



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

"Vision: Champion a vibrant, equitable, sustainable and safe community for today and future generations"

*Words from the Interim CD Director:

"The work done by our Community Development team shapes lives, neighborhoods, and opportunities. Every decision we make is an investment in the kind of community we want to leave behind—not just for tomorrow, but for the generations that follow.

Our division's vision to champion a vibrant, equitable, sustainable, and safe community isn't just a statement—it's a responsibility. Whether we're reviewing a new development, approving a new building permit, or engaging with residents, we are building the foundation of a city that works for everyone.

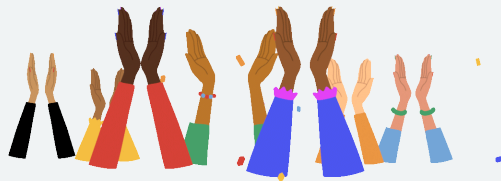
The path to a thriving community lies in thoughtful collaboration, creative problem-solving, and a shared commitment to building community for all. Thank you for the passion and purpose each of you bring to this work each day. Together, we are shaping a future we can all be proud of."

-Michelle McNulty, AICP

Staff Updates

New Hires:

- Tracy Falk, Housing Navigator
- Laura Kennedy, Housing Administrative Specialist
- Ed Bain, Building Inspector
- Danny Sineath, Building Inspector
- Jennifer Brinkerhoff, Buildings Plan Reviewer
- Lauren Clementino, Senior Planner/ Heritage Preservation Officer
- Jennifer Smith, Real Estate Assistant Manager



Work Anniversaries:

- Amy L Tressler, 1/6/2014-11 years
- Michelle J McNulty, 1/10/2022- 3 years
- James W Welch IV, 1/24/2022- 3 years
- Cynthia D Cazares, 1/8/2024- 1 year
- Ray Slim, 1/12/2005- 10 years
- Robert A Achten, 1/8/2024- 1 year
- Sara E Dechter, 2/3/2014- 11 years
- Kurt D Aldinger, 2/9/1994- 31 years
- Janice H Hakala, 3/26/2018- 7 years
- Anna M Cresap, 3/7/2022- 3 years
- Myron H Livingston, 3/6/2023- 2 years
- Jeremiah Yazzie, 3/6/2023- 2 years
- Keith V Nutumya, 3/1/2005- 20 years

Promotions:

- Diana Lujan, promoted to Housing Services Specialist

Professional Accomplishments:

- Joe O'Connell completed his internship with Comprehensive Planning in January.
- Elisha Green started as the new Comprehensive Planning intern in February. Welcome, Elisha!
- Kevin and Robert completed the Code Compliance Officer Certification Academy.
- Janice Dark Sky Specialist Janice Hakala received a City Manager Oak Award and was an exhibitor at the Fountain Hills Dark Sky Festival this year.
- Bryce Doty and Carmen P Johnson received the City Managers Oak Award
- Cindy Cazares received a scholarship to attend the Arizona Building Officials conference.
- Kevin Dunlap & Robert Solomon received their Code Compliance Officer Level 1 Certification.

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Congratulations



Planning & Development Services

Current Planning

- As the Single Point of Contact, Current Planning staff reviewed 8 new Concept Plans and 7 new Site Plans with our partners from over 10 different city sections during our Inter Division Staff meetings. "I have been working with a local small business owner on the adaptive reuse of an old automobile detailing office to a new drive-through coffee kiosk. Flagstaff runs on caffeine!" -Wesley Welch, Senior Planner
- Staff reviewed 3 new Preliminary Plats and 3 new Final Plats for residential subdivisions. Our new subdivision code allows for administrative approvals, reducing the time our applicants need to spend on their applications.
- Staff offers over 150 Pre-Application meetings every year. So far, in 2025, we have held 32 meetings. "With our free pre-application meetings, we can help applicants navigate the development review process and set them up for success from Day 1. I recently worked to streamline the process for a project aiming to repurpose an over-sized parking lot into a new commercial space." -Ben Mejia, Senior Planner
- Staff has reviewed 35 Permanent Sign Permits, working diligently with local businesses and national brands to approve signage that meets the high-quality standards of the City. Our goal is to return comments on these applications within 5 days, however, our average turnaround is only 2-3 days.
- Staff has received 40 Minor Improvement Permit applications, which include proposals for residential fences and sheds. "Over the past few months, I've been able to assist Flagstaff residents in understanding the nuances and requirements of the Flagstaff Zoning Code. It is always rewarding when our assistance helps them to carry out their project." – Dustin Stiffler, Associate Planner
- Current Planning staff also reviews and provides comments on Building Permits. For developments located in the Resource Protection Overlay, staff completes 3 to 5 resource fencing inspections per week to ensure existing trees are protected during construction.
- Thirteen Temporary Use Permits have been submitted since the beginning of the year. These include off-site construction yards, small events, and food trucks.
- "Helping a local performing arts organization successfully navigate the development process from a Pre-Application meeting through Building Permits felt great, though it certainly had its challenges. Researching the history of the parcel/building space and using a previously approved parking variance to successfully meet the parking requirements of a theater use felt like a win and helped me grow as a planner." -Keith Chamberlain, Planner
- "I enjoy engaging with various projects, especially those involving retrofitting of existing developed sites. One new development project I am looking forward to is a proposed indoor recreation facility on the west side of town." – Bethan Heng, Planner





Planning & Development Services

Current Planning Stats

Additional applications submitted this quarter include the following:

Classification:	Totals:
Annexation	1
Building Envelope Amendment	2
Conditional Use Permit	2
Lot split/Combo	5
Minor Modification	7
Variance	1
Zoning Map Amendment	1





Planning & Development Services

Zoning Code

Zoning Code Amendments in the WORKS!!

- Sign Standards – General cleanup of existing standards included the update of diagrams.
- Middle Housing – The state legislation, HB 2721, proposes new regulations aimed at increasing housing diversity and affordability by allowing a greater diversity of smaller housing units in residential areas. The text amendment must be completed by January 1, 2026.
- High Occupancy Housing Update – Changes to High Occupancy Housing (HOH) regulations to streamline and modify the density and location standards for HOH developments in certain areas based on the upcoming Regional Plan draft.
- Single Use Residential and Adaptive Reuse Incentives – The amendment seeks to allow residential uses within commercial zones without a Conditional Use Permit as an incentive for providing affordable housing. Additional incentives are added for adaptive reuse projects that provide affordable housing specifically in regards to parking and landscaping.
- Resource Protection Overlay Pilot Program – a 2-year effort based on better aligning the current thinning and resource protection process.
- Group Living and Institutional Residential Land Uses – The regulations around Group Living quarters and Institutional Residential facilities need to be reviewed and updated to better reflect current needs and standards.



Planning & Development Services

Comprehensive Planning

- Heritage Preservation Commissioners Abbey Buckham and Bernadette Burcham were reappointed in January. Jesse Dominquez was newly appointed to the Commission in February.
- Arianna Urban, the State Historic Preservation Office's Certified Local Government Coordinator, conducted a design review training for Commissioners and staff on February 26th.
- Plans are progressing to temporarily move the historic May Hicks Curtis House to the Materials Recovery Facility to save it from demolition. Vibrant Building Solutions is under contract with the City for the move and is currently prepping and stabilizing the house for the move (anticipated in April). In addition to planning the move details, staff are working to secure funding and partner support for future stabilization and rehabilitation work

2045 Regional Plan Update

- We received over 2,400 comments on the draft Flagstaff Regional Land Use Plan 2045!
- Staff spent the past quarter analyzing and responding to comments and revising the draft.
- Staff produced a Sensemaking Report and Comment Spreadsheet publicly available online: [60-Day Public Review | Flagstaff Regional Plan 2045](#)
- The Regional Plan Committee reconvened for a comment review meeting on March 6th. The agenda, packet, and recording are available online: [Flagstaff Regional Plan 2045](#)
- Upcoming events: A Regional Plan online survey will launch on April 3rd. Regional Plan open houses are planned for April 15th and 17th. The Regional Plan Retreat is scheduled for May 2nd.



Building Safety & Code Compliance

Personnel and General Updates:

- Habitat SFD/ foundation have been issued. Habitat is also looking for volunteers for the blitz build.
- Sky cottage model plans have been approved.
- 1st ADU model plan library submission was received, and we are going to review over 10 sets for sustainable. Possibly more.

Code Compliance:

- Code Compliance staff worked with a property owner on Winter Dr to clear up some violations of the Property Care Standards by providing a 40 yd roll-off dumpster to clean up the site. Clean-up is still in progress.
- Code Compliance staff is partnering with County Health staff to deal with the illegal vending cart problem within the city.
- Janice Hakala received an invitation and was an exhibitor at the Fountain Hills Dark Sky Festival on March 29th to promote the Dark Sky initiative for the City of Flagstaff.

Building Inspection:

- Certificates of Occupancy were issued for apartment buildings on Plaza Way.
- Reconstruction of the concrete walkways at The Lantern, owned by Flagstaff Shelter Services, has turned the corner and are currently being rebuilt.
- The remaining Certificates of Occupancy for apartments on High Country Trail were issued in January.
- A Certificate of Occupancy was issued to the owner for a project on S Pine Cir after completion of all IDS development requirements. This is notable because the project was very slow taking over 3 years and was problematic in its early stages such that numerous City staff were involved in resolving those problems

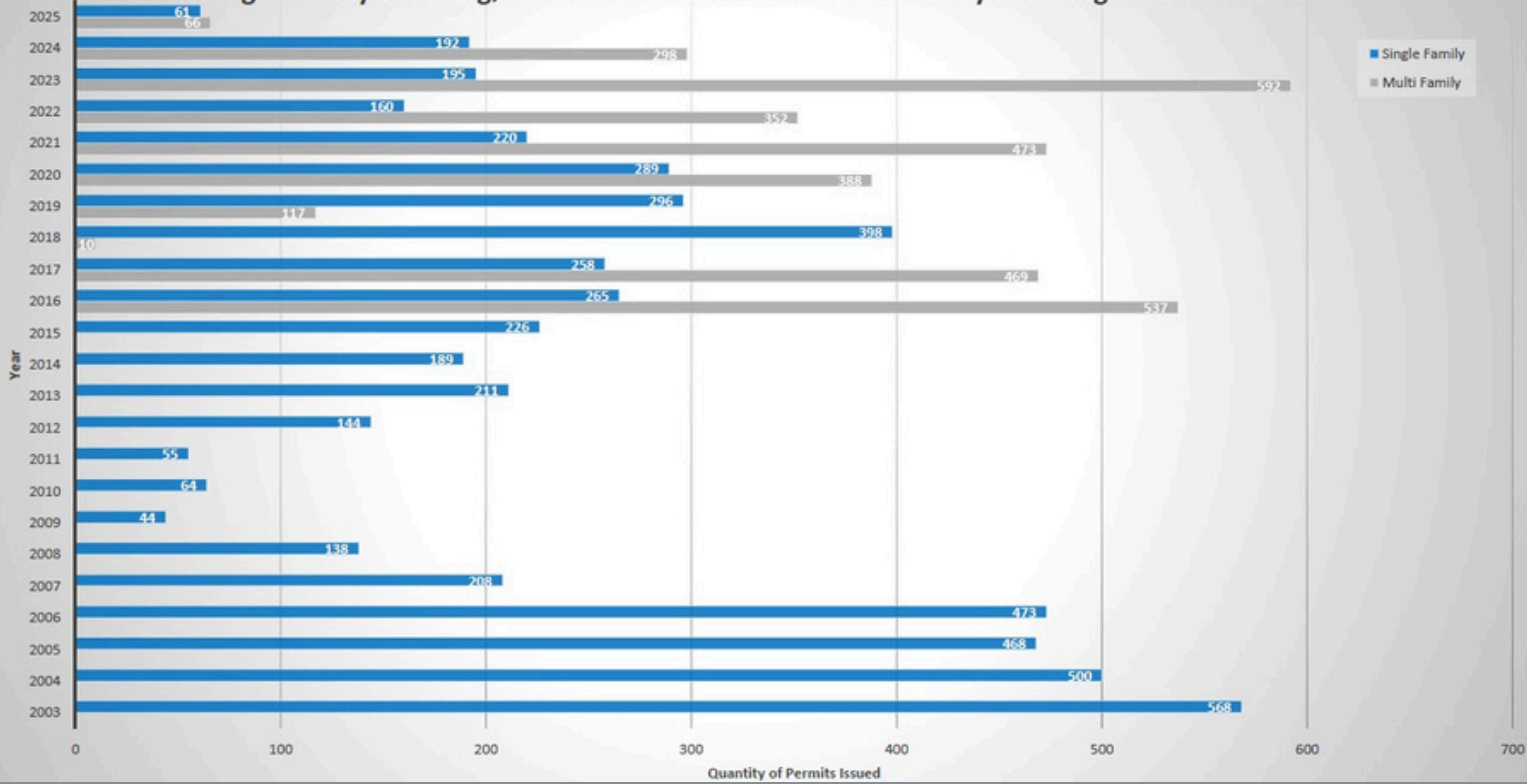




Building Safety & Code Compliance

City of Flagstaff

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



City of Flagstaff - Finaled Housing Units Brought Online 2025

Unit Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year End Totals
Single Family Dwelling Attached/Detached	11	13	14										38
Accessory Dwelling Unit	2	3	1										6
Multi-Family Dwelling	0	22	20										42
Manufactured Home	0	1	2										3
Total Units by Month	13	39	37	0	0	0	0	0	0	0	0	0	89



Building Safety & Code Compliance

Code Compliance Violations

City of Flagstaff - Code Compliance Violation Reporting 2025													
Complaint	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
Staff Driven Complaint	156	172	97										
Citizen Driven Complaint	13	10	11										
New Cases	169	182	108										
Case Status													
Open Cases (of total new cases above)	16	12	6										
Closed Cases (of total new cases above)	153	170	102										

Violation Type	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Year End Totals
Abandoned/Junked Vehicles	4	0	1										5
Accessory Dwelling Unit	0	0	0										0
Building Regulations	1	0	0										1
Camping on Public Property within City Limits	0	0	0										0
Collection/Disposal Practices	7	6	7										20
Displaying Vehicles for Sale of Private Property	2	2	0										4
Failure to Remove Snow/Obstructions from Sidewalk & Deposit of Snow in ROW/Hedges over Sidewalk	32	50	26										108
Failure to Meet Landscape Standards	0	0	0										0
Failure to Meet Outdoor Lighting Standards	0	0	0										0
Failure to Meet Parking Standards/General Parking Standards	0	0	0										0
Failure to Meet Resource Protection Standards	0	0	0										0
General Restrictions/Requirements for all Signs, Failure to Meet Temporary Sign Standards	64	58	19										141
Failure to Meet Building from Standards/Setbacks	0	0	0										0
Failure to Comply with Transect Zone Standards	0	0	0										0
Graffiti	42	59	46										147
Littering	0	1	1										2
Illegal Use or Activity without Permit	7	2	3										12
Illegal Use in Zone	1	1	0										2
Keeping of Certain Animals	0	0	0										0
Non-Compliance with Heritage Preservation Standards	0	0	0										1
Parking Space, Parking Lot Design and Layout	0	0	0										0
Parking of RV's or Vehicles	0	0	1										1
Property Care Standards	2	2	2										6
Stopping, Standing & Parking Restrictions	3	0	1										4
Storage Containers Temporary/Permanent	0	0	0										0
Storage of Unregistered/Inoperable Vehicles	0	0	0										0
Storing or Placement of Solid Waste	0	0	0										0
Unauthorized Accumulation of Litter on Private Property	0	0	0										0
Uninhabited or Vacant Private Property	0	0	0										0
Violation of Encroachment Standards	0	0	0										0
Violation of Fence/Wall & Scening Standards	0	0	0										0
Water Conservation	0	0	0										0
Other Misc	4	1	1										6
Total Complaints by Month	169	182	108	0	0	0	0	0	0	0	0	0	459



Building Safety & Code Compliance

Code Compliance Highlights

Vehicles at 602 Butler Ave have been relocated from the front and west side of the building. We will work with the new owner to resolve the remaining vehicles on the property in the future.



Great job



Building Safety & Code Compliance

Dark Skies

City of Flagstaff/Coconino County Partnership - Dark Sky Compliance Report 2025 Coconino County Specific Cases

<u>Complaint</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	
Staff Driven Complaint	0	0	0										
Citizen Driven Complaint	2	0	1										
New Cases	2	0	1										
<u>Case Status</u>													
Open Cases (of total new cases above)	0	0	1										
Closed Cases (of total new cases above)	2	0	0										
Closed Cases (from previous months)	0	0	0										
<u>Hours Spent</u>													<u>Year End Totals</u>
Total Hours spent on County Cases*	30	15	50										95
Hours spent on JLUS	30	15	50										95

<u>Violation</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Year End Totals</u>
Residential Violations	2	0	1										3
Commercial Violations	0	0	0										0
Total Violations by Month	2	0	1										3



Janice Hakala, was invited to be an exhibitor at the Fountain Hills Dark Sky Festival this year. Congratulations!



Real Estate

Lonetree Overpass:

- Possession acquired for all properties except for the BNSF railway company properties. Four-year effort with over 23 parcels acquired.

Koch Field Properties:

- Received successful respondents to the procurement to purchase nearly 22 acres of property near Cromer elementary. Approval of winning bid and conveyance will be brought to City Council in Q1 of 2025 for formal approval.

Rio de Flag Flood Control Project:

- 8 properties acquired.

Switzer Canyon Watermain Phase V Project:

- Kicked off property owner communications. Working to finalize alignment and design preferences with owners before extending offers to acquire needed rights.

Spruce Wash: Arroyo Seco to Dortha Project:

- Completed first of two full parcel transactions needed for project through FEMA open space grant. After the project this land will become passive open space for the expansion of Ponderosa Park



Housing Section



The City of Flagstaff Housing Choice Voucher Team reported a 100% utilization rate! This means that 100% of the funding the City of Flagstaff receives to support low-income households with affording housing is being used to aid in monthly rent payments. Over five hundred Flagstaff households are being served with vouchers as of February 28, 2025. Program participants pay 30% of their income to the landlord and the voucher covers the remaining amount of rent. Vouchers infuse federal dollars into our local economy - in 2024 nearly \$600,000 a month. Thanks to the hard work of Lead Specialist Cherise Barreto-Aguilar, Specialist Alec Walsh, Occupancy Specialist Samantha Joe, and Housing Navigator Tracy Falk!

For additional information about housing in Flagstaff click here:

[Housing Newsletters & Announcements](#)

To sign up for the Housing Newsletter click here:

[Subscribe](#)



Housing Authority



The City of Flagstaff Housing Authority continues to house low-income households in 265 public housing units and 80 fee-managed units at Clark Homes. For both of these programs, tenant households pay 30% of their income, or minimum rent of \$50 if it is greater, as rent. The Maintenance Team works diligently to ensure units are in good repair at move in and throughout their tenancy. Special thanks to CFHA housing services specialists Anna Cresap (Lead), Dione Paul, and Diana Lujan as well as the maintenance team of Keith Nutumya (Maintenance Manager), Myron Livingstone (Lead), Ray Slim (Lead), Loren Hawk, and several other staff members.

Housing staff attended the final round of meetings for the Eviction Prevention Learning Lab, a nation-wide program that was developed as a response to the COVID-19 pandemic. This group will meet on an ongoing basis to share resources about emergency rental assistance programs, outreach efforts for tenants and landlords, and critical information from Coconino County Superior Court about their eviction prevention efforts.

CFHA Board and City Council: Recommendation to absorb Williams HCV and expand service area