

NOTICE AND AGENDA

HOUSING COMMISSION
THURSDAY
JANUARY 23, 2025

HYBRID MEETING
MICROSOFT TEAMS MEETING
FLAGSTAFF AQUAPLEX
1702 N. FOURTH ST.
1:00 P.M.

ATTENTION

ATTEND IN-PERSON MEETINGS AT THE AQUAPLEX, LOCATED AT 1702 N FOURTH ST, OR JOIN VIRTUALLY BY CLICKING ON THE LINK BELOW .

[Click here to participate in the online meeting](#)

The public can submit comments to AFisher@Flagstaff.gov. Public comment will be emailed to Housing Commissioners and will be read at the meeting by a staff member.

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 Commission and to the general public that, at this regular meeting, the Commission may vote to go into executive session, which will not be open to the public, for legal advice and discussion 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 Commission members may be in attendance telephonically or by other technological means.

Kevin Bond
Eric Brownfield
Tyler Denham
Kevin Dobbe

Karen Flores
Sandi Flores, Vice Chair
Jacquie Kellogg
Devonna McLaughlin, Chair
Moses Milazzo

Cory Runge
Ross Schaefer
Glenn Slivers
Hayley Zoroya

3. **LAND ACKNOWLEDGMENT**

The Housing Commission 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. **Public Comment**

At this time, any member of the public may address the Commission on any subject within their jurisdiction that is not scheduled before the Commission on that day. Due to Open Meeting Laws, the Commission cannot discuss or act on items presented during this portion of the agenda. To address the Commission on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.

5. **APPROVAL OF MINUTES**

- A. Consideration and Approval of Minutes: Housing Commission Meeting - December 19, 2024
Approve the minutes from the December 19, 2024 Housing Commission meeting.

6. **ACTION ITEMS**
None.

7. **PRESENTATION AND DISCUSSION ITEMS**

- A. Presentation from the Northern Arizona Association of Realtors
- B. Land Availability Suitability Study and Code Analysis Project - Code Concepts Report
Discussion item only

8. **INFORMATIONAL ITEMS TO/FROM COMMISSION MEMBERS, STAFF, AND FUTURE AGENDA ITEM REQUESTS**

- A. Update from Housing Authority Liaison
- B. Update from Housing Commissioners and Other Informational Items
- C. Update from Housing Staff

9. **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. This notice has been posted on the City's website and can be downloaded at www.flagstaff.az.gov.

Dated this _____ day of _____, 2025.

Adriana Fisher, Housing Program Manager



Housing Commission

5. A.

From: Adriana Fisher, Housing Program Manager

DATE: 01/23/2025

SUBJECT: Consideration and Approval of Minutes: Housing Commission Meeting - December 19, 2024

STAFF RECOMMENDED ACTION:

Approve the minutes from the December 19, 2024 Housing Commission meeting.

Executive Summary:

Minutes of Commission meetings are the requirement of Arizona Revised Statutes and, additionally, provide a method of informing the public of discussions and actions taken by the Housing Commission.

Attachments

HC Draft Minutes - 12.19.2024

DRAFT

DRAFT MEETING MINUTES

HOUSING COMMISSION
THURSDAY
DECEMBER 19, 2024

HYBRID MEETING
MICROSOFT TEAMS MEETING
FLAGSTAFF AQUAPLEX
1702 N. FOURTH ST.
1:00 P.M.

1.

Call to Order

Chair Devonna McLaughlin called the meeting to order at 1:01 pm

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 Commission and to the general public that, at this regular meeting, the Commission may vote to go into executive session, which will not be open to the public, for legal advice and discussion 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 Commission members may be in attendance telephonically or by other technological means.

Kevin Bond - Present, In Person	Karen Flores - Present, In Person	Cory Runge - Absent
Eric Brownfield - Present, In Person	Sandi Flores, Vice Chair - Present, In Person	Ross Schaefer - Absent
Tyler Denham - Present, In Person	Jacquie Kellogg - Present, In Person	Glenn Slivers - Present, Virtually
Kevin Dobbe - Absent	Devonna McLaughlin, Chair - Present, In Person	Hayley Zoroya - Present, Virtually
	Moses Milazzo - Present, In Person	

OTHERS PRESENT:

Adriana Fisher, Housing Program Manager
Jennifer Mikelson, Housing Planning Manager
Marissa Molloy, Housing Specialist
Jessica Donohoe, Housing Planner
Kristine Pavlik, Housing and Grants Administrator
Sarah Darr, Housing Director
Justyna Costa, Assistant Housing Director
Dan Folke -- Community Development Director
Joanne Keene, Deputy City Manager
Khara House, Council Liaison
Sylvia Struss, Open Space Coordinator

3.

LAND ACKNOWLEDGMENT

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place as home.

Read by Commissioner Karen Flores.

4. Public Comment

At this time, any member of the public may address the Commission on any subject within their jurisdiction that is not scheduled before the Commission on that day. Due to Open Meeting Laws, the Commission cannot discuss or act on items presented during this portion of the agenda. To address the Commission on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.

No public comment.

5. APPROVAL OF MINUTES

- A. Consideration and Approval of Minutes: Housing Commission Meeting - October 24, 2024
Approve the minutes from the October 24, 2024 Housing Commission meeting.

Moved by Moses Milazzo, seconded by Tyler Denham to approve the minutes from the October 24, 2024 regular Housing Commission meeting.

Vote: 10 - 0 - Unanimously

6. ACTION AND DISCUSSION ITEMS

- A. Presentation and Discussion: Potential Agenda Items and Topics for 2025
Review and discuss potential agenda items and topics suggested by Housing Commissioners for the Commission to address in 2025, in accordance with the Housing Commission Purpose and Duties in City Code Chapter 2-25.

Ms. Sarah Darr, Housing Director, gave a presentation on the history and purpose of the Flagstaff Housing Commission and on the currently scheduled agenda items for 2025. Ms. Justyna Costa, Assistant Housing Director, facilitated a dot voting activity where Commissioners suggested agenda items and then selected their top three suggestions by fellow Commissioners. Staff will email instructions to online and absent Commissioners on how to submit their suggestions and top three selections. Results will be shared with the Housing Commission in January.

Council Liaison Khara House encouraged Housing Commissioners to voice questions and concerns from themselves and constituents and to invite the public to Housing Commission meetings. Council Liaison House and Ms. Darr noted that Housing Commissioners can continue to request agenda items during the Future Agenda Item Requests section of their regular meetings.

7. GENERAL BUSINESS

None

8. INFORMATIONAL ITEMS TO/FROM COMMISSION MEMBERS, STAFF, AND FUTURE AGENDA ITEM REQUESTS

- A. Update from Housing Authority Liaison

Commissioner Moses Milazzo and Ms. Darr gave an update on the latest Housing Authority Board meeting. Commissioners asked clarifying questions, which Ms. Darr answered, and provided comments.

Deputy City Manager Joanne Keene thanked the Commission for all their work and the expertise they bring.

B. Update from Housing Commissioners and Other Informational Items

Commissioner Tyler Denham informed the Commission about an event he is hosting as an individual on the Code Analysis Project on January 9th at Mother Road. He requested that Commissioners communicate if they are planning to attend so that information about a possible quorum may be posted.

Chair Devonna McLaughlin noted that Housing Solutions of Northern Arizona completed their Rental Attainability Study for 2024, where it can be found, and provided a brief summary of the findings. Commissioners asked about the data regarding affordable units. Staff will email the document to the Commission.

C. Update from Housing Staff

Ms. Jennifer Mikelson, Housing Planning Manager, Chair McLaughlin, and Ms. Darr, gave an update on the Lake Mary Housing rezoning.

Ms. Kristine Pavlik, Housing and Grants Administrator, and Ms. Darr gave an update on the Community Development Block Grants and let them know she will be asking for volunteers to rank applications. Commissioners asked clarifying questions, which Ms. Pavlik and Ms. Darr answered.

Ms. Adriana Fisher, Housing Program Manager, reminded Commissioners about the due date for comments on the Flagstaff Regional Plan and about the Accessory Dwelling Unit design contest.

Ms. Darr and Chair McLaughlin informed the Commission about a meeting with the Arizona Department of Housing.

Council Liaison House thanked the Commission and staff for their time and work.

9. ADJOURNMENT

Chair McLaughlin adjourned the meeting at 2:30 pm.



Housing Commission

7. B.

Co-Submitter: Michelle McNulty, Planning Director

From: Tiffany Antol, Zoning Code Manager

DATE: 01/23/2025

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

STAFF RECOMMENDED ACTION:

Discussion item only

Executive Summary:

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

Overview

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

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

Summary of Findings

The Code Concept Document provides 3 scenarios for changing the City Code. These scenarios can be

implemented independently or together:

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

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

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

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

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

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

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

Decision Points

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

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

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

Resource Protection Overlay:

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

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

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

Future Phases of Work

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

A link to the draft report and appendices can be found

here: <https://www.flagstaff.az.gov/DocumentCenter/View/88019>
