

JOINT CITY COUNCIL / PLANNING AND ZONING WORK SESSION AGENDA

JOINT CITY COUNCIL / PLANNING AND ZONING WORK SESSION  
TUESDAY  
JUNE 30, 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](mailto: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 work session, 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

CAROLE MANDINO, CHAIR  
MARY NORTON, VICE CHAIR  
CJ LUCKE  
JOSHUA MAHER  
IAN SHARP  
CHRISTINE SHEEHY  
MEGAN WELLER

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. Joint Training on Governance and Coordination for City Council and Planning & Zoning Commission**

Information only

**5. Informational Items To/From Mayor, Council, and Commissioners**

**6. 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](mailto:stacy.saltzburg@flagstaffaz.gov) to request an accommodation to participate in this public meeting.

NOTICE TO PARENTS AND LEGAL GUARDIANS: Parents and legal guardians have the right to consent before the City of Flagstaff makes a video or voice recording of a minor child, pursuant to A.R.S. § 1-602(A)(9). The Flagstaff City Council meetings are live-streamed and recorded and may be viewed on the City of Flagstaff's website. If you permit your child to attend/participate in a televised Council meeting, a recording will be made. You may exercise your right not to consent by not allowing your child to attend/participate in the meeting.

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Georganna Staskey, Deputy City Clerk  
**Date:** 06/12/2025  
**Meeting Date:** 06/30/2025



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**TITLE:**  
**Joint Training on Governance and Coordination for City Council and Planning & Zoning Commission**

**DESIRED OUTCOME:**  
Information only

**Executive Summary:**  
This is a joint training session on Governance and Coordination for City Council and Planning & Zoning Commission.

**Information:**  
This is a joint training session on Governance and Coordination for City Council and Planning & Zoning Commission.

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**Attachments:** [Presentation](#)

# Joint City Council and Planning & Zoning Commission Training

June 30, 2025





## Duties of the Planning Commission

- Holding public hearings and meetings
- Reviewing and making recommendations on the General Plan and Specific Plans
- Reviewing and recommending zoning code regulations
- Recommending the reclassification of a property's zoning
- Reviewing Subdivision maps
- Acting on Conditional Use Permits and other types of planning applications



# Open Meeting Law Reminders

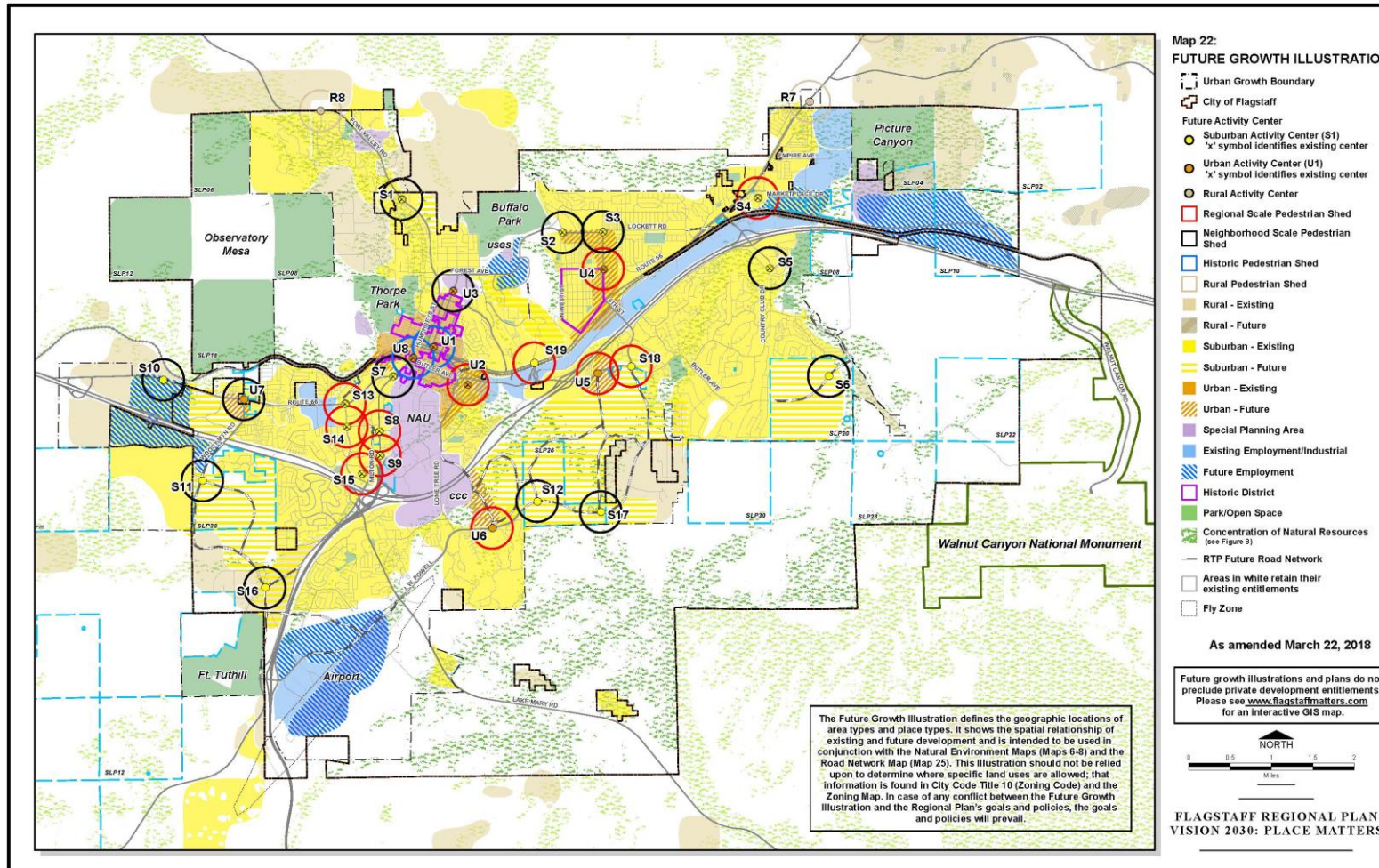
- Legal action must take place in a public meeting
- The proposing and discussing of action must take place in a public meeting
- Only agenda items may be discussed
  - Meetings must comply with notice, agenda, and minute requirements
- **PENALTIES**
  - If found guilty of an Open Meeting Law violation, a court may:
    - Levy a fine up to \$500 against the commissioner for each violation
    - The commissioner **personally** must pay the fine
  - The commissioner is subject to removal from office



## Relationship to Staff

- Staff works for Commission but is not hired by Commission
- Commission liaison works for the Planning Director
- Commission may seek information from the Planners, ask for recommendations or actions, and rely on the planner's expert knowledge
- It is not within the Commission's authority to direct a planner to prepare a new General Plan or Zoning Code

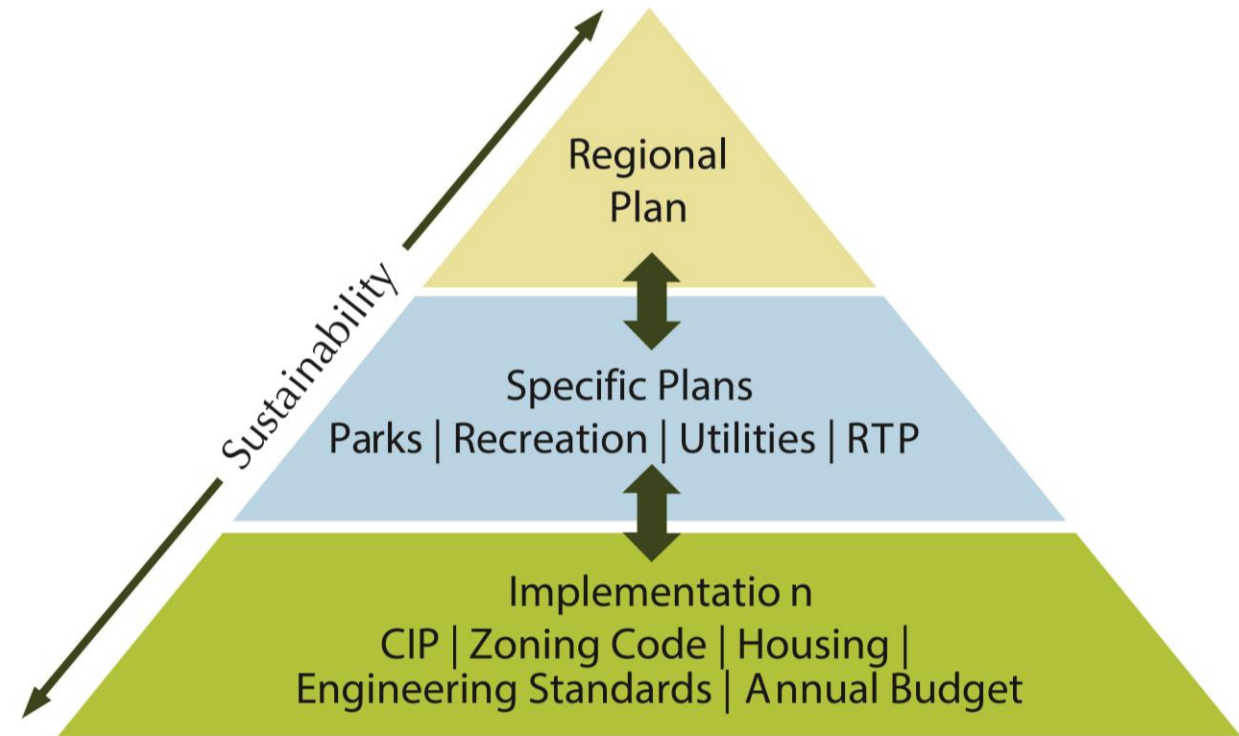
# What is a General Plan?



# What is a Specific Plan?

- Greater level of detail
- Systematic implementation of the General Plan

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- Two yellow arrows originate from a single point above the questions and point downwards towards the two bullet points.
- Topical or Area Specific?
  - City plan or Private land?



# Zoning Code

- Zoning is the classification of land according to use or form.
- Uses/Forms may be permitted outright, permitted with conditions, permitted as an accessory use, or prohibited.
- Consists of two parts: the map and the text.
- ARS 9-462.01 provides for the adoption and administration of zoning in Arizona



# Subdivision Ordinance

- Subdivisions do not address land uses.
- The Ordinance establishes standards for the subdividing of land.
- The purpose of a subdivision plat is to ensure that lots are created in accordance with community standards and that they are properly surveyed and recorded.



# Ethical Principles in Planning



- The planning process must continuously pursue and faithfully serve the public interest.
- Planning process participants continuously strive to achieve high standards of integrity and proficiency so that public respect for the planning process will be maintained.



# Public Interest

- Remember who the client is.
- Who benefits from the decision?
- Includes the interests of all members of the community not just the interests of selected members.
- The public at large should benefit not just certain individuals or groups
- Decisions made in the public interest should consider the future as well as current generations.

## Ex Parte Contact

- Latin for “from or on one side only” and relates to Commissioners being influenced outside the public forum.
- Contacts which occur away from the hearing are known as ex parte and can include telephone calls, informal meetings, lunches, or even a casual encounter on a street corner.
- Common for Commissioners because of their visibility in community.





## How to deal with Ex Parte Contact

- If someone contacts you to discuss an issue involving a specific case, tell the person to put the information on the record or contact staff.
- Refrain from discussing your position on the case.
- If you receive written information on a case it should be submitted to staff for inclusion in the Commission's packet.
- If you make a site visit, with or without the applicant, disclose that fact on the record.
- If you do have ex parte contact with a member of the public, applicant, or interested party, disclose that fact on the record.





## Due Process

- Adequate, advance notice of meetings;
- Availability of staff reports and other information needed by the public to more fully understand issues;
- The opportunity to be heard at public hearings;
- Full disclosure or the chance to hear, see, or review all the information available to the Planning Commission in its deliberations;
- Findings of fact backed up by evidence on the record to support the Planning Commission's decisions.





## Staff Recommendations

- Recommendations are included in the administrative report prepared by staff
- Majority of instances, staff is recommending approval
- Denial is sometimes, although very infrequently, recommended

## Conditions of Approval

- Conditions included in administrative staff report
- The timing of conditions can vary
- Staff is responsible for implementing the conditions



# Making a Decision/Findings

- What are Findings?
- Purpose of Findings
  - Provide a framework for making decisions
  - Facilitate orderly analysis from evidence to conclusion
  - Ensures that decision-making is careful, reasoned, and equitable
  - Enables parties to determine basis for an appeal
  - Gives appeal body the basis of the Commissions decision



## Relationship to Mayor & City Council

- For the most part, the Commission is in an advisory role to the City Council
- Commission makes recommendations to the City Council and the City Council has the final say
- Meeting etiquette
- No Council liaison



## Commission Recommendations

- The Commission's recommendation may influence the Developer to modify their application prior to Council hearing
- Recent Examples of recommendations for denial, but revised and approved by Council
- If proposal has changed, Council may remand the case back to the Commission



## Individual vs. Commission

- Commissioners may still speak to Council as an individual, but need to state this clearly
- If the Commission feels the need to speak to Council, they may vote for a representative to speak

# Joint City Council and Planning & Zoning Commission Training

June 30, 2025

