probation (per NFPA 1582 (2022))	Other Safety Sensitive Positions	Post-Accident	Reasonable Suspicion
Amphetamines	500	250	Y	Y	Y	Y	Y	Y	Y
Barbiturates	300	200	Y	Y	Y	Y	Y	Y	Y
Benzodiazepine	300	100	Y	Y	Y	Y	Y	Y	Y
Cocaine	150	100	Y	Y	Y	Y	Y	Y	Y
THC/Marijuana	50	15	Y	Y	Y	N	N	Y	Y
Methadone	300	300	Y	Y	Y	Y	Y	Y	Y
Opiates	2000	2000	Y	Y	Y	Y	Y	Y	Y
Phencyclidine	25	25	Y	Y	Y	Y	Y	Y	Y
Propoxyphene	300	300	Y	Y	Y	Y	Y	Y	Y

e. OSHA Medical Surveillance
   i. Physical Type: Respirator Physical and Fit-Testing
      To be Completed by: PLHCP
      OSHA Standard: 29 CFR 1910.134
      Frequency: Initial, Medically Necessary, Annual
      Protocol:
      (1) Review of job description
      (2) General/Basic Physical/Exam/Evaluation and Intake
      (3) Completion of OSHA Respirator Questionnaire by Employee/Candidate
      (4) Review of OSHA Respirator Questionnaire by PLHCP
      (5) If necessary, and per the OSHA standard, a follow-up medical examination shall be provided and include any additional medical tests (e.g., PFT, CXR, etc.), consultations, or diagnostic procedures that the PLHCP deems necessary to make a final determination
      (6) Written Medical Opinion for Respirator Use (including type) by PLHCP
      (7) QLFT or QNFT (Fit-Testing)
   ii. Physical Type: Respirator Fit Test To
      be Completed by: Qualified Staff
      OSHA Standard: 29 CFR 1910.134
      Protocol:
      (1) Fit test shall not be conducted if there is any hair growth between the skin and facepiece sealing the surface
      (2) If the individual exhibits difficulty in breathing during the tests, the test shall be abandoned, and the individual shall be referred to a physician
      (3) Test shall include (while in facepiece): normal breathing in a normal standing position, deep breathing in a normal standing position, turning head side to side, moving head up and down, talking slowly but loud enough to recite the Rainbow Passage and bending over at the waist. Each test shall be performed for one (1) minute
      (4) QLFT appropriate test solutions may include: Isoamyl Acetate, Saccharin, Bitrex, Irritant Smoke (Stannic Chloride)
   iii. Physical Type: Asbestos
      To be Completed by: Physician OSHA
      Standard: 29 CFR 1910.1001
      Frequency: Initial, Annual, Exit if less than 6 months from most recent physical
      Protocol:
      (1) Review of job description
      (2) General/Basic Physical/Exam/Evaluation with emphasis on the respiratory system, the cardiovascular system, and digestive tract
      (3) Completion of OSHA Respirator Questionnaire
      (4) A 14" x 17" (or other reasonably-sized) standard film or digital posterior-anterior chest X-ray.*
      (5) PFT to include forced vital capacity (FVC) and forced expiratory volume at 1 second (FEV1)
      (6) Any additional tests deemed appropriate by the examining physician
      (7) Frequency of Chest X-ray

Years since first exposure	Age of employee		
	15 to 35	35+ to 45	45+
0 to 10	Every 5 years	Every 5 years	Every 5 years
10+	Every 5 years	Every 2 years	Every 1 year

iv. Physical Type: Hazmat
To be Completed by: Physician
OSHA Standard: 29 CFR 1910.120
Frequency: Initial, Medically Necessary, Annual, Exit if less than 6 months from most recent physical
Protocol:
(1) Review of job description
(2) General/Basic Physical/Exam/Evaluation and Intake
(3) Review of Work History with special emphasis on symptoms related to the handling of hazardous substances and health hazards
(4) Heavy Metals Bloodwork
(5) PFT
(6) Completion of OSHA Respirator Questionnaire by Employee/Candidate
(7) Review of OSHA Respirator Questionnaire by PLHCP
(8) Written Medical Opinion for Respirator Use (including type) by PLHCP
(9) Any other medically indicated component (e.g., EKG, CXR, bloodwork, urinalysis, long audio exam) as recommended by the physician

v. Medical Surveillance Type: Hepatitis B
To be Completed by: Appropriate Staff as Designated by Contractor OSHA Standard: 29 CFR 1910.1030
Frequency: Depends on option selected and employee Options:
(1) Provide a series of three (3) injections, clinic to provide written two (2) week reminder for injections 2 and 3; OR,
(2) Accept proof of series completion from employee (copy kept in patient's file); OR,
(3) Accept proof of immunity via titer* results provided by employee (copy kept in patient's file); OR,
(4) Have employee sign a declination form (original kept in patient's file).
*Contractor may not to provide the option of a titer, nor may Contractor provide a titer in lieu of series.

vi. Medical Surveillance Type: Lead Assessment
To be Completed by: Phlebotomist
OSHA Standard: 29 CFR 1910.1025 (j)
Frequency: Initial, As Requested
Protocol:
(1) Blood lead level
(2) Hbg and Hct determinations
(3) Blood urea nitrogen
(4) Serum creatinine
(5) Routing UA with microscopic examination
(6) ZPP level

vii. Physical Type: Pulmonary Function Test (FVC, FEV1 and FVC/FEV1 ratio)
To be Completed by: Appropriate Staff as Designated by the Contractor
OSHA Standard: 29 CFR 1910.1051
Frequency: Depends on option selected and employee Protocol:
(1) Perform Chest X-rays for candidates being considered for jobs where asbestos exposure is likely, in accordance with OSHA.
(2) Provide a report within twenty-four (24) hours, followed by a radiologist report to be included with the original exam sent to the City within three (3) days of completion by the examining professional.
(3) Perform Pulmonary Function Testing in accordance with OSHA standards and record on appropriate forms provided by the examining professional. A reproducible measurable graph must be provided with PFT forms. Return to the City for their Respiratory Protection Program records.

3. Other Specialized Tests
   a. When specialized tests are required, the City will notify Contractor in writing of such tests to be performed at the time the exam appointment is made.
   b. Contractor shall be able to:
      i. Perform an EKG, if ordered by the City.
      ii. Perform Rabies Treatments where Contractor must ensure that results of rabies titer checks are provided to the City within fourteen (14) days.
      iii. Perform Audiometric Evaluation. If equipment is inoperable, City MUST be notified immediately (within one (1) business day).
      iv. Perform a short whisper hearing test.
      v. Perform historical assessment of the results to determine if employees have experienced a standard threshold shift.
      vi. Perform Lab Work, if ordered by the City, to include, but not be limited to: tests for liver enzymes shall include Glutamyl Transpeptidase (GGTP), alkaline phosphatase, Lactate Dehydrogenase (LDH), Aspartate Aminotransferase (AST), Alanine Aminotransferase (ALT), and total bilirubin.

4. Vaccinations/Immunizations
   a. General Protocol:
      i. Vaccinations/immunizations (“treatment”) shall be administered in accordance with CDC guidelines and/or OSHA regulations and safe medical and/or nursing practices, as well as performed by appropriately licensed professionals.
      ii. Contractor shall limit pre-exposure treatments to those employees designated in writing by the City.
      iii. Contractor shall formally document the treatments and provide such documentation to the City within three (3) business days of performing the service. Documentation shall include the following information:
         (1) The name of the employee receiving the treatment.
         (2) The date the initial treatment or test was given.
         (3) Scheduled dates for subsequent treatments or tests, when applicable.
         (4) Name of the person administering the treatment.
         (5) Type of treatment (titer, vaccination, booster, post-exposure).
         (6) Manufacturer and lot number of the vaccination/immunization used.
         (7) Written notification when vaccination/immunization series is complete.

b. Specific Vaccinations/Immunizations
    i. Hepatitis B Immunization, proof of immunization completion, declination form or titer.
    ii. Hepatitis A Immunization.
    iii. Twinrix Immunization.
    iv. Rabies Vaccination (to include pre-exposure vaccinations, titer checks, booster shots, and post-exposure treatments).
    v. Tetanus.
    vi. Tuberculosis (TST, read and documentation of any positive – 10mm or greater; and treatment if work-related exposure).

5. General Procedures
    a. Prompt Service
        i. Barring walk-in emergencies, and provided the employee arrives on time, exams for employees who have an appointment shall begin within thirty (30) to sixty (60) minutes of the employee's scheduled appointment time.
        ii. Appointment time shall be booked and held on time.
        iii. If scheduled appointment time cannot be met, Contractor shall contact the City before sending an employee that cannot be seen home. If Contractor is overbooked during the week, Contractor shall immediately notify the City immediately before/prior to turning an employee away for service. Contractor must be able to accommodate appointments for employees within three (3) working days of the initial request for an appointment.
        iv. If equipment that is necessary for performing the services becomes inoperable, the City MUST be notified within one (1) business day.
        v. A report of all exam results to the City is required within three (3) business days following completion of exams. Blood work results shall be transmitted within three (3) working days either via encrypted email or a portal.
        vi. All original exam forms shall be marked CONFIDENTIAL and mailed to the City within three (3) working days of completion of the exam. Contractor shall send the original test documents of the audiogram and pulmonary function test (PFT) if one was done.

    b. Abnormal Findings
        i. If the examining professional discovers any health problems or abnormal findings, they shall notify the City contact immediately or no later than one (1) business day. All findings are to be thoroughly documented on the exam forms provided by the City.
        ii. Contractor shall not provide follow-up medical services for any City referral. Contractor may not hold an exam while waiting for the employee to provide medical information from the employee's personal physician but shall complete the exam and forward exam results to the City. The City will determine if further examinations will be required.
        iii. Contractor shall provide a licensed Medical Case Manager/Consultant to evaluate the exam results and provide determination to the City on the potential or current employee's ability to perform the essential functions of the position.

    c. Confidentiality of Records
        i. Contractor shall be the custodian of all medical records and keep a copy of all forms for their records. All copies are confidential and the contents of such may not be released to anyone except upon written consent of the City. Should an employee request such information, Contractor shall refer them to the City.
        ii. Contractor shall ensure that all forms are complete prior to transmitting to the City.

This includes picture I.D. verification and individual's signature on necessary documentation.

iii. Data obtained by Contractor through the course of these examinations may be used only in aggregate form and may not identify employees by name, age, gender, race, color, or national origin, or groups of persons as employees for employment or employed by the City.

iv. Health Insurance Portability and Accountability Act of 1996 (HIPAA): Contractor warrants that it is familiar with the requirements of HIPAA and HIPAA's accompanying regulations and shall comply with all applicable HIPAA requirements in the course of this contract. Contractor shall cooperate with the City in the course of performance of the contract so that both the City and Contractor are compliant with HIPAA and other compliance officials required by HIPAA and its regulations. Contractor shall sign any documents that are reasonably necessary to keep the City and Contractor compliant with HIPAA, including, but not limited to, business associate agreements. Contractor shall have the opportunity to review any documents proposed by the City prior to approval by Contractor. Contractor shall not unreasonably withhold the approval of such documents.

v. The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are advising Contractors not to provide any genetic information when responding to the request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

4. Testing Services and Requirements
   a. Collection: The City requires laboratory collection services that ensure the integrity of the specimen from the time of collection to receipt at the laboratory. The protocols, standards, and procedures utilized for specimen collection service components shall be performed in accordance with applicable federal requirements that include, but are not limited to, 49 CFR Parts 40 and 384. The following tasks are included, but not limited to, testing requirements:
      i. Custody and Control of collected specimen;
      ii. Specimen processing;
      iii. Transportation;
      iv. Storage and retrieval;
      v. Reporting; and
      vi. Contract Administration.

5. Facilities, Equipment, and Contractor Personnel
   a. Contractor shall:
      i. Provide adequate number of personnel trained for the service provided;
      ii. Provide suitable equipped facilities for service provided (including mobile units);
      iii. Provide sufficient quantity of specified supplies, materials, and forms;
      iv. Provide technical information and assistance as required for testing;
      v. Contract administration reports and other service information if requested;
      vi. Provide on-going training of staff in accordance with accepted industry standards;

vii. Notify City within one (1) business day of any inoperable equipment that has the potential to impact services (e.g., breathalyzer, audio booth, PFT machine, etc.).

6. Specific Requirements for Services
   a. Urine specimen collection service;
   b. Blood testing collection service;
   c. Commercial Driver's License SAMHSA and DHHS requirements;
   d. Donor identification process with acceptable methods;
   e. Photo identification (license or badge);
   f. Any identification allowed under the City's medical testing program;
   g. Collection professionals are required to secure the specimen from the identified donor;
   h. Citywide collection including:
      i. Contractor's site
      ii. On-site services (with or without a mobile unit).

7. Laboratory Services
   a. Whether a Substance Abuse and Mental Health Service Administration (SAMHSA) certified laboratory or accredited by the Commission on Laboratory Accreditation of the College of American Pathologists (CAP), Contractor shall have the ability, with or without the use of Subcontractor(s), to successfully perform laboratory testing as required by the services rendered.

8. Laboratory Tasks and Requirements
   a. Security/verification of specimens and documents;
   b. Equipment maintenance and calibration;
   c. Collection supplies and inventory control;
   d. Custody and control form completion necessary to verify and maintain chain of custody;
   e. Testing and analysis with data interpretation;
   f. Documentation and reporting of test results;
   g. Expert witness testimony, if required;
   h. Quality assurance program and policy;
   i. Storage, retrieval, and transportation of specimens, as required;
   j. Monitoring and oversight of Subcontractors (if utilized);
   k. On-going training of staff on current technologies;
   l. Provision of general and technical/scientific assistance;
   m. Establishment of key contacts for the City;
   n. Statistical data and other reports required by the City.

9. Medical
   a. Due to the timely nature of medical examinations, screens, and testing, expedient reporting is necessary for the City to make employment and placement decisions for the safety of employees and others. Contractor shall provide any, or all, of the three types of reports identified below:
      i. Written Reports:
         (1) Written medical reports shall be provided within three (3) business days of the service. Reports for any of the examinations or evaluations will include the following:
            (a) Complete identification of employee, with date of birth, employee number, and home address;

(b) The examining professional(s) and their specialties;
(c) Complaints and present illnesses;
(d) Medical, social, and family history as required;
(e) Physical examination and findings using establish criteria;
(f) Laboratory tests, EKG and X-ray readings and results;
(g) Diagnoses, if any;
(h) Recommendations and discussion, if applicable; and
(i) Disqualifying conditions based on established criteria.

(2) Medical Case Manager/Consultant must provide a completed signed report for all exam results, before emailing or uploading into portal. If the City determines that a report is incomplete, Contractor must send complete correct copies to the City within 24 hours.

ii. Verbal Reports

a. Due to the urgency of the findings for employment decisions, verbal reports may be required. Verbal reports shall be provided to a specific authorized representative(s) with the City within 24 hours of the services. Contractors may be called upon occasion to provide a verbal evaluation of the findings within 24 hours.

iii. Statical Reports

a. Annually, Contractor shall submit written progress reports to the City. These reports shall include, at a minimum, the following:
(1) Management report of current and completed projects;
(2) Provide monthly expenditure and activity reports, if requested;
(3) Total expenses accrued as of the report date; and
(4) Overall assessment of contract status to include a description of any outstanding problems, together with Contractor's recommendation(s) for alternative options or corrective action.

b. Specifically related to FFD, annually, Contractor shall provide a report summarizing the health and fitness of FFD sworn employees and give recommendations for potential collective improvements of mental and physical health of these employees.

10. Personnel and Contract Administration

a. Contractor shall:

i. Assign a dedicated employee to serve as a primary point of contact and liaison to the City;

ii. Perform basic quality assurance to ensure:
(1) All required reports and forms are present and complete;
(2) All required Medical Professional signatures are present on reports and/or forms prior to submitting to the City; and
(3) Accuracy of invoices submitted to the City;

iii. Permit the City access to Contractor's key personnel to perform a review prior to the commencement of any services. This review may be accomplished at a site where services are rendered or in an interview-type setting;

iv. Certify that all materials necessary for the successful provision of services under this contract shall be available for review and pre-approval by the City prior to implementation, if requested. Contractor shall then submit the above-referenced materials in a timely manner, on the date established and agreed upon by both parties. The City may review, comment, and give approval of content prior to the specific implementation of services;

v. Allow, at no charge to the City, a meeting between the City and Contractor to discuss examination requirements to ensure that Contractor can provide the Scope of Services required for their organization.
vi. Have the hardware and software required to satisfy requirements stated under this Scope of Work. Contractor agrees to properly secure and maintain any computer systems (hardware and software applications) used in the performance of this contract. This includes ensuring all security patches, upgrades, and anti-virus updates are applied as appropriate to secure data that may be used, transmitted, or stored on such systems in the performance of this contract.
vi. On January 1 of each contract year, Contractor shall submit an annual report with statistics documenting services provided to the City. Further, identify by name and title, the key personnel who will be providing the contracted services for the upcoming calendar year.
vii. Provide consolidated billing for all services performed, including subcontractor work.
viii. Provide written notification to the City in the event of service delays or refusals within 24 hours of the delay or refusal.

D. Changes to the Scope of Work

During the Term of this Contract, additional medical examinations and testing requirements may be added to the Scope of Work as determined by the City. Any additions to services shall be performed by a formal written Contract Amendment.

EXHIBIT B - FEE SCHEDULE

Description	Pricing	Comments
Medical Service – Annual Bomb Squad Physical Exam with respirator clearance	215.00	
Medical Service – Annual Hazmat Physical Exam (29 CFR 1910.120)	215.00	
Medical Service – Audiometric Evaluation Service for existing employees	50.00	
Medical Service – AZPOST* Exam History and Physical	150.00	
Medical Service – Chest X-ray B-Read/Interpretation	120.00	
Medical Service – Chest X-ray PA and Lateral Phys Component Two (2) Views	120.00	
Medical Service – Chest X-ray PA and Lateral with radiologist component	120.00	
Medical Service – Chest X-ray, one (1) view, with radiologist component	100.00	
Medical Service – Completed Medical Clearance Form	0.00	included in all physicals
Medical Service – Comprehensive Metabolic Panel (CMP)	35.00	
Medical Service – EKG	100.00	
Medical Service – FAA EKG	n/a	
Medical Service – Fitness for Duty Evaluation/Exam	150.00	
Medical Service – General Exam, all components	150.00	
Medical Service – Long Audio	n/a	
Medical Service – Heavy Metal Blood: arsenic, lead, zinc protoporphyrin, mercury, and cadmium (As/Cd/Hg/Pb/ZPP)	230.00	
Medical Services – Hepatitis A Vaccine, series of 2 injection	n/a	
Medical Service – Twinrix Vaccine	n/a	
Medical Service – Hepatitis B Antigen	115.00	
Medical Service – Hepatitis B Immune Globulin Injection	n/a	
Medical Service – Hepatitis B immunization, per injection	100.00	
Medical Service – Hepatitis B immunization, series of 3 injection	300.00	
Medical Service – Hepatitis B Titer	115.00	
Medical Service – Hepatitis C Antibody	120.00	
Medical Service – Influenza Vaccine	56.00	high dose $85.00
Medical Service – Initial Asbestos Evaluation, includes any required lab work	425.00	
Medical Service – Initial Asbestos Evaluation, includes any required lab work, Vision, Hearing, PFT	560.00	
Medical Service – L Hep B Surface AB Titer	115.00	
Medical Service – L-Anti-HAV (IGG/IGM)	130.00	
Medical Service – L-Anti-HCV (Hepatitis C)	130.00	

Description	Pricing	Comments
Medical Service – L-Anti-HCV (Hepatitis C) - no Hep C Vaccine available – this is for Hep C Antibody	35.00	
Medical Service – L-CHEM 20	40.00	
Medical Service – L-CHEM 20/CHD/CBD	68.00	
Medical Service – L-CHEM 20/CHD/CBD/UA P845	75.00	
Medical Service – L-Chem 22/CHD	40.00	
Medical Service – L-CHEM 22/CHD/T4/CBD/RUA	111.00	
Medical Service – L-CHEM 23 Panel (replacement for CHEM 20 Exam)	45.00	
Medical Service – L-Chem 23 Panel (replacement for Chem 22/CHD)	45.00	
Medical Service – L-CHEM 23/CHD/CBD (replacement for CHEM 20/CHD/CBD exam)	68.00	
Medical Service – L-CHEM 23/CHD/CBD/UA P845 (Replacement for CHEM 20/CHD/CBD/UA P845 exam)	75.00	
Medical Service – L-CHEM 23/CHD/T4/CBD/RUA (replacement for CHEM 22/CHD/T4/CBD/RUA exam)	110.00	
Medical Service – L-HIV Screen	125.00	
Medical Service – L-HIV-EIA	125.00	
Medical Service – LIFT test for 50 lbs.	65.00	
Medical Service – LIFT test for 60 lbs.	65.00	
Medical Service – LIFT test for 75 lbs.	65.00	
Medical Service – LIFT test for 100 lbs.	65.00	
Medical Service – LIFT test for 150 lbs.	65.00	
Medical Service – LIFT test for 200 lbs.	65.00	
Medical Service – Liver enzymes; GGTP, alkaline phosphatase, LDH, AST, ALT, total bilirubin	321.00	
Medical Service – L-Lead/ZPP Blood	130.00	
Medical Service – L-MMR Titer	250.00	
Medical Service – L-Syphilis (RPR)	80.00	
Medical Service – L-Varicella Zoster, per dose	n/a	
Medical Service – MMR Vaccine	n/a	
Medical Service – NIDA Regulated urine drug screen collection (split sample) in conjunction with USDOT exam, includes complete test with collection, lab testing, and results (including MRO services if necessary)	50.00	
Medical Service – NIDA Regulated urine drug screen collection (split sample) in conjunction with USDOT exam, Collection Only price	50.00	
Medical Service – Non-Regulated (Non-NIDA) “10-panel” Drug Screen Collection Only	n/a	
Medical Service – Non-Regulated (Non-NIDA) “10-panel” Drug Screen Split Specimen Collection Only	n/a	

Description	Pricing	Comments
Medical Service – Non-Regulated (Non-NIDA) "10-panel" urine drug screen collection (split sample) in conjunction with General Exam, Collection Only Price		
Medical Service – Non-Regulated (Non-NIDA) "10-panel" urine drug screen collection (split sample) in conjunction with General Exam, includes collection, testing, and results combined pricing		
Medical Service – Other charges, fees, and miscellaneous; Agency to specify	n/a	
Medical Service – On-site "clinic" Hourly Fee; Agency to specify	100.00 flat fee	
Medical Service – Periodic Asbestos Evaluation (does not include asbestos lab work)	215.00	
Medical Service – Phlebotomy Class Physical Exam any required lab work	unknown	
Medical Service – Physical Exam FAA	not offered	
Medical Service – DOT (CDL) Recertification	150.00	
Medical Service – Physical Exam, Respirator, UA, Vision	200.00	
Medical Service – Pulmonary Function Test	65.00	
Medical Service – Rabies Blood Work (Titer check)	n/a	send out to CCCHD
Medical Service – Rabies Booster Shot	n/a	send out to CCCHD
Medical Service – Rabies Post-Exposure vaccinations, 2-Shot series with previous pre-exposure treatment	n/a	send out to CCCHD
Medical Service – Rabies Post-Exposure vaccinations, 5-Shot series with HRIG for non-pre-exposure treatment	n/a	send out to CCCHD
Medical Service – Rabies Pre-Exposure vaccinations; 3-Shot Series	n/a	send out to CCCHD
Medical Service – Rapid Plasma Reagin, Qualitative	80.00	
Medical Service – Respiratory Questionnaire	20.00	
Medical Service – TB Test	30.00	includes read
Medical Service – Tdap Vaccine	120.00	includes administration
Medical Service – Tetanus Vaccine	n/a	
Medical Service – Treadmill Stress Test EKG	185.00	
Medical Service – Varicella booster	n/a	
Medical Service – Varicella virus injection	n/a	
Medical Service – Vision only	30.00	
Medical Service – Vision only, Titmus type (Snellen Wall vision)	30.00	
Medical Service – Zinc Protoporphyrin Test	130.00	
Medical Service – Lab Work; Agency to Specify (*No price quote required. Line item included on pricing table for additional agency needs)		

Type text here

Description	Pricing	Comments
Medical Service – Specialized Testing; Agency to Specify (No price quote required. Line item included on pricing table for additional agency needs)		
*AZPOST Board-Trained Physician per Title 13/13-04	225.00	
NFPA 1582 Medical History Physical (Pre-Employment or Baseline)		
A. Medical History and Physical (includes vital signs and HEENT physical exam)	150.00	
B. Audiogram (compared with baseline testing for STS)	50.00	
C. Vision Test: Acuity, Horizontal Field, and Color Perception	30.00	
D. Pulmonary Function Testing/Spirometry	65.00	
E. Complete Blood Count and Differential	35.00	E (Complete Blood Count), F (Lipid Panel),and G (Comprehensive Metabolic Panel) can be bundled together with HIV 4th Generation and Hepatitis B Immunity Labs for a cost of $155.00
F. Lipid Panel (total cholesterol, HDL, LDL)	80.00	
G. Comprehensive Metabolic Panel	35.00	
H. Urinalysis (dip)	15.00	
I. Hemoglobin A1C lab test	35.00	
J. Hepatitis Profile lab test (Hep A ab, Hep B ab, ag, and Hep C ab)	371.00	
K. Tuberculosis Skin Test	30.00	
L. EKG - resting 12-lead	100.00	
M. Flexibility, Fitness testing (push-ups, plank), Body Fat Analysis	included in exam	
N. Maximal treadmill Stress Test w/cardiologist interpretation	185.00	
O. PA/lateral Chest X-ray (2-views)	120.00	
P. OSHA Respirator Questionnaire review	20.00	
Q. 9-Panel Drug Screen	50.00	
NFPA 1582 Medical History Physical (Annual)		
A. Medical History and Physical (includes vital signs and HEENT physical exam)	150.00	
B. Audiogram (compared with baseline testing for STS)	50.00	
C. Vision Test: Acuity, Horizontal Field, and Color Perception	30.00	
D. Pulmonary Function Testing/Spirometry	65.00	
E. Complete Blood Count and Differential	35.00	

Description	Pricing	Comments
F. Lipid Panel (total cholesterol, HDL, LDL)	80.00	
G. Comprehensive Metabolic Panel	35.00	
H. Urinalysis (dip)	15.00	
I. Hemoglobin A1C lab test	35.00	
J. PSA lab test (males over 40 years of age)	100.00	
K. Tuberculosis Skin Test	30.00	
L. EKG - resting 12-lead	100.00	
M. Flexibility, Fitness testing (push-ups, plank), Body Fat Analysis	included in exam	
N. Treadmill Submaximal/Stepmill	120.00	
O.* Maximal Treadmill Stress Test w/cardiologist interpretation	185.00	
P. PA Chest X-ray (Per NFPA as medically indicated)	120.00	
Q. OSHA Respirator Questionnaire review	20.00	
R. Hazmat Questionnaire (if applicable)	20.00	
S. Blood Lead Lab Testing (hazmat personnel)	130.00	
T. HIV Testing (when requested)	125.00	
* If risk factors recommend maximal testing		
Ultrasound Carotid Artery	230.00	
Ultrasound Abdominal	340.00	
Ultrasound Aortic Aneurysm	320.00	
Echocardiogram	375.00	
FIT testing	130.00	
Early Detection Cancer Screen (Galleri or equivalent)	1200.00	
Firefighter Return To Work Physical	150.00	

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Sarah Langley, Public Affairs Director

Date: 11/13/2025

Meeting Date: 11/18/2025

TITLE:
Consideration and Ratification of Letter to ADOT Project Review Board on Route 66 Pavement Preservation

STAFF RECOMMENDED ACTION:

Retroactively approve the letter to the ADOT Project Review Board

Executive Summary:
A letter was sent from the City of Flagstaff to the ADOT Project Review Board on Oct. 24, 2025 ahead of the Board's meeting on Oct. 28, 2025. The letter formally requested three modifications to the programmed pavement rehabilitation project on SR40B (Route 66) from Alvan Clark Way to Fanning Dr through Flagstaff (eSTIP ID 104411). The three requests included 1) adjusting the project schedule to start work after June 2027 to avoid conflicts with the Route 66 Centennial Celebration, 2) including components that will bring the roadway into compliance with the Americans with Disabilities Act (ADA) and the Public Right-of-Way Accessibility Guidelines (PROWAG), and 3) requesting that ADOT work with the City to supplement project components to enhance Route 66 as a multimodal corridor.

Financial Impact:
N/A

Policy Impact:
N/A

Previous Council Decision or Community Discussion:
N/A

Options and Alternatives to Recommended Action:
Do not retroactively approve the letter.

Background and History:
N/A

Connection to PBB Priorities and Objectives:
This letter supports the Key Community Priorities of Livable Community, Safe & Healthy Community and Sustainable & innovative Infrastructure.

Connection to Regional Plan:
The letter supports the following goals and policies of the Flagstaff Regional Plan

- Goal T.1. Improve mobility and access throughout the region.
- Goal T.2. Improve transportation safety and efficiency for all modes.

Connection to Carbon Neutrality Plan:
N/A

Connection to 10-Year Housing Plan:
N/A

Connection to Division Specific Plan:
N/A

Attachments: Letter to ADOT Project Review Board

CITY OF
FLAGSTAFF

OFFICE OF THE MAYOR
211 West Aspen Avenue, Flagstaff, Arizona 86001
Main Line: 928-213-2000
Website: https://www.flagstaff.az.gov

October 24, 2025

ADOT Project Review Board

Members of the Board:

The City of Flagstaff would like to formally request three modifications to the programmed pavement rehabilitation project on SR 40B (Route 66) from Alvan Clark Way to Fanning Dr through Flagstaff (eSTIP ID 104411).

We recognize the importance of this project in maintaining a regionally important arterial roadway in a state of good repair. We also appreciate the opportunity to work with ADOT to make this a project that both meets ADOT's objectives for operating and maintaining its roadway network and benefits the Flagstaff community in multiple ways.

Our first request is to adjust the project schedule to start work after June 2027.

City of Flagstaff staff, along with several stakeholders and partners, have been gearing up for the Route 66 Centennial Celebration for over a year and half now. The planning for this special year is significant for our community since we have five international countries that are Route 66 enthusiasts that are planning and will be planning a trip to ride on the entire Mother Road, in all 8 states, and Flagstaff's 14.2 miles of it.

Our celebration has begun, and we will be placing signage on ADOT intersection poles (36 poles) starting January 2026 and staying up until June 2027. This coincides with our two events happening: June 6, 2026, and November 11, 2026. If Flagstaff has construction of the route happening prior to our end date of June 2027, it will be incredibly disappointing to our businesses along the route and off it where many have added programing to keep the visitors in Flagstaff longer. Some examples are Theatrikos (our local playhouse) has created a special Route 66 play, the Marley Discovery Center has a Route 66 exhibition, and much more.

We would truly appreciate any construction of this coveted roadway to start after June 2027. This would help us greatly since currently international visitation makes up 15% of our overall visitation and we are struggling with those numbers declining with what is happening federally. We feel this Centennial is a great way to increase those numbers and to continue to get our tourism sector (the #1 economic development sector for Flagstaff) back to the levels our community normally sees and needs. Thank you for your consideration.

The second request is to include components that will bring the roadway into compliance with the Americans with Disabilities Act (ADA) and the Public Right-of-Way Accessibility Guidelines (PROWAG).

CITY OF
FLAGSTAFF

OFFICE OF THE MAYOR
211 West Aspen Avenue, Flagstaff, Arizona 86001
Main Line: 928-213-2000
Website: https://www.flagstaff.az.gov

This will help create a more complete street that serves the mobility needs for all members of the community, regardless of ability or circumstance.

Our third and final request is to work with the City to supplement the following project components to enhance Route 66 as a multimodal corridor:

- Replace the planned five-foot sidewalk with an 11-foot multiuse path along the north side of West Route 66 between Woodlands Village Boulevard and Railroad Springs Boulevard. This improvement has been identified as a high priority short-term improvement in the recent West Route 66 operational analysis prepared by MetroPlan and the City. It appears that the multiuse path can be accommodated within existing right-of-way.

- Replace the existing 8-foot path with a realigned 10-foot multiuse path along the south side of East Route 66 generally between Ponderosa Parkway and Arrowhead Avenue. The realigned path is already identified as an improvement in the City's FUTS master plan and Active Transportation Master Plan. The realignment has already been rough-graded and is located on a City-owned parcel.

- Adjust the final striping plans to accommodate a continuous shoulder for bicyclists along the entire length of the corridor. There is already a striped shoulder for a significant portion of the corridor; with a few striping modifications this shoulder could be made continuous. The necessary striping modifications would be consistent with striping configurations on other ADOT-managed roadways in Flagstaff, including Milton Avenue and Fort Valley Road, and they comply with ADOT standards and guidelines.

We acknowledge that the enhanced multimodal project components in the third request will add cost to the project, and we are prepared to bring City funding to the project to make up the difference and see the enhanced project components implemented.

Thank you for the opportunity to provide our thoughts and suggestions, and we look forward to continuing our cooperative relationship with ADOT to enhance mobility in Flagstaff.

If you have any questions or need further information, please reach out to Paul Mood, City Engineer, at paul.mood@flagstaffaz.gov.

Sincerely

Becky Daggett

Becky Daggett
Mayor, City of Flagstaff

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Bryce Doty, Real Estate Manager

Co-Submitter: Matthew Mansfield

Date: 11/13/2025

Meeting Date: 11/18/2025

TITLE:

Consideration and Adoption of Ordinance No. 2025-24: An ordinance of the City Council of the City of Flagstaff, authorizing the acquisition of a joint law enforcement firearms training facility for public safety, providing for delegation of authority, providing for severability, authority for clerical corrections, and establishing an effective date

Consideration and Approval of Purchase Agreement: Shoot West Properties, LLC

STAFF RECOMMENDED ACTION:

1. Read Ordinance No. 2025-24 by title only for the final time
2. City Clerk reads Ordinance No. 2025-24 by title only (if approved above)
3. Adopt Ordinance No. 2025-24
4. Approve the Purchase Agreement with Shoot West Properties, LLC and authorize the City Manager to execute the necessary documents

Executive Summary:

This ordinance authorizes the acquisition of an Indoor Shooting Range located at 11972 N US Highway 89 Flagstaff, AZ 86004 ("Property") to provide year-round firearms training for various law enforcement activities in partnership between the City of Flagstaff ("City"), Coconino County Community College District ("CCCD"), and Coconino County ("County"). The City, CCCD, County desire to share in the cost of acquiring the Property and operating it as a Firearms Training Facility, and to share use of said Firearms Training Facility. Council will act on a proposed intergovernmental agreement as a separate item in an upcoming council meeting.

Staff is bringing this ordinance and the approval of the purchase contract in order to open up escrow with the property owner. The purchase contract is still subject to approval of the forthcoming intergovernmental agreement.

The purchase price was negotiated with the property owner and confirmed to be below replacement value through an appraisal. Additionally, comparing the purchase price versus building a new facility using construction cost estimates from the North expansion to the existing law enforcement facility, less any land costs, demonstrates a significant cost savings of approximately 6 million dollars. This purchase is an opportunity to acquire a vital asset for public safety at a significant discount to funding and financing new construction.

Financial Impact:

The purchase price of $2,350,000 is funded in partnership with the partnership agencies in the following amounts:

1. Payment by City: $1,000,000. These funds are contributed through a combination of development impact

fees ($442,000) and a Police Department budget reallocation ($558,000).
2. Payment by Community Agencies: $1,350,000.

TOTAL: $2,350,000.

This purchase was not anticipated during the FY2025-26 Budget process and therefore is an unbudgeted purchase. City may be required to do a formal budget amendment to further reallocate budget appropriation to the Police Department, if needed.

Policy Impact:
None

Previous Council Decision or Community Discussion:
This is the first time this item is appearing before council.

Options and Alternatives to Recommended Action:
Not approve the acquisition and purchase agreement.

Connection to PBB Priorities and Objectives:
High Performance Governance and Safe and Healthy Community; Provide public safety services with resources, staff, and training responsive to the community's needs.

Connection to Regional Plan:
Goal PF.3. Provide high-quality emergency response and public safety services including law enforcement, fire, medical, and ambulance transport service.

Connection to Carbon Neutrality Plan:
Health and Safety HS-4
Action 3: Construct new City of Flagstaff buildings to be carbon neutral and designed for use as resilience hubs, providing safe havens for community members during all types of disruptive events. The proposed firearm training center was certified at Gold level through the Coconino County Sustainable Building Program in 2021. Green features include a 48-kilowatt solar array which generates twice the annual power used and a 5000-gallon buried rain water collection tank which supplies the automated drip irrigation system.

Connection to 10-Year Housing Plan:
N/A

Attachments: Ord. 2025-24
Legal Descriptions
Purchase Agreement
Presentation

ORDINANCE NO. 2025-24

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, AUTHORIZING THE ACQUISITION OF A JOINT LAW ENFORCEMENT FIREARMS TRAINING FACILITY FOR PUBLIC SAFETY; PROVIDING FOR DELEGATION OF AUTHORITY; PROVIDING FOR SEVERABILITY, AUTHORITY FOR CLERICAL CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE

RECITALS:

WHEREAS, the City has authority to acquire real property, pursuant to the Article I, Section 3 of the Flagstaff City Charter; and

WHEREAS, acquisition of real property is to be approved by ordinance, pursuant to Article VII, Section 5 of the Flagstaff City Charter; and

WHEREAS, the City desires to acquire real property interests consisting of an indoor firearms training facility for public safety; and

WHEREAS, public safety is an exception to Article XVI, Amendment No. 2 of the Flagstaff City Charter.

ENACTMENTS:

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

SECTION 1. In General.

The Flagstaff City Council hereby authorizes the acquisition of all of the real property identified in the attached Exhibit A. The real property interests may be acquired through purchase, exchange, gift, donation, dedication, or condemnation necessary for a public use; provided, however, prior to commencement of any condemnation proceeding the City Council shall adopt a separate resolution finding that the taking of the real property interest(s) is necessary for a public use and authorizing condemnation.

SECTION 2. Delegation of Authority

The Mayor, City Manager, Planning and Development Services Director, Real Estate Manager, City Attorney or their delegates or agents, are hereby authorized and directed to take all steps and execute all documents necessary to carry out the purpose and intent of this ordinance.

SECTION 3. Repeal of Conflicting Ordinances

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

SECTION 4. 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 5. 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 6. 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 4th day of November, 2025.

_____
MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM:

_____
CITY ATTORNEY

Exhibits:
Exhibit A – Legal Description

EXHIBIT A

PARCEL 1:

LEGAL DESCRIPTION

That portion of the Northeast Quarter of the Northeast Quarter of the Northeast Quarter of Section 9, Township 22 North, Range 8 East of the Gila and Salt River Base and Meridian, Coconino County, Arizona, being a portion of that certain parcel delineated in Book 7 of Land Surveys, Page 78, records Coconino County, Arizona, (R1), and being more particularly described as follows:

Commencing at the N-N 1/6 corner of said Section 9;

Thence South 89 degrees 25 minutes 36 seconds West, a distance of 50.87 feet to a half inch rebar with tag marked "RLS 16687" on the Westerly line of U.S. Highway 89, according to Book 5 of Promiscuous Records, page 494, records of Coconino County, Arizona, said point being the Southeast corner of R1;

Thence North 00 degrees 17 minutes 09 seconds East along said Westerly right-of-way line of U.S. Highway 89, and the Easterly line of said R1, a distance of 423.87 feet to the True Point of Beginning;

Thence North 89 degrees 04 minutes 10 seconds West, a distance of 369.98 feet to a point;

Thence North 00 degrees 17 minutes 08 seconds East a distance of 203.29 feet to a point on the Southerly right-of-way line of Copeland Lane, according to Docket 1043, page 881, records of Coconino County, Arizona;

Thence North 89 degrees 27 minutes 26 seconds East along the said Southerly right-of-way line of Copeland Lane, a distance of 370.00 feet to the Northeast corner of said R1;

Thence South 00 degrees 17 minutes 09 seconds West along said Westerly right-of-way line of U.S. Highway 89 and said Easterly line of R1, a distance of 212.80 feet to the True Point of Beginning.

Official Copy

PARCEL 2:

Any leasehold interest owned on the NW4NE4 of Section 18, Township 23 North, Range 8 East of the Gila and Salt River Base and Merdian, Coconino County, Arizona.

REAL ESTATE PURCHASE AND SALE CONTRACT

The City of Flagstaff, a municipal corporation organized and existing under the laws of the State of Arizona ("Buyer" or "City") and Shoot West Properties, LLC ("Seller") hereby enter this Real Estate Purchase and Sale Contract ("Contract").

1. Property: The City agrees to purchase, and Seller offers to sell, parcel number 301-68-019A, property located at 11972 N. US Highway 89, Flagstaff, Arizona, 86004, legally described and depicted in the Exhibit "A", attached hereto ("the Property").

2. Purchase Price for Property: The Buyer agrees to pay the Seller two million three hundred and fifty thousand ($2,350,000.00) (Dollars).

3. Conveyance of Property: Seller shall convey the Property to the Buyer by Special Warranty Deed.

4. "AS IS CONDITION": Seller and Buyer agree that the Premises is being sold in its existing condition ("AS IS") and Seller makes no warranty to Buyer, either express or implied, as to the condition of the Premises.

5. Opening and Closing of Escrow: Buyer shall deposit the sum of twenty-three thousand five hundred dollars) ($23,500.00) with Pioneer Title Agency, Inc. of Flagstaff, Arizona, escrow agent John Kuban (the "Escrow Agent") to be applied against the Purchase Price at the Close of Escrow. The Opening of Escrow shall be deemed to be the date on which the Deposit and a fully executed copy of this Contract are delivered to the Escrow Agent after City Council approval. The consummation of the transaction contemplated by this Contract ("Close of Escrow" or "COE")) shall occur on or before ninety-days (90) days after the Opening of Escrow. If the Buyer, Escrow Company or Recorder's offices are closed on the scheduled closing date, Close of Escrow shall occur on the next day that all are open for business. Buyer, and Seller may accelerate the Closing Date upon mutual acceptance by both parties.

   The Closing shall occur at the offices of the Escrow Agent, or at such other place as Seller and Buyer may agree in writing. Closing shall be deemed to have occurred when (i) all closing documents contemplated by this Contract have been delivered to, received by, and executed by the appropriate parties, (ii) all conditions to such Closing contemplated by this Contract have been satisfied or waived, (iii) the funds required to be paid under this Contract have been properly delivered to Escrow Agent and are available for distribution to Seller by Escrow Agent, (iv) the deed required pursuant to Conveyance has been recorded.

6. Title: Within (5) days of Opening of Escrow, Escrow Agent shall deliver to the City and Seller a preliminary title report pertaining to the Property (the "Title Commitment"). On or before fifteen (15) business days after receipt of the Title Commitment, the City shall notify Seller of any matters or exceptions shown on the Title Commitment, or on any documents identified in the Title Commitment as title exceptions, that are not acceptable to the City (the "Objections"). Any matters or title exceptions to which the City does not object within such time period shall be

deemed to be acceptable matters. Mortgages, deeds of trust and other liens encumbering the Property shall be cleared at or before Closing by Seller. Taxes shall be prorated.

7. Additional Conditions of Closing: Buyer's obligations under this contract are contingent upon the following:

   a. Intergovernmental Agreement: The execution and adoption of an intergovernmental agreement between the City, Coconino County on behalf of the Sheriff's Department, and the Coconino County Community College District for the acquisition, operation, and maintenance of the Property.

   b. Council Approval: Final approval of the Contract by the Flagstaff City Council at a public meeting.

   c. Environmental Review: Completion and City acceptance of a Phase I Environmental Site Assessment.

   d. Facility Assessment/Inspections: Receipt and acceptance of a third-party facility condition assessment evaluating structural, mechanical, electrical, roof, and code compliance.

   If any of these contingencies are not satisfied or waived by the City within the due diligence period, the City reserves the right to withdraw this offer without penalty.

8. Warranties by Seller: The City agrees and acknowledges that no representations, statements or warranties have at any time been made by Seller, or any agent of Seller, as to the condition, quality, quantity, operation, state of' repair, or prospects of the Property, or any other matter concerning the Property, in any respect.

9. Brokerage: The Seller warrants to the Buyer that they have not dealt with any Broker in connection with the sale of the Property. If any person shall assert a claim to a finder's fee, brokerage commission or other compensation account of employment or alleged employment as a finder or broker or performance of services as a finder or on broker in connection with this transaction, the party under whom the finder or broker is claiming shall indemnify, defend and hold the other party harmless from and against any such claim and all costs, expenses and liabilities incurred in connection with such claim or any action or proceeding brought on such claim, including, but not limited to, counsel and witness fees and court costs in defending against such claim. This indemnity shall survive the close of escrow or the cancellation of the Contract.

10. Assessment Liens: The amount of any assessment that is a lien as of the COE, shall be paid in full by Seller prior to COE. Any assessment that becomes a lien or property tax that becomes due after COE is the Buyer's responsibility.

11. Seller Warranties: Seller warrants and shall maintain the Premises until COE.

12. Closing Costs: All closing costs incurred in the transfers of the Property shall be paid in accordance with the customs of real estate transactions presently in effect in Coconino County, Arizona, as determined by the Escrow Agent.

    Distribution of Proceeds upon Closing: The proceeds of the sale (Purchase Price less Closing Costs attributable to Seller) shall be distributed to Seller by the Escrow Agent. Seller is responsible for verifying accuracy of distribution of proceeds with the Escrow Agent and the City has no liability for any errors.

13. Cure Period: A party shall have an opportunity to cure a potential breach of this Contract. If a party fails to comply with any provision of this Contract, the other party shall deliver a notice to the non-complying party specifying the non-compliance. If the non-compliance is not cured within five (5) business days after delivery of such notice (Cure Period), the failure to comply shall become a breach of Contract.

14. Attorneys' Fees and Costs: If any action is brought by either party in respect to its rights under this Contract, the prevailing party shall be entitled to reasonable attorneys' fees and court costs as determined by the court.

15. Seller's Remedies: In the event of default by the City, Seller's sole remedy shall be to cancel this Contract and to retain the Earnest Deposit, together with all accrued interest, as liquidated damages. Seller and the City agree that it would be impractical or extremely difficult to fix actual damages in case of the City's default; that the amount of the Deposit paid by Buyer is a reasonable estimate of the Buyer's damages in case of City's default; that Seller shall retain said Deposit as its damages; and that, thereafter, neither party shall have any further obligations to the other under this Contract, except with respect to obligations which expressly survive the cancellation of this Contract.

16. Buyer's Remedies: In the event of default by Seller, the City shall have all remedies available at law, including but not limited to specific performance.

17. Time of the Essence: The parties hereto expressly agree that time is of the essence with respect to this Contract.

18. Leaseback. After Closing, Seller shall be entitled to remain in possession of the Property at no cost to Seller until not later than ten (ten) days from the date of Closing (the "Holdover Termination Date"), subject to the following provisions:

    (a) Seller agrees to keep all improvements to the Property in good condition and repair. Upon the expiration of Seller's right to occupy the Property, Seller shall return the Property, and all improvements thereon, to Buyer in the same condition and repair as they existed at the date of Closing. Seller may not make additional improvements or alterations to the Property.
    (b) Seller agrees to pay any and all utility charges incurred in connection with the Property during the term of the time Seller occupies the Property after Closing, including but not limited to all charges associated with electric, water, sewer, garbage collection and telephone.

(d) Seller acknowledges that it is occupying the Property "AS-IS", and that Buyer has made no representation or warranty of any kind as to the condition of the Property or its fitness for Seller's intended use.

(e) Seller agrees that the Property shall only be used for the use to which it was being put immediately prior to the Closing and for Seller's other normal and customary operations. Seller shall comply with any and all applicable federal, state and local laws, ordinances, rules, regulations ("Law(s)") and orders with respect to its use and occupancy of the Property.

(f) Seller agrees to indemnify, protect, defend and hold Buyer and Buyer's officers, directors, employees and agents harmless from and against any and all claims, damages, liabilities, judgments, costs (including reasonable attorney's fees), liens, expenses and penalties, whether now known or unknown, fixed or contingent, liquidated or unliquidated, arising out of or in any way connected to (i) Seller and Seller's officers, directors, agents, servants, employees, customers, visitors, licensees, and invitees use and occupancy of the Property or (ii) any accident or other occurrence causing or alleged to have caused injury or death to persons or damage to property by reason of condition, maintenance or construction of the Property or any improvement to the Property that occurred during the time Seller occupied the Property.

(g) Seller agrees to indemnify, protect, defend and hold Buyer and Buyer's officers, employees and agents harmless from and against any and all claims, damages, liabilities, judgments, costs (including reasonable attorney's fees), liens, expenses and penalties, whether now known or unknown, fixed or contingent, liquidated or unliquidated, arising out of or in any way connected to any violation or alleged violation of any Law(s) that occurred during the time Seller occupied the Property.

(h) Seller forever releases, acquits, and discharges Buyer, Buyer's officers, employees and agents from any and all claims, damages, liabilities, judgments, costs, expenses, loss of income, losses due to business interruption, loss of services, actions and losses of actions, whether now known or unknown, fixed or contingent, liquidated or unliquidated, arising out of, alleged to arise out of or in any way connected with the condition of the Property or the use of the Property.

(i) Seller shall, at its sole cost and expense, obtain and maintain in full force and effect throughout its occupancy of the Property, the following non-contributing primary insurance policy, which shall name Buyer as an additional insured: Commercial general liability insurance coverage against any liability to the public arising out of the use or occupancy of the Property with limits of not less than $500,000.00 per occurrence and not less than $1,000,000.00 annual aggregate, covering bodily injury and property damage liability.

(j) If for any reason the Seller shall remain in possession of the Property beyond the Holdover Termination Date, Seller shall be deemed a tenant at sufferance, shall be subject to immediate eviction and removal by Buyer and Buyer shall be entitled to pursue all remedies at law or in equity with respect to Seller's holdover on the Property. Buyer and Seller acknowledge and agree that Buyer will be severely damaged by any holdover by Seller beyond the Holdover Termination Date and that the amount of such damages would be difficult to quantify. Buyer and Seller acknowledge and agree that in the event of such a holdover, Seller shall pay to Buyer

liquidated damages in an amount equal to $1,000.00 per day for each day that Seller remains in possession of the Property beyond the Holdover Termination Date which Buyer and Seller agree is a reasonable approximation of damages which will be suffered by Buyer as a result of such holdover.

(k) Prior to the Holdover Termination Date, Seller shall vacate the improvements on the Property and remove all of its personal property therefrom and shall terminate any existing rights of occupancy or possession affecting the Property. Seller shall be responsible for all fees and costs of such vacation and removal. Any property of Seller left on or about the Property following the Holdover Termination Date shall be conclusively presumed to have been abandoned by Seller and may be disposed of in any manner by Buyer in Buyer's sole discretion.

(l) This Section 18 shall survive the Closing and the expiration of Seller's right to occupy the Property hereunder.

19. Notices: Any notice, which a party is required or may desire to give the other, shall be in writing and shall be sent either (a) by United States registered or certified mail, return receipt requested, postage prepaid, or (b) by a generally recognized overnight carrier providing proof' of delivery. Any such notice shall be addressed to a party at such party's address appearing next to such party's signature on last page of the main body of this Contract. Any notice so given shall be deemed to have been given as of the date of actual receipt. Notices shall be addressed to the parties as follows:

SELLER:
Shoot West Properties, LLC
c/o Rob Wilson
11920 Glodia Drive
Flagstaff, AZ 86004

With a copy to Seller's Counsel:
Law Office of Tevis Reich, PLLC
6 E. Dale Ave.
Flagstaff, AZ 86001
tevis@treichlaw.com

BUYER:
City of Flagstaff
Attn: City Manager
211 W. Aspen Avenue
Flagstaff, AZ 86001
FAX (928) 779-7656

20. Governing Law: The laws of the State of Arizona shall govern the validity, construction, enforcement, and interpretation of this Contract.

21. Severability: In the event that any phrase, clause, sentence, paragraph, section or other portion of this Contract becomes illegal, null or void or against public policy for any reason, or is held by any court of competent jurisdiction to be illegal, null or void or against public policy, the remaining portions of this Contract will not be affected thereby and will remain in force and effect to the fullest extent permitted by law.

22. Entire Contract: This Contract embodies the entire Contract of the parties. Any amendments hereto shall be in writing and executed by the parties hereto. All exhibits attached hereto are a part of this Contract for all purposes.

23. Successors in Interest: This Contact shall bind and inure to the benefit of the City, and their heirs, executors, administrators, successors and permitted assigns.

24. Survival of Closing: Each of the covenants, conditions, agreements, and representations contained in this Contract shall survive the closing hereunder and the recordation of the Special Warranty Deed.

25. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document.

26. Terms of Acceptance: This offer will become a binding Contract when acceptance is signed by Seller and a signed copy delivered in person, by mail, facsimile or electronically, and received by the City of Flagstaff by "Date" 10/2/25 at ~~Time AM or PM,~~ Mountain Standard Time.

IN WITNESS WHEREOF, Buyer and Seller have executed this Contract on the date set forth below.

SELLER: Shoot West Properties, LLC

By: _____

Date: 02 OCT 2025

STATE OF ARIZONA)

) ss

County of Coconino)

ACKNOWLEDGMENT. On this 2 day of October 2025, before me, a Notary Public, personally appeared Robert W. Ison, known to be or satisfactorily proven to be the person whose name is subscribed to the foregoing instrument and acknowledged that (s)he executed the same for the purposes therein contained.

Notary Public

(SEAL)

BUYER:

City of Flagstaff, an Arizona municipal corporation

By: _____

Becky Dagget, Mayor

Date: _____

ATTEST:

_____

City Clerk

APPROVED AS TO FORM:

_____

Senior Assistant City Attorney

EXHIBIT A

PARCEL 1:

LEGAL DESCRIPTION

That portion of the Northeast Quarter of the Northeast Quarter of the Northeast Quarter of Section 9, Township 22 North, Range 8 East of the Gila and Salt River Base and Meridian, Coconino County, Arizona, being a portion of that certain parcel delineated in Book 7 of Land Surveys, Page 78, records Coconino County, Arizona, (R1), and being more particularly described as follows:

Commencing at the N-N 1/6 corner of said Section 9;

Thence South 89 degrees 25 minutes 36 seconds West, a distance of 50.87 feet to a half inch rebar with tag marked "RLS 16687" on the Westerly line of U.S. Highway 89, according to Book 5 of Promiscuous Records, page 494, records of Coconino County, Arizona, said point being the Southeast corner of R1;

Thence North 00 degrees 17 minutes 09 seconds East along said Westerly right-of-way line of U.S. Highway 89, and the Easterly line of said R1, a distance of 423.87 feet to the True Point of Beginning;

Thence North 89 degrees 04 minutes 10 seconds West, a distance of 369.98 feet to a point;

Thence North 00 degrees 17 minutes 08 seconds East a distance of 203.29 feet to a point on the Southerly right-of-way line of Copeland Lane, according to Docket 1043, page 881, records of Coconino County, Arizona;

Thence North 89 degrees 27 minutes 26 seconds East along the said Southerly right-of-way line of Copeland Lane, a distance of 370.00 feet to the Northeast corner of said R1;

Thence South 00 degrees 17 minutes 09 seconds West along said Westerly right-of-way line of U.S. Highway 89 and said Easterly line of R1, a distance of 212.80 feet to the True Point of Beginning.

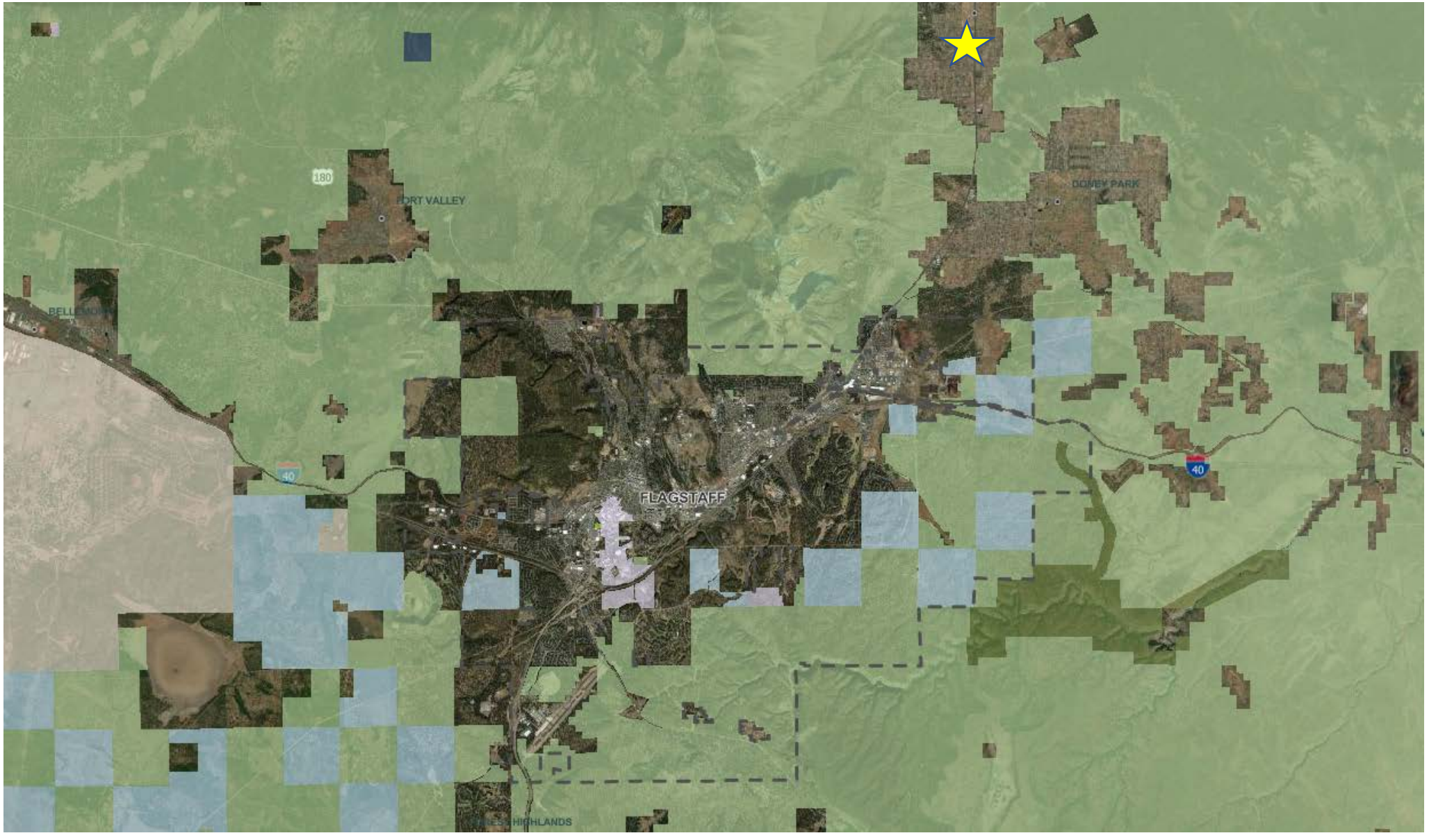
Official Copy

Joint Law Enforcement Firearms Training Facility

TEAM FLAGSTAFF

WE MAKE THE CITY BETTER

Vicinity Map



Vicinity Map

Opportunity

- 2018, 12 lane, indoor shooting range; space to expand to 18 lanes
- 11,000 sqft facility on 1.7 acres
- Gold Rated by Coconino County Sustainability Program in 2021
- Special use facility
- Purchase Agreement price of **$2,350,000**

Partnership

- Funding for purchase provided by City of Flagstaff, Coconino Community College and Coconino County Sheriff's office

- Facility initial users:
  - Flagstaff Police Department
  - High Country Training Academy
  - Sheriff's Office

- Intergovernmental agreement (IGA) between initial parties is currently being negotiated which will detail rights, ownership, and obligations of the partners.

- The IGA will be presented to council at a future council meeting.

- The purchase agreement is contingent on successfully entering into the IGA

Why Authorize Now?

- If purchase is contingent on IGA, why ask for authority to purchase now?

- Asking for authorization to acquire now in order to enter into the purchase agreement with property owner
  - Locks up the property from other potential purchasers
  - Provides certainty to property owner
  - Establishes timeline for parties to finalize and approve IGA and other documentation

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Stacy Saltzburg, City Clerk

Date: 11/13/2025

Meeting Date: 11/18/2025

TITLE:

Consideration and Adoption of Ordinance No. 2025-27: Amending the Flagstaff City Code, Chapter 1-14, Personnel System amending the Employee Handbook of Regulations, Section 1-60-030, providing for repeal of conflicting ordinances, severability, authority for clerical correction, and establishing an effective date.

STAFF RECOMMENDED ACTION:

1. Read Ordinance No 2025-27 by title only for the final time
2. City Clerk reads Ordinance No. 2025-27 by title only (if approved above)
3. Adopt Ordinance No. 2025-27

Executive Summary:

Amend Section 1-60-030 Nepotism of the Employee Handbook to afford Mayor and Council flexibility to approve of a City Manager having a family or relative (as defined in the policy) remain employed in the City of Flagstaff if the family member or relative is an employee at the time of the City Manager's appointment.

Financial Impact:

None

Policy Impact:

The Employee Handbook amendment being considered will have the effect of providing flexibility to Mayor and Council to appoint a City Manager who has a family member or relative (as per the definition in the same policy) already employed with the City of Flagstaff at the time of the City Manager's appointment.

Previous Council Decision or Community Discussion:

None

Options and Alternatives to Recommended Action:

Option of not approving proposed changes.

Connection to PBB Priorities and Objectives:

High Performing Governance

Connection to Regional Plan:

None

Connection to Carbon Neutrality Plan:

None

Connection to 10-Year Housing Plan:
None

Connection to Division Specific Plan:
None

Attachments: Ord. 2025-27

ORDINANCE NO. 2025-27

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, AMENDING THE FLAGSTAFF CITY CODE, CHAPTER 1-14, PERSONNEL SYSTEM BY AMENDING THE EMPLOYEE HANDBOOK OF REGULATIONS, SECTION 1-60-030, NEPOTISM; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, AUTHORITY FOR CLERICAL CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE

RECITALS:

WHEREAS, the City Council has authority to approve the proposed amendments to the Flagstaff Employee Handbook of Regulations pursuant to the Flagstaff City Charter, Article IV.

ENACTMENTS:

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

SECTION 1. In General

The Flagstaff City Code, Chapter 1-14 *Personnel System* is amended by adopting amendments to the Employee Handbook of Regulations ("Handbook").

The Handbook, Section 1-60-030, Nepotism, is hereby amended as shown below (additions are underlined and in caps, deletions are stricken):

D. The City Manager is considered an Officer and is responsible to appoint, lay off, suspend, transfer, demote or remove all ~~Officers and~~ employees of the City, except as otherwise provided in the Charter, and may authorize the head of a department or office to appoint and remove subordinates in such department or office subject to such merit system regulations as adopted by City Council per City Charter Article III(3)(c). A Family Member Within the Third-Degree of Relationship of the City Manager may not be employed within the City of Flagstaff organization, UNLESS EXPLICITLY AUTHORIZED IN THE CITY MANAGER'S EMPLOYMENT AGREEMENT.

SECTION 2: Penalties

Any person found in violation of any provision of the Handbook may be subject to discipline, as set forth in such Handbook and Flagstaff City Code Section 1-14-001-0001, *Personnel System Adopted.*

SECTION 3. Repeal of Conflicting Ordinances

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

SECTION 4. 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 5. 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 6. 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 November 2025.

_____
MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM:

_____
CITY ATTORNEY

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Ben Mejia, Planner

Date: 11/13/2025

Meeting Date: 11/18/2025

TITLE:

Consideration and Approval of Planned Residential Development Allowances: Canyon Del Rio II, LLC requests Planned Residential Development (PRD) allowances for "The Terrace at Canyon Del Rio", a 129-lot subdivision on a 33.35-acre development site. The development will be located on two parcels within the Canyon Del Rio development area. Both parcels are within the Resource Protection Overlay (RPO).

STAFF RECOMMENDED ACTION:

Staff recommend the City Council approve the use of PRD standards.

Executive Summary:

Canyon del Rio II, LLC requests PRD allowances for "The Terrace at Canyon del Rio" subdivision of Block Q1-Q2 (18.58 acres) and a 14.77-acre portion of Block R2-R3 (27.26 acres) consisting of 129 single-family home lots and a future development tract using PRD standards. The blocks to be subdivided are proposed with Canyon del Rio Phase 2, which is currently under review.

Financial Impact:

There are no financial impacts associated with this request.

Policy Impact:

There are no policy impacts affiliated with this request.

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. The City Council approved the preliminary block plat for Canyon del Rio Phase 2 on September 2, 2025.

Options and Alternatives to Recommended Action:

Consideration of use of PRD Standards:

1. Approve the PRD with no conditions as recommended by staff.
2. Approve the PRD with conditions.
3. Deny the PRD based on compliance with the Zoning Code

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 residential unit types combined with commercial service and open space on 261 acres.

Connection to PBB Priorities and Objectives:
N/A

Connection to Regional Plan:
N/A

Connection to Carbon Neutrality Plan:
N/A

Connection to 10-Year Housing Plan:
N/A

Attachments:
Staff Report
Application
Narrative
Preliminary Plat
Presentation

PLANNING & DEVELOPMENT SERVICES REPORT
PLANNED RESIDENTIAL DEVELOPMENT

PZ-25-000095-01

DATE: October 24, 2025
MEETING DATE: November 18, 2025
REPORT BY: Ben Mejia

REQUEST:
Canyon del Rio II, LLC requests Planned Residential Development (PRD) allowances for "The Terrace at Canyon del Rio", a 129-lot subdivision on a 33.35-acre development site. The development will be located on two parcels within the Canyon del Rio development area. Both parcels are within the Resource Protection Overlay (RPO).

STAFF RECOMMENDATION:
Staff recommend the City Council approve the use of PRD standards.

PRESENT LAND USE:
The subject site is currently vacant.

PROPOSED LAND USE:
"The Terrace at Canyon del Rio" subdivision of Block Q1-Q2 (18.58 acres) and a 14.77-acre portion of Block R2-R3 (27.26 acres) consisting of 129 single-family home lots and a future development tract using PRD standards. The blocks to be subdivided are proposed with Canyon del Rio Phase 2, which is currently under review.

NEIGHBORHOOD DEVELOPMENT:
See the attached vicinity map for more information.

North: Single-Family Subdivision (R1); Vacant land (MR)
West: Travel Accommodations (R1)
South: Vacant land (R1 and MR)
East: Vacant land; Estate Residential (ER)

STAFF REVIEW:

I. Project Information

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 residential unit types combined with commercial service and open space on 261 acres.

The development area includes two parcels of land proposed in the Canyon del Rio Phase 2 block plat and is currently a portion of Tract Z of the Canyon del Rio Phase 1 Final Block Plat (APN: 106-08-094). The City Council approved the preliminary plat for Canyon del Rio Phase 2 on September 2, 2025. At the time of this report, Civil engineering plans are currently under review. This project is reliant on the completion of Canyon del Rio Phase 2. Canyon del Rio Phase 2 must be recorded prior to the submittal of the final plat for "The Terrace at Canyon del Rio". The development site is Block Q1-Q2 and Block R2-R3 of Canyon del Rio Phase 2.

New infrastructure will be provided for the project including new residential local roads (Mallow Way, S Valerian Lane,

Penstemon Place, Rabbitbrush Circle, Crest Stone Drive), 12" and 8" water lines, 8" sewer lines, and stormwater detention. City Staff approved the Preliminary Plat on October 22, 2025 based on conformance with all relevant development standards.

II. Conformance with City Development Standards

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.

Density was reviewed for conformance with 10-40.30.030 of the Flagstaff Zoning Code as well as the stipulations of the Canyon del Rio Development Agreement. PRDs allow for clustering of density through alternative development standards; PRDs do not allow for additional density beyond what is permitted in the Zoning Code.

Any preliminary plat utilizing the PRD standards established in Section 10-40.60.280 or modifications to Title 13, Engineering Design Standards and Specifications for New Infrastructure, shall be approved by City Council prior to submission of engineering plans. (11-20.40.030.E.5)

A. Planned Residential Development Standards (10.40.60.280)

i. Development Standards for PRDs within the R1 and MR zone

This PRD results in 129 single-family residential lots within the R1 and MR zones. 79 lots will apply PRD standards for the R1 zone, 50 lots will apply PRD standards for the MR zone. The subdivision proposes one future residential development tract, Tract R2, which is excluded from the PRD.

The proposed lot sizes in this subdivision vary from approximately 3,162 square feet to approximately 16,128 square feet, meeting minimum lot sizes for the PRD standards of the R1 and MR zones. This development complies with the building form and placement standards for the R1 and MR zones utilizing PRD standards (Division 10-40.60.280 of the Zoning Code).

Development Standard	R1	MR
Minimum Lot Area	2,000 sf	2,000 sf
Maximum Lot Coverage	70%	80%
Minimum Lot Width	20'	20'
Minimum Lot Depth	50'	50'
Front Setback	5', 20' parking	5', 20' parking
Side Setback	3', 10' street side	3', 10' street side
Rear Setback	3'	3'

ii. Common Space

PRDs are required to provide a minimum of 15% of gross site area as common space. The proposal provides 7.16 acres or 21.8% of common space.

iii. PRD Design Elements

PRDs require the applicant to 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:

F. Significant traffic calming design features selected from the Engineering design standards and specifications for new infrastructure (table 13-10-011-02 – new design and retrofit of existing streets) as approved by the City Engineer (two points).

The subdivision plat includes two neighborhood traffic circles serving as traffic calming along Mallow Way at the intersections of S Valerian Lane and Rabbitbrush Circle. A choker is incorporated at the mid-block crossing of the FUTS trail across Mallow Way.

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.

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

The proposal includes two outdoor seating areas, including a bench and landscaping. This project will be developed in two phases, with an outdoor seating area in each phase.

Recommendation

Staff recommend the City Council approve the use of PRD standards.

Attachments:

- Application
- Narrative
- Preliminary Plat

Date Received	Application for Subdivision Review	File Number

Property Owner(s) Canyon Del Rio Investors II, LLC		**Phone** 602-615-3048
Mailing Address 3605 S. Flagstaff Ranch Rd	**City, State, Zip** Flagstaff, AZ 86005	**Email** cwhiting@capstonehomesaz.com
Applicant(s) Canyon Del Rio Investors II, LLC Attn: Charity Lee		**Phone** 602-615-3048
Mailing Address 3605 S. Flagstaff Ranch Rd	**City, State, Zip** Flagstaff, AZ 86005	**Email** clee@capstonehomesaz.com
Project Representative Alicia Stoffers, P.E.		**Phone** 928-774-4636
Mailing Address 1801 W. Route 66, Suite 117	**City, State, Zip** Flagstaff, AZ 86001	**Email** asstoffers@ardurra.com

Requested Review	■ **Preliminary Plat**	☐ **Final Plat**
Project Name: The Terrace at Canyon Del Rio	**Site Address** TBD	**Parcel Number** 106-08-043
Proposed Use Residential	**Existing Use** Undeveloped	**Subdivision, Tract & Lot Number** CDR Phase 2 Final Plat Block Block Q1-Q2 & R2-R3

Zoning District R1 & MR	**Regional Plan Category** SUBURBAN - FUTURE	**Flood Zone** X	**Size of Site (Sq. ft. or Acres)** 45.84

Property Information:

☐ Yes ■ No Located in an existing Local/National Historic District? (Name:_____)
☐ Yes ■ No Existing structures are over 50 years old at the time of application?
■ Yes ☐ No Subject property is undeveloped land?

Surrounding Uses	North	South	East	West
(Res, Com, Ind)	RES.	RES.	RES.	RES.

Proposed Use:	Number of Lots	Number of Tracts	Number of Units	Number of acres
	128	20		45.84

Incomplete submittals will not be scheduled.

Property Owner Signature (required)	**Date:** 6-19-25	**Applicant Signature:**	**Date:** 6-19-25

For City Use

Date Filed:	**Case Number (s)**	
Council Meeting Date:		
Fee Receipt Number:	**Amount:**	**Date:**

Action By City Council:

☐ **Approved**

☐ **Denied**

☐ **Continued**

PROJECT NARRATIVE
For
THE TERRACE AT
CANYON DEL RIO
PRELIMINARY PLAT SUBMITTAL

Ardurra Project # 225048

Section 24, T 21 N, R 7 E, G&SRM
City of Flagstaff,
Coconino County, Arizona

Prepared for:

CDR Land Investors II, LLC
3605 S. Flagstaff Ranch Rd
Flagstaff, AZ 86005

Prepared by:

Ardurra Inc.
1801 W. Route 66
Flagstaff, AZ 86001
(928) 773-0354

Submitted: June 24, 2025

INTRODUCTION

The Land Investors II, LLC (CDRLI) are proposing a new 128 lot subdivision called The Terrace at Canyon Del Rio ("Project"). The project is located within Canyon Del Rio (CDR) subdivision, south of Whetstone Drive and north of the future JW Powell Blvd. See the Vicinity Map below. The Project location is a portion of APN 106-08-043 (+/- 119.6 acres), currently identified as Tract Z of the CDR Phase 1 Final Block Plat. The CDR Phase 2 Final Block Plat which will officially subdivide Canyon Del Rio Phase 2, is running concurrent to this application. With the recordation of the Final Block Plat, this project is within Blocks Q1/Q2 and R2/3.

The Terrace at Canyon Del Rio development will include 128 single-family lots. The property is currently zoned Medium Density Residential (MR) and Single-Family Residential (R1). The Zoning boundary matched the parcel boundary between the sites and is based on City of Flagstaff Ordinance 1299 (1984). The project will be a Planned Residential Development.

Refer to the Preliminary Plat for the proposed subdivision layout.

Figure 1: Vicinity Map

ARDURRA

PROJECT LOCATION

The Project is located within Assessor's Parcel 106-08-043. This Preliminary Plat application is specifically for 128 single family lots. The project will be accessed from Whetstone Drive and the future JW Powell Blvd. The project site is positioned in Section 24, Township 21 North, and Range 7 East, of the Gila and Salt River Meridian, City of Flagstaff, Coconino County, Arizona.

PROJECT DESCRIPTION

The landowners intend to build a 128-lot subdivision to provide more housing opportunities to the Flagstaff community. Ardurra was hired to compile and submit the Preliminary Plat application to the City of Flagstaff to satisfy the requirements of the City's Subdivision Platting process.

EXISTING SITE IMPROVEMENTS

The property is undeveloped land. There are various social trails that do not have legal access. An existing APS easement and power line follows the west property boundary within a 5' easement.

GENERALIZED LAND USES IN THE VICINITY

This project is within the Canyon Del Rio Development. The existing zoning to the north is R1 for Block I. This development has been completed. To the Northeast, Block P is zoned MR and is currently under Site Plan review with the City of Flagstaff. Block R1 on the eastern boundary is zoned MR and is currently in Preliminary Plat review. JW Powell Blvd creates the southern boundary.

The project is on the exterior of Canyon Del Rio. To the west, the land owned by Little America is zoned as Estate Residential (ER).

PROPOSED LAND USES

The site is currently zoned Medium Density Residential (MR) and Single-Family Residential (R1) and will remain as such. The subdivision will be developed as a Planned Residential Development (PRD) per City of Flagstaff Zoning Code Section 10-40.60.280. There are a few lots within the development that cross the existing zoning boundary. These lots will be identified on the Preliminary and Final Plat. A lot that has 2 existing zoning categories must meet the most restrictive of the development standards. For the Terrace, this will result in the specific lots meeting the R1 standards and having a 70% max building coverage. The rest of the development standards for PRD R1 and MR are the same.

All of the parcels will meet the minimum requirements of the PRD standards. The typical lot layouts exceed these requirements and are shown on the Preliminary Plat.

ARDURRA

PLANNED RESIDENTAIL DEVELOPMENT DESIGN ELEMENTS

The subdivision will be developed as a Planned Residential Development (PRD) per City of Flagstaff Zoning Code Section 10-40.60.280. The chosen design elements for this development are F, K & Q.

- Design Element F (2 points) is achieved by providing a choker per City of Flagstaff Code, Table 13-10-002-02. Please refer to the Civil design sheets where the choker is identified. They will serve as a traffic calming and enhanced pedestrian crossing for the FUTS Trail.
- Design Element K (2 points) is provided by preserving more than 50% of required resources in common space areas outside of individual lots. Please refer to NRPP sheets where some of these areas are identified.
- Design Element Q (1 points) will provide an enhanced pedestrian environment at the FUTS Trail Junction.

SITE ACCESS

The main thoroughfare that provides access to this development will be JW Powell Blvd and Whetstone. Within the development, local residential roadways will be designed to meet City of Flagstaff Engineering Standards. A traffic statement is included in this Preliminary Plat submittal with ADT calculations.

Within the Canyon Del Rio Phase 2 Preliminary Block Plat, a phasing matrix identifies the critical infrastructure that will be required to be constructed with each block (Included in submittal). This project will be constructed in phases. The north portion can be constructed, as long as the roadways meet the City of Flagstaff roadway and fire code restrictions for length and number of units. The second phase will require the extension of JW Powell to be complete the access road on the south end of the project. This will create the secondary access necessary to fully construct The Terrace.

This project will provide an access road to be stubbed out to the future development Canyon Del Rio R2. The Preliminary Plat will create the tract for future development.

TENTATIVE PROPOSALS REGARDING UTILITIES

Water – City of Flagstaff
Sewer – City of Flagstaff
Storm Water – City of Flagstaff
Solid Waste – City of Flagstaff
Electric – Arizona Public Service
Gas – Unisource Energy Services

<u>Water/Sewer</u>

Sewer will be provided by a new 8” sewer main throughout the subdivision will connect to the 8” sewer main within JW Powell. Each lot will be serviced by a 4” sewer service. All water and sewer improvements identified in the CDR DA phasing matrix for Q1/Q2 and R3/R3 will also be constructed.

Water service will be provided by a new 12" water line from Whetstone to the 20" Water main in JW Powell Blvd. Throughout the subdivision, 8" water mains will be internally looped and will connect to the 12" water main proposed with Mallow Way. Each lot will be serviced by a ¾" water meter and service.

Dry Utilities

The gas and electric lines proposed to be constructed within the roadways in order to service this community. The location for such services will be determined in the final design process and coordinated with the franchise utility companies.

Solid Waste

Solid waste will be collected by individual trash bins for each lot. It is assumed the City of Flagstaff will service these trash bins.

MAJOR WASHES AND DRAINAGE WAYS

A Preliminary Drainage Report has been submitted with the Preliminary Plat. The Report demonstrates that the stormwater improvements designed for the site are in accordance with the requirements outlined in the City of Flagstaff Stormwater Management Design Manual (COF-SMDM) and Low Impact Development Manual (COF-LIDM). Detention Basins within the existing flow paths will be constructed and will outlet to the pipe network under J.W. Powell Blvd.

The basin south of JWP Powell and the future Rio De Flag regional detention will convey the flows but do not provide detention or LID for this project. The development of this project does not require the Rio De Flag LOMR/CLOMR to be complete.

FLOOD HAZARDS

The lots are within Zone X of FEMA Firm Map #04005C6836G, effective September 3, 2010. Zone X is described as areas determined to be outside the 0.2% annual chance floodplain. A portion of the property is within Zone AE of FEMA Firm Map #04005C6836G, effective September 2, 2010.

GENERAL LOCATION OF VEGETATION

The site is densely vegetated. Resource protection will conform to the City of Flagstaff Zoning Code and the Canyon Del Rio Development Agreement (Including amendments) for the required tree preservation rates. Refer to the proposed Natural Resource Protection Plan (NRPP) for the proposed resource protection plan.

This project will utilize the Canyon Del Rio resource management. The entire CDR development has a resource bank with the overall disturbance tracked through each development. The tables on the NRPP include each of the blocks that have been developed and have been updated with this project's resource protection.

The “canopy method” is an approved alternate calculation that has been accepted by the City of Flagstaff per the Development Agreements. This includes a reduction in the required protection to 47.5%.

Landscaping calculations were conducted per the City of Flagstaff Zoning Code. Refer to the Preliminary Plat for the Landscape Plan and calculations.

SLOPE ANALYSIS
The site slope varies from 2% to 35% throughout the property area. There are slope resources on this project. Refer to the NRPP for the proposed slope protection plan.

FIRE SERVICE
The full buildout of this site will include the Flagstaff Fire Code required second access and a second waterline access. The first phase that is proposed will be limited by these requirements. Refer to the Preliminary Plat for the phase line.

TRAFFIC
The Canyon Del Rio Traffic Impact Analysis (TIA) was completed with Phase 1 and Phase 2 Preliminary Block Plats. This document identified the required Right Turn Lane for this project on JW Powell that will be constructed with the roadway. The submittal of this Preliminary Plat includes an updated Traffic Statement that addresses the modified road and lot layout. The number of lots has not been increased.

PRESERVATION OF SPECIAL SCENIC LOCATIONS AND VIEW CORRIDORS
Noticeable site views include Rio de Flag. The project will not disrupt any of the scenic views for existing developments.

KNOWN HISTORICAL OR ARCHEOLOGICAL RESOURCES
A Phase I Environmental Site Assessment, dated May 1 2021, for the entire Canyon Del Rio, was included with Canyon Del Rio Phase 1 Preliminary Block.

PENDING LEGAL PROBLEMS
There are no pending legal problems with this project.

LEGAL DESCRIPTION
The legal description for The Terrace is provided on the cover page of the Preliminary Plat and the approved Canyon Del Rio Phase 2 Preliminary Block Plat is included in this submittal. The parcels will be dedicated with the Canyon Del Rio Phase 2 Final Block Plat.

PRELIMINARY PLAT FOR THE TERRACE AT CANYON DEL RIO FLAGSTAFF, ARIZONA

LOCATED IN THE WESTERN HALF OF SECTION 24, TOWNSHIP 21 NORTH RANGE 7 EAST GILA AND SALT RIVER MERIDIAN, COCONINO COUNTY.

LEGEND

EXISTING	PROPOSED
PROPERTY BOUNDARY	RIGHT-OF-WAY
RIGHT-OF-WAY	LOT LINE
LOT LINE	EASEMENT
CENTERLINE	CENTERLINE
EASEMENT	CONTOUR (MAJOR)
CONTOUR (MAJOR)	CONTOUR (MINOR)
CONTOUR (MINOR)	WATER LINE
12"W WATER LINE	SEWER LINE
8"SS SEWER LINE	STORM DRAIN PIPE
OHE OVERHEAD ELECTRIC	PHASE 2
RW RECLAIM WATER LINE	OPEN SPACE
STORM DRAIN PIPE	CLEAR VIEW ZONE FOR RIGHT TURN FROM MINOR ROAD
PHASE 1 INST. NO. 3944598	CLEAR VIEW ZONE FOR LEFT TURN FROM MINOR ROAD
DETENTION BASIN	CLEAR VIEW ZONE FOR LEFT TURN FROM MAJOR ROAD

CITY ENGINEER

BY: DATE:

CITY PUBLIC WORKS DIRECTOR

BY: DATE:

ALTICE USA

EMAIL 6/19/2025

BY: DATE:

ARIZONA PUBLIC SERVICE

EMAIL 5/16/2025

BY: DATE:

UNISOURCE ENERGY SERVICES

EMAIL 6/19/2025

BY: DATE:

LUMEN

EMAIL 6/06/2025

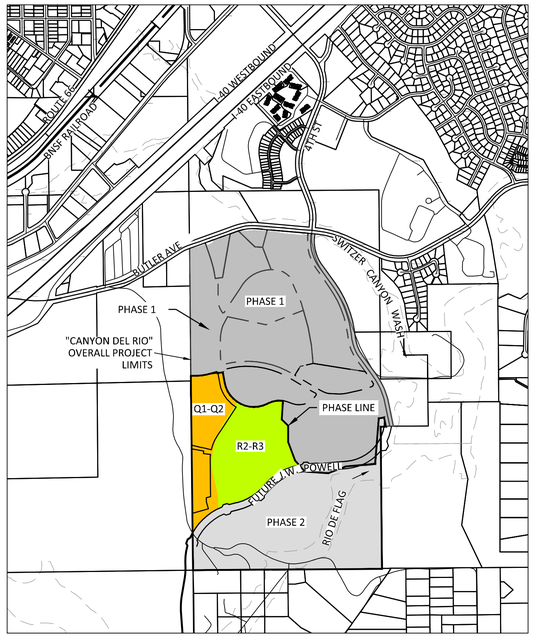
BY: DATE:

CDR PLANNED UNIT TRACKING TABLE

PARCEL	APROVED PLANNED UNIT COUNT	PLATTED/SITE PLANNED LOT COUNT	AVAILABLE FOR TRANSFER
G	50	50	0
I	50	50	0
J1	240	-	-
J2	432	600*	+72*
N	42	50	-8
O	49	-	-
P	40	107	-18
Q1	41	44	-3
Q2	21	22	-1
Q3	80		
R1-R5	367	203	
S*	14	56	-42
TOTAL	1,426 UNITS APPROVED	1,182 PLATTED/PLANNED TO-DATE	244 UNITS AVAILABLE

*UNIT COUNT IS INCLUSIVE OF J1 & J2 LOT COUNTS
**UNIT COUNT IS INCLUSIVE OF O & P UNIT COUNTS
***PARCELS IN R1-R5 CANNOT FURTHER REDUCE DENSITY BEYOND THE TOTAL MINIMUM DENSITY STATED IN THE DEVELOPMENT AGREEMENT (MINIMUM DENSITY MUST BE ACHIEVED WITHIN THE COMBINED R1-R5 LOTS). BREAKDOWN OF R IN TABLE BELOW

R1	141
R2	TBD
R3	62
R4/R5	TBD
CURRENT TOTAL	203
REMAINING R UNITS	164



VICINITY MAP
1"=1000'

Sheet List Table

Sheet No.	Sheet Number	Sheet Title
1	CV.01	COVER
2	EX.01	RECORD OF EXISTING BOUNDARY SURVEY
3	DT.01	TYPICAL SECTIONS AND SETBACKS
4	OS.01	OVERALL SITE PLAN
5	PP.01	CIVIL DESIGN (1)
6	PP.02	CIVIL DESIGN (2)
7	PP.03	PRELIMINARY PLAT (1)
8	PP.04	PRELIMINARY PLAT (2)
9	PP.05	PRELIMINARY PLAT (3)
10	PP.06	LOT, LINE AND CURVE TABLES
11	NR.01	PRELIMINARY RESOURCE PROTECTION PLAN(1)
12	NR.02	PRELIMINARY RESOURCE PROTECTION PLAN(2)
13	LA.01	LANDSCAPE PLAN(1)
14	LA.02	LANDSCAPE PLAN(2)
15	LA.03	LANDSCAPE PLAN(3)

SUMMARY OF TRACTS

TRACT	AREA	USE	DEDICATED TO
A	437.50 SF(0.01 AC)	STREET BUFFER	HOA
B	7366.63 SF(0.17 AC)	PRIVATE DETENTION BASIN, PUBLIC DRAINAGE & DME	HOA
C	489.53 SF(0.01 AC)	STREET BUFFER	HOA
D	594.77 SF(0.01 AC)	STREET BUFFER	HOA
E	602.44 SF(0.01 AC)	STREET BUFFER	HOA
F	394.76 SF(0.01 AC)	STREET BUFFER	HOA
G	414.31 SF(0.01 AC)	STREET BUFFER	HOA
H	734.15 SF(0.02 AC)	STREET BUFFER	HOA
I	452.11 SF(0.01 AC)	STREET BUFFER	HOA
J	423.37 SF(0.01 AC)	STREET BUFFER	HOA
K	820.23 SF(0.02 AC)	STREET BUFFER	HOA
L	357.61 SF(0.01 AC)	STREET BUFFER	HOA
M	871.90 SF(0.02 AC)	STREET BUFFER	HOA
N	387.50 SF(0.01 AC)	STREET BUFFER	HOA
O	392.8 SF(0.01 AC)	STREET BUFFER	HOA
P	1061.79 SF(0.02 AC)	DRAINAGE & STREET BUFFER	HOA
Q	46883.54 SF(1.08 AC)	FILL AREA, DRAINAGE& COMMON SPACE	HOA
R2	543987.43 SF(12.49 AC)	R2 FUTURE DEVELOPEMENT	HOA
S	3351.88 SF(0.08 AC)	DRAINAGE	HOA
T	360846.46 SF(8.28 AC)	COMMON SPACE, PRIVATE DETENTION BASIN, PUBLIC DRAINAGE & DME	HOA
U	5018.92 SF(0.12 AC)	FUTS* AND COMMON SPACE	
V	2819.45 SF(0.06 AC)	FUTS* AND COMMON SPACE	

*FUTS EASEMENT WILL BE DEDICATED TO CITY OF FLAGSTAFF. THE CITY WILL MAINTAIN THE TRAIL AFTER CONDITIONAL ACCEPTANCE OF THE PUBLIC IMPROVEMENTS. THE GRANTOR WILL MAINTAIN THE INTERIM GRADED TRAIL UNTIL SUCH TIME THE TRAIL IS CONSTRUCTED TO THE FUTS AND ACCEPTED BY THE CITY OF FLAGSTAFF.

PLANNED RESIDENTIAL DEVELOPMENT DESIGN ELEMENT

f. SIGNIFICANT TRAFFIC CALMING DESIGN FEATURES SELECTED FROM THE ENGINEERING DESIGN STANDARDS AND SPECIFICATIONS FOR NEW INFRASTRUCTURE (TABLE 13-10-002-02 – NEW DESIGN AND RETROFIT OF EXISTING STREETS) AS APPROVED BY THE CITY ENGINEER.	2 POINTS
n. SUBDIVISION CC&RS AND SETBACK STANDARDS DO NOT PROHIBIT THE DEVELOPMENT OF ACCESSORY DWELLING UNITS.	1 POINT
q. SUBDIVISION INCLUDES ENHANCED PEDESTRIAN ENVIRONMENTS INCLUDING OUTDOOR SEATING AREAS OR LARGER LANDSCAPING AREAS.	2 POINT
	5 TOTAL POINTS

PROPERTY OWNER:

CANYON DEL RIO INVESTORS II, LLC (CDRI)
3605 S. FLAGSTAFF RANCH RD.
FLAGSTAFF, AZ 86005
CONTACT: CLINT WHITING

PROJECT DEVELOPER:

CDR DEVCORP LTD
3605 S. FLAGSTAFF RANCH RD.
FLAGSTAFF, AZ 86005
CONTACT: CLINT WHITING

CIVIL ENGINEER:

ARDURRA, INC.
CONTACT: ALICIA STOFFERS
1801 W. ROUTE 66,
SUITE 117
FLAGSTAFF, ARIZONA 86001
928-774-4636

PROJECT INFORMATION

SITE ADDRESS: TO BE ASSIGNED (CURRENTLY A PORTION OF THE PARCELS ASSOCIATED WITH THIS PROJECT ARE LOCATED AT 3200 E. BUTLER AVENUE.)

APN: 106-08-043

PROPERTY INFORMATION:

SEGMENTS OF APN# 106-08-043 KNOWN AS BLOCK Q1-Q2(18.58 AC) AND A PORTION OF BLOCK R2-R3(27.26 AC) AS DESCRIBED IN THE CANYON DEL RIO PHASE 2 FINAL BLOCK PLAT.

ZONING: SINGLE-FAMILY RESIDENTIAL (R1) & MEDIUM DENSITY RESIDENTIAL (MR)

NUMBER OF LOTS: 129

NUMBER OF TRACTS: 21

GROSS AREA: ±45.84 AC

NET AREA: ±39.14 AC

TOTAL AREA OF ROW: ± 6.70 AC

TOTAL AREA OF LOTS: ± 16.67 AC

TOTAL AREA OF TRACTS: ± 22.47 AC

THE SUBDIVISION WILL BE DEVELOPED AS A PLANNED RESIDENTIAL DEVELOPMENT USING THE 2024 CITY OF FLAGSTAFF PLANNED RESIDENTIAL DEVELOPMENT STANDARDS.

PARCELS CONTAINING R1 AND MR ZONING ARE SUBJECT TO THE MORE RESTRICTIVE PLANNED RESIDENTIAL DEVELOPMENT STANDARDS.

LOT AND DENSITY BREAKDOWN BY ZONING

ZONING	SINGLE FAMILY RESIDENTIAL (R1)	MEDIUM DENSITY RESIDENTIAL (MR)	MEDIUM DENSITY RESIDENTIAL (MR)
TYP LOT DIMENSION	60' X 100'	40' X 80'	TBD
NO. OF LOTS	79	50	TBD
DENSITY (DU/AC)	5.7	3.9	TBD
GROSS AREA BLOCK	Q1-Q2 (18.58 AC)	R3 (14.77 AC)	R2 (12.49 AC)
NET AREA BLOCK	Q1-Q2 (13.89 AC)	R3 (12.76 AC)	

*DENSITY DOES NOT INCLUDE TRACT R2 FOR FUTURE DEVELOPMENT

SECONDARY ACCESS

THE EXTENSION OF J.W. POWELL TO THE WEST SIDE OF FLAGSTAFF WILL PROVIDE THE ULTIMATE SECONDARY ACCESS. THE EXISTING HAROLD RANCH ROAD IS ALSO AN ACCEPTABLE SECONDARY ACCESS WHILE J.W. POWELL IS BEING CONSTRUCTED BEYOND THE LIMITS OF CANYON DEL RIO. SECONDARY ACCESS WILL BE PROVIDED WITH PHASE 1 OF THE TERRACE PRIOR TO BUILDING PERMITS.

UTILITY CONFLICT

UNDERGROUND UTILITIES SHOWN ARE APPROXIMATE AND WERE COMPILED FROM RECORD DRAWINGS, SURVEY, AND CONSTRUCTION PLANS FURNISHED BY OTHERS. THE CONTRACTOR IS ULTIMATELY RESPONSIBLE FOR DETERMINING THE ACTUAL LOCATIONS OF ALL UNDERGROUND LINES THAT MAY AFFECT WORK PRIOR TO CONSTRUCTION.

ACTION IS BEING TAKEN TO OBTAIN RESPONSES FROM THE FRANCHISE UTILITY COMPANIES IN REGARDS TO THE POSSIBLE UTILITY CONFLICTS.

ADEQUATE WATER SUPPLY NOTE:

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. 41-900002.0002.

RESOURCE PRESERVATION

THE PROJECT DOES FALL WITHIN THE CITY OF FLAGSTAFF RESOURCE PROTECTION OVERLAY ZONE. REFER TO THE PRELIMINARY NATURAL RESOURCE PROTECTION PLAN FOR MORE INFORMATION ON THE FOREST RESOURCES AVAILABLE ON THIS PROJECT SITE.
NATURAL RESOURCE PROTECTION WILL BE PROVIDED IN ACCORDANCE WITH THE CANYON DEL RIO DEVELOPMENT AGREEMENTS AND THE OVERALL "RESOURCE BANK" CREDITS IDENTIFIED ON THE NRPP.

FEMA DESIGNATION

THE PROJECT AREA IS WITHIN ZONE X DESIGNATED BY FEMA FIRM'S 04005C-6828G. THE PROJECT AREA HAS BEEN DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN.

WATER AND SEWER IMPACT ANALYSIS

THE PRELIMINARY PLAT IS IN COMPLIANCE WITH THE RECOMMENDATIONS SET FORTH IN THE PUBLIC W.S.I.A. PREPARED BY THE CITY OF FLAGSTAFF UTILITIES DEPARTMENT DATED JULY 29, 2015.

PRELIMINARY EARTHWORK SUMMARY

EXCAVATION: 36059 C.Y.
EMBANKMENT: 13250 C.Y.

SOURCE OF PROJECT INFORMATION

BOUNDARY BASED ON CDR PHASE 1 FINAL PLAT PER INSTRUMENT NO. 394459. BLOCKS ARE DESCRIBED IN THE CANYON DEL RIO PHASE 2 FINAL BLOCK PLAT THAT IS UNDER REVIEW WITH THE CITY OF FLAGSTAFF.

TOPOGRAPHIC INFORMATION ACCORDING TO AN ALTA SURVEY PREPARED BY SHEPHARD-WESNITZER, INC. IN MAY 2003, INSTRUMENT NUMBER 3203783, OFFICIAL RECORDS OF COCONINO COUNTY, ARIZONA.

BASIS OF BEARING

NORTH 89-34-20 EAST, 2655.62' FROM THE NORTHWEST CORNER OF SECTION 24 TO THE NORTH QUARTER CORNER OF SECTION 24, TOWNSHIP 21 NORTH, RANGE 7 EAST OF THE GILA AND SALT RIVER MERIDAN, COCONINO COUNTY, ARIZONA, ACCORDING TO AN ALTA SURVEY PREPARED BY SHEPHARD-WESNITZER, INC. IN MAY 2003, INSTRUMENT NUMBER 3203783, OFFICIAL RECORDS OF COCONINO COUNTY, ARIZONA.

LEGAL DESCRIPTIONS

ASSESSOR'S PARCEL NUMBER 106-08-043 (TRACT Z) ACCORDING TO INSTRUMENT NUMBER 3944598, OFFICIAL RECORDS OF COCONINO COUNTY, ARIZONA.

CERTIFICATE OF LAND SURVEYOR

I HEREBY STATE THAT THE SURVEY SHOWN HEREON WAS DONE UNDER MY DIRECT SUPERVISION AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Aaron D. Borling, RLS 48756

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FLAGSTAFF, AZ 86001
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PRELIMINARY
NOT FOR CONSTRUCTION, BIDDING OR RECORDING

THE TERRACE AT CANYON DEL RIO
PRELIMINARY PLAT
COVER
FLAGSTAFF, AZ
COCONINO COUNTY

JOB NO.:	225048	DWG.	CV.01
DESIGN BY:	ELK	SHEET	1
DRAWN BY:	CTO	OF	15
CHECKED:	ELK/AS		
DATE:	OCTOBER 2025		

PLOTTED: Oct 09, 2025-9:31am FILE: R:\2025\225048\DRAWINGS\PLATS\PRELIMINARY\C-CV.DWG COCONNELL

NORTH

SCALE 1" : 200'

0 100 200

106–08–002T
FLAGSTAFF UNIFIED SCHOOL DISTRICT #1
(NOT A PART)

SINAGUA HEIGHTS SUBDIVISION

106–08–001D
COCONINO HUMANE
ASSOC. INC
(NOT A PART)

CWE 1/64

S 0°30'11" E 662.44'

REBAR STAMPED "LS 16630 FLAGSTAFF ENGINEERING"
NWSE 1/64

106–08–003F
BURCH 6 LLC
(NOT A PART)

N 89°37'15" E 660.12'

S 89°36'21" W 660.12'

106–08–005G
CANYON CHAPEL INC
(NOT A PART)

106–08–001C
CITY OF FLAGSTAFF
(NOT A PART)

106–11–042
CITY OF FLAGSTAFF
(NOT A PART)

2 1/2" ALUMINUM CAP STAMPED
"CITY OF FLAGSTAFF LS 16630" #1100
NORTHING= 52318.51
EASTING= 44745.93
ELEV= 6880.14

3/4" OPEN PIPE
C1/4 S24

S 0°29'59" E 2644.85'

S 0°29'29" E 1986.62'

CNS 1/64

BLM BRASS CAP
1965

1/4 S24
S25

1/4 S13
S24

106–08–005G
CANYON CHAPEL INC
(NOT A PART)

106–08–005J
FLAGSTAFF ELKWOOD PARTNERS LP
(NOT A PART)

75' ROW

106–08–000
STATE LAND
(NOT A PART)

102' ROW

FOURTH STREET

106–07–033C
PEACE MATTHEW
(NOT A PART)

BLOCK K2
8.80 ACRES

BLOCK N
7.11 ACRES

BLOCK R1
27.07 ACRES

106–08–041
CDR DEVCORP LTD
0.94 ACRES

FOURTH STREET

BLOCK E2
2.64 ACRES

BLOCK K1
3.40 ACRES

70' ROW

N 41°26'46" W
85.20'

N 0°00'00" E
227.20'

275.61'
N 20°16'41" W

CANYON DEL RIO PHASE II
106–08–043
119.60 ACRES

106–07–012A
KIMBRELL PAUL F
& TERRY M JT
(NOT A PART)

106–08–005K
CLIPPER PINEHURST FLAGSTAFF LLC
(NOT A PART)

BUTLER AVENUE

BLOCK E1
6.35 ACRES

N 3°38'16" E
35.16'

WHETSTONE DRIVE

BLOCK O
6.49 ACRES

225.48'
N 3°38'16" E

175.88'
N 46°03'15" E

L=525.67, R=812.50
Δ=37°04'10"

JWP SLOPE
ESMT

S 89°35'39" W 2638.48'

L=203.26, R=335.00
Δ=34°45'49"

S 63°58'05" W
28.37'

J.W. POWELL BLVD

BLOCK R4–R5

106–07–001C
RINALDI JAMES
(NOT A PART)

N 43°08'35" E
107.15'

JWP UTILITY
ESMT

BLOCK J1
9.85 ACRES

BLOCK J2
20.2 ACRES

BLOCK F
1.44 ACRES

70' ROW

CREST STONE ROAD

BLOCK G
PER INST. 3957199
9.03 ACRES

BLOCK P
5.40 ACRES

PHASE 1

PHASE 2

L=765.01, R=415.00
Δ=105°37'07"

BLOCK R2–R3

L=392.31, R=711.50
Δ=31°35'30"

106–07–010
O'NEILL COLLEEN
(NOT A PART)

N 80°38'27" E
22.25'

L=4.43, R=814.50
Δ=0°18'41"

N 75°48'18" E
97.92'

S 60°23'11" E
28.37'

N 26°48'32" E
36.94'

N 75°05'18" E
57.00'

106–07–011B
SCHMITT FAMILY TRUST DTD
(NOT A PART)

EX. 8' UTILITY
ESMT

N 10°24'48" W
148.46'

S 79°35'12" W
70.00'

N 60°39'47" W
19.32'

70' ROW

106–08–040
CDR DEVCORP LTD
1.78 ACRES

70' ROW

PEAK POINT ROAD

SUBJECT PARCEL

JWP SLOPE
ESMT

JWP DRAINAGE
ESMT

L=368.11, R=812.50
Δ=25°57'34"

BLOCK Q3

106–08–005H
CSL FLAGSTAFF 2019 LLC
(NOT A PART)

N 10°24'48" W
5.71'

EX. 8' UTILITY
ESMT

S 76°05'12" W
146.69'

L=123.21, R=535.00
Δ=13°11'43"

N VALERIAN LN

BLOCK I
PER INST. 3957200
13.31 ACRES

BLOCK Q1–Q2

S 89°16'55" W
95.24'

EX. 5' APS
ESMT.

S 0°38'39" E
2124.91'

N 0°38'39" W 2646.63'

N 0°38'39" W 521.72'

23 24
26 25

BLM BRASS CAP 1965
COF CP#2122101

2x2 SQUARE ROD W/ PUNCH MARK
COF CP#1922200

N 0°43'05" W 2645.53'

S 0°43'05" E
71.09'

REBAR W/1.5" ALUMINUM CAP STAMPED "LS 4321"

1/4 S23
S24

14 13
23 24

106–04–070
CITY OF FLAGSTAFF
(NOT A PART)

106–04–069
WOODSHIRE ON BUTLER LLC
(NOT A PART)

106–10–002
LITTLE AMERICA HOTELS
& RESORTS INC
(NOT A PART)

106–04–006B
HORSESHOE REALTY FLAGSTAFF LLC
(NOT A PART)

106–04–005B
LITTLE AMERICA HOTEL & RESORTS INC
(NOT A PART)

106–09–002
LITTLE AMERICA HOTELS & RESORTS INC
(NOT A PART)

106–04–007E
CITY OF FLAGSTAFF
(NOT A PART)

S 89°34'20" W 2655.62'

BASIS OF BEARING

NORTH 89°34'20" EAST, 2655.62' FROM THE NORTHWEST CORNER OF SECTION 24 TO THE NORTH QUARTER CORNER OF SECTION 24, TOWNSHIP 21 NORTH, RANGE 7 EAST OF THE GILA AND SALT RIVER MERIDIAN, COCONINO COUNTY, ARIZONA, ACCORDING TO AN ALTA SURVEY PREPARED BY SHEPHARD-WESNITZER, INC. IN MAY 2003, INSTRUMENT NUMBER 3203783, OFFICIAL RECORDS OF COCONINO COUNTY, ARIZONA (R1).

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THE TERRACE AT CANYON DEL RIO
PRELIMINARY PLAT
RECORD OF EXISTING BOUNDARY SURVEY
COCONINO COUNTY FLAGSTAFF, AZ

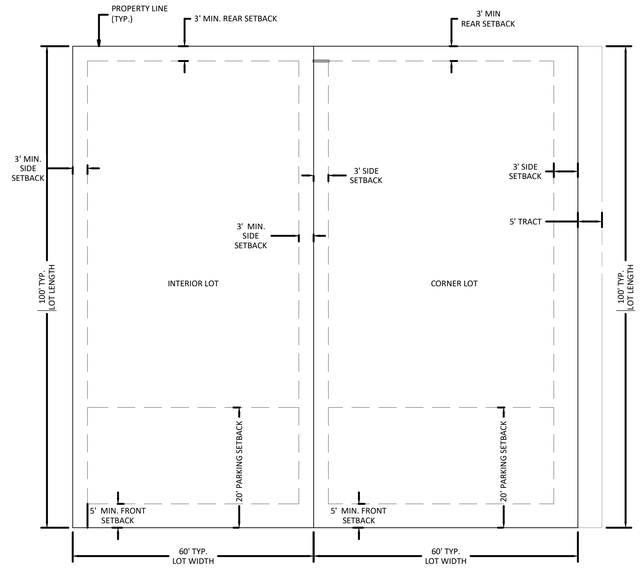
JOB NO.:	225048
DESIGN BY:	ELK
DRAWN BY:	CTO
CHECKED:	ELK/AS
DATE:	OCTOBER 2025

DWG. EX.01

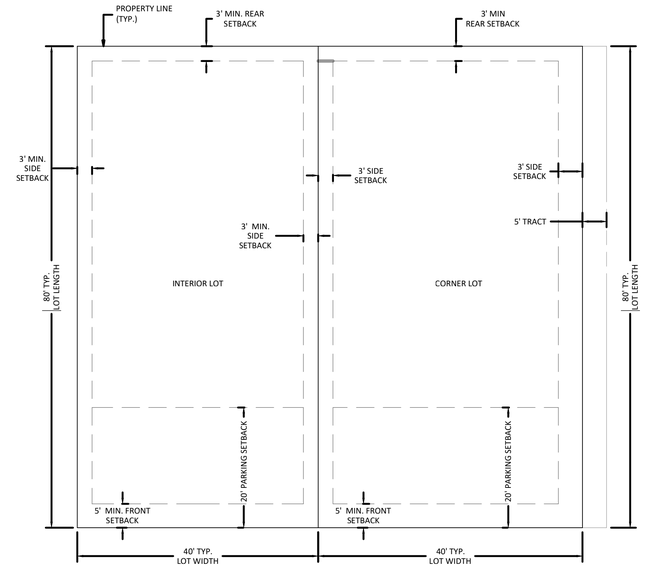
SHEET 2 OF 15

FILE: R:\2025\225048\DRAWINGS\PLATS\PRELIMINARY\C-EX.DWG COCONNELL

PLOTTED: Oct 09, 2025-6:51am



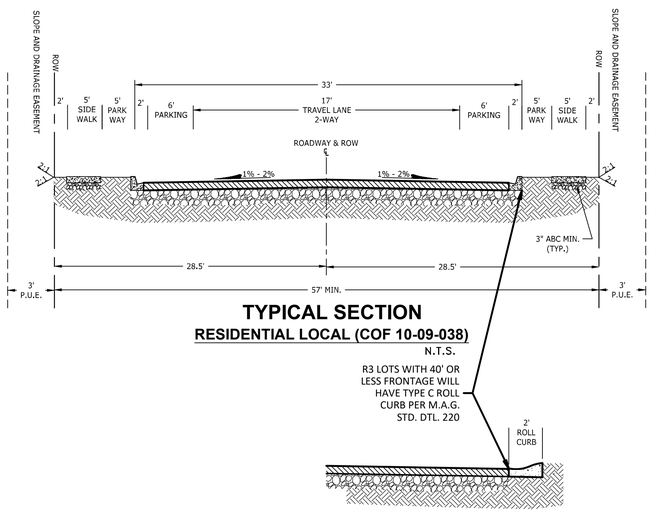
TYPICAL LOT LAYOUT-Q1-Q2



TYPICAL LOT LAYOUT - R3

C.O.F. TABLE 10-40.60.280.A.: PLANNED RESIDENTIAL DEVELOPMENT – BUILDING FORM AND PROPERTY DEVELOPMENT STANDARDS

DEVELOPMENT STANDARD	RESIDENTIAL ZONES	
	R1	MR
MINIMUM LOT AREA	2000 SF	2000 SF
MAXIMUM LOT COVERAGE	70%	80%
MINIMUM LOT WIDTH	20'	20'
MINIMUM LOT DEPTH	50'	50'
MINIMUM SETBACKS		
FRONT	5'	5'
FRONT – FOR PARKING	20'	20'
SIDE	3'[1]	3'[1]
STREET SIDE	10'	10'
REAR	3'	3'
END NOTES		
1. SIDE SETBACK MAY BE REDUCED TO ZERO FOR ATTACHED SINGLE-FAMILY DWELLINGS.		
2. WHEN PARCEL CONTAINS R1 AND MR ZONING THE MORE RESTRICTIVE WILL APPLY. SEE TABLES ON SHEETS PP.03 AND PP.04 FOR LOTS WHERE THIS APPLIES.		



TYPICAL SECTION
RESIDENTIAL LOCAL (COF 10-09-038)

N.T.S.

R3 LOTS WITH 40' OR LESS FRONTAGE WILL HAVE TYPE C ROLL CURB PER M.A.G. STD. DTL. 220

CLEAR VIEW ZONE CALCULATIONS

ID #	MINOR ROAD (STOP CONTROL)	MAJOR ROAD	MANEUVER DIRECTION	DESIGN SPEED (VMAJOR)(1)	TIME GAP tg (unadjusted)(2)	GRADE ≤ 3%	MULTIPLE LANE CROSSINGS	NO. OF LANES(4)	TIME GAP tg(adjusted)(2)	INTERSECTION SIGHT DISTANCE (ISD(3))	STOPPING SIGHT DISTANCE (SSD)
D1	S Valerian Ln	Whetstone Drive	Left	30	7.5	Yes	Yes	2	8.0	353	200
D2	S Valerian Ln	Whetstone Drive	Right	30	6.5	Yes	No	1	6.5	287	200
D3	Penstemon Pl	S Valerian Ln	Left	25	7.5	Yes	No	1	7.5	276	155
D4	Penstemon Pl	S Valerian Ln	Right	25	6.5	Yes	No	1	6.5	239	155
D5	S Valerian Ln	Mallow Way	Left	25	7.5	Yes	No	1	7.5	276	155
D6	S Valerian Ln	Mallow Way	Right	25	6.5	Yes	No	1	6.5	239	155
D7	Rabbit Brush	Mallow Way	Left	25	7.5	Yes	No	1	7.5	276	155
D8	Rabbit Brush	Mallow Way	Right	25	6.5	Yes	No	1	6.5	239	155
D9	Mallow Way	Crest Stone Dr	Right	25	6.5	Yes	No	1	6.5	239	155
D10	S Valerian Ln	Mallow Way	Left	25	7.5	Yes	No	1	7.5	276	155
D11	S Valerian Ln	Mallow Way	Right	25	6.5	Yes	No	1	6.5	239	155
D12	Mallow Way	Mallow Way	Left	25	7.5	Yes	No	1	7.5	276	155
D13	S Valerian Ln	Mallow Way	Right	25	6.5	Yes	No	1	6.5	239	155
D14	Mallow Way	Crest Stone Dr	Left	25	7.5	Yes	No	1	7.5	276	155

Notes:

(1)	The major road speed limits (VMAJOR in MPH) are based on existing conditions in the project vicinity.
(2)	The time gap values, adjusted (tg (adjusted) in seconds) and unadjusted (tg (unadjusted) in seconds), are based on the current site plan and the AASHTO-Geometric Design of Highways and Streets Exhibits 9-54 and 9-57 for D1 and D2 and Exhibits 9-66 and 9-67 for M1. The first lane crossed does not warrant an adjustment to the time gap.
(3)	The intersection site distance (ISD in feet) calculations are based on Equation 9-1 in the AASHTO-Geometric Design of Highways and Streets. Equation 9-1: ISD=1.47*VMAJOR*tg
(4)	The number of lanes crossed may include medians converted to equivalent lanes. The number of lanes provided in the table includes the first lane crossed.
(5)	If the approach grade is greater than 3%, add 0.1 seconds for each percent grade.

ID #	MAJOR ROAD	MINOR ROAD (STOP CONTROL)	MANEUVER DIRECTION	DESIGN SPEED (VMAJOR)(1)	TIME GAP tg (unadjusted)(2)	GRADE ≤ 3%	MULTIPLE LANE CROSSINGS	NO. OF LANES(4)	TIME GAP tg(adjusted)(2)	INTERSECTION SIGHT DISTANCE (ISD(3))	STOPPING SIGHT DISTANCE (SSD)
M1	Whetstone Drive	S Valerian Ln	Left	30	5.5	Yes	No	1	5.5	243	200

Notes:

(1)	The major road speed limits (VMAJOR in MPH) are based on existing conditions in the project vicinity.
(2)	The time gap values, adjusted (tg (adjusted) in seconds) and unadjusted (tg (unadjusted) in seconds), are based on the current site plan and the AASHTO-Geometric Design of Highways and Streets Exhibits 9-66 and 9-67. The first lane crossed does not warrant an adjustment to the time gap.
(3)	The intersection site distance (ISD in feet) calculations are based on Equation 9-1 in the AASHTO-Geometric Design of Highways and Streets. Equation 9-1: ISD=1.47*VMAJOR*tg
(4)	The number of lanes crossed may include medians converted to equivalent lanes. The number of lanes provided in the table includes the first lane crossed.

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THE TERRACE AT CANYON DEL RIO
PRELIMINARY PLAT
TYPICAL SECTIONS AND SETBACKS
COCONINO COUNTY FLAGSTAFF, AZ

JOB NO.:	225048
DESIGN BY:	ELK
DRAWN BY:	CTO
CHECKED:	ELK/AS
DATE:	OCTOBER 2025

DWG: DT.01

SHEET 3 OF 15

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LEGEND

COMMON SPACE

R2 FUTURE DEVELOPMENT

PRELIMINARY PLAT OPEN SPACE ANALYSIS	
TOTAL AREA SUBDIVISION (SF)	1,452,814
REQUIRED OPEN SPACE (SF) (15%)	217,922
PROVIDED OPEN SPACE (SF)	312,085

1. Common space can be included within any areas of the site with natural resources such as floodplains, slopes or forest that may be required to be protected as stipulated in Division 10-50.90, Resource Protection Standards.
2. The analysis does not include Tract R2 that is for future development.

EXISTING FIRE HYDRANT
EXISTING FIRE HYDRANT
EXISTING FIRE HYDRANT
EXISTING FIRE HYDRANT
EXISTING FIRE HYDRANT
EXISTING 12" WATER MAIN
EXISTING 8" SEWER MAIN
BLOCK R1
BLOCK O
BLOCK P
BLOCK I
BLOCK R4–R5
TRACT R2
FUTURE R2 DEVELOPMENT
THIS PROJECT WILL CONSTRUCT AN INTERIM CONNECTION USING EXISTING TRAILS. WHERE NECESSARY, ROUGH GRADING WILL BE COMPLETED TO PROVIDE THROUGH ACCESS FROM CDR O/P TO VALERIAN LN
FUTS CONNECTION TO EXISTING TRAIL - FOR PHASE 1
FLOW PATH
BASIN OVERFLOW
BASIN 1
BASIN 2 LID
BASIN 3 LID
BASIN 4
TRACT B
TRACT T
DRAINAGE/COMMON SPACE /DME
PROP. CONNECTION TO JWP SEWER STUB
FUTURE J.W. POWELL BLVD
SURFACE FLOW DIRECTION, TYP
JWP FIRE HYDRANT
JWP STORM DRAIN
JWP WATER STUB
TRACT S
TRACT O
TRACT N
TRACT P
TRACT Q
ENHANCED PEDESTRIAN ENVIRONMENT SEATING AND ENHANCED LANDSCAPING
CREST STONE DR
S VALERIAN LN
N VALERIAN LN
MALLOW WAY
RABBITBRUSH CIRCLE
PENSTEMON PLACE
WHETSTONE DR
TRACT A
TRACT C
TRACT D
TRACT E
TRACT F
TRACT G
TRACT H
TRACT I
TRACT J
TRACT K
TRACT L
TRACT M
TRACT U
EXISTING STORM DRAIN
PHASE LINE
PHASE 1
PHASE 2
106–09–002
LITTLE AMERICA HOTELS & RESORTS INC
(NOT A PART)
HEROLD RANCH RD.

SCALE 1" : 100'
0 50 100

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NOT FOR CONSTRUCTION, BIDDING OR RECORDING

THE TERRACE AT CANYON DEL RIO
PRELIMINARY PLAT
OVERALL SITE PLAN
FLAGSTAFF, AZ
COCONINO COUNTY

JOB NO.:	225048
DESIGN BY:	ELK/MS
DRAWN BY:	CTO
CHECKED:	ELK/AS
DATE:	OCTOBER 2025

DWG. OS.01

SHEET 4 OF 15

PLOTTED: Oct 09, 2025-7:34am
FILE: R:\2025\225048\DRAWINGS\PLATS\PRELIMINARY\C-OS.DWG COCONNELL

TRACT R2
FUTURE R2 DEVELOPMENT

TRACT T
DRAINAGE/OPEN SPACE

WATER STUB FOR FUTURE DEVELOPMENT

TRAFFIC BARRICADES

THIS PROJECT WILL CONSTRUCT AN INTERIM CONNECTION USING EXISTING TRAILS. WHERE NECESSARY, ROUGH GRADING WILL BE COMPLETED TO PROVIDE THROUGH ACCESS FROM CDR O/P TO VALERIAN LN

FUTURE FUTS

¾" WATER METER AND SERVICE TYP.

LOT LINES TYP.

MIN. SETBACKS TYP.

DRAINAGE ESMT.

TRACT V

TRACT H
AIR RELEASE VALVE

LANDSCAPE WATER METER

ENHANCED PEDESTRIAN ENVIRONMENT SEATING AND ENHANCED LANDSCAPING

PHASE LINE

BLOCK Q1-Q2 AND BLOCK R2-R3 BOUNDARY

MATCHLINE - SEE SHEET PP.02

TRACT I

16' DIA. TRAFFIC CIRCLE

NO PARKING 20' FROM COSSWALK TYP.

TRACT G

TRACT J

PHASE 1

PHASE 2

SLOPE ESMT. TYP.

TRACT F

TRACT E

TRACT B

TRACT C

TRACT D

TRACT A

D14 38' X 276'

D9 25' X 239'

D5 38' X 276'

D11 23' X 239'

D6 23' X 239'

D10 38' X 276'

D1 48' X 353'

D3 38' X 276'

D4 23' X 239'

D2 26' X 287'

M1 11' X 243'

REFER TO CDR PHASE 1 FOR CLEAR VIEW TRIANGLES AT THIS DRIVEWAY

PROP. WATER CONNECTION TO EX. STUB

SEWER MANHOLE TYP.

CREST STONE DR.

WHETSTONE DR.

BASIN 4

FIRE HYDRANT ASSEMBLY TYP.

PUE TYP.

PENSTEMON PLACE

REMOVE EXISTING CONCRETE MEDIAN

PROP. WATER CONNECTION TO EX. WATER MAIN

N VALERIAN LN.

S VALERIAN LN

MALLOW WAY

EX. 5' APS ESMT.

SCALE 1" : 40'
0 20 40

Contact Arizona 811 at least two full working days before you begin excavation
Call 811 or click Arizona811.com

NO.	DATE	BY	REVISION
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2.	8/28/25		CITY SUBMITTAL
3.	10/9/25		CITY SUBMITTAL

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PRELIMINARY
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THE TERRACE AT CANYON DEL RIO
PRELIMINARY PLAT
CIVIL DESIGN (1)
COCONINO COUNTY FLAGSTAFF, AZ

JOB NO.:	225048
DESIGN BY:	ELK/MS
DRAWN BY:	CTO
CHECKED:	ELK/AS
DATE:	OCTOBER 2025
DWG.	PP.01
SHEET	5
OF	15

FILE: R:\2025\225048\DRAWINGS\PLATS\PRELIMINARY\C-GP&UT.DWG COCONNELL
PLOTTED: Oct 09, 2025-6:59am

BASIN 2

TRACT T
DRAINAGE/OPEN SPACE

30' ESMT.

FUTS

FIRE HYDRANT ASSEMBLY TYP.

SLOPE ESMT. TYP.

TRACT P

RABBITBRUSH CIRCLE

JWP DRAINAGE ESMT.

JWP DRAINAGE CHANNEL

PROP. WATER CONNECTION TO EX. STUB

TRACT S

D13
38' X 276'

TRACT O

MALLOW WAY

REFER TO J.W. POWELL CONSTRUCTION PLANS FOR CLEAR VIEW TRIANGLES AT THIS DRIVEWAY

TRACT N

D12
23' X 239'

DRAINAGE ESMT.

FUTURE J.W. POWELL BLVD

BASIN 3
DRAINAGE ESMT.

MATCHLINE - SEE SHEET PP.01

ENHANCED PEDESTRIAN ENVIRONMENT SEATING AND ENHANCED LANDSCAPING

BLOCK Q1-Q2 AND BLOCK R2-R3 BOUNDARY

MIN. SETBACKS TYP.

LOT LINES TYP.

DRAINAGE ESMT.

TRACT K

TRACT L

TRACT M

LANDSCAPE WATER METER

¾" WATER METER AND SERVICE TYP.

AIR RELEASE VALVE

FILL AREA

TRACT Q

RAISED FUTS CHOKER

TRACT U

D7
38' X 276'

DRAINAGE ESMT.

D8
23' X 239'
14' DIA. TRAFFIC CIRCLE

NO PARKING 20' FROM COSSWALK TYP.

EX. 5' APS ESMT.

SCALE 1" : 40'
0 20 40

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NOT FOR CONSTRUCTION, BIDDING OR RECORDING

THE TERRACE AT CANYON DEL RIO
PRELIMINARY PLAT
CIVIL DESIGN (2)
FLAGSTAFF, AZ
COCONINO COUNTY

JOB NO.:	225048
DESIGN BY:	ELK/MS
DRAWN BY:	CTO
CHECKED:	ELK/AS
DATE:	OCTOBER 2025

DWG. PP.02

SHEET 6 OF 15

FILE: R:\2025\225048\DRAWINGS\PLATS\PRELIMINARY\C-GP&UT.DWG COCONNELL

PLOTTED: Oct 09, 2025-6:59am

LOT #	ZONING STANDARDS
36	R1
37	R1
38	R1
39	R1
40	R1
41	R1
42	R1

* PARCEL CONTAINS R1 AND MR ZONING. R1, THE MORE RESTRICTIVE PLANNED RESIDENTIAL DEVELOPMENT STANDARD, APPLIES.

MATCHLINE - SEE SHEET PP.05

MATCHLINE - SEE SHEET PP.04

CREST STONE DR

CREST STONE DR.

WHETSTONE DR

N VALERIAN LN

S VALERIAN LN

PENSTEMON PLACE

MALLOW WAY

TRACT R2
543987.43 SQ FT
12.49 ACRES
R2 FUTURE DEVELOPMENT

FUTS ALIGNMENT TO BE DETERMINED BY FUTURE DEVELOPMENT

TRACT T
360846.46 SQ FT
8.28 ACRES

TRACT A 437.50 SF
TRACT B 7366.63 SF
TRACT C 489.53 SF
TRACT D 594.77 SF
TRACT E 602.44 SF
TRACT F 394.76 SF
TRACT G 414.31 SF
TRACT H 734.15 SF
TRACT I 452.11 SF
TRACT J 423.37 SF
TRACT V 2819.45 SF

LOT 1 5953.49 SQ FT
LOT 2 5995.29 SQ FT
LOT 3 5995.75 SQ FT
LOT 4 5996.24 SQ FT
LOT 5 5996.72 SQ FT
LOT 6 5997.21 SQ FT
LOT 7 5997.69 SQ FT
LOT 8 5998.18 SQ FT
LOT 9 6060.26 SQ FT
LOT 10 8045.22 SQ FT
LOT 11 11538.43 SQ FT
LOT 12 9306.15 SQ FT
LOT 13 6566.50 SQ FT
LOT 14 6479.29 SQ FT
LOT 15 11963.58 SQ FT
LOT 16 9519.67 SQ FT
LOT 17 7685.01 SQ FT
LOT 18 6192.11 SQ FT
LOT 19 7350.23 SQ FT
LOT 20 8280.07 SQ FT
LOT 21 10850.28 SQ FT
LOT 22 11467.77 SQ FT
LOT 23 7765.95 SQ FT
LOT 24 7125.17 SQ FT
LOT 25 9899.84 SQ FT
LOT 26 8859.96 SQ FT
LOT 27 7820.08 SQ FT
LOT 28 9846.15 SQ FT
LOT 29 10677.02 SQ FT
LOT 30 9727.25 SQ FT
LOT 31 8882.06 SQ FT
LOT 32 7729.23 SQ FT
LOT 33 6576.41 SQ FT
LOT 34 6000.00 SQ FT
LOT 35 5781.69 SQ FT
LOT 36 6576.96 SQ FT
LOT 37 6400.00 SQ FT
LOT 38 6400.00 SQ FT
LOT 39 6400.00 SQ FT
LOT 40 6400.00 SQ FT
LOT 41 6800.40 SQ FT
LOT 42 * 6684.70 SQ FT
LOT 43 6461.15 SQ FT
LOT 44 6965.89 SQ FT
LOT 45 8054.07 SQ FT
LOT 5215.75
LOT 68 3374.28 SQ FT
LOT 69 3374.29 SQ FT
LOT 70 3374.29 SQ FT
LOT 71 3414.47 SQ FT
LOT 72 3200.02 SQ FT
LOT 73 3391.30 SQ FT
LOT 74 3917.10 SQ FT
LOT 75 3916.33 SQ FT
LOT 82 3558.79 SQ FT
LOT 83 3200.00 SQ FT
LOT 84 3345.14 SQ FT
LOT 85 3414.63 SQ FT
LOT 86 3419.21 SQ FT

L=76.69, R=472.00 Δ=9°18'34"
L=356.74, R=415.00 Δ=49°15'09"
Δ=39°04'42" L=302.49, R=443.50
L=114.10, R=472.00 Δ=13°51'52"
Δ=9°59'20" L=122.04, R=700.00
L=46.13, R=535.00 Δ=4°56'26"
Δ=56°07'55" L=195.94, R=200.00
Δ=33°52'05" L=177.33, R=300.00
Δ=22°18'15" L=274.80, R=705.92
L=30.29, R=734.42 Δ=2°21'47"
Δ=29°17'58" L=102.27, R=200.00
Δ=10°26'06" L=36.51, R=200.00
Δ=7°41'09" L=37.67,

S 10°24'48" E 148.46'
S 10°24'48" E 145.32'
S 10°24'48" E 95.71'
S 18°35'00" E 141.52'
S 20°24'08" E 15.06'
S 33°12'59" W 57.06'
S 33°12'59" W 661.60'
S 56°07'01" E 378.34'
S 55°48'15" E 42.66'
S 34°28'46" E 161.77'
S 33°12'59" W 216.27'
S 56°47'01" E 50.00'
N 56°47'01" W 89.25'
S 3°55'01" W 58.38'
S 76°05'12" W 146.69'
S 40°35'55" W 15.23'
S 0°39'07" E 92.55'
S 0°39'07" E 116.45'
S 0°39'07" E 353.74'
S 0°39'07" E 183.72'
S 0°39'07" E 486.35'
S 89°16'55" W 85.00'
S 89°20'53" W 114.42'
S 0°43'05" E 71.09'
N 0°38'39" W 899.71'
N 60°39'47" W 19.02'

32.68' L83
8.53' L124
11.55'
5.04'
7.07'
3.48'
7.58'
5.00'
5.00'
7.07'
7.07'
5.00'
16.00'
30' FUTS EASEMENT
EX. DRAINAGE ESMT.
EX. UTILITY ESMT.
EX. 5' APS ESMT.
1' VNAE
ROW TAPER
DRAINAGE ESMT.
MIN. SETBACKS TYP.
BLOCK Q1-Q2 AND BLOCK R2-R3 BOUNDARY
PHASE LINE
PHASE 1
PHASE 2
57' ROW

SCALE 1" : 40'
0 20 40

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PRELIMINARY
NOT FOR CONSTRUCTION, BIDDING OR RECORDING

THE TERRACE AT CANYON DEL RIO
PRELIMINARY PLAT
PRELIMINARY PLAT (1)
FLAGSTAFF, AZ
COCONINO COUNTY

JOB NO.:	225048	DESIGN BY:	ELK
DRAWN BY:	CTO	CHECKED:	ELK/AS
DATE:	OCTOBER 2025		

DWG. PP.03
SHEET 7 OF 15

FILE: R:\2025\225048\DRAWINGS\PLATS\PRELIMINARY\C-PPLAT.DWG COCONNELL
PLOTTED: Oct 09, 2025-7:56am

MATCHLINE - SEE SHEET PP.05

MATCHLINE - SEE SHEET PP.03

LOT 76 5215.75 SQ FT
LOT 77 5215.75 SQ FT
LOT 78 5719.57 SQ FT
LOT 79 5526.97 SQ FT
LOT 80 3854.94 SQ FT
LOT 81 3759.57 SQ FT
LOT 82 .79 SQ FT
L=20.08, R=63.50 Δ=18°07'17"
P.U.E.
30' FUTS EASEMENT
S 63°52'39" E 179.37'
S 68°40'26" E 58.91'
Δ=27°18'46" L=95.34', R=200.00
S 41°21'40" E 110.56'
Δ=49°16'55" L=172.03', R=200.00
N 89°21'21" E 40.31'
Δ=10°26'06" L=36.42', R=200.00
Δ=7°56'56" L=37.67', R=271.50
51.97'
DRAINAGE ESMT.
P.U.E.
L=84.12, R=59.00
L=58.07, R=45.00 Δ=75°05'20"
N 15°33'46" W 58.05'
L=83.43, R=320.50 Δ=14°54'50"
L=76.01, R=292.00 Δ=14°54'50"
L=70.68, R=45.00 Δ=89°59'59"
TRACT P 1061.79 SF
55.73'
S 15°33'46" E
N 89°20'53" E 120.00'
N 89°20'53" E 81.37'
S 89°20'53" W 87.45'
N 89°20'53" E 85.13'
N 89°20'53" E 111.67'
L=36.43, R=140.00 Δ=14°54'40"
N 74°26'14" E 71.10'
DRAINAGE ESMT.
L=57.91, R=357.00 Δ=9°17'40"
S 74°26'14" W 182.37'
N 74°26'14" E 160.00'
N 74°26'14" E 349.71'
S 74°26'14" W 82.02'
L=47.10, R=181.00 Δ=14°54'40"
S 89°20'53" W 87.94'
RABBITBRUSH CIRCLE
L=10.41, R=82.40, Δ=7°14'00"
S 0°39'07" E 147.23'
S 0°39'07" E 450.52'
S 0°39'07" E 195.73'
MALLOW WAY
L=45.44, R=328.50 Δ=7°55'33"
S 80°12'33" E 224.54'
S 0°38'39" E 52.39'
S 0°38'39" E 951.93'
EX. APS ESMT.
S 0°38'39" E 273.27'
BLOCK Q1-Q2 AND BLOCK R2-R3 BOUNDARY
MIN. SETBACKS TYP.
S 0°39'07" E 282.21'

LOT 95 3161.99 SQ FT
LOT 94 3200.00 SQ FT
LOT 93 3200.00 SQ FT
LOT 92 3512.44 SQ FT
LOT 91 3721.89 SQ FT
LOT 90 3200.00 SQ FT
LOT 89 3200.00 SQ FT
LOT 88 3200.00 SQ FT
LOT 87 4052.11 SQ FT
LOT 129 3165.51 SQ FT
LOT 128 3200.00 SQ FT
LOT 127 3744.02 SQ FT
LOT 126 3574.62 SQ FT
LOT 125 4445.91 SQ FT
LOT 124 5369.49 SQ FT
LOT 123 5456.03 SQ FT
LOT 122 3524.24 SQ FT
LOT 121 3351.92 SQ FT
LOT 120 4441.80 SQ FT
LOT 119 3924.27 SQ FT
LOT 113 4168.13 SQ FT
LOT 112 3200.00 SQ FT
LOT 111 3420.94 SQ FT
LOT 110 3811.84 SQ FT
LOT 109 3200.00 SQ FT
LOT 108 3200.00 SQ FT
LOT 107 3200.00 SQ FT
LOT 106 3200.00 SQ FT
LOT 105 4828.37 SQ FT
LOT 104 4220.27 SQ FT
LOT 103 3200.00 SQ FT
LOT 102 3617.91 SQ FT
LOT 101 3614.87 SQ FT
LOT 100 3200.00 SQ FT
LOT 99 3200.00 SQ FT
LOT 98 3200.00 SQ FT
LOT 97 3200.00 SQ FT
LOT 96 3601.07 SQ FT
LOT 60 6000.00 SQ FT
LOT 61 6000.00 SQ FT
LOT 62 6000.00 SQ FT
LOT 63 6000.00 SQ FT
LOT 64 6000.00 SQ FT
LOT 65 5954.75 SQ FT
LOT 66 8193.56 SQ FT
LOT 67 7271.68 SQ FT
LOT 46 7080.87 SQ FT
LOT 47 6003.68 SQ FT
LOT 48 6004.16 SQ FT
LOT 49 6004.65 SQ FT
LOT 50 6005.13 SQ FT
LOT 51 6005.62 SQ FT
LOT 52 6006.11 SQ FT
LOT 53 6006.59 SQ FT
LOT 54 6007.08 SQ FT
LOT 55 6007.57 SQ FT
LOT 56 6730.76 SQ FT
LOT 57 7940.17 SQ FT
LOT 58 16128.41 SQ FT
LOT 59 8321.28 SQ FT
LOT 114 4801.53 SQ FT
LOT 115 3600.00 SQ FT
LOT 116 3600.00 SQ FT
LOT 117 3600.00 SQ FT
LOT 118 3550.00 SQ FT
LOT 107 3200.00 SQ FT

TRACT T 360846.46 SQ FT 8.28 ACRES
TRACT K 820.23 SF
TRACT L 357.61 SF
TRACT M 871.90 SF
TRACT O 392.88 SF
TRACT S 3351.88 SF
TRACT N 387.50 SF
TRACT U 5018.92 SF 0.12 AC
TRACT Q 46883.54 SF 1.08 AC

L=49.50, R=711.50 Δ=3°59'11"
PROP. DRAINAGE ESMT.
L=45.99, R=711.50 Δ=3°42'13"
N 80°38'27" E 22.25'
JWP NON-VEHICULAR ACCESS ESMT.
JWP. SLOPE ESMT.
N 75°48'18" E 37.35'
S 59°52'44" E 35.77'
2.68'
76.08'
7.07'
5.00'
8.47'
S 15°33'46" E 200.84'
N 15°33'46" W 75.00'
S 26°48'32" W 56.94'
J.W. POWELL BLVD
JWP. DRAINAGE ESMT.
JWP. NON-VEHICULAR ACCESS ESMT.
JWP. SLOPE ESMT.
L=528.11, R=812.50 Δ=37°14'24"

LOT #	ZONING STANDARDS
87	R1
88	R1
97	R1
98	R1
106	R1
107	R1
117	R1
118	R1

* PARCEL CONTAINS R1 AND MR ZONING. R1, THE MORE RESTRICTIVE PLANNED RESIDENTIAL DEVELOPMENT STANDARD, APPLIES.

NO.	DATE	BY	REVISION
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THE TERRACE AT CANYON DEL RIO
PRELIMINARY PLAT
PRELIMINARY PLAT (2)
FLAGSTAFF, AZ
COCONINO COUNTY

JOB NO.:	225048	DESIGN BY:	ELK	DRAWN BY:	CTO	CHECKED:	ELK/AS	DATE:	OCTOBER 2025

DWG: PP.04
SHEET 8 OF 15

SCALE 1" : 40'

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FILE: R:\2025\225048\DRAWINGS\PLATS\PRELIMINARY\C-PPLAT.DWG COCONNELL
PLOTTED: Oct 09, 2025-8:00am

N 3°38'16" E
35.16'

N 3°38'16" E 225.48'

N 46°03'19" W 125.84'

N 0°00'00" E 227.20'

S 20°16'41" E 275.61'

JWP. DRAINAGE ESMT.

L=276.59, R=812.50
Δ=19°30'16"

JWP. NON-VEHICULAR ACCESS ESMT.

JWP. SLOPE ESMT.

Δ=34°45'49"
L=203.26, R=335.00

S 63°58'05" W
28.37'

FUTURE FUTS ALIGNMENT TO BE DETERMINED BY FUTURE DEVELOPMENT

TRACT R2
543987.43 SQ FT
12.49 ACRES

L=408.27, R=415.00
Δ=56°21'58"

S 47°28'15" E 392.35'

Δ=17°33'54"
L=249.08, R=812.50

JWP. DRAINAGE ESMT.

J.W. POWELL BLVD

N 43°08'25" E 107.15'

JWP. UTILITY ESMT.

S 76°51'25" E
99.70'

PHASE LINE

JWP. NON-VEHICULAR ACCESS ESMT.

JWP. SLOPE ESMT.

P.U.E.

30'

30' FUTS EASEMENT

Δ=35°05'04"
L=80.83, R=132.00

L=77.16, R=200.00
Δ=22°06'17"

L=296.81, R=711.50
Δ=23°54'03"

TRACT T
360846.46 SQ FT
8.28 ACRES

L445 C147 C154 C151 C150 C145

L446 LOT 128 LOT 127 3744.02 SQ FT LOT 126 3574.62 SQ FT LOT 125 3445.91 SQ FT C152

SCALE 1" : 50'
0 25 50

MATCHLINE - SEE SHEET PP.03

MATCHLINE - SEE SHEET PP.04

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PRELIMINARY

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THE TERRACE AT CANYON DEL RIO
PRELIMINARY PLAT
PRELIMINARY PLAT (3)
COCONINO COUNTY FLAGSTAFF, AZ

JOB NO.:	225048
DESIGN BY:	ELK
DRAWN BY:	CTO
CHECKED:	ELK/AS
DATE:	OCTOBER 2025

DWG. PP.05

SHEET 9 OF 15

FILE: R:\2025\225048\DRAWINGS\PLATS\PRELIMINARY\C-PPLAT.DWG COCONNELL

PLOTTED: Oct 09, 2025-8:00am

AREAS

LOT/TRACT	SQUARE FEET	ACRES
TRACT U	5018.92	0.12
TRACT S	3351.88	0.08
TRACT Q	46883.54	1.08
TRACT P	1061.79	0.02
TRACT O	392.88	0.01
TRACT N	387.50	0.01
TRACT M	871.90	0.02
TRACT L	357.61	0.01
TRACT K	820.23	0.02
TRACT J	423.37	0.01
TRACT G	414.31	0.01
TRACT F	394.76	0.01
TRACT E	602.44	0.01
TRACT C	489.53	0.01
TRACT D	594.77	0.01
TRACT A	437.50	0.01
TRACT R2	543987.43	12.49
TRACT V	2819.45	0.06
TRACT B	7366.63	0.17
TRACT I	452.11	0.01
TRACT H	734.15	0.02
TRACT T	360846.46	8.28
1	5953.49	0.14
2	5995.29	0.14
3	5995.75	0.14
4	5996.24	0.14
5	5996.72	0.14
6	5997.21	0.14
7	5997.69	0.14
8	5998.18	0.14
9	6060.26	0.14
10	8045.22	0.18
11	11538.43	0.26
12	9306.15	0.21
13	6566.50	0.15
14	6479.29	0.15
15	11963.58	0.27
16	9519.67	0.22
17	7685.01	0.18
18	6192.11	0.14
19	7350.23	0.17
20	8280.07	0.19
21	10850.28	0.25
22	11467.77	0.26
23	7765.95	0.18
24	7125.17	0.16
25	9899.84	0.23
26	8859.96	0.20
27	7820.08	0.18
28	9846.15	0.23
29	10677.02	0.25
30	9727.25	0.22
31	8882.06	0.20
32	7729.23	0.18
33	6576.41	0.15
34	6000.00	0.14
35	5781.69	0.13
36	6576.96	0.15
37	6400.00	0.15
38	6400.00	0.15
39	6400.00	0.15
40	6400.00	0.15
41	6800.40	0.16
42	6684.70	0.15
43	6461.15	0.15
44	6965.89	0.16
45	8054.07	0.18
46	7080.87	0.16
47	6003.68	0.14
48	6004.16	0.14
49	6004.65	0.14
50	6005.13	0.14
51	6005.62	0.14
52	6006.11	0.14
53	6006.59	0.14
54	6007.08	0.14
55	6007.57	0.14
56	6730.76	0.15
57	7940.17	0.18
58	16128.41	0.37

AREAS

LOT/TRACT	SQUARE FEET	ACRES
59	8321.28	0.19
60	6000.00	0.14
61	6000.00	0.14
62	6000.00	0.14
63	6000.00	0.14
64	6000.00	0.14
65	5954.75	0.14
66	8193.56	0.19
67	7271.68	0.17
68	3374.28	0.08
69	3374.29	0.08
70	3374.29	0.08
71	3414.47	0.08
72	3200.02	0.07
73	3391.30	0.08
74	3917.10	0.09
75	3916.33	0.09
76	5215.75	0.12
77	5215.75	0.12
78	5719.57	0.13
79	5526.97	0.13
80	3854.94	0.09
81	3759.57	0.09
82	3558.79	0.08
83	3200.00	0.07
84	3345.14	0.08
85	3414.63	0.08
86	3419.21	0.08
87	4052.11	0.09
88	3200.00	0.07
89	3200.00	0.07
90	3200.00	0.07
91	3721.89	0.09
92	3512.44	0.08
93	3200.00	0.07
94	3200.00	0.07
95	3161.99	0.07
96	3601.07	0.08
97	3200.00	0.07
98	3200.00	0.07
99	3200.00	0.07
100	3200.00	0.07
101	3614.87	0.08
102	3617.91	0.08
103	3200.00	0.07
104	4220.27	0.10
105	4828.37	0.11
106	3200.00	0.07
107	3200.00	0.07
108	3200.00	0.07
109	3200.00	0.07
110	3811.84	0.09
111	3420.94	0.08
112	3200.00	0.07
113	4168.13	0.10
114	4801.53	0.11
115	3600.00	0.08
116	3600.00	0.08
117	3600.00	0.08
118	3550.00	0.08
119	3924.27	0.09
120	4441.80	0.10
121	3351.92	0.08
122	3524.24	0.08
123	5456.03	0.13
124	5369.49	0.12
125	4445.91	0.10
126	3574.62	0.08
127	3744.02	0.09
128	3200.00	0.07
129	3165.51	0.07

LINE TABLE

LINE #	LENGTH	DIRECTION
L1	40.75	S 56°47'01" E
L2	7.07	N 78°12'59" E
L3	40.75	N 56°47'01" W
L4	7.07	N 11°47'01" W
L5	9.15	S 11°47'01" E
L6	13.57	S 78°12'59" W
L7	1.50	N 56°47'01" W
L8	7.07	N 44°20'53" E
L9	14.83	S 45°39'07" E
L10	39.44	N 89°20'53" E
L11	39.44	N 89°20'53" E
L12	1.37	N 74°26'14" E
L13	80.09	N 6°33'50" W
L14	23.79	S 53°06'26" E
L15	50.14	N 0°39'07" W
L16	99.92	N 89°20'53" E
L17	60.00	S 0°43'05" E
L18	90.00	S 89°16'55" W
L19	14.11	N 45°43'32" W
L20	60.00	N 0°39'07" W
L21	99.93	N 89°20'53" E
L22	53.91	S 0°38'39" E
L23	6.09	S 0°43'05" E
L24	60.00	N 0°39'07" W
L25	99.93	N 89°20'53" E
L26	60.00	S 0°38'39" E
L27	60.00	N 0°39'07" W
L28	99.94	N 89°20'53" E
L29	60.00	S 0°38'39" E
L30	60.00	N 0°39'07" W
L31	99.95	N 89°20'53" E
L32	60.00	S 0°38'39" E
L33	60.00	N 0°39'07" W
L34	99.96	N 89°20'53" E
L35	60.00	S 0°38'39" E
L36	60.00	N 0°39'07" W
L37	99.97	N 89°20'53" E
L38	60.00	S 0°38'39" E
L39	99.97	N 89°20'53" E
L40	60.00	S 0°38'39" E
L41	60.00	N 0°39'07" W
L42	60.00	S 0°38'39" E
L43	16.21	N 0°39'07" W
L44	104.22	N 89°20'53" E
L45	130.87	N 62°21'31" E
L46	101.17	S 0°38'39" E
L47	80.00	S 42°19'09" W
L48	90.22	S 0°38'39" E
L49	37.81	N 34°28'46" W
L50	169.59	N 32°10'19" E
L51	43.36	S 62°14'58" E
L52	37.81	N 34°28'46" W
L53	5.10	N 32°10'19" E
L54	69.14	N 32°10'19" E
L55	69.52	N 32°10'19" E
L56	60.18	S 62°14'58" E
L57	100.65	S 56°47'01" E
L58	45.75	N 56°47'01" W
L59	21.21	N 11°47'01" W
L60	50.48	N 33°12'59" E
L61	60.00	N 33°12'59" E
L62	99.83	S 62°14'58" E
L63	80.91	N 53°52'08" W
L64	159.51	S 67°46'11" E
L65	83.06	S 0°38'39" E
L66	41.54	N 33°12'59" E
L68	126.76	S 72°18'57" E
L69	77.67	S 0°38'39" E
L70	73.68	S 0°38'39" E
L72	107.65	S 76°51'43" E
L73	90.58	N 0°39'07" W
L74	81.83	N 63°54'44" E
L75	14.18	S 89°20'53" W
L76	14.14	S 45°39'07" E
L77	99.77	S 0°39'07" E
L78	61.24	S 77°47'57" W
L79	33.35	S 77°47'57" W
L80	30.95	N 89°32'03" E
L81	43.18	N 72°19'32" W
L82	103.17	N 33°09'04" E

LINE TABLE

LINE #	LENGTH	DIRECTION
L83	57.55	N 35°43'38" W
L84	107.75	N 69°23'10" E
L85	80.00	S 63°54'44" W
L86	56.44	N 51°00'06" W
L87	3.55	N 53°52'08" W
L88	6.77	S 71°46'07" E
L89	148.66	S 71°46'07" E
L91	108.84	N 18°35'00" W
L92	109.95	N 51°05'24" E
L93	32.51	N 51°05'24" E
L94	119.21	S 31°40'52" E
L95	108.66	N 89°20'53" E
L96	100.00	S 0°39'07" E
L98	60.00	N 89°20'53" E
L99	121.45	S 0°39'07" E
L100	14.14	S 44°20'53" W
L101	14.18	S 89°20'53" W
L103	156.33	N 89°20'53" E
L104	60.00	S 0°39'07" E
L105	5.00	S 89°20'53" W
L106	30.51	N 15°27'35" E
L107	31.94	N 15°27'35" E
L108	139.00	N 89°20'53" E
L109	60.00	S 0°39'07" E
L110	31.06	N 15°27'35" E
L111	31.39	N 15°27'35" E
L112	121.67	N 89°20'53" E
L113	60.00	S 0°39'07" E
L114	31.61	N 15°27'35" E
L115	30.84	N 15°27'35" E
L117	13.79	S 0°39'07" E
L118	11.64	N 15°27'35" E
L119	20.51	N 15°27'35" E
L120	60.00	N 33°12'59" E
L121	54.86	N 33°12'59" E
L122	5.14	N 33°12'59" E
L124	15.14	N 2°48'15" W
L125	38.31	N 33°12'59" E
L126	156.97	S 56°47'01" E
L127	60.00	N 33°12'59" E
L128	157.64	S 56°47'01" E
L129	60.00	N 33°12'59" E
L130	138.43	S 56°47'01" E
L131	60.00	S 33°12'59" W
L132	119.21	N 56°47'01" W
L133	60.00	N 33°12'59" E
L134	100.00	S 56°47'01" E
L135	60.00	N 33°12'59" E
L136	100.00	S 56°47'01" E
L137	44.55	N 33°12'59" E
L138	21.21	N 78°12'59" E
L139	45.75	S 56°47'01" E
L142	66.51	N 33°12'59" E
L143	100.00	S 56°47'01" E
L144	50.90	S 33°12'59" W
L145	26.81	S 78°12'59" W
L146	64.00	S 33°12'59" W
L147	64.00	N 33°12'59" E
L148	100.00	S 56°47'01" E
L149	64.00	S 33°12'59" W
L150	64.00	N 33°12'59" E
L151	100.00	S 56°47'01" E
L152	64.00	S 33°12'59" W
L153	64.00	N 33°12'59" E
L154	100.00	S 56°47'01" E
L155	100.00	S 56°47'01" E
L156	64.00	S 33°12'59" W
L157	64.00	N 33°12'59" E
L158	94.16	S 56°47'01" E
L159	19.13	S 11°47'01" E
L160	50.47	S 33°12'59" W
L161	7.69	N 56°47'01" W
L162	64.00	N 33°12'59" E
L163	59.05	N 33°12'59" E
L164	107.69	S 56°47'01" E
L165	49.60	S 33°12'59" W
L166	21.21	S 78°12'59" W
L167	6.50	N 56°47'01" W
L169	107.69	S 56°47'01" E
L170	60.00	S 33°12'59" W

LINE TABLE

LINE #	LENGTH	DIRECTION
L171	60.00	N 33°12'59" E
L172	106.82	S 62°39'28" E
L174	42.42	S 33°12'59" W
L175	59.27	N 33°12'59" E
L176	100.00	S 82°42'11" E
L178	58.89	N 23°52'08" E
L179	79.99	S 0°38'39" E
L180	101.86	N 80°12'33" W
L182	52.50	N 0°39'07" W
L183	100.06	N 89°20'53" E
L184	100.07	N 89°20'53" E
L185	60.00	S 0°38'39" E
L186	60.00	N 0°39'07" W
L187	60.00	N 0°39'07" W
L188	100.07	N 89°20'53" E
L189	60.00	S 0°38'39" E
L190	60.00	N 0°39'07" W
L191	100.08	N 89°20'53" E
L192	60.00	S 0°38'39" E
L193	60.00	N 0°39'07" W
L194	100.09	N 89°20'53" E
L195	60.00	S 0°38'39" E
L196	60.00	S 0°38'39" E
L197	60.00	N 0°39'07" W
L198	100.10	N 89°20'53" E
L199	60.00	S 0°38'39" E
L200	60.00	N 0°39'07" W
L201	100.11	N 89°20'53" E
L202	60.00	N 0°39'07" W
L203	100.11	N 89°20'53" E
L204	60.00	S 0°38'39" E
L205	60.00	S 0°38'39" E
L206	60.00	N 0°39'07" W
L207	100.12	N 89°20'53" E
L208	60.00	N 0°39'07" W
L209	100.13	N 89°20'53" E
L210	60.00	S 0°38'39" E
L211	101.03	N 80°56'33" E
L212	74.62	S 0°38'39" E
L213	56.46	N 0°39'07" W
L216	129.18	N 56°15'56" E
L217	104.10	S 0°38'39" E
L218	115.79	N 74°26'14" E
L219	100.83	S 0°38'39" E
L221	121.96	N 17°16'35" E
L222	100.00	N 15°33'46" W
L223	115.79	N 74°26'14" E
L226	8.37	S 74°26'14" W
L227	100.00	N 89°20'53" E
L228	60.00	S 0°39'07" E
L229	100.00	S 89°20'53" W
L230	60.00	N 0°39'07" W
L231	100.00	N 89°20'53" E
L232	60.00	S 0°39'07" E
L233	60.00	N 0°39'07" W
L234	100.00	N 89°20'53" E
L235	60.00	S 0°39'07" E
L236	60.00	N 0°39'07" W
L237	100.00	N 89°20'53" E
L238	60.00	S 0°39'07" E
L239	60.00	N 0°39'07" W
L240	17.79	N 0°39'07" W
L241	100.00	N 89°20'53" E
L242	60.00	S 0°39'07" E
L243	42.21	N 0°39'07" W
L244	90.49	N 89°20'53" E
L245	13.45	S 45°39'07" E
L246	50.49	S 0°39'07" E
L247	60.00	N 0°39'07" W
L248	77.12	N 8°38'50" W
L249	12.44	N 0°39'07" W
L250	100.00	N 89°20'53" E
L251	71.73	S 0°39'07" E
L252	21.21	S 44°20'53" W
L253	44.44	S 89°20'53" W
L255	60.00	N 0°39'07" W
L256	92.36	N 74°26'14" E
L257	13.55	S 53°06'26" E
L258	75.51	S 0°39'07" E
L260	80.00	N 45°26'22" E

LINE TABLE

LINE #	LENGTH	DIRECTION
L264	80.00	N 48°33'36" E
L266	80.00	N 51°40'50" E
L268	80.01	N 55°31'14" E
L269	80.00	N 55°31'14" E
L270	30.78	S 34°28'46" E
L273	91.60	N 55°31'14" E
L274	40.00	S 34°28'46" E
L277	42.41	N 53°52'08" W
L278	96.34	N 55°31'14" E
L280	34.25	S 34°28'46" E
L285	80.00	S 79°59'45" E
L287	80.00	S 43°54'14" E
L288	80.44	S 1°13'13" W
L289	80.06	S 42°53'52" W
L291	80.44	N 1°13'13" E
L293	83.97	S 55°31'14" W
L294	97.94	S 55°31'14" W
L295	12.00	N 34°28'46" W
L298	10.98	S 10°19'25" E
L299	43.84	S 10°19'25" E
L300	80.00	S 55°31'14" W
L301	40.00	N 34°28'46" W
L302	40.00	S 34°28'46" E
L303	80.00	S 55°31'14" W
L304	40.00	N 34°28'46" W
L305	80.00	S 52°55'58" W
L306	13.02	N 34°28'46" W
L307	13.02	S 34°28'46" E
L308	80.00	S 49°05'46" W
L310	80.00	S 45°15'16" W
L312	40.00	S 74°26'14" W
L313	80.00	N 15°33'46" W
L314	61.30	N 74°26'14" E
L315	5.00	S 0°39'07" E
L316	40.00	S 74°26'14" W
L317	80.00	N 15°33'46" W
L318	40.00	N 74°26'14" E
L319	40.00	S 74°26'14" W
L320	80.00	N 15°33'46" W
L321	40.00	N 74°26'14" E
L322	80.00	N 15°33'46" W
L323	40.00	N 74°26'14" E
L324	39.40	S 74°26'14" W
L325	0.60	S 74°26'14" W
L326	80.09	N 6°33'50" W
L329	80.00	N 0°39'07" W
L331	80.00	N 0°39'07" W
L332	40.00	N 89°20'53" E
L334	80.00	N 0°39'07" W
L335	40.00	N 89°20'53" E
L338	1.37	N 89°20'53" E
L340	80.00	S 45°15'16" W
L341	5.00	S 8°38'50" E
L343	14.59	S 74°26'14" W
L344	80.00	N 15°33'46" W
L345	49.70	N 74°26'14" E
L346	80.00	N 15°33'46" W
L347	40.00	N 74°26'14" E
L348	40.00	S 74°26'14" W
L349	80.00	N 15°33'46" W
L350	40.00	N 74°26'14" E
L351	40.00	S 74°26'14" W
L352	80.00	N 15°33'46" W
L353	40.00	N 74°26'14" E
L354	40.00	S 74°26'14" W
L355	40.00	N 74°26'14" E
L356	40.00	S 74°26'14" W
L357	80.00	N 15°33'46" W
L358	80.00	N 8°08'04" W
L359	7.78	N 74°26'14" E
L360	7.78	S 74°26'14" W
L361	7.55	S 89°20'53" W
L362	80.00	N 0°39'07" W
L363	7.55	N 89°20'53" E
L364	40.00	S 89°20'53" W
L365	80.00	N 0°39'07" W
L366	19.18	N 89°20'53" E
L367	20.82	N 89°20'53" E
L368	37.59	S 89°20'53" W
L369	7.38	N 53°06'26" W

LINE TABLE

LINE #	LENGTH	DIRECTION
L370	68.74	N 15°33'46" W
L372	42.56	N 89°20'53" E
L373	20.82	N 89°20'53" E
L374	80.00	N 15°33'46" W
L375	71.01	N 74°26'14" E
L376	10.35	S 0°39'07" E
L377	40.00	N 74°26'14" E
L378	80.00	N 15°33'46" W
L379	40.00	N 74°26'14" E
L380	80.00	N 15°33'46" W
L381	40.00	N 74°26'14" E
L382	80.00	N 15°33'46" W
L383	40.00	N 74°26'14" E
L384	80.00	N 15°33'46" W
L385	80.00	N 4°36'28" W
L387	7.78	N 74°26'14" E
L388	80.00	N 0°39'07" W
L389	28.37	N 89°20'53" E
L390	40.00	N 89°20'53" E
L391	80.00	N 0°39'07" W
L392	5.13	S 89°20'53" W
L394	16.20	N 44°20'59" E
L395	43.30	N 89°20'53" E
L396	51.52	N 63°14'44" E
L397	50.54	S 74°26'14" W
L398	90.00	N 15°33'46" W
L399	40.00	N 74°26'14" E
L400	40.00	S 74°26'14" W
L401	90.00	N 15°33'46" W
L402	40.00	N 74°26'14" E
L403	40.00	S 74°26'14" W
L404	90.00	N 15°33'46" W
L405	40.00	S 74°26'14" W
L406	90.00	N 15°33'46" W
L407	40.00	N 74°26'14" E
L408	30.00	S 74°26'14" W
L409	14.14	N 60°33'46" W
L410	80.00	N 15°33'46" W
L411	40.00	N 74°26'14" E
L412	81.08	S 15°33'46" E
L413	14.14	S 29°26'14" W
L414	27.60	S 74°26'14" W
L416	97.24	N 13°29'44" W
L417	34.92	N 75°48'18" E
L418	7.02	S 55°18'31" E
L419	34.49	S 89°20'53" W
L420	88.55	N 0°39'07" W
L421	37.43	N 75°48'18" E
L422	40.00	S 89°20'53" W
L423	80.00	N 0°39'07" W
L424	4.48	N 89°20'53" E
L425	36.53	N 75°48'18" E
L426	30.19	N 89°20'53" E
L427	34.92	S 89°20'53" W
L430	80.00	N 4°59'48" E
L433	80.00	N 33°50'53" W
L434	14.47	N 56°09'07" E
L436	31.41	S 85°00'12" E
L439	80.00	N 72°41'33" W
L440	80.00	S 88°11'08" W
L441	80.00	S 81°36'15" W
L442	80.00	S 74°26'14" W
L443	38.14	S 15°33'46" E
L444	80.00	S 74°26'14" W
L445	38.14	N 15°33'46" W
L446	40.00	N 15°33'46" W
L447	13.83	S 15°33'46" E
L450	78.47	S 74°26'14" W
L455	78.47	S 74°26'14" W

CURVE TABLE

CURVE #	LENGTH	RADIUS	DELTA
C2	39.60	171.50	13°13'52"
C3	41.48	228.50	10°24'03"
C4	1.50	366.84	0°14'03"
C5	87.88	734.85	6°51'08"
C6	78.66	677.42	6°39'10"
C7	39.69	152.50	14°54'40"
C8	29.23	209.50	7°59'43"
C9	40.24	385.54	5°58'48"
C10	52.81	465.56	6°29'56"
C12	187.65	814.42	13°12'06"
C13	44.06	228.50	11°02'56"
C14	43.64	228.50	10°56'32"
C15	30.84	228.50	7°43'57"
C16	63.84	228.50	16°00'26"
C17	187.65	814.42	13°12'06"
C18	41.38	233.50	10°09'09"
C19	187.65	814.42	13°12'06"
C20	16.42	328.50	2°51'48"
C21	61.68	328.50	10°45'26"
C22	61.62	328.50	10°44'48"
C23	48.87	63.50	44°05'42"
C24	187.65	814.42	13°12'06"
C25	187.65	814.42	13°12'06"
C26	20.35	63.50	18°21'30"
C27	48.43	63.50	43°41'41"
C28	48.43	63.50	43°41'41"
C29	33.16	472.46	4°01'17"
C31	48.43	63.50	43°41'41"
C34	48.43	63.50	43°41'41"
C35	48.43	63.50	43°41'41"
C36	48.87	63.50	44°05'42"
C37	128.41	171.50	42°54'03"
C38	126.84	477.00	15°14'10"
C39	39.63	166.50	13°38'09"
C40	81.21	477.00	9°45'16"
C41	86.42	672.42	7°21'50"
C42	27.84	271.50	5°52'27"
C43	94.99	271.50	20°02'43"
C44	9.03	328.50	1°34'30"
C49	3.39	30.00	6°28'45"
C50	2.98	30.00	5°41'25"
C51	47.53	59.00	46°09'24"
C52	49.92	59.00	48°28'55"
C53	35.64	59.00	34°36'41"
C54	6.37	30.00	12°10'10"
C59	29.93	214.50	7°59'43"
C61	40.00	734.42	3°07'14"
C64	40.00	734.42	3°07'14"
C67	40.00	734.42	3°07'14"
C68	40.00	734.42	3°07'14"
C73	9.22	734.42	0°43'10"
C75	10.99	63.50	9°54'53"
C76	49.51	143.50	19°46'11"
C77	48.16	63.50	43°27'02"
C78	90.39	143.50	36°05'31"
C80	40.00	63.50	36°05'31"
C82	90.39	143.50	36°05'31"
C84	40.00	63.50	36°05'31"
C85	39.97	63.50	36°03'49"
C86	103.01	143.50	41°07'41"
C89	39.97	63.50	36°03'49"
C90	98.19	143.50	39°12'22"
C91	56.74	143.50	22°39'13"
C92	40.00	63.50	36°05'31"
C93	40.36	63.50	36°24'59"
C94	31.56	143.50	12°36'02"
C97	30.60	677.42	2°35'16"
C100	26.98	597.42	2°35'16"
C101	40.00	597.42	3°50'12"
C102	45.36	677.42	3°50'12"
C103	40.06	597.42	3°50'30"
C104	45.42	677.42	3°50'30"
C107	40.24	385.54	5°58'48"
C108	52.81	465.56	6°29'56"
C111	39.78	385.50	5°54'44"
C112	32.79	59.00	31°50'48"
C113	6.37	30.00	12°10'10"
C114	25.29	209.50	6°54'56"
C116	32.22	248.50	7°25'42"
C119	42.59	328.50	7°25'42"

CURVE TABLE

CURVE #	LENGTH	RADIUS	DELTA
C120	42.90	328.50	7°28'58"
C124	17.16	248.50	3°57'21"
C125	15.30	248.50	3°31'36"
C127	9.36	282.00	1°54'03"
C129	32.22	168.50	10°57'18"
C131	11.63	168.50	3°57'21"
C132	69.07	287.00	13°47'24"
C133	5.31	111.50	2°43'51"
C135	23.70	111.50	12°10'49"
C137	6.37	30.00	12°10'10"
C138	6.72	59.00	6°31'16"
C139	9.90	139.00	4°04'58"
C140	40.00	59.00	38°50'41"
C141	49.50	711.50	3°59'11"
C142	94.24	139.00	38°50'41"
C143	40.00	59.00	38°50'41"
C145	67.55	139.00	27°50'33"
C146	31.05	59.00	30°08'59"
C147	6.20	30.00	11°50'45"
C148	4.98	349.00	0°49'06"
C150	1.36	429.00	0°10'55"
C151	49.28	429.00	6°34'53"
C152	40.09	349.00	6°34'53"
C154	51.80	429.00	6°55'07"
C155	41.80	349.00	6°51'43"
C157	1.86	429.00	0°14'54"
C158	1.86	349.00	0°18'18"
C162	6.37	30.00	12°10'10"
C163	19.96	59.00	19°23'09"
C174	49.63	59.00	48°11'45"

NO.	DATE	BY	REVISION
1.	6/24/25		CITY SUBMITTAL
2.	8/28/25		CITY SUBMITTAL
3.	10/9/25		CITY SUBMITTAL

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PRELIMINARY

NOT FOR CONSTRUCTION, BIDDING OR RECORDING

THE TERRACE AT CANYON DEL RIO
PRELIMINARY PLAT
LOT, LINE AND CURVE TABLES
COCONINO COUNTY FLAGSTAFF, AZ

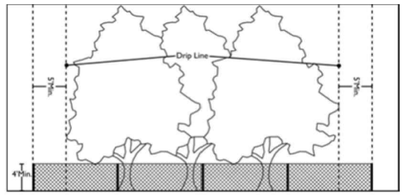
JOB NO.:	225048
DESIGN BY:	ELK
DRAWN BY:	CTO
CHECKED:	ELK/AS
DATE:	OCTOBER 2025

DWG. PP.06

SHEET 10 OF 15

Contact Arizona 811 at least two full working days before you begin excavation
ARIZONA 811
Call 811 or click Arizona811.com

PLOTTED: Oct 09, 2025-7:02am
FILE: R:\2025\225048\DRAWINGS\PLATS\PRELIMINARY\C-PPLAT.DWG COCONNELL



NOTES:
1. TEMPORARY FENCING SHALL BE INSTALLED ALONG THE OUTER EDGE OF THE PRESERVED NATURAL RESOURCE(S) AND COMPLETELY SURROUND THE DRIP LINES PLUS FIVE FEET OF ALL TREES OR CLUMPS OF TREES WITHIN 50 FEET OF PROPOSED LAND DISTURBANCE AREAS. THE FIGURE ABOVE ILLUSTRATES THE TEMPORARY CONSTRUCTION FENCING REQUIREMENTS. SEE C.O.F. ZONING CODE SECTION 10-50.90-090.

TRACT R2
FUTURE R2 DEVELOPMENT

BASIN 1 DETENTION

BASIN 2 LID

TRACT T

BASIN 3 LID

BASIN 4 DETENTION

J.W. POWELL BLVD

CREST STONE DR.

CREST STONE DR

WHETSTONE DR

PENSTEMON PLACE

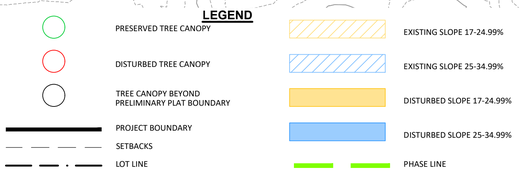
PRIMROSE PLACE

RABBITBRUSH CIRCLE

MALLOW WAY

S VALERIAN LN

TRACT Q



SCALE 1" : 80'
0 40 80

Contact Arizona 811 at least two full working days before you begin excavation
ARIZONA 811
Call 811 or click Arizona811.com

NO.	DATE	BY	REVISION
1.	6/24/25		CITY SUBMITTAL
2.	8/28/25		CITY SUBMITTAL
3.	10/9/25		CITY SUBMITTAL

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PRELIMINARY
NOT FOR CONSTRUCTION, BIDDING OR RECORDING

THE TERRACE AT CANYON DEL RIO
PRELIMINARY PLAT
PRELIMINARY RESOURCE PROTECTION PLAN(1)
COCONINO COUNTY FLAGSTAFF, AZ

JOB NO.:	225048
DESIGN BY:	ELK
DRAWN BY:	CTO
CHECKED:	ELK/AS
DATE:	OCTOBER 2025

DWG. NR.01
SHEET 11 OF 15

FILE: R:\2025\225048\DRAWINGS\PLATS\PRELIMINARY\C-NRPP.DWG COCONNELL
PLOTTED: Oct 09, 2025-6:31am

STEEP SLOPE RESOURCES - PARCEL Q1/Q2 & R3	
STEEP SLOPE RESOURCES 17-24.99%	RESIDENTIAL
REQUIRED PRESERVATION RATE FOR 17-24.99%	66.5% OF SLOPE AREA
SLOPE AREA WITHIN SUBJECT PARCEL (SF) FOR 17-24.99%	54,684
REQUIRED PRESERVATION (SF)	38,279
PRESERVED SLOPE (SF)	20,658
PRESERVATION RATE WITHIN PARCEL Q1/Q2 & R3	38%
EXCESS PRESERVED SLOPE FOR 17-24.99% (SF)	0
SLOPE RESOURCES USED FROM SLOPE RESOURCE BUDGET	-17,621
STEEP SLOPE RESOURCES 25-34.99%	RESIDENTIAL
REQUIRED PRESERVATION RATE FOR 25-34.99%	76% OF SLOPE AREA
SLOPE AREA WITHIN SUBJECT PARCEL (SF) FOR 24.99-34.99%	8,490
REQUIRED PRESERVATION (SF)	6,452
PRESERVED SLOPE (SF)	7,578
PRESERVATION RATE WITHIN PARCEL Q1/Q2 & R3	89%
EXCESS PRESERVED SLOPE FOR 25-34.99% (SF)	0
SLOPE RESOURCES USED FROM SLOPE RESOURCE BUDGET	1,126
STEEP SLOPE RESOURCES >35%	RESIDENTIAL
REQUIRED PRESERVATION RATE FOR >35%	100% OF SLOPE AREA
SLOPE AREA WITHIN SUBJECT PARCEL (SF) FOR >35%	0
REQUIRED PRESERVATION (SF)	0
PRESERVED SLOPE (SF)	0
PRESERVATION RATE WITHIN PARCEL Q1/Q2 & R3	0
EXCESS PRESERVED SLOPE FOR >35% (SF)	0
SLOPE RESOURCES USED FROM SLOPE RESOURCE BUDGET	0
TOTAL SLOPE RESOURCES	RESIDENTIAL
TOTAL EXCESS PRESERVED SLOPE AREA (SF)	**-16,496**

FOREST RESOURCES - PARCEL Q1/Q2 & R3	
TREE CANOPY AREA OUTSIDE OF SLOPE RESOURCES	RESIDENTIAL
REQUIRED PRESERVATION RATE	47.5% OF CANOPY AREA
TREE CANOPY AREA OUTSIDE OF SLOPE RESOURCES WITHIN SUBJECT PARCEL (SF)	240,356
REQUIRED PRESERVED TREE CANOPY AREA (SF)	114,169
PRESERVED TREE CANOPY AREA OUTSIDE OF SLOPE RESOURCES (SF)	57,052
PRESERVATION RATE (PRIOR TO SLOPE CONVERSION AND SLOPE TREES)	23.7%
EXCESS PRESERVED SLOPE CONVERSION TO TREE CANOPY AREA	RESIDENTIAL
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	RESIDENTIAL
PRESERVED TREE CANOPY AREA WITHIN SLOPE RESOURCES (SF)	13,230
CONVERSION OF TREE CANOPY AREA WITHIN SLOPE TO EVERY 50 SF	265
AVERAGE TREE CANOPY AREA (SF)	79
CONVERSION OF TREE CANOPY AREA WITHIN SLOPES TO AVERAGE TREE CANOPY (SF)	20,782
25% OF TREE CANOPY WITHIN SLOPE RESOURCES (SF)	5,196
TOTAL FOREST RESOURCES	RESIDENTIAL
TOTAL TREE CANOPY AREA PRESERVED (SF)	62,248
TOTAL PRESERVATION RATE WITHIN PARCEL Q1/Q2 & R3	25.9%
TREE RESOURCES USED FROM TREE RESOURCE BUDGET	51,921
TOTAL REQUIRED PRESERVATION RATE PARCEL Q1/Q2 & R3	**47.5%**

SUMMARY TABLE OF TREE RESOURCES FOR CDR

BLOCK/TRACT	LAND USE ZONE	EXISTING TREE CANOPY (SF)$_1$	REQUIRED TREE PRESERVATION RATE	REQUIRED TREE CANOPY AREA TO BE PRESERVED (SF)$_2$	TREE CANOPY AREA PRESERVED (SF)$_3$	PERCENT TREE CANOPY AREA PRESERVED$_4$	NOTES
RESIDENTIAL							
G	MR	78,775	47.5%	37,418	52,427	66.6%	APPROVED
I	R1	122,718	47.5%	58,291	80,180	65.3%	APPROVED
N	MR	55,314	47.5%	26,274	24,774	44.8%	PROPOSED
O-P	MR	92,028	47.5%	43,713	44,579	48.4%	PROPOSED
Q1/Q2 &R3	MR	240,356	47.5%	114,169	62,248	25.9%	PROPOSED
Q3*	MR	52,121	47.5%	24,757	52,121	100.0%	UNDEVELOPED
R1*	MR	129,291	47.5%	61,413	78,079	60.4%	PROPOSED
R2*	MR	92,937	47.5%	44,145	92,937	100.0%	UNDEVELOPED
R4/R5*	MR	196,682	47.5%	93,424	196,682	100.0%	UNDEVELOPED
S_{10}	R1	151,290	47.5%	71,863	71,863	47.5%	PROPOSED
Y*	MR	702	47.5%	334	702	100.0%	DRAINAGE
ZZ	MR	0	47.5%	0	0	100.0%	DRAINAGE
A	MR	9,378	47.5%	4,455	9,378	100.0%	PUBLIC LANDS
B*	MR	49,971	47.5%	23,736	49,971	100.0%	PUBLIC LANDS
RESIDENTIAL TOTAL:		**1,271,563**	**47.5%**	**603,992**	**815,941**	**64%**	

NOTES:

THE FLAGSTAFF RESOURCE TEXT AMENDMENT HAS BEEN APPROVED BY THE CITY COUNCIL. PER THE DEVELOPMENT AGREEMENT IT HAS BEEN APPLIED RETROACTIVELY TO THE ENTIRE CDR PROPERTY. A REVISED RESOURCE PROTECTION PLAN AND RESOURCE TABLE HAS BEEN SUBMITTED TO THE CITY OF FLAGSTAFF.

1. EXISTING TREE CANOPY INCLUDES TREES WITHIN THE PARCEL OUTSIDE OF SLOPE RESOURCES.

2. THIS IS CALCULATED BASED ON THE EXISTING TREE CANOPY AS DESCRIBED IN NOTE 1.

3. THIS TABLE DOES NOT INCLUDE CREDIT FOR FOREST RESOURCES IN STEEP SLOPE AREA. DURING DEVELOPMENT OF THE INDIVIDUAL SITES, THIS CREDIT MAY BE ADDED TO THE RESOURCE TOTALS. PER 10-20.90.060, UP TO 25 PERCENT OF THE FOREST RESOURCES IN THE STEEP SLOPE AREA MAY BE COUNTED TOWARDS THE REQUIRED AMOUNT OF FOREST RESOURCES FOR THE ENTIRE SITE AT A RATIO OF ONE CREDIT POINT FOR FOREST RESOURCES TO 50 SQUARE FEET OF SLOPE AREA.

4. 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 THESE~~.

~~5. THE COMMERCIAL TREE RESOURCE TARGET IS INDICATED WITH A YELLOW HIGHLIGHT. THE COMMERCIAL TREE RESROUCE BUDGET IS INDICATED WITH AN ORANGE HIGHLIGHT. EACH OF THE COMMERCIAL PARCELS MUST MEET CITY OF FLAGSTAFF TREE RESOURCE PRESERVATION REQUIREMENTS AS INDIVIDUAL STANDALONE DEVELOPMENTS AS DESCRIBED IN NOTE 5. HOWEVER, AT THE COMPLETION OR APPROVAL OF ALL COMMERCIAL DEVELOPMENTS THE BUDGET MUST BE AT OR ABOVE THE TARGET. RESOURCES~~

6. THE RESIDENTIAL TREE RESOURCE TARGET IS INDICATED WITH A GREEN HIGHLIGHT. THE RESIDENTIAL TREE RESROUCE BUDGET IS INDICATED WITH AN BLUE HIGHLIGHT. AT THE COMPLETION OF ALL RESDIENTIAL DEVELOPMENTS THE BUDGET MUST BE AT OR ABOVE THE TARGET.

7. APPROVED OR COMPLETED PARCEL DEVELOPMENTS ARE INDICATED WITH A PURPLE HIGHLIGHT. AS PARCEL DEVELOPMENTS ARE SUBMITTED, THE TABLE ABOVE WILL BE UPDATED TO TRACK PROGRESS OF THE BUDGET VS THE TARGET AS DESCRIBED IN NOTES 7 AND 8.

8. ALL PARCELS, EXCLUDING PHASE 1 ROADWAYS, HAVE BEEN THINNED ACCORDING TO THE FIRE-WISE PROGRAM SINCE THE NRPP WAS APPROVED FOR THE PHASE 1

9. J.W. POWELL BLVD ROADWAY RESOURCES HAVE BEEN REMOVED PER THE AUGUST 2025 CONSTRUCTION PLANS.

10. TRACT S IS DEVELOPED AS PART OF FOURTH STREET SOUTH SINGLE-FAMILY (PZ-22-00210). THIS DEVELOPMENT WILL NOT CONTRIBUTE (DEFICIT OR SURPLUS) TO THE CDR RESOURCE BANK.

*BLOCK/TRACT IMPACTED BY J.W. POWELL BLVD CHANGES PER AUGUST 2025 CONSTRUCTION PLANS.

NOTE: THIS TABLE HAS BEEN UPDATED WITH THIS PLAT TO SEPARATE R2 FROM R2/R3

SUMMARY TABLE OF SLOPE RESOURCES 17-24.99% FOR CDR

BLOCK/TRACT	LAND USE ZONE	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	19,191	66.5%	12,762	12,199	63.6%	APPROVED
I	R1	30,394	66.5%	20,212	26,351	86.7%	APPROVED
N	MR	49,403	66.5%	32,853	29,256	59.2%	PROPOSED
O-P	MR	0	66.5%	0	0	100.0%	PROPOSED
Q1/Q2 & R3	MR	54,684	66.5%	36,365	20,658	37.8%	PROPOSED
Q3	MR	25,939	66.5%	17,250	25,939	100.0%	UNDEVELOPED
R1*	MR	121,480	66.5%	80,784	94,029	77.4%	PROPOSED
R2	MR	108,802	66.5%	72,354	108,802	100.0%	UNDEVELOPED
R4/R5*	MR	227,171	66.5%	151,069	227,171	100.0%	UNDEVELOPED
S_6	R1	22,167	66.5%	14,741	14,741	66.5%	PROPOSED
Y*	MR	5,247	66.5%	3,489	5,247	100.0%	DRAINAGE
ZZ*	MR	6,839	66.5%	4,548	6,839	100.0%	DRAINAGE
A	MR	0	66.5%	0	0	100.0%	PUBLIC LANDS
B*	MR	11,947	66.5%	7,944	11,947	100.0%	PUBLIC LANDS
RESIDENTIAL TOTAL:		**683,265**	**66.5%**	**454,371**	**583,180**	**85%**	

SUMMARY TABLE OF SLOPE RESOURCES 25-34.99% FOR CDR

BLOCK/TRACT	LAND USE ZONE	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	60,480	76%	45,965	50,892	84.1%	APPROVED
I	R1	13,556	76%	10,303	12,997	95.9%	APPROVED
N	MR	1,631	76%	1,240	1,171	71.8%	PROPOSED
O-P	MR	0	76%	0	0	100.0%	PROPOSED
Q1/Q2 & R3	MR	8,490	76%	6,452	7,578	89.3%	PROPOSED
Q3	MR	7,277	76%	5,530	7,277	100.0%	UNDEVELOPED
R1*	MR	7,506	76%	5,705	4,550	60.6%	PROPOSED
R2	MR	2,608	76%	1,982	2,608	100.0%	UNDEVELOPED
R4/R5	MR	44,031	76%	33,464	44,031	100.0%	UNDEVELOPED
S_6	R1	36,061	76%	27,406	27,406	76.0%	PROPOSED
Y	MR	0	76%	0	0	100.0%	DRAINAGE
ZZ	MR	0	76%	0	0	100.0%	DRAINAGE
A	MR	3,972	76%	3,019	3,972	100.0%	PUBLIC LANDS
B*	MR	15,832	76%	12,033	15,832	100.0%	PUBLIC LANDS
RESIDENTIAL TOTAL:		**201,445**	**76%**	**153,098**	**178,314**	**89%**	

SUMMARY TABLE OF SLOPE RESOURCES +35% FOR CDR

BLOCK/TRACT	LAND USE ZONE	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	2,544	100%	2,544	2,544	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 & R3	MR	0	100%	0	0	100.0%	PROPOSED
Q3	MR	0	100%	0	0	100.0%	UNDEVELOPED
R1	MR	0	100%	0	0	100.0%	PROPOSED
R2	MR	0	100%	0	0	100.0%	UNDEVELOPED
R4/R5	MR	70,481	100%	70,481	70,481	100.0%	UNDEVELOPED
S_6	R1	75,953	100%	75,953	75,953	100.0%	PROPOSED
Y	MR	0	100%	0	0	100.0%	DRAINAGE
ZZ	MR	0	100%	0	0	100.0%	DRAINAGE
A	MR	14,023	100%	14,023	14,023	100.0%	PUBLIC LANDS
B*	MR	119,822	100%	119,822	119,822	100.0%	PUBLIC LANDS
RESIDENTIAL TOTAL:		**290,875**	**100%**	**290,875**	**290,875**	**100%**	

NOTES:

THE FLAGSTAFF RESOURCE TEXT AMENDMENT HAS BEEN APPROVED BY THE CITY COUNCIL. PER THE DEVELOPMENT AGREEMENT IT HAS BEEN APPLIED RETROACTIVELY TO THE ENTIRE CDR PROPERTY. A REVISED RESOURCE PROTECTION PLAN AND RESOURCE TABLE HAS BEEN SUBMITTED TO THE CITY OF

1.EXISTING SLOPE AREA INCLUDES SLOPE WITHIN THE PARCEL WITH THE REGIONAL DETENTION AND PUBLIC ROADS REMOVED.

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

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 OF ALL RESDIENTIAL 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 SUBMITTED, THE TABLE ABOVE WILL BE UPDATED TO TRACK PROGRESS OF THE BUDGET VS THE TARGET AS DESCRIBED IN NOTES 4.

6. TRACT S IS DEVELOPED AS PART OF FOURTH STREET SOUTH SINGLE-FAMILY (PZ-22-00210). THIS DEVELOPMENT WILL NOT CONTRIBUTE (DEFICIT OR SURPLUS) TO THE CDR RESOURCE BANK.

*BLOCK/TRACT IMPACTED BY J.W. POWELL BLVD CHANGES PER AUGUST 2025 CONSTRUCTION PLANS.

NOTE: THIS TABLE HAS BEEN UPDATED WITH THIS PLAT TO SEPARATE R2 FROM R2/R3

	COMMERCIAL TARGET
	APPROVED DEVELOPMENT
	COMMERCIAL TREE RESOURCE BUDGET
	RESIDENTIAL TREE RESOURCE BUDGET
	RESIDENTIAL TARGET
	PROPOSED DEVELOPMENT

Contact Arizona 811 at least two full working days before you begin excavation

ARIZONA 811

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NO.	DATE	BY	REVISION
1.	6/24/25		CITY SUBMITTAL
2.	8/28/25		CITY SUBMITTAL
3.	10/9/25		CITY SUBMITTAL

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PRELIMINARY

NOT FOR CONSTRUCTION, BIDDING OR RECORDING

THE TERRACE AT CANYON DEL RIO
PRELIMINARY PLAT
PRELIMINARY RESOURCE PROTECTION PLAN(2)
COCONINO COUNTY FLAGSTAFF, AZ

JOB NO.:	225048
DESIGN BY:	ELK
DRAWN BY:	CTO
CHECKED:	ELK/AS
DATE:	OCTOBER 2025
DWG.	NR.02
SHEET	12
OF	15

FILE: R:\2025\225048\DRAWINGS\PLATS\PRELIMINARY\C-NRPP.DWG COCONNELL

PLOTTED: Oct 09, 2025-9:26am

Zoning Code Landscape Requirements

AREA	QUANTITY	TREES REQUIRED	SHRUBS REQ'D	GROUNDCOVER REQ'D
Interior Street (Parkway)	8,166 LF	1 per 45 LF = 182 182 Trees Provided	N/A	N/A
Plant Totals Required/Provided		182 Trees Required, 182 Trees Provided	0 Shrubs Required, 12 Shrubs Provided	0 GCs Required, 20 GCs Provided

NOTES: Interior street parkway trees to be installed at the completion of home construction for each individual lot. Irrigation for the trees to be provided by homeowner's irrigation system. Exact tree locations may be adjusted during the design of the site plan or landscape plan for the home of each individual lot. The irrigation for the Parkway trees along Crest Stone will be on it's own drip irrigation system and installed with the development of that road.

General Notes

All newly planted ground covers, shrubs, and trees will receive drip irrigation from an automatic drip irrigation system with backflow prevention and rain sensor. No hydrozones, turf areas, or other oasis areas are proposed.

GRADING
The grades and contours shown are to the finish grade of the project. The finish grade is to the top of the final landscaping. For all mulch and soil amendments to be installed, the contractor is required to verify that the top of the ground cover matches grades on the plans.

CoF 13-06-007-0004 LANDSCAPING NOTES
Planting needs to occur during the months that irrigation systems are in operation. Therefore, planting may occur between April 1 and September 30.

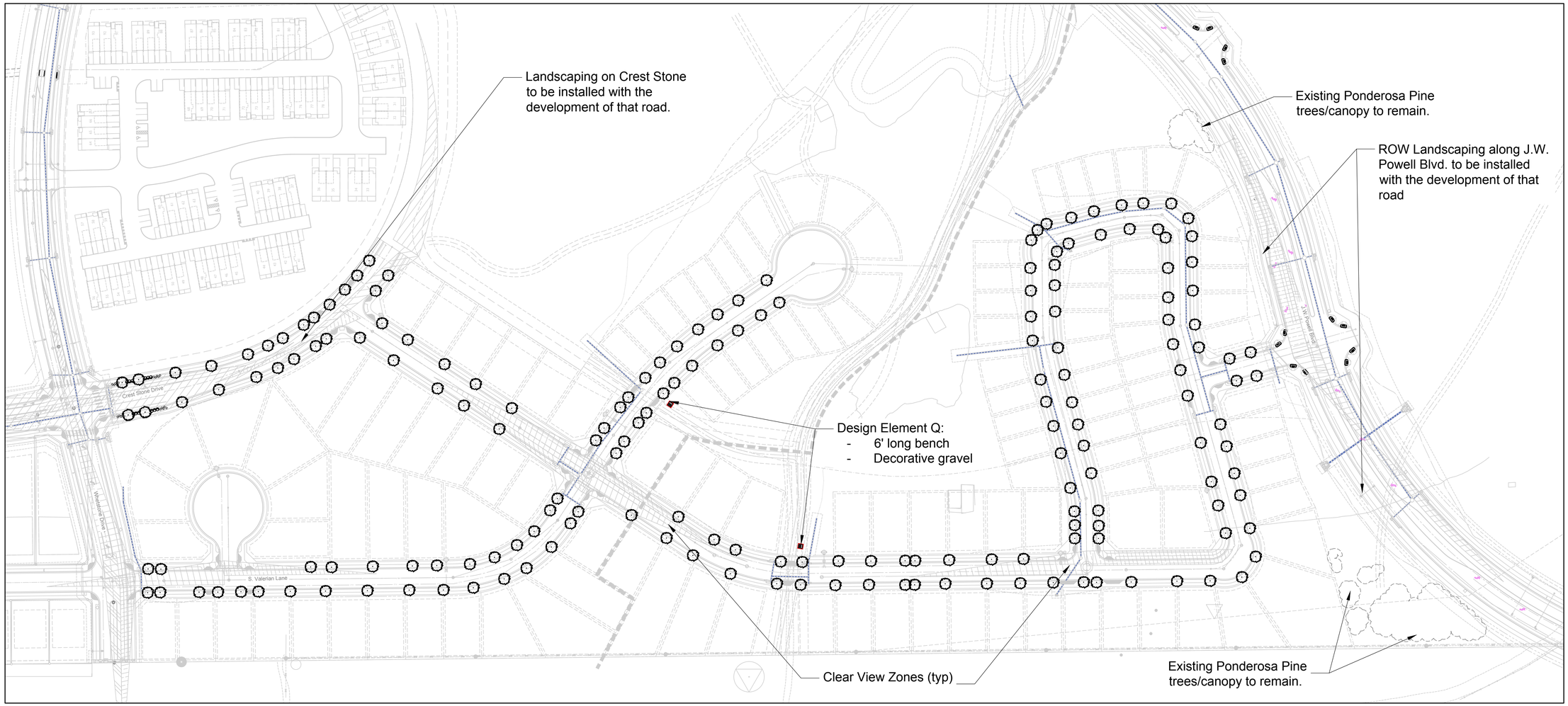
Tree and Shrub Installation
1. Soil excavated from the planting pit shall be typically considered acceptable as backfill material for planting.
2. All containers shall be removed prior to plant installation in a manner that does not disturb the potted soil or root ball.
3. Set the root ball on six (6) inches of firm planting soil, plumb and in the center of the pit with the root ball crown slightly above the same elevation as adjacent finished landscape grades. Remove any wire, twine, burlap, or other material from the upper one third of the root ball of balled and burlapped stock. Wire baskets and synthetic burlap shall be completely removed after the root ball has been placed in its final location.
4. Once plant is set, place backfill material around base and sides of root ball and work each layer to settle backfill and eliminate voids. When backfilling is 2/3 complete, water thoroughly. Place the remainder of the backfill and repeat watering until no more is absorbed. Place the final layer of backfill and water.
5. Two to three inches of specified mulch shall be placed in the area disturbed by excavation of the planting well.

Groundcover Installation
Prior to planting activities, completely remove existing weeds, including roots. Immediately prior to installation, cultivate groundcover areas to a depth of six (6) inches and grade smoothly and uniformly. Plant groundcover so the root crown is at or slightly above the bed's finish grade. After planting of groundcover and prior to mulching, spread pre-emergent weed control over planting bed soil surface per manufacturer's written directions. Install the specified mulch to a depth of two (2) inches over the entire groundcover bed.

Landscape Completion
1. Prune dead or damaged branches, making all cuts at branch collar. Maintain the natural habit, shape and specified size. Remove all tags, labels, and other material.

Landscape Materials, Quantities and Remarks

QTY	SYMBOL	DESCRIPTION
180 SF		1/2" Decorative Gravel
2		6' In ground mount steel bench or approved equal



North

Scale: 1" = 80'
0' 40' 80' 160' 240'

MORNING Dew
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Flagstaff, AZ 86004
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The Terrace at Canyon Del Rio

Flagstaff, AZ

Contact Arizona 811 at least two full working days before you begin excavation
ARIZONA811
Call 811 or click Arizona811.com

Date	Revisions	By

Drawn by: DB
Checked by: DB
Drawing Date: 10-9-2025
Submittal Dates: 10-9-2025
Phase: Preliminary Plat
COF Project/APN Number: 106-08-043

Landscape Plan

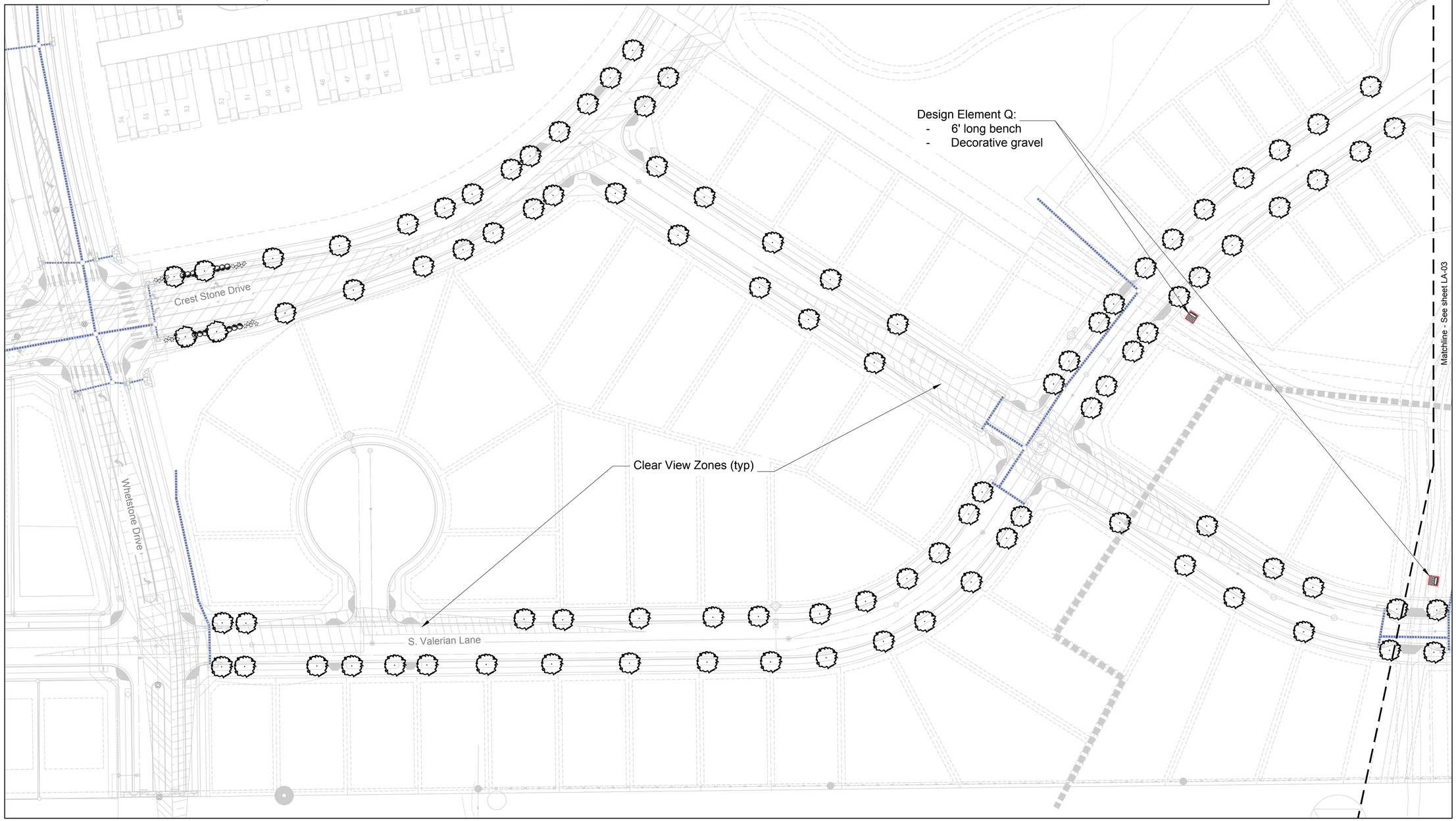
LA-01

Plant List

QTY	SYMBOL AND NAME	SPECS	SIZE (HxW), NOTES
296 INTERIOR STREET TREES			
	Acer ginnala / Amur maple	2" caliper	15' x 15', Naturalized
	Acer freemanii / Freeman's maple	2" caliper	50' x 30', Naturalized
	Crataegus spp. / Hawthorn	2" caliper	25' x 25', Naturalized
	Fraxinus pennsylvanica / Patmore Ash	2" caliper	40' x 25', Naturalized
	Malus spp. / Flowering Crabapple	2" caliper	15' x 15', Naturalized
	Plantus x acerifolia / London Planetree	2" caliper	30' x 25', Naturalized

QTY	SYMBOL AND NAME	SPECS	SIZE (HxW), NOTES
12 SHRUBS			
	Chamaebatiaria millefolium / Fernbush	5 gallons	4' x 4', Native
	Fallugia paradoxa / Apache plume	5 gallons	4' x 4', Native
	Physocarpus spp. / Ninebark	5 gallons	4' x 4', Native
	Prunus besseyi / Western sandcherry	5 gallons	3' x 3', Native
	Rhus trilobata / Three-leaf sumac	5 gallons	4' x 4', Naturalized

QTY	SYMBOL AND NAME	SPECS	SIZE (HxW), NOTES
20 GROUNDCOVER			
	Achillea lanulosa / Western yarrow	1 gallon	18" x 18", Native
	Aquilegia chrysantha / Golden Columbine	1 gallon	18" x 18", Native
	Mahonia repens / Creeping Holly	1 gallon	24" x 36", Native
	Nepeta faassenii / Catmint	1 gallon	12" x 18", Naturalized



North

Scale: 1" = 40'

0' 20' 40' 80' 120'

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The Terrace at Canyon Del Rio

Flagstaff, AZ

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Date	Revisions	By

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Submittal Dates: 10-9-2025
Phase: Preliminary Plat
COF Project/APN Number: 106-08-043

Landscape Plan

LA-02

Existing Ponderosa Pine tree trees/canopy to remain.

Matchline - See sheet LA-02

J.W. Powell Blvd

Design Element Q:
- 6' long bench
- Decorative gravel

Clear View Zones (typ)

Existing Ponderosa Pine tree trees/canopy to remain.

North

Scale: 1" = 80'

0' 40' 80' 160' 240'

Plant List

QTY	SYMBOL AND NAME	SPECS	SIZE (HxW), NOTES
296 INTERIOR STREET TREES			
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	Fraxinus pennsylvanica / Patmore Ash	2" caliper	40' x 25', Naturalized
	Malus spp. / Flowering Crabapple	2" caliper	15' x 15', Naturalized
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12 SHRUBS			
	Chamaebatiaria millefolium / Fernbush	5 gallons	4' x 4', Native
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20 GROUNDCOVER			
	Achillea lanulosa / Western yarrow	1 gallon	18" x 18", Native
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The Terrace at Canyon Del Rio

Flagstaff, AZ

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Date	Revisions	By

Drawn by: DB
Checked by: DB
Drawing Date: 10-9-2025
Submittal Dates: 10-9-2025
Phase: Preliminary Plat
COF Project/APN Number: 106-08-043

Landscape Plan

LA-03

The Terrace at Canyon Del Rio

Request for Planned Residential Development Allowances

City Council| November 18, 2025

Ben Mejia | Senior Planner

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Request Overview

- Canyon del Rio II, LLC requests Planned Residential Development (PRD) allowances for “The Terrace at Canyon del Rio”
- 129-lot subdivision on a 33.35-acre development site using PRD standards.
- The development will be located on two parcels within the Canyon del Rio development area in the Medium Density Residential (MR) and Single Family Residential (R1) zones within the RPO. Both parcels are within the Resource Protection Overlay (RPO).

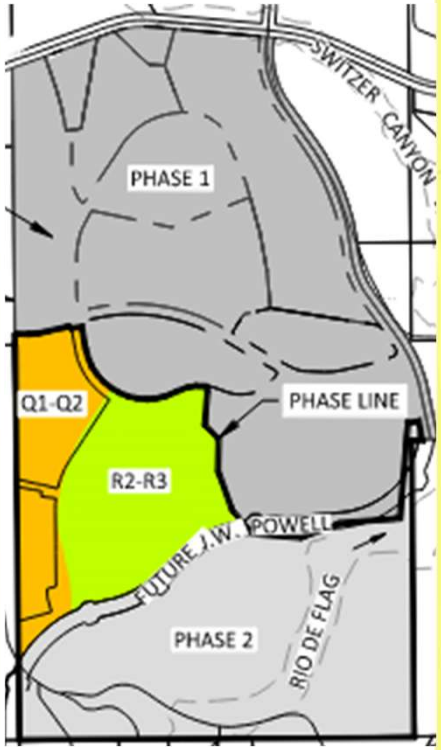
Vicinity Map

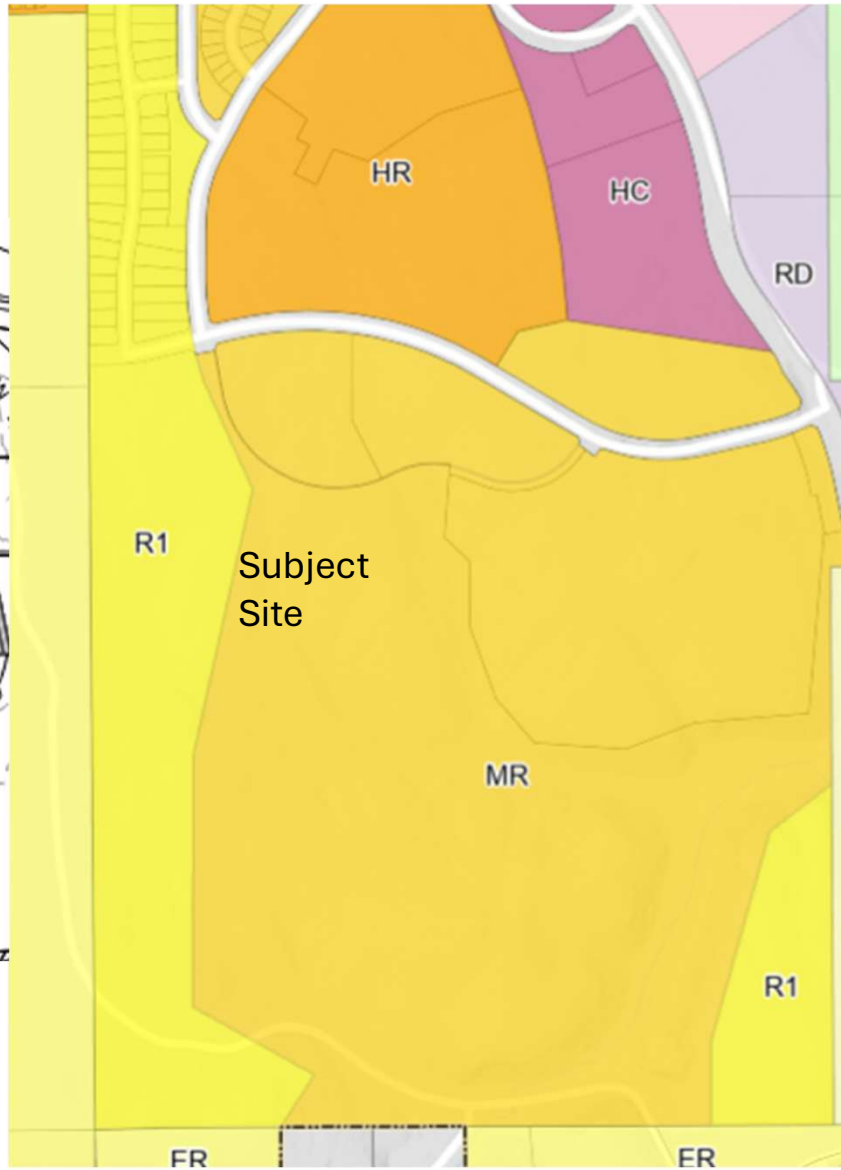
North: Single-Family Subdivision (R1); Vacant land (MR)

West: Travel Accommodations (R1)

South: Vacant land (R1 and MR)

East: Vacant land (ER)





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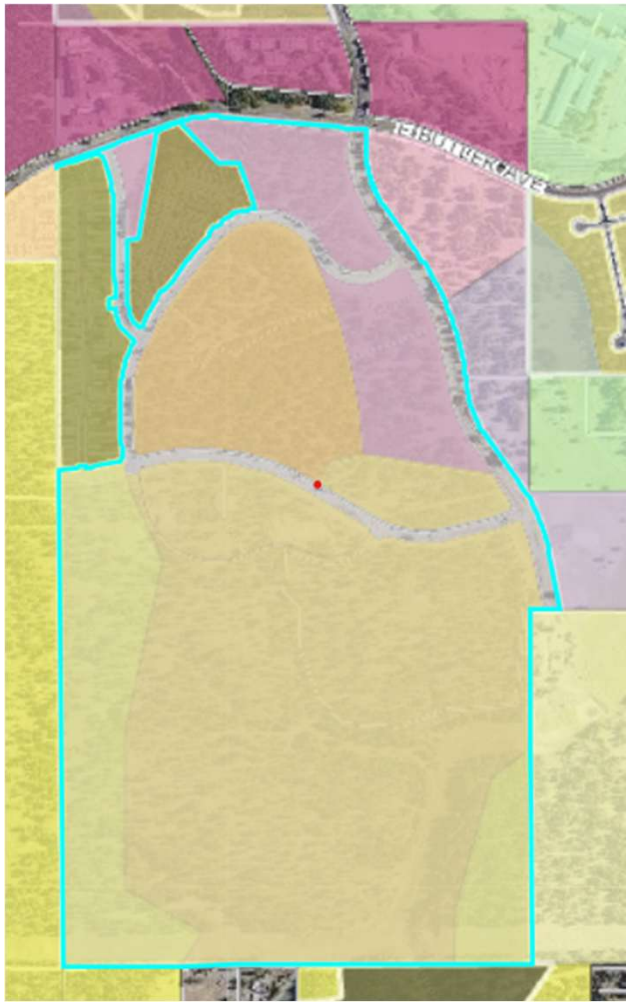
Background

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.
- 261-acre site consisting of:
  - 1,426 residential dwelling units, variety of housing types
  - 225,000 square feet of commercial development
- Includes two parcels of land proposed in the Canyon del Rio Phase 2 block plat and is currently a portion of Tract Z of the Canyon del Rio Phase 1 Final Block Plat (APN: 106-08-094).
- The City Council approved the preliminary plat for Canyon del Rio Phase 2 on September 2, 2025. The development site is Block Q1-Q2 and Block R2-R3 of Canyon del Rio Phase 2.
- City Staff approved the Preliminary Plat on October 22, 2025 based on conformance with all relevant development standards.



PRD - Development Standards

Meets Zoning Code Standards for PRD in the R1 and MR Zones

- This PRD results in 129 single-family residential lots within the R1 and MR zones. 79 lots will apply PRD standards for the R1 zone, 50 lots will apply PRD standards for the MR zone. The subdivision proposes one future residential development tract, Tract R2, which is excluded from the PRD.
- The proposed lot sizes in this subdivision vary from approximately 3,162 square feet to approximately 16,128 square feet, meeting minimum lot sizes for the PRD standards of the R1 and MR zones.

Development Standard	R1	MR
Minimum Lot Area	2,000 sf	2,000 sf
Maximum Lot Coverage	70%	80%
Minimum Lot Width	20'	20'
Minimum Lot Depth	50'	50'
Front Setback	5', 20' parking	5', 20' parking
Side Setback	3', 10' street side	3', 10' street side
Rear Setback	3'	3'

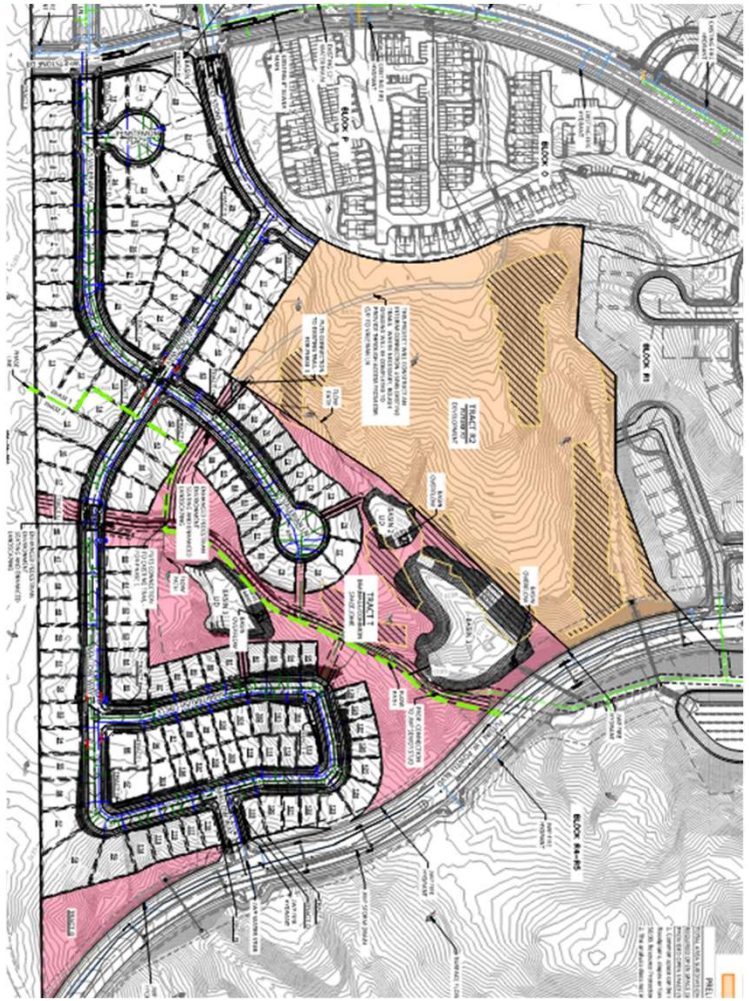
PRD - Common Space

Common Space Requirements for PRD

- PRDs are required to provide a minimum of 15% of gross site area as common space. The proposal provides 7.16 acres or 21.8% of common space.

Legend

- Pink = Common Space
- Orange = Future Development Tract



PRD – Design Elements

PRDs require the applicant to 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:

F. Significant traffic calming design features selected from the Engineering design standards and specifications for new infrastructure (table 13-10-011-02 – new design and retrofit of existing streets) as approved by the City Engineer (two points).

The subdivision plat includes two neighborhood traffic circles serving as traffic calming along Mallow Way at the intersections of S Valerian Lane and Rabbitbrush Circle. A choker is incorporated at the mid-block crossing of the FUTS trail across Mallow Way.

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.

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

The proposal includes two outdoor seating areas, including a bench and landscaping. This project will be developed in two phases, with an outdoor seating area in each phase.

Staff Recommendation

Staff recommend the City Council approve the use of PRD standards.

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Ben Mejia, Planner

Date: 11/13/2025

Meeting Date: 11/18/2025

TITLE:

Consideration and Approval of Planned Residential Development Allowances: Burch 6, LLC and Canyon del Rio II, LLC request Planned Residential Development (PRD) allowances for "Fourth St S Single Family", a 113-lot single-family subdivision. The development site will be located on two parcels. One of the parcels is within the Canyon del Rio development area. Both parcels are within the Resource Protection Overlay (RPO).

STAFF RECOMMENDED ACTION:

Staff recommend the City Council approve the use of PRD standards.

Executive Summary:

Burch 6, LLC and Canyon del Rio II, LLC request Planned Residential Development (PRD) allowances for "Fourth St S Single Family", a 113-lot single-family subdivision. The development site is a 70.44-acre area consisting of two parcels of land. One parcel is 800 N Fourth St (APN: 106-08-003F), a 57.4-acre parcel in the RR zone. This parcel is outside of the boundaries of Canyon del Rio and therefore was not reviewed for conformance with the Canyon del Rio Development Agreement. The second parcel is "Tract S", a 13.04-acre portion of Tract Z of the Canyon del Rio Phase 1 Final Block Plat (APN: 106-08-094) in the Single-Family Residential (R1) zone and Medium Density Residential (MR) zone. This parcel is proposed in the Canyon del Rio Phase 2 Block Plat and will be created with the recordation of the Phase 2 Final Block Plat.

Financial Impact:

There are no financial impacts associated with this request.

Policy Impact:

There are no policy impacts affiliated with this request.

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. The City Council approved the preliminary block plat for Canyon del Rio Phase 2 on September 2, 2025.

Options and Alternatives to Recommended Action:

Consideration of use of PRD Standards:
Approve the PRD with no conditions as recommended by staff.
Approve the PRD with conditions.
Deny the PRD based on compliance with the Zoning Code.

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 residential unit types combined with commercial service and open space on 261 acres.

Connection to PBB Priorities and Objectives:
N/A

Connection to Regional Plan:
N/A

Connection to Carbon Neutrality Plan:
N/A

Connection to 10-Year Housing Plan:
N/A

Attachments:
Staff Report
Application
Narrative
Preliminary Plat
Presentation

PLANNING & DEVELOPMENT SERVICES REPORT
PLANNED RESIDENTIAL DEVELOPMENT

PZ-25-000210-03

DATE: October 27, 2025
MEETING DATE: November 18, 2025
REPORT BY: Ben Mejia

REQUEST:
Burch 6, LLC and Canyon del Rio II, LLC request Planned Residential Development (PRD) allowances for "Fourth St S Single Family". The development site will be located on two parcels, one of the parcels is within the Canyon del Rio development area. Both parcels are within the Resource Protection Overlay (RPO).

STAFF RECOMMENDATION:
Staff recommend the City Council approve the use of PRD standards.

PRESENT LAND USE:
The subject site is currently vacant.

PROPOSED LAND USE:
"Fourth St S Single Family" consists of 113 single-family home lots.

NEIGHBORHOOD DEVELOPMENT:
See the attached vicinity map for more information.

North: Vacant Land; Research and Development (RD), Public Facilities (PF)
West: Vacant Land; Medium Density Residential (MR)
South: Single-Family Residential; Estate Residential (ER) and County land
East: Municipal Vacant land; Rural Residential (RR)

STAFF REVIEW:

I. Project Information

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 residential unit types combined with commercial service and open space on 261 acres.

The development site is a 70.44-acre area consisting of two parcels of land. One parcel is 800 N Fourth St (APN: 106-08-003F), a 57.4-acre parcel in the RR zone. This parcel is outside of the boundaries of Canyon del Rio and therefore was not reviewed for conformance with the Canyon del Rio Development Agreement.

The second parcel is "Tract S", a 13.04-acre portion of Tract Z of the Canyon del Rio Phase 1 Final Block Plat (APN: 106-08-094) in the Single-Family Residential (R1) zone and Medium Density Residential (MR) zone. This parcel is proposed in the Canyon del Rio Phase 2 Block Plat and will be created with the recordation of the Phase 2 Final Block Plat. The City Council approved the preliminary plat for Canyon del Rio Phase 2 on September 2, 2025. At the time of this report, Civil engineering plans are currently under review. Canyon del Rio Phase 2 must be recorded prior to the submittal of the

final plat for “Fourth St S Single Family”. The development area known as “Tract S” has been reviewed for conformance with the conditions set out in the Canyon del Rio Development Agreement.

New infrastructure will be provided for the project including new residential local roads (Gunnison Circle, Kayne Circle, Skunk Crossing Lane), new minor collector road (Fourth St), 8” water and sewer lines, and stormwater detention. City Staff approved the Preliminary Plat on October 23, 2025 based on conformance with all relevant development standards.

II. Conformance with City Development Standards

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.

Density was reviewed for conformance with 10-40.30.030 of the Flagstaff Zoning Code as well as the stipulations of the Canyon del Rio Development Agreement for “Tract S”. PRDs allow for clustering of density through alternative development standards; PRDs do not allow for additional density beyond what is permitted in the Zoning Code.

Any preliminary plat utilizing the PRD standards established in Section 10-40.60.280 or modifications to Title 13, Engineering Design Standards and Specifications for New Infrastructure, shall be approved by City Council prior to submission of engineering plans. (11-20.40.030.E.5)

A. Planned Residential Development Standards (10.40.60.280)

i. Development Standards for PRDs within the R1 and RR zone

This PRD results in 113 single-family residential lots within the R1 and RR zones. 26 lots will apply PRD standards for the R1 zone, 87 lots will apply PRD standards for the RR zone. Split-zoned lots apply the more restrictive PRD standard. While a portion of “Tract S” has MR zoning, no lots have utilized the development standard for the MR zone.

The proposed lot sizes in this subdivision vary from approximately 6,514 square feet to approximately 42,149 square feet, meeting minimum lot sizes for the PRD standards of the R1 and RR zones. This development complies with the building form and placement standards for the R1 and RR zones utilizing PRD standards (Division 10-40.60.280 of the Zoning Code).

Development Standard	RR	R1
Minimum Lot Area	2,500 sf	2,000 sf
Maximum Lot Coverage	50%	70%
Minimum Lot Width	30'	20'
Minimum Lot Depth	50'	50'
Front Setback	12', 20’ parking	5', 20’ parking
Side Setback	5', 10’ street side	3', 10’ street side
Rear Setback	12'	3'

ii. Common Space
PRDs are required to provide a minimum of 15% of gross site area as common space. The proposal provides 31.1 acres or 44% of common space. The common space includes HOA maintained tracts and lands to be dedicated to the City for preservation of floodplain. The segment of FUTS planned through the land that will be dedicated by the City will be developed by the City.

iii. PRD Design Elements
PRDs require the applicant to 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:

F. At least 50 percent of the required resources per Division 10-50.90 are maintained within Common Space areas outside of individual lots (two points).
A preliminary Natural Resource Protection Plan was submitted with the application that shows conformance with this design element.

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.

Q. Subdivision includes enhanced pedestrian environments including outdoor seating areas or larger landscaping areas. (one point).
The proposal includes two outdoor seating areas, including a bench and landscaping.

Recommendation
Staff recommend the City Council approve the use of PRD standards.

Attachments:
- Application
- Narrative
- Preliminary Plat

Date Received	**Application for Subdivision Review**	File Number

Property Owner(s) Burch 6, LLC & CDR Land Investors II, LLC		**Phone** 602-614-5574 pburch@metlandco.com
Mailing Address 6245 N. 24th Parkway, Suite 207 Phoenix, AZ 85016	3101 N. Central Ave, Suite 1600 Phoenix, AZ 85012	**Email** bburch@metlandco.com brhoton@capstonehomesaz.com
Applicant(s) SAME AS OWNER		**Phone**
Mailing Address	**City, State, Zip**	**Email**
Project Representative Ardurra - attn: Alicia Stoffers, PE		**Phone** 928-773-0354
Mailing Address 110 W. Dale Ave.	**City, State, Zip** Flagstaff, AZ 86001	**Email** astoffers@ardurra.com

Requested Review	☒ **Preliminary Plat**	☐ **Final Plat**
Project Name: FOURTH STREET SOUTH SINGLE FAMILY	**Site Address** not yet assigned	**Parcel Number** 106-08-003F & 106-08-043
Proposed Use Residential - single family	**Existing Use** undeveloped	**Subdivision, Tract & Lot Number** 106-08-043 is known as Tract Z of the CDR final block plat - segment for this project known as Tract S of the CDR Phase 2 Preliminary block plat

Zoning District RR & R1	**Regional Plan Category** suburban - future	**Flood Zone** Zone X & AE	**Size of Site (Sq. ft. or Acres)** 70.53 AC

Property Information:

☐ Yes ☒ No Located in an existing Local/National Historic District? (Name:_____)

☐ Yes ☒ No Existing structures are over 50 years old at the time of application?

☒ Yes ☐ No Subject property is undeveloped land?

Surrounding Uses	North	South	East	West
(Res, Com, Ind)	PF & R/D	RES	RES	RES

Proposed Use:	Number of Lots	Number of Units	Number of acres per use	Building Square Feet
RES	111 Lots +22 Tracts=133		70.53 AC	

Incomplete submittals will not be scheduled.

Property Owner Signature: (required)	Date:	Applicant Signature:	Date:
Peter Burch	3/13/25		

For City Use

Date Filed:	**Case Number (s)**	
Council Meeting Date:		
Fee Receipt Number:	**Amount:**	**Date:**

Action By City Council:

- ☐ **Approved**
- ☐ **Denied**
- ☐ **Continued**

Date Received	Application for Subdivision Review	File Number

Property Owner(s) Burch 6, LLC & CDR Land Investors II, LLC		**Phone** 602-614-5574 pburch@metlandco.com
Mailing Address 6245 N. 24th Parkway, Suite 207 Phoenix, AZ 85016	3101 N. Central Ave, Suite 1600 Phoenix, AZ 85012	**Email** bburch@metlandco.com brhoton@capstonehomesaz.com
Applicant(s) SAME AS OWNER		**Phone**
Mailing Address	**City, State, Zip**	**Email**
Project Representative Ardurra - attn: Alicia Stoffers, PE		**Phone** 928-773-0354
Mailing Address 110 W. Dale Ave.	**City, State, Zip** Flagstaff, AZ 86001	**Email** astoffers@ardurra.com

Requested Review	☒ **Preliminary Plat**	☐ **Final Plat**
Project Name: FOURTH STREET SOUTH SINGLE FAMILY	**Site Address** not yet assigned	**Parcel Number** 106-08-003F & 106-08-043
Proposed Use Residential - single family	**Existing Use** undeveloped	**Subdivision, Tract & Lot Number** 106-08-043 is known as Tract Z of the CDR final block plat - segment for this project known as Tract S of the CDR Phase 2 Preliminary block plat

Zoning District RR & R1	**Regional Plan Category** suburban - future	**Flood Zone** Zone X & AE	**Size of Site (Sq. ft. or Acres)** 70.53 AC

Property Information:

☐ Yes ☒ No Located in an existing Local/National Historic District? (Name:_____)
☐ Yes ☒ No Existing structures are over 50 years old at the time of application?
☒ Yes ☐ No Subject property is undeveloped land?

Surrounding Uses	**North**	**South**	**East**	**West**
(Res, Com, Ind)	PF & R/D	RES	RES	RES

Proposed Use:	**Number of Lots**	**Number of Units**	**Number of acres per use**	**Building Square Feet**
RES	111 Lots +22 Tracts=133		70.53 AC	

Incomplete submittals will not be scheduled.

Property Owner Signature: (required)	**Date:**	**Applicant Signature:**	**Date:**
same			3-3-25

For City Use

Date Filed:	**Case Number (s)**	
Council Meeting Date:		
Fee Receipt Number:	**Amount:**	**Date:**

Action By City Council:

☐ **Approved**

☐ **Denied**

☐ **Continued**

PROJECT NARRATIVE
For
FOURTH STREET SOUTH SINGLE-FAMILY
PRELIMINAR PLAT SUBMITTAL

Ardurra Project # 223274

Section 13, T 21 N, R 7 E, G&SRM
City of Flagstaff,
Coconino County, Arizona

Prepared for:

Burch 6, LLC
6245 N. 24th Parkway, Suite 207
Phoenix, AZ 85016

CDR Land Investors II, LLC
3101 N. Central Ave, Suite 1600
Phoenix, AZ 85012

Prepared by:

Ardurra Inc.
110 W. Dale Avenue
Flagstaff, AZ 86001
(928) 773-0354

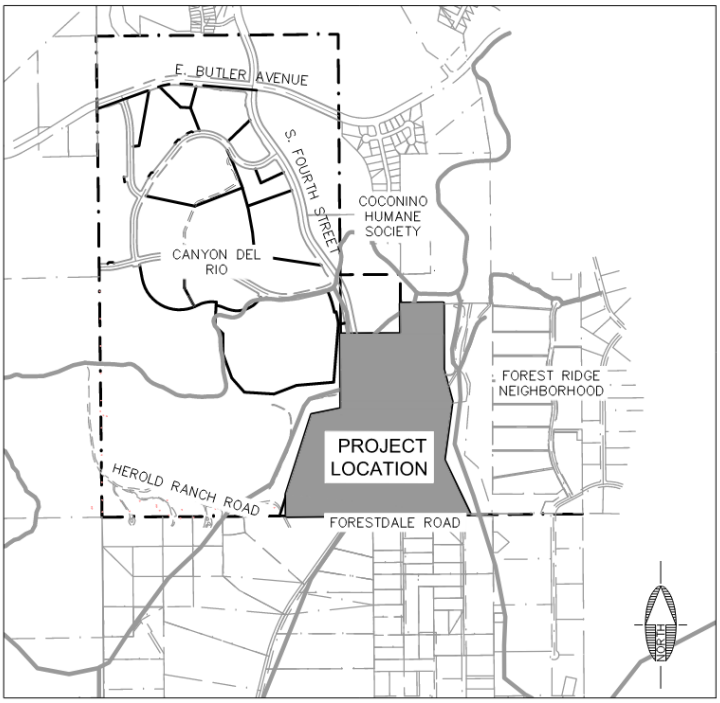
Submitted: April 1, 2025

INTRODUCTION

In partnership, Burch 6, LLC (Burch) and CDR Land Investors II, LLC (CDRLI) are proposing a new 110 lot subdivision called Fourth Street South Single-Family ("Project"). The project is located southeast of the Canyon Del Rio (CDR) subdivision, south of the southern extent of S Fourth Street and north of E Forestdale Road. See the Vicinity Map below. Access to the site will be provided by a new connection to S Fourth Street by way of the future extension of JW Powell Blvd, as well as a connection to Forestdale Road. The Project location includes APN 106-08-003F (+/- 57.4 acres) and a portion of APN 106-08-043 (+/- 13.04 acres). APN 106-08-043 is known as Tract Z (+/- 119.6 acres) of the CDR Final Block Plat. The portion included in this project is known as Tract S of the CDR Preliminary Block Plat. The CDR Phase 2 Final Block Plat which will officially subdivide Tract S from Tract Z, is running concurrent to this application.

Fourth Street South Single-Family development will include 110 single-family lots. The property is currently zoned Rural Residential (RR) (APN 106-08-003F) and Single-Family Residential (R1) (106-08-043).

Refer to the Preliminary Plat for the proposed subdivision layout.



VICINITY MAP
N.T.S.

PROJECT LOCATION

The Project is located within Assessor's Parcel 106-08-003F and 106-08-043. This Preliminary Plat application is specifically for 110 single family lots with a minimum lot size of 65-ft wide by 100-ft long. The project site is positioned in Section 13, Township 21 North, and Range 7 East, of the Gila and Salt River Meridian, City of Flagstaff, Coconino County, Arizona.

PROJECT DESCRIPTION

The landowners intend to build a 110-lot subdivision to provide more housing opportunities to the Flagstaff community. Ardurra was hired to compile and submit the Preliminary Plat application to the City of Flagstaff to satisfy the requirements of the City's Subdivision Platting process.

This project was previously submitted as a Concept Plat in April of 2024. Since this step has been removed from the Flagstaff subdivision process. This is a new application under the new code.

EXISTING SITE IMPROVEMENTS

The property is undeveloped land.

GENERALIZED LAND USES IN THE VICINITY

To the immediate west, the land is zoned as Medium Density Residential (MR). To the south, there is a County owned parcel that is zoned Agricultural Residential (AR, 1 AC min.) and to the southwest and southeast, Estate Residential (ER). Forest Ridge subdivision is located to the east and zoned as Rural Residential (RR). Coconino Humane Association is located to the north and zoned as Public Facility (PF).

PROPOSED LAND USES

The site is currently zoned Rural Residential (RR) and Single-Family Residential (R1) and will remain as such. The subdivision will be developed as a Planned Residential Development (PRD) per City of Flagstaff Zoning Code Section 10-40.60.280. The chosen design elements for this development are F, K & Q.

- Design Element F (2 points) is achieved by providing a choker per City of Flagstaff Code, Table 13-10-002-02. Please refer to the Grading and drainage sheets where the choker is identified.
- Design Element K (2 points) is provided by preserving more than 50% of required resources in common space areas outside of individual lots. Please refer to NRPP sheets where some of these areas are identified.
- Design Element Q (2 points) is provided in two separate areas as identified on the Plat Overview sheet. The specific type of enhanced pedestrian environment will be decided at Construction Plans.

SITE ACCESS

The main thoroughfare that bisects this development will be a collector roadway that provides all-weather access from Forest Dale Road and Ash Lane to JW Powell Blvd. This collector will cross the Rio de Flag. This collector road is designed to meet City of Flagstaff Engineering Standards. The primary access be from J. W. Powell Blvd with secondary access from Forestdale Rd, which turns into Herold Ranch Road.

A portion of JW Powell Blvd cuts through the northwest corner of this development. CDR has already recorded an access easement for the construction of this minor arterial through an agreement with Burch. City Council has approved the alignment of JW Powell Blvd (JWP) across Canyon del Rio and this corner of Burch. Therefore, this takes precedent over the past Fourt Street alignment. Canyon Del Rio is committed to dedicate Right-of-Way for JWP along this alignment through CDR and Burch. JWP through CDR is currently being designed by Ardurra with a design speed of 40 mph and will meet the City of Flagstaff Engineering Standards.

TENTATIVE PROPOSALS REGARDING UTILITIES

Water – City of Flagstaff
Sewer – City of Flagstaff
Storm Water – City of Flagstaff
Solid Waste – City of Flagstaff
Electric – Arizona Public Service
Gas – Unisource Energy Services

Water/Sewer

Sewer will be provided by a new 8” sewer main throughout the subdivision will connect to the existing 42” sewer main within the Rio De Flag. Each lot will be serviced by a 4” sewer service. All water and sewer improvements identified in the CDR DA phasing matrix for Tract S will also be constructed.

Water service will be provided by a new 8” water line throughout the subdivision which will be internally looped and will connect to the 20” water main proposed to be constructed within the new section of J.W. Powell Boulevard. Two parallel waterlines will be constructed within Pitch to met the requirements of a second source of water for the subdivision. Each lot will be serviced by a ¾” water meter and service.

Dry Utilities

The gas and electric lines proposed to be constructed within the new section of J.W. Powell Boulevard will be connected in order to service this community. The location for such services will be determined in the final design process and coordinated with the franchise utility companies.

Solid Waste
Solid waste will be collected by individual trash bins for each lot. It is assumed the City of Flagstaff will service these trash bins.

MAJOR WASHES AND DRAINAGE WAYS

A Preliminary Drainage Report has been submitted with the Preliminary Plat. The Report demonstrates that the stormwater improvements designed for the site are in accordance with the requirements outlined in the City of Flagstaff Stormwater Management Design Manual (COF-SMDM) and Low Impact Development Manual (COF-LIDM). The City of Flagstaff has approved the concept of the detention basins within the Rio De Flag.

FLOOD HAZARDS
The lots are within Zone X of FEMA Firm Map #04005C6836G, effective September 3, 2010. Zone X is described as areas determined to be outside the 0.2% annual chance floodplain. A portion of the property is within Zone AE of FEMA Firm Map #04005C6836G, effective September 2, 2010. Zone AE is described as areas determined to be within the 0.1%annual chance flood hazard.

A CLOMR and LOMR will be obtained by the developer for the floodplain impacts.

GENERAL LOCATION OF VEGETATION
The site is densely vegetated. Resource protection will conform to the City of Flagstaff Zoning Code for the required tree preservation rates.

Refer to the proposed Natural Resource Protection Plan (NRPP) for the proposed tree resource protection plan. Since the site consists of two separate zonings the preservation requirement differs. The preservation requirement for Tract S (part of Canyon Del Rio Phase 2 Plat) has a reduction applied to it. To account for this difference and to simplify the tracking between the CDR Phase 2 NRPP and this NRPP, two separate tables has been provided on the NRPP sheets.

Landscaping calculations were conducted per the City of Flagstaff Zoning Code. Refer to the Preliminary Plat for the landscape calculations.

SLOPE ANALYSIS
The site slope varies from 2% to 35% throughout the property area. There are slope resources on this project. Refer to the NRPP for the proposed slope protection plan.

Fire Service
Since secondary access for the >30 homes on the western side of the development is not provided these homes will be sprinklered per City of Flagstaff Fire Code 5-02-001.

TRAFFIC
A Traffic Impact Analysis (TIA) has been included with the submittal.

PROPOSED ARRANGEMENT OF LOTS
The subdivision will be accessible from the new section of J.W. Powell Boulevard, Ash Lane, and Forest Dale Road. Internal loop roads will provide access to the lots. Lots will not have driveways off the proposed Minor Collector. Refer to the Preliminary Plat for the proposed layout.

PRESERVATION OF SPECIAL SCENIC LOCATIONS AND VIEW CORRIDORS
Noticeable site views include the San Francisco Peaks. The project will not disrupt any of the scenic views for existing developments.

KNOWN HISTORICAL OR ARCHEOLOGICAL RESOURCES
Included in the submittal is a Cultural resources report.

PENDING LEGAL PROBLEMS
There are no pending legal problems with this project.

LEGAL DESCRIPTION
The legal description for Fourth Street South Single Family is provided on the cover page of the Preliminary Plat and an ALTA is included in this submittal.

PLOTTED: Oct 09, 2025–9:51am

PRELIMINARY PLAT
FOR
FOURTH STREET SOUTH SINGLE FAMILY
FLAGSTAFF, ARIZONA

LOCATED IN SECTION 24, TOWNSHIP 21 NORTH, RANGE 7 EAST OF THE GILA AND SALT RIVER MERIDIAN, COCONINO COUNTY, CITY OF FLAGSTAFF, ARIZONA

PROJECT OWNER/DEVELOPER:

CONTACT: BRIAN BURCH
BURCH 6, LLC.
6245 N. 24TH PARKWAY, SUITE 207,
PHOENIX, AZ 85016

CONTACT: BRIAN RHOTON
CDR LAND INVESTORS II, LLC
3605 S. FLAGSTAFF RANCH ROAD
FLAGSTAFF, AZ 86005

PROJECT ENGINEER:

ARDURRA
CONTACT: ALICIA STOFFERS, P.E.
1801 W. ROUTE 66, SUITE 117
FLAGSTAFF, AZ 86001
(928) 774–4636

SURVEYOR:

ARDURRA
AARON BORLING, RLS #48756
1801 W. ROUTE 66, SUITE 117
FLAGSTAFF, AZ 86001
(928) 774–4636

PROPERTY INFORMATION:

APN# 106–08–003F (±57.4 AC) & PORTION OF 106–08–043, KNOWN AS TRACT Z OF THE CDR FINAL BLOCK PLAT – SEGMENT FOR THIS PROJECT KNOWN AS PARCEL S OF THE CDR PHASE 2 PRELIMINARY BLOCK PLAT (TRACT Z ±119.6 AC, OF WHICH 13.04 AC IS USED FOR THIS BLOCK PLAT)

ZONING: RURAL RESIDENTIAL (RR) & SINGLE–FAMILY RESIDENTIAL (R1)

NUMBER OF LOTS: 113

NUMBER OF TRACTS: 20

GROSS AREA: ±70.44 AC

NET AREA: ±59.13 AC

TOTAL AREA OF ROW: ±11.31 AC

TOTAL AREA OF LOTS: ±27.49 AC

TOTAL AREA OF TRACTS: ±31.64 AC

THE SUBDIVISION WILL BE DEVELOPED AS A PLANNED RESIDENTIAL DEVELOPMENT USING THE 2024 CITY OF FLAGSTAFF PLANNED RESIDENTIAL DEVELOPMENT STANDARDS.

1. 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 41–90000.0002.
2. ALL UTILITIES, INCLUDING STREET LIGHT AND ELECTRIC LINES INSTALLED WITH THIS DEVELOPMENT SHALL BE PLACED UNDERGROUND.
3. DEVELOPMENT AND USE OF THIS SITE WILL CONFORM TO ALL APPLICABLE CITY OF FLAGSTAFF CODES AND ORDINANCES.
4. AN ASSOCIATION WILL BE FORMED AND HAVE THE RESPONSIBILITY FOR MAINTAINING ALL COMMON AREAS TO BE NOTED AS "TRACTS" (INCLUDING LANDSCAPED AREAS AND DRAINAGE FACILITIES).
5. ALL RIGHT–OF–WAYS WITHIN THE SUBDIVISION SHALL BE DEDICATED TO CITY OF FLAGSTAFF.
6. EXCEPT FOR CONSTRUCTION AND IMPROVEMENTS BY GOVERNMENTAL ENTITIES AND CERTIFIED PUBLIC UTILITIES, CONSTRUCTION AND IMPROVEMENTS WITHIN UTILITY EASEMENTS SHALL BE LIMITED TO ONLY THE FOLLOWING: REMOVABLE WOOD, WIRE OR SECTION TYPE FENCING; CONSTRUCTION, STRUCTURES OR BUILDING EXPRESSLY APPROVED IN WRITING BY ALL PUBLIC UTILITIES WHICH USE OR SHALL USE THE UTILITY EASEMENT.

SUMMARY OF TRACTS

HOMEOWNERS ASSOCIATION (HOA)

1. TRACT 'A' INTENDED FOR STREET BUFFER/COMMON SPACE.
2. TRACT 'B' INTENDED FOR STREET BUFFER/COMMON SPACE.
3. TRACT 'C' INTENDED FOR COMMON SPACE, PUBLIC ACCESS AND DRAINAGE.
4. TRACT 'D' INTENDED FOR STREET BUFFER/COMMON SPACE.
5. TRACT 'E' INTENDED FOR STREET BUFFER/COMMON SPACE.
6. TRACT 'F' INTENDED FOR STREET BUFFER/COMMON SPACE.
7. TRACT 'G' INTENDED FOR STREET BUFFER/COMMON SPACE.
8. TRACT 'H' INTENDED FOR STREET BUFFER/COMMON SPACE.
9. TRACT 'I' INTENDED FOR STREET BUFFER/COMMON SPACE.
10. TRACT 'J' INTENDED FOR STREET BUFFER/COMMON SPACE.
11. TRACT 'K' INTENDED FOR STREET BUFFER/COMMON SPACE.
12. TRACT 'L' INTENDED FOR STREET BUFFER/COMMON SPACE.
13. TRACT 'M' INTENDED FOR STREET BUFFER/COMMON SPACE.
14. TRACT 'N' INTENDED FOR STREET BUFFER/COMMON SPACE.
15. TRACT 'O' INTENDED FOR COMMON SPACE, PUBLIC ACCESS AND DRAINAGE.

CITY OF FLAGSTAFF (COF)

16. TRACT 'P' INTENDED FOR STREET BUFFER/COMMON SPACE AND DRAINAGE.
17. TRACT 'Q' INTENDED FOR COMMON SPACE AND FLOODPLAIN. TO BE DEDICATED TO COF.
18. TRACT 'R' INTENDED FOR COMMON SPACE AND FLOODPLAIN. TO BE DEDICATED TO COF.
19. TRACT 'S' INTENDED FOR OPEN SPACE & EXISTING UTILITY EASEMENT.
20. TRACT 'T' INTENDED FOR OPEN SPACE & EXISTING UTILITY EASEMENT.
21. TRACT 'U' INTENDED FOR COMMON SPACE.

DRAINAGE NOTE

LID (VOLUMETRIC REDUCTION) IS REQUIRED FOR THE PROPOSED DEVELOPMENT. THE CITY OF FLAGSTAFF STORMWATER SECTION HAS DETERMINED THAT FOR ALL SITES FOR WHICH LID IS REQUIRED, THE REQUIREMENT TO RETAIN, INFILTRATE, OR REUSE 1–INCH OF RAINFALL WILL BE FOR NEW/ADDITIONAL IMPERVIOUS AREA ONLY. SPECIAL CONSIDERATIONS APPLY TO APN 106–08–043 WHICH IS PART OF THE AREA COVERED BY THE DRAINAGE IMPACT ANALYSIS FOR CANYON DEL RIO. THAT DRAINAGE IMPACT ANALYSIS DETERMINED 1.5–INCHES OF RUNOFF WOULD NEED TO BE CAPTURED FOR THIS PORTION OF THE OVERALL SITE TO ALLEVIATE DOWNSTREAM VOLUMETRIC CONCERNS.

LID (WATER QUALITY TREATMENT) WILL BE PROVIDED OUTSIDE OF THE REGIONAL DETENTION AREAS THAT ARE PROPOSED ON THE PRELIMINARY PLAT. LID FACILITY LOCATIONS ARE DETERMINED WITH THE PRELIMINARY PLAT, AND LID TYPES WILL BE DETERMINED DURING THE FINAL PLAT. THE WATER QUALITY COMPONENTS OF LID ARE PERMITTED IN THE WASH OR FEMA FLOODPLAIN ON PRIVATE LAND. RETENTION IS PERMITTED IN THESE AREAS WITH PROPER DESIGN. TWO RETENTION/DETENTION BASINS ARE PROPOSED WITHIN THE RIO DE FLAG FLOODPLAIN, AND HAS BEEN DESIGNED TO A PRELIMINARY LEVEL TO RELEASE STORMWATER LESS THAN OR EQUAL TO THE PRE–DEVELOPMENT FLOW RATE FOR THE EXISTING CONDITIONS FOR THE 10 YEAR STORM EVENT. VERIFICATION OF FLOWS WILL OCCUR DURING FINAL PLAT PREPARATION. THE PROPOSED DEVELOPMENT WILL FOLLOW THE EXISTING DRAINAGE PATTERNS. A PRELIMINARY DRAINAGE REPORT IS PROVIDED WITH THE PRELIMINARY PLAT.

RESOURCE PRESERVATION

THE PROJECT DOES FALL WITHIN THE CITY OF FLAGSTAFF RESOURCE PROTECTION OVERLAY ZONE. A PRELIMINARY NATURAL RESOURCE PROTECTION PLAN HAS BEEN PROVIDED.

SOURCE OF PROJECT INFORMATION

BOUNDARY AND TOPOGRAPHIC INFORMATION FOR 106–08–043 ACCORDING TO ALTA SURVEY PREPARED BY SHEPHARD–WESNITZER, INC. IN MAY 2003, INSTRUMENT NUMBER 3203783, OFFICIAL RECORDS OF COCONINO COUNTY. BOUNDARY AND TOPOGRAPHIC INFORMATION FOR 106–08–003F ACCORDING TO BOUNDARY SURVEY PREPARED BY AND SHEPHARD–WESNITZER, INC. IN MAY 2023 AND TOPOGRAPHIC SURVEY PREPARED BY LIGHTFORCE MEDIA, LLC IN SEPTEMBER 2023.

LEGAL DESCRIPTION:

APN 106–08–003F & 106–08–043

ASSESSOR'S PARCEL NUMBER 106–08–43 ACCORDING TO INSTRUMENT NUMBER 37176454, OFFICIAL RECORDS OF COCONINO COUNTY, ARIZONA.
ASSESSOR'S PARCEL NUMBER 106–08–003F ACCORDING TO INSTRUMENT NUMBER 3979839, OFFICIAL RECORDS OF COCONINO COUNTY, ARIZONA.

FEMA DESIGNATION

THIS PROJECT IS LOCATED WITHIN ZONES X AND AE OF FEMA FIRM MAP #04005C6817, EFFECTIVE SEPTEMBER 3, 2010. ZONE X IS DESCRIBED AS AN AREA DETERMINED TO BE OUTSIDE THE 500–YR FLOODPLAIN.

BASIS OF BEARING

S 0°29'38" E 1986.10' FROM THE NORTHWEST CORNER OF THE SUBJECT PARCEL, CAP NA PK LS 10684 TAH, TO THE SOUTH QUARTER CORNER OF SECTION S24/25, TOWNSHIP 21 NORTH, RANGE 7 EAST OF THE GILA AND SALT RIVER MERIDIAN, COCONINO COUNTY, ARIZONA.

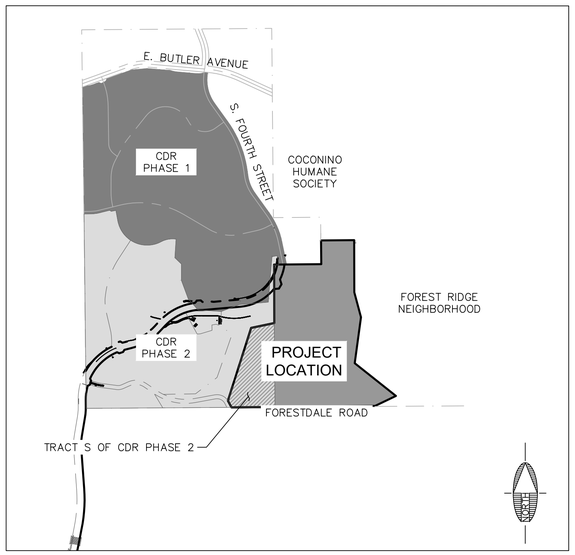
EARTHWORK SUMMARY

EXCAVATION: 22,404 C.Y.
EMBANKMENT: 87,643 C.Y.

THESE PRELIMINARY EARTHWORK VALUES ARE FOR THE CONSTRUCTION OF ROADWAYS AND 10–YR DETENTION BASINS.

FIRE PREVENTION

HOMES ON LOTS 7–49 WILL BE EQUIPPED WITH AN AUTOMATIC FIRE SPRINKLER SYSTEM PER THE INTERNATIONAL FIRE CODE (IFC) AND CITY OF FLAGSTAFF AMENDMENTS TO IFC.



VICINITY MAP
N.T.S.

LEGEND

- EXISTING EASEMENT
- ROAD CENTERLINE
- LOT LINE
- RIGHT–OF–WAY
- PROPERTY LINE
- G — G — EXISTING GAS
- EXISTING EASEMENT
- 8"SS — EXISTING SEWER
- UGE — EXISTING UNDERGROUND ELECTRIC
- 12"W — EXISTING WATER
- EXISTING INTERMEDIATE CONTOUR
- EXISTING INDEX CONTOUR
- PROPOSED EASEMENT
- 30 PROPOSED LOT #
- 8"W PROPOSED WATER
- 8"SS PROPOSED SEWER
- PROPOSED INTERMEDIATE CONTOUR
- PROPOSED INDEX CONTOUR
- PROPOSED TREE
- FIRE HYDRANT
- WM WATER METER
- S SEWER MANHOLE
- LID BASIN

Impervious Area & LID Analysis

1-1/2" Depth (ft)				0.125				
1" Depth (ft)				0.083				
0.5" Depth (ft)				0.042				
Outlet	**Basin ID**	**Proposed Basin Area (sf)**	**Existing Impervious Area for LID (sf)**	**Proposed Impervious Area for LID (sf)**	**Net Impervious Area (sf)**	**1-1/2" LID Volume (cf)**	**1" LID Volume (cf)**	**0.5" LID Volume (cf)**
Basin A	A1	429,092	0	0	0	0	0	0
	A2	422,000	0	181,351	181,351	22,669	15,113	7,556
	Total	**851,093**	**0**	**181,351**	**181,351**	**22,669**	**15,113**	**7,556**
Basin RD	B1	174,005	0	51,068	51,068	6,383	4,256	2,128
	B2	472,974	0	299,277	299,277	37,410	24,940	12,470
	B3	383,169	0	24,123	24,123	3,015	2,010	1,005
	B4	615,165	0	376,446	376,446	47,056	31,370	15,685
	Total	**1,645,313**	**0**	**750,913**	**750,913**	**93,864**	**62,576**	**31,288**
					Total Required		**85,245**	

*Note: The proposed impervious areas calculated based on the weighted curve number for each drainage area To be conservative and for simplicity, the entire subbasins A1 and A2 are assumed to fall within the 1.5" requirement rather than 1".

FOURTH STREET SOUTH SINGLE FAMILY DENSITY TRACKING TABLE

APN	ACERAGE	ZONE	ALLOWABLE DENSITY	ALLOWABLE# OF LOTS
106–08–003F	57.4	RESIDENTIAL RURAL (RR)	1 UNITS/AC	57
TRACT S	10.57	SINGLE–FAMILY RESIDENTIAL (R1)	2–5 UNITS/AC	21–53
TRACT S	2.47	MEDIUM DENSITY RESIDENTIAL (MR)	6–9 UNITS/AC	15–23
			TOTAL ALLOWABLE RANGE =	93–133
			TOTAL PLANNED LOTS =	113

SHEET INDEX

SHT. NO.	DWG. NO.	SHEET TITLE
1	CVR	COVER SHEET
2	EB01	EXISTING BOUNDARY
3	OV01	PLAT OVERVIEW
4	PP01	PRELIMINARY PLAT
5	PP02	PRELIMINARY PLAT
6	PP03	GRADING & DRAINAGE
7	PP04	GRADING & DRAINAGE
8	PP05	LINE & CURVE TABLES
9	DT01	LOT LAYOUT & DETAILS
10	NRPP1	PRELIMINARY RESOURCE PROTECTION PLAN
11	NRPP2	PRELIMINARY RESOURCE PROTECTION PLAN (2)
12	NRPP3	PRELIMINARY RESOURCE PROTECTION PLAN (3)
13	LA–1	LANDSCAPE PLAN
14	LA–2	LANDSCAPE PLAN
15	LA–3	LANDSCAPE PLAN

DESIGN ELEMENTS

CHOSEN DESIGN ELEMENT	POINTS
N – ACCESSORY DWELLING UNITS	1
K – 50% RESOURCE PRESERVATION	2
Q – ENHANCED PEDESTRIAN ENVIRONMENTS	1+1 = 2
	TOTAL = 5

CDR PLANNED UNIT TRACKING TABLE

PARCEL	APROVED PLANNED UNIT COUNT	PLATTED/SITE PLANNED LOT COUNT	AVAILABLE FOR TRANSFER
G	50	50	0
I	50	50	0
J1	240	–	–
J2	432	600*	+72*
N	42	50	–8
O	49	–	–
P	40	107	–18
Q1	41		
Q2	21		
Q3	80		
R1–R5	367	141(R1)	TBD
S	14	56	–42
TOTAL	1,426 UNITS APPROVED	1,054 PLATTED/ PLANNED TO–DATE	372 UNITS AVAILABLE

UTILITY COMPANY APPROVAL

ARIZONA PUBLIC SERVICE
BRADY HORN (BY LETTER) 02/20/2025
BY: DATE:

UNISOURCE ENERGY SERVICES
MARTIN CONBOY (BY LETTER) 03/06/2025
BY: DATE:

LUMEN
CHRIS NIELSEN 04/30/2025
BY: DATE:

ALTICE USA
JASON QUINLAN (BY LETTER) 05/05/2025
BY: DATE:

UTILITY COMPANY CONTACTS

APS
CONTACT: BRADY HORN
2200 E. HUNTINGTON
FLAGSTAFF, AZ 86004
BRADY.HORN@APS.COM
PHONE: (928) 773–6440

CENTURYLINK
CONTACT: KEVIN WAGNER
112 NORTH BEAVER STREET
FLAGSTAFF, AZ 86001
KEVIN.WAGNER@CENTURYLINK.COM
PHONE: (928) 779–4931

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

ALTICE USA
CONTACT: JASON QUINLAND
910 MILTON RD
FLAGSTAFF, AZ 86001
JASON.QUINLAN@ALTICEUSA.COM
PHONE: (928) 202.6237

UTILITY CONFLICT

UNDERGROUND UTILITIES SHOWN ARE APPROXIMATE AND WERE COMPILED FROM RECORD DRAWINGS, SURVEY, AND CONSTRUCTION PLANS FURNISHED BY OTHERS. THE CONTRACTOR IS ULTIMATELY RESPONSIBLE FOR DETERMINING THE ACTUAL LOCATIONS OF ALL UNDERGROUND LINES THAT MAY AFFECT WORK PRIOR TO CONSTRUCTION.

ACTION IS BEING TAKEN TO OBTAIN RESPONSES FROM THE FRANCHISE UTILITY COMPANIES IN REGARDS TO THE POSSIBLE UTILITY CONFLICTS.

DEDICATION

THE OWNER DOES HEREBY DEDICATE TO UNISOURCE ENERGY SERVICES AND ITS SUBSIDIARY UNS GAS, INC., ITS SUCCESSORS AND ASSIGNS ALL AREAS ON THIS PLAT MARKED PUE OR PUBLIC UTILITY EASEMENT AND THE PROPERTY DESIGNATED ON THE PLAT FOR STREETS, WHETHER PUBLIC OR PRIVATE, FOR EXISTING NATURAL GAS FACILITIES TOGETHER WITHIN THE RIGHT TO INSTALL REQUIRED SERVICE CONNECTIONS OVER OR UNDER THE SURFACE TO SERVE IMPROVEMENTS THEREON OR ADJACENT TO.

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 _____

PRELIMINARY

NOT FOR CONSTRUCTION, BIDDING OR RECORDING

FLAGSTAFF ARIZONA
FOURTH STREET SOUTH SINGLE FAMILY
COVER SHEET

JOB NO: 223274
DATE: OCT 25
SCALE: AS SHOWN
DRAWN: JEE/BH
DESIGN: JEE/BH
CHECKED: GEC

REVISIONS

NO.	DESCRIPTION	DATE	BY

110 W. Dale Avenue
Flagstaff, AZ 86001
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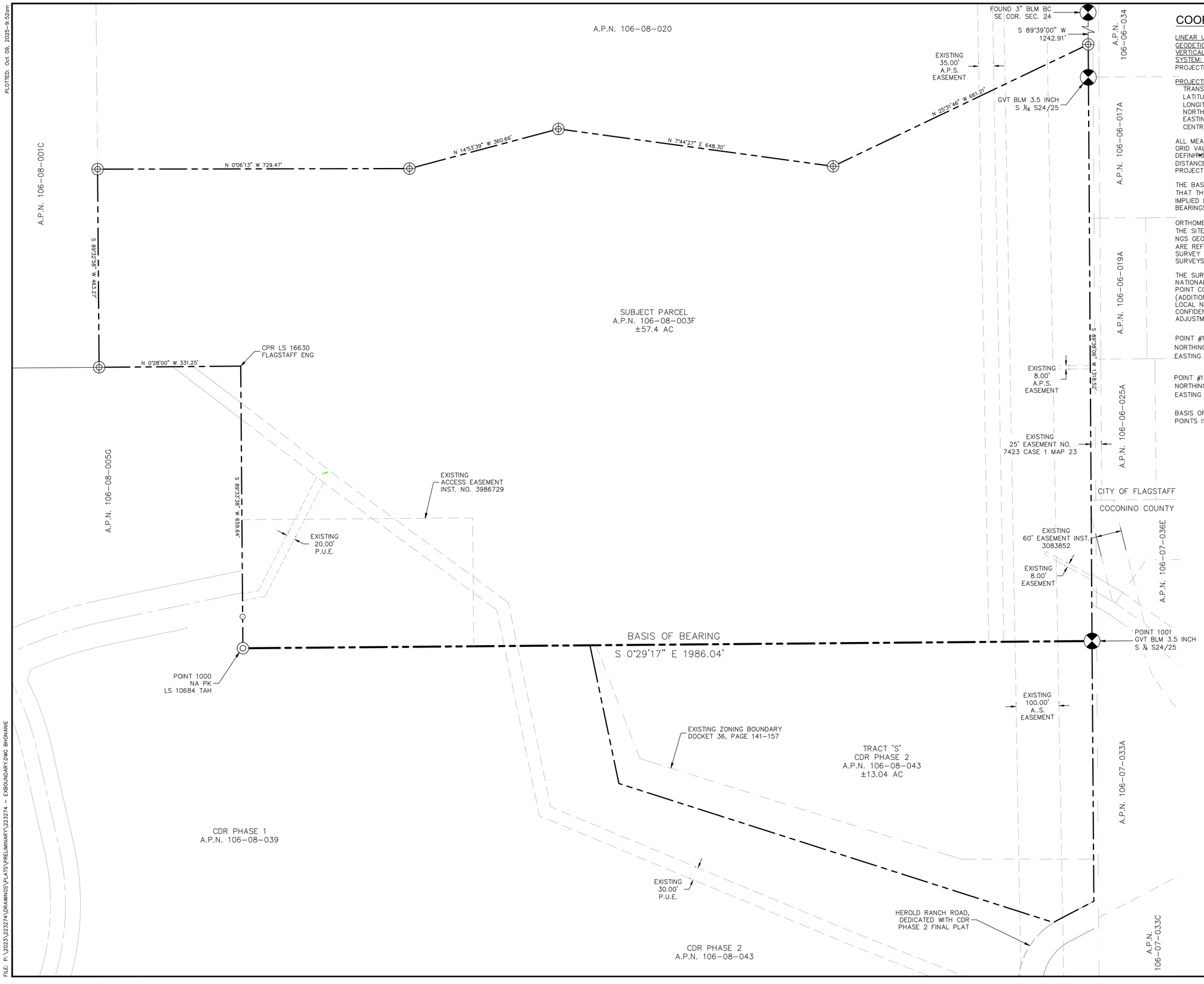
DRAWING NO.
CVR

SHT NO. 1 OF 15

FILE: P:\2023\223274\DRAWINGS\PLATS\PRELIMINARY\223274 – COVER.DWG BHONANIE

PLOTTED: Oct 09, 2025-9:52am



COORDINATE SYSTEM DETAILS

LINEAR UNIT: INTERNATIONAL FEET
GEODETIC DATUM: NAD 83 (CONUS)
VERTICAL DATUM: NGVD 29
SYSTEM: CITY OF FLAGSTAFF LOW DISTORTION
PROJECTION (2015)

PROJECTION:
TRANSVERSE MERCATOR

LATITUDE OF GRID ORIGIN:	35° 00' 00" N
LONGITUDE OF CENTRAL MERIDIAN:	111° 37' 00" W
NORTHING AT GRID ORIGIN:	0 FT
EASTING AT CENTRAL MERIDIAN:	70,000 FT
CENTRAL MERIDIAN SCALE FACTOR:	1.000333 (EXACT)

ALL MEASURED DISTANCES AND BEARINGS SHOWN HEREON ARE GRID VALUES BASED ON THE PRECEDING PROJECTION DEFINITION. ~~+~~0.14' ROJECTION WAS DEFINED SUCH THAT GRID DISTANCES ARE EQUIVALENT TO "GROUND" DISTANCES IN THE PROJECT AREA.

THE BASIS OF BEARINGS IS TRUE GEODEDIC NORTH; NOTE THAT THE MEASURED GRID BEARINGS SHOWN HEREON (OR IMPLIED BY GRID COORDINATES) DO NOT EQUAL GEODETIC BEARINGS DUE TO MERIDIAN CONVERGENCE.

ORTHOMETRIC HEIGHTS (ELEVATIONS) WERE TRANSFERRED TO THE SITE FROM SWI CONTROL POINT '1000' USING GPS WITH NGS GEOID MODEL "GEOID12A". ELEVATIONS SHOWN HEREON ARE REFERENCED FROM PANEL POINT 'HV 9007' PER AERIAL SURVEY DATA OBTAINED FROM NORTHLAND EXPLORATION SURVEYS.

THE SURVEY WAS CONDUCTED USING GPS REFERENCED TO THE NATIONAL SPATIAL REFERENCE SYSTEM. A PARTIAL LIST OF POINT COORDINATES FOR THIS SURVEY IS GIVEN BELOW (ADDITIONAL COORDINATES ARE AVAILABLE UPON REQUEST). LOCAL NETWORK ESTIMATES ARE GIVEN AT THE 95% CONFIDENCE LEVEL AND ARE BASED ON A LEAST-SQUARES ADJUSTMENT OF STATISTICALLY INDEPENDENT OBSERVATIONS.

POINT #1000 = NA PK LS 10684 TAH
NORTHING = 49011.60 FT
EASTING = 44774.59 FT

POINT #1001 = GVT BLM 3.5 INCH S ¼ S24/25
NORTHING = 47025.58 FT
EASTING = 44791.71 FT

BASIS OF BEARING BETWEEN
POINTS IS S 0°29'17" E 1986.04'

PRELIMINARY

NOT FOR CONSTRUCTION, BIDDING OR RECORDING

FLAGSTAFF ARIZONA

FOURTH STREET SOUTH SINGLE FAMILY

EXISTING BOUNDARY

JOB NO:	223274
DATE:	OCT 25
SCALE:	AS SHOWN
DRAWN:	BH
DESIGN:	JEE/KMF
CHECKED:	GEC

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Flagstaff, AZ 86001
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REVISIONS

NO.	DESCRIPTION	DATE	BY

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DRAWING NO.
EB01

SHT NO. 2 OF 15

FILE: P:\2023\223274\DRAWINGS\PLATS\PRELIMINARY\223274 - EXBOUNDARY.DWG BHONAME

PLOTTED: Oct 09, 2025–10:31am

PRELIMINARY PLAT COMMON SPACE ANALYSIS	
TOTAL AREA SUBDIVISION (SF)	3,068,498
REQUIRED COMMON SPACE (SF) (15%)	460,275
PROVIDED COMMON SPACE (SF)	1,354,937

1. Common space can be included within any areas of the site with natural resources such as floodplains, slopes or forest that may be required to be protected as stipulated in Division 10-50.90, Resource Protection Standards.

LEGEND

COMMON SPACE TRACTS DEDICATED TO THE CITY OF FLAGSTAFF

COMMON SPACE HOA

A.P.N. 106–08–020
±28.78 ACRES
CITY OF FLAGSTAFF
211 W. ASPEN AVE.
FLAGSTAFF AZ, 86001

A.P.N. 106–08–001C
±40.0 ACRES
CITY OF FLAGSTAFF
211 W. ASPEN AVE.
FLAGSTAFF AZ, 86001

A.P.N. 106–08–005G
±11.96 ACRES
CANYON CHAPEL INC.
1919 N. 4TH ST.
FLAGSTAFF AZ, 86004

A.P.N. 106–08–036
±7.11 ACRES
CANYON DEL RIO – PHASE 1
3605 S. FLAGSTAFF RANCH RD.
FLAGSTAFF AZ, 86005

A.P.N. 106–08–039
±27.07 ACRES
CANYON DEL RIO – PHASE 1
(INST. NO. 3944598)
3605 S. FLAGSTAFF RANCH RD.
FLAGSTAFF AZ, 86005

A.P.N. 106–08–043
±119.6 ACRES
CANYON DEL RIO – PHASE 2
3605 S. FLAGSTAFF RANCH RD.
FLAGSTAFF AZ, 86005

A.P.N. 106–06–034B
±2.52 ACRES
MONTGOMERY FAMILY TRUST
10820 BOYCE RD.
CHELSEA MI, 48118

A.P.N. 106–06–017A
±1.26 ACRES
SUNSET FAMILY TRUST
2528 E. BEECHNUT CT.
CHANDLER AZ, 85249

A.P.N. 106–06–019A
±1.0 ACRES
AZ MOUNTAIN INVESTMENTS LLC
P.O. BOX 1044
FLAGSTAFF AZ, 86002

A.P.N. 106–06–025A
±1.21 ACRES
MICHAEL R. & RUTH A. NALIBORSKI
101 S. ASH LN.
FLAGSTAFF AZ, 86004

A.P.N. 106–07–036E
±1.0 ACRES
DARIN P. & JENNIFER L. SMITH
302 S. 4TH ST.
FLAGSTAFF AZ, 86004

A.P.N. 106–07–033A
±3.58 ACRES
MARCUS & SHANNON ORTIZ
1290 S. HEROLD RANCH RD.
FLAGSTAFF AZ, 86004

A.P.N. 106–07–033C
±4.16 ACRES
MATTHEW PEACE
6086 E. BARNEY DR.
FLAGSTAFF AZ, 86004

EXISTING 35.00' A.P.S. EASEMENT

PROPOSED SOCIAL TRAIL

DESIGN ELEMENT Q: ENHANCED PEDESTRIAN ENVIRONMENT SEATING AND ENHANCED LANDSCAPING

10–YR DETENTION/LID BASIN

KAYNE CIRCLE — 57.00' R.O.W.

TRACT N

TRACT M

TRACT O

TRACT Q
TO BE DEDICATED TO THE CITY OF FLAGSTAFF FOR FLOODPLAIN AND OPEN SPACE

TRACT T

50.00' ROADWAY EASEMENT TO CITY OF FLAGSTAFF

EXISTING 8.00' A.P.S. EASEMENT

TRACT J

TRACT K

TRACT L

FOURTH STREET

SKUNK CROSSING LANE

TRACT P

SUBJECT PARCEL
A.P.N. 106–08–003F
±57.4 AC

TRACT A

TRACT I

TRACT H

TRACT G

FUTS TO BE CONSTRUCTED BY THE CITY OF FLAGSTAFF

70.00' R.O.W.

EXISTING 20.00' P.U.E.

PROPOSED FUTS PEDESTRIAN UNDERPASS, REFER TO SHEET DT01 FOR PRELIMINARY STRUCTURE DETAIL.

EXISTING ACCESS EASEMENT INST. NO. 3986729

TRACT R
TO BE DEDICATED TO THE CITY OF FLAGSTAFF FOR FLOODPLAIN AND OPEN SPACE

TRACT B

TRACT F

TRACT C

TRACT S

EXISTING 100.00' A.P.S. EASEMENT

SUBJECT PARCEL
A.P.N. 106–08–043
±13.12 AC

TRACT D

TRACT E

GUNNISON CIRCLE

FUTS TO BE CONSTRUCTED BY THE CITY OF FLAGSTAFF

10–YR DETENTION/LID BASIN

PROPOSED SOCIAL TRAIL

EXISTING ZONING BOUNDARY

TRACT U

WHETSTONE DR.

FUTURE J.W. POWELL BLVD.

RIO DE FLAG

CANYON DEL RIO
PHASE 2 TRACT A
TO BE DEDICATED
TO CITY OF FLAGSTAFF

EXISTING 30.00' P.U.E.

NORTH

SCALE 1" : 100'
0 50 100

FILE: P:\2023\223274\DRAWINGS\PLATS\PRELIMINARY\223274 – OVERVIEW.DWG BHONNAIE

FLAGSTAFF
ARIZONA

FOURTH STREET SOUTH SINGLE FAMILY

PLAT OVERVIEW

JOB NO:	223274
DATE:	OCT 25
SCALE:	AS SHOWN
DRAWN:	BH
DESIGN:	JEE/KMF
CHECKED:	GEC

NO.	DESCRIPTION	DATE	BY
REVISIONS			

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Flagstaff, AZ 86001
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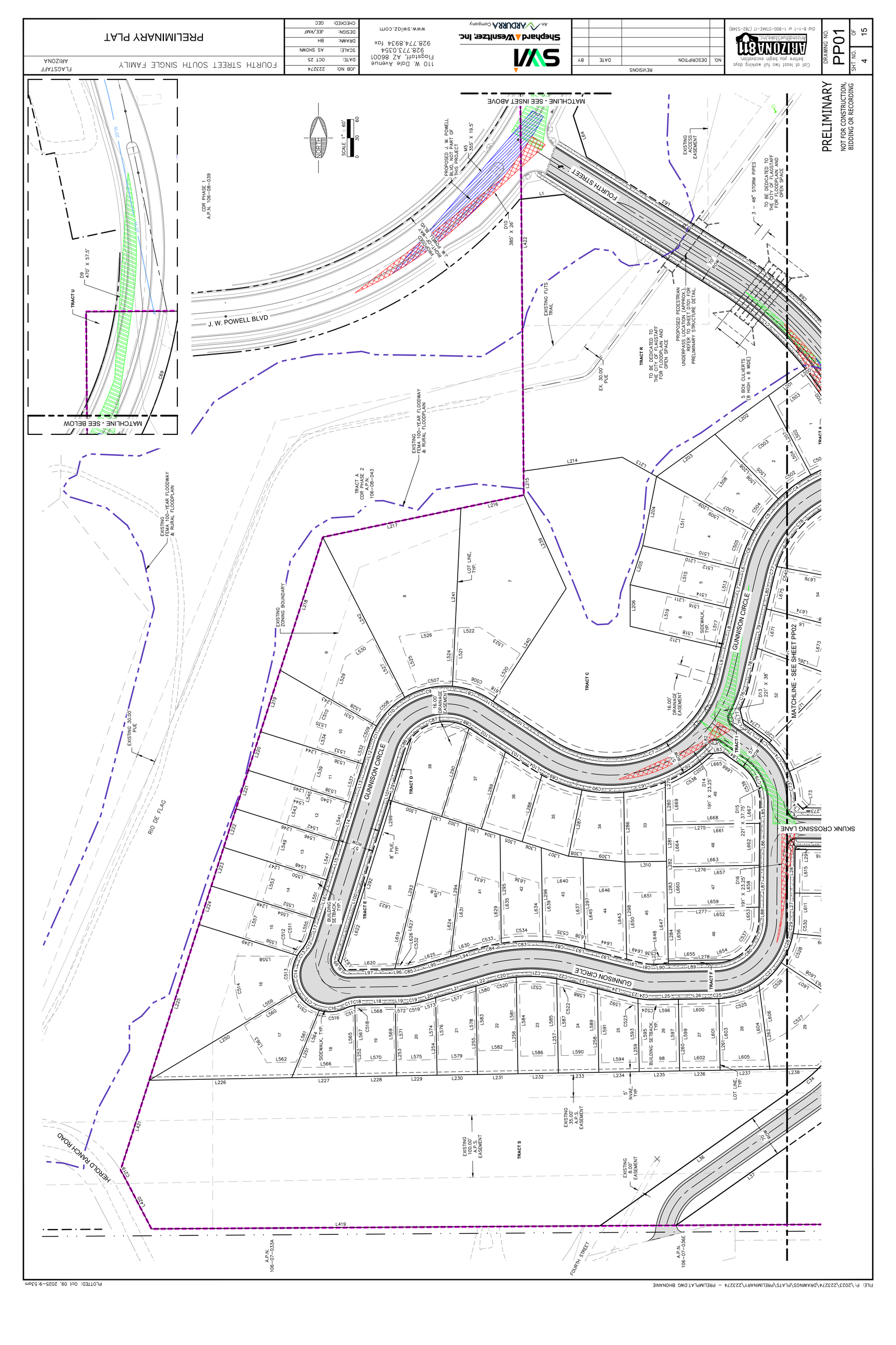
PRELIMINARY

NOT FOR CONSTRUCTION, BIDDING OR RECORDING

DRAWING NO.
OV01

SHT NO. 3 OF 15


PRELIMINARY
NOT FOR CONSTRUCTION, BIDDING OR RECORDING
PP01
DRAWING NO.
SHT NO. 4
OF 15
Call at least two full working days before you begin excavation.
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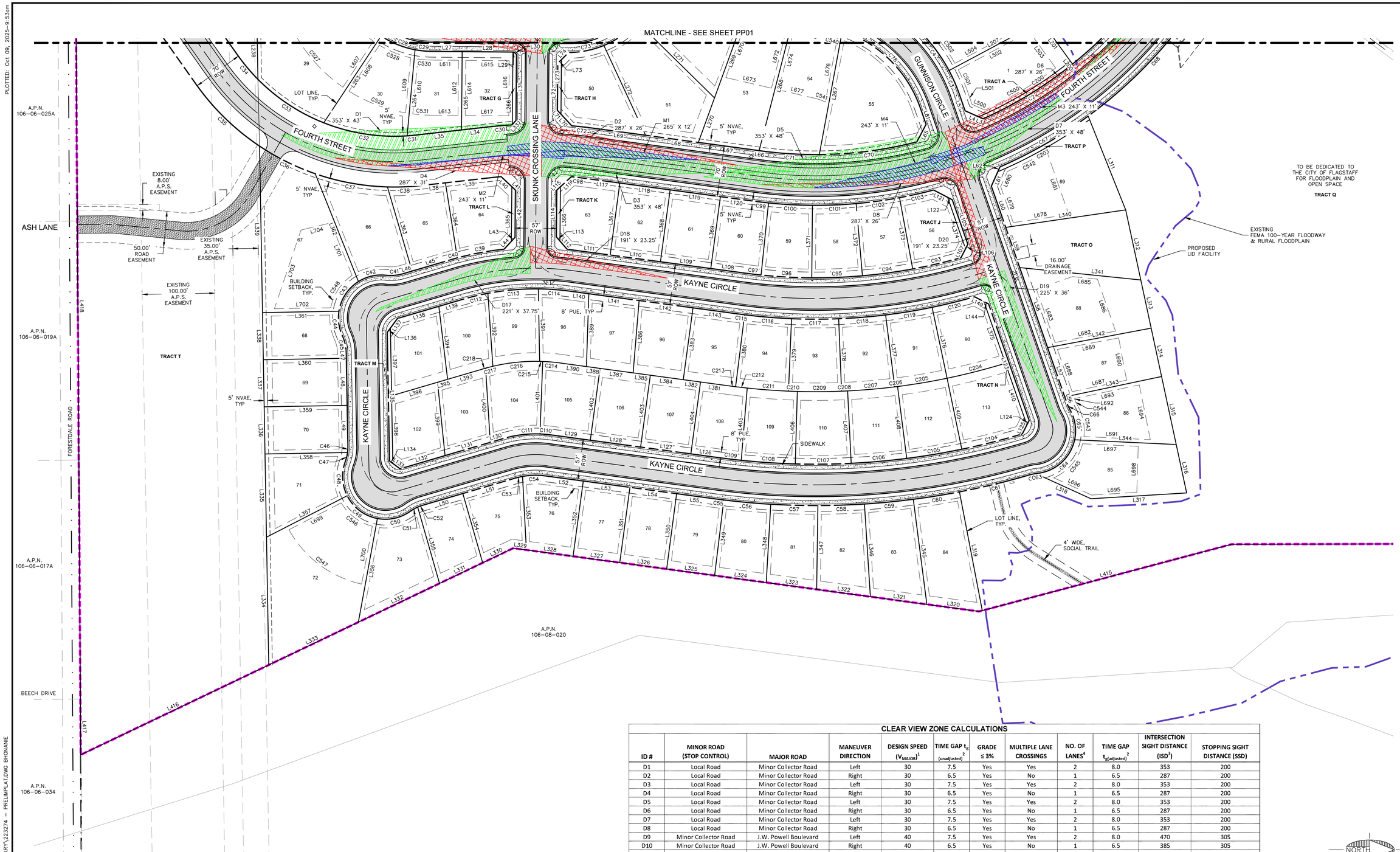
Shephard Wesnitzer, Inc.
An ARDURRA Company
110 W. Dale Avenue
Flagstaff, AZ 86001
928.773.0354
928.774.8934 fax
www.swi2z.com
REVISIONS
NO. DESCRIPTION DATE BY
JOB NO: 223274
DATE: OCT 25
SCALE: AS SHOWN
DRAWN: BH
DESIGN: JEE/XMF
CHECKED: GEC
FOURTH STREET SOUTH SINGLE FAMILY
FLAGSTAFF ARIZONA
PRELIMINARY PLAT
FOURTH STREET
J. W. POWELL BLVD
GUNNISON CIRCLE
SKUNK CROSSING LANE
HEROLD RANCH ROAD
RIO DE FLAG
EXISTING FEMA 100-YEAR FLOODWAY & RURAL FLOODPLAIN
EXISTING 30.00' PUE
EX. 30.00' PUE
EXISTING ZONING BOUNDARY
LOT LINE, TYP.
TRACT A
TRACT B
TRACT C
TRACT D
TRACT E
TRACT F
TRACT R
TRACT S
TRACT U
MATCHLINE - SEE BELOW
MATCHLINE - SEE SHEET PP02
MATCHLINE - SEE INSET ABOVE
PROPOSED J. W. POWELL BLVD. NOT PART OF THIS PROJECT
EXISTING 100.00' A.P.S. EASEMENT
EXISTING 35.00' A.P.S. EASEMENT
EXISTING 8.00' EASEMENT
EXISTING 16.00' EASEMENT
16.00' DRAINAGE EASEMENT
5' NVAE, TYP.
8' PUE, TYP.
BUILDING SETBACK, TYP.
SIDEWALK, TYP.
PROPOSED PEDESTRIAN UNDERPASS LOCATION (APPROX.) SEE SHEET PP05 FOR PRELIMINARY STRUCTURE DETAIL
5 BOX CULVERTS (8' HIGH x 8' WIDE)
3 – 48" STORM PIPES TO BE DEDICATED TO THE CITY OF FLAGSTAFF FOR FLOODPLAIN AND OPEN SPACE
CDR PHASE 1 A.P.N. 106-08-039
TRACT A CDR PHASE 2 A.P.N. 106-08-043
A.P.N. 106-07-033A
A.P.N. 106-07-036E
SCALE 1" : 60'
0 30 60
NORTH

PLOTTED: Oct 09, 2025-9:53am



ID #	MAJOR ROAD	MINOR ROAD (STOP CONTROL)	MANEUVER DIRECTION	DESIGN SPEED (V_{MAJOR})[1]	TIME GAP t_g [2] (unadjusted)	GRADE ≤ 3%	MULTIPLE LANE CROSSINGS	NO. OF LANES[4]	TIME GAP $t_{g(adjusted)}$ [2]	INTERSECTION SIGHT DISTANCE (ISD[3])	STOPPING SIGHT DISTANCE (SSD)
M1	Minor Collector Road	Local Road	Left	30	5.5	Yes	No	2	6.0	265	200
M2	Minor Collector Road	Local Road	Left	30	5.5	Yes	No	1	5.5	243	200
M3	Minor Collector Road	Local Road	Left	30	5.5	Yes	No	1	5.5	243	200
M4	Minor Collector Road	Local Road	Left	30	5.5	Yes	No	1	5.5	243	200
M5	J.W. Powell Boulevard	Minor Collector Road	Left	40	5.5	Yes	No	2	6.0	355	305

Notes:
(1) The major road speed limits (V_{MAJOR} in MPH) are based on existing conditions in the project vicinity.
(2) The time gap values, adjusted ($t_{g(adjusted)}$ in seconds) and unadjusted ($t_{g(unadjusted)}$ in seconds), are based on the current site plan and the *AASHTO-Geometric Design of Highways and Streets* Exhibits 9-66 and 9-67. The first lane crossed does not warrant an adjustment to the time gap.
(3) The intersection site distance (ISD in feet) calculations are based on Equation 9-1 in the *AASHTO-Geometric Design of Highways and Streets*. Equation 9-1: ISD=1.47*V_{MAJOR}*t_g
(4) The number of lanes crossed may include medians converted to equivalent lanes. The number of lanes provided in the table includes the first lane crossed.

CLEAR VIEW ZONE CALCULATIONS

ID #	MINOR ROAD (STOP CONTROL)	MAJOR ROAD	MANEUVER DIRECTION	DESIGN SPEED (V_{MAJOR})[1]	TIME GAP t_g [2] (unadjusted)	GRADE ≤ 3%	MULTIPLE LANE CROSSINGS	NO. OF LANES[4]	TIME GAP $t_{g(adjusted)}$ [2]	INTERSECTION SIGHT DISTANCE (ISD[3])	STOPPING SIGHT DISTANCE (SSD)
D1	Local Road	Minor Collector Road	Left	30	7.5	Yes	Yes	2	8.0	353	200
D2	Local Road	Minor Collector Road	Right	30	6.5	Yes	No	1	6.5	287	200
D3	Local Road	Minor Collector Road	Left	30	7.5	Yes	Yes	2	8.0	353	200
D4	Local Road	Minor Collector Road	Right	30	6.5	Yes	No	1	6.5	287	200
D5	Local Road	Minor Collector Road	Left	30	7.5	Yes	Yes	2	8.0	353	200
D6	Local Road	Minor Collector Road	Right	30	6.5	Yes	No	1	6.5	287	200
D7	Local Road	Minor Collector Road	Left	30	7.5	Yes	Yes	2	8.0	353	200
D8	Local Road	Minor Collector Road	Right	30	6.5	Yes	No	1	6.5	287	200
D9	Minor Collector Road	J.W. Powell Boulevard	Left	40	7.5	Yes	Yes	2	8.0	470	305
D10	Minor Collector Road	J.W. Powell Boulevard	Right	40	6.5	Yes	No	1	6.5	385	305
D13	Local Road	Local Road	Left	20	7.5	Yes	No	1	7.5	221	115
D14	Local Road	Local Road	Right	20	6.5	Yes	No	1	6.5	191	115
D15	Local Road	Local Road	Left	20	7.5	Yes	No	1	7.5	221	115
D16	Local Road	Local Road	Right	20	6.5	Yes	No	1	6.5	191	115
D17	Local Road	Local Road	Left	20	7.5	Yes	No	1	7.5	221	115
D18	Local Road	Local Road	Right	20	6.5	Yes	No	1	6.5	191	115
D19	Local Road	Local Road	Left	20	7.5	Yes	No	1	7.5	221	115
D20	Local Road	Local Road	Right	20	6.5	Yes	No	1	6.5	191	115

Notes:
(1) The major road speed limits (V_{MAJOR} in MPH) are based on existing conditions in the project vicinity.
(2) The time gap values, adjusted ($t_{g(adjusted)}$ in seconds) and unadjusted ($t_{g(unadjusted)}$ in seconds), are based on the current site plan and the *AASHTO-Geometric Design of Highways and Streets* Exhibits 9-54 and 9-57 for D1 and D2 and Exhibits 9-66 and 9-67 for M1. The first lane crossed does not warrant an adjustment to the time gap.
(3) The intersection site distance (ISD in feet) calculations are based on Equation 9-1 in the *AASHTO-Geometric Design of Highways and Streets* . Equation 9-1: ISD=1.47*V_{MAJOR}*t_g
(4) The number of lanes crossed may include medians converted to equivalent lanes. The number of lanes provided in the table includes the first lane crossed.
(5) If the approach grade is greater than 3%, add 0.1 seconds for each percent grade.

NORTH
SCALE 1" : 60'
0 30 60

PRELIMINARY
NOT FOR CONSTRUCTION, BIDDING OR RECORDING

FLAGSTAFF ARIZONA

PRELIMINARY PLAT

FOURTH STREET SOUTH SINGLE FAMILY

JOB NO: 223274
DATE: OCT 25
SCALE: AS SHOWN
DRAWN: BH
DESIGN: JEE/KMF
CHECKED: GEC

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Flagstaff, AZ 86001
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928.774.8934 fax
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REVISIONS

NO.	DESCRIPTION	DATE	BY

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DRAWING NO. PP02
SHT NO. 5 OF 15

FILE: P:\2023\223274\DRAWINGS\PLATS\PRELIMINARY\223274 - PRELIMPLAT.DWG BHONANIE

PLOTTED: Oct 09, 2025–10:41am

HEROLD RANCH ROAD

A.P.N. 106-07-033A

RIO DE FLAG

CDR PHASE 2 A.P.N. 106-08-043

EXISTING FEMA 100-YEAR FLOODWAY & RURAL FLOODPLAIN

FLOWLINE

J.W. POWELL BLVD

CANYON DEL RIO TRAIL

R1 CDR PHASE 1 A.P.N. 106-08-039

NORTH

SCALE 1" : 60'

0 30 60

TRACT A CDR PHASE 2 A.P.N. 106-08-043

SEWER MANHOLE, TYP.

PROPOSED FIRE HYDRANT

TRACT E

GUNNISON CIRCLE

TRACT D

3.0% 50' ROW

20 ¾" WATER METER & SERVICE, (TYP.)

DRAINAGE EASEMENT

STORM PIPE, (TYP.)

LOT LINE, TYP.

EXISTING 100.00' A.P.S. EASEMENT

SEWER SERVICE, TYP.

TRACT S

EXISTING 35.00' A.P.S. EASEMENT

"PROPOSED RIGHT-OF-WAY J.W. POWELL BLVD."

RIGHT TURN LANE, SEE J.W. POWELL AT CDR PHASE 2 CONSTRUCTION PLANS.

FOURTH STREET

GUNNISON CIRCLE

CURB INLET, (TYP.)

TRACT C

10-YR DETENTION/LID POND

3.00' WIDE BERM, TYP.

EXISTING FLOWLINE TYP.

THE CITY WILL CONSTRUCT AS A SEPARATE PROJECT. THE FOXGLENN FUTS TRAIL THROUGH THE FLOODPLAIN AREA IN TRACT R GENERALLY AS DEPICTED ON THE REGIONAL PLAN.

EXISTING 8.00' EASEMENT

A.P.N. 106-07-036E

10.5%

70.00' ROW

6.0%

FORESTDALE ROAD

FOURTH STREET

PROPOSED FIRE HYDRANT

TRACT F

TRACT B

SEWER MANHOLE, TYP.

TRACT R

TO BE DEDICATED TO THE CITY OF FLAGSTAFF FOR FLOODPLAIN AND OPEN SPACE

PEDESTRIAN UNDERPASS (10' HIGH x 20' WIDE) REFER TO SHEET DT01 FOR PRELIMINARY STRUCTURE DETAL

STREET LIGHT, TYP.

FOURTH STREET

DRAINAGE EASEMENT

SEWER SERVICE, TYP.

PROPOSED FIRE HYDRANT

STORM DRAIN MANHOLE, (TYP.)

TRACT I

3.0%

GUNNISON CIRCLE

10.0%

¾" WATER METER & SERVICE, (TYP.)

5 BOX CULVERTS (8 HIGH x 8 WIDE)

3 – 48" STORM PIPES

LOT LINE, TYP.

SKUNK CROSSING LANE

MATCHLINE - SEE SHEET PP02

NOTE: THE FINISHED FLOOR OF LOTS THAT DRAIN OFFSITE WILL BE LOCATED ABOVE THE BACK OF CURB ON THE FRONTAGE TO FACILITATE CAPTURE OF THE IMPERVIOUS AREAS.

PRELIMINARY

NOT FOR CONSTRUCTION, BIDDING OR RECORDING

FLAGSTAFF ARIZONA

FOURTH STREET SOUTH SINGLE FAMILY

GRADING & DRAINAGE

JOB NO:	223274
DATE:	OCT 25
SCALE:	AS SHOWN
DRAWN:	BH
DESIGN:	JEE/KMF
CHECKED:	GEC

REVISIONS

NO.	DESCRIPTION	DATE	BY

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Flagstaff, AZ 86001
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928.774.8934 fax
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Arizona Blue Stake, Inc.
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DRAWING NO.
PP03

SHT NO. 6 OF 15

FILE: P:\2023\223274\DRAWINGS\PLATS\PRELIMINARY\223274 – GRADINGDRAINAGE.DWG BHONAME

PLOTTED: Oct 09, 2025-9:53am

MATCHLINE - SEE SHEET PP01

FOURTH STREET

SKUNK CROSSING LANE

GUNNISON CIRCLE

KAYNE CIRCLE

ASH LANE

FORESTDALE ROAD

BEECH DRIVE

TRACT G

TRACT H

TRACT L

TRACT K

TRACT J

TRACT A

TRACT P

TRACT Q

TRACT O

TRACT N

TRACT M

TRACT T

32.00' PAVED ROAD (RURAL COLLECTOR)

70.00' ROW

60.0' ROW

57' ROW

TURNOUT PER COF STD. DETAIL 10-10-031

DRAINAGE EASEMENT

20.00' UNPAVED ACCESS ROAD TO ASH LANE

EXISTING 8.00' A.P.S. EASEMENT

EXISTING 35.00' A.P.S. EASEMENT

EXISTING 100.00' A.P.S. EASEMENT

A.P.N. 106-06-025A

A.P.N. 106-06-019A

A.P.N. 106-06-017A

A.P.N. 106-06-034

A.P.N. 106-08-020

LOT LINE, TYP.

SEWER MANHOLE, TYP.

STORM DRAIN MANHOLE, (TYP.)

STREET LIGHT, TYP.

LID TREATMENT STRUCTURE

LID TREATMENT SWALE

3.50' WIDE BERM, TYP.

PROPOSED FIRE HYDRANT

CURB INLET, (TYP.)

EXISTING FEMA 100-YEAR FLOODWAY & RURAL FLOODPLAIN

TO BE DEDICATED TO THE CITY OF FLAGSTAFF FOR FLOODPLAIN AND OPEN SPACE

10-YR DETENTION/LID POND

¾" WATER METER & SERVICE, (TYP.)

SEWER SERVICE, TYP.

STORM PIPE, (TYP.)

EXISTING FLOWLINE TYP.

20' PUBLIC ACESS EASEMENT

4' WIDE SOCIAL TRAIL WITH CRUSHED ONSITE LIMESTONE. HOA MAINTAINED

MATCH EXISTING TRAIL

THE CITY WILL CONSTRUCT AS A SEPARATE PROJECT, THE FOXGLENN FUTS TRAIL THROUGH THE FLOODPLAIN AREA IN TRACT R GENERALLY AS DEPICTED ON THE REGIONAL PLAN.

NOTE: THE FINISHED FLOOR OF LOTS THAT DRAIN OFFSITE WILL BE LOCATED ABOVE THE BACK OF CURB ON THE FRONTAGE TO FACILITATE CAPTURE OF THE IMPERVIOUS AREAS.

NORTH

SCALE 1" : 60'
0 30 60

PRELIMINARY

NOT FOR CONSTRUCTION, BIDDING OR RECORDING

FLAGSTAFF ARIZONA

FOURTH STREET SOUTH SINGLE FAMILY

GRADING & DRAINAGE

JOB NO:	223274
DATE:	OCT 25
SCALE:	AS SHOWN
DRAWN:	BH
DESIGN:	JEE/KMF
CHECKED:	GEC

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

Shephard Wesnitzer, Inc.
An ARDURRA Company

REVISIONS			
NO.	DESCRIPTION	DATE	BY

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ARIZONA811 BlueStake, Inc.
Dial 8-1-1 or 1-800-STAKE-IT (782-5348)

DRAWING NO.
PP04

SHT NO. 7 OF 15

FILE: P:\2023\223274\DRAWINGS\PLATS\PRELIMINARY\223274 - GRADINGDRAINAGE.DWG BHONANIE

PLOTTED: Oct 09, 2025 - 9:54am

LINE TABLE		
LINE #	LENGTH	DIRECTION
L1	69.20	N 83°35'33" E
L2	293.06	S 57°51'15" E
L3	27.30	S 23°50'34" W
L4	27.30	S 23°50'34" W
L5	24.21	S 70°47'44" W
L6	176.76	S 13°06'22" W
L7	176.76	S 13°06'22" W
L8	176.76	S 13°06'22" W
L9	176.76	S 13°06'22" W
L10	120.92	N 56°56'48" W
L11	120.92	N 56°56'48" W
L12	327.23	S 17°21'33" W
L13	327.23	S 17°21'33" W
L14	327.23	S 17°21'33" W
L15	327.23	S 17°21'33" W
L16	327.23	S 17°21'33" W
L17	327.23	S 17°21'33" W
L18	69.15	N 88°59'00" E
L19	69.15	N 88°59'00" E
L20	107.67	N 73°54'50" E
L21	107.67	N 73°54'50" E
L22	107.67	N 73°54'50" E
L23	107.67	S 75°56'50" E
L24	107.67	S 75°56'50" E
L25	100.00	N 88°59'00" E
L26	100.00	N 88°59'00" E
L27	113.76	N 0°27'55" E
L28	113.76	N 0°27'55" E
L29	113.76	N 0°27'55" E
L30	4.68	N 45°27'55" E
L31	91.11	S 89°32'05" E
L32	8.40	S 46°19'28" E
L33	8.40	S 46°19'28" E
L34	100.09	S 6°25'47" E
L35	100.09	S 6°25'47" E
L36	388.91	S 54°44'52" W
L37	288.52	S 54°44'52" W
L38	100.10	S 6°25'47" E
L39	100.10	S 6°25'47" E
L40	27.11	S 43°08'07" W
L41	27.11	S 43°08'07" W
L42	65.24	N 89°32'05" W
L43	22.20	N 47°15'15" W
L44	22.20	N 47°15'15" W
L45	69.22	N 16°20'34" W
L46	69.22	N 16°20'34" W
L47	128.80	S 88°59'00" W
L48	128.80	S 88°59'00" W
L49	128.80	S 88°59'00" W
L50	132.45	S 16°20'34" E
L51	132.45	S 16°20'34" E
L52	234.28	S 7°42'33" W
L53	234.28	S 7°42'33" W
L54	234.28	S 7°42'33" W
L55	234.28	S 7°42'33" W
L56	315.75	N 70°47'44" E
L57	315.75	N 70°47'44" E
L58	315.75	N 70°47'44" E
L59	315.75	N 70°47'44" E
L60	315.75	N 70°47'44" E
L61	29.13	S 65°56'31" E
L62	29.13	S 65°56'31" E
L63	294.40	S 57°51'15" E
L64	69.72	S 17°47'39" E
L65	27.30	S 62°15'07" E
L66	234.28	S 7°42'33" W
L67	234.28	S 7°42'33" W
L68	234.28	S 7°42'33" W
L69	234.28	S 7°42'33" W
L70	29.12	S 47°11'11" W
L71	29.12	S 47°11'11" W
L72	64.87	N 89°32'05" W
L73	21.22	N 44°33'14" W
L74	21.22	N 44°33'14" W
L75	35.97	N 54°39'12" W

LINE TABLE		
LINE #	LENGTH	DIRECTION
L76	22.78	N 14°03'38" W
L77	22.78	N 14°03'38" W
L78	175.77	N 13°06'22" E
L79	175.77	N 13°06'22" E
L80	175.77	N 13°06'22" E
L81	24.21	N 70°47'44" E
L82	22.86	N 84°59'07" E
L83	22.86	N 84°59'07" E
L84	36.20	S 54°39'12" E
L85	187.46	S 0°27'55" W
L86	187.46	S 0°27'55" W
L87	187.46	S 0°27'55" W
L88	187.46	S 0°27'55" W
L89	75.45	S 88°59'00" W
L90	24.55	S 88°59'00" W
L91	107.67	N 75°56'50" W
L92	107.67	N 75°56'50" W
L93	107.67	N 75°56'50" W
L94	107.67	S 73°54'50" W
L95	107.67	S 73°54'50" W
L96	92.27	S 88°59'00" W
L97	92.27	S 88°59'00" W
L98	17.55	N 36°49'44" W
L99	17.55	N 36°49'44" W
L100	350.24	N 17°21'33" E
L101	350.24	N 17°21'33" E
L102	120.90	S 56°56'48" E
L103	120.90	S 56°56'48" E
L104	120.90	S 56°56'48" E
L105	65.09	S 70°47'44" W
L106	20.69	N 62°48'04" W
L107	20.69	N 62°48'04" W
L108	246.66	N 7°38'53" E
L109	246.66	N 7°38'53" E
L110	246.66	N 7°38'53" E
L111	246.66	N 7°38'53" E
L112	22.50	N 49°03'24" E
L113	22.50	N 49°03'24" E
L114	64.52	S 89°32'05" E
L115	27.30	S 42°34'47" E
L116	27.30	S 42°34'47" E
L117	234.28	S 7°42'33" W
L118	234.28	S 7°42'33" W
L119	234.28	S 7°42'33" W
L120	234.28	S 7°42'33" W
L121	29.13	S 27°31'58" W
L122	29.13	S 27°31'58" W
L123	170.10	S 70°47'44" W
L124	20.82	N 63°09'53" W
L125	20.82	N 63°09'53" W
L126	234.28	N 7°42'33" E
L127	234.28	N 7°42'33" E
L128	234.28	N 7°42'33" E
L129	234.28	N 7°42'33" E
L130	148.41	N 16°20'34" W
L131	148.41	N 16°20'34" W
L132	148.41	N 16°20'34" W
L133	18.20	N 36°19'13" E
L134	18.20	N 36°19'13" E
L135	177.37	N 88°59'00" E
L136	23.85	S 53°40'47" E
L137	23.85	S 53°40'47" E
L138	93.60	S 16°20'34" E
L139	93.60	S 16°20'34" E
L140	234.28	S 7°42'33" W
L141	234.28	S 7°42'33" W
L142	234.28	S 7°42'33" W
L143	234.28	S 7°42'33" W
L144	21.69	S 27°05'52" W
L149	21.69	S 27°05'52" W
L200	295.09	S 54°09'05" W
L201	295.09	S 54°09'05" W
L202	295.09	S 54°09'05" W
L203	295.09	S 54°09'05" W
L204	113.26	S 11°18'02" W

LINE TABLE		
LINE #	LENGTH	DIRECTION
L205	65.94	S 17°52'02" W
L206	66.73	S 0°00'52" W
L207	144.64	N 28°07'42" W
L208	145.49	N 44°28'34" W
L209	179.24	N 60°46'29" W
L210	159.64	N 76°38'17" W
L211	165.12	N 76°53'38" W
L212	150.00	N 76°53'38" W
L213	242.40	S 60°46'29" E
L214	160.04	N 82°03'33" E
L215	811.75	S 0°29'17" E
L216	330.13	S 78°10'24" W
L217	330.13	S 78°10'24" W
L218	1067.36	S 17°43'35" W
L219	1067.36	S 17°43'35" W
L220	1067.36	S 17°43'35" W
L221	1067.36	S 17°43'35" W
L222	1067.36	S 17°43'35" W
L223	1067.36	S 17°43'35" W
L224	1067.36	S 17°43'35" W
L225	1067.36	S 17°43'35" W
L226	1075.49	S 88°59'47" W
L227	1075.49	S 88°59'47" W
L228	1075.49	S 88°59'47" W
L229	1075.49	S 88°59'47" W
L230	1075.49	S 88°59'47" W
L231	1075.49	S 88°59'47" W
L232	1075.49	S 88°59'47" W
L233	1075.49	S 88°59'47" W
L234	1075.49	S 88°59'47" W
L235	1075.49	S 88°59'47" W
L236	1075.49	S 88°59'47" W
L237	1075.49	S 88°59'47" W
L238	1075.49	S 88°59'47" W
L239	164.87	N 24°21'52" W
L240	215.90	N 33°03'12" E
L241	286.39	N 2°42'10" E
L242	289.25	N 27°05'41" W
L243	179.01	N 59°57'53" W
L244	172.19	N 72°31'09" W
L245	172.62	N 72°31'09" W
L246	173.05	N 72°31'10" W
L247	173.48	N 72°31'11" W
L248	173.91	N 72°31'15" W
L249	165.79	N 72°31'12" W
L250	276.10	S 59°05'25" W
L251	117.06	S 22°14'50" W
L252	114.35	S 1°03'55" E
L253	114.95	S 1°01'05" E
L254	124.59	N 1°01'05" W
L255	142.09	N 1°01'05" W
L256	155.17	N 1°01'05" W
L257	151.52	N 1°01'05" W
L258	134.72	N 1°01'05" W
L259	117.50	N 1°01'05" W
L260	115.00	S 1°01'05" E
L261	115.00	S 1°01'05" E
L262	136.48	N 7°19'40" W
L263	143.50	S 56°34'06" E
L264	119.26	S 84°43'29" E
L265	107.97	S 89°32'05" E
L266	99.74	S 89°32'05" E
L267	173.63	S 79°28'06" E
L268	187.82	S 75°35'10" E
L269	197.14	S 70°02'13" E
L270	197.14	S 70°02'13" E
L271	149.39	N 44°29'44" E
L272	136.62	N 65°03'56" E
L273	75.18	N 89°32'05" W
L274	41.80	N 54°39'12" W
L275	150.80	S 89°00'25" W
L276	149.09	S 89°00'25" W
L277	147.38	S 89°00'25" W
L278	101.71	N 88°59'00" E
L279	292.25	S 0°59'35" E

LINE TABLE		
LINE #	LENGTH	DIRECTION
L280	292.25	S 0°59'35" E
L281	292.25	S 0°59'35" E
L282	292.25	S 0°59'35" E
L283	292.25	S 0°59'35" E
L284	292.25	S 0°59'35" E
L285	292.25	S 0°59'35" E
L286	111.99	S 0°59'21" E
L287	108.64	S 11°31'11" W
L288	111.63	N 16°32'49" E
L289	129.85	N 17°21'33" E
L290	148.65	N 17°21'33" E
L291	380.11	N 17°21'33" E
L292	380.11	N 17°21'33" E
L293	256.45	N 13°42'16" E
L294	213.65	N 7°00'16" E
L295	174.24	S 0°37'28" E
L296	150.52	S 1°01'00" E
L297	146.24	S 1°01'00" E
L298	156.15	S 1°01'11" E
L299	302.72	N 72°38'23" W
L300	302.72	N 72°38'23" W
L301	302.72	N 72°38'23" W
L302	302.72	N 72°38'23" W
L303	302.72	N 72°38'23" W
L304	302.72	N 72°38'23" W
L305	302.72	N 72°38'23" W
L306	302.72	N 72°38'23" W
L307	302.72	N 72°38'23" W
L308	91.10	S 84°08'41" E
L309	91.10	S 84°08'41" E
L310	66.96	S 88°59'00" W
L311	139.33	N 68°11'37" E
L312	98.85	N 77°50'28" E
L313	300.43	N 77°50'28" E
L314	300.43	N 77°50'28" E
L315	300.43	N 77°50'28" E
L316	300.43	N 77°50'28" E
L317	132.31	S 3°27'57" E
L318	83.71	S 24°30'46" W
L319	166.76	N 79°06'45" E
L320	648.30	N 7°44'27" E
L321	648.30	N 7°44'27" E
L322	648.30	N 7°44'27" E
L323	648.30	N 7°44'27" E
L324	648.30	N 7°44'27" E
L325	648.30	N 7°44'27" E
L326	648.30	N 7°44'27" E
L327	648.30	N 7°44'27" E
L328	648.30	N 7°44'27" E
L329	648.30	N 7°44'27" E
L330	661.21	N 25°31'46" W
L331	661.21	N 25°31'46" W
L332	661.21	N 25°31'46" W
L333	661.21	N 25°31'46" W
L334	715.64	S 88°59'00" W
L335	715.64	S 88°59'00" W
L336	715.64	S 88°59'00" W
L337	715.64	S 88°59'00" W
L338	715.64	S 88°59'00" W
L339	715.64	S 88°59'00" W
L340	167.26	N 8°17'27" W
L341	167.90	N 5°50'43" E
L342	145.39	N 10°38'21" W
L343	136.51	N 11°54'16" W
L344	140.32	N 2°38'56" E
L345	146.15	N 82°38'02" E
L346	128.10	N 86°19'52" E
L347	115.64	S 89°10'04" E
L348	108.18	N 86°41'41" W
L349	104.95	S 83°03'00" E
L350	104.81	N 82°28'05" W
L351	104.78	N 82°17'27" W
L352	104.74	N 82°15'46" W
L353	101.53	N 87°00'27" E
L354	99.40	N 74°01'33" E

LINE TABLE		
LINE #	LENGTH	DIRECTION
L355	109.44	N 74°01'46" E
L356	145.35	S 79°35'39" E
L357	125.16	S 27°10'33" E
L358	113.84	S 1°01'00" E
L359	114.50	S 1°01'00" E
L360	114.50	S 1°01'00" E
L361	105.45	S 1°01'00" E
L362	160.22	S 68°09'11" W
L363	120.95	N 73°39'26" E
L364	104.83	N 81°00'24" E
L365	75.35	N 89°32'05" W
L366	74.86	N 89°32'05" W
L367	100.20	N 82°21'07" W
L368	100.12	N 82°21'07" W
L369	100.05	N 82°21'07" W
L370	100.00	N 84°06'36" W
L371	100.00	N 89°25'53" W
L372	100.00	S 85°00'15" W
L373	100.00	S 79°31'11" W
L374	75.16	S 70°47'44" W
L375	180.16	S 70°47'44" W
L376	100.00	N 78°04'32" E
L377	100.00	N 82°47'23" E
L378	100.00	N 87°43'00" E
L379	100.00	S 87°34'52" E
L380	100.00	S 82°52'44" E
L381	234.28	S 7°42'33" W
L382	234.28	S 7°42'33" W
L383	100.00	S 82°17'27" E
L384	234.28	S 7°42'33" W
L385	234.28	S 7°42'33" W
L386	100.14	S 85°17'06" E
L387	234.28	S 7°42'33" W
L388	234.28	S 7°42'33" W
L389	100.52	S 88°07'56" E
L390	234.28	S 7°42'33" W
L391	100.06	N 88°59'00" E
L392	100.95	N 86°04'03" E
L393	131.34	S 16°20'34" E
L394	101.39	N 83°09'53" E
L395	131.34	S 16°20'34" E
L396	131.34	S 16°20'34" E
L397	186.71	N 88°59'00" E
L398	186.71	N 88°59'00" E
L399	101.70	S 84°08'18" W
L400	102.50	S 86°24'23" W
L401	100.00	N 87°49'25" W
L402	100.00	N 82°17'27" W
L403	100.00	N 82°17'27" W
L404	100.00	N 82°21'47" W
L405	100.02	N 85°13'41" W
L406	100.00	N 88°22'02" W
L407	100.00	S 87°10'39" W
L408	100.00	S 82°44'05" W
L409	100.00	N 78°17'07" E
L410	180.16	S 70°47'44" W
L411	659.64	S 89°33'38" W
L412	331.26	S 0°28'00" E
L413	463.27	S 89°32'58" W
L414	729.47	N 0°06'13" W
L415	360.66	N 14°53'39" W
L416	661.21	N 25°31'46" W
L417	76.44	N 89°39'00" E
L418	1318.52	N 89°38'06" E
L419	608.40	N 89°35'39" E
L420	92.65	S 27°31'56" E
L421	1067.36	S 17°43'35" W
L422	811.75	S 0°29'17" E
L500	19.39	N 23°50'34" E
L501	19.00	N 70°47'44" E
L502	111.17	S 28°07'42" E
L503	61.77	S 54°09'05" W
L504	76.01	N 28°07'42" W
L505	76.01	S 44°28'34" E
L506	81.06	N 44°28'34" W

LINE TABLE		
LINE #	LENGTH	DIRECTION
L507	81.06	S 60°46'29" E
L508	81.25	S 37°22'29" W
L509	113.13	N 60°46'29" W
L510	97.81	S 76°38'17" E
L511	88.63	S 11°18'02" W
L512	76.00	N 76°38'17" W
L513	55.05	N 13°06'22" E
L514	76.00	S 76°53'38" E
L515	55.39	S 13°06'22" W
L516	91.00	N 76°53'38" W
L517	55.00	N 13°06'22" E
L518	91.00	S 76°53'38" E
L519	55.00	S 13°06'22" W
L520	76.00	N 33°03'12" E
L521	82.77	S 2°42'10" W
L522	34.26	N 88°42'37" E
L523	77.65	S 56°56'48" E
L524	88.50	S 2°42'10" W
L525	88.09	N 19°57'00" W
L526	88.54	N 81°18'09" E
L527	102.67	S 27°05'41" E
L528	78.92	N 59°57'53" W
L529	69.66	N 17°43'35" E
L530	52.31	N 56°04'24" E
L531	83.01	S 59°57'53" E
L532	33.56	S 17°21'33" W
L533	72.99	N 72°31'09" W
L534	31.68	N 17°20'07" E
L535	9.99	N 72°39'53" W
L536	62.98	S 72°31'09" E
L537	59.00	S 17°21'33" W
L538	62.96	N 72°31'09" W
L539	59.00	N 17°20'07" E
L540	67.96	S 72°31'09" E
L541	59.00	S 17°21'33" W
L542	82.93	N 72°31'10" W
L543	42.63	N 17°20'07" E
L544	15.00	S 72°39'53" E
L545	16.33	N 17°20'07" E
L546	82.93	S 72°31'10" E
L547	59.00	S 17°21'33" W
L548	82.90	N 72°31'11" W
L549	59.00	N 17°20'07" E
L550	82.90	S 72°31'11" E
L551	59.00	S 17°21'33" W
L552	82.91	N 72°31'15" W
L553	59.00	N 17°22'20" E
L554	91.46	S 72°31'15" E
L555	27.67	S 17°21'33" W
L556	83.95	N 72°31'12" W
L557	59.00	N 17°43'35" E
L558	92.03	S 89°48'53" E
L559	88.16	S 59°05'25" W
L560	94.45	N 59°05'25" E
L561	85.89	S 22°14'50" W
L562	47.08	S 88°59'47" W
L563	69.72	N 30°54'35" W
L564	93.62	N 22°14'50" E
L565	92.67	S 1°03'55" E
L566	90.36	S 88°59'47" W
L567	84.68	N 1°03'55" W
L568	53.82	N 88°59'00" E
L569	84.95	S 1°01'05" E
L570	59.03	S 88°59'47" W
L571	84.95	N 1°01'05" W
L572	9.33	N 88°59'00" E
L573	15.49	N 73°54'50" E
L574	93.59	S 1°01'05" E
L575	59.00	S 88°59'47" W
L576	95.20	N 1°01'05" W
L577	61.10	N 73°54'50" E
L578	111.10	S 1°01'05" E
L579	59.00	S 88°59'47" W
L580	18.65	N 73°54'50" E
L581	111.69	S 1°01'05" E

LINE TABLE		
LINE #	LENGTH	DIRECTION
L582	59.00	S 88°59'47" W
L583	99.50	N 1°01'05" W
L584	115.36	S 1°01'05" E
L585	112.13	N 1°01'05" W
L586	55.00	N 88°59'47" E
L587	110.13	S 1°01'05" E
L588	46.84	N 75°56'50" W
L589	95.55	N 1°01'05" W
L590	55.00	N 88°59'47" E
L591	105.69	S 1°01'06" E
L592	50.47	N 75°56'50" W
L593	91.05	N 1°01'05" W
L594	55.00	N 88°59'47" E
L595	89.22	N 1°01'05" W
L596	34.73	N 88°59'00" E
L597	87.77	S 1°01'05" E
L598	55.00	S 88°59'47" W
L599	87.77	S 1°01'05" E
L600	55.27	S 88°59'00" W
L601	87.78	N 1°01'05" W
L602	55.00	N 88°59'47" E
L603	88.12	S 1°01'05" E
L604	105.15	N 7°20'39" W
L605	68.31	N 88°59'47" E
L606	81.44	N 7°19'40" W
L607	76.03	S 56°34'06" E
L608	76.03	N 56°34'06" W
L609	76.37	S 84°43'29" E
L610	76.07	N 84°43'29" W
L611	37.07	N 0°27'55" E
L612	76.00	S 89°32'05" E
L613	37.07	S 0°27'55" W
L614	76.00	S 89°32'05" E
L615	60.00	S 0°27'55" W
L616	76.00	N 89°32'05" W
L617	60.00	N 0°27'55" E
L618	1.49	N 56°56'48" W
L619	92.98	S 13°42'16" W
L620	75.76	S 88°59'00" W
L621	8.74	N 36°49'44" W
L622	111.56	N 17°21'33" E
L623	73.05	S 72°38'27" E
L624	93.83	S 7°00'16" W
L625	60.07	S 73°54'50" W
L626	7.75	S 88°59'00" W
L627	135.74	N 13°42'16" E
L628	64.95	S 72°38'27" E
L629	93.42	S 0°37'28" E
L630	41.08	S 73°54'50" W
L631	131.76	N 7°00'16" E
L633	60.38	S 72°38'27" E
L634	81.82	N 1°01'00" W
L635	102.27	S 1°01'00" E
L636	60.06	N 72°38'23" W
L637	101.09	N 1°01'00" W
L638	5.29	S 75°56'50" E
L639	90.31	S 1°01'00" E
L640	57.00	S 88°59'00" W
L643	103.05	N 1°01'12" W
L644	59.03	S 75°56'50" E
L645	87.71	S 1°01'00" E
L646	56.99	S 88°59'00" W
L647	103.57	N 0°59'35" W
L648	19.56	N 88°59'00" E
L649	22.64	S 75°56'50" E
L650	95.64	S 1°01'00" E
L651	56.93	S 88°59'00" W
L652	123.24	S 89°00'25" W
L653	13.63	N 0°27'55" E
L654	27.50	N 71°49'12" E
L655	63.44	N 88°59'00" E
L656	73.64	S 0°59'35" E
L657	124.96	N 89°00'25" E
L658	57.33	S 0°27'55" W
L659	123.50	S 89°00'25" W

LINE TABLE		
LINE #	LENGTH	DIRECTION
L660	57.31	N 0°59'35" W
L661	126.67	N 89°00'25" E
L662	57.33	S 0°27'55" W
L663	125.21	S 89°00'25" W
L664	57.31	N 0°59'35" W
L665	14.32	N 84°59'07" E
L666	31.79	S 54°39'12" E
L667	29.17	S 0°27'55" W
L668	126.93	S 89°00'25" W
L669	55.97	N 0°59'35" W
L670	88.63	S 70°02'13" E
L671	56.13	S 13°06'22" W
L672	88.02	N 75°35'10" W
L673	64.70	N 13°06'22" E
L674	88.02	N 75°35'10" W
L675	49.13	N 13°06'22" E
L676	89.40	S 79°28'06" E
L677	51.13	S 13°06'22" W
L678	77.40	N 8°17'27" W
L679	52.64	N 70°47'44" E
L680	22.74	S 65°56'31" E
L681	92.02	S 70°47'44" W
L682	84.95	N 10°38'21" W
L683	77.95	N 70°47'44" E
L684	52.55	S 19°12'16" E
L685	34.71	S 5°50'43" W
L686	75.91	S 70°47'44" W
L687	76.75	N 11°54'16" W
L688	61.66	N 70°47'44" E
L689	85.92	S 10°38'21" E
L690	59.28	S 79°21'39" W
L691	91.69	N 2°38'56" E
L692	1.40	N 70°47'44" E
L693	91.35	S 11°54'16" E
L694	77.00	S 78°38'15" W
L695	62.47	N 3°27'57" W
L696	57.32	N 24°30'46" E
L697	76.80	S 2°38'56" W
L698	63.42	N 88°14'13" W
L699	81.08	S 27°10'33" E
L700	81.11	N 79°35'39" W
L701	78.08	S 68°09'11" W
L702	77.73	N 1°01'00" W
L703	114.54	S 71°19'26" E
L704	42.58	S 13°35'06" E

CURVE TABLE			
CURVE #	LENGTH	RADIUS	DELTA
C1	332.61	565.00	33°43'47"
C2	332.61	565.00	33°43'47"
C3	230.07	228.50	57°41'22"
C4	230.07	228.50	57°41'22"
C5	230.07	228.50	57°41'22"
C6	230.07	228.50	57°41'22"
C7	328.11	171.50	109°37'04"
C8	237.00	128.50	105°40'24"
C9	237.00	128.50	105°40'24"
C10	237.00	128.50	105°40'24"
C11	237.00	128.50	105°40'24"
C12	24.36	59.00	23°39'24"
C13	163.08	60.00	155°43'48"
C14	163.08	60.00	155°43'48"
C15	163.08	60.00	155°43'48"
C16	163.08	60.00	155°43'48"
C17	24.40	59.00	23°41'51"
C18	24.40	59.00	23°41'51"
C19	33.80	128.50	15°04'10"
C20	129.67	246.50	30°08'21"
C21	129.67	246.50	30°08'21"
C22	129.67	246.50	30°08'21"
C23	33.80	128.50	15°04'10"
C24	33.80	128.50	15°04'10"
C25	198.52	128.50	88°31'05"
C26	198.52	128.50	88°31'05"
C27	198.52	128.50	88°31'05"
C28	198.52	128.50	88°31'05"
C29	198.52	128.50	88°31'05"
C30	32.81	585.00	3°12'49"
C31	282.95	265.00	61°10'39"
C32	282.95	265.00	61°10'39"
C33	282.95	265.00	61°10'39"
C34	282.95	265.00	61°10'39"
C35	357.70	335.00	61°10'39"
C36	357.70	335.00	61°10'39"
C37	357.70	335.00	61°10'39"
C38	357.70	335.00	61°10'39"
C39	74.85	415.00	10°20'00"
C40	74.85	415.00	10°20'00"
C41	23.42	59.00	22°44'42"
C42	124.68	59.00	121°04'39"
C43	124.68	59.00	121°04'39"
C44	124.68	59.00	121°04'39"
C45	24.36	59.00	23°39'31"
C46	21.86	59.00	21°13'57"
C47	21.86	59.00	21°13'57"
C48	149.89	59.00	145°33'20"
C49	149.89	59.00	145°33'20"
C50	149.89	59.00	145°33'20"
C51	19.56	59.00	18°59'49"
C52	19.56	59.00	18°59'49"
C53	42.40	101.00	24°03'07"
C54	42.40	101.00	24°03'07"
C55	440.16	1049.00	24°02'28"
C56	440.16	1049.00	24°02'28"
C57	440.16	1049.00	24°02'28"
C58	440.16	1049.00	24°02'28"
C59	440.16	1049.00	24°02'28"
C60	440.16	1049.00	24°02'28"
C61	440.16	1049.00	24°02'28"
C62	10.68	59.00	10°22'11"
C63	10.68	59.00	10°22'11"
C64	117.19	59.00	113°48'23"
C65	117.19	59.00	113°48'23"
C66	10.88	59.00	10°33'50"
C67	379.84	635.00	34°16'21"
C68	379.84	635.00	34°16'21"
C69	214.33	682.00	18°00'23"
C70	216.89	565.00	21°59'39"
C71	216.89	565.00	21°59'39"
C72	28.82	585.00	2°49'21"
C73	122.01	128.50	54°24'01"
C74	122.01	128.50	54°24'01"
C75	122.01	128.50	54°24'01"

CURVE TABLE			
CURVE #	LENGTH	RADIUS	DELTA
C76	46.04	227.97	11°34'20"
C77	172.68	171.50	57°41'22"
C78	172.68	171.50	57°41'22"
C79	68.78	71.50	55°07'07"
C80	110.46	71.50	88°31'05"
C81	18.81	71.50	15°04'10"
C82	159.65	303.50	30°08'21"
C83	159.65	303.50	30°08'21"
C84	159.65	303.50	30°08'21"
C85	18.81	71.50	15°04'10"
C86	26.90	71.50	21°33'15"
C87	104.97	71.50	84°07'09"
C88	104.97	71.50	84°07'09"
C89	305.28	228.50	76°32'54"
C90	305.28	228.50	76°32'54"
C91	305.28	228.50	76°32'54"
C92	305.28	228.50	76°32'54"
C93	301.75	735.00	23°31'20"
C94	301.75	735.00	23°31'20"
C95	301.75	735.00	23°31'20"
C96	301.75	735.00	23°31'20"
C97	301.75	735.00	23°31'20"
C98	19.97	515.00	2°13'16"
C99	249.77	635.00	22°32'12"
C100	249.77	635.00	22°32'12"
C101	249.77	635.00	22°32'12"
C102	249.77	635.00	22°32'12"
C103	249.77	635.00	22°32'12"
C104	422.47	992.00	24°24'04"
C105	422.47	992.00	24°24'04"
C106	422.47	992.00	24°24'04"
C107	422.47	992.00	24°24'04"
C108	422.47	992.00	24°24'04"
C109	422.47	992.00	24°24'04"
C110	66.33	158.00	24°03'07"
C111	66.33	158.00	24°03'07"
C112	150.28	358.00	24°03'07"
C113	150.28	358.00	24°03'07"
C114	150.28	358.00	24°03'07"

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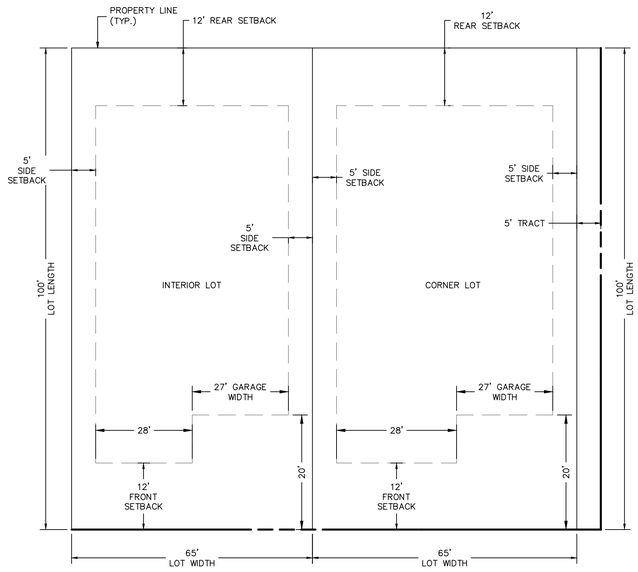
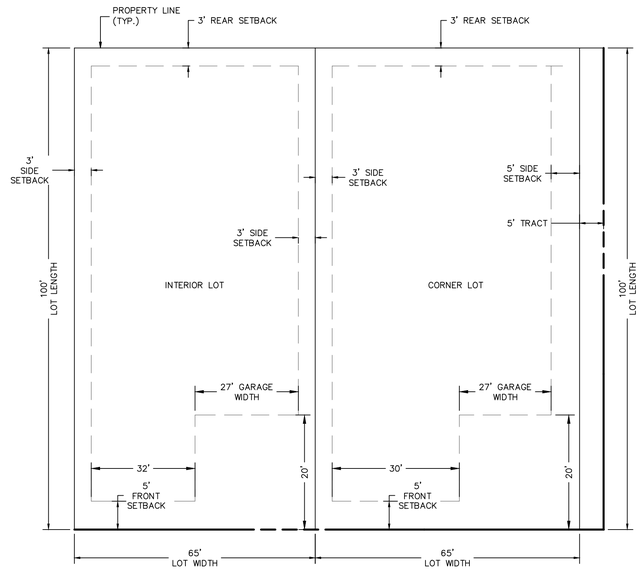


RR TYPICAL LOT LAYOUT

RR PLANNED RESIDENTIAL MINIMUM CRITERIA

MIN AREA	2500 SF
LOT COVERAGE	50%
MIN LOT WIDTH	30'
MIN LOT DEPTH	50'
FRONT SETBACK	12'
FRONT PARKING	20'
SIDE SETBACK	5'
STREET SIDE SETBACK	10'
REAR SETBACK	12'

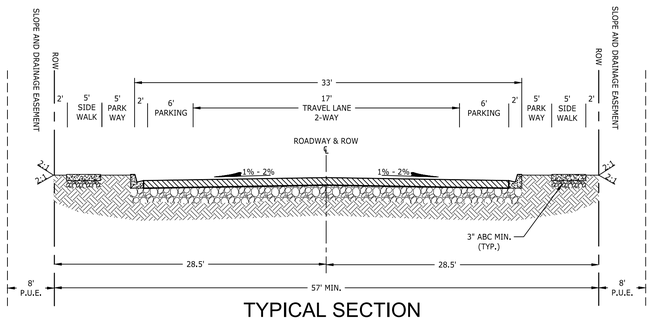


R1 TYPICAL LOT LAYOUT

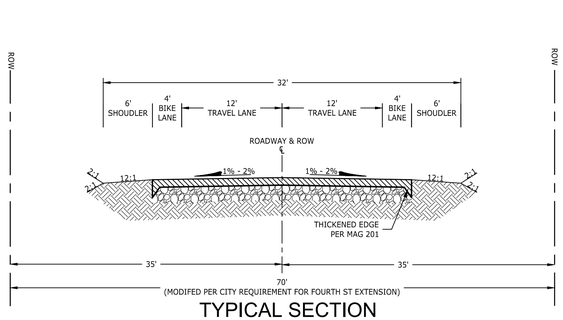
R1 PLANNED RESIDENTIAL MINIMUM CRITERIA
(TRACT S – R1 PARCELS)

MIN AREA	2000 SF
LOT COVERAGE	70%
MIN LOT WIDTH	20'
MIN LOT DEPTH	50'
FRONT SETBACK	5'
FRONT PARKING	20'
SIDE SETBACK	3'
STREET SIDE SETBACK	10'
REAR SETBACK	3'

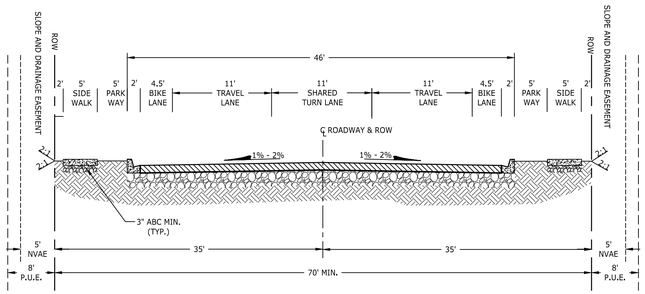
PARCELS IDENTIFIED AS TRACT S – R1 IN THE TABLE ON THIS SHEET SHALL MEET THE STANDARDS SET FORTH IN THIS TABLE.



TYPICAL SECTION
RESIDENTIAL LOCAL (COF 10-09-038)
N.T.S.



TYPICAL SECTION
RURAL COLLECTOR (COF 10-09-046)
N.T.S.



TYPICAL SECTION
MINOR COLLECTOR (COF 10-09-035)
N.T.S.

LOT TABLE		
LOT #	SQUARE FEET	ACRES
1	11,347	0.26
2	12,191	0.28
3	13,972	0.32
4	14,682	0.34
5	10,614	0.24
6	10,241	0.24
7	40,472	0.93
8	42,149	0.97
9	28,275	0.65
10	14,572	0.33
11	11,205	0.26
12	11,232	0.26
13	11,259	0.26
14	11,287	0.26
15	11,201	0.26
16	28,299	0.65
17	18,228	0.42
18	8,667	0.20
19	7,477	0.17
20	7,656	0.18
21	8,666	0.20
22	9,737	0.22
23	10,062	0.23
24	9,323	0.21
25	8,192	0.19
26	7,499	0.17
27	7,479	0.17
28	8,959	0.21
29	17,522	0.40
30	10,897	0.25
31	7,881	0.18
32	7,274	0.17
33	7,890	0.18
34	8,560	0.20
35	7,926	0.18
36	8,168	0.19
37	9,331	0.21
38	11,829	0.27
39	20,890	0.48
40	16,772	0.39
41	12,959	0.30
42	10,705	0.25
43	9,753	0.22
44	10,127	0.23
45	10,892	0.25
46	11,461	0.26
47	9,977	0.23
48	10,092	0.23
49	13,599	0.31
50	9,385	0.22
51	13,737	0.32
52	11,925	0.27
53	14,254	0.33
54	13,849	0.32
55	16,384	0.38
56	6,918	0.16
57	6,522	0.15

TRACT S - R1

TRACT S - R1

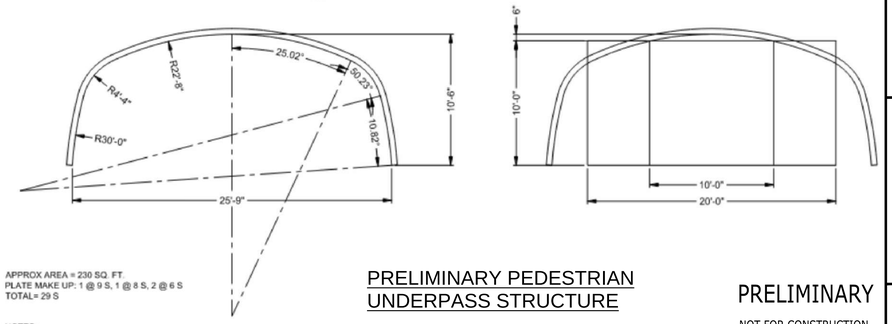
LOT TABLE		
LOT #	SQUARE FEET	ACRES
58	6,514	0.15
59	6,536	0.15
60	6,848	0.16
61	7,006	0.16
62	7,011	0.16
63	7,470	0.17
64	8,330	0.19
65	8,036	0.18
66	11,058	0.25
67	21,649	0.50
68	7,111	0.16
69	7,443	0.17
70	7,441	0.17
71	9,595	0.22
72	24,307	0.56
73	10,235	0.23
74	6,802	0.16
75	7,149	0.16
76	7,793	0.18
77	6,803	0.16
78	6,829	0.16
79	6,941	0.16
80	7,261	0.17
81	7,524	0.17
82	8,385	0.19
83	9,855	0.23
84	10,872	0.25
85	12,227	0.28
86	10,444	0.24
87	9,835	0.23
88	13,829	0.32
89	16,202	0.37
90	7,625	0.18
91	6,911	0.16
92	6,930	0.16
93	6,910	0.16
94	6,910	0.16
95	7,233	0.17
96	7,238	0.17
97	6,750	0.15
98	6,750	0.15
99	6,749	0.15
100	6,751	0.15
101	7,463	0.17
102	6,994	0.16
103	6,706	0.15
104	7,476	0.17
105	7,483	0.17
106	7,000	0.16
107	6,994	0.16
108	6,750	0.15
109	7,201	0.17
110	7,325	0.17
111	7,304	0.17
112	7,315	0.17
113	8,913	0.20

ROADWAY CENTER LINE

LINE TABLE		
LINE #	LENGTH	DIRECTION
L900	367.08	S 57°51'15" E
L901	234.28	S 7°42'33" W
L902	100.14	S 6°25'47" E
L903	233.87	S 54°44'52" W
L904	99.48	S 59°58'37" E
L905	87.63	S 5°28'39" W
L906	44.02	S 0°24'02" E
L907	79.93	S 70°47'44" W
L908	175.77	S 13°06'22" W
L909	120.87	N 56°56'48" W
L910	363.16	S 17°21'33" W
L911	105.19	N 88°59'00" E
L912	107.67	N 73°54'50" E
L913	107.67	S 75°56'50" E
L914	100.00	N 88°59'00" E
L915	145.57	N 0°27'55" E
L917	41.89	N 0°27'55" E
L918	77.80	N 54°39'12" W
L919	162.84	S 89°32'05" E
L920	163.50	S 89°32'05" E
L921	163.50	N 70°47'44" E
L922	225.51	N 70°47'44" E
L923	234.28	S 7°42'33" W
L924	160.14	S 16°20'34" E
L925	202.19	S 88°59'00" W
L926	106.69	N 16°20'34" W
L927	234.28	N 7°42'33" E

CURVE TABLE			
CURVE #	LENGTH	RADIUS	DELTA
C900	404.74	600.00	38°38'58"
C901	281.84	600.00	26°54'50"
C902	72.90	550.00	7°35'40"
C903	62.82	550.00	6°32'40"
C904	190.87	300.00	36°27'10"
C905	129.46	300.00	24°43'29"
C906	73.94	100.00	42°21'57"
C907	114.24	100.00	65°27'16"
C908	10.26	100.00	5°52'41"
C909	201.37	200.00	57°41'22"
C910	78.55	200.00	22°30'11"
C911	305.24	200.00	87°26'39"
C912	184.47	100.00	105°41'39"
C913	56.75	30.00	108°22'33"
C914	26.30	100.00	15°04'10"
C915	144.66	275.00	30°08'21"
C916	26.30	100.00	15°04'10"
C917	154.49	100.00	88°31'05"
C919	96.20	100.00	55°07'07"
C920	49.67	31.00	91°47'43"
C921	447.39	1020.50	25°07'07"
C922	54.36	129.50	24°03'07"
C923	56.99	31.00	105°19'34"
C924	40.40	31.00	74°40'26"
C925	110.02	386.50	16°18'33"
C926	52.23	386.50	7°44'34"
C927	358.64	763.50	26°54'50"

29 S 25'-9" x 10'-6"
BridgeCor Box Culvert



APPROX AREA = 230 SQ. FT.
PLATE MAKE UP: 1 @ 9 S, 1 @ 8 S, 2 @ 6 S
TOTAL= 29 S

NOTES:

1) MEASUREMENTS ARE TO THE INSIDE CRESTS OF THE CORRUGATIONS.
2) DIMENSIONS ARE SUBJECT TO MANUFACTURING TOLERANCES.
3) CIRCUMFERENTIAL PLATE LENGTHS ARE IN TERMS OF S = 16 INCHES.

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FLAGSTAFF ARIZONA

FOURTH STREET SOUTH SINGLE FAMILY

LOT LAYOUT & DETAILS

JOB NO: 223274
DATE: OCT 25
SCALE: AS SHOWN
DRAWN: BH
DESIGN: JEE/KMF
CHECKED: GEC

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DRAWING NO.
DT01

SHT NO. 9 OF 15

FILE: P:\2023\223274\DRAWINGS\PLATS\PRELIMINARY\223274 - PRELIMPLAT.DWG BHONANIE

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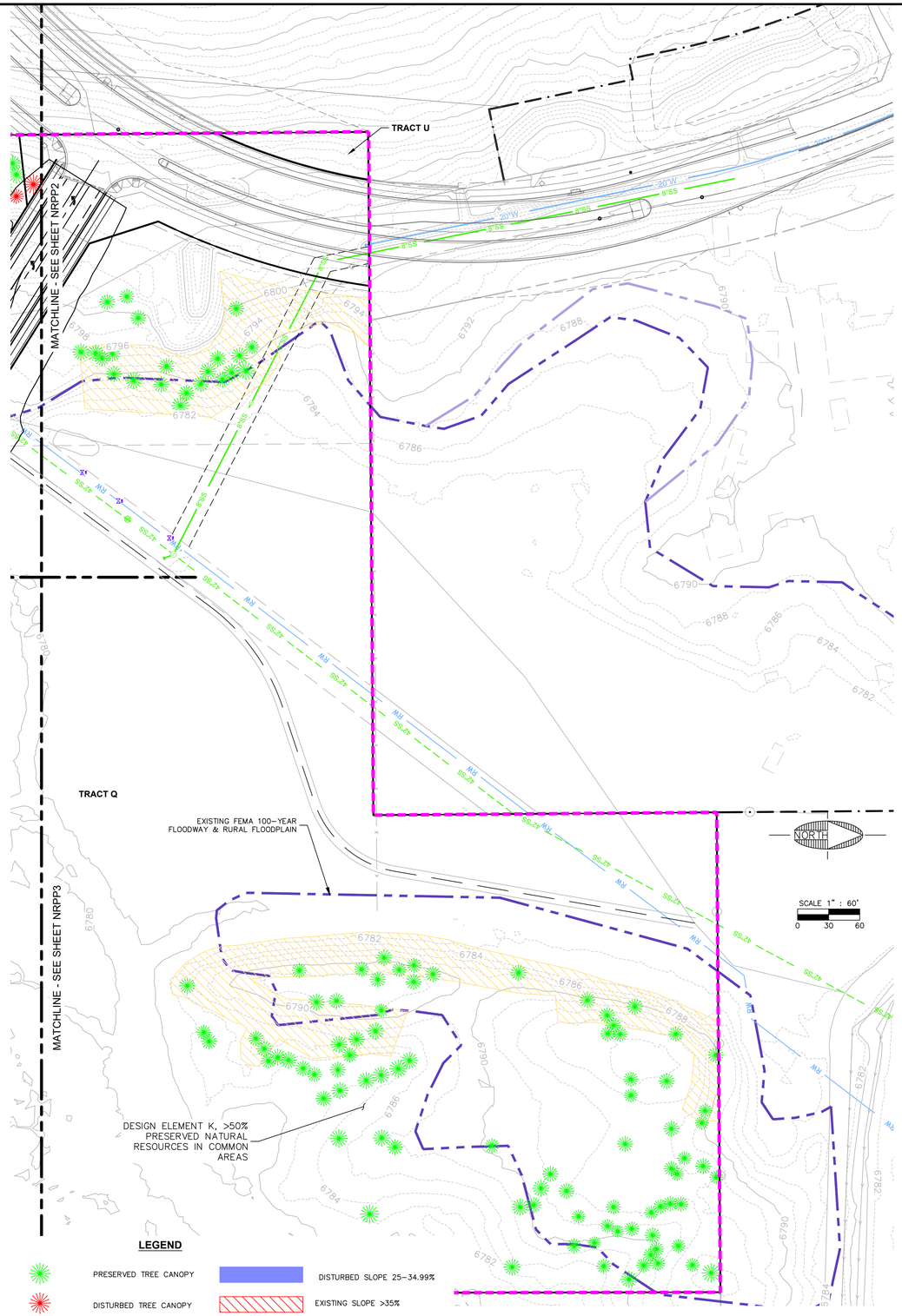

STEEP SLOPE RESOURCES - TRACT S	
STEEP SLOPE RESOURCES 17-24.99%	RESIDENTIAL
REQUIRED PRESERVATION RATE FOR 17-24.99%	66.5% OF SLOPE AREA
SLOPE AREA (SF) FOR 17-24.99%	43,582
REQUIRED PRESERVATION (SF)	28,982
PRESERVED SLOPE (SF)	29,806
PRESERVATION RATE	68.4%
EXCESS SLOPE FOR 17-24.99% (SF)	824
STEEP SLOPE RESOURCES 25-34.99%	RESIDENTIAL
REQUIRED PRESERVATION RATE FOR 25-34.99%	76% OF SLOPE AREA
SLOPE AREA (SF) FOR 24.99-34.99%	28,818
REQUIRED PRESERVATION (SF)	21,901
PRESERVED SLOPE (SF)	28,818
PRESERVATION RATE	100.0%
EXCESS SLOPE FOR 25-34.99% (SF)	6,916
STEEP SLOPE RESOURCES >35%	RESIDENTIAL
REQUIRED PRESERVATION RATE FOR >35%	100% OF SLOPE AREA
SLOPE AREA (SF) FOR >35%	75,252
REQUIRED PRESERVATION (SF)	75,252
PRESERVED SLOPE (SF)	75,252
PRESERVATION RATE	100.0%
EXCESS SLOPE FOR >35% (SF)	0
TOTAL SLOPE RESOURCES	RESIDENTIAL
TOTAL EXCESS PRESERVED SLOPE AREA (SF)	**7,740**

Note:
1. Per City Zoning Code Section 10-50.90.020, "Resource calculation standards for slope, floodplain, and forest resources do not apply to the area within the public right-of-way"

FOREST RESOURCES - TRACT S	
TREE POINTS OUTSIDE OF SLOPE RESOURCES	RESIDENTIAL
REQUIRED PRESERVATION RATE	47.5% OF TREE POINTS
EXISTING TREE POINTS OUTSIDE OF SLOPE RESOURCES	1,926
REQUIRED PRESERVED TREE POINTS	915
PRESERVED TREE POINTS OUTSIDE OF SLOPE RESOURCES	842
PRESERVATION RATE (PRIOR TO SLOPE CONVERSION AND SLOPE TREES)	43.7%
EXCESS PRESERVED SLOPE CONVERSION TO TREE POINTS	RESIDENTIAL
EXCESS PRESERVED SLOPE AREA ($SF)_3$	7,740
CONVERSION OF EXCESS SLOPE TO TREE $POINTS_1$	155
TOTAL TREE POINTS PRESERVED	997
PRESERVED TREE POINTS WITHIN SLOPE RESOURCES	RESIDENTIAL
PRESERVED TREE POINTS WITHIN SLOPE RESOURCES (SF)	998
25% OF FOREST RESOURCES WITHIN SLOPE RESOURCES $(POINTS)_2$	250
MAXIMUM ALLOWABLE SLOPE TREE POINTS $CHECK_3$	2,678
TOTAL FOREST RESOURCES	RESIDENTIAL
TOTAL TREE POINTS PRESERVED	1,246
TOTAL PRESERVATION RATE	**64.7%**

Note:

1. Per City Zoning Code Section 10-50.90.050.C.4, for every 50 sf of additional slope area that is determined to be protected over and above the minimum required in this section.
2. Per City Zoning Code Section 10-50.90.060.B.4(b), up to 25% of the forest resources in the steep slope area may be counted towards the required amount of forest resources for the entire site at a ratio of 1 tree point to 50 sf of slope area.
3. Area of sloped areas preserved for the subject parcel above the required preservation rate for the different categories of slopes. See separeate table for this calculation.
4. Per City Zoning Code Section 10-50.90.020, "Resource calculation standards for slope, floodplain, and forest resources do not apply to the area within the public right-of-way"
5. Natural Resource preservation surplus is being utilized in this development. The development will not contribute (deficit or surplus) to the CDR Resource Bank.

STEEP SLOPE RESOURCES - PARCEL 106-08-003F	
STEEP SLOPE RESOURCES 17-24.99%	RESIDENTIAL
REQUIRED PRESERVATION RATE FOR 17-24.99%	66.5% OF SLOPE AREA
SLOPE AREA (SF) FOR 17-24.99%	127,667
REQUIRED PRESERVATION (SF)	84,898
PRESERVED SLOPE (SF)	91,621
PRESERVATION RATE	71.8%
EXCESS SLOPE FOR 17-24.99% (SF)	6,723
STEEP SLOPE RESOURCES 25-34.99%	RESIDENTIAL
REQUIRED PRESERVATION RATE FOR 25-34.99%	76% OF SLOPE AREA
SLOPE AREA (SF) FOR 24.99-34.99%	11,507
REQUIRED PRESERVATION (SF)	8,746
PRESERVED SLOPE (SF)	11,507
PRESERVATION RATE	100.0%
EXCESS SLOPE FOR 25-34.99% (SF)	2,762
STEEP SLOPE RESOURCES >35%	RESIDENTIAL
REQUIRED PRESERVATION RATE FOR >35%	100% OF SLOPE AREA
SLOPE AREA (SF) FOR >35%	40,304
REQUIRED PRESERVATION (SF)	40,304
PRESERVED SLOPE (SF)	40,304
PRESERVATION RATE	100.0%
EXCESS SLOPE FOR >35% (SF)	0
TOTAL SLOPE RESOURCES	RESIDENTIAL
TOTAL EXCESS PRESERVED SLOPE AREA (SF)	**9,484**

FOREST RESOURCES - PARCEL 106-08-003F	
TREE POINTS OUTSIDE OF SLOPE RESOURCES	RESIDENTIAL
REQUIRED PRESERVATION RATE	47.5% OF TREE POINTS
EXISTING TREE POINTS OUTSIDE OF SLOPE RESOURCES	5,210
REQUIRED PRESERVED TREE POINTS	2,475
PRESERVED TREE POINTS OUTSIDE OF SLOPE RESOURCES	1,954
PRESERVATION RATE (PRIOR TO SLOPE CONVERSION AND SLOPE TREES)	37.5%
EXCESS PRESERVED SLOPE CONVERSION TO TREE POINTS	RESIDENTIAL
EXCESS PRESERVED SLOPE AREA ($SF)_3$	9,484
CONVERSION OF EXCESS SLOPE TO TREE $POINTS_1$	190
TOTAL TREE POINTS PRESERVED	2,144
PRESERVED TREE POINTS WITHIN SLOPE RESOURCES	RESIDENTIAL
PRESERVED TREE POINTS WITHIN SLOPE RESOURCES (SF)	882
25% OF FOREST RESOURCES WITHIN SLOPE RESOURCES $(POINTS)_2$	221
MAXIMUM ALLOWABLE SLOPE TREE POINTS $CHECK_3$	2,869
TOTAL FOREST RESOURCES	RESIDENTIAL
TOTAL TREE POINTS PRESERVED	2,364
TOTAL PRESERVATION RATE	**45.4%**

PROJECT TOTAL TREE PRESERVATION					
	EXISTING TREE POINTS OUTSIDE OF SLOPE RESOURCES	**REQUIRED PRESERVATION (TREE POINTS)**	**PRESERVED (TREE POINTS)**	**SURPLUS/DEFICIT PRESERVED (TREE POINTS)**	**PRESERVATION RATE (%)**
TRACT S	1,926	915	1,246	331	64.7%
PARCEL 106-08-003F	5,210	2,475	2,364	-111	45.4%
TOTAL	**7,136**	**3,390**	**3,610**	**221**	50.6%

PROJECT TOTAL SLOPE PRESERVATION									
	REQUIRED PRESERVATION 17-24.99% SLOPE (SF)	**PRESERVED 17-24.99% SLOPE (SF)**	**SURPLUS/DEFICIT PRESERVED (SF)**	**REQUIRED PRESERVATION 25-34.99% SLOPE (SF)**	**PRESERVED 25-34.99% SLOPE**	**SURPLUS/DEFICIT PRESERVED (SF)**	**REQUIRED PRESERVATION >35% SLOPE (SF)**	**PRESERVED >35% SLOPE (SF)**	**SURPLUS/DEFICIT PRESERVED (SF)**
TRACT S	28,982	29,806	824	21,901	28,818	6,916	75,252	75,252	0
PARCEL 106-08-003F	84,898	91,621	6,723	8,746	11,507	2,762	40,304	40,304	0
TOTAL	**113,880**	**121,427**	7,547	**30,647**	**40,325**	9,678	**115,556**	**115,556**	0

STEEP SLOPE RESOURCES WITHIN COMMON AREA	
STEEP SLOPE RESOURCES 17-24.99%	RESIDENTIAL
REQUIRED PRESERVED SLOPE (WHOLE SITE) (SF)	113,880
PRESERVED SLOPE (IN COMMON AREA) (SF)	92,832
STEEP SLOPE RESOURCES 25-34.99%	RESIDENTIAL
REQUIRED PRESERVED SLOPE (WHOLE SITE) (SF)	30,647
PRESERVED SLOPE (SF) (IN COMMON AREA	21,195
STEEP SLOPE RESOURCES >35%	RESIDENTIAL
REQUIRED PRESERVED SLOPE (WHOLE SITE)(SF)	115,556
PRESERVED SLOPE (SF) (IN COMMON AREA	37,194
TOTAL SLOPE RESOURCES	RESIDENTIAL
TOTAL REQUIRED PRESERVED SLOPE (WHOLE SITE) (SF)	260,083
TOTAL PRESERVED SLOPE AREA WITHIN COMMON AREA(SF)	151,221
RATE OF PRESERVED TREES WITHIN COMMON AREA	58%

FOREST RESOURCES - COMMON AREA	
REQUIRED PRESERVED TREE POINTS (WHOLE SITE)	3,390
PRESERVED TREE POINTS WITHIN COMMON $AREAS_{1,2}$	2,240
RATE OF PRESERVED TREE RESOURCES WITHIN COMMON AREA	66%

Note:
1. Per City Zoning Code Section 10-50.90.060.B.4(b), up to 25% of the forest resources in the steep slope area may be counted towards the required amount of forest resources for the entire site at a ratio of 1 tree point to 50 sf of slope area.
2. Area of sloped areas preserved for the subject parcel above the required preservation rate for the different categories of slopes. See separate table for this calculation.

FLOODPLAIN RESOURCES - COMMON AREA	
REQUIRED PRESERVED FLOODPLAIN AREA (WHOLE SITE)	646,973
PRESERVED FLOODPLAIN AREA (IN COMMON AREA)	625,372
RATE OF PRESERVED FLOODPLAIN WITHIN COMMON AREA	96.7%

OVERALL PRESERVATION RATE WITHIN COMMON AREA	
TYPE OF RESOURCE	**PRESERVATION RATE**
FLOODPLAIN RESOURCES	97%
STEEP SLOPE RESOURCES	58%
TREE RESOURCES	66.1%
TOTAL COMBINED PRESERVATION RATE	**74%**

PRELIMINARY

NOT FOR CONSTRUCTION, BIDDING OR RECORDING

FLAGSTAFF ARIZONA

FOURTH STREET SOUTH SINGLE FAMILY

PRELIMINARY RESOURCE PROTECTION PLAN

JOB NO: 223274
DATE: OCT 25
SCALE: AS SHOWN
DRAWN: BH
DESIGN: JEE/KMF
CHECKED: GEC

REVISIONS

NO.	DESCRIPTION	DATE	BY

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

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DRAWING NO.
NRPP1

SHT NO. 10 OF 15

FILE: P:\2023\223274\DRAWINGS\PLATS\PRELIMINARY\223274 – NRPP.DWG BHONANE

PLOTTED: Oct 09, 2025-9:55am

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LEGEND

- PRESERVED TREE CANOPY
- DISTURBED TREE CANOPY
- EXISTING SLOPE 17–24.99%
- DISTURBED SLOPE 17–24.99%
- EXISTING SLOPE 25–34.99%
- DISTURBED SLOPE 25–34.99%
- EXISTING SLOPE >35%
- PARCEL BOUNDARY
- BUILDING ENVELOPE
- LOT LINE

EXISTING FEMA 100–YEAR FLOODWAY & RURAL FLOODPLAIN

TRACT E

GUNNISON CIRCLE

TRACT D

TRACT S

GUNNISON CIRCLE

TRACT C

EXISTING FEMA 100–YEAR FLOODWAY & RURAL FLOODPLAIN

DESIGN ELEMENT K, >50% PRESERVED NATURAL RESOURCES IN COMMON AREAS

TRACT R

TRACT F

TRACT B

TRACT I

FOURTH STREET

GUNNISON CIRCLE

FOURTH STREET

SKUNK CROSSING LANE

MATCHLINE - SEE SHEET NRPP3

MATCHLINE - SEE SHEET NRPP1

SCALE 1" : 60'

0 30 60

NORTH

PRELIMINARY

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FLAGSTAFF ARIZONA

FOURTH STREET SOUTH SINGLE FAMILY

PRELIMINARY RESOURCE PROTECTION PLAN (2)

JOB NO:	223274
DATE:	OCT 25
SCALE:	AS SHOWN
DRAWN:	BH
DESIGN:	JEE/KMF
CHECKED:	GEC

REVISIONS

NO.	DESCRIPTION	DATE	BY

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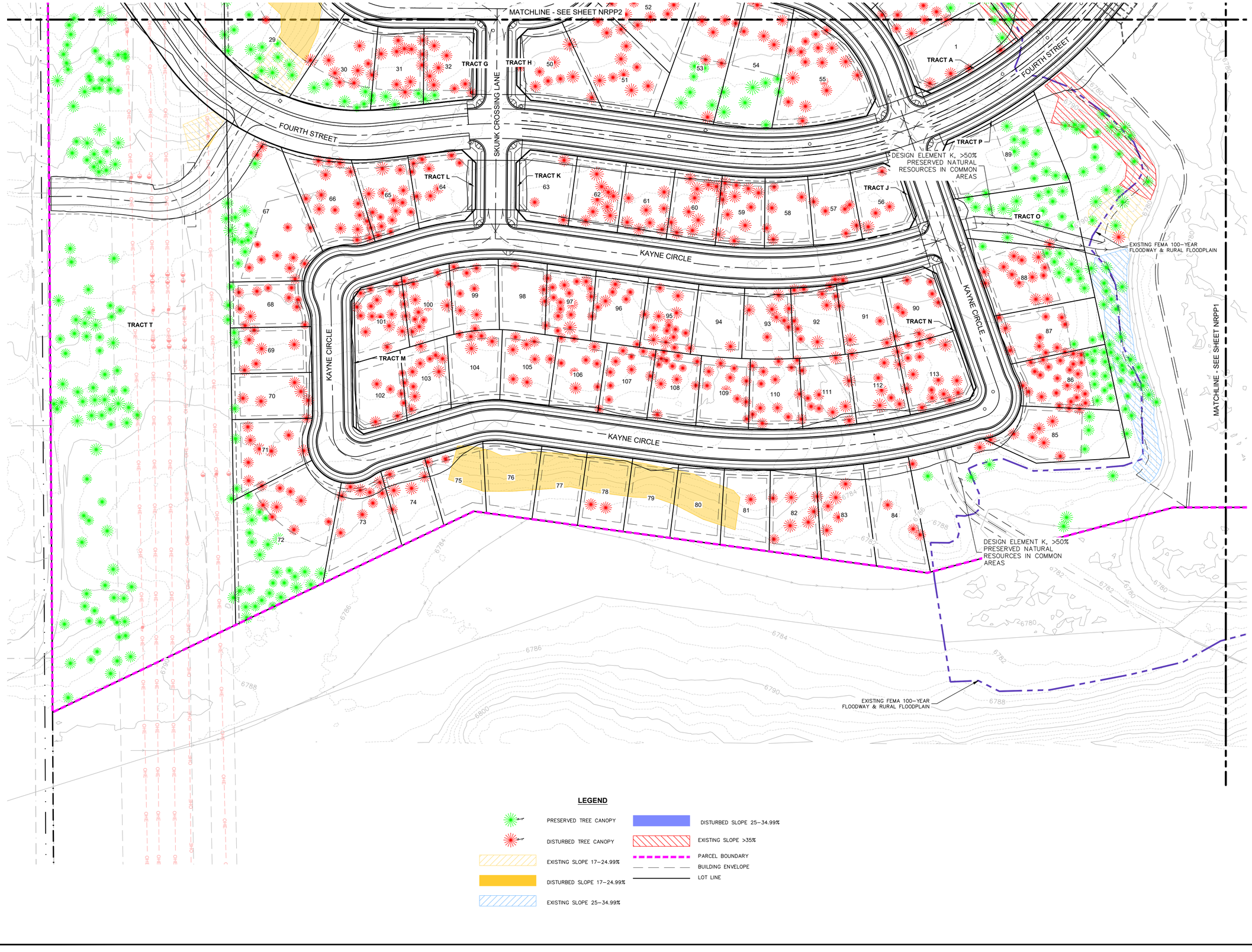
DRAWING NO.
NRPP2

SHT NO. 11 OF 15

PLOTTED: Oct 09, 2025-9:55am



LEGEND

- PRESERVED TREE CANOPY
- DISTURBED TREE CANOPY
- EXISTING SLOPE 17–24.99%
- DISTURBED SLOPE 17–24.99%
- EXISTING SLOPE 25–34.99%
- DISTURBED SLOPE 25–34.99%
- EXISTING SLOPE >35%
- PARCEL BOUNDARY
- BUILDING ENVELOPE
- LOT LINE

NORTH

SCALE 1" : 60'
0 30 60

PRELIMINARY

NOT FOR CONSTRUCTION, BIDDING OR RECORDING

FLAGSTAFF ARIZONA

FOURTH STREET SOUTH SINGLE FAMILY

PRELIMINARY RESOURCE PROTECTION PLAN (3)

JOB NO:	223274
DATE:	OCT 25
SCALE:	AS SHOWN
DRAWN:	BH
DESIGN:	JEE/KMF
CHECKED:	GEC

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DRAWING NO.
NRPP3

SHT NO. 12 OF 15

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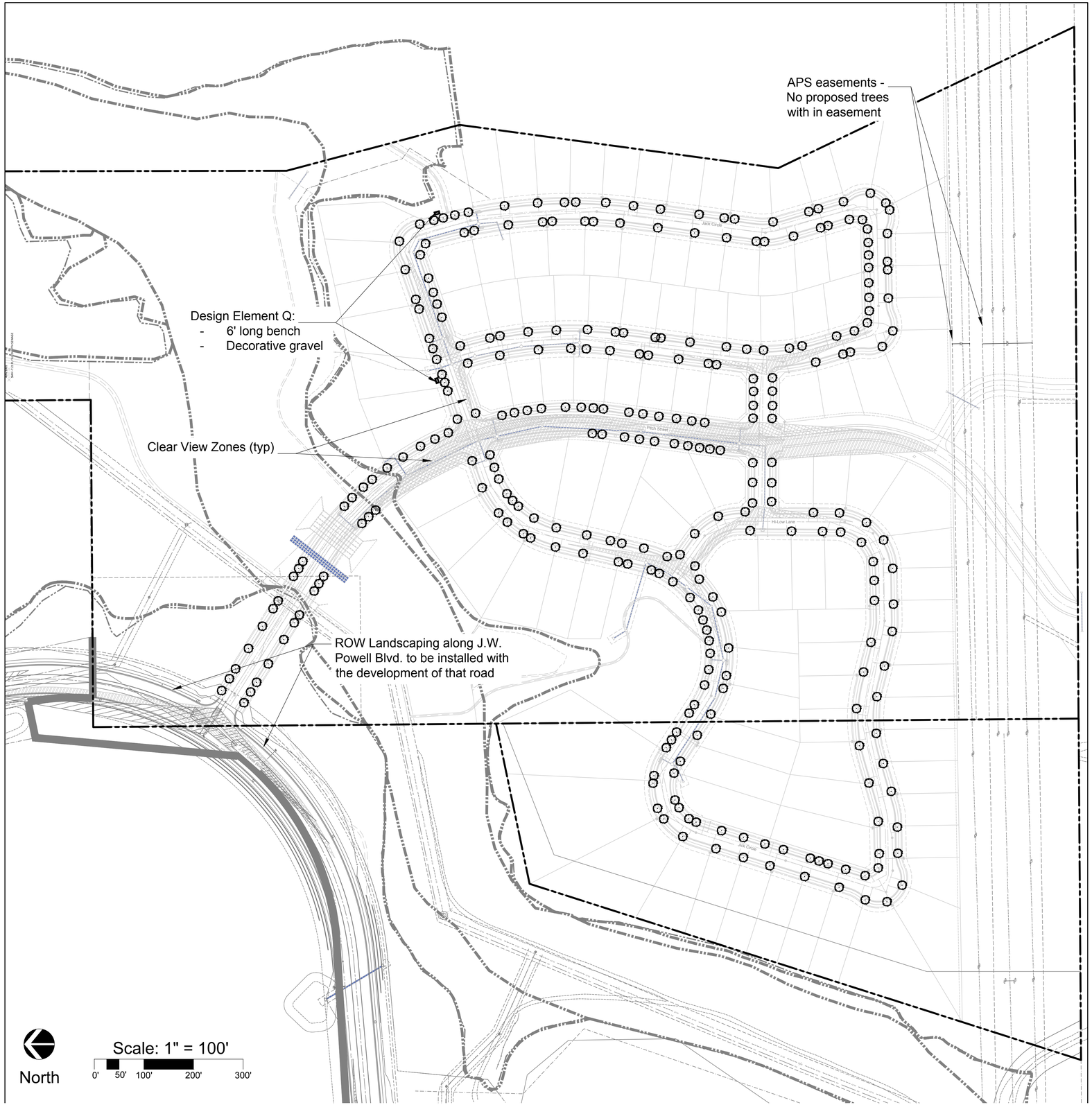

Zoning Code Landscape Requirements

AREA	QUANTITY	TREES REQUIRED	SHRUBS REQ'D	GROUNDCOVER REQ'D
Interior Street (Parkway)	12,770 LF	1 per 45 LF = 284 284 Trees Provided	N/A	N/A
Plant Totals Required/Provided		284 Trees Required, 284 Trees Provided	0 Shrubs Required, 0 Shrubs Provided	0 GCs Required, 0 GCs Provided

NOTES: Interior street parkway trees to be installed at the completion of home construction for each individual lot. Irrigation for the trees to be provided by homeowner's irrigation system. Exact tree locations may be adjusted during the design of the site plan or landscape plan for the home of each individual lot. Parkway trees along Pitch street irrigation will be on it's own drip irrigation system.

General Notes

All newly planted ground covers, shrubs, and trees will receive drip irrigation from an automatic drip irrigation system with backflow prevention and rain sensor. No hydrozones, turf areas, or other oasis areas are proposed.

GRADING
The grades and contours shown are to the finish grade of the project. The finish grade is to the top of the final landscaping. For all mulch and soil amendments to be installed, the contractor is required to verify that the top of the ground cover matches grades on the plans.

CoF 13-06-007-0004 LANDSCAPING NOTES
Adjacent site improvements, pavement construction, irrigation installation and finish grading shall be completed prior to planting work. Do not plant when conditions are not suitable for digging, mixing, raking and/or grading. Planting needs to occur during the months that irrigation systems are in operation. Therefore, planting may occur between April 1 and September 30.

Tree and Shrub Installation
1. Soil excavated from the planting pit shall be typically considered acceptable as backfill material for planting.
2. All containers shall be removed prior to plant installation in a manner that does not disturb the potted soil or root ball.
3. Set the root ball on six (6) inches of firm planting soil, plumb and in the center of the pit with the root ball crown slightly above the same elevation as adjacent finished landscape grades. Remove any wire, twine, burlap, or other material from the upper one third of the root ball of balled and burlapped stock. Wire baskets and synthetic burlap shall be completely removed after the root ball has been placed in its final location.
4. Once plant is set, place backfill material around base and sides of root ball and work each layer to settle backfill and eliminate voids. When backfilling is 2/3 complete, water thoroughly. Place the remainder of the backfill and repeat watering until no more is absorbed. Place the final layer of backfill and water.
5. All deciduous trees shall be wrapped from the ground line up to and including the first primary crotch formed by the first major branch. Wrapping shall be done after the plant has been installed.
6. Two to three inches of specified mulch shall be placed in the area disturbed by excavation of the planting well.

Groundcover Installation
Prior to planting activities, completely remove existing weeds, including roots. Immediately prior to installation, cultivate groundcover areas to a depth of six (6) inches and grade smoothly and uniformly. Plant groundcover so the root crown is at or slightly above the bed's finish grade. After planting of groundcover and prior to mulching, spread pre-emergent weed control over planting bed soil surface per manufacturer's written directions. Install the specified mulch to a depth of two (2) inches over the entire groundcover bed.

Landscape Completion
1. Prune dead or damaged branches, making all cuts at branch collar. Maintain the natural habit, shape and specified size. Remove all tags, labels, and other material.

Plant List

QTY	SYMBOL AND NAME	SPECS	SIZE (HxW), NOTES
284	INTERIOR STREET TREES		
	Acer ginnala / Amur maple	2" caliper	15' x 15', Naturalized
	Acer freemanii / Freeman's maple	2" caliper	50' x 30', Naturalized
	Crataegus spp. / Hawthorn	2" caliper	25' x 25', Naturalized
	Fraxinus pennsylvanica / Patmore Ash	2" caliper	40' x 25', Naturalized
	Gleditsia triacanthos / Honeylocust	2" caliper	30' x 25', Naturalized
	Malus spp. / Flowering Crabapple	2" caliper	15' x 15', Naturalized

Landscape Materials, Quantities and Remarks

QTY	SYMBOL	DESCRIPTION
180 SF		1/2" Decorative Gravel
2		6' In ground mount steel bench or approved equal

MORNING Dew
2684 E Huntington Dr
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(928) 779-3125

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Fourth Street South Single Family

Flagstaff, AZ

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Call 811 or click Arizona811.com

Change	Revisions	By

Drawn by: DB
Checked by: DB, CL
Drawing Date: 10-9-2025
Phase: Preliminary Plat
APN #: 106-08-003F, 106-08-043

Landscape Plan

LA-01

Plant List

QTY	SYMBOL AND NAME	SPECS	SIZE (HxW), NOTES
284 INTERIOR STREET TREES			
	Acer ginnala / Amur maple	2" caliper	15' x 15', Naturalized
	Acer freemanii / Freeman's maple	2" caliper	50' x 30', Naturalized
	Crataegus spp. / Hawthorn	2" caliper	25' x 25', Naturalized
	Fraxinus pennsylvanica / Patmore Ash	2" caliper	40' x 25', Naturalized
	Gleditsia triacanthos / Honeylocust	2" caliper	30' x 25', Naturalized
	Malus spp. / Flowering Crabapple	2" caliper	15' x 15', Naturalized

Jick Circle

Hi-Low Lane

J.W. Powell Blvd.

ROW Landscaping along J.W. Powell Blvd. to be installed with the development of that road

Clear View Zones (typ)

Matchline - See sheet LA-03

North

Scale: 1" = 60'

0' 30' 60' 120' 180'

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Fourth Street South Single Family

Flagstaff, AZ

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Change	Revisions	By

Drawn by: DB
Checked by: DB, CL
Drawing Date: 10-9-2025
Phase: Preliminary Plat
APN #: 106-08-003F, 106-08-043

Landscape Plan

LA-02

Plant List

QTY	SYMBOL AND NAME	SPECS	SIZE (HxW), NOTES
284	INTERIOR STREET TREES		
	Acer ginnala / Amur maple	2" caliper	15' x 15', Naturalized
	Acer freemanii / Freeman's maple	2" caliper	50' x 30', Naturalized
	Crataegus spp. / Hawthorn	2" caliper	25' x 25', Naturalized
	Fraxinus pennsylvanica / Patmore Ash	2" caliper	40' x 25', Naturalized
	Gleditsia triacanthos / Honeylocust	2" caliper	30' x 25', Naturalized
	Malus spp. / Flowering Crabapple	2" caliper	15' x 15', Naturalized

North

Scale: 1" = 60'

0' 30' 60' 120' 180'

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Fourth Street South Single Family

Flagstaff, AZ

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Change	Revisions	By

Drawn by: DB
Checked by: DB, CL
Drawing Date: 10-9-2025
Phase: Preliminary Plat
APN #: 106-08-003F, 106-08-043

Landscape Plan

LA-03

Fourth St South Single Family

Request for Planned Residential Development Allowances

City Council| November 18, 2025

Ben Mejia | Senior Planner

TEAM FLAGSTAFF
WE MAKE THE CITY BETTER

Request Overview

- Burch 6, LLC and Canyon del Rio II, LLC request Planned Residential Development (PRD) allowances for “Fourth St S Single Family”.
- Project consists of 113 single-family home lots.
- The development site is a 70.44-acre area located on two parcels, one of the parcels is within the Canyon del Rio development area. Both parcels are within the Resource Protection Overlay (RPO).

Development Site:

- 800 N Fourth St (APN: 106-08-003F), a 57.4-acre parcel in the RR zone. This parcel is outside of the boundaries of Canyon del Rio and therefore was not reviewed for conformance with the Canyon del Rio Development Agreement.
- “Tract S”, a 13.04-acre portion of Tract Z of the Canyon del Rio Phase 1 Final Block Plat (APN: 106-08-094) in the Single-Family Residential (R1) zone and Medium Density Residential (MR) zone. This parcel was reviewed for conformance with the Canyon del Rio Development Agreement.

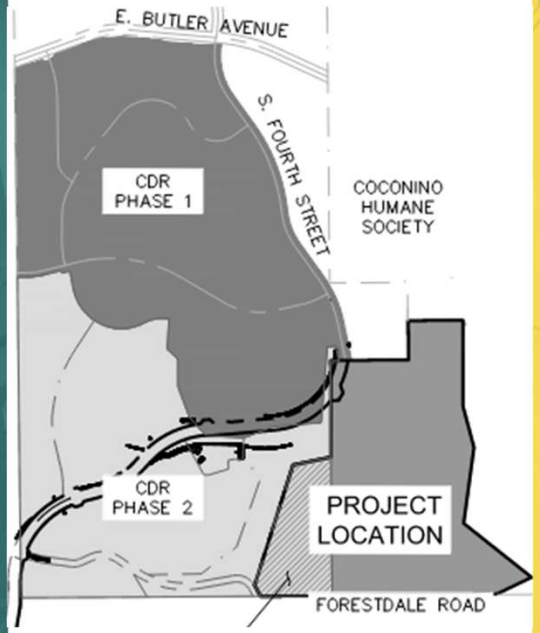
Vicinity Map

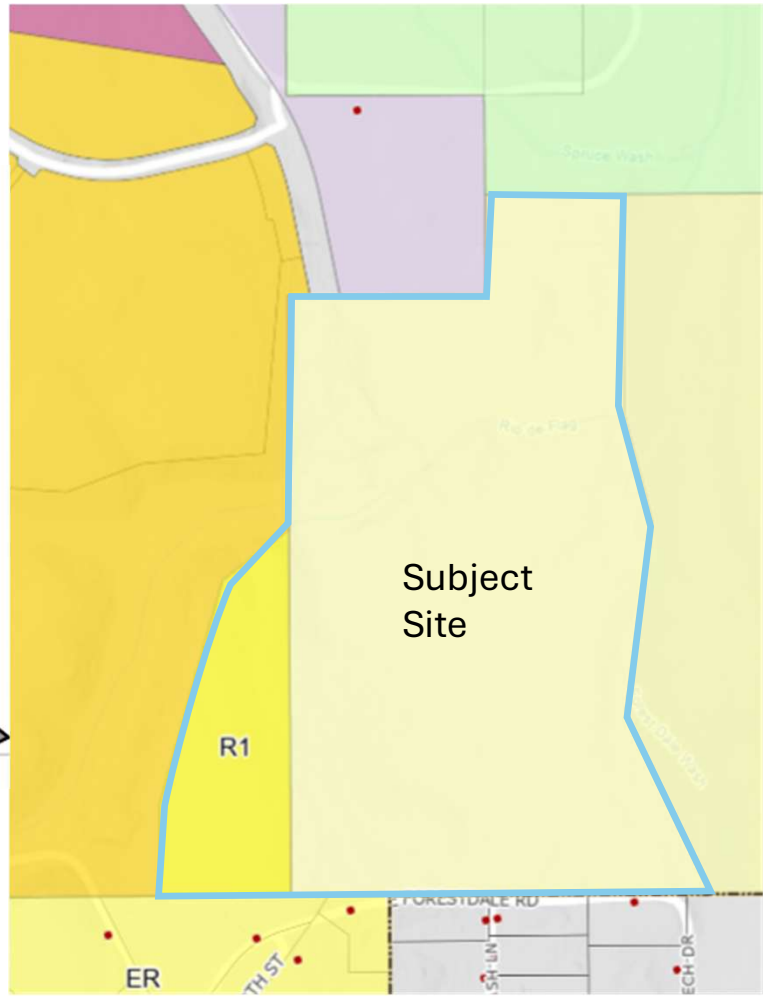
North: Vacant Land; Research and Development (RD), Public Facilities (PF)

West: Vacant Land; Medium Density Residential (MR)

South: Single-Family Residential; Estate Residential (ER) and County land

East: Municipal Vacant land; Rural Residential (RR)





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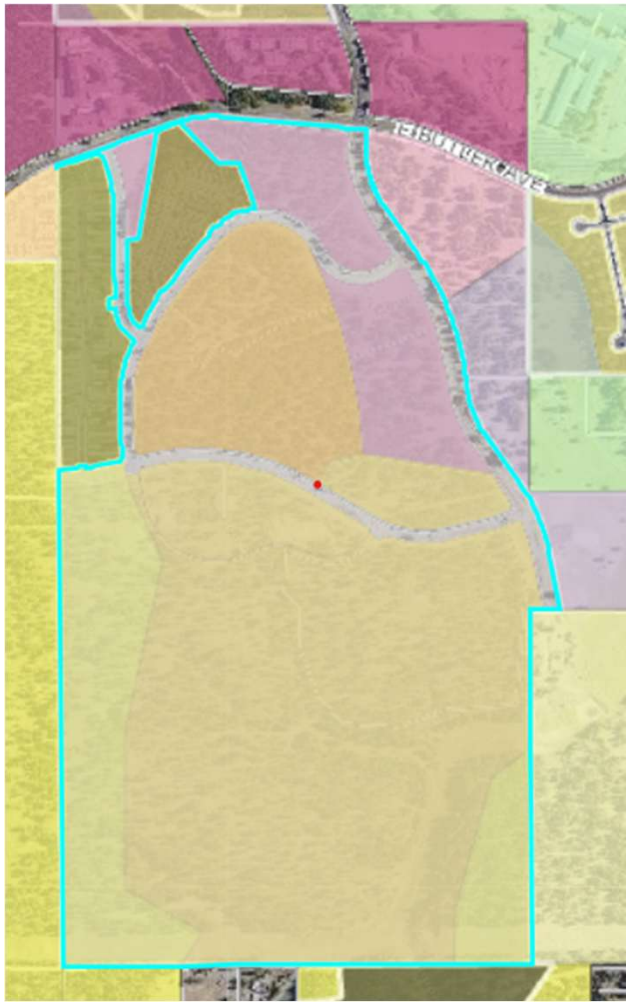
Background

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.
- 261-acre site consisting of:
  - 1,426 residential dwelling units, variety of housing types
  - 225,000 square feet of commercial development
- Portion of development site, “Tract S”, in within the Canyon del Rio Phase 2 block plat and is currently a portion of Tract Z of the Canyon del Rio Phase 1 Final Block Plat (APN: 106-08-094).
- The City Council approved the preliminary plat for Canyon del Rio Phase 2 on September 2, 2025.
- City Staff approved the Preliminary Plat on October 23, 2025 based on conformance with all relevant development standards.



PRD - Development Standards

Meets Zoning Code Standards for PRD in the R1 and RR Zones

- This PRD results in 113 single-family residential lots within the R1 and RR zones. 26 lots will apply PRD standards for the R1 zone, 87 lots will apply PRD standards for the RR zone. Split-zoned lots apply the more restrictive PRD standard. While a portion of “Tract S” has MR zoning, no lots have utilized the development standard for the MR zone.
- The proposed lot sizes in this subdivision vary from approximately 6,514 square feet to approximately 42,149 square feet, meeting minimum lot sizes for the PRD standards of the R1 and RR zones.

Development Standard	RR	R1
Minimum Lot Area	2,500 sf	2,000 sf
Maximum Lot Coverage	50%	70%
Minimum Lot Width	30'	20'
Minimum Lot Depth	50'	50'
Front Setback	12', 20’ parking	5', 20’ parking
Side Setback	5', 10’ street side	3', 10’ street side
Rear Setback	12'	3'

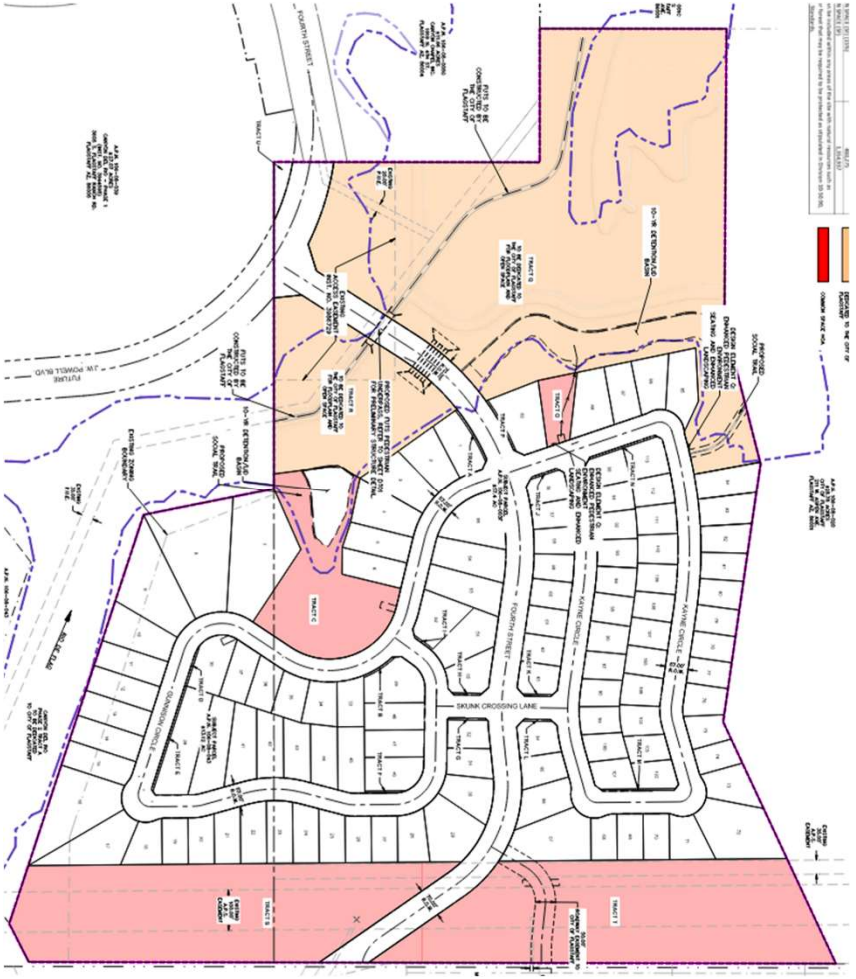
PRD - Common Space

Common Space Requirements for PRD

- The proposal provides 31.1 acres or 44% of common space. The common space includes HOA maintained tracts and lands to be dedicated to the City for preservation of floodplain.
- FUTS through City-dedicated land to be developed by City

Legend

- Pink = Common Space
- Orange = To be Dedicated to City



PRD – Design Elements

PRDs require the applicant to 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:

F. At least 50 percent of the required resources per Division 10-50.90 are maintained within Common Space areas outside of individual lots (two points).

A preliminary Natural Resource Protection Plan was submitted with the application that shows conformance with this design element.

OVERALL PRESERVATION RATE WITHIN COMMON AREA	
TYPE OF RESOURCE	**PRESERVATION RATE**
FLOODPLAIN RESOURCES	97%
STEEP SLOPE RESOURCES	58%
TREE RESOURCES	66.1%
TOTAL COMBINED PRESERVATION RATE	**74%**

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.

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

The proposal includes two outdoor seating areas, including a bench and landscaping.

Staff Recommendation

Staff recommend the City Council approve the use of PRD standards.

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Tiffany Antol, Zoning Code Manager

Date: 11/13/2025

Meeting Date: 11/18/2025

TITLE:

Consideration and Adoption of Resolution No. 2025-61 and Ordinance No. 2025-26: 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-25-00027 - Middle Housing" 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 November 18, 2025, Council Meeting:
1. Read Resolution No. 2025-61 by title only
2. City Clerk reads Resolution No. 2025-61 by title only (if approved above)
3. Read Ordinance No. 2025-26 by title only for the first time
4. City Clerk reads Ordinance No. 2025-26 by title only (if approved above)

At the December 2, 2025, Council Meeting:
5. Adopt Resolution No. 2025-61
6. Read Ordinance No. 2025-26 by title only for the final time
7. City Clerk reads Ordinance No. 2025-26 by title only (if approved above)
8. Adopt Ordinance No. 2025-26

Executive Summary:

The City is requesting a modification to the following Zoning Code provisions for the purposes of allowing middle housing types and land uses similar to single-family housing types and land uses. Chapter 10-20: Administration, Procedures, and Enforcement, Division 10-20.30 Common Procedures, Division 10-20.40: Permits and Approvals, and Division 10-20.60: Nonconforming Provisions. Chapter 10-30: General to All, Division 10-30.50: Public Improvements, and Division 10-30.60: Site Planning Design Standards. Chapter 10-40: Specific to Zones, Division 10-40.30: Non-Transect Zones, Division 10-40.60: Specific to Uses, and Division 10-40.40: Transect Zones. Chapter 10-50: Supplemental to Zones, Division 10-50.20: Architectural Design Standards, Division 10-50.60: Landscape Standards, and Division 10-50.80: Parking Standards. Chapter 10-80: Definitions, Division 10-80.20: Definitions of Specialized Terms, Phrases, and Building Functions.

The Planning & Zoning Commission voted 6-0 to recommend approval of this amendment.

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 Resolution or Ordinance.

Options and Alternatives to Recommended Action:
The City Council may adopt, modify, or deny the proposed Zoning Code Text Amendment.

Background and History:
The purpose of this amendment is to update the Zoning Code in accordance with HB 2721 to allow middle housing types (townhomes, duplexes, triplexes, and fourplexes) in all zones where single-family homes are permitted. The legislation states that a municipality may NOT do any of the following:

- Discourage the development of middle housing through requirements or actions that individually or cumulatively make impracticable the permitting, siting, or construction of middle housing.
- Restrict middle housing types to less than two floors.
- Restrict middle housing types to a floor area ratio less than 50 percent (0.50).
- Set restrictions, permitting or review process for middle housing that are more restrictive than those for single-family dwellings within the same zone.
- Require owner occupancy of any structures on the lot.
- Require more than one off-street parking space per unit.

This proposed amendment covers several sections of the Zoning Code to ensure that middle housing types as defined by HB 2721 are treated like single-family housing types. HB 2721 defines middle housing as follows:

- Middle Housing: means buildings that are compatible in scale, form and character with single-family houses that contain two or more attached, detached, stacked, or clustered homes. Includes duplexes, triplexes, fourplexes, and townhouses.
  - Duplex: means two dwelling units on the same parcel or lot in attached, detached, or semi-detached arrangements that are designed for residential occupancy by not more than two households living independently from each other.
  - Triplex: means three dwelling units on the same parcel or lot in attached, detached, or semi-detached arrangements that are designed for residential occupancy by not more than three households living independently from each other.
  - Fourplex: means four dwelling units on the same parcel or lot in attached, detached, or semi-detached arrangements that are designed for residential occupancy by not more than four households living independently from each other.
  - Townhouse: means dwelling units that are constructed in a row of two or more attached units in which each dwelling unit shares at least one common wall with an adjacent unit and that are accessed by separate outdoor entrances.

The following is a chapter-by-chapter review of each part of this amendment:

Chapter 10-20: Administration, Procedures, and Enforcement. The purpose of this chapter is to set forth the provisions for the orderly application and processing of development applications.
Division 10-20.30: Common Procedures, Section 10-20.30.050: Concept Plan Review
This section is amended to require a concept plan review for any residential development proposal that is not part of a platted subdivision. The current provision only requires concept plan review for single-family and duplex projects that are not part of a platted subdivision. Concept plans are already required for multi-family residential developments. Previously triplex and fourplex developments fell under the definition of multi-family.
Division 10-20.40: Permits and Approvals, Section 10-20.40.140: Site Plan Review and Approval
This section is amended to exempt all residential developments with less than five dwelling unit from the requirement of site plan review. Currently only single-family and duplex developments are exempt.
Division 10-20.60: Nonconforming Provisions, Section 10-20.60.030: Restrictions on Nonconforming Uses and Structures and Section 10-20.60.040: Residential Exemptions
This section is amended for clarity, replaces single-family and multi-family structures with residential structures.

Chapter 10-30: General to All. This chapter provides standards and regulations for the creation and

preservation of affordable housing, historic and cultural resources, provides minimum requirements for the installation of public improvements, promotes sustainable development practices through incentives, and establish site design standards.

Division 10-30.50: Public Improvements, Section 10-30.50.040: Exemptions

This section is amended to exempt residential developments with less than 5 dwelling units from the requirement of providing public improvements.

Division 10-30.60: Site Planning Design Standards, Section 10-30.60.020: Applicability

This section is amended to exempt residential developments with less than 5 dwelling units from the site planning design standards.

Chapter 10-40: Specific to Zones. This chapter establishes the zones applied to property within the city and indicates which land uses are permitted by right or as conditional uses subject to a conditional use permit.

Division 10-40.30: Non-Transect Zones

Section 10-40.30.030: Residential Zones, Table 10-40.30.030.B.: Residential Zones -- Allowed Uses, and Table 10-40.30.030.C.: Residential Zones -- Building Form and Property Development Standards

Section 10-40.30.040: Commercial Zones, Table 10-40.30.040.B.: Commercial Zones -- Allowed Uses and Table 10-40.30.040.C.: Commercial Zones -- Building Form and Property Development

Section 10-40.30.060: Public and Open Space Zones, Table 10-40.30.060.B.: Public and Open Space Zones -- Allowed Uses

These tables are amended by replacing the existing land uses of duplex dwelling, multiple-family dwelling, single-family attached and detached dwelling with one unit, two unit, three unit, and four unit residential development in addition to multi-family residential development. The allowances for two unit, three unit, and four unit residential development is made consistent with one unit residential development with a requirement that they are only permitted where public water, sewer, and streets are available to serve the property. Single-Family, Duplex, and Triplex High Occupancy Housing land uses are removed. Additionally, the same residential land uses as part of a mixed use development are removed from the commercial land use table. A footnote is added to clarify that residential uses are permitted without a conditional use permit when part of a mixed use project.

A floor area ratio (FAR) requirement is added to the Single-Family Residential Neighborhood (R1N) zone of .50.

Division 10-40.60: Specific to Uses

Table 10-40.60.030.A.: Accessory Dwelling Unit Design, Development, and Exceptions Standards

This section is amended to remove the requirement for a separate water meter for detached accessory dwelling units. This is a clean up item from the previous amendment on accessory dwelling units at the request of the Water Services Director.

Section 10-40.60.170: High Occupancy Housing

This section is amended to reflect the removal of Single-Family, Duplex, and Triplex High Occupancy Housing land uses.

Section 10-40.60.260: Mixed Use

This section is amended to clarify that mixed use is the combination of commercial uses with residential uses and not just a mix of commercial uses on the same site as well as clean up references to the regional plan.

Division 10-40.40: Transect Zones,

Section 10-40.40.040: T2 Rural (T2) Standards

This section is amended to allow building types that will support middle housing including apartment house and bungalow court (both limited to 4 units), duplex, triplex, and townhouse.

Section 10-40.40.050: T3 Neighborhood (T3N.1) Standards

This section is amended to allow building types that will support middle housing including apartment house (limited to 4 units), triplex, and townhouse.

Section 10-40.40.060: T3 Neighborhood (T3N.2) Standards

This section is amended to allow building types that will support middle housing including apartment house and townhouse.

Section 10-40.40.040: T2 Rural (T2) Standards, Subsection 10-40.40.040.H.: Allowed Uses

Section 10-40.40.050: T3 Neighborhood (T3N.1) Standards, Subsection 10-40.40.050.H.: Allowed Uses

Section 10-40.40.060: T3 Neighborhood (T3N.2) Standards, Subsection 10-40.40.060.H.: Allowed Uses

Section 10-40.40.070: T4 Neighborhood 1 (T4N.1) Standards, Subsection 10-40.40.070.I.: Allowed Uses
Section 10-40.40.080: T4 Neighborhood 2 (T4N.2) Standards, Subsection 10-40.40.080.I.: Allowed Uses
The tables are amended like the non transect zones as discussed above. Clean up items are included on meeting facilities bringing this portion of the code in alignment with the non-transect zones.

Chapter 10-50: Supplemental to Zones. This chapter provides standards that are supplemental to the regulations of each zone, and are specific to aspects of development, such as architectural design standards, landscaping, and parking.
Division 10-50.20: Architectural Design Standards, Section 10-50.20.020: Applicability
Division 10-50.60: Landscape Standards, Section 10-50.60.020: Applicability
Division 10-50.80: Parking Standards, Section 10-50.80.050 Bicycle Parking
These divisions are amended to exempt residential developments of less than 5 units from the requirement of the division or section.
Division 10-50.80: Parking Standards, Table 10-50.80.040.A: Number of Motor Vehicle Parking Spaces Required
This table is amended to require no more than one parking space per unit for middle housing developments. Single-family residential development requirements are updated to match the requirements for middle housing developments.
Division 10-50.110: Specific to Building Types, Table 10-50.110.030.A. Allowed Building Types
This table is amended to include the additional building types identified above.

Chapter 10-80: Definitions. This chapter provides definitions of terms and phrases used in the Zoning Code that are technical or specialized or that may not reflect common usage.
Division 10-80.20: Definitions of Specialized Terms, Phrases, and Building Functions
Section 10-80.20.040: Definitions "D"
This Division is amended to include new definitions for one, two, three, and four unit residential developments, update the multi-family residential development definition to be five units or more, and add a definition for triplex dwelling.
Section 10-80.20.080: Definitions "H"
This section is amended to update the definition of High Occupancy Housing.
Section 10-80.20.130: Definitions "M"
This section is amended to update the definition of mixed use in accordance with changes in the land use tables and specific to use provisions.

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.2.1. Design new neighborhoods that embody the characteristics of Flagstaff's favorite neighborhoods -- that is, with a mix of uses, a variety of housing types and densities, public spaces, and greater connectivity with multimodal transportation options.
Policy LU.11.4. Encourage various housing types that appeal to a diverse range of ages and income.
Policy LU.13.4. Plan suburban development to include a variety of housing options.
Goal NH.3. Make available a variety of housing types at different price points, to provide housing opportunity for all economic sectors.
Policy NH.3.1. Provide a variety of housing types throughout the City and region, including purchase and rental options, to expand the choices available to meet the financial and lifestyle needs of our diverse population.

Draft Flagstaff Regional Plan 2045
Policy DP.2 Support development and redevelopment with a diversity of housing types by expanding opportunities for missing middle housing.

The current Regional Plan is silent on the term "Middle Housing" but it supports the development of a range of housing types including those that are compatible with existing neighborhoods. The draft regional plan includes only one policy specific to the support for the development of middle housing. There are no policies

in either plan that discourage the development of middle housing types in Flagstaff.

B. Finding #2: The proposed amendment will not be detrimental to the public interest, health, safety, convenience, or welfare of the City;

The proposed amendment is intended to bring the City of Flagstaff Zoning Code into conformance with recently adopted state legislation regarding middle housing land uses. However, instead of implementing on a limited basis as is required by the legislation, this amendment includes providing the allowances for middle housing throughout the city in every zoning district that currently permits single family dwellings. The proposed amendment will not be detrimental to the public interest, health, safety, convenience, or welfare of the city.

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:

Connection to PBB Priorities and Objectives:
Achieve a well-maintained community through comprehensive and equitable code compliance, and development that is compatible with community values.

Connection to Regional Plan:

Flagstaff Regional Plan 2030
Policy LU.2.1. Design new neighborhoods that embody the characteristics of Flagstaff's favorite neighborhoods -- that is, with a mix of uses, a variety of housing types and densities, public spaces, and greater connectivity with multimodal transportation options.
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The current Regional Plan is silent on the term "Middle Housing" but it supports the development of a range of housing types including those that are compatible with existing neighborhoods. The draft regional plan includes only one policy specific to the support for the development of middle housing. There are no policies in either plan that discourage the development of middle housing types in Flagstaff.

Connection to Carbon Neutrality Plan:

Carbon Neutrality Plan

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

HA-1 Create housing options for households at all income levels and family sizes occupied by local residents.

Connection to 10-Year Housing Plan:

10-Year Housing Plan
The following strategies outlined in the 10-Year Housing Plan are supported by the proposed Middle Housing Zoning Code Text Amendment:
Create 4: Amend the Flagstaff Zoning Code to facilitate the development of all housing types.

- Create 4.4: Review parking standards for all residential development with the goal of reducing the cost of development and increasing the number of dwelling units that may be achieved.
- Create 4.8: Explore allowing additional flexibility for homeowners and landlords to increase density.

Greater diversity of housing types paired with reductions in required onsite parking spaces can reduce construction costs and translate to reductions in housing costs as well. Permitting a wider variety of housing types (duplexes, triplexes, and quadplexes) introduces gradual density to existing neighborhoods, which helps maintain the area's character while creating income opportunities for existing households.
Connect 2: Implement a framework for centering equity in proposed and existing housing practices, policies, and programs.

- Connect 2.1: Evaluate housing policies and strategies in City of Flagstaff planning documents through an equity lens.

The proposed zoning code amendment improves equitable access to housing throughout Flagstaff and creates more diverse homeownership and rental opportunities for residents.
Protect 2: Ensure affordable housing is a part of every Flagstaff neighborhood and work to address disparate impact as part of any development or redevelopment.

- 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.

Because these proposed code changes are being applied to most zoning categories, a greater diversity of housing types may occur throughout all areas of Flagstaff. This is a step in the right direction about displacement issues resulting from rapid gentrification in concentrated areas with more permissive zoning.

Attachments: Res. 2025-61
Exhibit A - PZ-2-00027 Middle Housing
Ord. 2025-26
PZ-25-00027 Housing Statement
Presentation

RESOLUTION NO. 2025-61

A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE CITY CLERK AND ENTITLED "PZ-25-00027 – MIDDLE HOUSING"

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; and

WHEREAS, the City of Flagstaff wishes to incorporate by reference amendments to the Flagstaff Zoning Code, Ordinance No. 2025-26, 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-25-00027 – Middle Housing"* 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 effective thirty (30) days following adoption by the City Council.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 2nd day of December 2025.

_____
MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM:

_____
CITY ATTORNEY

Exhibits:
A. PZ-25-00027 – Middle Housing

Case No. PZ-25-00027 – Middle Housing

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 10-20: Administration, Procedures, and Enforcement, Division 10-20.30: Common Procedures, Section 10-20.30.050: Concept Plan Review, as follows:

10-20.30.050 Concept Plan Review

B. Applicability. Concept Plan review is required for the following:

4. **Residential Development** ~~**A proposed single-family residence or duplex**~~ located on a Parcel that is not part of a platted Subdivision; and

Section 2. Amend Title 10 Flagstaff Zoning Code, Chapter 10-20: Administration, Procedures, and Enforcement, Division 10-20.40: Permits and Approvals, Section 10-20.40.140: Site Plan Review and Approval, as follows:

10-20.40.140 Site Plan Review and Approval

B. Applicability.

1. Site Plan Review. Site plan review and approval shall be required for all authorized uses, changes of use and approved conditional uses in any zone, except for the following:

a. **Residential Developments with less than five Dwelling Units, where permitted by the zone** ~~**Detached single-family dwellings (up to two on one lot or parcel, where permitted by the zone, including a proposed single-family residence located on a parcel that is not part of a platted subdivision), duplexes**~~, and related accessory uses and buildings~~**; in approved subdivisions;**~~

2. Architectural Standards. Compliance with the architectural design standards (Division 10-50.20) is required for commercial, ~~**multifamily**~~ **Multi-Family Residential Development** ~~**(duplex and greater)**~~, institutional, business parks and subdivisions (City Code Chapter 11-20, Subdivision and Land Split Regulations). Architectural standards do not apply to **residential Developments with less than five Dwelling Units** ~~**single-family dwellings**~~, industrial uses not defined as business parks, or the Downtown Overlay (DO) zone.

Section 3. Amend Title 10 Flagstaff Zoning Code, Chapter 10-20: Administration, Procedures, and Enforcement, Division 10-20.60: Nonconforming Provisions, Section 10-20.60.030: Restrictions on Nonconforming Uses and Structures and Section 10-20.60.040: Residential Exemptions, as follows:

10-20.60.030 Restrictions on Nonconforming Uses and Structures

A. Nonconforming Uses. The continuance of a legal nonconforming use shall be allowed subject to the following provisions:

5. ~~**Single-Family or Multifamily Structures**~~ **Residential Structures**. A nonconforming use operating within a ~~**single-family or multifamily structure**~~ **residential Structure** may only be replaced by a conforming use or another nonconforming use that is the same as or similar to the previous nonconforming use; provided, not more than 180 days have passed since the cessation of the previous nonconforming use; and further provided, the replacement nonconforming use does not create new impacts or an increase in intensity of the land use.

10-20.60.040 Residential Exemptions

An involuntarily damaged or destroyed nonconforming ~~**Single-Family or Multiple-Family**~~ **residential** Development unit may be reconstructed or replaced with a new structure within the same footprint (including preexisting nonconforming setbacks), height and number of dwelling units, but in compliance with Title 4, Building Regulations; Title 5, Fire Code; and Division 10-50.70, Outdoor Lighting Standards.

Section 4. Amend Title 10 Flagstaff Zoning Code, Chapter 10-30: General to All, Division 10-30.50: Public Improvements, Section 10-30.50.040: Exemptions, as follows:

10-30.50.040 Exemptions

The following are exempt from all the requirements of this division:

A. An expansion or alteration of an existing nonresidential or ~~**multifamily residential**~~ **Multi-Family Residential Development** use that results in a 25 percent or less increase in the intensity of the use in terms of additional dwelling units, gross floor area, seating capacity or parking spaces, either with a single or cumulative addition(s) or expansion(s); or

B. An expansion or alteration of an existing nonresidential or ~~**multifamily residential**~~ **Multi-Family Residential Development** use that results in a change of 50 percent or less of the actual value of the structure prior to the start of construction as determined from the records of the Coconino County Assessor or by a current appraisal by an appraiser licensed by the State of Arizona; or

C. Construction of or alteration to ~~**a single-family detached residence or a duplex**~~ **residential Development with less than five Dwelling Units** of any value.

Section 5. Amend Title 10 Flagstaff Zoning Code, Chapter 10-30: General to All, Division 10-30.60: Site Planning Design Standards, Section 10-30.60.020: Applicability, as follows:

10-30.60.020 Applicability

D. Exemptions. The standards found within this division shall not apply to:

1. Industrial uses not located in the Research and Development zone;

2. Any change of use of a building or property that does not affect site design or layout;

3. ~~**Individual single-family dwellings**~~ **Residential Developments with less than five Dwelling Units**. However, the standards shall apply to residential subdivisions.

Section 6. Amend Title 10 Flagstaff Zoning Code, Chapter 10-40: Specific to Zones, Division 10-40.30: Non-Transect Zones, Section 10-40.30.010: Purpose, as follows:

10-40.30.010 Purpose

This division provides regulatory standards governing land use and building form within the non-transect zones**. These standards are separate from and independent of any private Covenants, Conditions, and Restrictions (CC&Rs) or similar recorded instruments. The City does not enforce private CC&Rs, nor does compliance with this code imply compliance with such private restrictions.** These standards are intended to ensure that proposed development is compatible with existing and future development and produces an environment of desirable character consistent with the General Plan. The General Plan shall guide appropriate densities in the zones.

Section 7. Amend Title 10 Flagstaff Zoning Code, Chapter 10-40: Specific to Zones, Division 10-40.30: Non-Transect Zones, Section 10-40.30.030: Residential Zones, Table 10-40.30.030.B.: Residential Zones – Allowed Uses, as follows:

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

Primary Land Use[1]	Specific Use Regulations	Residential Zones						
		RR	ER	R1	R1N	MR	HR	MH
Ranching, Forestry and Animal Keeping								
Animal Keeping	10-40.60.070	P~~5~~4	P~~5~~4	--	--	--	--	--
Recreation, Education and Assembly								
Commercial Campgrounds	10-40.60.130	UP	--	--	--	--	--	--
Equestrian Recreational Facilities		UP	UP	UP	--	--	--	--
Golf Courses and Facilities		UP	UP	UP	--	--	--	
Libraries, Museums		UP	UP	UP	UP	UP	UP	UP
Meeting Facilities	10-40.60.230							
Neighborhood		P	P	P	P	P	P	P
Outdoor Public Uses, General		P	P	P	--	P	P	P
Places of Worship with 250 seats or less		P	P	P	P	P	P	P
Places of Worship with more than 250 seats		UP	UP	UP	UP	UP	UP	UP
Schools – Private		P	P	P	P	P	P	P
Schools – Public and Charter		P[2]	P[2]	P[2]	P[2]	P	P	P[2]
Trade Schools		--	--	--	--	--	--	--
Residential								
Co-housing	10-40.60.120	P	P	P	--	P	P	--

Table 10-40.30.030.B. Residential Zones – Allowed Uses								
Primary Land Use[1]	Specific Use Regulations	Residential Zones						
		RR	ER	R1	R1N	MR	HR	MH
Congregate Care Facilities		UP	UP	UP	UP	P	P	UP
Day Care, Centers	10-40.60.150.B	UP	UP	UP	UP	UP	UP	UP
Day Care, Home	10-40.60.150.A	P	P	P	P	P	P	P
~~**Dwelling, Duplex**~~	-	~~**P**[3]~~	~~**P**[3]~~	~~**P**[3]~~	~~**P**~~	~~**P**~~	~~**P**~~	~~**--**~~
~~**Dwelling, Multiple-Family**~~	-	~~**P**[3,4]~~	~~**P**[3,4]~~	~~**P**[3,4]~~	~~**--**~~	~~**P**~~	~~**P**~~	~~**--**~~
~~**Dwelling, Attached Single-Family**~~	-	~~**P**~~	~~**P**~~	~~**P**~~	~~**P**~~	~~**P**~~	~~**P**~~	~~**P**~~
~~**Dwelling, Detached Single-Family**~~	-	~~**P**~~	~~**P**~~	~~**P**~~	~~**P**~~	~~**P**~~	~~**P**~~	~~**P**~~
Development, Four Unit Residential		**P**[3]	**P**[3]	**P**[3]	**P**[3]	**P**[3]	**P**[3]	**P**[3]
Development, High Occupancy Housing	**10-40.60.170**	**UP**[3]	**UP**[3]	**UP**[3]	**--**	**UP**[3]	**UP**[3]	**--**
Development, Multi-Family Residential		**P**[3]	**P**[3]	**P**[3]	**--**	**P**[3]	**P**[3]	**--**
Development, One Unit Residential		**P**	**P**	**P**	**P**	**P**	**P**	**P**
Development, Three Unit Residential		**P**[3]	**P**[3]	**P**[3]	**P**[3]	**P**[3]	**P**[3]	**P**[3]
Development, Two Unit Residential		**P**	**P**	**P**	**P**	**P**	**P**	**P**
Dormitories		--	--	--	--	UP	UP	--
Group Home		P	P	P	P	P	P	P

Table 10-40.30.030.B. Residential Zones – Allowed Uses								
Primary Land Use[1]	Specific Use Regulations	Residential Zones						
		RR	ER	R1	R1N	MR	HR	MH
~~**High Occupancy Housing Development, Single-Family**~~	~~**10-40.60.170**~~	~~**UP**~~	~~**UP**~~	~~**UP**~~	~~**UP**~~	~~**UP**~~	~~**UP**~~	~~**UP**~~
~~**High Occupancy Housing Development, Two Units**~~	~~**10-40.60.170**~~	~~**UP[3]**~~	~~**UP[3]**~~	~~**UP[3]**~~	~~**UP**~~	~~**UP**~~	~~**UP**~~	~~**--**~~
~~**High Occupancy Housing Development, Three Units**~~	~~**10-40.60.170**~~	~~**UP[3,4]**~~	~~**UP[3,4]**~~	~~**UP[3,4]**~~	~~**--**~~	~~**UP**~~	~~**UP**~~	~~**--**~~
~~**High Occupancy Housing Development, Four Units and Greater**~~	~~**10-40.60.170**~~	~~**UP[3,4]**~~	~~**UP[3,4]**~~	~~**UP[3,4]**~~	~~**--**~~	~~**UP**~~	~~**UP**~~	~~**--**~~
Home Occupation	10-40.60.180	P	P	P	P	P	P	P
Institutional Residential								
Custodial Care Facilities		UP	UP	UP	UP	UP	UP	UP
Homeless Shelters	10-40.60.190							
Emergency Shelters		UP	UP	UP	UP	UP	UP	UP
Short Term Housing		UP	UP	UP	UP	UP	UP	UP
Transitional Housing		UP	UP	UP	UP	UP	UP	UP
Sheltered Care Homes		UP	UP	UP	UP	UP	UP	UP
Nursing Homes		--	UP	UP	UP	UP	UP	UP
Live/Work	10-40.60.200	--	--	--	--	UP	UP	--
Manufactured Home	10-40.60.210	--	--	--	--	--	--	P
Manufactured Home Park	10-40.60.210.D	--	--	--	--	--	--	P
Manufactured Home Subdivision	10-40.60.210.C	--	--	--	--	--	--	P

Table 10-40.30.030.B. Residential Zones – Allowed Uses								
Primary Land Use[1]	Specific Use Regulations	Residential Zones						
		RR	ER	R1	R1N	MR	HR	MH
Mobile Home		--	--	--	--	--	--	P
Planned Residential Development	10-40.60.280	P	P	P	P	P	P	--
Single Room Occupancy, Fraternities and Sororities		--	--	--	--	UP	UP	--
Retail Trade								
Neighborhood Market								
≤ 1,500 sf		--	--	UP	--	--	--	UP
≤ 2,500 sf		--	--	--	--	UP	--	--
≤ 5,000 sf		--	--	--	--	--	UP	--
Offices		--	--	--	--	--	UP	--
Services								
Bed and Breakfast Establishments	10-40.60.110	P	P	P	P	P	P	P
Cemeteries		UP	UP	UP	--	UP	UP	UP
Hospitals		UP	UP	UP	UP	UP	UP	UP
Public Services								
Emergency Services		UP	UP	UP	UP	UP	UP	UP
Public Services Minor		P	P	P	P	P	P	P
Public Services Major		--	--	--	--	--	--	--
Telecommunications Facilities								
AM Broadcasting Facilities	10-40.60.310	UP	UP	UP	UP	UP	UP	UP

Table 10-40.30.030.B.

Residential Zones – Allowed Uses

Primary Land Use[1]	Specific Use Regulations	Residential Zones						
		RR	ER	R1	R1N	MR	HR	MH
Antenna-Supporting Structure	10-40.60.310	UP	UP	UP	UP	UP	UP	UP
Attached Telecommunications Facilities	10-40.60.310	P	P	P	P	P	P	P
Colocation Facility	10-40.60.310	P	P	P	UP	P	P	P
FM/DTV/Low Wattage AM Broadcasting Facilities	10-40.60.310	UP	UP	UP	UP	UP	UP	UP
Stealth Telecommunications Facilities	10-40.60.310	P	P	P	P	P	P	P
Transportation and Infrastructure								
Accessory Wind Energy Systems	10-40.60.040	P	P	P	--	P	P	P
Urban Agriculture								
Community Garden	10-40.60.140	P	P	P	P	P	P	P
Nurseries		UP	--	--	--	--	--	--

End Notes

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

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

~~**3. Only permitted on lots or parcels with significant natural resources as determined by the Director, on parcels within the Resource Protection Overlay, or as part of an Affordable Housing development as defined in Division 10-30.20.**~~

Table 10-40.30.030.B. Residential Zones – Allowed Uses								
Primary Land Use[1]	Specific Use Regulations	Residential Zones						
		RR	ER	R1	R1N	MR	HR	MH
43. ~~Multifamily dwellings in the RR, ER, or R1 zones shall be limited to either a duplex (two units) building(s) and/or individual (single unit) detached building(s).~~ Not permitted where public water, sewer, or streets are not available to serve the property.								
~~5~~4. Use is allowed only on a lot or parcel with a net lot area of five acres or greater.								
Key								
P	=	Permitted Use						
UP	=	Conditional Use – Requires the Approval of a Conditional Use Permit						
--	=	Use Not Allowed						

Section 8. Amend Title 10 Flagstaff Zoning Code, Chapter 10-40: Specific to Zones, Division 10-40.30: Non-Transect Zones, Section 10-40.30.030: Residential Zones, Table 10-40.30.030.C.: Residential Zones – Building Form and Property Development Standards, as follows:

Table 10-40.30.030.C.
Residential Zones – Building Form and Property Development Standards

	Residential Zones						
	RR	ER	R1	R1N	MR	HR	MH
Residential development subdivided by a plat							
Lot sizes	(1) Setbacks shall be provided in accordance with the building placement requirements of the property's zone unless alternative setbacks are delineated on the recorded final plat.						
Setbacks	(2) Any lot(s) created or reconfigured in accordance with the subdivision code shall conform with the current requirements of the property's zone, unless alternate lot area, lot width, lot depth, lot coverage, and setbacks are approved as part of a Planned Residential Development (see Section 10-40.60.280) by the City Council on a recorded final plat.						
Building Placement Requirements							
Setbacks							
Front (min.)							
2nd Floor and Below	75'	50'	15'	15'	10'	10'	15'
Above 2nd Floor	75'	50'	15'	15'	15'	15'	15'
For Parking	--	--	25'[1]	--	--	--	--
Side (min.)							
Interior Side Yard	10'	20' min./45' total	8'	6'	5'	5'	8'
Street Side Yard	25'	20'	15'	6'	5'	5'	12'
Rear (min.)	10'	60'	25'[2]	15'	15'[3]	15'[3]	10'

Table 10-40.30.030.C.

Residential Zones – Building Form and Property Development Standards

	Residential Zones						
	RR	ER	R1	R1N	MR	HR	MH
Building Form Requirements							
Building Height (max.)[11,12, 13]	35'	35'	35'	35'	35'	60'[4]	30'
Coverage (max.)	20%	17%	35%	35%	40%	50%	43%
Floor Area Ratio (max.)				**0.50**			
Density Requirements See Division 10-30.20, Affordable Housing Incentives							
Gross Density (units/acre)							
Min.	--	--	2	2	6	10	--
Maximum	1	1	6	14	14	29[5]	11
Maximum Bedroom Requirements							
Bedrooms per Acre **for Multi-Family Residential Development** ~~**on a Development Site with Four Units and Greater**~~							
Maximum	---End note 14---		15	--	35	72.5	--
Maximum for a High Occupancy Housing Development	---End note 15---		21	--	49	101.5	--
Minimum Lot Requirements							
Area							
Gross	1 ac[6]	1 ac	6,000 sf	6,000 sf	6,000 sf	6,000 sf	4,000 sf
Per Unit	1 ac[6]	1 ac	6,000 sf	3,000 sf	End note	End note [5]	4,000 sf
Dimensions							
Width Interior Lots	100'[7,8]	149'[8]	60'[8]	50'[8]	50'[8]	50'[8,9]	40'

Table 10-40.30.030.C.

Residential Zones – Building Form and Property Development Standards

		Residential Zones						
		RR	ER	R1	R1N	MR	HR	MH
	Width Corner Lots	100'[7,8]	149'[8]	65'[8]	50'[8]	50'[8]	50'[8,9]	45'
	Depth	200'[7]	--	100'	100'	100'	75'[8,9]	100'
Other Requirements								
Common Space (% of Development Site Area)[10]		--	--	--	--	See Table 10-40.30.030.F		
Fences and Screening		See Division 10-50.50						
Landscaping		See Division 10-50.60						
Lighting		See Division 10-50.70						
Parking		See Division 10-50.80						
Signs		See Division 10-50.100						

End Notes

1. Fifteen feet for side entrance garages, where the garage is designed as an integral element of the primary dwelling (i.e., doors and windows are consistent with the overall architectural character).

2. One- or two-story residential buildings and decks attached to those buildings may be built to 15 feet from the rear property line; provided, that any portion of the structure located closer than 25 feet to the rear property line does not exceed 50 percent of the lot width.

3. May be reduced for zones not subject to the Resource Protection Overlay when a minimum of 350 square feet of open yard area per unit is provided; see Section 10-40.30.030.H.

4. Building height can be exceeded with approval of a conditional use permit.

5. The maximum number of units for each lot is based on the following:

Area of Lot	Required Lot Area Per Dwelling Units
5,000 to 14,000 square feet	2,500 square feet

Table 10-40.30.030.C.

Residential Zones – Building Form and Property Development Standards

	Residential Zones						
	RR	ER	R1	R1N	MR	HR	MH
14,001 to 24,000 square feet	2,000 square feet						
24,001 square feet and over	1,500 square feet						

6. Five-acre minimum where public water supply and public streets are not available to serve the property.

7. Where public water supply and public streets are not available to serve the property a minimum lot width of 200 feet and lot depth of 250 feet are required.

8. Lot width measured at the front setback line.

9. On lots greater than 9,000 square feet: 70 feet minimum width on interior lots, 75 feet minimum width on corner lots and 100 feet minimum depth on all lots.

10. Common Space as required in Division 10-50.110, Specific to Building Types, and areas set aside for resource preservation such as floodplains, slopes and forests (Division 10-50.90, Resource Protection Standards) may be used to satisfy this standard. In this context, “Common Space” includes active and passive recreation uses, landscape areas, and community gardens.

11. Primary structures, excluding accessory structures, with a roof pitch greater than, or equal to, 6:12 shall be allowed an additional five feet above the maximum building height.

12. The elevator and stairwell bulkheads shall be architecturally integrated with the building. Elevator and stairwells bulkheads are allowed an additional 15 feet above the maximum building height. The Director may approve a height greater than 15 feet when the additional height is necessary to accommodate an elevator or stairwell bulkhead, related equipment, or the requirements of the Building or Fire Code.

13. Steeples, solar collectors, towers and other unoccupied architectural features are allowed an additional height above the maximum building height equal to 20 percent multiplied by the maximum building height allowed for property’s zone. The total area of the referenced allowances above the building height shall not exceed 20 percent of the total roof area.

Table 10-40.30.030.C. Residential Zones – Building Form and Property Development Standards							
	Residential Zones						
	RR	ER	R1	R1N	MR	HR	MH
14. ~~Multiple~~Multi-Family Dwellings are allowed three bedrooms for the first acre of a development site and two and one-half bedrooms per acre for each additional acre.							
15. ~~Multiple~~Multi-Family Dwellings are allowed four bedrooms for the first acre of a development site and three and one-half bedrooms per acre for each additional acre.							
Key							
-- Not Applicable							

Section 9. Amend Title 10 Flagstaff Zoning Code, Chapter 10-40: Specific to Zones, Division 10-40.30: Non-transect Zones, Section 10-40.30.040: Commercial Zones, Table 10-40.30.040.B.: Commercial Zones – Allowed Uses, as follows:

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

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

Libraries, Museums		P	P	P	P	P	P
Meeting Facilities	10-40.60.230						
Regional		--	P	P	P	P	P
Neighborhood		P	P	P	P	P	P
Outdoor Public Uses, General		P	P	P	P	--	--
Places of Worship with 250 seats or less		P	P	P	P	P	P
Places of Worship with more than 250 seats		UP	UP	UP	UP	UP	UP
Schools – Public and Charter		P	P	P	P	P	P
Schools – Private		P	P	P	P	P	P
Theaters		P	P	P	P	--	P
Trade Schools		--	UP	UP	UP	UP	UP
Residential[5]							
Co-Housing	10-40.60.120	UP	UP	UP	UP	UP	UP
~~**Co-Housing as Part of a Mixed-Use Development**~~	~~**10-40.60.120**~~	~~**P**~~	~~**P**~~	~~**P**~~	~~**P**~~	~~**P**~~	~~**P**~~
Congregate Care Facilities		UP	P	P	P	P	UP
Day Care, Centers	10-40.60.150.B	P	P	P	P	UP	UP

Day Care, Home	10-40.60.150.A	P	P	P	P	P	P
Development, Four Unit Residential		**UP[5,9,10]**	**P[5,7]**	**P[5,7]**	**UP[5,9,10]**	**UP[5,9,10]**	**UP[5,9,10]**
Development, High Occupancy Housing	**10-40.60.170**	**UP**	**UP**	**UP**	**UP**	**UP**	**UP**
Development, Multi-Family Residential		**UP[5,9,10]**	**UP[5,9,10]**	**UP[5,9,10]**	**UP[5,9,10]**	**UP[5,9,10]**	**UP[5,9,10]**
Development, One Unit Residential		**--**	**P[5,7]**	**P[5,7]**	**--**	**--**	**--**
Development, Three Unit Residential		**UP[5,9,10]**	**P[5,7]**	**P[5,7]**	**UP[5,9,10]**	**UP[5,9,10]**	**UP[5,9,10]**
Development, Two Unit Residential		**UP[5,9,10]**	**P[5,7]**	**P[5,7]**	**UP[5,9,10]**	**UP[5,9,10]**	**UP[5,9,10]**
~~**Dwelling, Duplex**~~	-	~~**UP[5]**~~	~~**UP[5,7]**~~	~~**UP[5,7]**~~	~~**UP[5]**~~	~~**UP[5]**~~	~~**UP[5]**~~
~~**Dwelling, Duplex as Part of a Mixed-Use Development**~~	-	~~**P**~~	~~**P**~~	~~**P**~~	~~**P**~~	~~**P**~~	~~**P**~~
~~**Dwelling, Multiple-Family**~~	-	~~**UP[5]**~~	~~**UP[5]**~~	~~**UP[5]**~~	~~**UP[5]**~~	~~**UP[5]**~~	~~**UP[5]**~~
~~**Dwelling, Multiple-Family as Part of a Mixed-Use Development**~~	-	~~**P**~~	~~**P**~~	~~**P**~~	~~**P**~~	~~**P**~~	~~**P**~~
~~**Dwelling, Single-Family Attached**~~	-	-	~~**P[5,7]**~~	~~**P[5,7]**~~	-	-	-
~~**Dwelling, Single-Family Detached**~~	-	~~**--**~~	~~**P[5,7]**~~	~~**P[5,7]**~~	~~**--**~~	~~**--**~~	~~**--**~~
~~**Dwelling, Single-Family as Part of a Mixed-Use Development**~~	-	~~**P**~~	~~**P**~~	~~**P**~~	~~**P**~~	~~**P**~~	~~**P**~~
Dormitories		UP	UP	UP	UP	UP	UP
Fraternities and Sororities		UP	UP	UP	UP	UP	UP

Group Homes		P[5,8]	P[5]	P[5]	P[5,8]	P[5,8]	P[5,8]
~~**High Occupancy Housing Development, Single-Family**~~	~~**10-40.60.170**~~	~~**--**~~	~~**UP**~~	~~**UP**~~	~~**--**~~	~~**--**~~	~~**--**~~
~~**High Occupancy Housing Development, Two Units**~~	~~**10-40.60.170**~~	~~**UP**~~	~~**UP**~~	~~**UP**~~	~~**UP**~~	~~**UP**~~	~~**UP**~~
~~**High Occupancy Housing Development, Three Units**~~	~~**10-40.60.170**~~	~~**UP**~~	~~**UP**~~	~~**UP**~~	~~**UP**~~	~~**UP**~~	~~**UP**~~
~~**High Occupancy Housing Development, Four Units and Greater**~~	~~**10-40.60.170**~~	~~**UP**~~	~~**UP**~~	~~**UP**~~	~~**UP**~~	~~**UP**~~	~~**UP**~~
Home Occupation	10-40.60.180	P	P	P	P	P	P
Institutional Residential							
Custodial Care Facilities		P[6]	P[6]	P[6]	P[6]	P[6]	P[6]
Homeless Shelters							
Emergency Shelters	10-40.60.190	P[6]	P[6]	P[6]	P[6]	P[6]	P[6]
Short Term Housing		P[6]	P[6]	P[6]	P[6]	P[6]	P[6]
Transitional Housing		P	P	P	P	P	P
Sheltered Care Homes		P	P	P	P	P	P
Nursing Homes		UP	UP	UP	UP	UP	UP
Live/Work	10-40.60.200	P	P	P	P	P	P
Residence for Owner, Caretaker or Manager		P	P	P	P	P	P

Single Room Occupancy		UP	--	--	P	--	P
Retail Trade							
Bars/Taverns		P	P	P	P	P	P
Crematorium		P	P	P	P	P	--
Drive-through Retail	10-40.60.160	P	P	P	P	--	--
Drive-through Service		P	P	P	P	--	--
Farmers Markets and Flea Markets		--	P	P	P	P	P
General Retail Business		P	P	P	P	P	P
Mixed Use	10-40.60.260	P	P	P	P	P	P
Mixed-Use High Occupancy Housing Development	10-40.60.170 and 10-40.60.260	UP	UP	UP	UP	UP	UP
Restaurant or Cafe		P	P	P	P	P	P
Services							
Bed and Breakfast Establishments	10-40.60.110	P	P	P	P	P	P
Cemeteries		UP	UP	UP	UP	UP	--
Dry-cleaning, Processing		P	P	P	P	--	--
Equipment Rental Yard		--	UP	UP	P	P	--

Funeral Homes, Chapels and Mortuaries		--	P	P	P	--	UP
General Services		P	P	P	P	P	P
Hospital		UP	UP	UP	UP	UP	UP
Kennel, Animal Boarding	10-40.60.195	--	--	--	UP[11]	--	--
Marijuana Dispensary	10-40.60.220	--	--	--	P	--	--
Marijuana Testing Facility		P	P	--	P	P	--
Office		P	P	P	P	P	P
Public Services							
Public Services Major		--	--	--	--	--	--
Public Services Minor		P	P	P	P	P	P
Emergency Services		UP	UP	UP	UP	UP	UP
Travel Accommodations		UP	--	--	P	--	P
Veterinary Clinics		P	P	P	P	P	--
Veterinary Hospitals		--	--	--	UP	UP	--
Telecommunication Facilities							
AM Broadcasting Facilities	10-40.60.310	UP	UP	UP	UP	UP	UP
Antenna-Supporting Structure	10-40.60.310	UP	UP	UP	UP	UP	UP
Attached Telecommunication Facilities	10-40.60.310	P	P	P	P	P	P
Collocation Facility	10-40.60.310	P	P	P	P	P	P
FM/DTV/Low Wattage AM Broadcasting Facilities	10-40.60.310	P	P	P	P	P	P

Stealth Telecommunication Facilities	10-40.60.310	P	P	P	P	P	P
Transportation and Infrastructure							
Accessory Wind Energy Systems	10-40.60.040	P	P	P	P	P	P
Garages, Off-Street		P	P	P	P	P	P
Parking Lots, Off-Street	10-50.80	P	P	P	P	P	P
Passenger Transportation Facilities		--	--	--	UP	UP	UP
Urban Agriculture							
Community Gardens	10-40.60.140	P	P	P	P	P	P
Food Production		--	--	--	UP[2]	UP[2]	--
Vehicle Sales and Services							
Automobile Service Station and Convenience Store	10-40.60.090	P	P	P	P	P	--
Automobile and Trailer Rental		--	--	--	P	P	--
Automobile/Vehicle Sales and Service, New and Used		--	UP	UP	P	P	UP
Automobile/Vehicle Repair Garages – Major	10-40.60.100	--	--	--	P	P	--
Automobile/Vehicle Repair Garages – Minor	10-40.60.100	--	UP	UP	P	P	--
Car Washes		P	P	P	P	--	--

Mobile Homes and Recreational Vehicles, Sales, and Service		--	--	--	P	--	--

End Notes	
1.	A definition of each listed use type is in Chapter 10-80, Definitions.
2.	Only allowed on lots that do not have highway frontage or behind existing/new commercial uses.
3.	Only permitted when incidental to permitted use.
4.	This use shall be screened. See Division 10-50.50, Fences and Screening, for fencing and screening requirements.
5.	Residential uses in the SC, CC, HC, CS and CB zones existing prior to the effective date of this Zoning Code are considered legal, conforming uses. Residential uses in the HC, CS and CB zones shall be subject to the development standards established in the HR zone. Residential uses in the SC, CC and NCC zones shall be subject to the development standards established in the MR zone.
6.	Conditional use permit is required if proximity between shelter facilities is less than one-quarter mile.
7.	~~**Single-family and duplex dwellings**~~ **Residential Developments with less than five Dwelling Units** are permitted by right on existing lots 9,000 square feet or less subject to the building placement and building form requirements of the MR zone.
8.	Only permitted in legal nonconforming Single-Family Dwellings (Attached or Detached).
9.	Permitted without a Conditional Use permit per the provisions of Division 10-30.20: Affordable Housing Incentives.
10.	**Permitted without a Conditional Use permit when included in a Mixed Use Development per the provisions of Section 10-40.60.260.**

Key	
P =	Permitted Use
UP =	Conditional Use Permit Required
-- =	Use Not Allowed

Section 10. Amend Title 10 Flagstaff Zoning Code, Chapter 10-40: Specific to Zones, Division 10-40.30: Non-transect Zones, Section 10-40.30.040: Commercial Zones, Table 10-40.30.040.C.: Commercial Zones – Building Form and Property Development Standards, as follows:

Table 10-40.30.040.C.

Commercial Zones – Building Form and Property Development Standards

	Commercial Zones					
	SC	CC	NCC	HC	CS	CB
Building Placement Requirements						
Setback from property line						
Front (Also see Section 10-50.60.040.B)	15'[1]	0'	0'	0'[2]	0'	0'
Side						
Adjacent to Residential Use	---------- 15' min.[6] ----------					
Street Side (min.)	10'[3]	10'[3]	10'[3]	10'[3]	10'[3]	0'
All Other Sides	---------- 0' ----------					
Rear						
Adjacent to Residential	---------- 15' min. ----------					
All Other Rears	---------- 0' ----------					
Building Form Requirements						
Building Height (max.)[8, 9, 10]	35'	60'[4, 7]	45'[7, 13]	60'[4]	60'[4]	60'[4]
Gross FAR (max.)	0.8	2.5	2.5	3.0	2.0	No max.
Density Requirements						

Table 10-40.30.040.C.

Commercial Zones – Building Form and Property Development Standards

	Commercial Zones					
	SC	CC	NCC	HC	CS	CB
Gross Density (units/acre)						
Maximum	13[11]	---------- 29[11]----------				
Maximum Bedroom Requirements						
Bedrooms per Acre **for Multi-Family Residential Development** ~~**on a Development Site with Four Dwelling Units or More**~~						
Maximum	35[12]	---------- 72.5[12]----------				
Minimum Lot Requirements						
Area (Gross sf)	6,000	9,000[5]	9,000[5]	9,000	9,000	7,000
Width	50'	60'[5]	60'[5]	60'	60'	50'
Depth	100'	100'[5]	100'[5]	100'	100'	--
Common Space						
~~**Multiple**~~**Multi**-Family ~~**Dwellings**~~ **Residential Developments**	------- 15 percent of the gross lot or parcel area -------					
Other Requirements						
Fences and Screening	See Division 10-50.50					
Landscaping	See Division 10-50.60					
Outdoor Lighting	See Division 10-50.70					
Parking	See Division 10-50.80					

Table 10-40.30.040.C.

Commercial Zones – Building Form and Property Development Standards

	Commercial Zones					
	SC	CC	NCC	HC	CS	CB
Signs	See Division 10-50.100					

End Notes

1. Front setbacks shall be equal to 15 feet or match adjacent residential development, whichever is less.
2. No front setback required, except when required by the adoption of building setback lines along specified streets.
3. Setback may be reduced to 5 feet minimum, if the landscape street buffer is reduced in accordance with Section 10-50.60.040.B, Nonresidential Zone Buffers.
4. Conditional use permit required for structures over 60 feet in height.
5. Any lot(s) created or reconfigured in accordance with the subdivision code shall conform with the current requirements of the property's zone, unless alternate lot area, lot width, lot depth, lot coverage, and setbacks are approved as part of a Planned Residential Development (see Section 10-40.60.280) by the City Council on a recorded final plat.
6. Except that the setback from a proposed residential use in a commercial zone to other residential uses shall be 5 feet minimum.
7. Single-family dwellings and duplexes in the CC and NCC zones shall be limited to a maximum height of 35 feet consistent with the height standard for the MR zone.
8. Primary structures, excluding accessory structures, with a roof pitch greater than, or equal to, 6:12 shall be allowed an additional five feet above the maximum building height.
9. The elevator and stairwell bulkheads shall be architecturally integrated with the building. Elevator and stairwells bulkheads are allowed an additional 15 feet above the maximum building height. The Director may approve a height greater than 15 feet when the additional height is necessary to accommodate an elevator or stairwell bulkhead, related equipment, or the requirements of the Building or Fire Code.

Table 10-40.30.040.C. Commercial Zones – Building Form and Property Development Standards						
	Commercial Zones					
	SC	CC	NCC	HC	CS	CB
10. Steeples, solar collectors, towers and other unoccupied architectural features are allowed an additional height above the maximum building height equal to 20 percent multiplied by the maximum building height allowed for property's zone. The total area of the referenced allowances above the building height shall not exceed 20 percent of the total roof area.						
11. Additional density may be approved with an HOHD or MHOHD conditional use permit.						
12. Additional bedrooms per acre may be approved with an HOHD or MHOHD conditional use permit.						
13. Conditional use permit required for structures over 45 feet in height.						

Section 11. 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, 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
Schools – Public and Charter		P	--	--
Schools – Private		UP	--	--
Universities and Colleges		P	--	--
Residential				
Employee Housing		P[1]	--	--
Development, Four Unit Residential		**UP[1,2]**	**--**	**--**

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
Development, Multi-Family Residential		**UP[1,2]**	**--**	**--**
Development, One Unit Residential		**UP[1,2]**	**--**	**--**
Development, Three Unit Residential		**UP[1,2]**	**--**	**--**
Development, Two Unit Residential		**UP[1,2]**	**--**	**--**
~~**Dwelling, Multiple-Family**~~	-	~~**UP[4]**~~	~~**--**~~	~~**--**~~
~~**Dwelling, Attached Single-Family**~~	-	~~**UP[4]**~~	~~**--**~~	~~**--**~~
~~**Dwelling, Detached Single-Family**~~	-	~~**UP[4]**~~	~~**--**~~	~~**--**~~
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	--	--
Services				
Cemeteries		UP	--	--

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
Governmental Offices		P	--	--
Public Services				
Public Services Major		UP	--	--
Public Services Minor		UP	UP	--
Emergency Services		UP	--	--
Telecommunication Facilities				
AM Broadcasting Facilities	10-40.60.310	UP	UP	--
Antenna-Supporting Structure	10-40.60.310	UP	UP	--
Attached Telecommunication Facilities	10-40.60.310	P	P	--
Collocation Facility	10-40.60.310	P	P	--
FM/DTV/Low Wattage AM Broadcasting Facilities	10-40.60.310	P	UP	--
Stealth Telecommunication Facilities	10-40.60.310	P	P	--
Transportation and Infrastructure				
Accessory Wind Energy Systems	10-40.60.040	P	P	--
Wind Energy Production Facility		UP	P	--
Airports/Landing Strips, Heliports, or Helistops	10-40.60.060	UP	--	--
Government Service/Maintenance Facilities		P	--	--
Municipal Airports		P	--	--
Urban Agriculture				
Community Gardens	10-40.60.140	P	--	--
Urban Farm	10-40.60.320	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
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.				
2. Permitted without a Conditional Use permit per the provisions of Division 10-30.20: Affordable Housing Incentives.				
Key				
P = Permitted Use				
UP = Conditional Use Permit Required				
-- = Use Not Allowed				

Section 12. Amend Title 10 Flagstaff Zoning Code, Chapter 10-40: Specific to Zones, Division 10-40.60: Specific to Uses, Table 10-40.60.030.A.: Accessory Dwelling Unit Design, Development and Exceptions Standards, as follows:

Table 10-40.60.030.A. Accessory Dwelling Unit Design, Development and Exceptions Standards	
(11) Utility Service	(a) An attached or interior ADU shall be connected to the same utilities (except internet, telephone, and television) as the primary Single-Family Dwelling. ~~**Detached ADUs shall have a separate water meter.**~~

Section 13. Amend Title 10 Flagstaff Zoning Code, Chapter 10-40: Specific to Zones, Division 10-40.60: Specific to Uses, Section 10-40.60.170: High Occupancy Housing, as follows:

10-40.60.170 High Occupancy Housing

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

A. Applicability. This section provides general requirements and Conditional Use Permit standards for High Occupancy Housing Developments (HOHD) and Mixed-Use High Occupancy Housing Developments (MHOHD). The following Development types meet the definition of High Occupancy Housing and are required to obtain a Conditional Use permit.

~~**1. Single-Family High Occupancy Housing Development: A Single-Family Attached or Detached Dwelling Unit with seven or more Bedrooms or five or more Sanitation Facilities.**~~

~~**2. Two-Units High Occupancy Housing Development: A Development consisting of two Dwelling Units on one Lot or Parcel, excluding an Accessory Dwelling Unit, with more than a total of seven Bedrooms or one or more Dwelling Unit(s) containing four or more Sanitation Facilities.**~~

~~**3. Three-Units High Occupancy Housing Development: A Development consisting of three Dwelling Units on one Lot or Parcel with more than a total of nine Bedrooms or one or more Dwelling Unit(s) containing four or more Sanitation Facilities.**~~

~~**4**~~**1. ~~Four Units and Greater~~** High Occupancy Housing Development: A ~~**Development Site**~~ **Lot or Parcel** containing ~~**four**~~ **five** or more Dwelling Units with any of the following:

a. More than 20 percent of the total Dwelling Units have four Bedrooms; or

b. One or more of the Dwelling Unit(s) contain four or more Sanitation Facilities; or

c. The total number of Dwelling Units and Bedrooms per Acre exceeds the maximums of the building form and property development standards of the property's designated Non-Transect Zone; or

d. If the property owner has elected a Transect Zone, the density is greater than 29 Dwelling Units per Acre and 72.5 Bedrooms per Acre.

~~**5**~~**2**. Mixed Use High Occupancy Housing Development: A Mixed-Use Development **containing five or more Dwelling Units** with any of the following:

a. More than 20 percent of the total Dwelling Units have four Bedrooms or more; or

b. One or more Dwelling Unit(s) contain four or more Sanitation Facilities; or

c. The total number of Dwelling Units and Bedrooms per Acre exceeds the maximums the building form and property development standards of the property's designated Non-Transect zone; or

d. If the property owner has elected a Transect Zone, the density is greater than 29 dwelling units per acre and 72.5 bedrooms per acre.

B. Exceptions. Housing Developments, either for rental or purchase, in which all Dwelling Units are permanently affordable and offered at 60 percent or less of the area median income (AMI) in compliance with the Department of Housing and Urban Development regulations shall not be categorized as High Occupancy Housing Development, regardless of the number of Dwelling Units, Bedrooms, or zoning.

C. General Requirements.

~~**1. The maximum number of Bedrooms in a two-unit HOHD or MHOHD: 10.**~~

~~**2. The maximum number of Bedrooms in a three-unit HOHD or MHOHD: 12.**~~

~~**3**~~**1**. An HOHD ~~**with four units and greater**~~ in a residential zone shall not exceed a Bedroom-to-Dwelling Unit ratio of 3.5.

~~**4**~~**2**. An HOHD or MHOHD ~~**with four units and greater**~~ in a commercial zone shall have:

a. A minimum of 20 percent of the Bedrooms contained in studio and/or one-Bedroom Dwelling Units; and

b. A maximum of 30 percent of Bedrooms contained in Dwelling Units with four Bedrooms or more.

5**3**. An MHOHD with 4 units and greater shall be on a lot or parcel that abuts a street classified as a Collector or Arterial.

6**4**. An MHOHD shall comply with the Mixed-Use Development standards of Section 10-40.60.260.

7**5**. Prior to the final approval of a land division that creates a Development that conforms to the definition of an HOHD or MHOHD, a Conditional Use permit shall be obtained for the Development Site that will contain the HOHD or MHOHD.

D. Building Footprint[1] Sizes and Separation Requirements for HOHD or MHOHD ~~**with Four Units and Greater**~~ within a Historic Overlay Zone.

1. Maximum building footprint[1] on a Development Site within a historic overlay zone, excluding properties zoned Central Business (CB), T6 Downtown, T5 Main Street, or T5-O Main Street Open shall not exceed 5,000 square feet.

2. Maximum building footprint[1] on a Development Site within a historic overlay zone and zoned Central Business (CB), T6 Downtown, T5 Main Street, and T5-O Main Street Open shall not exceed 22,000 square feet.

3. The minimum separation between building footprints on the same lot or parcel and building footprints on an abutting lot or parcel (not including Accessory Structures), shall be a distance that is the greater of 10 feet, or one-third the height of the taller structure, excluding properties zoned Central Business (CB), T6 Downtown, T5 Main Street or T5-O Main Street Open.

Note 1: The maximum allowable building footprint is equal to the largest floor plate of a structure, including interior courtyards, abutting and interior, or partial interior, podium and above ground parking structure(s), and structures connected with a roof.

E. Waste Management Plan for HOHD or MHOHD ~~**with Four Units and Greater**~~.

1. A waste management plan shall be reviewed and approved by the City's Public Works Director, or designee, prior to the approval of the site plan.

2. The building permit shall include all necessary improvements to comply with the approved waste management plan.

3. The Development shall be maintained in compliance with the approved waste management plan.

F. Additional Conditional Use Permit Criteria for HOHD or MHOHD Developments ~~**with Four Units and Greater**~~. In addition to the criteria of Section 10-20.40.050.E., the Planning and Zoning Commission shall not approve a Conditional Use Permit unless:

1. The applicant has consulted with the City's Police Department to create a safety plan for the Development.

2. The Development Site has a permanent transit stop located within 1,320 feet, measured following a continuously improved walkway, sidewalk, and/or public trail. A distance greater than 1,320 feet may be approved by the Planning & Zoning Commission when the applicant can demonstrate that the additional distance does not impede reasonable access to transit.

3. The proposed HOHD or MHOHD is consistent with and conforms to the goals and policies of the General Plan and any applicable Specific Plan.

Section 14. Amend Title 10 Flagstaff Zoning Code, Chapter 10-40: Specific to Zones, Division 10-40.60: Specific to Uses, Section 10-40.60.260: Mixed Use, as follows:

10-40.60.260 Mixed Use

A. **Purpose.** The Regional Plan promotes ~~**the concept of a more**~~ **a** compact development pattern for the City by mapping and describing ~~**activity centers in**~~ urban, suburban, and rural **centers** ~~**area types**~~, and encouraging mixed-use development. ~~**Mixed use is intended to encourage reinvestment of under-utilized parcels and infill development of vacant parcels with a compatible and balanced mix of residential, commercial, and institutional uses within close proximity to each other, rather than the separation of uses. Mixed use is also encouraged in new developments in Greenfield locations.**~~ Mixed-use developments foster pedestrian-oriented residential and commercial development by providing more housing options, reducing traffic congestion, providing a stronger economy in commercial areas, and encouraging pedestrian trips. Mixed use also has the potential to provide increased opportunities for ~~**Affordable H**~~**h**ousing. ~~**In order to accomplish these goals, higher intensities of land use are permitted for mixed-use structures than for the individual uses permitted in a zone.**~~

B. Mix of Uses.

1. A mixed-use development combines residential and nonresidential uses, ~~**or different types of nonresidential uses,**~~ on the same site with the residential units either located above the nonresidential uses (vertical mixed use) or allowed at ground level behind street-fronting nonresidential uses (horizontal mixed use) under the limited circumstances specified by this section. Examples of vertical and horizontal mixed use are illustrated in Figure 10-40.60.260.A.

Section 15. Amend Title 10 Flagstaff Zoning Code, Chapter 10-40: Specific to Zones, Division 10-40.40: Transect Zones, Section 10-40.40.010: Purpose, as follows:

10-40.40.010 Purpose

This division provides regulatory standards governing land use, building form, and development within transect zones. **These standards are separate from and independent of any private Covenants, Conditions, and Restrictions (CC&Rs) or similar recorded instruments. The City does not enforce private CC&Rs, nor does compliance with this code imply compliance with such private restrictions.** The standards in this division are a reflection of the community's vision for implementing the intent of the General Plan to preserve natural areas, such as the Coconino National Forest, to create walkable, mixed-use neighborhoods, and to reinforce downtown. The transect zones have been created in relation to the context and setting of each area, focusing on physical form rather than separation of uses as an organizing principle. Where parcels have both non-transect and transect zones applied, the transect zones are optional, and are provided as alternatives to the underlying non-transect zones described in the previous division. They are intended to ensure that proposed development is compatible with existing and future development and produces an environment of desirable character, consistent with the General Plan.

Section 16. Amend Title 10 Flagstaff Zoning Code, Chapter 10-40: Specific to Zones, Division 10-40.40: Transect Zones, Section 10-40.40.040: T2 Rural (T2) Standards, as follows:

10-40.40.040 T2 Rural (~~**TS**~~ **T2**) Standards

B. Allowed Building Types[1,2]	
Apartment House[3]	Single-Family Estate
Bungalow Court[3]	Single-Family House
Carriage House	**Triplex, Stacked**
Duplex, Front-and-Back	**Townhouse**
Duplex, Side-by-Side	
Duplex, Stacked	

[1]See Division 10-50.110, Specific to Building Types, for building type descriptions and regulations.

[2]See Divisions 10-50.30, Building Height, and 10-50.110, Specific to Building Type, for additional building form regulations.

[3]Limited to four dwelling units.

Section 17. Amend Title 10 Flagstaff Zoning Code, Chapter 10-40: Specific to Zones, Division 10-40.40: Transect Zones, Section 10-40.40.040: T2 Rural (T2) Standards, Subsection 10-40.40.040.H.: Allowed Uses, as follows:

H. Allowed Uses		
Land Use[1]	**Specific Use Regulations**	**T2**
Ranching, Forestry, and Research		
Animal Keeping	10-40.60.070	P
Nurseries		P
Ranching		P
Recreation, Education and Public Assembly Uses		
Commercial Campgrounds	10-40.60.130	UP
Commercial Recreation Facilities, Outdoor		UP
Libraries, Museums		UP
Meeting Facilities, **Public and Private Neighborhood**	10-40.60.230	P[2]
Outdoor Public Use, General		P
Places of Worship		P/UP[43]
Schools - Private		P
Schools – Public and Charter		P[32]
Residential		
Accessory Buildings and Structures	10-40.60.020	P
Accessory Dwelling Unit	10-40.60.030	P
Co-Housing	10-40.60.120	P
Dwelling: Single-Family		**P**
Development, Four Unit Residential		**P**
Development, One Unit Residential		**P**
Development, Three Unit Residential		**P**
Development, Two Unit Residential		**P**
Group Home		P
Home Occupation	10-40.60.180	P

H. Allowed Uses		
Land Use[1]	**Specific Use Regulations**	**T2**
Institutional Residential		
Custodial Care Facilities		UP
Nursing Home		UP
Homeless Shelter	10-46.60.190	UP
Sheltered Care Home		UP
Services		
Bed and Breakfast	10-40.60.110	P
Cemeteries		P
Crematoriums		UP
Daycare	10-40.60.150	
Home		P
Centers		P
Public Services		
Emergency Services		UP
Telecommunication Facilities		
AM Broadcasting Facilities	10-40.60.310	UP
Antenna-Supporting Structure	10-40.60.310	UP
Attached Telecommunication Facilities	10-40.60.310	P
Collocation Facility	10-40.60.310	P
FM/DTV Broadcasting Facilities	10-40.60.310	P
Stealth Telecommunication Facilities	10-40.60.310	P
Transportation and Infrastructure		
Accessory Wind Energy Systems	10-40.60.040	P
Urban Agriculture		

H. Allowed Uses		
Land Use[1]	**Specific Use Regulations**	**T2**
Community Gardens	10-40.60.140	P
Greenhouses		P

End Notes	
1.	See Chapter 10-80, Definitions, for use type definitions.
2.	**UP required if liquor is sold or if facilities exceed 250 seats.**
32.	Charter schools proposed in existing single-family residences shall be located on residential lots 1 acre or greater.
43.	A conditional use permit is required if the facility exceeds 250 seats and/or if the facility is located adjacent to a toxic use.

Key	
P	Permitted Use
UP	Conditional Use Permit Required

Section 18. Amend Title 10 Flagstaff Zoning Code, Chapter 10-40: Specific to Zones, Division 10-40.40: Transect Zones, Section 10-40.40.050: T3 Neighborhood (T3N.1) Standards, as follows:

10-40.40.050 T3 Neighborhood I (T3N.1) Standards

B. Allowed Building Types[1, 3]	
Apartment House[2]	
Bungalow Court[2]	Duplex, Stacked[2]
Carriage House	Single-Family Cottage
Duplex, Front-and-Back[2]	Single-Family House
Duplex, Side-by-Side[2]	**Triplex, Stacked**
[1]See Division 10-50.110, Specific to Building Types, for building type descriptions and regulations.	**Townhouse**

[2] ~~**Permitted only if the building type exists at the effective date of this Zoning Code.**~~ **Limited to four dwelling units**

[3]See Divisions 10-50.30, Building Height, and 10-50.110, Specific to Building Types, for additional building form regulations.

Section 19. Amend Title 10 Flagstaff Zoning Code, Chapter 10-40: Specific to Zones, Division 10-40.40: Transect Zones, Section 10-40.40.050: T3 Neighborhood (T3N.1) Standards, Subsection 10-40.40.050.H.: Allowed Uses, as follows:

H. Allowed Uses		
Land Use[1]	**Specific Use Regulations**	**T3N.1**

H. Allowed Uses		
Land Use[1]	**Specific Use Regulations**	**T3N.1**
Recreation, Education and Public Assembly Uses		
Dance or Music Studio ≤ 650 sf		P~~3~~2
Libraries, Museums ≤ 2,500 sf		P
Libraries, Museums ≥ 2,500 sf		UP
Meeting Facilities, ~~**Public and Private**~~ **Neighborhood**	10-40.60.230	P
Outdoor Public Use, General		P
Places of Worship		P/UP~~6~~4
Schools - Private		P
Schools – Public and Charter		P~~5~~3
Residential		
Accessory Buildings and Structures	10-40.60.020	P
Accessory Dwelling Unit	10-40.60.030	P
Co-Housing	10-40.60.120	P
Congregate Care Facilities		UP
Dormitories and Fraternities/Sororities		UP
Development, Four Unit Residential		**P**
Development, One Unit Residential		**P**
Development, Three Unit Residential		**P**
Development, Two Unit Residential		**P**
~~**Dwelling: Multiple-Family**~~		~~**P**~~[2]
~~**Dwelling: Single-Family**~~		~~**P**~~
~~**Duplex**~~		~~**P**~~[2]
Group Home		P
~~**High Occupancy Housing Development, Single-Family**~~	~~**10-40.60.170**~~	~~**UP**~~
Home Occupation	10-40.60.180	P
Institutional Residential	10-46.60.190	UP
Retail Trade		

H. Allowed Uses		
Land Use[1]	**Specific Use Regulations**	**T3N.1**
Neighborhood Market ≤ 1,500 sf		UP
Services		
Bed and Breakfast	10-40.60.110	P
Cemeteries		P
Daycare	10-40.60.150	
Home		P
Centers		P
Public Services		
Emergency Services		UP
Public Services Minor		P
Telecommunication Facilities		
Stealth Telecommunication Facilities	10-40.60.310	P
Transportation and Infrastructure		
Accessory Wind Energy Systems	10-40.60.040	P
Urban Agriculture		
Community Gardens	10-40.60.140	P

End Notes

1. See Chapter 10-80, Definitions, for use type definitions.

~~**2. Permitted only if the use exists at the effective date of this code.**~~

~~3~~2. Not allowed on the ground floor unless behind an allowed ground-floor use.

~~**4. UP required if liquor is sold or if facilities exceed 250 seats.**~~

~~5~~3. Charter schools proposed in existing single-family residences shall be located on residential lots 1 acre or greater.

~~6~~4. A conditional use permit is required if the facility exceeds 250 seats and/or if the facility is located adjacent to a toxic use.

Key	
P	Permitted Use
UP	Conditional Use Permit Required

Section 20. Amend Title 10 Flagstaff Zoning Code, Chapter 10-40: Specific to Zones, Division 10-40.40: Transect Zones, Section 10-40.40.060: T3 Neighborhood (T3N.2) Standards, as follows:

10-40.40.060 T3 Neighborhood 2 (T3N.2) Standards

B. Allowed Building Types[1, 2]	
Apartment House	Duplex, Stacked
Bungalow Court	Single-Family Cottage
Carriage House	Single-Family House
Duplex, Front-and-Back	Triplex, Stacked
Duplex, Side-by-Side	**Townhouse**

[1]See Division 10-50.110, Specific to Building Types, for building type descriptions and regulations.

[2]See Divisions 10-50.30, Building Height, and 10-50.110, Specific to Building Types, for additional building form regulations.

Section 21. Amend Title 10 Flagstaff Zoning Code, Chapter 10-40: Specific to Zones, Division 10-40.40: Transect Zones, Section 10-40.40.060: T3 Neighborhood (T3N.2) Standards, Subsection 10-40.40.060.H.: Allowed Uses, as follows:

H. Allowed Uses		
Land Use[1]	**Specific Use Regulations**	**T3N.2**

H. Allowed Uses		
Land Use[1]	**Specific Use Regulations**	**T3N.2**
Recreation, Education and Public Assembly Uses		
Dance or Music Studio ≤ 650 sf		P[2]
Libraries, Museums		
≤ 2,500 sf		P
> 2,500 sf		UP
Meeting Facilities, ~~**Public and Private**~~ **Neighborhood**	10-40.60.230	P~~**/UP**~~[3]
Outdoor Public Use, General		P
Places of Worship		P/UP~~5~~[4]
Schools – Private		P
Schools – Public and Charter		P~~4~~[3]
Residential		
Accessory Buildings and Structures	10-40.60.020	P
Accessory Dwelling Unit	10-40.60.030	P
Co-Housing	10-40.60.120	P
Congregate Care Facilities		UP
Dormitories and Fraternities/Sororities		UP
~~**Dwelling: Multiple-Family**~~		~~**P**~~
~~**Dwelling: Single-Family**~~		~~**P**~~
~~**Duplex**~~		~~**P**~~
Development, Four Unit Residential		**P**
Development, Multi-Family Residential		**P**
Development, One Unit Residential		**P**
Development, Three Unit Residential		**P**
Development, Two Unit Residential		**P**
Group Home		P
~~**High Occupancy Housing Development, Single-Family**~~	~~**10-40.60.175**~~	~~**UP**~~
~~**High Occupancy Housing Development, Two-units**~~	~~**10-40.60.175**~~	~~**UP**~~

H. Allowed Uses		
Land Use[1]	**Specific Use Regulations**	**T3N.2**
~~**High Occupancy Housing Development, Three-units**~~	~~**10-40.60.175**~~	~~**UP**~~
High Occupancy Housing Development~~**, Four-units and Greater**~~	10-40.60.~~**175**~~170	UP
Home Occupation	10-40.60.180	P
Institutional Residential	10-40.60.190	UP
Live/Work		P
Retail Trade		
Neighborhood Market ≤ 1,500 sf		P
Services		
Bed and Breakfast	10-40.60.110	P
Cemeteries		UP
Crematoriums		UP
Daycare	10-40.60.150	
Home		P
Centers		UP
Public Services		
Public Services Minor		P
Emergency Services		UP
Telecommunication Facilities		
Stealth Telecommunication Facilities	10-40.60.310	P
Transportation and Infrastructure		
Accessory Wind Energy Systems	10-40.60.040	P
Urban Agriculture		
Community Gardens	10-40.60.140	P

End Notes

1. See Chapter 10-80, Definitions, for use type definitions.

2.	Not allowed on the ground floor unless behind an allowed ground-floor use.
~~**3. UP required if liquor is sold or if facilities exceed 250 seats.**~~	
43.	Charter schools proposed in existing single-family residences shall be located on residential lots 1 acre or greater.
~~**5**~~4.	A conditional use permit is required if the facility exceeds 250 seats and/or if the facility is located adjacent to a toxic use.

Key	
P	Permitted Use
UP	Conditional Use Permit Required

Section 22. Amend Title 10 Flagstaff Zoning Code, Chapter 10-40: Specific to Zones, Division 10-40.40: Transect Zones, Section 10-40.40.070: T4 Neighborhood 1 (T4N.1) Standards, Subsection 10-40.40.070.I.: Allowed Uses, as follows:

I. Allowed Uses			
Land Use[1]	**Specific Use Regulations**	**T4N.1**	**T4N.1-O**
Recreation, Education and Public Assembly Uses			
Libraries, Museums			
≤ 2,500 sf		P	P
> 2,500 sf		UP	UP
Meeting Facilities, ~~**Public and Private**~~ **Neighborhood**	10-40.60.230	P~~[3]~~	P~~[3]~~
Places of Worship		P/UP[43]	P/UP[43]
Schools – Private		P	P
Schools – Public and Charter		P	P
Residential			
Accessory Buildings and Structures	10-40.60.020	P[2]	P[2]
Accessory Dwelling Unit	10-40.60.030	P	P
Co-Housing	10-40.60.120	P	P
Congregate Care Facilities		P	P
Dormitories, Fraternities/Sororities and SRO (≤15 rooms)		UP	UP
Development, Four Unit Residential		**P**	**P**
Development, Multi-Family Residential		**P**	**P**
Development, One Unit Residential		**P**	**P**
Development, Three Unit Residential		**P**	**P**
Development, Two Unit Residential		**P**	**P**
~~**Dwelling: Multiple-Family**~~	-	~~**P**~~	~~**P**~~
~~**Dwelling: Single-Family**~~	-	~~**P**~~	~~**P**~~
~~**Duplex**~~	-	~~**P**~~	~~**P**~~
Group Home		P	P
~~**High Occupancy Housing Development, Single-Family**~~	~~**10-40.60.175**~~	~~**UP**~~	~~**UP**~~
~~**High Occupancy Housing Development, Two-units**~~	~~**10-40.60.175**~~	~~**UP**~~	~~**UP**~~
~~**High Occupancy Housing Development, Three-units**~~	~~**10-40.60.175**~~	~~**UP**~~	~~**UP**~~

I. Allowed Uses			
Land Use[1]	**Specific Use Regulations**	**T4N.1**	**T4N.1-O**
High Occupancy Housing Development~~, Four-units and Greater~~	10-40.60.~~175~~170	UP	UP
Home Occupation	10-40.60.180	P	P
Institutional Residential	10-40.60.190	UP	UP
Live/Work		-	P
Retail Trade			
Bars/Taverns	-	P	
General Retail Businesses, except with any of the following features		-	P
Drive-Through	-	-	
Floor Area ≥ 3,500 sf	-	UP	
Markets			
Neighborhood Market ≤ 2,500 sf	-	P	
Micro-brewery/Micro-distillery	10-40.60.240	-	P
Restaurant, or Cafes		-	P
Services			
ATM		-	P
Bed and Breakfast	10-40.60.110	P	p
Cemeteries		UP	UP
Crematorium		-	UP
Daycare	10-40.60.150		
Home		P	P
Centers		UP	UP
Funeral Homes, Chapels, Mortuaries		-	P
General Services		-	P
Lodging			
≤ 15 rooms		-	P
Offices		-	P

I. Allowed Uses			
Land Use[1]	**Specific Use Regulations**	**T4N.1**	**T4N.1-O**
Public Services			
Public Services Minor		P	P
Emergency Services		UP	UP
Veterinary Clinic		-	P
Telecommunication Facilities			
Stealth Telecommunication Facilities	10-40.60.310	P	p
Transportation and Infrastructure			
Accessory Wind Energy Systems	10-40.60.040	P	p
Urban Agriculture			
Community Gardens	10-40.60.140	P	p

End Notes
1. See Chapter 10-80, Definitions, for use type definitions.
2. Not allowed on the ground floor unless behind an allowed ground-floor use.
~~**3. UP required if liquor is sold or if facilities exceed 250 seats.**~~
43. A conditional use permit is required if the facility exceeds 250 seats and/or if the facility is located adjacent to a toxic use.

Key	
P	Permitted Use
UP	Conditional Use Permit Required

Section 23. Amend Title 10 Flagstaff Zoning Code, Chapter 10-40: Specific to Zones, Division 10-40.40: Transect Zones, Section 10-40.40.080: T4 Neighborhood 2 (T4N.2) Standards, Subsection 10-40.40.080.I.: Allowed Uses, as follows:

I. Allowed Uses	

Land Use[1]	Specific Use Regulations	T4N.2	T4N.2-O
Recreation, Education and Public Assembly Uses			
Libraries, Museums			
≤ 2,500 sf		P	P
> 2,500 sf		UP	UP
Meeting Facilities, ~~**Public and Private**~~ **Neighborhood**	10-40.60.230	P~~[3]~~	P~~[3]~~
Places of Worship		P/UP~~[4]~~[3]	P/UP~~[4]~~[3]
Schools – Private		P	P
Schools – Public and Charter		P	P
Residential			
Accessory Buildings and Structures	10-40.60.020	P[2]	P[2]
Accessory Dwelling Unit	10-40.60.030	P	P
Co-Housing	10-40.60.120	P	P
Congregate Care Facilities		P	P
Dormitories, Fraternities/Sororities and SRO (≤15 rooms)		UP	UP
Development, Four Unit Residential		**P**	**P**
Development, Multi-Family Residential		**P**	**P**
Development, One Unit Residential		**P**	**P**
Development, Three Unit Residential		**P**	**P**
Development, Two Unit Residential		**P**	**P**
~~**Dwelling: Multiple-Family**~~	-	~~**P**~~	~~**P**~~
~~**Dwelling: Single-Family**~~	-	~~**P**~~	~~**P**~~
~~**Duplex**~~	-	~~**P**~~	~~**P**~~
Group Home		P	P
~~**High Occupancy Housing Development, Single-Family**~~	~~**10-40.60.175**~~	~~**UP**~~	~~**UP**~~
~~**High Occupancy Housing Development, Two-units**~~	~~**10-40.60.175**~~	~~**UP**~~	~~**UP**~~
~~**High Occupancy Housing Development, Three-units**~~	~~**10-40.60.175**~~	~~**UP**~~	~~**UP**~~
High Occupancy Housing Development~~**, Four-units and Greater**~~	10-40.60.~~**175**~~**170**	UP	UP

Home Occupation	10-40.60.180	P	P
Institutional Residential	10-40.60.190	UP	UP
Live/Work		-	P
Retail Trade			
Bars/Taverns	-	-	P
General Retail Businesses, except with any of the following features		-	P
Drive-Through	-	-	-
Floor Area ≥ 3,500 sf	-	-	UP
Markets			
Neighborhood Market ≤ 2,500 sf	-	P	-
Micro-brewery/Micro-distillery	10-40.60.240	-	P
Restaurant, or Cafes		-	P
Services			
ATM		-	P
Bed and Breakfast	10-40.60.110	P	p
Cemeteries		UP	UP
Crematorium		UP	UP
Daycare	10-40.60.150		
Home		P	P
Centers		UP	UP
Funeral Homes, Chapels, Mortuaries		-	P
General Services		-	P
Lodging		UP	UP
Offices		-	P
Public Services			
Public Services Minor		P	P
Emergency Services		UP	UP
Veterinary Clinic		-	P
Telecommunication Facilities			

Stealth Telecommunication Facilities	10-40.60.310	P	p
Transportation and Infrastructure			
Accessory Wind Energy Systems	10-40.60.040	P	p
Urban Agriculture			
Community Gardens	10-40.60.140	P	p

End Notes
1. See Chapter 10-80, Definitions, for use type definitions.
2. Not allowed on the ground floor unless behind an allowed ground-floor use.
~~**3. UP required if liquor is sold or if facilities exceed 250 seats.**~~
4~~**3**~~. A conditional use permit is required if the facility exceeds 250 seats and/or if the facility is located adjacent to a toxic use.

Key	
P	Permitted Use
UP	Conditional Use Permit Required

Section 24. Amend Title 10 Flagstaff Zoning Code, Chapter 10-50: Supplemental to Zones, Division 10-50.20: Architectural Design Standards, Section 10-50.20.020: Applicability, as follows:

10-50.20.020 Applicability

A. The standards found within this division shall apply to all development within the City in accordance with the requirements and procedures established in Section 10-20.40.140, Site Plan Review and Approval, and as follows:

1. Applications for site plan review or expansions involving commercial, ~~**duplex, multifamily**~~ **Multi-Family Residential Development**, business park, and institutional uses that:

a. Contain greater than 1,000 square feet of gross floor area; or

b. Include expansions greater than 25 percent of gross floor area. Building additions, either with a single addition or cumulative additions subsequent to February 1, 2002 (the effective date of the Design Review Guidelines adopted into the 1991 Land Development Code), will count towards the 25 percent expansion of gross floor area;

2. Applications for conditional use permits;

3. Applications involving facade changes to building and structure elevations that are visible from a public way, including, but not limited to, public and private streets, public trails and paths, and alleys; and

4. Applications for new development in historic districts which shall comply with these standards as well as any design standards established for the district.

B. The standards found within this division shall not apply to the following:

1. ~~**Individual single-family dwellings**~~ **Residential Development with less than 5 dwelling units**;

2. Industrial uses and buildings outside of the RD zone and business parks; and

3. Buildings within a traditional neighborhood community plan (See Division 10-30.80) that provide their own architectural standards.

Section 25. Amend Title 10 Flagstaff Zoning Code, Chapter 10-50: Supplemental to Zones, Division 10-50.60: Landscape Standards, Section 10-50.60.020: Applicability, as follows:

10-50.60.020 Applicability

The provisions of this division shall apply to new and existing development as follows. Exceptions are provided in subsection C. of this section.

A. New Developments. All new developments, except those listed in subsection (C) of this section, shall provide landscaping in compliance with this division.

B. Existing Development. A single addition or cumulative additions subsequent to May 7, 1992, that meet the following thresholds, shall, to the maximum extent feasible as determined by the Director,

provide landscaping in compliance with this division. Where existing site conditions may make it difficult to achieve full compliance as otherwise required below and to ensure that as much as feasible the business expansion is successful, landscaping standards may be modified in accordance with Section 10-20.40.090, Minor Modifications to Development Approvals.

1. An expansion or alteration of an existing nonresidential or residential use that results in a 35 percent or more increase in dwelling units, gross floor area, seating capacity, or parking spaces, either with a single or cumulative addition(s) or expansion(s).

2. Change or intensification of a use that increases the required parking by 35 percent or more. If the required additional parking is less than 35 percent, then landscaping is only required for the new parking spaces in compliance with Section 10-50.60.050, Landscaping Standards.

3. Developments or uses requiring a Conditional Use Permit to the maximum extent feasible as determined by the Planning Commission.

C. Exceptions. The provisions of this division do not apply to the following:

1. ~~**Construction of a new single-family dwelling or of an addition or alteration to an existing single-family dwelling.**~~ **Residential Developments with less than 5 dwelling units and their associated accessory structures including Accessory Dwelling Units.**

~~**2. Individual single-family detached residences and accessory structures.**~~

~~**3. Single-family cluster dwelling residences in the RR and ER zones.**~~

~~**4. Secondary single-family detached dwellings on the same lot as the primary dwelling, where permitted.**~~

~~**5. Accessory dwelling units.**~~

Section 26. Amend Title 10 Flagstaff Zoning Code, Chapter 10-50: Supplemental to Zones, Division 10-50.80: Parking Standards, Table 10-50.80.040.A: Number of Motor Vehicle Parking Spaces Required, as follows:

Table 10-50.80.040.A.: Number of Motor Vehicle Parking Spaces Required	
Use	**Number of Required Spaces**
Residential	
~~**Accessory Dwelling Units**~~	~~**1.0**~~

Table 10-50.80.040.A.: Number of Motor Vehicle Parking Spaces Required	
Use	**Number of Required Spaces**
One Unit Residential Development ~~**Single-Family Dwelling (Attached and Detached)**[1]~~	**1.0 space** ~~**2.0 spaces, plus 1 space for each additional bedroom above 4 bedrooms. The maximum number of required parking spaces shall not exceed 8 spaces.**~~
Two Unit Residential Development	**1.0 spaces per unit**
Three Unit Residential Development	**1.0 spaces per unit**
Four Unit Residential Development	**1.0 spaces per unit**
Multi~~**ple**~~-Family **Residential** Development ~~**and Duplex**[1]~~ ~~**Developments**~~	
Unit Type	
Studio ~~**per unit**~~	1.25 **spaces per unit**
1 Bedroom ~~**per unit**~~	1.5 **spaces per unit**
2 – 3 Bedrooms ~~**per unit**~~	2.0 **spaces per unit**
4 Bedrooms ~~**per unit**~~	2.5 **spaces per unit**
5+ Bedrooms ~~**per unit**~~	3.0 spaces for the first 5 bedrooms plus 0.5 space for each additional bedroom **per unit**
Guest Spaces (Includes ~~**spaces for**~~ **B**~~**b**~~oats and RVs)	**0.25 per each 2+ bedroom units** ~~**0.25 spaces for each unit with 2 bedrooms and greater**~~
Affordable **Housing Incentive for Multi-Family Residential Development** ~~**(All Dwelling Classifications)**~~	
Studio	1.0 **space per unit**
1 Bedroom	1.0 **space per unit**
2 – 3 Bedrooms	1.5 **spaces per unit**
4+ Bedrooms	2.0 **spaces per unit**

Table 10-50.80.040.A.: Number of Motor Vehicle Parking Spaces Required	
Use	**Number of Required Spaces**
Guest Spaces ~~**for Multifamily Dwelling**~~ (Includes Boats and RVs)	0.25 per each 2+ bedroom units
High Occupancy Housing Development	
~~**a. Single-Family – Attached and Detached, Duplex, and Development Sites with three units or less**~~	~~**1 space per bedroom**~~
~~**b. Developments Sites with four units or more**~~ **High Occupancy Housing Development**	The sum of: 1 to 75 bedrooms = 1 space per bedroom, plus 76 to 325 bedrooms = 0.90 spaces per bedroom, plus 326 to 650 bedrooms = 0.80 spaces per bedroom, plus Greater than 650 bedrooms = 0.70 spaces per bedroom
Co-Housing	1 per bedroom
Congregate Care Facility	0.75 per unit plus 1 per employee
Institutional Residential	1 per 6 beds plus 1 per employee
Convents or Monasteries	In addition, if a chapel is open to the public, the parking requirements for “Meeting Facilities, Public or Private” shall apply.
All Other Institutional Residential Uses (Listed in the Definition)	1 per 6 beds plus 1 per employee
Dormitories, Single Room Occupancies, and Fraternities and Sororities	
Private Rooms	1 per bedroom or sleeping room plus 1 for owner or manager

Table 10-50.80.040.A.: Number of Motor Vehicle Parking Spaces Required	
Use	**Number of Required Spaces**
Live/Work	See residential parking requirement plus, 1 per 300 gsf of work area
Manufactured Homes	~~2~~1 per unit; and 1 guest parking space per 8 manufactured home sites
End Note	
~~1. **Parking reductions allowed in Section 10-50.80.060, Parking Adjustments, shall not apply to single-family dwellings and duplexes.**~~	
Key sf square foot gsf gross square feet	

Section 27. Amend Title 10 Flagstaff Zoning Code, Chapter 10-50: Supplemental to Zones, Division 10-50.80: Parking Standards, Section 10-50.80.050 Bicycle Parking, as follows:

10-50.80.050 Bicycle Parking

A. Applicability.

1. The following regulations are applicable whenever the provisions of Section 10-50.80.020, Applicability, have been met.

2. Bicycle parking is not required for **Residential Developments with less than five dwelling units.** ~~**single-family residential developments and uses.**~~

Section 28. Amend Title 10 Flagstaff Zoning Code, Chapter 10-50: Supplemental to Zones, Division 10-50.110: Specific to Building Types, Table 10-50.110.030.A. Allowed Building Types, as follows:

Table 10-50.110.030.A. Allowed Building Types		
		TRANSECT ZONE
Building Type[1]	Section	

		T1	T2	T3N.1	T3N.2	T4N.1	T4N.1-O	T4N.2	T4N.2-O	T5	T5-O	T6
Carriage House	10-50.110.040	--	A	A	A	A	A	A	A	--	--	--
Single-Family Estate	10-50.110.050	--	A	--	--	--	--	--	--	--	--	--
Single-Family House	10-50.110.060	--	A	A	A	A	A	A	A	--	--	--
Single-Family Cottage	10-50.110.070	--	--	A	A	A	A	A	A	--	--	--
Bungalow Court	10-50.110.080	--	--A	A	A	A	A	A	A	--	--	--
Duplex, Side-by-Side	10-50.110.090	--	--A	A	A	A	A	A	A	--	--	--
Duplex, Stacked	10-50.110.100	--	--A	A	A	A	A	A	A	--	--	--
Duplex, Front-and-Back	10-50.110.110	--	--A	A	A	A	A	A	A	--	--	--
Triplex, Stacked	10-50.110.120	--	--A	--A	A	A	A	A	A	--	--	--
Townhouse	10-50.110.130	--	--A	--A	--A	A	A	A	A	--	A	--
Apartment House	10-50.110.140	--	--A	--A	--A	A	A	A	A	--	A	--
Courtyard Apartment	10-50.110.150	--	--	--	--	A	A	A	A	--	A	--
Live/Work	10-50.110.160	--	--	--	--	--	A	--	A	A	A	A

Apartment Building	10-50.110.170	--	--	--	--	A	A	A	A	--	A	--
Commercial Block	10-50.110.180	--	--	--	--	--	--	--	A	A	A	A

Section 29. Amend Title 10 Flagstaff Zoning Code, Chapter 10-80: Definitions, Division 10-80.20: Definitions of Specialized Terms, Phrases, and Building Functions, Section 10-80.20.040: Definitions "D", as follows:

~~Development, Duplex: A development consisting of one or more lots or parcels that contains a duplex.~~

Development, Four Unit Residential: A development consisting of four Dwelling Units on the same Lot or Parcel in attached, detached, or semi-detached arrangements that are used, designed, or intended for residential use or occupancy by not more than four families living independently of each other.

Development, Multi-Family Residential: A development consisting of five or more Dwelling Units on the same Lot or Parcel in attached, detached or semi-detached arrangements that are used, designed, or intended for residential use or occupancy by five or more families living independently of each other.

Development, One Unit Residential: A development consisting of one primary Dwelling Unit, and any associated Accessory Dwelling Units, on the same Lot or Parcel in attached, detached, or semi-detached arrangements that are used, designed, or intended for residential use or occupancy by not more than one family living independently per unit.

Development, Three Unit Residential: A development consisting of three Dwelling Units on the same Lot or Parcel in attached, detached, or semi-detached arrangements that are used, designed, or intended for residential use or occupancy by not more than three families living independently of each other.

Development, Two Unit Residential: A development consisting of two Dwelling Units on the same Lot or Parcel in attached, detached, or semi-detached arrangements that are used, designed, or intended for residential use or occupancy by not more than two families living independently of each other.

Dwelling, Fourplex: A Building having four Dwelling Units on a single Lot or Parcel used, designed, or intended for use or occupancy as living quarters for four families living independently of each other.

Dwelling, Multi~~ple~~-Family: A B~~b~~uilding, or portion thereof, having ~~three~~ **five** or more D~~d~~welling U~~u~~nits on a single Llot **or Parcel** used, ~~or~~ designed**,** or intended for use or occupancy as living quarters by ~~three~~ **five** or more families living independently of each other.

Dwelling, Triplex: A Building having three Dwelling Units on a single Lot or Parcel used, designed, or intended for use or occupancy as living quarters for three families living independently of each other.

Section 28. Amend Title 10 Flagstaff Zoning Code, Chapter 10-80: Definitions, Division 10-80.20: Definition of Specialized Terms, Phrases, and Building Functions, Section 10-80.20.080: Definitions "H", as follows:

~~**High Occupancy Housing Development, Single-Family: A single-family attached or detached dwelling unit with:**~~

~~**a. Seven or more bedrooms; or**~~

~~**b. Five or more sanitation facilities.**~~

~~**High Occupancy Housing Development, Two-Units: A lot or parcel containing two dwelling units, excluding an accessory dwelling unit, with:**~~

~~**a. More than a total of seven bedrooms; or**~~

~~**b. One or more dwelling unit(s) containing four or more sanitation facilities.**~~

~~**High Occupancy Housing Development, Three-Units: A lot or parcel containing three dwelling units with:**~~

~~**a. More than a total of nine bedrooms; or**~~

~~**b. One or more dwelling unit(s) containing four or more sanitation facilities.**~~

High Occupancy Housing Development~~**, Four-Units and Greater**~~: A ~~**Development Site**~~ **Lot or Parcel** containing ~~**four**~~ **five** or more Dwelling Units where:

a. More than 20 percent of the total Dwelling Units have four Bedrooms or more; or

b. One or more of the Dwelling Unit(s) contain four or more Sanitation Facilities; or

c. The total number of Dwelling Units and Bedrooms per Acre exceeds the building form and property development standards of the property's designated Non-Transect Zone; or

d. If the property owner has elected a Transect Zone, the density is greater than 29 Dwelling Units per Acre and 72.5 Bedrooms per Acre.

Section 29. Amend Title 10 Flagstaff Zoning Code, Chapter 10-80: Definitions, Division 10-80.20: Definition of Specialized Terms, Phrases, and Building Functions, Section 10-80.20.130: Definitions "M", as follows:

Mixed Use: ~~**The**~~ **A** development ~~**of a single building**~~ containing **both residential and nonresidential land uses including,** ~~**more than one type of land use or a single development of more than one building and use including**~~, ~~**but not limited to, residential, office,**~~ retail **trade**, **services,** recreation, **education, or assembly.** ~~**public, or entertainment, where the different land use types are in close proximity, planned as a unified complementary whole, and shared pedestrian and vehicular access and parking areas are functionally integrated.**~~

1. Horizontal Mixed Use: **Residential and nonresidential land uses** ~~**Two or more different types of uses are**~~ placed next to each other on the same **Development Site** ~~**parcel**~~, planned as a unit, and connected ~~**together**~~ with pedestrian and vehicular access. ~~**For instance, a subdivision containing single-family dwellings that is adjacent to a neighborhood commercial development and office complex.**~~

2. Vertical Mixed Use: **Residential and nonresidential land uses** ~~**Where two or more different uses**~~ occupying the same building usually on different floors. For instance, retail on the ground floor and ~~**office and/or**~~ residential uses on the second and/or third floors.

Mixed-Use High Occupancy Housing Development (MHOHD):

1. A Mixed-Use Development **containing five or more Dwelling Units** with:

   a. More than 20 percent of the total Dwelling Units have four Bedrooms or more; or

   b. One or more Dwelling Unit(s) contain four or more Sanitation Facilities; or

   c. The total number of Dwelling Units and Bedrooms per Acre exceeds the building form and property development standards of the property's designated Non-Transect zone; or

d. If the property owner has elected a Transect Zone, the density is greater than 29 Dwelling Units per Acre and 72.5 Bedrooms per Acre.

ORDINANCE NO. 2025-26

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-25-00027 – MIDDLE HOUSING"; 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 10-20: Administration, Procedures, and Enforcement, Division 10-20.30 Common Procedures, Division 10-20.40: Permits and Approvals, and Division 10-20.60: Nonconforming Provisions, Chapter 10-30: General to All, Division 10-30.50: Public Improvements, and Division 10-30.60: Site Planning Design Standards, Chapter 10-40: Specific to Zones, Division 10-40.30: Non-Transect Zones, Division 10-40.60: Specific to Uses, and Division 10-40.40: Transect Zones, Chapter 10-50: Supplemental to Zones, Division 10-50.20: Architectural Design Standards, Division 10-50.60: Landscape Standards, and Division 10-50.80: Parking Standards, and Chapter 10-80: Definitions, Division 10-80.20: Definitions of Specialized Terms, Phrases, and Building Functions; and

WHEREAS, a citizen review session was held at the Planning Commission work session on October 8, 2025, 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 a public hearing on October 29, 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 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-25-00027 – Middle Housing"*, 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. 2025-61.

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-25-00027–Middle Housing"*, 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. 2025-61 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 2nd day of December 2025.

_____
MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM:

_____
CITY ATTORNEY

HOUSING IMPACT STATEMENT
PZ-25-00027 MIDDLE HOUSING

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 does not add to the cost of constructing housing for sale or rent. The amendment adds land uses that support the development of townhomes, duplexes, triplexes, and fourplexes in all zoning districts that permit single-family residential development. The amendment further reduces the requirements for these land uses by removing the application of site planning standards, public improvements, architectural design standards, landscaping standards and reducing the minimum parking standards. The removal of these requirements could reduce the cost of constructing these housing types for sale or rent.

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

   This amendment is in response to HB 2721 which requires cities over 75,000 to make allowances for these housing types in zones that allow for single family homes within a mile of their Central Business Districts and a minimum of 10% of undeveloped lands. The City of Flagstaff at the direction of the several commissions and the City Council has proposed this amendment to apply city wide and not just in the limited areas as designated in the bill. This is in alignment with the goals and policies of the 10-year Housing Plan in an attempt to address the need for additional housing resources in Flagstaff.

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

   Alternatives include increasing the allowed densities within each zoning district to increase the opportunity for the development of new housing units within existing neighborhoods. The Code Analysis Project is currently working through recommendations and formal proposals for increasing densities and intensities of development across all zoning districts not just those that would permit middle housing types.

   Alternatives also included changes to the High Occupancy Housing types. Staff recommended that the Planning & Zoning Commission support the removal of High Occupancy Housing restrictions on all residential land uses that do include Multi-Family Residential Development and Mixed-Use Development as was originally considered in the High Occupancy Housing Plan.

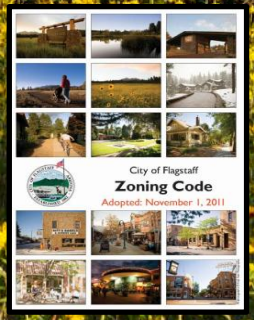
PZ-25-00027: Middle Housing

City Council Public Hearing
November 18, 2025

Tiffany Antol, AICP

Zoning Code Manager

TEAM FLAGSTAFF
WE MAKE THE CITY BETTER



Middle Housing Zoning Code Text Amendment

HB 2721 - Middle Housing

On or before January 1, 2026, a municipality with a population of 75,000 or more must authorize by ordinance and incorporate into its development regulations, zoning regulations and other official controls the development of **duplexes, triplexes, fourplexes and townhomes** as a permitted use on both of the following:

- All lots zoned for single-family residential use within one mile of the municipality's central business district.
- At least twenty percent of any new development of more than ten contiguous acres.

Middle Housing Zoning Code Text Amendment

- **HB 2721** defines **Central Business District** as an area or series of areas designated by a municipality that are primarily nonindustrial and that attract community activity, including the entire geographic area that the municipality has officially designated as its downtown or equivalent.
- The City of Flagstaff has not officially designated either a **Central Business District** or it's **Downtown**.
- After feedback was received from work sessions with the Heritage Preservation Commission, Housing Commission, Planning & Zoning Commission, and City Council staff has drafted an amendment that will allow Middle Housing in every zoning district that currently allows single-family dwellings.

Middle Housing Zoning Code Text Amendment

HB 2721 - Middle Housing

The municipality may not do any of the following:

- Discourage the development of middle housing through requirements or actions that individually or cumulatively make impracticable the permitting, siting, or construction of middle housing.
- Restrict middle housing types to less than two floors.
- Restrict middle housing types to a floor area ratio of less than fifty percent.
- Set restrictions, permitting or review processes for middle housing that are more restrictive than those for single-family dwellings within the same zone.
- Require owner occupancy of any structures on the lot.
- Require any structures to comply with a commercial building code or to contain a fire sprinkler.
- Require more than one off-street parking space per unit.

Middle Housing Zoning Code Text Amendment

This amendment includes modifications to the following Chapters and Divisions of the Flagstaff Zoning Code:

- Chapter 10-20: Administration, Procedures, and Enforcement
  - Division 10-20.30: Common Procedures
  - Division 10-20.40: Permits and Approvals
  - Division 10-20.60: Nonconforming Provisions
- Chapter 10-30: General to All
  - Division 10-30.50: Public Improvements
  - Division 10-30.60: Site Planning Design Standards
- Chapter 10-40: Specific to Zones
  - Division 10-40.30: Non-Transect Zones
  - Division 10-40.60: Specific to Uses
  - Division 10-40.40: Transect Zones
- Chapter 10-50: Supplemental to Zones
  - Division 10-50.20: Architectural Design Standards
  - Division 10-50.60: Landscape Standards
  - Division 10-50.80: Parking Standards
- Chapter 10-80: Definitions
  - Division 10-80.20: Definitions of Specialized Terms, Phrases, and Building Functions

Middle Housing Zoning Code Text Amendment

Chapter 10-20: Administration, Procedures, and Enforcement. The purpose of this chapter is to set forth the provisions for the orderly application and processing of development applications.

Division 10-20.30: Common Procedures, Section 10-20.30.050: Concept Plan Review

This section is amended to require a concept plan review for any residential development proposal that is not part of platted subdivision. The current provision only requires concept plan review for single-family and duplex projects that are not part of a platted subdivision. Concept plans are already required for multi-family residential developments. Previously triplex and fourplex developments fell under the definition of multi-family.

Division 10-20.40: Permits and Approvals, Section 10-20.40.140: Site Plan Review and Approval

This section is amended to exempt all residential developments with less than five dwelling unit from the requirement of site plan review. Currently only single-family and duplex developments are exempt.

Division 10-20.60: Nonconforming Provisions, Section 10-20.60.030: Restrictions on Nonconforming Uses and Structures and Section 10-20.60.040: Residential Exemptions

This section is amended for clarity, replaces single-family and multi-family structures with residential structures.

Middle Housing Zoning Code Text Amendment

Chapter 10-30: General to All. This chapter provides standards and regulations for the creation and preservation of affordable housing, historic and cultural resources, provides minimum requirements for the installation of public improvements, promotes sustainable development practices through incentives, and establish site design standards for

Division 10-30.50: Public Improvements, Section 10-30.50.040: Exemptions

This section is amended to exempt residential developments with less than 5 dwelling units from the requirement of providing public improvements.

Division 10-30.60: Site Planning Design Standards, Section 10-30.60.020: Applicability

This section is amended to exempt residential developments with less than 5 dwelling units from the site planning design standards.

Middle Housing Zoning Code Text Amendment

Chapter 10-40: Specific to Zones. This chapter establishes the zones applied to property within the city and indicates which land uses are permitted by right or as conditional uses subject to a conditional use permit.

Section 10-40.30.030: Residential Zones, Table 10-40.30.030.B.: Residential Zones – Allowed Uses, and Table 10-40.30.030.C.: Residential Zones – Building Form and Property Development Standards

Section 10-40.30.040: Commercial Zones, Table 10-40.30.040.B.: Commercial Zones – Allowed Uses and Table 10-40.30.040.C.: Commercial Zones – Building Form and Property Development

Section 10-40.30.060: Public and Open Space Zones, Table 10-40.30.060.B.: Public and Open Space Zones – Allowed Uses

These tables are amended by replacing the existing land uses of duplex dwelling, multiple-family dwelling, single-family attached and detached dwelling with one unit, two unit, three unit, and four unit residential development in addition to multi-family residential development. The allowances for two unit, three unit, and four unit residential development are made consistent with one unit residential development with a requirement that they are only permitted where public water, sewer, and streets are available to serve the property.

Additionally, the same residential land uses as part of a mixed use development are removed from the commercial land use table. A footnote is added to clarify that residential uses are permitted without a conditional use permit when part of a mixed use project.

A floor area ratio (FAR) requirement is added to the Single-Family Residential Neighborhood (R1N) zone of .50.

Removes all High Occupancy Housing land uses less than five units.

Middle Housing Zoning Code Text Amendment

Division 10-40.60: Specific to Uses

Table 10-40.60.030.A.: Accessory Dwelling Unit Design, Development, and Exceptions Standards

This section is amended to remove the requirement for a separate water meter for detached accessory dwelling units. This is a clean up item from the previous amendment on accessory dwelling units at the request of the Water Services Director.

Section 10-40.60.170: High Occupancy Housing

This section is amended to reflect the changes addressed above according to the versions previously discussed.

Section 10-40.60.260: Mixed Use

This section is amended to clarify that mixed use is the combination of commercial uses with residential uses and not just a mix of commercial uses on the same site as well as clean up references to the regional plan.

Middle Housing Zoning Code Text Amendment

Division 10-40.40: Transect Zones

Section 10-40.40.040: T2 Rural (T2) Standards

This section is amended to allow building types that will support middle housing including apartment house and bungalow court (both limited to 4 units), duplex, triplex, and townhouse.

Section 10-40.40.050: T3 Neighborhood (T3N.1) Standards

This section is amended to allow building types that will support middle housing including apartment house (limited to 4 units), triplex, and townhouse.

Section 10-40.40.060: T3 Neighborhood (T3N.2) Standards

This section is amended to allow building types that will support middle housing including apartment house and townhouse.

Middle Housing Zoning Code Text Amendment

Division 10-40.40: Transect Zones

Section 10-40.40.040: T2 Rural (T2) Standards, Subsection 10-40.40.040.H.: Allowed Uses

Section 10-40.40.050: T3 Neighborhood (T3N.1) Standards, Subsection 10-40.40.050.H.: Allowed Uses

Section 10-40.40.060: T3 Neighborhood (T3N.2) Standards, Subsection 10-40.40.060.H.: Allowed Uses

Section 10-40.40.070: T4 Neighborhood 1 (T4N.1) Standards, Subsection 10-40.40.070.I.: Allowed Uses

Section 10-40.40.080: T4 Neighborhood 2 (T4N.2) Standards, Subsection 10-40.40.080.I.: Allowed Uses

The tables are amended like the non transect zones. Clean up items are included on meeting facilities bringing this portion of the code in alignment with the non-transect zones.

Middle Housing Zoning Code Text Amendment

Chapter 10-50: Supplemental to Zones. This chapter provides standards that are supplemental to the regulations of each zone, and are specific to aspects of development, such as architectural design standards, landscaping, and parking.

Division 10-50.20: Architectural Design Standards, Section 10-50.20.020: Applicability

Division 10-50.60: Landscape Standards, Section 10-50.60.020: Applicability

Division 10-50.80: Parking Standards, Section 10-50.80.050 Bicycle Parking

These divisions are amended to exempt residential developments of less than 5 units from the requirement of the division or section.

Division 10-50.80: Parking Standards, Table 10-50.80.040.A: Number of Motor Vehicle Parking Spaces Required

This table is amended to require no more than one parking space per unit for middle housing developments. Single-family residential development requirements are updated to match the requirements for middle housing developments.

Division 10-50.110: Specific to Building Types, Table 10-50.110.030.A. Allowed Building Types

This table is amended to include the additional building types identified above.

Middle Housing Zoning Code Text Amendment

Chapter 10-80: Definitions. This chapter provides definitions of terms and phrases used in the Zoning Code that are technical or specialized or that may not reflect common usage.

Section 10-80.20.040: Definitions "D"

This Division is amended to include new definitions for one, two, three, and four unit residential developments, update the multi-family residential development definition to be five units or more, and add a definition for triplex dwelling.

Section 10-80.20.080: Definitions "H"

Removes the definitions of single-family high occupancy housing development, two units high occupancy housing development, and three units high occupancy housing development. The definition of four units and greater high occupancy housing development is amended to high occupancy housing development and is defined as five or more dwelling units on a lot or parcel.

Middle Housing Zoning Code Text Amendment

Chapter 10-80: Definitions. This chapter provides definitions of terms and phrases used in the Zoning Code that are technical or specialized or that may not reflect common usage.

Section 10-80.20.130: Definitions "M"

This section is amended to update the definition of mixed use in accordance with changes in the land use tables and specific to use provisions.

Middle Housing Zoning Code Text Amendment

Findings for Zoning Code Text Amendments:

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

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

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

Middle Housing Zoning Code Text Amendment

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.2.1. Design new neighborhoods that embody the characteristics of Flagstaff's favorite neighborhoods – that is, with a mix of uses, a variety of housing types and densities, public spaces, and greater connectivity with multimodal transportation options.

Policy LU.11.4. Encourage various housing types that appeal to a diverse range of ages and income.

Policy LU.13.4. Plan suburban development to include a variety of housing options.

Goal NH.3. Make available a variety of housing types at different price points, to provide housing opportunity for all economic sectors.

Policy NH.3.1. Provide a variety of housing types throughout the City and region, including purchase and rental options, to expand the choices available to meet the financial and lifestyle needs of our diverse population.

Draft Flagstaff Regional Plan 2045

Policy DP.2 Support development and redevelopment with a diversity of housing types by expanding opportunities for missing middle housing.

Middle Housing Zoning Code Text Amendment

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

The proposed amendment is intended to bring the City of Flagstaff Zoning Code into conformance with recently adopted state legislation regarding middle housing land uses. However, instead of implementing on a limited basis as is required by the legislation, this amendment includes providing the allowances for middle housing throughout the city in every zoning district that currently permits single family dwellings. The proposed amendment will not be detrimental to the public interest, health, safety, convenience, or welfare of the city.

Middle Housing Zoning Code Text Amendment

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.

Middle Housing Zoning Code Text Amendment

Recommendation

The Planning and Zoning Commission, in accordance with the findings in this report, makes a recommendation to the City Council to approve Zoning Code Text Amendment PZ-25-00027 Middle Housing.

Middle Housing Zoning Code Text Amendment

Questions/Comments?

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Tiffany Antol, Zoning Code Manager

Date: 11/13/2025

Meeting Date: 11/18/2025

TITLE:

Consideration and Adoption of Ordinance No. 2025-25: An ordinance of the City Council of the City of Flagstaff amending the Flagstaff City Code, Title 11, General Plans and Subdivision, Chapter:11-20: Subdivision and Land Split Regulations, Division 11-20.40: Subdivision Procedures and Requirements, providing for repeal of conflicting ordinances, severability, and establishing an effective date.

STAFF RECOMMENDED ACTION:

At the November 18, 2025 Council Meeting:
1. Read Ordinance No. 2025-25 by title only for the first time
2. City Clerk reads Ordinance No. 2025-25 by title only (if approved above)

At the December 2, 2025 Council Meeting:
3. Read Ordinance No. 2025-25 by title only for the final time
4. City Clerk reads Ordinance No. 2025-25 by title only (if approved above)
5. Adopt Ordinance No. 2025-25

Executive Summary:

This amendment removes the requirement for a Preliminary Plat utilizing the Planned Residential Development standards within the Zoning Code to be approved by City Council. This requirement was added last year with a City Code Amendment that made the review of subdivision plats an administrative review based on the allowances SB1103. This year, the legislature amended Arizona Revised Statutes to make administrative review of subdivision plats a requirement rather than a general allowance. Based on a review of HB 2447, staff recommends the following City Code amendment to ensure compliance with Arizona Revised Statutes.

Financial Impact:

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

Policy Impact:

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

Previous Council Decision or Community Discussion:

There have been no previous Council decision on this Ordinance.

Options and Alternatives to Recommended Action:

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

Connection to PBB Priorities and Objectives:

High Performing Governance - Serve the public by providing high quality customer service.

Connection to Regional Plan:
Goal ED.1. Create a healthy environment for business by ensuring transparent, expeditious, and predictable government processes.

Connection to Carbon Neutrality Plan:
CR-1: Ensure all mitigation actions improve Flagstaff's ability to adapt to the future.

Connection to 10-Year Housing Plan:

- Create 4: Amend the Flagstaff Zoning Code to facilitate the development of all housing types.

Attachments: Ord. 2025-25

ORDINANCE NO. 2025-25

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, AMENDING THE FLAGSTAFF CITY CODE, TITLE 11, GENERAL PLANS AND SUBDIVISION, CHAPTER 11-20: SUBDIVISION AND LAND SPLIT REGULATIONS, DIVISION 11-20.40: SUBDIVISION PROCEDURES AND REQUIREMENTS; 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 Flagstaff City Code Title 11, General Plans and Subdivision, Chapter 11-20: Subdivision and Land Split Regulations, Division 11-20.40: Subdivision Procedures and Requirements; and

WHEREAS, the Arizona Revised Statutes have been amended to modify the subdivision review process (HB2447); and

WHEREAS, the Council has read and considered the staff report prepared by the Planning and Development Services division and all attachments to those reports, and the Council finds that the proposed City Code text amendment to be compliance with Arizona Revised Statutes.

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. The Flagstaff City Code, Title 11, General Plans and Subdivision, Chapter 11-20: Subdivision and Land Split Regulations, Division 11-20.40: Subdivision Procedures and Requirements, Section 11-20.40.030: Preliminary Plat, subsection 11-20.40.030.E: Preliminary Plat Review and Approval is hereby amended as follows:

5. Approval of Preliminary Plat by City Council. Any preliminary plat ~~**utilizing the Planned Residential Development standards established in Section 10-40.60.280 or**~~ **WITH** modifications to Title 13, Engineering Design Standards and Specifications for New Infrastructure, shall be approved by City Council prior to submission of engineering plans.

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 Title 11, General Plans and Subdivision.

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 2nd day of December 2025.

_____
MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM:

_____
CITY ATTORNEY

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Bryce Doty, Real Estate Manager

Co-Submitter: Matthew Mansfield

Date: 11/13/2025

Meeting Date: 11/18/2025

TITLE:

Consideration and Adoption of Ordinance No. 2025-23: An ordinance of the City Council of the City of Flagstaff, authorizing the acquisition and disposition of real property from the Flagstaff Unified School District, in order to facilitate affordable housing development, providing for delegation of authority, providing for severability, authority for clerical corrections, and establishing an effective date.

STAFF RECOMMENDED ACTION:

At the November 18th Council Meeting:
1. Read Ordinance No. 2025-23 by title only for the first time
2. City Clerk reads Ordinance No. 2025-23 by title only (if approved above)

At the December 2nd Council Meeting:
3. Read Ordinance No. 2025-23 by title only for the final time
4. City Clerk reads Ordinance No. 2025-23 by title only (if approved above)
5. Adopt Ordinance No. 2025-23

Executive Summary:

The Flagstaff Unified School District (FUSD) is exploring affordable housing development opportunities on the approximately 18.8 acres adjacent to the Sinagua campus, identified by tax assessor's parcel number 106-08-002V (Property). The Property is zoned Public Facility.

Under A.R.S. § 15-342.7, FUSD may "sell or lease [school property] to the state, a county, a city, another school district or a tribal government agency required for a public purpose if the sale or lease of the property will not affect the normal operations of a school within the District". The City received a request from the Superintendent of the District to purchase the Property in order to facilitate an affordable housing project under the following model:

1. FUSD will convey the Property to the City
2. The City will record a Land Use Restriction Agreement (LURA) restricting the use of the Property to a use which furthers the public purpose of increasing the supply of affordable housing.
3. After recording the LURA, the City will convey the property to a special purpose nonprofit entity established by an Arizona Industrial Development Authority
4. The nonprofit entity will enter into a ground lease with a developer to develop the project.

The planned project is currently designed for between 40 to 48 affordable units. Several affordable housing projects have had success using this model in Arizona. Further details and a final purchase agreement will be brought to Council for consideration at a future meeting.

Staff is bringing the ordinance to acquire now because the project is contingent upon the award of a Low Income Housing Tax Credit (LIHTC) to the developer. The "pre-application" process for the LIHTC requires the developer to demonstrate site control by January 15, 2026. The Ordinance is a prerequisite to documenting site control by the applicant. Approval of the ordinance will allow the parties to work towards

completing the transaction documents within the LIHTC application timeline.

Financial Impact:
There will be no financial impact to the City. The transaction is structured in a manner that the City is not required to contribute any funds towards closing the transaction. All payments are provided by other parties to the transaction.

Policy Impact:
None.

Previous Council Decision or Community Discussion:
This is the first time this item is appearing at City Council.

Options and Alternatives to Recommended Action:
Explore alternative paths to develop FUSD property into affordable housing.

Connection to PBB Priorities and Objectives:
Livable Community: Actively support attainable and affordable housing through the City's 10-Year Housing plan as well as other projects and opportunities

Connection to Regional Plan:
Policy LU.10.5. Consider vacant and underutilized parcels within the City's existing urban neighborhoods as excellent locations for contextual redevelopment that adds housing, shopping, employment, entertainment, and recreational options for nearby residents and transit patrons.

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

Connection to 10-Year Housing Plan:

Create 1.8	Explore the use of the community land trust model and public/private partnerships to incentivize the development of ownership units that are priced significantly below market rate.
Create 2.2	Identify suburban areas to support greater density and intensity of development.
Create 4.3	Explore adding affordable housing as an allowed use in the Public Facilities (PF) Zone.

Attachments: Ord. 2025-23
Exhibit A: Legal Description
Presentation

ORDINANCE NO. 2025-23

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, AUTHORIZING THE ACQUISITION AND DISPOSITION OF REAL PROPERTY FROM THE FLAGSTAFF UNIFIED SCHOOL DISTRICT IN ORDER TO FACILITATE AFFORDABLE HOUSING DEVELOPMENT; PROVIDING FOR DELEGATION OF AUTHORITY, PROVIDING FOR SEVERABILITY, AUTHORITY FOR CLERICAL CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE

RECITALS:

WHEREAS, the City of Flagstaff desires to provide affordable housing to its citizens; and to support the development and increase in the inventory of public and private affordable housing for renters and home-owners throughout the community; and

WHEREAS, the City has authority to acquire and dispose of real property, pursuant to Article I, Section 3 of the Flagstaff City Charter; and

WHEREAS, acquisition and disposition of real property is to be approved by ordinance, pursuant to Article VII, Section 5 of the Flagstaff City Charter; and

WHEREAS, the City also has authority to dispose of real property interests pursuant to Article VII, Section 5 and Article VIII, Section 9; and

WHEREAS, the City desires to acquire and then dispose of certain real property interests necessary to facilitate affordable housing development.

ENACTMENTS:

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

SECTION 1. In General.

The Flagstaff City Council hereby authorizes the acquisition of the real property identified in the attached Exhibit A. The real property interests may be acquired through purchase, exchange, gift, donation or dedication. The Flagstaff City Council hereby authorizes the disposition of the real property identified in the attached Exhibit A. The real property interests may be disposed of through a sale or similar transfer of interest.

SECTION 2. Delegation of Authority

The Mayor, City Manager, Planning and Development Services Director, Real Estate Manager, City Attorney or their delegates or agents, are hereby authorized and directed to take all steps and execute all documents necessary to carry out the purpose and intent of this ordinance.

SECTION 3. Repeal of Conflicting Ordinances

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

SECTION 4. 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 5. 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 6. 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 2nd day of December, 2025.

_____
MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM:

_____
CITY ATTORNEY

Exhibits:
Exhibit A – Legal Description

EXHIBIT "A"

A parcel of land located in the South half of Section 13 and the Northeast quarter of Section 24. Township 21 North, Range 7 East of the Gila and Salt River Base and Meridian, Coconino County, Arizona, further described as follows:

Beginning at the South quarter corner of said Section 13, being a found 1 1/2 inch diameter iron pipe from whence the West line of the Northeast quarter of said Section 24 bears South 00° 35' 03" East (Basis or Bearings);

Thence South 89° 28' 58" West (South 89° 32' 47" West, Record) along the South line of the Southwest quarter of said Section 13, a distance of 980.47 feet (Measured) to a point on the Easterly right-of-way of Fourth Street;

Thence North 21° 25' 07" East (M) (North 21° 22' 19" East Record) along said right-of-way, 129.19 feet (M) to a Point of Curvature of a curve to the right, concave to the East, having a central angle of 42° 59' 26" (M) (42° 59' 56" Record), and a radius of 710.28 feet (M) (710.09 feet Record);

Thence continuing along said right-of-way along the arc of said curve, 532.94 feet (M) (532.90 feet Record) to a point of tangency;

Thence continuing along said right-of-way North 21° 34' 19" East (M) (North 21° 37' 41" East, Record) 576.44 feet (M) to a Point of Curvature of a curve to the right, concave to the Southeast, having a central angle of 97° 16' 37" (M) (97° 16' 42" Record), and a radius of 22.50 feet (M & R);

Thence 38.21 feet (M & R) along the arc of said curve to a Point of Tangency on the Southerly right-of-way of Sparrow Avenue (formerly Mockingbird Avenue);

Thence along said Southerly right-of-way South 61° 09' 05" East (M) (South 61° 08' 09" East, Record), 368.39 feet (M) to a Point of Curvature of a curve to the left, concave to the North, having a central angle of 26° 56' 07" (M) (26° 56' 21", Record) and a radius of 330.32 feet (M) (329.84 feet, Record);

Thence continuing along said right-of-way 155.29 feet (M) (155.30 feet, Record) along the arc of said curve to a Point of Tangency;

Thence continuing along said right-of-way South 88° 05' 12" East, 129.46 feet (M) (South 88° 02' 01" East, 130.14 feet, Record) to a Point of Tangency of a curve to the left, concave to the Northwest, having a central angle of 37° 28' 46" (M) (37° 28' 06", Record) and a radius of 329.64 feet (M) (329.84 feet, Record);

CONTINUED. . . .

1160-065

Thence continuing along said right-of-way 217.63 feet (M) (215.70 feet, Record), along the arc of said curve to a Point of Tangency;

Thence continuing along said right-of-way North 54° 26' 02" East (M) (North 54° 30' 55" East, Record), 409.08 feet (M) (409.40 feet, Record) to a Point of Curvature of a curve to the right, concave to the Southeast, having a central angle of 22° 37' 17" (M) (22° 28' 58" Record), and a radius of 275.44 feet (M) (276.99 feet, Record);

Thence continuing along said right-of-way, 108.75 feet (M) (108.69 feet, Record) along the arc of said curve to a point on the West boundary of Foxglenn Subdivision, as recorded in Case 3, Map 141, Records of Coconino County, being also a point on the West boundary of Lot 132 of said subdivision;

Thence South 37° 39' 50" East (M) (South 37° 41' 31" East, Record), 493.57 feet along the said West boundary of Foxglenn Subdivision to an Angle Point of said boundary;

Thence continuing along said boundary South 29° 27' 23" East, 405.78 feet (M) (South 29° 26' 31" East, 406.00 feet, Record) to an Angle Point of said boundary;

Thence continuing along said boundary South 22° 55' 40" East, 139.98 feet (M); (South 22° 56' 31" East, 140.00 feet, Record) to an Angle Point of said boundary;

Thence continuing along said boundary South 42° 29' 51" East, 170.02 feet (M) (South 42° 31' 31" East, 170.00 feet, Record) to an Angle Point of said boundary;

Thence continuing along said boundary South 11° 35' 36" West, 159.86 feet (M) (South 11° 33' 29" West, 160.00 feet, Record) to an Angle Point of said boundary;

Thence continuing along said boundary South 62° 29' 20" East, 314.95 feet (M) (South 62° 31' 31" East, 315.00 feet, Record) to an Angle Point of said boundary;

Thence South 08° 14' 54" East, 80.37 feet (M) (South 08° 18' 47" West, 80.40 feet, Record) to the most Northerly corner of the City of Flagstaff's Fire Station No. 4 Parcel;

Thence South 42° 22' 51" West, 326.61 feet (M) (South 42° 22' 23" West, 326.80 feet, Record) along the boundary of said Fire Station parcel;

Thence South 51° 15' 02" West, 28.00 feet (M) (South 51° 13' 10" West, 28.00 feet, Record) to the centerline of Bald Eagle Way;

CONTINUED. . .

Thence South 38° 44' 58" East, 11.13 feet (M) (South 38° 46' 50" East, 11.13 feet, Record) along said centerline;

Thence South 51° 15' 02" West, 28.00 feet (M) (South 51° 13' 10" West, 28.00 feet, Record);

Thence South 38° 44' 02" East, 113.91 feet (M) (South 38° 46' 50" East, 114.40 feet, Record) to a Point of Curvature of a curve to the right, concave to the East, having a central angle of 93° 50' 14" (M) (93° 48' 20", Record) and a radius of 22.50 feet (M & R);

Thence along the arc of said curve 36.85 feet (M) (36.84 feet, Record) to a Point of Compound Curvature of a curve to the right, concave to the Northwest, having a central angle of 05° 26' 35" (M) and a radius of 1204.81 feet (M) (1195.48 feet (R);

Thence along the arc of said curve, 114.45 feet (M), said curve being the Northerly right-of-way of Butler Avenue, to a Point of Tangency;

Thence continuing along the Northerly right-of-way of said Butler Avenue South 60° 30' 09" West, 617.48 feet (M) (South 60° 35' 57" West, 617.70 feet, Record) to a Point of Curvature of a curve to the right, concave to the North, having a central angle of 54° 00' 47" (M) (54° 00' 33", Record), and a radius of 559.92 feet (M) (559.91, Record);

Thence continuing along said right-of-way, 527.84 feet (M) (527.79 feet, Record) along the arc of said curve to a Point of Tangency;

Thence continuing along said right-of-way North 65° 29' 04" West, 43.17 feet (M) (43.48 feet, Record) to a point on the West line of the Northeast quarter of said Section 24;

Thence North 00° 35' 03" West (M) Basis of Bearings (North 00° 31' 07" West, Record) 855.38 feet (M) (855.16 feet, Record) along the said West line of the Northeast quarter of Section 24, to the Point of Beginning.

1160-067

FUSD Affordable Housing at Sinagua Site

TEAM FLAGSTAFF

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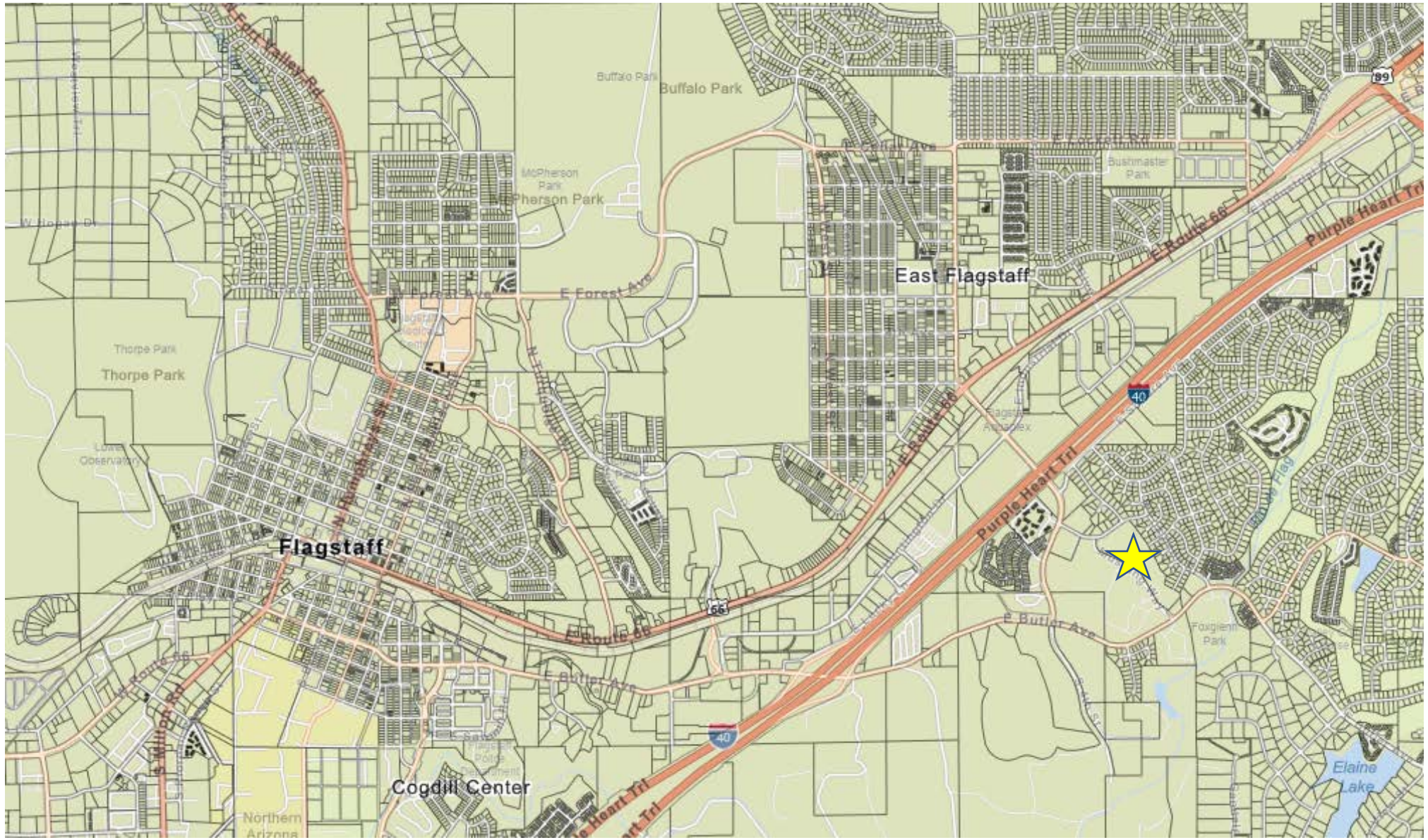
Vicinity Map



Vicinity Map

Parcel: 106-08-002V

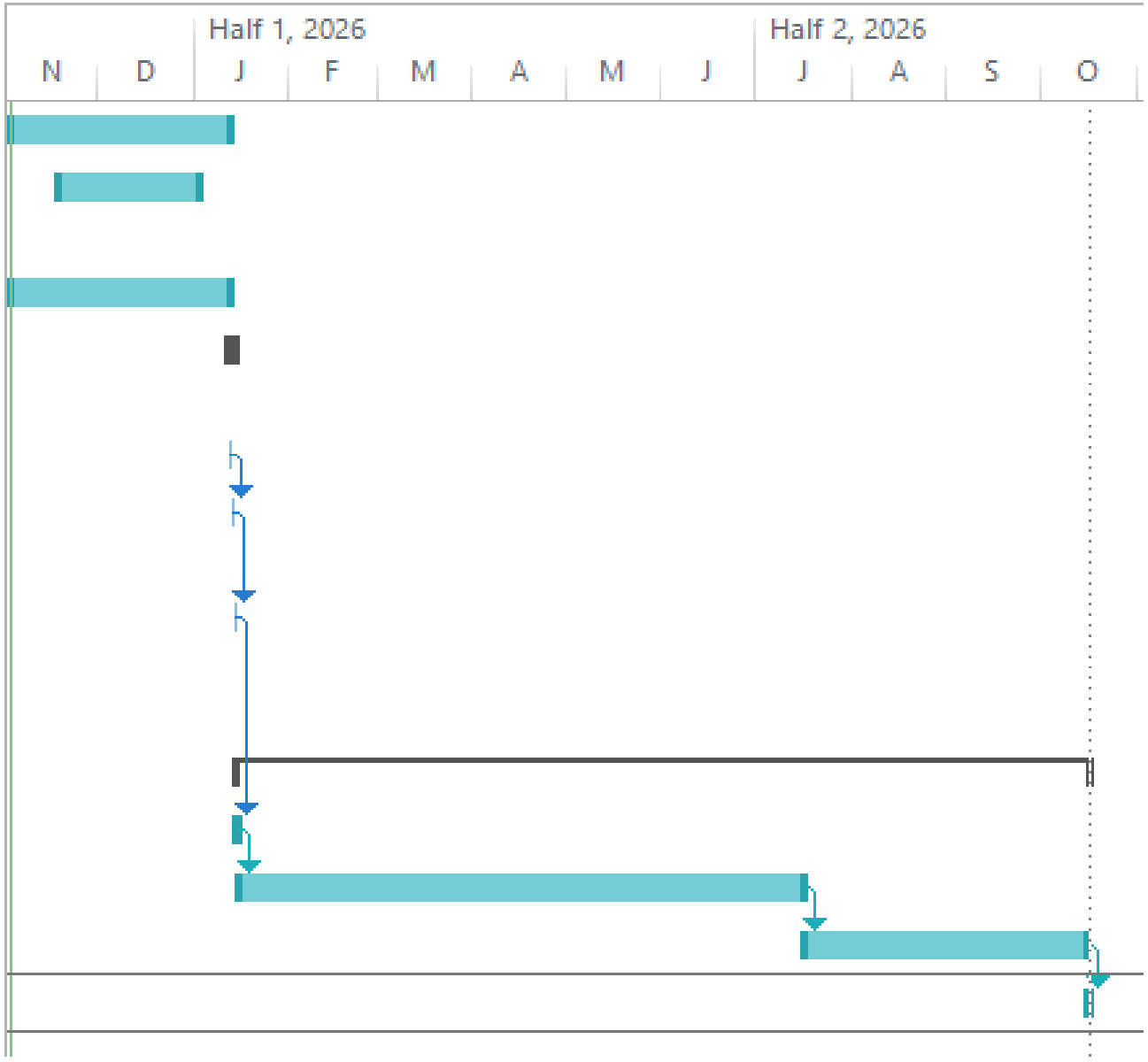
Zoom to

Parcel: 106-08-002V

APN	106-08-002V
Owner Classification	Private
Owner/Managing Agency	Private
Parcel Area	18.9
Area Type	AC
Current Address	3950 E BUTLER AVE
Sale Date	
Sale Price	$
Total FCV	$1,970,732
Improvement FCV	$

Process

	Task Name
1	FUSD Authorizes Disposition of Property
2	City Authorizes Acquisition and Disposition of Property
3	IDA Creates LLC and Authorizes Acquisition
4	**Purchase Agreement Escrow (Demonstrate Site Control)**
5	FUSD enters into agreement to sell property to City
6	City enters into agreement to sell property to industrial development authority LLC
7	Industrial Development Authority LLC enters into agreement to sell ground lease to affordable housing developer
8	**Conditions to Close**
9	Developer Submits LIHTC Pre-Application
10	Project is Selected for 9% Tax Credit Award
11	Secure Project Financing
12	Close Escrow



Considerations

- City's role is contingent on the successful award of LIHTC credits and developer financing.
- No cost to the City--If the transaction occurs, all transaction fees will be born by the developer
- Purchase Price will be Fair Market Value for the Property
- The Ground Lease between the LLC and the Developer will be a "paid-up" lease, equaling the fair market value of the property.

Why is the City Involved?

- Under ARS 15-342.7 School districts have discretionary power to sell real property to Cities, provided the school property is needed for a public purpose and that the sale will not affect the normal operations of a school within the school district.

- FUSD approached the City with this solution to provide affordable housing on the site.

- Aligns with goals in the City's 10-Year Housing Plan and supports a need for partnerships for affordable housing projects

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Bryce Doty, Real Estate Manager

Date: 11/13/2025

Meeting Date: 11/18/2025

TITLE:

Consideration and Acceptance of Highest Bid: for solicitation No. 2026-40 for Sale of Real Property at 116 E. Butler Avenue.

Consideration and Adoption of Ordinance No. 2025-28: An ordinance of the City Council of the City of Flagstaff, authorizing the disposition of real property located at 116 E. Butler Ave; providing for delegation of authority, providing for severability, authority for clerical corrections, and establishing an effective date.

Consideration and Approval of Purchase Agreement: with 122 E Butler LLC, an Arizona limited liability.

STAFF RECOMMENDED ACTION:

At the November 18th Council Meeting:
1. Accept the highest bid for Solicitation No. 2026-40 by 122 E Butler LLC.
2. Read Ordinance No. 2025-28 by title only for the first time
3. City Clerk reads Ordinance No. 2025-28 by title only (if approved above)

At the December 2nd Council Meeting:
4. Read Ordinance No. 2025-28 by title only for the final time
5. City Clerk reads Ordinance No. 2025-28 by title only (if approved above)
6. Adopt Ordinance No. 2025-28
7. Approve the Purchase Agreement with 122 E Butler LLC, an Arizona limited liability

Executive Summary:

Council provided direction to solicit the sale of the property located at 116 E. Butler during a council discussion item on March 11th, 2025. Staff issued solicitation No. 2026-40 for the sale of the property. City received one responsible bid by 122 E. Butler LLC for the property in the amount of $255,000, meeting the appraised value. 122 E. Butler, LLC owns the two parcels immediately east of the City's property. A redevelopment including the City's parcel will allow for greater density in a combined project and increased financial feasibility compared to development of the parcels separately.

Additionally, Council directed staff to research whether the proceeds from a sale could be used for affordable housing efforts. Staff identified that the Highway User Revenue Fund (HURF) was used to purchase the property in 1991. HURF revenues are restricted for the purposes prescribed in article IX, section 14 of the Arizona Constitution: "...distribution [of funds] to counties, incorporated cities and towns [are] to be used by them solely for highway and street purposes including costs of rights of way acquisitions and expenses related thereto, construction, reconstruction, maintenance, repair, roadside development, of county, city and town roads, streets, and bridges and payment of principal and interest on highway and street bonds." Using the property or the proceeds from selling the property for any uses outside the HURF restrictions could jeopardize future distributions.

Key Considerations:

- The bid amount are above the appraised values prepared by an independent appraiser on the City's behalf.
- The property was purchased using HURF; all proceeds from the sales will be returned to the fund.
- Per City of Flagstaff Resolution No. 2022-52, Section 5, before sale of a building or land, the City Housing Section needs to evaluate whether it could be repurposed for affordable housing, and the City Council is required to determine whether or not any funds from sale should be diverted to affordable housing purposes.
- Per City of Flagstaff Resolution No. 2024-11, Section 1, all land owned by the City determined to be available for development will first be considered for housing prior to consideration of other uses
- Given the funding restrictions and the challenging development as an individual lot, the City Housing Department determined the land is not suitable for development with affordable housing in relation to existing opportunities.
- Selling the property to the winning bidder will provide for additional housing stock beyond what could be developed as a stand-alone parcel.

Financial Impact:
Because the property was purchased using the Highway User Revenue Fund (HURF), any proceeds related to the sale of the property will need to be returned to HURF. The winning bid for the property is $255,000.00.

Policy Impact:
No policy impact.

Previous Council Decision or Community Discussion:
On March 11th, 2025, a discussion item regarding the possible sale of the property was brought to Council.

Options and Alternatives to Recommended Action:
1. Do not approve the solicitation and provide additional direction on using or disposing of this lot.

Background and History:
Existing Conditions on Lot
The lot has been used for abandoned vehicles, loitering, and littering. Neighbors have complained about how these conditions negatively affect the health, safety, and vibrancy of the community. These conditions require code enforcement and police resources. Additionally, deeds have been filed in the county records purporting to convey the property to a private entity, requiring additional City Attorney and Staff time to resolve.

Development Potential for Housing

1. Development of the lot as its own project requires elevating the main structure above the regulatory flood elevation. The difference between existing grade and the regulatory flood elevation is approximately 9 feet. Development under this condition would most likely result in a first floor flood-proofed garage with the living unit(s) above the garage. This is a significant expense relative to the amount of housing the parcel can provide. Conversations with Habitat for Humanity have occurred off and on since 2011, but flood mitigation requirements will always put pressure on the economic viability of housing on this lot as a stand alone project. The regulatory flood elevation is expected to conform closer to existing grade after the completion of the Rio de Flag Flood Control Project. It could be a long wait as all of the stages of the Rio de Flag project would need to be completed, along with FEMA map revisions after the project is fully completed (7+ years). Development of the lot also requires infrastructure improvements including utilities and access.
2. In 2020, conversations were held with the adjacent land owner to partner on a development combining this lot with the two adjacent lots in exchange for either a land swap for the historic house on the eastern parcel or an outright sale at auction of the City parcel with additional affordable housing units commitments in a future development. In order to combine the lots into the property owner's desired development, high-occupancy housing (HOH) would need to be waived on the City property, which is not

an option without repealing the HOH regulations (City cannot provide itself a waiver). A combined development may provide the best opportunity to maximize the contribution this parcel makes towards adding additional housing inventory in the City.

Implications of Restricting Any Sale to the Development of Affordable Housing
While the highest and best use of the property is likely for development of HR housing, any restrictions will impact the property value. Converting City real property into a commitment to develop affordable housing may lead to delays in development of the property. Due to the limited amount of units this lot could support, this is an opportunity cost to staff time which may not maximize staff resources.

Partnering With a Housing Partner in Development
Because of floodplain challenges (until the Rio de Flag Flood Control Project is completed), any development at this time with a housing partner likely would yield few housing units, and the development cost would be relatively high compared to other opportunities our housing partners already have.

ParkFlag Management
City staff have investigated turning over the lot to ParkFlag either as an interim solution or as a permanent solution. The main hurdle to ParkFlag management are code requirements. We could not operate the lot as is and would need to pave and stripe the lot. We believe after improvements the lot could park 9 vehicles. The improvement project would likely trigger offsite improvements requiring improvements to the alley pavement. Conservative cost estimates of these require improvements weighed against optimistic revenue projections for the lot indicate any improvement costs would take more than 30 years to recover from the revenue generated from the lot. The economics suggest that is more reasonable to continue to allow informal overflow parking for the neighborhood rather than making a significant financial investment which does not increase the total number of parking spaces for the neighborhood.

On September 3rd, 2025, City of Flagstaff Procurement Department and Real Estate Department opened a formal solicitation for bidding for property at Butler. This was advertised three times in the Arizona Daily Sun; September 9th, 20th & 27th, 2025. On October 10th, 2025, they received two responses. Only one was found to be responsive and responsible.

Connection to PBB Priorities and Objectives:
Safe & Healthy Community: Support social services, community partners, and housing opportunities

Connection to Regional Plan:
Housing- Support development and increase the inventory of public and private housing for renters and home-owners throughout the community.

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

Connection to 10-Year Housing Plan:
Create 2.2--Identify suburban areas to support greater density and intensity of development.

Attachments: Ord. 2025-28
Exhibit A
Presentation

ORDINANCE NO. 2025-28

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, AUTHORIZING THE DISPOSITION OF REAL PROPERTY LOCATED AT 116 E. BUTLER AVE; PROVIDING FOR DELEGATION OF AUTHORITY, PROVIDING FOR SEVERABILITY, AUTHORITY FOR CLERICAL CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE

RECITALS:

WHEREAS, the City has authority to acquire and dispose of real property, pursuant to Article I, Section 3 of the Flagstaff City Charter; and

WHEREAS, acquisition and disposition of real property is to be approved by ordinance, pursuant to Article VII, Section 5 of the Flagstaff City Charter; and

WHEREAS, the City also has authority to dispose of real property interests pursuant to Article VII, Section 5 and Article VIII, Section 9; and

WHEREAS, the City desires to dispose of certain real property interest located at 116 E. Butler Ave.

ENACTMENTS:

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

SECTION 1. In General.

The Flagstaff City Council hereby authorizes the disposition of the real property identified in the attached Exhibit A. The real property interests may be disposed of through a sale or similar transfer of interest.

SECTION 2. Delegation of Authority

The Mayor, City Manager, Planning and Development Services Director, Real Estate Manager, City Attorney or their delegates or agents, are hereby authorized and directed to take all steps and execute all documents necessary to carry out the purpose and intent of this ordinance.

SECTION 3. Repeal of Conflicting Ordinances

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

SECTION 4. 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 5. 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 6. 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 2nd day of December, 2025.

_____
MAYOR

ATTEST:

_____
CITY CLERK

APPROVED AS TO FORM:

_____
CITY ATTORNEY

Exhibits:
Exhibit A – Legal Description

EXHIBIT A

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE COUNTY OF COCONINO, STATE OF ARIZONA, AND IS DESCRIBED AS FOLLOWS:

Lots 13 and 14, Block 115, NORMAL SCHOOL ADDITION TO THE TOWNSITE OF FLAGSTAFF, as shown on the plat thereof, recorded in Book 1 of Maps, Page 28, records of Coconino County, Arizona.

116 E Butler Ave Lot Discussion

TEAM FLAGSTAFF

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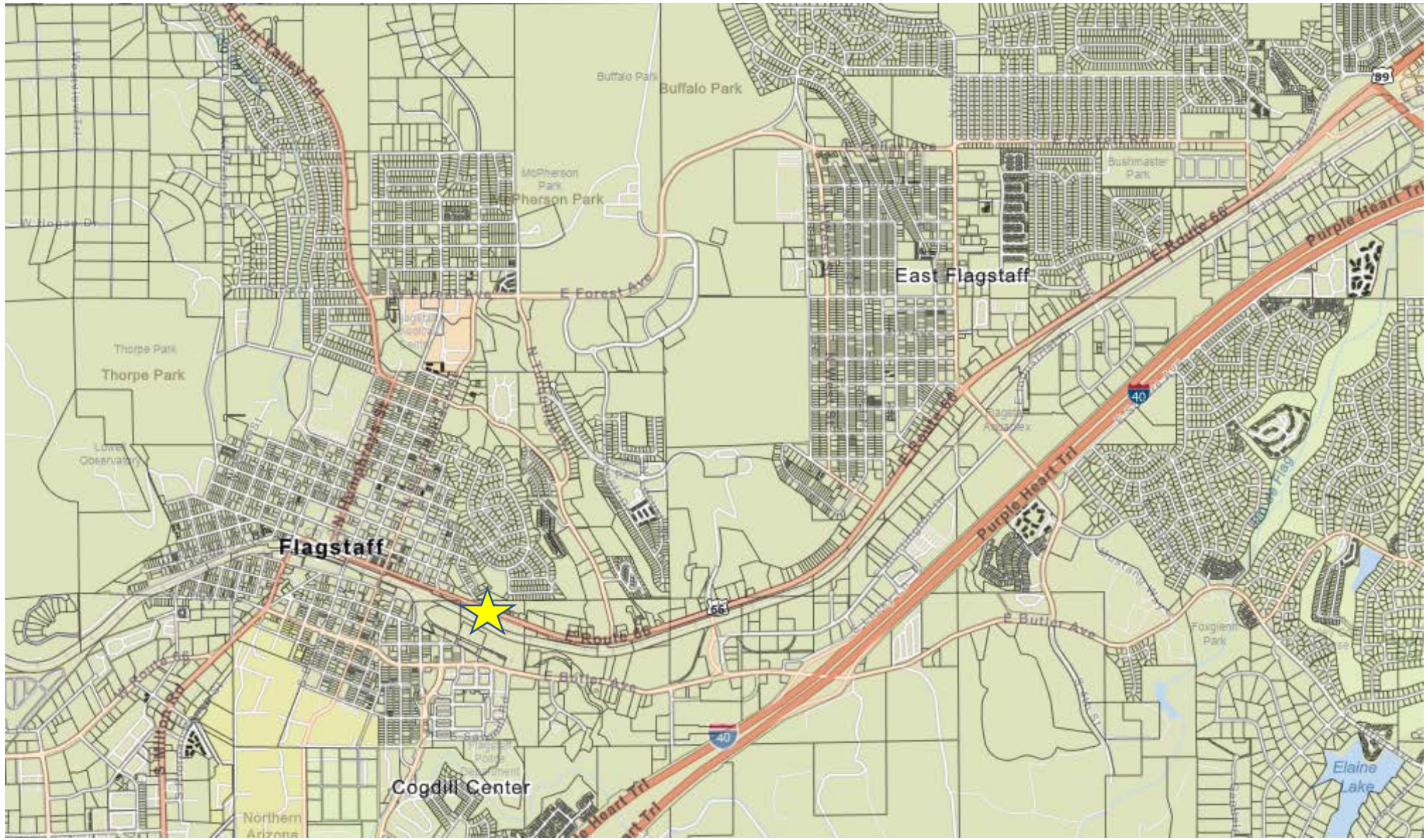
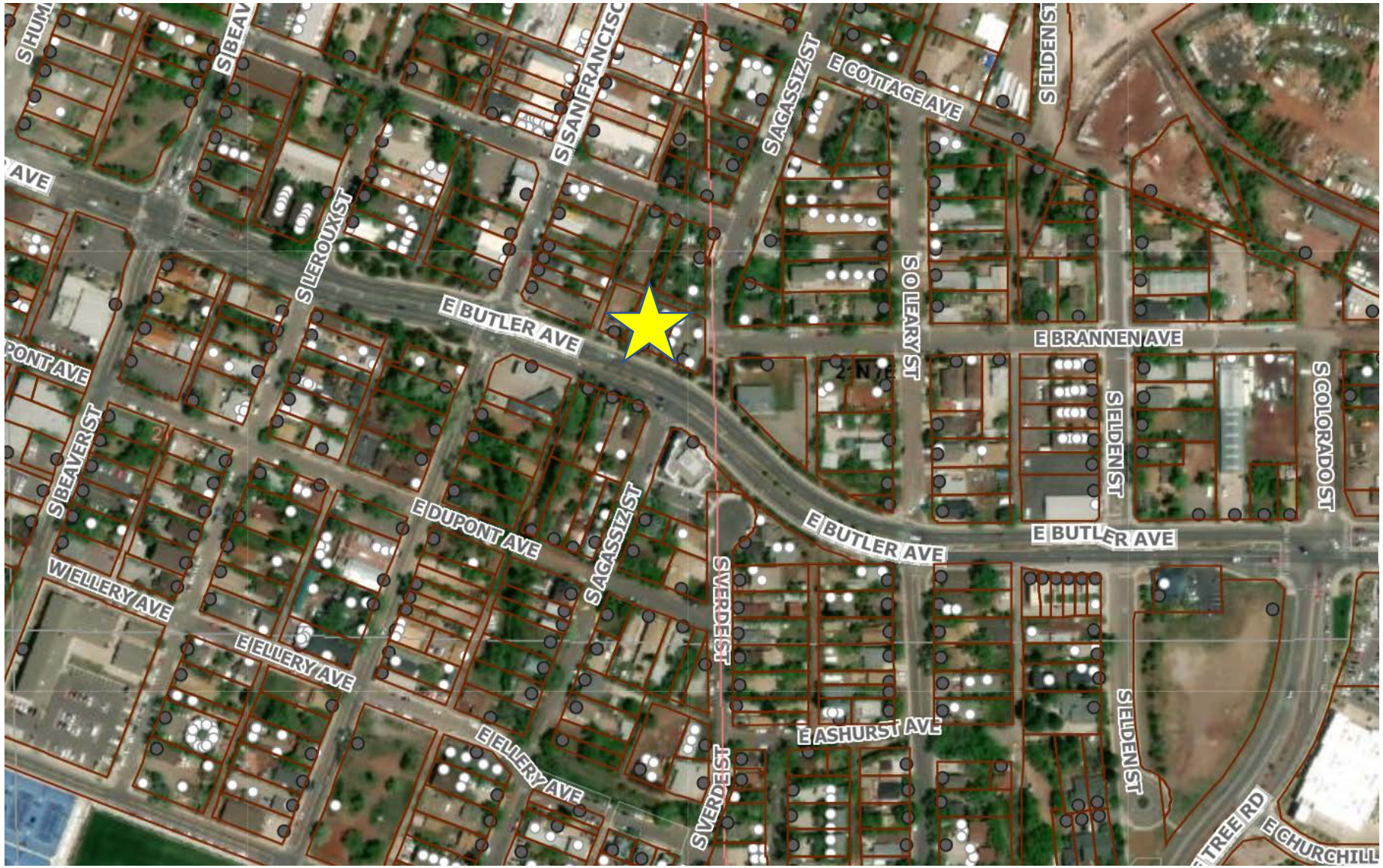
Vicinity Map



Vicinity Map



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CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Edward Schenk, Water Services Section Director - Stormwater

Date: 11/13/2025

Meeting Date: 11/18/2025

TITLE:
Stormwater Utility Cost of Service and Strategic Plan updates

STAFF RECOMMENDED ACTION:

This staff update is informational only.

Executive Summary:
The City of Flagstaff Stormwater Utility was created in 2003, the first stand-alone Stormwater Utility in the State of Arizona. The utility was moved from Community Development to the Water Utility (now known as Water Services) before 2010. The Stormwater Utility has grown through time, both in responsibility as well as in costs and revenue. In 2023 there were two significant occurrences, a Stormwater rate adjustment to increase revenue to meet the cost of service of both operations and CIP needs and a Stormwater 5-year strategic plan.

The purpose of this agenda item is to provide City Council with a mid-term status update on both the financial health of the utility as well as the strategic plan. The first half of the presentation will be provided by Water Resources Economics (WRE), a leading consulting firm in utility rates and the same firm that assisted the utility with the 2023 rate assessment. WRE has met with the Budget Team and Stormwater staff over the last year to conduct a cost-of-service assessment. Their presentation will cover current revenue and costs and compare with the modeled (assumed) revenues and costs provided in the 2023 rate assessments. The results indicate that the utility has brought in slightly more funding than anticipated, partly due to out-sized growth within the city between 2023 to 2025 and partly due to an adjustment in the Stormwater ERUs charged due to new system-wide data collected in 2022-2023 through a new survey. Additional revenue was off-set by out-sized increases in construction inflation that has increased the cost of CIP. Operational costs have remained in-line with expectations. The study indicates that the Stormwater fund is appropriately funded for the level of service outlined in the 2023 rate assessment.

The second half of the presentation will be provided by Stormwater staff and will be focused on providing updates to the 2028 Stormwater Strategic Plan. The plan outlined nine (9) strategic objectives with actionable items and goals. Staff will provide an update based on the list providing completed objectives as well as a roadmap for areas that will be addressed in the second half of the performance period (2025-2028).

Financial Impact:
There is no financial impact of this mid-term update of both the Stormwater Utility cost of service and the 2028 Strategic Plan.

Policy Impact:
This update is provided to increase transparency to Council and the public on the operations and finances of the Stormwater Utility.

Previous Council Decision or Community Discussion:
The Stormwater Utility rate was adjusted in 2023 through Council direction (Ord. 2007-26, Amended, 04/17/07; Ord. 2016-23, Amended, 04/19/16; Ord. 2017-30, Amended, 12/19/17; Ord. 2018-40, Amended, 12/04/2018; Ord. 2023-03, Amended, 02/21/2023)

The 2028 Stormwater Strategic Plan 2028 was also adopted by Council in 2023 through a separate Resolution (2023-14).

Options and Alternatives to Recommended Action:
This update is informational only.

Background and History:
The Stormwater Strategic Plan and the rate adjustment memorandum can be found on the City's website at https://www.flagstaff.az.gov/3626/Stormwater.

Connection to PBB Priorities and Objectives:

- Sustainable, Innovative Infrastructure: Deliver outstanding services to residents through a healthy, well maintained infrastructure system
- High Performing Governance: Enhance the organization's fiscal stability & increase efficiency & effectiveness

Connection to Regional Plan:

- Goal WR.2.2 Maintain and develop facilities to provide reliable, safe and cost-effective stormwater services.

Connection to Carbon Neutrality Plan:

- Community Resilience: Ensure all mitigation actions improve Flagstaff's ability to adapt to the future.
- Community Resilience: Strengthen existing community systems to create resilience to both short-term shocks and long-term change.

Connection to 10-Year Housing Plan:
None

Connection to Division Specific Plan:
This update aligns with the 2025 Water Services Division Strategic Plan and the referenced 2028 Stormwater Section Strategic Plan, specifically related to communications and transparency.

Attachments: Cost of Service Memo
2023 Stormwater Rate Adjustment Memo
Presentation
2028 Stormwater Strategic Plan

TECHNICAL MEMORANDUM

To: Edward Schenk, Stormwater Section Director – City of Flagstaff, AZ
From: Sanjay Gaur, Founder/President – Water Resources Economics, LLC
Date: October 16, 2025
Re: Stormwater Financial Plan Review Technical Memorandum

INTRODUCTION

Water Resources Economics LLC (WRE) was engaged by the City of Flagstaff (City) in 2025 to conduct a review of the City's Stormwater Financial Plan. The purpose of the study is to compare the financial projections from the prior rate study with the current projections, which are based on the City's most recent financial and customer data. WRE completed the City's Stormwater Rate Study in 2023, in which the City adopted stormwater rates up to Fiscal Year (FY) 2028. This technical memorandum summarizes the data, assumptions, and conclusions of the Stormwater Financial Plan Review.

GROWTH IN EQUIVALENT RESIDENTIAL UNITS

The City's stormwater utility rate is assessed on an Equivalent Residential Unit (ERU) basis. The 2023 Stormwater Rate Study assumed approximately 98,255 ERUs in FY 2022, with a 1% increase in ERUs per year due to new development. Based on the assumptions from the prior study, the estimated units in FY 2026 were approximately 102,245 ERUs. City staff provided updated ERU data for FY 2026 at the beginning of this study, which resulted in an increase in ERUs compared to the prior projections due to an internal audit of impervious surface area and due to greater growth than previously anticipated. For FY 2026, the actual units are equal to 112,507 ERUs, which is an increase of 10,262 ERUs compared to the prior projections. For this study, WRE maintained a 1% increase in ERUs per year for new development.

The growth in ERUs resulted in stormwater utility rate revenues that were greater than the prior study projections. The estimated ERUs per year are multiplied by the stormwater utility rate (a monthly charge per ERU) to determine the estimated stormwater rate revenues per year, which is shown in **Table 1**.

Table 1: Calculated Stormwater Rate Revenues

Calculated Rate Revenue	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
ERU Count	112,507	113,632	114,768	115,916	117,075
Monthly Stormwater Rate per ERU	$5.88	$6.59	$7.38	$7.38	$7.38
Estimated Stormwater Rate Revenues	$7,938,494	$8,986,024	$10,163,889	$10,265,528	$10,368,183

FIVE-YEAR FINANCIAL ESTIMATES

The five-year financial estimates form the basis for the current year projections, which will be compared to the prior study projections in a later section. City staff provided the updated five-year financial data and estimates for FY 2026 through FY 2030, which is shown in **Table 2**. The stormwater service charge revenues

are equal to the calculated rate revenues developed in **Table 1**. The miscellaneous non-rate revenues and transfers in are derived from the City's most recent five-year budget. The five-year operating expenses, debt service, rate funded capital improvement plan (CIP) costs, and transfers out are also derived from the City's most recent five-year budget. The net revenue is equal to total revenues less operating expenses, and the net cash flow is equal to total revenues plus transfers in less expenses, debt service, rate funded CIP, and transfers out.

Table 2: Five-Year Stormwater Cash Flow Projections

Cash Flow Projections	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Revenues					
Stormwater Service Charge	$7,938,494	$8,986,024	$10,163,889	$10,265,528	$10,368,183
Contributions	$125,000	$1,375,000	$0	$0	$0
Miscellaneous	$0	$1,190,000	$6,359,170	$2,345,000	$50,000
All Other Revenues	$167,173	$82,293	$83,028	$97,393	$111,137
Total - Revenues	**$8,230,667**	**$11,633,317**	**$16,606,087**	**$12,707,921**	**$10,529,320**
Transfers In	**$4,980,830**	**$0**	**$0**	**$0**	**$0**
Expenses					
Operating Expenses	$2,574,852	$3,170,077	$3,249,484	$3,331,039	$3,414,804
Operating Capital	$165,000	$70,000	$70,000	$70,000	$70,000
Indirect Expenses	$388,263	$397,970	$407,919	$418,117	$428,570
Contingency	$2,000,000	$0	$0	$0	$0
Total - Expenses	**$5,128,115**	**$3,638,047**	**$3,727,403**	**$3,819,156**	**$3,913,374**
Debt Service	**$1,359,131**	**$2,642,863**	**$2,812,430**	**$2,913,830**	**$2,992,187**
Rate Funded CIP	**$6,730,142**	**$5,636,879**	**$8,927,575**	**$5,483,988**	**$2,900,000**
Transfers Out	**$1,074,942**	**$94,572**	**$97,562**	**$100,909**	**$104,652**
Net Revenue	**$3,102,552**	**$7,995,270**	**$12,878,684**	**$8,888,765**	**$6,615,946**
Net Cash Flow	**($1,080,833)**	**($379,044)**	**$1,041,117**	**$390,038**	**$619,107**

PRIOR RATE STUDY COMPARISON

The next step in the study is to compare the current projections with the prior rate study projections to evaluate the overall financial impact on the City's stormwater utility. Although the five-year financial plan projections for this study are for FY 2026 through FY 2030, the comparisons to the prior rate study are from FY 2026 through FY 2028, since FY 2028 was the last year of the prior study. All comparisons will show the total impact over three years.

Table 3 shows the stormwater rate revenue comparison between the current and the prior rate study projections. The current projections are based on the calculations in **Table 1**, which are derived from a higher ERU count than was projected in the prior rate study. This change in ERUs results in an increase to stormwater rate revenues of approximately $4.0 million in three years.

Table 3: Stormwater Revenue Comparison

Revenue Comparison	FY 2026	FY 2027	FY 2028	Total
Stormwater Service Charges				
Prior Study Projections	$6,766,024	$7,653,728	$8,657,896	**$23,077,648**
Current Projections	$7,938,494	$8,986,024	$10,163,889	**$27,088,407**
Difference ($)	$1,172,470	$1,332,296	$1,505,993	**$4,010,759**
Difference (%)	17%	17%	17%	**17%**

Table 4 shows the stormwater expense comparison between the current year and the prior rate study projections. The three-year projections for current operating expenses and debt service both show a reduction compared to the prior rate study projections. Total operating expenses are approximately $0.3 million less than prior study projections; total debt service costs are approximately $1.2 million less than prior study projections. However, the rate funded CIP costs have increased substantially compared to the prior study, resulting in an increase of $5.1 million over three years. Total expenses over three years have increased by approximately $3.6 million, primarily due to the impact of increased rate funded CIP.

Table 4: Stormwater Expense Comparison

Expense Comparison	FY 2026	FY 2027	FY 2028	Total
Operating Expenses				
Prior Study Projections	$4,497,229	$4,560,226	$3,781,159	**$12,838,614**
Current Projections	$5,128,115	$3,638,047	$3,727,403	**$12,493,565**
Difference ($)	$630,886	($922,179)	($53,756)	**($345,049)**
Difference (%)	14%	-20%	-1%	**-3%**
Debt Service				
Prior Study Projections	$1,358,130	$3,321,624	$3,321,190	**$8,000,944**
Current Projections	$1,359,131	$2,642,863	$2,812,430	**$6,814,424**
Difference ($)	$1,001	($678,761)	($508,760)	**($1,186,520)**
Difference (%)	0%	-20%	-15%	**-15%**
Rate Funded CIP				
Prior Study Projections	$2,224,412	$6,790,674	$7,172,501	**$16,187,587**
Current Projections	$6,730,142	$5,636,879	$8,927,575	**$21,294,596**
Difference ($)	$4,505,730	($1,153,795)	$1,755,074	**$5,107,009**
Difference (%)	203%	-17%	24%	**32%**
Total Expenses				
Prior Study Projections	$8,079,771	$14,672,524	$14,274,850	**$37,027,145**
Current Projections	$13,217,388	$11,917,789	$15,467,408	**$40,602,585**
Difference ($)	$5,137,617	($2,754,735)	$1,192,558	**$3,575,440**
Difference (%)	64%	-19%	8%	**10%**

CAPITAL PROJECTS COMPARISON

The City's prior rate study included CIP spending of approximately $16.2 million between FY 2026 to FY 2028, which was assumed to be funded entirely by rates. The City's current capital spending plan includes CIP spending of approximately $61.4 million in the same timeframe, with approximately $19.4 million being funded by debt proceeds and approximately $20.7 million being funded by grant proceeds. The current year projections assume that approximately $21.3 million of the three-year CIP is to be funded by rates. **Table 5** shows the comparison of the City's capital funding plan between the current year and prior study projections.

Table 5: Stormwater CIP Comparison

Capital Funding Plan	FY 2026	FY 2027	FY 2028	Total
Prior Study Projections				
Debt Funded	$0	$0	$0	$0
Grant Funded	$0	$0	$0	$0
Rate Funded	$2,224,412	$6,790,674	$7,172,501	$16,187,587
Total - Capital Financing Plan	**$2,224,412**	**$6,790,674**	**$7,172,501**	**$16,187,587**
Current Projections				
Debt Funded	$16,000,000	$2,125,000	$1,275,000	$19,400,000
Grant Funded	$2,700,000	$14,193,251	$3,825,000	$20,718,251
Rate Funded	$6,730,142	$5,636,879	$8,927,575	$21,294,596
Total - Capital Financing Plan	**$25,430,142**	**$21,955,130**	**$14,027,575**	**$61,412,847**

The difference in capital spending is a result of three types of changes: changed projects, added projects, and deferred projects. Changed projects are defined as projects that are included in the prior study and the current year projections with a change in costs. Added projects are defined as projects that are included in the current year projections but not in the prior study. Deferred projects are defined as projects that were included in the prior study but were deferred to a timeframe after FY 2028 in the current year projections.

The changes in the Rio de Flag project resulted in the largest differences between the prior study and the current year projections. The prior study assumed zero CIP costs on the Rio de Flag project from FY 2026 to FY 2028, whereas the current year projections assume project costs of approximately $25.9 million due to changes in overall project requirements and increases in construction costs over time. Other changed projects include the following, which resulted in a cost increase of approximately $5.6 million over three years:

- Spot Improvements
- Stormwater Capital Reserve
- Fanning Wash at Steves Boulevard
- Fanning Wash Diversion
- Fanning Wash Channel Capacity Improvements
- Future Capital Projects

Added projects included the following, which resulted in a cost increase of approximately $21.6 million between FY 2026 and FY 2028:

- Side Drain Lateral Santa Fe Avenue
- Big Fill Lake
- Meade Lane Project
- Shadow Mountain Detention Basin

Deferred projects included the following, which resulted in a cost decrease of approximately $7.9 million over three years:

- Side Drain Lateral North Downtown
- Steves Wash at Soliere Avenue
- Columbia Circle
- Switzer Canyon Flood Detention Structure
- Mobile Haven Drainage Ditch Improvement
- Shadow Mountain-Monte Vista Drainage
- Smokerise Neighborhood Drainage

The increase in rate funded CIP between the prior study and the current year projections is equal to approximately $5.1 million over the three-year comparison period, which is a result of the Rio de Flag project (increase of $25.9 million), changed projects (increase of $5.6 million), added projects (increase of $21.6 million), and deferred projects (decrease of $7.9 million) less debt proceeds ($19.4 million) and grant proceeds ($20.7 million).

CONCLUSION

The final step in this study is to compare the overall changes in projected revenues and expenses (operating expenses, debt service, and rate funded CIP) to evaluate the net financial impact between the City's prior study projections and the current projections, which are based on most recent financial and customer data.

Table 6 shows the comparison of stormwater rate revenues and total expenses over the three-year period, derived from the comparisons shown in **Table 3** and **Table 4**. The increase in ERUs in the current projections resulted in an increase of approximately $4.0 million in stormwater rate revenues over three years. However, the increase in rate revenues is offset by the increase in total expenses over three years, equal to approximately $3.6 million. The increase in total expenses in the current projections is due to an increase in rate funded CIP; operating expenses and debt service projections decreased overall from the prior study.

The net financial impact over the three-year period is equal to a net increase of approximately $0.4 million to the stormwater utility. Overall, the City's stormwater utility is in a similar financial position between the current projections and the prior study projections, with the increase in rate revenues due to growth being offset by increased CIP spending.

Table 6: Stormwater Revenues vs. Expenses

Revenues vs. Expenses	FY 2026	FY 2027	FY 2028	Total
Stormwater Service Charges				
Prior Study Projections	$6,766,024	$7,653,728	$8,657,896	**$23,077,648**
Current Projections	$7,938,494	$8,986,024	$10,163,889	**$27,088,407**
Difference ($)	$1,172,470	$1,332,296	$1,505,993	**$4,010,759**
Difference (%)	17%	17%	17%	**17%**
Total Expenses				
Prior Study Projections	$8,079,771	$14,672,524	$14,274,850	**$37,027,145**
Current Projections	$13,217,388	$11,917,789	$15,467,408	**$40,602,585**
Difference ($)	$5,137,617	($2,754,735)	$1,192,558	**$3,575,440**
Difference (%)	64%	-19%	8%	**10%**
Net Difference ($)	**($3,965,147)**	**$4,087,031**	**$313,435**	**$435,319**

March 20, 2023

Edward Schenk
Stormwater Manager
City of Flagstaff Water Services
2323 N Walgreens Blvd, Ste 1
Flagstaff, AZ 86004

Subject: Stormwater Utility Rate Adjustment Study

The City of Flagstaff has maintained a separate stormwater utility since 2003, which is funded primarily by a stormwater utility rate assessed on an Equivalent Rate Unit (ERU) basis. The current stormwater rate of $3.74/ERU generates just over $4M in revenue annually and was set in 2018 to provide debt servicing for major stormwater projects and to supplement the existing Stormwater Capital Improvement Program. Several events since the most recent rate adjustment have combined to make the current stormwater rate insufficient to meet current and future community needs. These events include post-wildfire flood mitigation needs, critical infrastructure upsizing needs in multiple drainage areas, deferred CIP projects identified in the 2010 Northeast Area Master Drainage Study, and rapidly increasing materials and construction costs worldwide. Here, we intend to assess the overall financial condition of the stormwater utility and develop the appropriate rates to meet those needs.

A key component of this analysis will be potential external funding provided by the State of Arizona to fund ongoing basin maintenance as well as the Schultz Creek-Hwy 180 Culvert Improvements Project – the second most expensive CIP Project on the schedule. This funding, roughly $12.6M dollars over the next five years, represents a significant portion of the stormwater utility's projected revenue. Should the State of Arizona not provide the funding, staff will be tasked with identifying other resources such as the General Fund or revised rates in the future.

Operating costs for the stormwater fund have increased significantly in recent years due to a multitude of factors. Increased wildfire activity around Flagstaff has resulted in the need for more regular flood response and stormwater infrastructure improvements, with the city spending over $2M in the last two years on post-fire flood response. With climate change worsening, growing detention basin maintenance needs, and deferred capital projects still years away from completion, the trend of increased operating costs is expected to continue for the foreseeable future. WRE, along with city staff, has developed the following projections for operating costs for the stormwater fund through fiscal year (FY) 2027/2028 (Table 1).

Table 1: O&M Expenses through FY 2027/2028						
	FY 2022/2023	FY 2023/2024	FY 2024/2025	FY 2025/2026	FY 2026/2027	FY 2027/2028
General Administration	$ 186,722	$ 194,299	$ 202,193	$ 210,417	$ 218,985	$ 227,913
Engineering and Master Planning	$ 58,089	$ 59,251	$ 60,436	$ 61,645	$ 62,877	$ 64,135
Development Review	$ 126,402	$ 131,801	$ 137,432	$ 143,304	$ 149,428	$ 155,814
Inspections and Monitoring	$ 89,292	$ 93,023	$ 96,912	$ 100,966	$ 105,192	$ 109,598
Floodplain Management	$ 451,397	$ 128,235	$ 133,712	$ 139,425	$ 145,382	$ 151,595
Open Channel and Infrastructure	$ 218,797	$ 225,966	$ 233,398	$ 241,104	$ 249,096	$ 257,383
Drainage Maintenance	$ 218,781	$ 226,886	$ 235,313	$ 244,076	$ 253,189	$ 262,666
Indirect	$ 268,511	$ 275,224	$ 282,105	$ 289,158	$ 296,387	$ 303,797
Water Fund	$ 208,117	$ 117,278	$ 145,911	$ 126,260	$ 159,746	$ 98,884
SUB TOTAL	**$ 1,826,108**	**$ 1,451,962**	**$ 1,527,412**	**$ 1,556,355**	**$ 1,640,283**	**$ 1,631,785**
Additional O&M Requirements						
Stormwater (SW) Admin	$ -	$ 104,091	$ 106,173	$ 108,297	$ 110,463	$ 112,672
SW Master Planning	$ -	$ 87,612	$ 89,364	$ 91,152	$ 92,975	$ 94,834
SW Development Review	$ -	$ 2,816	$ 2,872	$ 2,930	$ 2,988	$ 3,048
SW Inspections, investigations, Monitoring	$ -	$ 7,718	$ 7,873	$ 8,030	$ 8,191	$ 8,354
SW Floodplain Management	$ -	$ 1,982	$ 2,021	$ 2,062	$ 2,103	$ 2,145
SW Open Channel Maint	$ -	$ 88,446	$ 90,215	$ 92,020	$ 93,860	$ 95,737
1257 Drainage Maint	$ -	$ 138,615	$ 141,387	$ 144,215	$ 147,099	$ 150,041
Pre-Season Flood Mitigation	$ -	$ 265,965	$ 271,284	$ 276,710	$ 282,244	$ 287,889
Detention Basin Maint	$ -	$ 1,800,000	$ 1,800,000	$ 1,800,000	$ 1,800,000	$ 1,000,000
New Staff Truck	$ 45,000	$ -	$ -	$ 49,500	$ -	$ -
Operating Capital Replacement	$ -	$ 70,000	$ 71,400	$ 72,828	$ 74,285	$ 75,770
Stormwater Project Manager	$ 60,000	$ 125,160	$ 130,542	$ 136,155	$ 142,010	$ 148,116
WS Operator	$ 70,000	$ 144,300	$ 150,505	$ 156,977	$ 163,727	$ 170,767
SUB TOTAL	**$ 175,000**	**$ 2,836,706**	**$ 2,863,637**	**$ 2,940,874**	**$ 2,919,944**	**$ 2,149,374**
GRAND TOTAL	**$ 2,001,108**	**$ 4,288,668**	**$ 4,391,050**	**$ 4,497,229**	**$ 4,560,226**	**$ 3,781,159**

Additional Operation and Maintenance (O&M) Requirements are related to the growing needs of the community and stormwater fund. They cover things like increases in personnel, capital equipment, pre-season flood mitigation, detention basin maintenance, and master planning and modeling. Ongoing detention basin maintenance alone is projected to cost the fund in excess of $1.8M each of the next four years -- more than the entire regular O&M budget in those same years and years past. Personnel costs are projected to increase 4.3% annually to account for salary and benefit increases, while most other costs are projected to increase by 2%. With these projections, the current stormwater rate will not generate sufficient revenue to meet ongoing O&M requirements or future capital improvement needs.

The stormwater fund is also facing significant capital expenditures in the coming years. This is due in large part to the recent wildfires and the associated stormwater infrastructure improvements required. However, there are also multiple deferred capital projects identified as critical in the 2010 Northeast Area Master Drainage Study (NEAMDS) that will require funding during the period. In total, over $48M in capital projects will require funding over the life of this study. The completion of these critical capital projects is expected to reduce emergency response costs. The table below lists anticipated capital projects through FY 2027/2028 (Table 2).

Table 2: Stormwater Capital Needs through FY 2027/2028							
Project Name	**FY 2022/2023**	**FY 2023/2024**	**FY 2024/2025**	**FY 2025/2026**	**FY 2026/2027**	**FY 2027/2028**	**Total**
Rio De Flag	$ 2,085,744	$ 16,000,000	$ -	$ -	$ -	$ -	**$ 18,085,744**
Downtown Mile	$ 2,000,000	$ -	$ -	$ -	$ -	$ -	**$ 2,000,000**
Side Drain Lateral North Downtown	$ -	$ -	$ -	$ 570,583	$ 834,763	$ -	**$ 1,405,346**
Stormwater Capital Reserve	$ 50,000	$ 209,000	$ 218,405	$ 218,405	$ 218,405	$ 218,405	**$ 1,132,620**
Spot Improvements	$ 165,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	**$ 915,000**
Wildwood Drainage Project	$ 413,443	$ -	$ -	$ -	$ -	$ -	**$ 413,443**
Phoenix Avenue Bridge - Construction	$ 122,425	$ -	$ -	$ -	$ -	$ -	**$ 122,425**
Steves Wash at Soliere Ave (Soliere Project)	$ -	$ -	$ -	$ 570,583	$ 596,259	$ -	**$ 1,166,842**
Columbia Circle	$ -	$ -	$ -	$ -	$ -	$ 894,389	**$ 894,389**
Spruce Avenue Wash Dortha Inlet	$ 2,715,281	$ -	$ -	$ -	$ -	$ -	**$ 2,715,281**
Spruce Wash Resiliency - 4th and Butler	$ 14,815	$ 90,000	$ 90,000	$ -	$ -	$ -	**$ 194,815**
Killip Detention Basin	$ 2,180,000	$ -	$ -	$ -	$ -	$ -	**$ 2,180,000**
Killip Inlet	$ -	$ 50,000	$ 1,500,000	$ -	$ -	$ -	**$ 1,550,000**
Fanning Drive Wash at Route 66	$ -	$ -	$ -	$ 655,215	$ 798,816	$ 834,763	**$ 2,288,794**
Fanning Wash at Steves Boulevard	$ -	$ -	$ -	$ 59,626	$ 934,636	$ 976,695	**$ 1,970,957**
Switzer Canyon Flood Detention Structure	$ -	$ -	$ -	$ -	$ -	$ 1,638,038	**$ 1,638,038**
Fanning Wash Channel Capacity	$ -	$ -	$ -	$ -	$ 1,419,633	$ 1,483,516	**$ 2,903,149**
Schultz Creek-Hwy 180 Culvert	$ -	$ 4,366,334	$ -	$ -	$ -	$ -	**$ 4,366,334**
Mobile Haven Drainage Ditch	$ -	$ -	$ -	$ -	$ 1,252,145	$ -	**$ 1,252,145**
Shadow Mountain - Monte Vista Drainage	$ -	$ -	$ -	$ -	$ 586,017	$ -	**$ 586,017**
Smokerise Neighborhood Drainage	$ -	$ -	$ -	$ -	$ -	$ 976,695	**$ 976,695**
Total	**$ 9,746,708**	**$ 20,865,334**	**$ 1,958,405**	**$ 2,224,412**	**$ 6,790,674**	**$ 7,172,501**	**$ 48,758,034**

These capital projects will be funded through a combination of PayGo (cash), Revenue bonds (debt), grant funded, and external funding from the State of Arizona. The stormwater fund is planning to issue new debt via revenue bonds to cover future capital improvement needs and to fill in any gaps in funding, which will need be paid through future stormwater fees. The table below shows the proposed funding distribution for these capital projects (Table 3).

Table 3: Funding Distribution for Capital Projects through FY 2027/2028							
	FY 2022/2023	**FY 2023/2024**	**FY 2024/2025**	**FY 2025/2026**	**FY 2026/2027**	**FY 2027/2028**	**Total**
Total CIP	**$ 9,746,708**	**$ 20,865,334**	**$ 1,958,405**	**$ 2,224,412**	**$ 6,790,674**	**$ 7,172,501**	**$ 48,758,034**
Debt	$ -	$ 16,000,000	$ -	$ -	$ 9,000,000	$ -	**$ 25,000,000**
Grant - 75% funded	$ 11,111	$ 105,000	$ 1,192,500	$ 427,937	$ 626,072	$ -	**$ 2,362,621**
External Funding	$ -	$ 4,366,334	$ -	$ -	$ -	$ -	**$ 4,366,334**
PayGo (Cash)	**$ 9,735,597**	**$ 394,000**	**$ 765,905**	**$ 1,796,475**	**$ (2,835,398)**	**$ 7,172,501**	**$ 17,029,079**

The utility plans on issuing revenue bonds in 2024 and 2027 for the amounts shown above ($16M and $9M, respectively) to fund its capital needs. For these future proposed debt issuances, we assume a 20-year term and a 4.75% interest rate. The debt service schedule for the proposed new debt is included below (Table 4).

Table 4: Proposed Debt Service Schedule through FY 2027/2028						
	FY 2022/2023	FY 2023/2024	FY 2024/2025	FY 2025/2026	FY 2026/2027	FY 2027/2028
2024 Revenue Bond	$ -	$ 1,256,807	$ 1,256,807	$ 1,256,807	$ 1,256,807	$ 1,256,807
2027 Revenue Bond	$ -	$ -	$ -		$ 706,954	$ 706,954
Total	**$ -**	**$ 1,256,807**	**$ 1,256,807**	**$ 1,256,807**	**$ 1,963,761**	**$ 1,963,761**

In addition to these future anticipated debts, the stormwater fund has two recently issued debts with annual debt service payments averaging $1,350,000 over the next five years. The debt service details for the fund's current debts can be seen in the table below (Table 5).

Table 5: Current Debt Service Schedule through FY 2027/2028						
	FY 2022/2023	FY 2023/2024	FY 2024/2025	FY 2025/2026	FY 2026/2027	FY 2027/2028
WIFA -Stormwater Improvements	$ 323,215	$ 1,046,017	$ 1,045,821	$ 1,045,620	$ 1,045,413	$ 1,045,201
Utility System Revenue Obligations	$ 300,679	$ 313,165	$ 312,411	$ 312,511	$ 312,450	$ 312,229
Total	**$ 623,894**	**$ 1,359,182**	**$ 1,358,232**	**$ 1,358,130**	**$ 1,357,863**	**$ 1,357,429**

Currently, the stormwater fund receives the bulk of its funding through a stormwater rate assessed on the monthly Municipal Services Bill. The rate is charged based on the "Equivalent Rate Units" (ERU) of a property, which is equal to the total square footage of impervious surface area divided by 1,500 square feet, with 1,500 determined to be the most equitable basis of distribution. Currently, residential properties have a maximum of 5 ERUs, while the average residential property has 3 ERUs. We propose raising this residential limit to 10 ERUs as part of this rate adjustment process. Commercial properties do not have a maximum number of ERUs, though we assume averages of 220 ERUs for commercial – big box and 14 ERUs for commercial – restaurants. There are approximately 100,000 ERUs currently being assessed the stormwater rate in the City and this number is expected to grow by about 1% annually due to new development. This means that the current monthly rate of $3.74/ERU generates roughly $4.4M per year for the stormwater fund. There are some miscellaneous revenues from Grading & Drain Fields and Drainage Reporting Reviews as well as some Non-Operating Revenue, though these amounts are largely immaterial for the purpose of this rate study. Grant revenue and external/governmental funding is extremely difficult to project beyond a couple years, and this financial plan should be reviewed and updated on a regular basis. The following table shows projected revenue under the status quo (Table 6).

Table 6: Status Quo Revenues through FY 2027/2028						
	FY 2022/2023	FY 2023/2024	FY 2024/2025	FY 2025/2026	FY 2026/2027	FY 2027/2028
Current Stormwater Service Charge	$ 4,409,705	$ 4,453,802	$ 4,498,340	$ 4,543,323	$ 4,588,757	$ 4,634,644
Additional Stormwater Service Charge	$ -	$ -	$ -	$ -	$ -	$ -
External Funding for Basin Maintenance	$ -	$ 1,800,000	$ 1,800,000	$ 1,800,000	$ 1,800,000	$ 1,000,000
Other Operating Revenue	$ 938	$ 961	$ 985	$ 1,010	$ 1,035	$ 1,061
Non-Operating Revenue	$ 29,232	$ 29,963	$ 30,712	$ 31,480	$ 32,267	$ 33,074
Interest Earning	$ 180,997	$ 95,271	$ 72,617	$ 34,322	$ 23,436	$ (48,400)
Total Revenues	**$ 4,620,872**	**$ 6,379,997**	**$ 6,402,654**	**$ 6,410,135**	**$ 6,445,494**	**$ 5,620,379**

Note: Additional Stormwater Service Charge field is blank under the status quo above. See Table 7 below where it is populated with the revenue from the 12% proposed annual rate increase.

Table 7: Proposed Revenues through FY 2027/2028						
	FY 2022/2023	FY 2023/2024	FY 2024/2025	FY 2025/2026	FY 2026/2027	FY 2027/2028
Current Stormwater Service Charge	$ 4,409,705	$ 4,453,802	$ 4,498,340	$ 4,543,323	$ 4,588,757	$ 4,634,644
Additional Stormwater Service Charge	$ 132,291	$ 833,752	$ 1,482,941	$ 2,222,701	$ 3,064,971	$ 4,023,252
External Funding for Basin Maintenance	$ -	$ 1,800,000	$ 1,800,000	$ 1,800,000	$ 1,800,000	$ 1,000,000
Other Operating Revenue	$ 938	$ 961	$ 985	$ 1,010	$ 1,035	$ 1,061
Non-Operating Revenue	$ 29,232	$ 29,963	$ 30,712	$ 31,480	$ 32,267	$ 33,074
Interest Earning	$ 182,320	$ 106,280	$ 107,014	$ 106,463	$ 149,897	$ 151,472
Total Revenues	**$ 4,754,486**	**$ 7,224,758**	**$ 7,919,992**	**$ 8,704,978**	**$ 9,636,926**	**$ 9,843,503**

Note: The additional revenue from the proposed rate increase generates additional Interest Earnings on the higher bank balances.

The stormwater fund has a beginning balance of $13,010,222 for FY 2022/2023, which includes the proceeds from its recent debt issuance. Its current reserve policy is to maintain an operating reserve of 25% of revenue. As evidenced by the wildfire and flood events of the last few years, an additional contingency of $2M should be established by FY 2023/2023 to respond to future natural disasters and climate change events, in addition to maintaining the operating reserve at 25% of revenue.

We can now combine the stormwater fund's projected revenues, expenses (CIP and operating), debt (current and proposed), reserve targets, and beginning cash balance as described above to provide the projected cash flow statement through FY 2027/2028. Here, we summarize the assumptions used to produce the "status quo" financial plan (Table 8).

1. Stormwater rate remains constant at $3.74/ERU
2. 1% annual growth in revenue base due to new development
3. Target contingency emergency reserves of $2M by end of FY 2023/2024
4. Beginning Balance of $13,010,222 for FY 2022/2023
5. AZ State funding of $8.2M for ongoing basin maintenance
6. AZ State funding of $4,366,334 for Schultz Creek-Hwy 180 Culvert Improvements
7. Future debt issuances of $16M and $9M in 2024 and 2027, respectively

Status Quo Financial Plan

Table 8: Status Quo Financial Plan & Cash Flow Statement thrugh FY 2027/2028						
Rate Increase	**0%**	**0%**	**0%**	**0%**	**0%**	**0%**
	FY 2022/2023	**FY 2023/2024**	**FY 2024/2025**	**FY 2025/2026**	**FY 2026/2027**	**FY 2027/2028**
Cash Position Opening Balance	$ 13,010,222	$ 5,270,495	$ 2,351,836	$ 982,496	$ (1,516,010)	$ (116,967)
Revenues						
Sale of Storm Service	$ 4,409,705	$ 4,453,802	$ 4,498,340	$ 4,543,323	$ 4,588,757	$ 4,634,644
External Funding for Basin Maint	$ -	$ 1,800,000	$ 1,800,000	$ 1,800,000	$ 1,800,000	$ 1,000,000
Other Operating Revenue	$ 938	$ 961	$ 985	$ 1,010	$ 1,035	$ 1,061
Non-Operating Revenue	$ 29,232	$ 29,963	$ 30,712	$ 31,480	$ 32,267	$ 33,074
Interest on Fund Balance	$ 180,997	$ 95,271	$ 72,617	$ 34,322	$ 23,436	$ (48,400)
Total Revenues	$ 4,620,872	$ 6,379,997	$ 6,402,654	$ 6,410,135	$ 6,445,494	$ 5,620,379
Operating Expenses	$ 2,001,108	$ 4,288,668	$ 4,391,050	$ 4,497,229	$ 4,560,226	$ 3,781,159
Contigency	$ -	$ 2,000,000	$ -	$ -	$ -	$ -
Current Debt Service	$ 623,894	$ 1,359,182	$ 1,358,232	$ 1,358,130	$ 1,357,863	$ 1,357,429
Proposed Debt Service	$ -	$ 1,256,807	$ 1,256,807	$ 1,256,807	$ 1,963,761	$ 1,963,761
Total Operating and Debt Service	$ 2,625,002	$ 8,904,656	$ 7,006,088	$ 7,112,166	$ 7,881,850	$ 7,102,350
Net Revenues	**$ 1,995,870**	**$ (2,524,660)**	**$ (603,434)**	**$ (702,031)**	**$ (1,436,356)**	**$ (1,481,970)**
Capital Expenditure	$ 9,746,708	$ 20,865,334	$ 1,958,405	$ 2,224,412	$ 6,790,674	$ 7,172,501
Debt	$ -	$ 16,000,000	$ -	$ -	$ 9,000,000	$ -
Grants	$ 11,111	$ 105,000	$ 1,192,500	$ 427,937	$ 626,072	$ -
External Funding for HWY 180	$ -	$ 4,366,334	$ -	$ -	$ -	$ -
Cash	$ 9,735,597	$ 394,000	$ 765,905	$ 1,796,475	$ (2,835,398)	$ 7,172,501
Net Income	**$ (7,739,727)**	**$ (2,918,660)**	**$ (1,369,339)**	**$ (2,498,506)**	**$ 1,399,042**	**$ (8,654,471)**
Ending Balance	**$ 5,270,495**	**$ 2,351,836**	**$ 982,496**	**$ (1,516,010)**	**$ (116,967)**	**$ (8,771,439)**
Reserve % (25% Policy)	**115%**	**52%**	**21%**	**-33%**	**-3%**	**-191%**

As we can see, under the status quo financial plan the fund will go negative sometime during 2026. The Reserve % falls below the 25% threshold sometime in 2025 and never recovers. Overall, the fund's cash position at the end of 2028 is negative $9M. **Current revenues, even when supplemented by $25M in debt and $12.5M in external funding, are insufficient to meet the rising operating costs, growing debt service, and future capital expenditure requirements of the stormwater fund**. Without significant increases to the stormwater rate, the fund will not be able to meet the community's stormwater needs within the next five years.

To meet the stormwater utility's needs, an annual rate increase of 12%, to be implemented in April 2023 and January of each year thereafter through 2028, is proposed.

Proposed Financial Plan

Table 9: Proposed Financial Plan & Cash Flow Statement through FY 2027/2028						
Rate Increase	**12%**	**12%**	**12%**	**12%**	**12%**	**12%**
Month of Implementation	**April**	**January**	**January**	**January**	**January**	**January**
	FY 2022/2023	**FY 2023/2024**	**FY 2024/2025**	**FY 2025/2026**	**FY 2026/2027**	**FY 2027/2028**
Cash Position Opening Balance	$ 13,010,222	$ 5,404,109	$ 3,330,211	$ 3,478,210	$ 3,274,546	$ 7,865,020
Revenues						
Sale of Storm Service	$ 4,541,996	$ 5,287,554	$ 5,981,281	$ 6,766,025	$ 7,653,727	$ 8,657,896
External Funding for Basin Maint	$ -	$ 1,800,000	$ 1,800,000	$ 1,800,000	$ 1,800,000	$ 1,000,000
Other Operating Revenue	$ 938	$ 961	$ 985	$ 1,010	$ 1,035	$ 1,061
Non-Operating Revenue	$ 29,232	$ 29,963	$ 30,712	$ 31,480	$ 32,267	$ 33,074
Interest on Fund Balance	$ 182,320	$ 106,280	$ 107,014	$ 106,463	$ 149,897	$ 151,472
Total Revenues	$ 4,754,486	$ 7,224,758	$ 7,919,992	$ 8,704,978	$ 9,636,926	$ 9,843,503
Operating Expenses	$ 2,001,108	$ 4,288,668	$ 4,391,050	$ 4,497,229	$ 4,560,226	$ 3,781,159
Contigency	$ -	$ 2,000,000	$ -	$ -	$ -	$ -
Current Debt Service	$ 623,894	$ 1,359,182	$ 1,358,232	$ 1,358,130	$ 1,357,863	$ 1,357,429
Proposed Debt Service	$ -	$ 1,256,807	$ 1,256,807	$ 1,256,807	$ 1,963,761	$ 1,963,761
Total Operating and Debt Service	$ 2,625,002	$ 8,904,656	$ 7,006,088	$ 7,112,166	$ 7,881,850	$ 7,102,350
Net Revenues	**$ 2,129,484**	**$ (1,679,898)**	**$ 913,903**	**$ 1,592,811**	**$ 1,755,076**	**$ 2,741,154**
Capital Expenditure	$ 9,746,708	$ 20,865,334	$ 1,958,405	$ 2,224,412	$ 6,790,674	$ 7,172,501
Debt	$ -	$ 16,000,000	$ -	$ -	$ 9,000,000	$ -
Grants	$ 11,111	$ 105,000	$ 1,192,500	$ 427,937	$ 626,072	$ -
External Funding for HWY 180	$ -	$ 4,366,334	$ -	$ -	$ -	$ -
Cash	$ 9,735,597	$ 394,000	$ 765,905	$ 1,796,475	$ (2,835,398)	$ 7,172,501
Net Income	**$ (7,606,113)**	**$ (2,073,898)**	**$ 147,998**	**$ (203,663)**	**$ 4,590,474**	**$ (4,431,347)**
Ending Balance	**$ 5,404,109**	**$ 3,330,211**	**$ 3,478,210**	**$ 3,274,546**	**$ 7,865,020**	**$ 3,433,673**
Reserve % (25% Policy)	**114%**	**62%**	**57%**	**48%**	**101%**	**39%**

With the proposed rate increase of 12% annually through 2028, the stormwater utility's financial outlook drastically improves versus the status quo. Namely, the fund maintains a positive cash balance and meets its reserve requirement in each year while funding all its operating and CIP needs. Implementing the increase in 12% annual jumps allows customers time to acclimate to the rising costs associated with stormwater service and avoids the price shock of a large, one-time increase. Further, the utility is able to establish a contingency of $2M in FY 2023/2024 to ensure future stability. The following table details the stormwater rates through 2028 under the proposed rate plan (Table 10).

Table 10: Proposed Rates ($/ERU) through 2028							
	Current	Apr-23	Jan-24	Jan-25	Jan-26	Jan-27	Jan-28
Proposed Rates (per ERU)	$ 3.74	$ 4.19	$ 4.69	$ 5.25	$ 5.88	$ 6.59	$ 7.38
$ Increase (per ERU)		$ 0.45	$ 0.50	$ 0.56	$ 0.63	$ 0.71	$ 0.79
% Increase (per ERU)		12%	12%	12%	12%	12%	12%

Finally, we must consider the impact of these increases on the average customer. While all customers pay the same charge per ERU, we split customers into 3 general categories based on average ERU size: residential, commercial big box and restaurants. For residential customers we used an average of 3 ERUs; for commercial big box customers we used an average of 220 ERUs; for restaurants we used an average of 14 ERUs. We projected first- and sixth-year impacts for the average customer and summarized the changes in the following tables (Table 11, 12).

Table 11: First Year Impacts on Average Customer

	Current 3 ERU	Proposed 3 ERU	Monthly Change	Annual Change
Residential	$ 11.22	$ 12.57	$ 1.35	$ 16.16
	Current 220 ERU	Proposed 220 ERU	Monthly Change	Annual Change
Commercial - Big Box	$ 822.80	$ 921.54	$ 98.74	$ 1,184.83
	Current 14 ERU	Proposed 14 ERU	Monthly Change	Annual Change
Commercial - Restaurant	$ 52.36	$ 58.64	$ 6.28	$ 75.40

Table 12: Sixth Year Impacts on Averge Customer

	Current 3 ERU	Proposed 3 ERU	Monthly Change	Annual Change
Residential	$ 11.22	$ 22.15	$ 10.93	$ 131.12
	Current 220 ERU	Proposed 220 ERU	Monthly Change	Annual Change
Commercial - Big Box	$ 822.80	$ 1,624.06	$ 801.26	$ 9,615.14
	Current 14 ERU	Proposed 14 ERU	Monthly Change	Annual Change
Commercial - Restaurant	$ 52.36	$ 103.35	$ 50.99	$ 611.87

Residential customers with 3 ERUs will see a modest increase of $1.35 on their monthly bills in the first year of the proposed plan, for an annual increase of $16.16. Restaurants with 14 ERUs will see their bills jump by an average of $6.28 per month, or $75.40 per year while commercial big box with 220 ERUs will see a monthly increase of just under $100 in the first year. The sixth-year numbers under the proposed rate plan are also shown and while the changes seem are much greater, we are still using the current rate of $3.74/ERU as the baseline so these numbers represent the total cumulative change.

It is important for customers to understand the growing and critical needs of the stormwater fund and the role the stormwater rate plays in achieving those needs. As the City of Flagstaff continues to recover from wildfires and climate change events, it is essential that the stormwater fund is prepared to serve its community's needs not just today but in the future. There is a great reliance State of Arizona funding which should be determined in the 2023 Legislative process. Despite a beginning fund balance of $13M at July 1, 2022 and a potential $12.6M in external funding from the State of Arizona, the stormwater fund would see a negative cash balance within the next five years without some type of rate increase or drastic service level reduction under the status quo financial plan.

Stormwater Cost of Service and Strategic Plan updates

Mid-term review
(2023-2025-2028)

November 4, 2025

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Overview – Stormwater Utility

- The Stormwater Utility is a stand-alone utility created in 2003 to provide enhanced stormwater level of service to the community (e.g.: regional flood control, early alert warning network, disaster response, CIP)

- The first half of the presentation is the Cost of Service study (financial update of the 2023 rate adjustment), WRE will take questions at the end of the section.

- The second half of the presentation is the progress update on the 2028 Stormwater Utility Strategic Plan. Stormwater staff will take questions.

- Both items are mid-term updates (2023 to 2028 performance periods)

Background

- Water Resources Economics conducted the City's prior stormwater rate study in 2023 and was engaged to conduct a financial plan review study in 2025

- 2023 Stormwater Rate Study:
  - Adopted stormwater rates from April 2023 to January 2028
  - Rate increases of 12% per year to fund necessary operating and capital expenses

Financial Plan Review Study

- Stormwater Financial Plan Review Study:
  - City Council requested a review of the stormwater financial plan
  - Compare projected financial plan developed in 2023 study to actual/updated financial plan from most recent five-year budget and customer data
  - **Purpose: evaluate City's current financial position and compare to projected financial position developed in prior study**

Water Resources Economics
PROMOTING THE VALUE AND PRICE OF WATER SERVICE

Results of Financial Plan Review

- Change in financial position between current year and prior study are due to three reasons:
  - Changes in number of ERUs
  - Minor changes in non-capital expenses
  - Significant changes in capital expenses from FY 2026 to FY 2028

Results of Financial Plan Review

- Increase in ERUs:
  - FY 2026 ERUs – 102,245 ERUs (prior study) vs. 112,507 ERUs (current)
  - Increase in ERUs due to internal audit of impervious surface area and greater growth than previously anticipated, resulting in an overall 17% increase over three-year comparison period ($4.0M total)

- Minor Changes in Non-Capital Expenses (Operating and Debt):
  - Three-year operating expenses are roughly equal to projections, resulting in an overall 3% decrease over comparison period ($0.3M total)
  - Three-year debt service costs are lower than projections, resulting in an overall 15% decrease over comparison period ($1.2M total)

Results of Financial Plan Review

- Significant Changes in Capital Expenses:
  - Three-year rate funded/PAYGO capital expenses are significantly higher than prior study projections, resulting in an overall 32% increase over comparison period ($5.1M total)
  - Significant cost increases for Rio de Flag project due to changes in overall project requirements and construction cost increases
  - City expects to fund a portion of capital expenses via debt and grant proceeds
  - FY 2026-FY 2028 rate funded capital: $16.2M (prior study) vs. $21.3 (current)

Results of Financial Plan Review

Capital Funding Plan	FY 2026	FY 2027	FY 2028	Total
Prior Study Projections				
Debt Funded	$0	$0	$0	$0
Grant Funded	$0	$0	$0	$0
Rate Funded	$2,224,412	$6,790,674	$7,172,501	$16,187,587
Total - Capital Financing Plan	**$2,224,412**	**$6,790,674**	**$7,172,501**	**$16,187,587**
Current Projections				
Debt Funded	$16,000,000	$2,125,000	$1,275,000	$19,400,000
Grant Funded	$2,700,000	$14,193,251	$3,825,000	$20,718,251
Rate Funded	$6,730,142	$5,636,879	$8,927,575	$21,294,596
Total - Capital Financing Plan	**$25,430,142**	**$21,955,130**	**$14,027,575**	**$61,412,847**

Water Resources Economics
PROMOTING THE VALUE AND PRICE OF WATER SERVICE

Results of Financial Plan Review

Revenues vs. Expenses	FY 2026	FY 2027	FY 2028	Total
Stormwater Service Charges				
Prior Study Projections	$6,766,024	$7,653,728	$8,657,896	**$23,077,648**
Current Projections	$7,938,494	$8,986,024	$10,163,889	**$27,088,407**
Difference ($)	$1,172,470	$1,332,296	$1,505,993	**$4,010,759**
Difference (%)	17%	17%	17%	**17%**
Total Expenses				
Prior Study Projections	$8,079,771	$14,672,524	$14,274,850	**$37,027,145**
Current Projections	$13,217,388	$11,917,789	$15,467,408	**$40,602,585**
Difference ($)	$5,137,617	($2,754,735)	$1,192,558	**$3,575,440**
Difference (%)	64%	-19%	8%	**10%**
Net Difference ($)	**($3,965,147)**	**$4,087,031**	**$313,435**	**$435,319**

Results of Financial Plan Review

- Changes to Financial Position of Stormwater Utility:
  - Increase in stormwater service charge revenues (+$4.0M)
  - Decrease in operating expenses (-$0.3M)
  - Decrease in debt service costs (-$1.2M)
  - Increase in rate funded capital expenses (+$5.1M)
  - Net financial impact (+$0.4M)

Results of Financial Plan Review

- Overall, City is in a similar financial position between prior study and current year projections, with the increase in revenues being offset by significant increases in capital expenses
- Results of study are detailed in Technical Memorandum developed by Water Resources Economics

Discussion and Questions

Cost of Service section

Stormwater Strategic Plan mid-term progress report

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Overview

- Stormwater became a utility in 2003, under Community Development
- Since 2003 the utility has changed and grown substantially
- 2020: the Water Services Director approved the development of a Stormwater Strategic Plan to provide ***better definition, guidance, and mission to the Stormwater Utility***
- The draft plan was reviewed and revised in late 2021, after the post-fire floods, and adopted by Council in 2023 as a 5-year plan
- The following slides provide a review of the Strategic Plan including mid-term (2025) progress.

FLAGSTAFF STORMWATER STRATEGIC PLAN 2028

Master Planning, Development Review and Inspection, Floodplain Management, Maintenance, Flood Response, Capital Improvement.

March 2023 Implementation

We are Water

PURPOSE OF THIS STRATEGIC PLAN

With increasing climate change and severe weather patterns, stormwater management, flood management, and pollutions prevention are becoming increasingly important. Consequently, this Strategic Plan focuses on the future, providing the Stormwater Section's staff an opportunity to communicate risks, recommended actions and investments, and identify opportunities within a 5-year planning horizon. Specific objectives include:

https://www.flagstaff.az.gov/4332/Strategic-Plan-2025

- Provide a substantive and easy-to-read overview of flooding and pollution prevention issues
- Identify the major challenges, risks, and recommended actions and investments
- Increase confidence among the Flagstaff City Council and the community that the Stormwater Section is appropriately mitigating the risks of flooding and the environmental damage caused by stormwater pollution
- Establish a basis for future community dialogue on specific stormwater and pollution prevention issues
- Ensure that Strategic Objectives are aligned with Stormwater Section's values, standards, City Counc goals, and the appropriate elements of Flagstaff's Climate Change Action and Adaptation Plan
- Provide the basis for estimating the financial implications of stormwater management

STRATEGIC FOUNDATION

MISSION

To professionally and cost effectively minimize the flood damage and pollution from stormwater events.

BEHAVIORAL VALUES

We are guided in our daily decisions and activities by these values:

INTEGRITY
We are transparent, honest, and ethical in all our communications and our actions

LEADERSHIP
We are proactive in protecting the interests of our staff, customers, and community

RESPECT
We thoughtfully consider each other's differences and opinions

COLLABORATION
We listen and openly share our ideas to achieve better decisions and outcomes

COMMITMENT
We strive to meet high standards of service and reliability

RESPONSIBILITY
We are accountable for our behaviors, actions, and use of public resources.

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BUSINESS VALUES

Business Values describe the Section's commitments to provide compelling value to the residents and businesses it serves. These Business Values establish a consistent framework for developing more detailed standards, identifying issues, assessing risks, and evaluating and implementing solutions. The Section's Business Values are the same as the Water Services Division, with the exception that they focus on flood protection and pollution prevention instead of reliable water supplies and water service.

- Sound Planning and Appropriate Investment
- Flood Protection and Pollution Prevention
- Protecting Public Health and the Environment
- Exceptional Customer Service
- Sound Financial Management, Increasing Efficiency
- Transparency and Community Engagement

Stormwater Utility: The growth in level of service

	2003	2005	2007	2009	2012	2018	2019	2021	2022
News:	Stormwater Section Created	First Rate Change and credit manual	Master Planning	ALERT network, LID Ordinance	FWPP	Rio De Flag Flood Control Project	Museum Fire, Climate Action Plan, Rio de Flag Project	Spruce Wash flooding	Pipeline Fire
Rate ($/ERU month	$ 0.53	$ 0.93	$ 1.02	$ 1.22	$ 1.30	$ 2.24	$ 3.74	$ 3.74	$ 3.74
Responsibilities:	FEMA Floodplain Management								
	Development review, Construction Inspections, Maintenance funding								
	Water quality & MS4	Capital Improvement Drainage Investigation							
			NEAMDS Study	ALERT gauges LID ordinance					
					Regional Watershed Management				
						Rio De Flag Flood Control Project			
							Climate change planning		
							Post-fire flood response		
							Maintenance operations		
							Asset Management/GIS		
							Rio de Flag Project	Regional Flood Management	Individual Direct Assistance
									Detention Basin Maintenance

Strategic Objectives

SUMMARY OF STRATEGIC OBJECTIVES:

1. Respond to Wildfire Flooding Risks and Events
2. Clarify Climate Change Characteristics and Overall Stormwater Challenges
3. Maximize/Optimize Stormwater System Maintenance
4. Clarify Services Levels and Enhance Customer Service
5. Increase Support for Floodproofing of Individual Structures
6. Enhance CIP Process and Update CIP Priorities
7. Enhance Development Review Process and Developer Support
8. Improve Communications and Collaboration
9. Address Stormwater Section Human Resource Needs

STRATEGIC OBJECTIVE NO. 1:

RESPOND TO WILDFIRE FLOODING RISKS AND EVENTS

Accomplishments (2023-2025):

- Completed Schultz Creek post-wildfire capital projects
- Substantially completed most of the Spruce Wash suite of projects
- Assisted 2023 County pre-wildfire study of the Rio de Flag
- Proactively dredged the Rio de Flag in Cheshire
- Began 2025 pre-fire risk assessment of Observatory Mesa drainages
- Began 2025-2026 Mount Elden drainage study
- Big Fill Lake design
- Shadow Mountain Detention Basin design
- 2024 technical memorandum of Flood Control District roles

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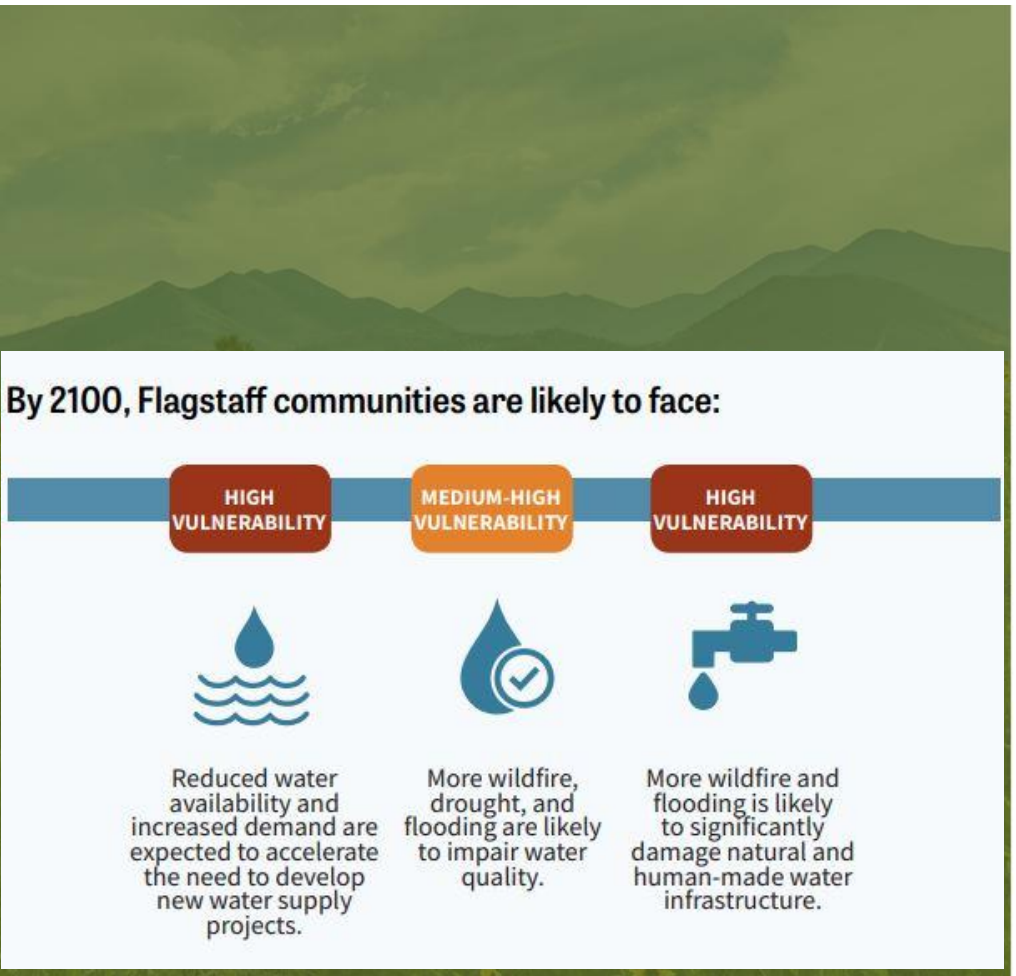
STRATEGIC OBJECTIVE NO. 2:

CLARIFY CLIMATE CHANGE CHARACTERISTICS AND OVERALL STORMWATER CHALLENGES



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Accomplishments (2023-2025):

- Maintained over 30 raingauges, providing data to NWS for the NOAA Atlas 15 update
- Completed a landscape scale model of rainfall-runoff (MIKE SHE, FEMA CTP)
- Installed new ALERT gauges on Freidlein Prairie Road, Rio de Flag in Fort Valley
- Published numerous papers and reports on local hydrology and climate

STRATEGIC OBJECTIVE NO. 3:

MAXIMIZE/OPTIMIZE STORMWATER SYSTEM MAINTENANCE

Accomplishments (2023-2025):

- The annual maintenance report has been expanded to include underground infrastructure
- Updated Stormwater Maintenance SOPs and EPGs
- Updated regional detention basin inspection forms
- Completed inspection and maintenance on all City owned LID facilities
- Streamlined resident complaint response through CMMS

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STRATEGIC OBJECTIVE NO. 4:

CLARIFY SERVICES LEVELS AND ENHANCE CUSTOMER SERVICE

Accomplishments (2023-2025):

- Provided engineering assessments to neighborhoods
- Maintained flood alert sirens in Sunnyside neighborhood
- Maintained and enhanced the ALERT network, one of the largest networks in AZ
- Continued to inform the MJMHP (Multi-Jurisdictional Multi-Hazard Plan)

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STRATEGIC OBJECTIVE NO. 5:

INCREASE SUPPORT FOR FLOODPROOFING OF INDIVIDUAL STRUCTURES

Accomplishments (2023-2025):

- 19 floodproofing grants were administered by Sustainability-Stormwater
- Seasonal sandbag station located at Thorpe Park

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STRATEGIC OBJECTIVE NO. 6:
ENHANCE CIP PROCESS AND UPDATE CIP PRIORITIES

Accomplishments (2023-2025):

- Regional MIKE SHE model completed using a FEMA CTP grant
- Observatory Mesa pre-wildfire risk assessment
- Mount Elden south slope flood study
- Updates of the Schultz Creek and Spruce Wash models and hydrology
- CMMS database created for drainage investigations
- 2028 Strategic Plan adopted to track staffing and funding needs
- Stormwater has reviewed the RDF Project and is moving forward with one lateral CIP related to the larger Flood Project
- Spot Improvements are now managed by Stormwater PMs

STRATEGIC OBJECTIVE NO. 7:
ENHANCE DEVELOPMENT REVIEW PROCESS AND DEVELOPER SUPPORT

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Accomplishments (2023-2025):

- 2025 update of the Stormwater Management Drainage Design Manual
- 2024 update of Chapter 12 of City Code (Floodplain Management)
- 2024 update of Stormwater Credit Manual

STRATEGIC OBJECTIVE NO. 8:
IMPROVE COLLABORATION AND COMMUNICATIONS

Accomplishments (2023-2025):

- Provide partial funding for the Water Services full-time Communications Specialist
- On-going flood updates to Water Commission and City Council
- On-going community flood awareness communications
- Flood Insurance workshops including external vendors
- "Meet in the Streets" community meetings for post-wildfire impacted neighborhoods
- Presentations to regional and national associations to collaborate on emerging threats

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STRATEGIC OBJECTIVE NO. 9:

ADDRESS STORMWATER SECTION HUMAN RESOURCE NEEDS

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Accomplishments (2023-2025):

- 2.5 FTEs were added to Stormwater Operations (maintenance)
- Staffing needs for project managers and engineers was partially completed

Discussion and Questions

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STORMWATER
FLAGSTAFF WATER SERVICES

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WATER
SERVICES

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FLAGSTAFF STORMWATER
STRATEGIC PLAN 2028

Master Planning, Development Review and Inspection, Floodplain Management, Maintenance, Flood Response, Capital Improvement.

March 2023 Implementation

We are Water

FLAGSTAFF AND **STORMWATER MANAGEMENT**

With clean air, a cooler climate, and beautiful natural areas, Flagstaff is a great place to live and visit. Residents and visitors enjoy the many amenities Flagstaff has to offer—from the Flagstaff Urban Trails System (FUTS) of bike and pedestrian paths to the Grand Canyon to the unique biodiversity of surrounding forests. Home to Northern Arizona University and world-class research centers, Flagstaff residents are informed, passionate, and engaged in issues concerning their community.

Urban development over the years in Flagstaff has significantly altered the natural hydrology and the hydraulics of this stormwater system, with many natural elements having been replaced or augmented by man-made facilities. Urban development continues, and the City recognizes that climate is causing more intense precipitation events, increased frequency of wildfires, and elevated flooding risks, requiring enhanced planning and improvements to stormwater maintenance and infrastructure. To manage these issues, the Stormwater Section of the Flagstaff Water Services Department is charged with managing a stormwater utility service area subject to stormwater service charges. Recently, these responsibilities have expanded with increasing wildfire and flooding risks due to climate change.

PURPOSE OF THIS STRATEGIC PLAN

With increasing climate change and severe weather patterns, stormwater management, flood management, and pollutions prevention are becoming increasingly important. Consequently, this Strategic Plan focuses on the future, providing the Stormwater Section's staff an opportunity to communicate risks, recommended actions and investments, and identify opportunities within a 5-year planning horizon. Specific objectives include:

- Provide a substantive and easy to read overview of flooding and pollution prevention issues
- Identify the major challenges, risks, and recommended actions and investments
- Increase confidence among the Flagstaff City Council and the community that the Stormwater Section is appropriately mitigating the risks of flooding and the environmental damage caused by stormwater pollution
- Establish a basis for future community dialogue on specific stormwater and pollution prevention issues
- Ensure that Strategic Objectives are aligned with Stormwater Section's values, standards, City Council goals, and the appropriate elements of Flagstaff's Climate Change Action and Adaptation Plan
- Provide the basis for estimating the financial implications of stormwater management

ELEMENTS OF THE STRATEGIC PLAN

Strategic Foundation
Defines the Stormwater Section's fundamental responsibilities. The Behavioral Values are appropriately the same as those noted in the Water Services Division 2025 Strategic Plan.

Business Values
Specific commitments to provide compelling value, for example flood protection and pollution prevention. They establish a consistent framework for developing more detailed standards, identifying issues, assessing risks, implementing solutions, and communicating in a meaningful way.

Stormwater Basics and Major Challenges
Things people should know about stormwater in Flagstaff, including basic concepts and an overview of the most significant risks facing the community.

Standards
Rules, levels of quality, or achievements that are considered acceptable or desirable. The Section's standards drive its activities, decisions, proposed investments and are the basis for transparent operations. Some of these standards are legal or regulatory, for example FEMA and Arizona regulations, or following Low Impact Development (LID) and best management practices (BMPs). Other standards are developed internally and in collaboration with the City Council, city management, and the community.

Strategic Objectives – The Strategic Objectives outlined in this plan describe significant challenges, opportunities, and recommended actions or investments relevant to the planning horizon. They do not address tasks that are part of normal operations, nor do they reflect final policy decisions or indicate that there is approved funding for a given action or investment.

Museum Gauge

STRATEGIC FOUNDATION

MISSION

To professionally and cost effectively minimize the flood damage and pollution from stormwater events.

BEHAVIORAL VALUES

We are guided in our daily decisions and activities by these values:

INTEGRITY

We are transparent, honest, and ethical in all our communications and our actions

LEADERSHIP

We are proactive in protecting the interests of our staff, customers, and community

RESPECT

We thoughtfully consider each other's differences and opinions

COLLABORATION

We listen and openly share our ideas to achieve better decisions and outcomes

COMMITMENT

We strive to meet high standards of service and reliability

RESPONSIBILITY

We are accountable for our behaviors, actions, and use of public resources.

Flooding on Route 66

BUSINESS VALUES

Business Values describe the Section's commitments to provide compelling value to the residents and businesses it serves. These Business Values establish a consistent framework for developing more detailed standards, identifying issues, assessing risks, and evaluating and implementing solutions. The Section's Business Values are the same as the Water Services Division, with the exception that they focus on flood protection and pollution prevention instead of reliable water supplies and water service.

- **Sound Planning and Appropriate Investment**
- **Flood Protection and Pollution Prevention**
- **Protecting Public Health and the Environment**
- **Exceptional Customer Service**
- **Sound Financial Management, Increasing Efficiency**
- **Transparency and Community Engagement**

STORMWATER BASICS

The Stormwater Section - The City of Flagstaff Stormwater Section is part of the Water Services Division and has been established to regulate, operate, protect, maintain, and enhance the stormwater drainage systems in the City. Although it's part of the Water Services Division, it has all the functions, complexity, and responsibilities of a separate utility. It administers the Stormwater Management Program and performs studies and analyses as required, prepares capital improvement plans, performs routine maintenance and repair of stormwater assets, obtains federal and state permits, communicates with businesses, residents, and developers, and acquires lands, easements, and rights-of-ways to perform its duties.

	2003	2005	2007	2009	2012	2018	2019	2021	2022
News:	Stormwater Section Created	First Rate Change and credit manual	Master Planning	ALERT netw ork, LID Ordinance	FWPP	Rio De Flag Flood Control Project	Museum Fire, Climate Action Plan, Rio de Flag Project	Spruce Wash flooding	Pipeline Fire
Rate ($/ERU month	$ 0.53	$ 0.93	$ 1.02	$ 1.22	$ 1.30	$ 2.24	$ 3.74	$ 3.74	$ 3.74
Responsibilities:	FEMA Floodplain Management Development review, Construction Inspections, Maintenance funding Water quality & MS4	Capital Improvement Drainage Investigation	NEAMDS Study	ALERT gauges LID ordinance	Regional Watershed Management	Rio De Flag Flood Control Project	Climate change planning Post-fire flood response Maintenance operations Asset Management/GIS Rio de Flag Project	Regional Flood Management	Individual Direct Assistance Detention Basin Maintenance

Stormwater Fees and Service Levels

The Stormwater Section was created in 2003 and was expanded in 2006, 2015, 2019 to regulate, operate, protect, and maintain the stormwater drainage systems in the City. Stormwater fees provide the funding to carry out these roles. One of the biggest challenges and important roles of the Stormwater Section is to advocate for appropriate investment in flood protection and pollution prevention and to prioritize capital improvements. Appropriate investment is determined by standards. Priorities are set by assessing the risks to life and property, when standards may not be met, and when there are potential financial losses.

Open channel maintenance.

The System

Flagstaff's Municipal Separate Stormwater System (MS4) is separate from the sanitary sewer system and is comprised of open channels, culverts, pipes that allow stormwater to cross under roads, and catch basins that capture and guide stormwater. More broadly, the system comprises any assets that contribute to stormwater control and flood prevention, including detention or retention basins that reside on both public and private property and FEMA special flood hazard areas (commonly referred to as FEMA floodplains and floodways). In general, Flagstaff has no formal municipal stormwater conveyance system. Flood mitigation is accomplished by adding stormwater provisions to local areas or specific development sites. The Army Corps of Engineers Rio de Flag Project, designed to address downtown flooding, represents major infrastructure and could be categorized as a first step in developing a more comprehensive municipal stormwater system.

Floodplains and Flood Insurance

Flood insurance is regulated by FEMA, including setting flood insurance rates, though the City operates as the local administrator for FEMA on floodplains and flood insurance discounts. FEMA also responds to natural disasters. Any property that is designated to be in a FEMA floodplain that has a mortgage must have flood insurance. This insurance can be expensive ($2000-$4000 per year), mainly because properties in a floodplain are deemed to have a significant risk for flooding. So, maps that define FEMA floodplains are an important issue for property owners and developers. Floodplain maps produced by FEMA are a broad brush, and these maps are constantly being revised locally, typically driven by requests from developers. The Stormwater Section enforces local, state, and Federal regulations by way of Erosions Control Plans required by FEMA, the Arizona Department of Department of Environmental Quality (ADEQ), and the Flagstaff Stormwater Design Manual. It does not create or change municipal regulations without Council approval. The Stormwater Section is responsible for the Community Rating System (CRS) that provides insurance discounts by demonstrating higher standards than baseline FEMA regulations.

Stormwater System Maintenance

Stormwater assets underperform if they are clogged due to trash or natural debris, sediments, or because they are old and need repair. Ideally, the Stormwater Section should ensure that if flooding does occur, it's not due to maintenance insufficiencies, but rather migrated debris from the time of the precipitation event. Maintenance of private storm water assets is the responsibility of the property owner. This applies to both public and private stormwater assets. Proper maintenance is also the prerequisite for evaluating the design, capacity, and performance of current infrastructure which is essential for identifying needed capital improvements.

Drainage capital improvement.

Solving, Not Moving the Problem

t's not uncommon for a flooded area to act as a detention pond, which can limit peak flows to downstream areas. This illustrates a common stormwater management challenge. It's not acceptable to solve an upstream problem that causes a problem downstream, in other words, moving the problem from one area or neighborhood to another. Meeting this standard increases the complexity and cost of stormwater projects. In most cases, planning needs to begin where the water will eventually end up and then work backward to determine how it will safely get there.

Impacts of New Development

The impacts of new development to the City over time is increasing area of impervious surfaces or hardscape, but this will not increase total flows in the City's conveyances provided the on-site storm water mitigation is designed and installed properly i.e., providing detention/retention assets and complying with Low Impact Development (LID) standards. The risk created by a specific development site is flooding or having sediment dumped on a neighboring property. This typically occurs because the site did not comply with Stormwater Pollution Prevention Plan (SWPPP) requirements or Best Management Practices (BMPs). Or in some cases, a storm's magnitude was so intense that installed BMPs were inadequate to prevent flooding damage.

New Development Site Management

On any given site (new, infill, or redevelopment) Stormwater codes and LID provisions are designed to ensure that peak flows do not increase, and the basic path of the flow is not altered. Peak flow is typically controlled with onsite detention or retention basins or by directing flow toward landscaping (which amounts to passive rainwater harvesting). In almost all cases, development causes total flow discharged from a site to remain the same even with an increase in hardscape (roofs, driveways, parking lots) thanks to designed and installed mitigation to preserve preconstruction discharge rates. This means that by providing adequate local and regional mitigation, stormwater risks are remaining the same due to the cumulative impacts of development.

Establishing Spatial Weather Distinctions

It's possible that certain areas of Flagstaff are prone to certain weather events, especially with respect to smaller storm cells or monsoons. Recent events suggest that definable patterns may exist. Ongoing data collection, specifically stormwater footprint information, is necessary to establish credible patterns. Establishing these spatial trends could dramatically increase the effectiveness and efficiency of CIP investments, specifically decreasing costs and flooding risks.

Army Corps of Engineers Rio de Flag Flood Control Project

This project is a twenty-year effort of the City of Flagstaff and the U.S. Army Corps of Engineers to prevent safety hazards and property damage caused by floods. It is a $122M project with 65% of the funding provided by the Army Corps. Project provisions being built along the Rio de Flag and Clay Avenue Wash will significantly reduce flooding in the downtown area. The project realigns the primary floodway, constructs underground and surface floodway structures, and will provide stormwater connections to the project's infrastructure. Once completed, this project has the potential to prevent damage to approximately 1,500 structures in Flagstaff, valued at over $916M. Though this project is a significant step forward in flood mitigation, it does not resolve all stormwater issues.

MAJOR **CHALLENGES**

Advancing Climate Change

Without the impacts of climate change, stormwater management amounts to ensuring that private drainages and stormwater system assets were designed and properly constructed, overseeing new development and its impacts, and ensuring that stormwater assets are being properly maintained. However, climate change is changing the game. Changes in Flagstaff's weather patterns in the next 5 years will be more dramatic than the last 10 years. A drying trend that increases the risk of wildfires, increased flooding due to intense monsoons, more rain-on-snow events, and large storms with wet snow are consistent with both climate change modeling and recent experience. Precipitation events previously designated as 100 or 1000 year storms are now regular occurrences. Responding to these challenges will require a fully staffed stormwater utility and significant

Flooding on North Foxglenn St.

enhancements in data collection, characterization of flows and system capacity, and making compelling arguments for significant investments.

Wildfires and Associated Off-Forest Flows

This may be the biggest stormwater challenge facing Flagstaff. Burned areas from wildfires can cause a ten-fold increase in stormwater flows. Wildfires also illustrate one of the ways that climate change causes reinforcing negative effects. Longer dry periods increase the risks of wildfires, wildfires burn the soil and strip it of its water holding capacity, and climate change increases the risk of more intense precipitation events. The net result is an expansion of the areas in and around Flagstaff where severe flooding can occur. These risks are directly proportional to burned area surrounding the City, which is increasing. Given that it can take decades for a forest to recover, in 10 years the total burned area surrounding Flagstaff could be significantly greater than it is today. In fact, recent wildfires have re-burned areas that were recovering from the 1977 Radio Fire and the 2010 Schultz Fire.

Risk to Older Infrastructure

Up to 40% of Flagstaff's older neighborhoods are at risk for significant flooding. These neighborhoods and their stormwater assets, built anywhere from 20 to 70 years ago, were constructed using different engineering design standards and arguably based on different weather assumptions and frequency of wildfires. In some cases, there were no standards at the time of the development. The Stormwater Section was created in 2003, with previous development review only occurring sporadically. Stormwater Fund increases in 2006, 2015, and 2019 were driven by increases in the deferred capital improvements list for Stormwater, a chronic issue that has not substantively eased due to increasing construction and design costs in the region. Also, it's not uncommon to find that construction failed to meet the standards in place at the time.

Characterizing Precipitation Events

It no longer makes sense to use the terms 100-year or 1000-year storms when these events are occurring every few years, or several times in one year. With accelerating climate change, weather patterns from decades ago are no longer a reliable indicator of future events. To plan appropriately, likely events must be defined using climate change modeling and data from more recent storms. These events must be characterized in terms of a footprint, which describes the amount of precipitation and flows that occur in a given area over a given time. Translating the risks of advancing climate into specific storm footprints will help to prioritize stormwater capital improvements.

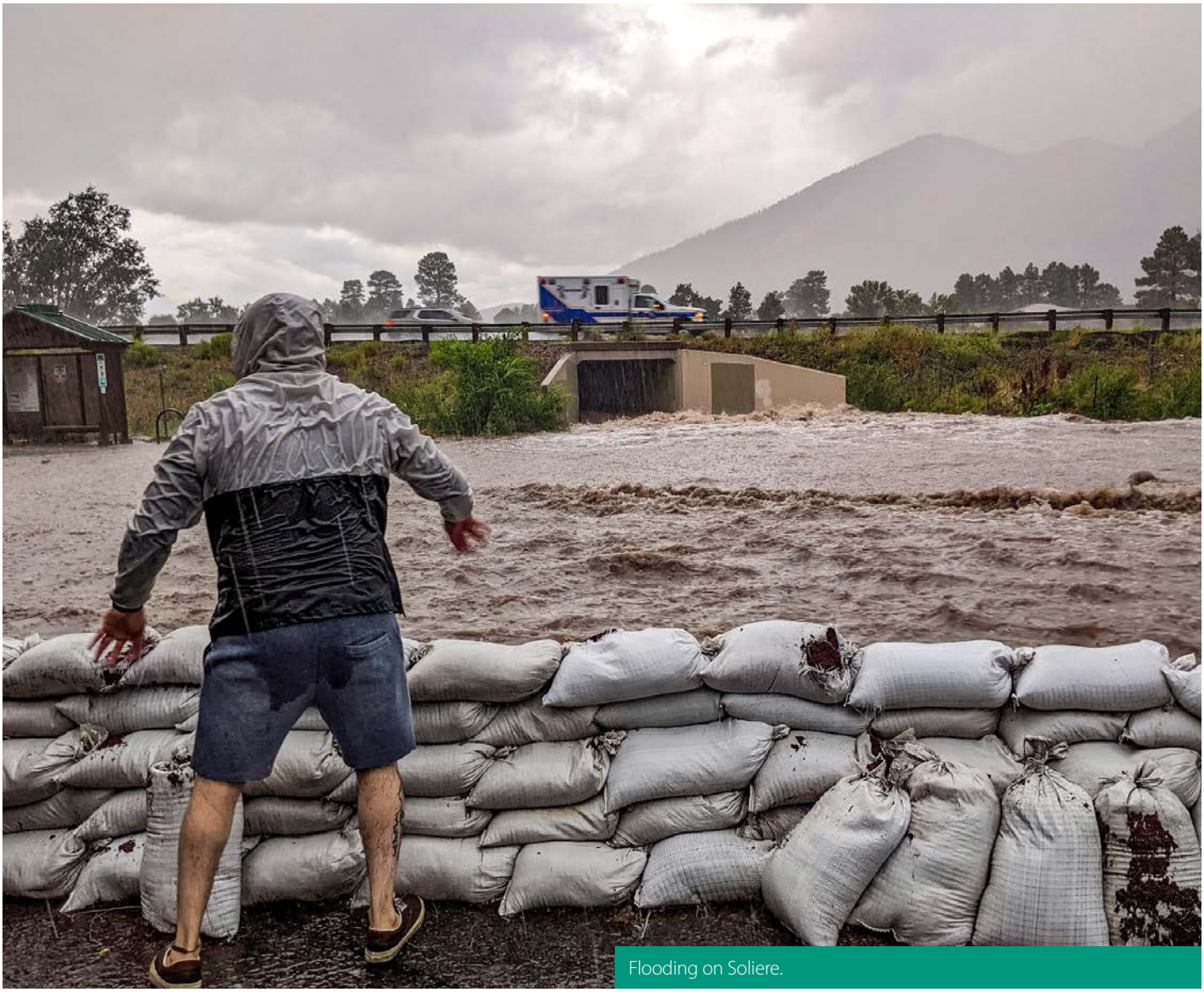
Human Resources

Today's staffing for the Stormwater Section is not aligned with the fact that it has all the roles of a fully functioning utility, the growing risk of flooding, and the human and financial costs of these risks. A significant increase in resources is needed to address flood response, planning, maintenance, analyses, and defining/prioritizing capital improvements.

The Overall Danger – Given the increasing frequency and severity of intense precipitation events and the increase in areas burned by wildfires, the risk that Flagstaff will fail to respond appropriately to stormwater and flooding issues is high unless significant changes are made in approach and available resources.

ASSESSING AND MITIGATING **RISKS**

Stormwater management is a risk management problem. The cost of severe weather events and flooding can be high, and climate change models predict that the frequency of these events is increasing. The challenge for the Stormwater Section is to ensure that the risk of damage due to flooding is low despite the changing climate and the cumulative impacts of development. Meeting this objective requires that the Section set clear performance standards, ensure that the system is sized appropriately, perform needed maintenance, and ensure that new development does not harm neighbors and or increase flooding risks.



Flooding on Soliere.

flagstaff.az.gov/utilities

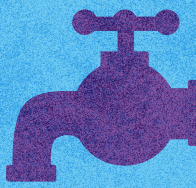
STRATEGIC **OBJECTIVES**

Using Strategic Objectives to Describe the Future

The Section's Strategic Plan employs several criteria for assessing future challenges and opportunities. These criteria include the following:

- Making sure that the Section is complying with current regulations and standards
- Responding to climate change, increasing wildfire threats, and changes in the condition of assets
- Addressing evolving community needs and taking advantage of opportunities to increase efficiency
- Ensuring that standards, risks, and needed investments are communicated clearly

Assessing the Section's activities using the criteria above has led to the development of a series of *Strategic Objectives* that address perceive needs and future performance to standards. They do not represent final policy decisions or reflect the availability of funding, rather they are recommendations for analyses or actions that should be pursued. In this sense, these objectives establish a framework for the Section's staff to continue clarifying the issues, establishing priorities, collaborating with experts, and leading a dialogue with the City Council and the community about investing appropriately in mitigating flooding and pollution risks.



SUMMARY OF STRATEGIC OBJECTIVES:

1. **Respond to Wildfire Flooding Risks and Events**
2. **Clarify Climate Change Characteristics and Overall Stormwater Challenges**
3. **Maximize/Optimize Stormwater System Maintenance**
4. **Clarify Services Levels and Enhance Customer Service**
5. **Increase Support for Floodproofing of Individual Structures**
6. **Enhance CIP Process and Update CIP Priorities**
7. **Enhance Development Review Process and Developer Support**
8. **Improve Communications and Collaboration**
9. **Address Stormwater Section Human Resource Needs**

STRATEGIC OBJECTIVE NO. 1:
RESPOND TO WILDFIRE FLOODING RISKS AND EVENTS

Relevant Standards	• Protect public health, safety, and the local environment • Ensure that provisions to manage stormwater are resilient to climate change
Background	Flagstaff is surrounded by a forest, and unfortunately forests are periodically burned by wildfires. Wildfires not only burn down trees, but change the characteristics of the soil, specifically the ability for water to infiltrate into the soil. In fact, the biggest contributor to flooding after a wildfire is the changes in soil characteristics. This can increase peak stormwater flow by as much as 10 times that of non-burned areas.
Challenge/ Opportunity	• Climate change not only increases the risk of wildfires but also more intense monsoons and precipitation events, both of which Flagstaff is already experiencing. • In the last 12 years, Flagstaff has experienced 3 significant wildfires, (Schultz, Museum, and Pipeline) occurring in 2010, 2019, and 2022 respectively. Prior to these fires, the last significant fire impacting the City was the 1977 Radio Fire. Consistent with climate change models, this suggests that the frequency of wildfires is increasing. • It takes decades for a burned area to recover, some studies showing 80 years or more. In fact, the most recent fires around have re-burned areas that were still recovering from the Radio and Schultz Fires. • There are no practical ways to amend large areas of burned forest soils to speed recovery. • Since the frequency of wildfires is likely increasing, and recovery is very slow, in 10 years the burned area around Flagstaff could be significantly larger than it is today. So, the cumulative risk of flooding due to climate change (more intense storms and more burn area) will also increase with time. • More flooding in burned areas will require new stormwater assets, including culverts, channels, and detention/retention basins. This new infrastructure will also require ongoing maintenance. • Flagstaff is surrounded by federal lands, so efforts to reduce wildfire risks with preventative forestry practices must be coordinated through the appropriate authorities.
	• Analyze new burned area flooding risks and build preventative measures before flooding occurs. • Train staff in Incident Command System (ICS) and Incident Management Team (IMT) processes to integrate with City and County Emergency Management services. • Assess wildfire trends and develop CIP plan and staffing requirements associated with building and maintaining new stormwater infrastructure specific to addressing wildfire related flooding. • Conduct incident command system training for Stormwater Section staff • Create an IGA with the Flood Control District to determine roles and responsibilities

STRATEGIC OBJECTIVE NO. 2:
CLARIFY CLIMATE CHANGE CHARACTERISTICS AND OVERALL STORMWATER CHALLENGES

Relevant Standards	• Protect public health, safety, and the local environment • Ensure that the risks of flooding, or damage due to flooding, are low. • Ensure that provisions to manage stormwater are resilient to climate change
Background	Stormwater system performance and damage due to flooding are impacted by the severity and timing of precipitation events and the impacts of wildfires. These events produce stormwater flow rates that can either be handled by current stormwater infrastructure, or be overwhelmed, causing flooding and damage. The issue is not necessarily the overall severity of the storm, but the precipitation intensity on a given area in given period of time (the precipitation footprint).
Challenge/ Opportunity	Flagstaff is facing the following challenges related to climate change and increasingly severe weather. • Climate change is accelerating, which translates into accelerating uncertainty related to future weather patterns, especially in a given region, area, or neighborhood. • It no longer makes sense to characterize storms as 100-year or 1000-year events when these events are occurring every few years, or several times in a single year. With accelerating climate change, weather pattens from even 10 years ago are no longer a reliable indicator of future events. • A drying trend that increases the risk of wildfires, higher flooding risks due to intense monsoons, more rain-on-snow events, and large storms with wet snow are all consistent with climate change modeling and recent experience. These events will continue, and likely be more severe, in the future. • If recent record monsoons had occurred in older or more vulnerable neighborhoods, the damages could be catastrophic and endanger lives.
Specific Responses	• Consider recent weather events and trends, general climate change modeling, and consult with climate experts on Flagstaff's weather to create a clearer picture of the weather events that should be considered in Flagstaff's stormwater planning. • Translate weather events into precipitation footprints. Express these footprints in terms of amount of water, area, time, and resulting flow rates. • Consider adding a climate change acceleration factor to recent storms, weather conditions, and even wildfire frequency to account for changes likely to occur over the next 10 years. • Produce a substantive and easy to read brief that clarifies weather patterns, including information on precipitation footprints, spatial trends, and plans to improve this information over time. • Enhance the rain and flow gauge network and the emphasis on hydrology in the Stormwater Section. This will create a stronger foundation for understanding stormwater footprints, flows, spatial trends, and for improving emergency alerts to first responders and residents. • Use the increased clarity on weather events to continue optimizing system maintenance and Capital Improvement (CIP) projects and priorities. • Consider the appointment of a dedicated hydrologist for the stormwater section • Conduct modeling of various climate change and land use change scenarios to determine the range of stormwater system capital investment needed to meet future challenges

STRATEGIC OBJECTIVE NO. 3:
MAXIMIZE/OPTIMIZE STORMWATER SYSTEM MAINTENANCE

Relevant Standards	• Protect public health, safety, and the local environment • Ensure that provisions to manage stormwater are resilient to climate change • Minimize the number of flooding or drainage complaints caused by maintenance problems
Background	For the stormwater system to function at its capacity, it must be well maintained. This means ensuring that the system is clear of debris and that assets are in good condition (not crumbling or past their useful life).
Challenge/ Opportunity	Consistent with climate change models, the intensity of rainstorms in Flagstaff has been increasing. • Flagstaff has experienced "100-Year" storms in 2014, 2016, 2018, and a "1000-Year" storm in 2018. Storms that were considered very unlikely may now be the norm. • Given increasing flooding risks and frequency of flooding, maintenance is critical. Approximately 80% of drainage complaints are related to maintenance issues. • System maintenance is becoming increasingly more difficult with repetitive flood events, debris flows, and sediment flows from wildfires. • Maintenance conditions can change rapidly. A cleared grate can become blocked again the next day. • Until recently, the stormwater system was not fully defined or documented, which made it difficult to perform proactive maintenance. • Assessing asset conditions on closed systems and culverts is difficult. These types of assets have not been completely characterized. • Many stormwater assets are privately owned and maintained. The performance of these assets is important for protecting neighbors and overall performance of the system. • If the system is not appropriately maintained, it's more difficult to evaluate design issues and capacity. • Emergency response demands the time and resources of the Stormwater staff, making it more difficult to accomplish annual system maintenance and improvements
Specific Responses	Appropriate maintenance based on clearly defined standards is the foundation for effective stormwater management. Given the risks associated with climate change and Flagstaff having an under-sized system in many areas, the Stormwater section should adopt a highly proactive approach to maintenance. • Complete the definition of the stormwater system, including assessing the condition of all significant underground stormwater assets. • Categorize drainage complaints or flooding events as either maintenance or design related and use these data to refine maintenance standards and activities. • Develop or refine current standards that define optimum system maintenance, clearly specifying the balance between proactive and reactive maintenance. • Establish clear response times to maintenance related drainage complaints. • Update the maintenance workplan to meet updated standards, making sure to address seasonal considerations in maintenance scheduling and level of effort. • Produce annual maintenance report for the stormwater system that addresses performance to standards, identifies new or refined standards, and outlines changes to maintenance activities.

STRATEGIC OBJECTIVE NO. 4:
CLARIFY SERVICES LEVELS AND ENHANCE CUSTOMER SERVICE

Relevant Standards	• Protect public health, safety, and the local environment • Ensure that the risks of flooding, or damage due to flooding, are low • Ensure that provisions to manage stormwater are resilient to climate change • Provide flood proofing technical and financial support for at-risk properties • Provide exceptional customer service based on clearly defined standards • Respond to drainage complaints withing 24 hours
Background	Stormwater fees for a property are based on the amount of impervious surface (roofs, driveways, parking lots etc. because this increases runoff and flooding risks. Fees are used to fund the activities of Flagstaff's Stormwater Section, which has been established to regulate, operate, protect, maintain, and enhance the stormwater drainage systems in the City. Collecting fees requires that the Stormwater Section define the value that these fees produce in terms of standards and service levels. Also, the Stormwater Section interacts with residents at a grass roots level, so customer service standards need to be clear.
Challenge/ Opportunity	• The Stormwater Section is clearly responsible for stormwater maintenance and CIP efforts, but it's less clear what stormwater fees actually cover with respect to resolving flooding problems in specific neighborhoods, specific properties, and the timeframe in which issues will be addressed. • Recently, the Stormwater Section has been given new flood response responsibilities previously handled by the County, signaling a pivot to both regional and urban flood control roles. • Lack of clarity about stormwater service levels translates into lack of clarity about liability. • Up to 40% of the properties in Flagstaff are susceptible to flooding simply due to the historic periods in which they were constructed. For example, homes and other buildings built below street level or built before the year 2000 do not meet present-day standards for protecting against inundation. Given the increasing storm intensities caused by climate change, their susceptibility to flooding will only get worse with time. • Service levels must define whether flooding issues and risks will be addressed with system level solutions, including timeframes, or individual structure flood proofing support. • The impacts of a wildfire can cause a 10-fold increase in stormwater flows, for example 1.5" of rain per hour causing a 100-year flow. Services levels related to flooding risks from wildfires are unclear. Sandbags and modular barriers are not acceptable long-term solutions. • Often, addressing whether the City is responsible for resolving a stormwater issue for a specific customer has boiled down to assessing whether the City did something, or allowed something to occur, that caused the problem. • Stormwater staff often address issues that are not the responsibility of the Stormwater Section.
Specific Responses	• Develop more detailed standards related to service levels for maintaining and enhancing system assets and risk mitigation for individual properties and customers. • Review Stormwater Section activities and ensure that these activities are within the scope of responsibilities for the Section. • Improve emergency response communications by improving the rain and flow gauge system • Integrate the Stormwater Section with City and County Emergency Management in relevant flood standards, planning, and external funding requests

STRATEGIC OBJECTIVE NO. 5:
INCREASE SUPPORT FOR FLOODPROOFING OF INDIVIDUAL STRUCTURES

Relevant Standards	• Ensure that the risks of flooding, or damage due to flooding, are low. • Evaluate flood proofing technical and financial support for properties at high risk
Background	There are two basic ways to minimize damage caused by a severe stormwater event. The first is to ensure that the local and city-wide drainage infrastructure has the capacity to ensure that flooding of homes or buildings does not occur. The second is to install flood proofing measures in individual properties to minimize damage during a flood, and/or restrict the flooding to outdoor areas.
Challenge/ Opportunity	Since climate change impacts are accelerating, it will be a major challenge for the Stormwater Section to plan, secure approval, and construct projects in the near terms that will minimize flooding risks for all neighborhoods. Until this gap is resolved, some property owners and businesses will experience flooding and flood damage (especially during the next 10 years).
Specific Responses	• Based on risks and timing of CIP improvements, identify neighborhoods that remain at higher risk for flooding and should be implementing flood proofing provisions. • Work to develop a program and funding sources to provide technical and financial support for customers in areas of need and who wish to implement flood proofing measures. • Work with the Sustainability Division and Housing Division on an integrated floodproofing grant program.

Sandbags.

STRATEGIC OBJECTIVE NO. 6:
ENHANCE CIP PROCESS AND UPDATE CIP PRIORITIES

Relevant Standards	• Sound planning and appropriate investment in stormwater assets and management • Protect public health, safety, and the local environment • Ensure that the risks of flooding, or damage due to flooding, are low • Maintain a quantitative and transparent process for identifying and prioritizing CIP projects • Minimize the number of properties in FEMA floodplains • Make compelling arguments for capital investments • Stormwater projects must solve the whole problem, not just move it to another area
Background	The biggest stormwater risk for Flagstaff is the ability of neighborhoods and the stormwater system to withstand the extreme weather events and flows due to climate change and the increased hardscape caused by development. (An increase in hardscape requires detention/retention and LID to ensure that the lot mimics it's preconstruction hydrologic performance). The Stormwater Section must have a process for evaluating these risks and prioritizing improvements.
Challenge/ Opportunity	• Flagstaff's current stormwater control system and specific infrastructure in older neighborhoods is under-sized (as many as 40% neighborhoods) with respect to handling more intense storms with larger precipitation footprints and peak flows. • Mitigating flooding in a neighborhood or area must ensure that these improvements do not move the problem to other areas. This typically increases the complexity, size, and cost of the project. • Flooding risks for a given neighborhood or area are affected by its location, the Stormwater codes were in place at the time of construction, whether these codes were followed, and the Stormwater standards that were applied to infill development or redevelopment. Buildings and neighborhoods constructed before 2001 are typically most vulnerable to flooding. • The Greenlaw neighborhood has experienced three 100-year storms in three years. In every case it experienced significant flooding because there is no access to underground stormwater assets and the neighborhood did not maintain its privately owned drainage conveyances. • The process for developing CIP projects and the standards for setting priorities has been too qualitative and not very transparent. This leaves the door open for a reactive approach to setting project priorities, which typically results in less efficient capital allocation. • There are no clearly defined standards for permanently addressing the flooding risks for areas affected by wildfires.

Objective No. 6 continued on page 18

STRATEGIC OBJECTIVE NO. 6:
ENHANCE CIP PROCESS AND UPDATE CIP PRIORITIES

Continued from page 17

Specific Responses

- Increase Stormwater Section focus on assessing flooding risks for specific areas and neighborhoods, prioritizing of CIP projects, and on stormwater project management.
- Implement master planning and regional modeling to support CIP planning and prioritization.
- Develop transparent risk assessment and weighting factors for prioritizing capital improvements to local infrastructure and the public stormwater.
- Consider weather expectations, effects of wildfires, system characteristics, public safety, costs of property damage, and project costs in the CIP evaluation process.
- Develop a more comprehensive database related to flood damage locations, costs, and the conditions under which this damage occurred.
- Adopt an explicit structure for making compelling arguments for investing in staff, data systems, analysis capabilities, and infrastructure.
- Provide oversight on the Rio de Flag project to ensure that it maximizes local flood mitigation in downtown and other impacted areas.
- Transition Stormwater Section to be the Project Manager for all Stormwater Projects, including funding and management of Spot Stormwater Improvements.

Basin construction.

STRATEGIC OBJECTIVE NO. 7:
ENHANCE DEVELOPMENT REVIEW PROCESS AND DEVELOPER SUPPORT

Relevant Standards	• Ensure that the risks of flooding, or damage due to flooding, are low. • Ensure that new development, infill development, and redevelopment do not increase or redirect peak stormwater flows • Ensure that provisions to manage stormwater are resilient to climate change • Ensure that new development does not cause a cumulative increase in flooding risks • Ensure that soil for new development is properly stabilized during and after construction • Support developers in implementing the most effective and cost-effective stormwater protections • Be transparent related to development standards and the costs of code compliance • Ensure that the City Council and city managers understand the cost/benefit analysis of stormwater codes and Best Management Practices (BMPs) related to development
Background	The immediate concern related to new development is that a neighbor will be flooded or have sediment dumped on their property due to development nearby. This can occur because the builder or contractor did not comply with Stormwater codes or BMPs, or that a storm was so intense that these provisions were inadequate. The longer-term and broader impacts of development are an increase in the total area of hardscape and increasing total flows to the stormwater system.
Challenge/ Opportunity	• The costs to implement flood prevention provisions for new development in Flagstaff are significant but typically less than other communities. However, relative development costs in Flagstaff are high, which puts pressure on flood control provisions and expenses. • Increasing climate change impacts call into question whether infill and redevelopment standards should be based on more severe precipitation footprints. • Current Stormwater regulations covering new development address peak flows and are designed to ensure that flooding of neighbors does not occur. But these regulations do not address total flow, which means that over time total flow and flooding risks are increasing. (An increase in impervious surfaces requires detention/retention and LID to ensure that the lot mimics it's preconstruction hydrologic performance in its post-construction state.) • Cost for basic soil stabilization during construction and for a newly developed sites are relatively low, yet a few contractors still resist implementing these provisions. This is challenging because contractors argue that they aren't being paid for landscaping. The City still requires that BMPs be installed to prevent off lot erosion and sedimentation. • 90% of contractors are very cooperative in terms of implementing stormwater provisions. Yet, complaints by a few contractors to city council and city management skew perceptions about the efficacy of codes and BMP's and the collaborative approach of the Stormwater Section. • City Council members and city management could be better informed about basic Stormwater principles, standards, and the relative cost of meeting regulations and implementing BMP's.

Objective No. 7 continued on page 20

STRATEGIC OBJECTIVE NO. 7:
ENHANCE DEVELOPMENT REVIEW PROCESS AND DEVELOPER SUPPORT

Continued from page19

Specific Responses

- Produce a substantive yet brief report on compliance with development codes, including the key issues and ramifications of non-compliance.
- Identify compelling changes to development codes that would address the increase in flood risks over time due to climate change and the increasing amount of hardscape.
- Clarify the link between the cost of a drainage report and eventual construction costs, helping developers optimize compliance and flood control benefits with costs.
- Clarify the process for managing disputes with developers and ensure that this process is approved by the City Manager and the City Council.
- Using this strategic plan as the context, conduct a workshop with Council and city management covering basic stormwater management principles, development standards and BMPs, and the costs and benefits of implementing various stormwater provisions.

Schultz basin.

STRATEGIC OBJECTIVE NO. 8:
IMPROVE COLLABORATION AND COMMUNICATIONS

Relevant Standards	• Build a strong reputation, maintaining trust and support from the community • Provide exceptional customer service based on clearly defined standards • Encourage meaningful public participation in stormwater issues and policy making • Make it easy for people to be substantively informed about critical stormwater issues in Flagstaff
Background	The Stormwater Section is charged with maintaining flood protection and pollution prevention. Both of these require appropriate investment in resources and infrastructure. Securing this investment requires that the Section be trusted related to its operations, planning, and investment proposals. The ability of city council members, city management, and public to understand Stormwater Section performance, maintenance, and capital improvement needs depends on their understanding of stormwater principles and issues. This requires strong communications by the Stormwater Section.
Challenge/ Opportunity	• As technical organizations, many utilities struggle with defining the most effective and efficient way to communicate with policy makers, employees, and the community. • Shared information is often too technical and without sufficient context, and communication activities are often not tied to specific standards or outcomes. • Other city departments know little about stormwater management and activities. • It's likely that council members and city management are not adequately informed about stormwater basics, key issues, and mitigation priorities. • The Stormwater Section is now a utility, and this involves interacting with other departments in the City as well as businesses, developers, and residents. Communication protocols need to be improved, especially when communicating with the city manager or city attorneys.
Specific Responses	• Develop a stormwater strategic plan to clarity stormwater issues, challenges, and opportunities and use plan as the context for communications with the council and city management • Build stronger relationships with policy makers, the water commission, and other influencers in the City. Ensure that these key audiences are substantively informed about stormwater issues. • Carefully review all communications leaving the section, including establishing and adhering to specific communication standards and protocols. • Recognize that support for investing in activities, staff, and CIP is tied to the quality of communications. A compelling case for investment is typically approved. • Adopt a clear structure for making compelling investment proposals that includes background information, the relevant standards, the problem or opportunity, the proposed solution, timing considerations, costs, and the ramifications of failing to act. • Define and communicate the major stormwater areas (drainages) to facilitate communications about stormwater basics, issues, risks, and needed investment. • Conduct a Stormwater Summit with key stakeholders.

STRATEGIC OBJECTIVE NO. 9:
ADDRESS STORMWATER SECTION HUMAN RESOURCE NEEDS

Relevant Standards	• Sound planning and appropriate investment in stormwater management and assets • Protect public health, safety, and the local environment • Ensure that the risks of flooding, or damage due to flooding, are low. • Ensure that provisions to manage stormwater are resilient to climate change • Maintain adequate staffing for Stormwater Section
Background	The Stormwater Section operates as a fully functioning utility. It must ensure the reliability of stormwater infrastructure in the face of climate change, assess flooding and pollution risks, respond to floods, plan and secure investment for needed capital investments, and routinely interact with customers and developers. All of these efforts require adequate staffing and human resources.
Challenge/ Opportunity	• The Stormwater Section has many strategic and operational issues to address, as outlined in this plan. However, for the most part current staffing levels (five full time professional employees and two field staff) allow for only reacting to current problems and flooding crises. • The Section has only two part time maintenance workers that are shared with and managed by the Sewer Collections department. This is not sufficient to provide needed maintenance today and the increasing maintenance as time passes. Also, there is insufficient staff to utilize current stormwater maintenance equipment. • The support for new development is at minimum levels, only allowing for inspections of commercial properties. Single family home inspections cannot be supported beyond ADUs/ garages being inspected at the footing phase and at building final inspection in order to minimize potential for erosion and sedimentation after the project is completed. • As new infrastructure needs increase, the need for capital project management increases • Recently, the Stormwater Section has taken on new responsibilities that were previously being performed by the County. This has further stretched Section resources.
Specific Responses	• Complete comprehensive staffing analysis to identify all staffing needs • Provide for 2-4 dedicated staff members to perform stormwater system maintenance • Bring CIP project management inside the Stormwater Section, adding two project managers.

CLOSING **REMARKS**

The Flagstaff Water Services Strategic Plan 2025 established stormwater as a critical issue and outlined the high-level challenges and responses. This strategic plan provides a more detailed picture of the values, standards, and major issues facing Flagstaff and the Stormwater Section in the near future. Given the accelerating impacts of climate change, the cumulative increase in hardscape from development, and the increasing frequency of wildfires, stormwater risks continue to rise, especially in older neighborhoods and those areas not enhanced by the Rio de Flag stormwater project. This is a highly visible problem in the City, and the impacts of climate change are dynamic. The Stormwater Section must have the skills and resources to provide the appropriate planning, analyses, customer service, and flood response the community needs.

Strategic Objectives

The Strategic Objectives in this plan highlight the need for the Stormwater Section to clarify services levels for individual property owners or homeowners, provide greater support for individual structure flood proofing, proactively address the flooding risks created by wildfires, put greater emphasis on understanding storm footprints, enhance the CIP project criteria and priority setting, and improve system maintenance. Supporting new and infill development has been a major focus of the Section, however, this can be enhanced with better communication about the efficacy of stormwater codes and BMP's, and when possible, doing more to help developers provide greater stormwater protections at a lower cost. In conjunction with this strategic plan, the Stormwater Section will strive to enhance its communications, including communicating the logic behind stormwater standards, emphasizing the most pressing problems, and making compelling arguments for investment.

Increasing Impacts and Investment

Given the accelerating impacts of climate change and the cumulative effects of development, investment in stormwater planning and mitigation will increase. Consequently, the Stormwater Section's ability to develop clear standards, collect and analyze the appropriate data, and make compelling arguments for investment will be critical.

Ongoing Strategic Plan Communications

The Stormwater Section will continue to communicate and discuss the issues in this Strategic Plan with the City Council, city management, and the community, especially the financial implications of proposed solutions and the ramifications of failing to act.

NEXT STEPS AND **ACKNOWLEDGEMENTS**

Brief the Water Commission and City Council on this Plan, identify staff champions for each Strategic Objective, establish an implementation process, and provide progress updates every six (6) months to Water Services Division Staff and City Management.

Water Services Management Team

Brad Hill, Acting Water Services Director
Gary Miller, P.E., Water Services Engineer

Stormwater Program

Ed Schenk, R.G., CFM, Stormwater Section Manager
Doug Slover, P.E., CFM, Stormwater Project Manager
Sharon Masek Lopez, Stormwater Project Manager
Chris Palmer, CPESC, Stormwater Project Manager
Chase McLeod, CFM, Stormwater Project Manager
Joe Almendarez, Stormwater Maintenance Supervisor
Paul Wolf, Stormwater Maintenance Operator
David Landavazo, Stormwater Maintenance Operator

Facilitated by:

John Ruetten – Resource Trends, Inc.

STORMWATER
FLAGSTAFF WATER SERVICES
FLAGSTAFF WATER SERVICES
CITY OF FLAGSTAFF
ARIZONA
ESTABLISHED 1882

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Stacy Saltzburg, City Clerk

Date: 11/13/2025

Meeting Date: 11/18/2025

TITLE:
FAIR - Discussion and Possible Direction Regarding Vice Mayor Selection Process

STAFF RECOMMENDED ACTION:

DESIRED OUTCOME:
Council Discussion

Executive Summary:
The current Council Rules of Procedure sets the process for selection of the Vice Mayor as noted below.

6.03 Selection of Vice Mayor

The candidate with the highest number of votes in the most recent general candidate election shall be appointed Vice Mayor until the next general candidate election. If for whatever reason the Vice Mayor cannot fulfill their term the position will be transferred to the candidate with the next highest number of votes in the most recent general candidate election.

When the City Charter was adopted in 1958 it established the requirement for City Council to appoint a Vice-Mayor following each candidate election. Beginning in 1960 the Council began the practice of appointing a Vice Mayor using the criteria of the councilmember receiving the highest number of votes at the prior general election. In 1992 the Council deviated from the practice and appointed a Vice Mayor who received the highest number of votes at the most recent election (1992 election) rather than the prior (1990). There was controversy at the time this happened. I have attached the minutes from that meeting along with a letter submitted by Councilmember Francis Short.

Since 1992, the practice of appointing a vice mayor has been to appoint the councilmember who received the highest number of votes at the most recent election.

The City Council codified this informal practice in February 2019 by adding it into the Council Rules of Procedure. The topic of Vice Mayor appointment has come up a few times over the years but has resulted in no change from the current practice.

Information:
Should the Council desire to amend the Council Rules of Procedure related to the selection of the Vice Mayor, staff will bring the requested amendments to Council for approval at a future City Council meeting.

Attachments: Current City Council Rules of Procedure
04.07.1992 Minutes
04.06.1992 Councilmember Short Statement

FLAGSTAFF CITY COUNCIL RULES OF PROCEDURE

NOVEMBER 2, 2021

RULES OF PROCEDURE
for the
FLAGSTAFF CITY COUNCIL

Rule 1
GENERAL RULES

[Flagstaff City Charter Art. II, §14]

1.01 Rules of Procedure; Journal

The Council shall determine its own rules and orders of business and shall provide for keeping a record of its proceedings. The record of proceedings shall be open to public inspection.

1.02 Written Rules, Order of Business, and Procedure

These Rules of Procedure of the Council shall be available to all interested citizens.

Rule 2
CODE OF CONDUCT & CONFLICTS OF INTEREST

2.01 Code of Conduct

City Councilmembers occupy positions of public trust. All actions and business transactions of such officials dealing in any manner with public funds shall be in compliance with all laws or ordinances establishing a code of conduct for public officials or pertaining to conflicts of interest of public officials or employees.

2.02 Participation and Voting Bar [A.R.S. §38-503]

Any Councilmember prohibited from participating or voting on any matter before the City by the state conflict of interest laws shall make known such conflict on the record of any meeting where the item is discussed, and shall not enter into discussion, debate, or vote on such matter.

Rule 3
COUNCIL MEETINGS

[Flagstaff City Charter Art. II, §12 and 13]

3.01 Regular Meetings

The City Council shall hold regular meetings at 3:00 p.m. on the first and third Tuesday of January, February, March, April, May, June, September, October, November, and December, and on the first Tuesday of July and third or fourth Tuesday of August unless a majority of the Council decides to postpone or cancel such meeting. No change shall be made in regular meeting times or place without a published seven day notice.

If the day fixed for any regular meeting of the Council falls upon a day which the City observes as a legal holiday, the meeting may be cancelled or held at a time and date designated by the Council. All regular meetings of the Council shall be held in the City Hall Council Chambers. No change shall be made in regular meeting times without a published seven-day notice. However, the Mayor or City Manager may change the Council meeting location to adjust to a specific need for additional space required to accommodate a large citizen turnout, upon giving the public notice of such change pursuant to notice requirements. All regular meetings of the Council shall be open to the public.

3.02 Special Meetings

Special meetings may be called by the City Manager, three or more members of the Council, or by the Mayor. The Council may hold any other meetings it deems necessary at such times and locations as it determines appropriate under the circumstances for the purposes of addressing specific issues, specific neighborhood's concerns, strategic planning, budgeting, or for any other purpose allowed by law, so long as notice of such meeting has been given in accordance with the Arizona Open Meeting Law. The City Clerk shall prepare written notice of special sessions, stating time, place, and agenda; this notice shall be given personally, or by telephone, to each member of the Council, the City Manager, and the City Attorney, and shall be posted no later than twenty-four hours in advance of the special meeting. If an emergency requires an earlier meeting of the Council than allowed by this rule, Rule 3.05 pertaining to emergency meetings shall be followed.

3.03 Work Sessions and Agenda Review

Work sessions are public meetings held for the following purposes: (1) briefing Councilmembers on items included on the Council's regular meeting agenda, (2) discussion of long range plans and programs for which no immediate action is required, (3) detailed discussion of matters which may soon be placed on a regular meeting agenda, and (4) exchange of information between the staff and Council. No formal vote shall be taken on any matter under discussion, nor shall any Councilmember enter into a commitment with another respecting a vote to be taken subsequently in a public meeting of the Council, providing that nothing herein shall prevent the Council from giving staff direction on any matter under discussion. Any formal action, however, must be scheduled for Council action at a regular or special Council meeting.

The City Council may hold work sessions every second and fourth Tuesday of each month at 3:00 p.m. When there are five Tuesdays in a month, work sessions will be held on the second and fifth Tuesdays, and the fourth Tuesday will be available for holding a work session, either at City Hall or throughout the community. No meetings will be held on the last Tuesday of December, unless otherwise agreed to by a majority of the Council.

The work session held the Tuesday prior to a regular Council meeting shall include a review of the action items on the next week's regular Council agenda. In the agenda review, the Council may discuss items on the next week's agenda and give direction to the City Manager as to additional information needed. Public comment need not be taken, but may be accepted, at the discretion of the Chair.

No work sessions will be held during the summer break unless called as a special meeting as provided in Section 3.02 of these Rules.

3.04 Executive Sessions [A.R.S. §38-431.03]

The Council may meet in, or recess into, executive session for all purposes allowed by law. The City Manager shall schedule any such meetings on the second and fourth Tuesdays at 1:00 p.m., or earlier as the need arises, prior to work sessions, but an executive session may be scheduled at any other time where circumstances require more immediate action. When there are five Tuesdays in a month, executive sessions shall be held on the second and fifth Tuesday at 1:00 p.m., or earlier, as needed. An executive session may be convened at a special meeting called for that purpose on a majority vote of the members of the Council, or during a regular meeting, special session, or work session of the Council for legal advice on matters on a meeting's properly noticed agenda. Attendance at the executive session shall be limited to members of the City Council, the City Manager and City Attorney or their designees, and appropriate City staff or consultants to the City as the Council may invite or as may be required for advice or information. No formal vote involving final action shall be taken on any matter under discussion while in an executive session, except the Council may instruct its attorneys and representatives as allowed by law.

3.05 Emergency Meetings [A.R.S. §38-431.02]

In case of an actual emergency, the Council may hold a meeting, including an executive session, upon such notice as is appropriate to the circumstances, but shall post a public notice within twenty-four hours declaring that an emergency session has been held, and setting forth the agenda of specific items discussed, considered, or decided.

3.06 Minutes of Meetings [A.R.S. §38-431.01]

Except as otherwise provided by state law, there shall be minutes of all Council meetings. Such minutes shall include, but need not be limited to: (1) the date, time, and place of the meeting; (2) the members of the City Council recorded as either present or absent; (3) a general description of the matters considered; (4) an accurate description of all legal actions proposed, discussed, or taken, and the names of members who propose each motion; and (5) the name of persons, as given, making statements or presenting material to the Council and a reference to the legal action about which they made statements or presented material. Minutes of all meetings, except executive sessions, shall be open to public inspection.

Rule 4
THE COUNCIL AGENDA

4.01 Procedures for Preparation of Council Agendas

All reports, communications, ordinances and resolutions, contracts or other documents, or other matters to be submitted to the Council as part of the Council meeting agenda packet shall be available to the Council, along with a staff summary by the Friday preceding the agenda review work session for the draft agenda and by the Friday preceding the regular meeting for the regular agenda. The City Manager shall review items submitted for timeliness and completeness of information.

Those items which are approved for the Council agenda by the City Manager shall be placed on the agenda in accordance with the order prescribed in Rule 5. Copies of the agenda and any background material shall be disseminated to the Mayor and the City Council in the manner prescribed by the Council; to the City Manager, the Deputy City Managers, the City Attorney, and the City Clerk; and shall be made available to the public on the Friday preceding the Council meeting at which the agenda will be reviewed.

Should a Councilmember wish to share information regarding an item on an agenda other than under the F.A.I.R. process, copies may be distributed on the dais.

The agenda shall be made public in advance of the meeting by posting on the regular public posting board at City Hall and on the City's website. Such action shall be taken concurrently with the furnishing of the agenda to the City Council.

4.02 Future Agenda Item Requests (F.A.I.R.)

The City Manager shall consider any request by a Councilmember to include an item on the Future Agenda Item Request (FAIR) portion of the agenda. A Councilmember may submit an item for consideration in a public meeting during To/From and the City Manager may place it in a queue with other Council requests to be placed on an agenda.

The requesting Councilmember must be present through each step of the F.A.I.R. process to provide information and solicit the support for their item. Should scheduling conflicts arise the requesting Councilmember must contact the City Manager and ask that the item be rescheduled.

In the event that there are remaining F.A.I.R. items from an outgoing Councilmember the items will be placed on a separate list to seek a current Councilmember sponsor. If after 30 days from the last day of their term no Councilmember comes forward to sponsor the item, it will be removed from the queue.

Once the item is placed on an agenda under F.A.I.R.:

a) If three or more Councilmembers agree, it is placed in the Discussion Queue for future meetings in chronological order. (Shown on working calendar as a discussion item)

b) Should a Councilmember wish to move the item to the front of the Discussion Queue, a separate and secondary request must be made. Should a minimum of four Councilmembers agree to such request, the item will be placed at the front of the Discussion Queue and Items previously placed on future agendas for discussion will be shifted accordingly.

c) Should a Councilmember wish to change the order of the items in the Discussion Queue, a request must be made by a Councilmember as to the preferred priority order. Should a minimum of four Councilmembers agree to such a request, the order shall be revised accordingly.

Once an item has been considered under the F.A.I.R. process and placed on a future agenda for discussion, staff time in preparing for such item is limited to eight hours or less. Once direction is given by a majority of the Council, further staff time may be expended. (Show on the Working Calendar as a Regular Item.)

4.03 Removal of a F.A.I.R. Item

A Councilmember who has previously requested a F.A.I.R. item may have it removed up until the time it appears on the agenda as a F.A.I.R. item. No other Councilmember is permitted to remove an item. If an item is removed prior to it appearing on an agenda, the City Manager will notify the Council of its removal at the next Council Meeting. If another Councilmember wants to retain the item, it shall retain its then-current place in the queue. Once on the agenda, the request to remove must be made during a public meeting.

Once it has been placed on the agenda as a F.A.I.R. item, and there are three or more Councilmembers who support moving it to a future agenda for discussion, an item may not be removed until it has been placed back on the agenda as a F.A.I.R. item to be Removed. Should there be no objection from Councilmembers, the item will be removed as a F.A.I.R. item. If at least three other Councilmembers wish to keep it on the F.A.I.R. list, it will be placed on a future agenda as outlined in Section 4.02(a) above.

Rule 5
ORDER OF BUSINESS

5.01 Regular Meeting Agenda

The agenda for regular meetings of the City Council shall follow the following order:

Call to Order
Roll Call
Pledge of Allegiance and Reading of the Mission Statement and Land Acknowledgement
Approval of Minutes of Previous Meetings
Public Participation
Proclamations and Recognitions
Council Liaison Reports
City Manager Update
Legislative Updates (as needed)
Appointments
Liquor License Public Hearings
Consent Items
Routine Items*
Public Hearing Items
Regular Agenda
Discussion Items
Future Agenda Item Request (FAIR)
Public Participation
Informational Items and Reports to/from Council and Staff, and Requests for Future Agenda Items
Adjournment

**Routine Items include those agenda items that are common, reoccurring, have been discussed at length in prior Council meetings, or are expected to have little to no public participation. They may include resolutions or ordinances.*

Consent Agenda items may be considered and acted upon by one motion, unless a Councilmember specifically requests that a consent item be considered and voted on separately. If related to a public hearing item on the agenda, ordinances or resolutions shall be placed under Public Hearings. Items requested for consideration and discussion by a Councilmember and placed in the Future Agenda Item Request Section need not have a staff summary or staff review, but the requesting Councilmember may specify in a memorandum what discussion, action, or options are proposed. There will be no discussion of issues raised during public participation, information items and reports, or requests for future agenda items. The City Clerk shall enter into the minutes all consent items approved with one motion, and shall record separately action taken on those items considered separately.

5.02 Work Session Agenda

The agenda for Work Sessions of the City Council shall follow the following order:

Call to Order
Pledge of Allegiance and Reading of the Mission Statement and Land Acknowledgement
Roll Call
Public Participation
Review of Draft Agenda for next Council Meeting
Legislative Updates (as needed)
Work Session Topics
Public Participation
Informational Items and Reports to/from Council and Staff, and Requests for Future Agenda Items
Adjournment

Rule 6
PRESIDING OFFICER

[Flagstaff City Charter Art. II, §7 and §8]

6.01 Mayor as Chair

The Mayor, or in his or her absence, the Vice Mayor, shall be the Chair for all meetings of the Council.

6.02 Temporary Chair

In case of the absence of the Mayor and the Vice Mayor, the City Clerk shall call the Council to order. If a quorum is found to be present, the Council shall proceed to elect, by a majority of those present, a Chair for the meeting.

6.03 Selection of Vice Mayor

The candidate with the highest number of votes in the most recent general candidate election shall be appointed Vice Mayor until the next general candidate election. If for whatever reason the Vice Mayor cannot fulfill their term the position will be transferred to

the candidate with the next highest number of votes in the most recent general candidate election.

Rule 7
MEETING DECORUM AND ORDER

7.01 Decorum and Order among Councilmembers

The Chair shall preserve decorum and decide all questions of order, subject to appeal to the Council. During Council meetings, Councilmembers shall preserve order and decorum and shall not delay or interrupt the proceedings or refuse to obey the order of the Chair or the Rules of the Council. Every Councilmember desiring to speak shall address the Chair, and upon recognition by the Chair, shall confine himself or herself to the question under debate and shall avoid all personal attacks and indecorous language. A Councilmember once recognized shall not be interrupted while speaking unless called to order by the Chair or unless a point of order is raised by another Councilmember. If a Councilmember is called to order while he or she is speaking, he or she shall cease speaking immediately until the question of order is determined. If ruled to be out of order, he or she shall remain silent or shall alter his or her remarks so as to comply with the Rules of the Council. Councilmembers shall confine their questions to the particular issues before the Council. If the Chair fails to act, any member may move to require him or her to enforce the Rules and the affirmative vote of the majority of the Council shall require the Chair to act.

If Council discussion of a matter exceeds one hour, each Councilmember shall limit their subsequent remarks to three minutes.

7.02 Decorum and Order among City Staff

The Chair shall have the authority to preserve decorum in meetings as far as the audience, staff members, and city employees are concerned. The City Manager shall also be responsible for the orderly conduct and decorum of all City employees under the City Manager's direction and control. Any remarks shall be addressed to the Chair and to any or all members of the Council. No staff member, other than the staff member having the floor, shall enter into any discussion either directly or indirectly without permission of the Chair.

7.03 Decorum and Order among Citizen Participants

Citizens attending Council meetings should observe the same rules of propriety, decorum, and good conduct applicable to members of the Council. Any person causing a disturbance of the peace and good order during a Council meeting, may be removed from the room if so directed by the Chair, and such person may be barred from further audience before the Council. Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations shall not be permitted by the Chair, if such actions cause a disturbance of the peace and good order the Chair may direct the Sergeant-at-Arms to remove such offenders from the room. Should the Chair fail to act, any member of the Council may move to require the Chair to enforce the Rules, and the affirmative vote of the majority of the Council shall require the Chair to act. Political campaigning is prohibited. Any member of the public desiring to address the Council on any agendized item shall be recognized by the Chair shall state his or her name and city of residence in an audible

tone for the record, and shall limit his or her remarks to the questions under discussion. Any remarks shall be addressed to the Chair and to any or all members of the Council.

Rule 8
RIGHT OF APPEAL FROM THE CHAIR

8.01 Process for Appeal

Any Councilmember may appeal to the Council from a ruling of the Chair. If the appeal is seconded, the member making the appeal may briefly state his or her reason for the same, and the Chair may briefly explain the Chair's ruling. There shall be no debate on the appeal, and no other member shall participate in the discussion. The Chair shall then put the question, "Shall the decision of the Chair be sustained?" If a majority of the members present vote "aye", the ruling of the Chair is sustained; otherwise, it is overruled.

Rule 9
PUBLIC PARTICIPATION IN COUNCIL DISCUSSIONS

9.01 Non-Public Hearing Discussions

Any person wishing to speak on any matter on the agenda before the Council, or during Public Participation, shall fill out a comment card and submit that card to the recording clerk, who will deliver the card to the Chair. Citizens are allowed to address the Council a maximum of three times throughout the meeting, including comments made during Public Participation. Other than Public Participation, comments shall be limited to the business at hand. The Chair shall limit the period of speaking to a reasonable period of time of no more than three minutes per person (exceptions listed below); a speaker may address the Council with the speaker's own statements and the statements of other persons within the set time limit. The person desiring to speak shall limit his or her remarks to the matter under discussion and shall address his or her remarks to the Chair. Speakers may not cede any portion of their allotted time to another speaker.

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. The ten persons must be listed on the speaker card and be present at the time the comment is give. The persons will be requested to identify themselves by standing and those included in the group are precluded from making comments on the same topic but may participate in any other agendized topics up to the limit addressed in Section 7.03.

Any person wishing to speak with the assistance of a translator shall designate such on the speaker card and be permitted to speak up to five minutes.

9.02 Public Hearings

A. In the case of a public hearing, the Chair shall announce prior to such hearing the total time limit, if any, to be allowed for public debate, depending upon the circumstances and public attendance. The Chair shall also announce the time limits for each individual speaker (normally no more than three minutes), and that no speaker may be heard more than once.

B. Any person wishing to speak with the assistance of a translator shall designate such on the speaker card and be permitted to speak up to five minutes.

C. 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. The ten persons must be listed on the speaker card and be present at the time the comment is give. The persons will be requested to identify themselves by standing and those included in the group are precluded from making comments on the same topic but may participate in any other agendized topics up to the limit addressed in Section 7.03.

D. Speakers may not cede any portion of their allotted time to another speaker.

E. The order of presentation and time limits shall be as follows:

1. Staff presentation (ten-minute time limit, except with specific Council permission to exceed this limit).
2. Applicant presentation, only upon applicant's specific request (up to ten minutes, except with specific Council permission to exceed this limit).
3. Council's questions to staff and applicant.
4. Public comment (three minutes for individual speakers, up to fifteen minutes for a representative of ten or more persons present at the meeting who have contributed their time to the representative), The ten persons will be requested to identify themselves by standing and those included in the group are precluded from making comments on the same topic, but may participate in any other agendized topics up to the limit addressed in Section 7
5. Applicant's response, only upon applicant's specific request (5 minutes),
6. Staff's response (5 minutes),
7. Council deliberation and questions to staff and applicant.

F. This rule will not preclude questions from members of the Council to the speaker where it is deemed necessary for purposes of clarification or understanding, but not for purposes of debate or argument.

Rule 10
RULES GOVERNING MOTIONS BY THE COUNCIL

10.01 Motion to be Stated by the Chair - Withdrawal

When a motion is made and seconded, it shall be so stated by the Chair before debate commences. A motion may not be withdrawn by the mover without the consent of the member seconding it.

10.02 Motion to Suspend Rules

Suspension of these Rules requires a majority consent of the Councilmembers present. A motion to suspend may not be made while another motion is pending unless it directly

applies to the pending motion. Suspension of the Rules may not be appropriate in the context of a Public Hearing.

10.03 Motion to Change Order of Agenda

The Chair may, at his or her discretion, or shall, upon the majority vote of Councilmembers present, change the order of the agenda. However, caution should be given to not changing the order to circumvent the Open Meeting Law.

10.04 Motion to Table

A motion to table is used to delay discussion on an item until later in the meeting or until the next meeting. Neither the motion to table nor other business can be discussed, until a vote has been taken on the motion. If the motion is successful, no further discussion can be had without a motion to take off the table. To take a motion off the table at the same or immediately succeeding meeting, a motion and second must be made to take the item off the table, and it must pass by majority vote.

If not revived by the adjournment of the immediately succeeding meeting, the matter is considered to be dead.

10.05 Motion to Postpone

A motion to postpone is in order when an item is rescheduled to a time certain, when it is delayed with conditions, or when the matter is intended to be disposed of without action. If the motion prevails, the item shall return for Council action at the meeting specified or in accordance with the conditions established in the postponement. A motion to postpone may be debated prior to vote, but no other motion, including a motion to amend, may be offered until the vote is taken and only if the motion to postpone fails.

A motion to postpone indefinitely, if it receives a majority vote, effectively extinguishes an item.

10.06 Motion to Divide the Question

If the question contains two or more divisionable propositions, the Chair may, and upon request of a member shall, divide the same.

10.07 Motion to Amend

On a motion to amend or “strike out and insert”, the motion shall be made so that the intent of the amendment is clear to the Council and public, and for the record.

The Council may materially amend an ordinance after the first read of that ordinance and proceed immediately to the second read and adoption. In other words, it is not necessary to proceed as though it is a new ordinance after a material change.

10.08 Motion to Amend an Amendment

A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be introduced. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order.

10.09 Motion to Reconsider

After the decision on any question, any member who voted with the majority may move for a reconsideration of any action at the same meeting or at the next regular meeting that occurs at least one week after the date the action was taken. In the event of a tie vote on a motion, any Councilmember may move for reconsideration at the next regular meeting of the City Council that occurs at least one week after the date the action was taken, but not thereafter. To ensure that the matter will be included on the posted agenda in conformance with the Open Meeting Law, any Councilmember who wishes to have a decision reconsidered must alert the city clerk in writing at least five (5) days, exclusive of Saturdays, Sundays, and intermediate holidays, prior to the meeting at which the motion to reconsider will be made, unless the motion to reconsider was made and seconded at a Council meeting. A motion to reconsider shall require the affirmative vote of the majority of the members present at the time of reconsideration. After a motion for reconsideration has once been acted on, no other motion for reconsideration of the same subject shall be made without unanimous consent of all Councilmembers.

After the reconsideration time period has expired, the same matter may be placed on a later Council meeting agenda under Future Agenda Item Request at the request of any Councilmember. It shall require agreement by Councilmembers during Future Agenda Item Request to be placed on a future agenda as an action item. If the matter is considered for formal action on a future meeting, the motion for or against taking an action need not be made by a member of the prevailing vote.

10.10 Motion for Roll Call Vote

Any Councilmember may request a roll call vote, or the Chair may ask for a roll call vote for purposes of clarifying a vote for the record. The roll may be called for yeas and nays upon any questions before the Council. Unless allowed by the Chair, it shall be out of order for members to explain their vote during the roll call, or to engage in additional debate or discussion on the subject after the vote is taken.

Rule 11
MISCELLANEOUS PROVISIONS

11.01 Prior Approval by Administrative Staff

Except as to matters requested by individual Councilmembers under the Future Agenda Item Request Section of the agenda, all ordinances, resolutions and contract documents shall, before presentation to the Council, have been approved as to form and legality by the City Attorney or his or her authorized representative, and shall have been examined for practicality by the City Manager or his or her authorized representative.

11.02 Placement of Items on Agendas for Council Action

Pursuant to Council direction received during any Council meeting, the City Manager may present ordinances, resolutions, and other matters or subjects to the Council, and any Councilmember may assume sponsorship thereof by moving that such ordinances, resolutions, matters or subjects be adopted. In addition, ordinances, resolutions and other matters or subjects requiring action by the Council may be introduced and sponsored by a member of the Council through the Future Agenda Item Request process described in Rule 4.01.

11.03 No New Agenda Items after 9:30 p.m. except by Majority Vote

No new agenda items shall begin after 9:30 p.m. unless approved by majority vote of the City Council. If, however, discussion on an item commences prior to 9:30 p.m., the Council may continue its deliberation or move to postpone that item. Agenda items on a Council agenda not considered will be placed on the immediately succeeding Regular or Special Council meeting.

11.04 Robert's Rules

Robert's Rules of Order, latest edition, shall serve as a guideline for interpretation of and supplementation for these Rules in all cases to which they are applicable, provided they are not in conflict with these Rules or with the Charter of the City of Flagstaff or the laws of the State of Arizona. The interpretation of these Rules and Robert's Rules shall be guided by the principles underlying Parliamentary law, that is, a careful balance of the rights of individuals and minority subgroups of the council with the will of the majority. In no case shall the strict application of a rule or procedure be interpreted to deny any individual or minority the right to participate in a debate, discussion, or vote, nor shall these rules be interpreted in such a way so as to defeat the will of the majority of the whole of the Council.

11.05 Citizen Petitions [Flagstaff City Charter Art. II, §17]

A citizen or a group of citizens may present a written petition to the City Manager, signed by a minimum of 25 citizens from the City of Flagstaff in a form prescribed by ordinance, who shall present it to the Council at its next regular meeting. The Council must act on the petition within 31 days of the City Manager's presentation. Citizen petitions will first be placed on the agenda under Future Agenda Item Request to determine if there is Council interest in placing the item on a future agenda for consideration. Failure to give such direction shall constitute "action" for purposes of this section.

11.06 Video Streaming, Recording, and Photography

For City Council safety and other security purposes, audio/video streaming, audio/video recording, photography, or similar activities are not permitted on the City Council side of the lectern counter. Such activities are permitted *only* on the public side of the lectern counter so long as they do not obstruct the view of the public in City Council Chambers and the view of the City's official internet live streaming viewers. In the event the City Council meets anywhere outside of City Council Chambers, this same rule shall apply, and no such activities will be permitted on the City Council side of the lectern. This rule

does not apply to the City's official internet streaming and any audio/visual equipment for the same, and also does not apply to body cameras used by law enforcement officers.

11.07 Meetings with State, Federal, and Tribal Delegation and Lobbying Trips

At least two members of Council must be in attendance at any meetings with State, Federal, or Tribal representatives where any city, state, federal, or tribal business is discussed. When the City Council participates in state or federal lobbying trips, the Mayor, or Councilmember designee, will accompany two other councilmembers and optionally staff on each trip. The councilmembers chosen to attend will be determined by an established rotation to ensure equal opportunity to participate and represent the City in this capacity. The Council reserves the right to select a councilmember outside the rotation by a three-fourth (super-majority) vote of the Council.

11.08 Land Acknowledgement Statement

The following statement shall be read, as prescribed by Sections 5.01 and 5.02, at the beginning of each meeting of the Flagstaff City Council:

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.

NOTE **IN ACCORDANCE WITH PROVISIONS OF THE ARIZONA REVISED STATUTES AND THE FLAGSTAFF CITY CHARTER THE SUMMARIZED MINUTES OF CITY COUNCIL MEETINGS ARE NOT VERBATIM TRANSCRIPTS. ONLY THE ACTIONS TAKEN AND DISCUSSION APPEARING WITH QUOTATION MARKS ARE VERBATIM. TAPE RECORDINGS OF CITY COUNCIL MEETINGS ARE ON FILE IN THE CITY CLERK'S OFFICE.**

SUMMARIZED MINUTES
COUNCIL MEETING

April 7, 1992

A Regular Meeting of the Flagstaff City Council was held on April 7, 1992, at 7:00 P.M., in the Council Chambers at City Hall, 211 West Aspen Avenue, Flagstaff, Arizona. The Meeting was called to order by Mayor Bavasi. Mayor Bavasi asked those present to stand for the Pledge of Allegiance and Invocation. On roll call, the following were present:

Mayor Bavasi

Councilmember Babbitt, Excused
Councilmember McCulloch
Councilmember Short
Councilmember Simpson, Excused
Councilmember Washington
Councilmember White, Excused

Also present were:

Acting City Manager, Ron Doba
City Attorney, Joe Bertoldo

MINUTES

A. Consideration of MINUTES of the Regular Council Meeting of March 17, 1992 and Special Council Meeting of March 30, 1992.

RECOMMENDED ACTION Approve the Minutes as submitted/corrected.

Councilmember Short moved to approve the Minutes, seconded by Councilmember McCulloch. The motion passed on unanimous vote.

B. Consideration of SWEARING IN of the MAYOR and NEW COUNCILMEMBERS.

RECOMMENDED ACTION Judge Jim Sedillo will swear in the Mayor and new Councilmembers.

Mayor Bavasi presented presented a plaque to Councilmember Short in appreciation of her service to the City in its time of need.

Judge Jim Sedillo administered the oath of office to Mayor Christopher J. Bavasi and Councilmembers Cavolo, Edgar, Lopez and Miller, presenting them with Certificates of Election.

Mayor Bavasi called a recess, following which the Council convened into regular session. On roll call, the following were present:

Mayor Bavasi

Councilmember Cavolo
Councilmember Edgar
Councilmember Lopez
Councilmember McCulloch
Councilmember Miller
Councilmember Washington

PUBLIC PARTICIPATION

Nick Gabriel, owner of Coconino Engineering, discussed the Pulliam Airport rezoning and legal descriptions prepared by City staff. Mr. Gabriel was upset that the legal descriptions were lacking and did not comply with the very requirements he is compelled to follow as an engineer. Mayor Bavasi assured Mr. Gabriel that staff would check into the matter and get back with a report.

Deb Hill, representing the Eastside Community Alliance, invited Council to participate in the Cinco de Mayo "FiEasta" and parade. Secondly, she read a portion of a letter and presented a petition supporting a Fourth Street crossing over the railroad tracks, requesting the City to start budgeting for the crossing. The best solution for an at-grade crossing at 4th Street would be to construct an overpass at Enterprise and then move the at-grade to Fourth Street.

Bruce Green, 412 South Beaver, welcomed the new Council. Mr. Green expressed his support for the Lane Kendig ordinance and his fears that environmental matters will go by the wayside. On another matter, he urged that the Council support funding in its budgeting processes to provide for six new officers for the Police Department.

CONSENT

A. Consideration of CHANGE ORDER NO. 1 to **TANNER CONSTRUCTION:** Butler Avenue - Phase II Street Bond and 30-inch Waterline Projects.

RECOMMENDED ACTION Approve Change Order No. 1 for a total cost increase of $27,000.00 and no time extension.

B. Consideration of CHANGE ORDER NO. 2 to PHIL BRADSTOCK AND CO., INC.: Construction of the Airport "T" and Shade Hangar Project.

RECOMMENDED ACTION Approve Change Order No. 2 for a cost increase of $66,174.35 and a nine calendar day contract time extension.

C. Consideration of CONFIRMING CHANGE ORDER NO. 3 to RICHARD HUBBELL AND ASSOCIATES: Street Bond Landscaping Contract - Lone Tree Road.

RECOMMENDED ACTION Approve Confirming Change Order No. 3 for a cost increase of $1,372.50.

D. Consideration of PAYMENT to COCONINO COUNTY RECORDER: Signature Rosters and other services for 1992 Primary and General Elections.

RECOMMENDED ACTION Approve payment in the amount of $9,038.34.

E. Consideration of PURCHASE: Laptop Computers for Police Department.

RECOMMENDED ACTION Approve a purchase order to RADIO SHACK for an amount not to exceed $9,365.66.

F. Consideration of FORCED LABOR and MATERIALS EXPENDITURES: Construction of Landfill Utilities.

RECOMMENDED ACTION Approve Forced Labor expenditures for an amount not to exceed $7,000.00, intra-division vehicle rental for $7,360.00, and assorted material purchases for an amount not to exceed $6,500.00.

G. Consideration of FORCED LABOR and MATERIALS EXPENDITURES: Infill of City property, corner of Aspen and Leroux.

RECOMMENDED ACTION Approve Forced Labor expenditures to include intra-division vehicle rental for an amount not to exceed $3,300.00 and assorted material purchases for an amount not to exceed $11,000.00.

H. Consideration of EXPENSE: Repairs to the Library Air Handling System.

RECOMMENDED ACTION Approve expense for repairs to BOYER METAL for an amount not to exceed $13,000.00.

I. Consideration of LIQUOR LICENSE APPLICATION - DANIEL D. DEXTER, "MEGA FOODS", 2530 North Fourth Street, Series 9, Person and Location Transfer.

RECOMMENDED ACTION Forward the application to the State with a recommendation for approval.

J. Consideration of LIQUOR LICENSE APPLICATION - SUCHADA TIRAKUL, "DARA THAI RESTAURANT", 1612 East Santa Fe Avenue, Series 12, New License.

RECOMMENDED ACTION Forward the application to the State with a recommendation for approval.

K. Consideration of LIQUOR LICENSE APPLICATION - ANNA ANDREATOS, "EL PATIO COCKTAIL LOUNGE", 16 East Santa Fe Avenue, Series 6, Person Transfer.

RECOMMENDED ACTION Forward the application to the State with a recommendation for approval.

Councilmember McCulloch moved for acceptance of the Consent Calendar. Councilmember Miller seconded the motion and it passed on unanimous vote.

Councilmember McCulloch requested that staff return within a three-week time period to present different configurations and alternatives for the Aspen and Leroux property.

BIDS

A. Consideration of ANNUAL BIDS: Dust control agent.

RECOMMENDED ACTION Approve the bid from OHM's RESEARCH PRODUCTS for Dust Bond 200 at $0.7715 per gallon.

Councilmember Washington moved to accept the recommended action, which was seconded by Councilmember McCulloch and passed on unanimous vote.

B. Consideration of BIDS: Laboratory glassware washer.

RECOMMENDED ACTION Approve the bid from VANSLAGER ASSOCIATES for a total bid price of $6,195.00.

Upon motion by Councilmember McCulloch and second by Councilmember Lopez, it was unanimously voted to accept the recommendation.

C. Consideration of BIDS: Hydraulic crane.

RECOMMENDED ACTION Approve the bid from W.H. PINGREE for a total bid price of $7,658.38.

Councilmember Miller moved to accept the recommendation. The motion was seconded by Councilmember McCulloch and the vote was unanimous in favor.

D. Consideration of BIDS: South Elden Street.

RECOMMENDED ACTION Approve the bid from MACEDON LUCERO to purchase the property for $5,000.00 with the following terms: $500.00 at closing, balance of $4,500.00 to be paid over twelve months at 10.5 percent per annum.

Mayor Bavasi moved to take the recommended action, seconded by Councilmember Washington. The motion passed on unanimous vote.

CONTRACTS, LEASES & AGREEMENTS

A. Consideration of Legal Services Contract: Right-of-way acquisition for Street Bond Projects.

RECOMMENDED ACTION — Approve the legal services contract with WARNER, ANGLE, ROPER AND HALLUM, P.C. on a time and material basis for an additional amount of $155,000.00.

Councilmember McCulloch moved to accept the recommendation, seconded by Councilmember Edgar and passed unanimously upon vote.

B. Consideration of Construction Contract: Painting of Cedar Hill Reservoir Tank.

RECOMMENDED ACTION — Approve the construction contract with RASH TANK PAINTING in the amount of $109,500.00.

Councilmember Cavolo moved to take the recommended action, seconded by Councilmember Lopez. The vote was unanimous in favor.

C. Consideration of Services Contract: Water Conservation Educational Program.

RECOMMENDED ACTION — Approve the services contract with WHALEN AND ASSOCIATES in the amount of $4,584.60.

Upon motion by Councilmember Miller and second by Councilmember McCulloch, it was voted unanimously to accept the recommendation.

D. Consideration of agreements: Service extension fees.

RECOMMENDED ACTION — Approve agreements and payments to ARIZONA PUBLIC SERVICE in the amount of $18,792.00; U.S. WEST in the amount of $4,900.00; and NORTHLAND RESEARCH in the amount of $1,600.00.

Councilmember Lopez moved take the recommended action, seconded by Councilmember Washington. The motion passed unanimously.

E. Consideration of agreement: Local area telecommunications.

RECOMMENDED ACTION — Approve the agreement with U.S. WEST for the U.S. West Centron Custom Service for a five-year period.

Councilmember Cavolo moved to accept the recommendation. The motion was seconded by Councilmember Miller and passed on unanimous vote.

F. Consideration of license agreement: Reclaimed waterline.

RECOMMENDED ACTION Authorize the license agreement with ATCHISON, TOPEKA AND SANTA FE RAILWAY COMPANY.

Councilmember Edgar moved to take the recommended action, seconded by Councilmember Cavolo.

Councilmember McCulloch inquired into what will happen to the reclaimed wastewater during the period of time it will not be used for irrigation purposes. Mr. Doba replied that the water will be discharged into the Rio de Flag the same as is done with the Wildcat Wastewater Plant.

The motion passed on unanimous vote.

BOARDS AND COMMISSIONS

A. Consideration of PROPOSALS: Arts and Crafts Fair.

RECOMMENDED ACTION Accept the proposal from NORTHLAND HOSPICE for an amount not to exceed $5,000.00.

Councilmember Miller moved to accept the recommendation. The motion was seconded by Councilmember Lopez and passed unanimously.

B. Consideration of SERVICES CONTRACT with FLAGSTAFF ROUTE 66 CAR CLUB.

RECOMMENDED ACTION The Economic Development Commission recommends approving a services contract in the amount of $2,000.00 (to be taken from the Economic Development 1991-1992 fiscal year budget).

Councilmember Edgar moved to take the recommended action, seconded by Councilmember McCulloch.

Councilmember McCulloch related that Mega Foods has offered the parking lot at its anticipated site for use during the Route 66 activities. Many people on the east side of the community are concerned that the Route 66 festivities will be just a downtown happening and not communitywide. He suggested that some type of activity could be scheduled which would utilize the parking area and assets on the east side.

The motion passed on unanimous vote.

PUBLIC HEARINGS

A. Consideration of PUBLIC FORUM: Renaming SANTA FE AVENUE to ROUTE 66.

RECOMMENDED ACTION Open the Public Forum.
Receive citizen input.

Close the Public Forum.
Instruct staff to take appropriate action if required.

Councilmember Miller moved to open the public forum. Councilmember McCulloch seconded the motion which passed on unanimous vote.

After explaining the background leading up to Council's action in passing the resolution renaming Santa Fe Avenue to Route 66, Mayor Bavasi invited the public to speak out against the renaming of Santa Fe should they so desire.

Arlys Dollerschell, owner of Santa Fe Realty, reported on a poll of businesses along Santa Fe, copies of which she provided to Council. 11% of those polled want to retain the name of Santa Fe; 36% favor the name change to Route 66; and 54% want a joint overlay. Ms. Dollerschell requested Council to reconsider its action and allow the merchants to retain their Santa Fe addresses.

Councilmember McCulloch cited the confusion which could arise from using two names for the same street and asked for input on how to overcome such confusion.

Sandra Greene indicated that many communities around the country are instituting the joint overlays as opposed to a straight name change. Furthermore, the appropriate name is Highway 66 and not Route 66. She urged Council allow the merchants to have a joint overlay inasmuch as there will be a lot of expense to the business owners involved in the changeover.

Councilmember McCulloch advised that time has been allotted in the ordinance for the merchants to make their address changes without undue economic hardship.

Mrs. Greene pointed out the exception by Council on the South Milton stretch of road due to the economic burden which would have been experienced by those businesses. Consequently, there is no reason that the Council cannot make the same exception all the way along Santa Fe; and it would be unfair to do otherwise.

Millie Muraglia, 123 South San Francisco, recently vacationed out-of-state and traveled through several cities who are using the "Historic Route 66" roadsigns. The names of the streets have been retained, with the Route 66 markers occurring every half mile. She wondered if this might not be a feasible solution for the City of Flagstaff.

Bruce Green was in favor of the renaming of Santa to Route 66.

Ann Smith, a Flagstaff realtor, maintained that there would be no confusion resulting from a joint overlay, which she supported.

Councilmember McCulloch mentioned that Jerry Sanders owns a business north of designated Highway 66. Mr. Sanders had hoped that Council would consider extending the Route 66 designation to his address.

Mayor Bavasi responded that that issue and the issue of South Milton Road will be brought back for discussion. In the interim, all Councilmembers were comfortable with the previous Council's decision and it was their consensus to support the prior action.

Councilmember McCulloch moved to close the public forum which was seconded by Councilmember Washington and passed on unanimous vote.

ORDINANCES AND RESOLUTIONS

A. Consideration of ORDINANCE NO. 1723 - Amending the City Wastewater Regulations to include extensions of public reclaimed wastewater pipelines.

RECOMMENDED ACTION Read ORDINANCE NO. 1723 for the final time by title only.

ADOPT ORDINANCE NO. 1723.

Councilmember Miller moved to read Ordinance No. 1723 for the final time by title only, seconded by Mayor Bavasi. The motion passed on unanimous vote and title was read as follows:

ORDINANCE NO. 1723

An ordinance establishing procedures for the extension of public reclaimed wastewater pipelines and converting existing irrigation systems to use reclaimed wastewater.

Mayor Bavasi moved for adoption. The motion was seconded by Councilmember Washington and passed unanimously.

B. Consideration of ORDINANCE NO. 1748 - Repealing Ordinance No. 1581 and abolishing the Economic Development Commission.

RECOMMENDED ACTION Read ORDINANCE NO. 1748 for the first time by title only.

Councilmember Edgar moved to read Ordinance No. 1748 for the first time by title only, seconded by Councilmember Lopez.

Councilmember McCulloch was alarmed at the Arts & Science Commission's request for $12,000 toward a director's salary and he would not support that direction at all.

John McLaughlin, Chairman of the Arts & Science Commission, advised that the Commission has not made a recommendation at this point on the director's salary and he did not know how the recommendation came to Council. The $12,000 figure was never intended to be a portion of the funds transferred to the Commission.

Councilmember McCulloch felt that some of the BBB Commissions are getting away from the real focus of what the funds were intended to be used for by requesting funds for staff positions and creating larger bureaucracies.

In reply, Mr. McLaughlin noted that the request to the Arizona States Arts Commission was to partially fund a director's position. Should the Arts Commission fund a $10,000 grant, then matching funds have to be available from the City. Currently, Tourism is considering a half-time position. In the event a half-time position is created, then a half-time grant can be applied for.

Mr. McLaughlin was upset that this matter had come before Council without his direct involvement.

Mayor Bavasi reminded Mr. McLaughlin that the director's position is not an agenda item and would be considered at a later date.

The motion passed on unanimous vote and title was read as follows:

ORDINANCE NO. 1748

An ordinance repealing Ordinance No. 1581, and abolishing the Economic Development Commission.

C. Consideration of **RESOLUTION NO. 1765** - Approving an Intergovernmental Agreement between the CITY OF FLAGSTAFF and NORTHERN ARIZONA UNIVERSITY to provide support of the Northern Arizona Regional Gerontology Institute.

RECOMMENDED ACTION Read RESOLUTION NO. 1765 by title only.

ADOPT RESOLUTION NO. 1765.

Councilmember McCulloch moved to read Resolution No. 1765 for the first time by title only, seconded by Councilmember Lopez. The motion passed on unanimous vote and title was read as follows:

RESOLUTION NO. 1765

A resolution approving an intergovernmental agreement between the City of Flagstaff and Northern Arizona University to provide support for the Northern Arizona Regional Gerontology Institute.

Mayor Bavasi moved for adoption, seconded by Councilmember McCulloch; and the motion passed unanimously.

D. Consideration of **RESOLUTION NO. 1766** - Approving an Intergovernmental Agreement with the STATE OF ARIZONA, GOVERNOR'S OFFICE OF DRUG POLICY to accept grant funds which match current City contributions to substance abuse prevention programs.

RECOMMENDED ACTION Read RESOLUTION NO. 1766 by title only.

ADOPT RESOLUTION NO. 1766.

Councilmember Miller to read Resolution No. 1766 by title only, seconded by Councilmember Cavolo. The motion passed on unanimous vote and title was read as follows:

ORDINANCE NO. 1766

A resolution approving an intergovernmental agreement with the State of Arizona, Governor's Office of Drug Policy to accept grant funds which match current City contributions to substance abuse prevention programs.

Mayor Bavasi moved for adoption, seconded by Councilmember McCulloch; and the motion passed on unanimous vote.

OTHER BUSINESS

A. Consideration of REQUEST to REFUND: $5,000.00 to JOHN W. HESSER.

RECOMMENDED ACTION Due to the nature of this item the staff has no recommendation.

Councilmember Washington moved to grant the refund request, seconded by Councilmember McCulloch. The motion passed on unanimous vote.

B. Consideration of APPOINTMENT: Vice Mayor.

RECOMMENDED ACTION Discuss in Executive Session and make the appointment.

Councilmember Lopez moved to nominate Barbara Miller as Vice Mayor, seconded by Councilmember Edgar.

For the record, Councilmember Washington's comments are verbatim as follows:

> As I mentioned yesterday, I feel that the tradition of appointing the previous, or rather the highest vote getter in the previous election should be followed. I believe that it's an objective standard rather than a subjective one. And I think that that's very important. I think that this is an admittedly pro-business Council and that this Council tries to do everything in concert with a principle of "Let's be pro-business." And I think that there's a clear majority of people who think in such a way on the City Council. I think one of the judges of character is how the strong treat the weak. And I think that it's clear that this Council can do whatever it wants to do in terms of making this type of decision. I think that there is something to be said for the tradition of the highest vote getter simply because it's an objective standard. And I'd like to read the names of some of the people who have been vice-mayor in this twenty-two year history that has been unbroken. There have been individuals such as Glen Lyon, as well as Patricia Loven, Murray Feldstein, Robert Knowles, Dale Nations. If you were to look at the ideology of people, then you would find some people such as Glen Lyon who had an orientation towards the environment. If you look at the ideology of other people, then perhaps they could be said to be pro-development or pro-business. And the tradition basically keeps this all neutral. It keeps us from having to decide, well, is this a good person or this a bad person, do we like this person or we do not like this person, does this person say what we would like that person to say, does this person vote the way we would like that person to vote? And I think that the tradition by its neutrality in terms of ideology makes a lot of sense. And I am, of course, disappointed. I read into the record yesterday letters from the coordinating Council on Mexican/American Affairs which asked the City Council to consider continuing with this tradition. And I read a letter from the forum for American Indian Rights signed by Steven A. Darden who himself was a former City

Councilmember asking this Council to follow the tradition. The Council has received a number of letters--I think four or five letters--from members of the community also asking them to follow the tradition. And I believe that each one of them, some of them talk about aspects of my views. But I think that the important aspect of it is that it is neutral, that the tradition is an ideologically neutral tradition. I think it's important to say that I think that the selection of the Vice-Mayor, I think that part of this has something to do with the Greater Flagstaff Economic Council and the fact that I've made critical remarks. I don't intend to be bludgeoned into silence regarding the Greater Flagstaff Economic Council and I believe that I owe to the American standards of free speech to not be bludgeoned into silence on this type of issue. And so I will speak in critical terms, if I feel that's important. I believe in free speech, and I don't believe that it's proper to sanction someone for exercising their right to free speech. However, I believe that I'm outvoted on this issue. One of the things that I think that is important, something that I point out about the City Council meeting thus far is that all of our votes have been unanimous. And I think that that's kind of important because a lot of controversial issues have come up as well. And we are in a period of Lent and I think the proper thing for me to do would be for me to support this motion.

The motion passed on unanimous vote.

C. Consideration of funding: Earth Day Celebration.

RECOMMENDED ACTION Due to the nature of this item staff has no recommendation.

Mark Randall informed Council that the event's main sources of funds will be coming from tabling fees charged to merchants and donations of time, services and cash. Those funds are unpredictable. Last year, the fair had a $600 shortfall after the City contributed $1,000; and that shortfall had to be taken out of the organizers' pockets. Mr. Randall does not know exactly how much funds will be needed, and because they will have additional expenses over and above the previous year's, they are making the request for the amount of $1,800 in order to avoid the deficit that occurred last year.

In answer to Councilmember Allen's question, Mayor Bavasi responded that the City, through its Parks and Rec programs, has included organizations under its liability policies.

Mr. Randall reminded Council that the City did waive the insurance and bonding requirements last year and there are four City committees participating in the Earth Day event.

As has been done in the past, Mayor Bavasi supported City involvement in the endeavor.

Councilmember McCulloch moved to approve the expenditure up to $1,800. Mayor Bavasi seconded the motion which passed on unanimous vote.

D. Consideration of City Manager Appointment.

RECOMMENDED ACTION Approve the appointment of David W. Wilcox as the City of Flagstaff City Manager. The effective date will be upon his

arrival in July 1992. Reference City Code of Flagstaff Chapter 8 Section 1-8-1.

Councilmember McCulloch moved to take the recommended action, seconded by Councilmember Lopez. The motion passed unanimously.

INFORMATIONAL ITEMS TO OR FROM MAYOR, COUNCIL OR CITY MANAGER

Councilmember McCulloch suggested that it might be a good idea for someone on staff to attend the Jobs for California Economic Development through Recycling Seminar as a forum to provide direction for recycling. Additionally, he will be calling Bill Menard to get an update on Simmco and the graveyard contracts.

Councilmember Washington supported former Councilmember White's suggestion that it may be wise for the entire Council to make recommendations to GFEC for Board positions. As such, he would urge the appointment of Sarah Olliman and Carol Payne to the GFEC.

ADJOURNMENT

There being no further business to come before the Council, the Meeting was adjourned.

MAYOR

ATTEST:

CITY CLERK

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and correct copy of the Minutes of the Regular Meeting of the City Council held on April 7, 1992. I further certify that the Meeting was duly called and held and that a quorum was present.

DATED this 22nd day of April, 1992.

CITY CLERK

TO: HONORABLE MAYOR, COUNCIL & COUNCIL ELECT

FROM: FRANCES SHORT, COUNCIL MEMBER

RE: "BREAKING TRADITION"

DATE: APRIL 6, 1992

I would like to make a statement concerning the impending selection of the new vice mayor. The four new members of the Council were elected on the basis that the City Council needed more diversity of perspective in its representation. Now, they and the Mayor, who appear to share similar views on many issues, seem to be ganging up to break tradition and deny the position of vice mayor to the Council's only Native American, a person whose popularity has been proven. For them to claim that they better represent Flagstaff citizens than Joe Washington is to ignore all those people who voted for Joe. Such a claim is egotistical and presumptious.

To those who support him, Joe Washington is by no means a single issue or limited constitutency candidate. He is an untiring spokes-person for fiscal responsibility, honesty and openness in government, and sane community development. His background, training, experience, and capacities equal those of anyone on the Council. To by-pass him for one with less or even no council experience is absurd and irresponsible.

This may be my last meeting in a short term as a City Council person but it will not be the last time my voice is heard when the Council appears to act high handedly against the will of the people and principles of moral government. I make this statement as one of my final council contributions in full faith that Phil Schafer, whose term I have filled out and whose memory I honor above all, would agree with everything I have said.

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council

From: Jen Brown, Public Works Section Director - Facilities & Fleet

Co-Submitter: Scott Overton

Date: 11/13/2025

Meeting Date: 11/18/2025

TITLE
Discussion of Rightsizing our Fleet

STAFF RECOMMENDED ACTION:

Staff will discuss the City of Flagstaff Fleet and Equipment Directive and the ongoing initiative to "rightsize" the City's vehicle fleet. These efforts are part of the broader strategy to support city operations needs, the Carbon Neutrality Plan, reduce greenhouse gas emissions, and improve operational efficiency. This item is for discussion and information sharing on the City's Fleet and Equipment directive that fulfills operational requests of Fleet, rightsizing efforts, and EV infrastructure. No action required.

Executive Summary:
The City of Flagstaff manages approximately 750+ pieces of rolling stock across all divisions. As vehicles reach the end of their service life, staff evaluate replacement options based on operational requirements, lifecycle cost, and sustainability goals. Fleet and Equipment policy ensures new vehicle acquisitions prioritize electric or hybrid options where feasible, while rightsizing focuses on evaluating vehicle utilization to confirm every asset in the fleet meets a clear operational need and is appropriately sized for its intended function. These efforts must also be supported by planning, investment, and installation of adequate electric vehicle (EV) charging infrastructure across City facilities to meet current and future fleet needs.

Information:
This helps to ensure the City reaches the goal of 30% of all vehicle miles traveled (VMT) by the city's operations are from zero-emission vehicles while we continue to right-size our fleet.

Attachments: Fleet Right Size Presentation

FLEET MANAGEMENT RIGHT-SIZING THE FLEET

Jennifer Brown - Section Director, Fleet & Facilities

November 18, 2025

OUR PURPOSE TODAY

- Discuss the City of Flagstaff's Fleet Electrification Policy.
- The ongoing initiative to "right-size" the City's vehicle fleet.
- These efforts support the Carbon Neutrality Plan, reduce greenhouse gas emissions, maintenance savings, and improve operational efficiency.

FLEET AT A GLANCE

Light Duty Class (255) Total Fleet (769) *Break down - percentage for light duty fleet (does not include heavy duty or equipment)	255
Electric Vehicles (BEV), Plug In (PHEV), Hybrid	31vehs = 12.2%
All Electric (Battery Electric Vehicles)	23 vehs = 9%
E-bikes and E-Scooters	22

WHAT DOES A RIGHT-SIZED FLEET LOOK LIKE FOR FLAGSTAFF?

A right-sized fleet is one that grows strategically with the city. Not just in size but in intelligence.

- Every vehicle has a purpose (define and understand the purpose)
- Vehicles are matched to operational needs (the right tool for the job)
- Shared and Pooled Resources (helped to reduce redundancy & maximize use)
- EV and low-emission options are considered ***first*** to align with climate goals & desired practice
  - EV First approach
- Data drives decisions (utilization report to lifecycle of vehicle reporting)
- Flexible and future ready to adapt to an evolving city

RIGHT-SIZING OUR FLEET
WHAT RIGHT-SIZING MEANS?

Align vehicles with operational need, provide the right tools to get the job done

Track utilization, reassign underutilized units, and using all fleet to its full depreciated value (end of life)

Encourage shared and pooled fleet resources

Prioritize EVs First, plug-in hybrid, hybrid and then internal combustion

The right vehicle, for the right job, with the Carbon Neutrality & best practice in mind

POLICY IN ACTION

- Fleet Management Committee (FMC)Transparent, consistent vehicle requests going to FMC
- Update of Fleet & Equipment Directive
- Procurement- establishing a cooperative purchasing contract
- Department-level accountability
- Data-driven replacement and procurement (especially with new Fleet Software & Telematics)
- Alignment with the **Carbon Neutrality Plan** and working closely with all divisions

OUR FLEET FUTURE

Citywide Target

- Ensure 30% of all vehicle miles traveled (VMT) by City operations are from zero-emission vehicles (ZEVs).
- Continue to Right-size our Fleet & ask the right questions!

Resilience & Readiness

- Plan for redundant charging & generator backup for critical operations.

Fleet Implementation Path

- Prioritize EV-first replacement when vehicles reach end of service life.
- Leverage RTA Fleet360 data to identify electrifiable units.
- Pair EV acquisitions with charging infrastructure expansion coordinated with Facilities and Sustainability.

OUR FLEET FUTURE

Identify the next **electrifiable** vehicle classes

Expand EV charging **infrastructure** for City Fleet

55 Total Chargers

Continue utilization and **rightsizing** reviews with FMC

DISCUSSION QUESTIONS

“PROGRESS IS IMPOSSIBLE WITHOUT CHANGE.”
GEORGE BERNARD SHAW