

NOTICE AND AGENDA

PLANNING & ZONING COMMISSION
WEDNESDAY
FEBRUARY 26, 2025

COUNCIL CHAMBERS
211 WEST ASPEN AVENUE
4:00 P.M.

To participate in the meeting virtually use the following link:

[Join the Meeting Online](#)

The public can submit comments that will be read at the dais by a staff member to
CDPandZCommission@flagstaffaz.gov

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 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 Commission'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.

CAROLE MANDINO, CHAIR
JOSHUA MAHER
CHRISTINE SHEEHY
CJ LUCKE

MARY NORTON, VICE CHAIR
IAN SHARP
MEGAN WELLER

3. 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.

4. APPROVAL OF MINUTES

Approval of the minutes from the regular meeting on Wednesday January 22, 2025.

5. GENERAL BUSINESS

- A. **Discussion:** Staff is requesting feedback from the Commission prior to drafting Zoning Code Text Amendments for Missing Middle housing types (duplex, triplex, fourplex, and townhomes) as required by HB 2721.

STAFF RECOMMENDED ACTION:

For discussion only.

6. **MISCELLANEOUS ITEMS TO/FROM COMMISSION MEMBERS**

7. **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.

Alaxandra Pucciarelli, Commission Liaison



Planning & Zoning Commission

4.

Meeting Date: 02/26/2025

From: Nancy Corbin-Fuller, Administrative Specialist

Information

TITLE:

APPROVAL OF MINUTES

Approval of the minutes from the regular meeting on Wednesday January 22, 2025.

STAFF RECOMMENDED ACTION:

Executive Summary:

Attachments

1.22.25 P&Z Minutes

MINUTES

PLANNING & ZONING COMMISSION
WEDNESDAY
JANUARY 22, 2025

COUNCIL CHAMBERS
211 WEST ASPEN AVENUE
4:00 P.M.

1. CALL TO ORDER

Chair Mandino called the meeting to order at 4:01 p.m.

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 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 Commission'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.

PRESENT:
CAROLE MANDINO, CHAIR
MARY NORTON, VICE CHAIR
MEGAN WELLER
CJ LUCKE

ABSENT:
CHRISTINE SHEEHY
IAN SHARP
JOSHUA MAHER

3. PUBLIC COMMENT

None.

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.

4. APPROVAL OF MINUTES

Approval of the minutes from the regular meeting on Wednesday January 8, 2025.

Moved by Mary Norton, seconded by CJ Lucke to approve the minutes from the regular meeting on Wednesday January 8, 2025 with corrections to the spelling of Alaxandra Pucciarelli's name.

Vote: 4 - 0 - Unanimously

5. GENERAL BUSINESS

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

STAFF RECOMMENDED ACTION:
Discussion item only.

- A PowerPoint presentation was given by; Michelle McNulty Planning Director Planning & Development Services, Tiffany Antol Zoning Code Manager Planning & Development Services, Genevieve Pearthree Sustainability Analyst and Jennifer Mikelson Housing Planning Manager.
- A discussion was held and each Commissioner was given the opportunity to provide feedback, comments and ask questions. Responses provided and questions answered by Michelle McNulty, Tiffany Antol and Genevieve Pearthree.
- Public comment given by David Hayward, Real Estate Developer Flagstaff Arizona.

6. MISCELLANEOUS ITEMS TO/FROM COMMISSION MEMBERS

- Commissioner Mary Norton asked if there was an update regarding a City Council liaison being appointed to the Planning & Zoning Commission. Alexandra Pucciarelli, Current Planning Manager, responded that there is not an update at this time but she has reached out to management and is waiting for a response.

7. ADJOURNMENT

The meeting was adjourned at 5:56 p.m.

SIGNATURE LINE

CHAIRPERSON



Planning & Zoning Commission

5. A.

Meeting Date: 02/26/2025

From: Tiffany Antol, Zoning Code Manager

Information

TITLE

Discussion: Staff is requesting feedback from the Commission prior to drafting Zoning Code Text Amendments for Missing Middle housing types (duplex, triplex, fourplex, and townhomes) as required by HB 2721.

STAFF RECOMMENDED ACTION:

For discussion only.

Attachments

Staff Report

HB 2721

Central Business District 1 mile buffer map



Date: February 11, 2025
TO: Planning and Zoning Commission
FROM: Tiffany Antol, AICP, Zoning Code Manager
Through: Michelle McNulty, AICP, Planning Director
Alaxandra Pucciarelli, Current Planning Manager
RE: **PZ-25-00027 – Missing Middle Zoning Code Text Amendment**
PZ-25-00041 – Single Use Residential & Adaptive Reuse Zoning Code Text Amendment

I. Purpose of the Work Session:

Staff is requesting feedback from the Commission prior to drafting Zoning Code Text Amendments for Missing Middle housing types (duplex, triplex, fourplex, and townhomes) as required by HB 2721 and for allowing Single-Use Residential development in commercial uses as either an affordable housing incentive or as an adaptive reuse project.

II. Overview of Proposed Amendments:

A. PZ-25-00027 – Missing Middle

The proposed amendment will be drafted to meet the requirements of HB 2721, which is attached for the Commission's Review. The bill requires the City to amend the Zoning Code on or before January 1, 2026, to do the following:

- Allow 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, and
 - At least twenty percent of any new development of more than ten contiguous acres.
- Zoning districts most impacted by this amendment include Rural Residential (RR), Estate Residential (ER), Single-family Residential (R1), Single-family Residential Neighborhood (R1N), Community Commercial (CC) on lots less than 9,000 square feet, and Manufactured Housing (MF).
- The City may not do any of the following:
 - Discourage the development of middle housing through requirements or actions that individually or cumulatively make impractical 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. **(The City Zoning Code does not currently apply FAR to these types of development.)**
 - 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. **(This may conflict with HOH requirements.)**
- How should the City move forward with this amendment in terms of the location requirements listed above?
 - The City does not currently have a defined Central Business District (CBD). For illustration purposes, staff prepared a location map of a 1-mile buffer from the Central Business Zoning District.
 - The City could define multiple Central Business Districts.
 - What areas of the City should be considered for the new development provisions?
 - If the City decides to apply these provisions based on the location standards in the bill, new overlay zones will need to be adopted for the specific areas where the provisions will apply.
 - The Code Analysis Project suggests that the City should apply these provisions citywide. Should the City pursue this amendment citywide?

III. Community Involvement:

Staff will pursue community involvement in the review of these amendments after staff has completed the draft text amendments. A formal work session with the Planning & Zoning Commission will be noticed to the public after the text amendments have been drafted.

IV. Conclusion:

As indicated above, the purpose of the work session is for staff to present an overview of the Zoning Code's proposed amendments and allow interested individuals, residents, and business owners to provide comments. The work session also allows the Commission to ask questions, seek clarification, have discussions, and offer comments on the proposed amendments. No formal recommendation or action by the Commission to the City Council is to occur at the work session. Additional opportunities for discussion, public comment, and action by the Commission will occur at a future public hearing.

Attachments:

- HB 2721
- Central Business Zoning 1 Mile Buffer Map

Senate Engrossed House Bill
municipal zoning; middle housing

State of Arizona
House of Representatives
Fifty-sixth Legislature
Second Regular Session
2024

HOUSE BILL 2721

AN ACT

AMENDING TITLE 9, CHAPTER 4, ARTICLE 6.1, ARIZONA REVISED STATUTES, BY
ADDING SECTION 9-462.10; RELATING TO MUNICIPAL ZONING.

(TEXT OF BILL BEGINS ON NEXT PAGE)

1 Be it enacted by the Legislature of the State of Arizona:

2 Section 1. Title 9, chapter 4, article 6.1, Arizona Revised
3 Statutes, is amended by adding section 9-462.10, to read:

4 9-462.10. Zoning; development; middle housing; applicability;
5 definitions

6 A. ON OR BEFORE JANUARY 1, 2026, A MUNICIPALITY WITH A POPULATION
7 OF SEVENTY-FIVE THOUSAND PERSONS OR MORE MUST AUTHORIZE BY ORDINANCE AND
8 INCORPORATE INTO ITS DEVELOPMENT REGULATIONS, ZONING REGULATIONS AND OTHER
9 OFFICIAL CONTROLS THE DEVELOPMENT OF DUPLEXES, TRIPLEXES, FOURPLEXES AND
10 TOWNHOMES AS A PERMITTED USE ON BOTH OF THE FOLLOWING:

11 1. ALL LOTS ZONED FOR SINGLE-FAMILY RESIDENTIAL USE WITHIN ONE MILE
12 OF THE MUNICIPALITY'S CENTRAL BUSINESS DISTRICT.

13 2. AT LEAST TWENTY PERCENT OF ANY NEW DEVELOPMENT OF MORE THAN TEN
14 CONTIGUOUS ACRES.

15 B. THE MUNICIPALITY MAY NOT DO ANY OF THE FOLLOWING:

16 1. DISCOURAGE THE DEVELOPMENT OF MIDDLE HOUSING THROUGH
17 REQUIREMENTS OR ACTIONS THAT INDIVIDUALLY OR CUMULATIVELY MAKE
18 IMPRACTICABLE THE PERMITTING, SITING, OR CONSTRUCTION OF MIDDLE HOUSING.

19 2. RESTRICT MIDDLE HOUSING TYPES TO LESS THAN TWO FLOORS.

20 3. RESTRICT MIDDLE HOUSING TYPES TO A FLOOR AREA RATIO OF LESS THAN
21 FIFTY PERCENT.

22 4. SET RESTRICTIONS, PERMITTING OR REVIEW PROCESSES FOR MIDDLE
23 HOUSING THAT ARE MORE RESTRICTIVE THAN THOSE FOR SINGLE-FAMILY DWELLINGS
24 WITHIN THE SAME ZONE.

25 5. REQUIRE OWNER OCCUPANCY OF ANY STRUCTURES ON THE LOT.

26 6. REQUIRE ANY STRUCTURES TO COMPLY WITH A COMMERCIAL BUILDING CODE
27 OR TO CONTAIN A FIRE SPRINKLER.

28 7. REQUIRE MORE THAN ONE OFF-STREET PARKING SPACE PER UNIT.

29 C. THIS SECTION DOES NOT PROHIBIT THE GOVERNING BODY OF A
30 MUNICIPALITY FROM ALLOWING EITHER OF THE FOLLOWING:

31 1. SINGLE-FAMILY DWELLINGS IN AREAS ZONED FOR SINGLE-FAMILY
32 DWELLINGS.

33 2. ADDITIONAL TYPES OF MIDDLE HOUSING NOT REQUIRED UNDER THIS
34 SECTION.

35 D. THIS SECTION DOES NOT APPLY TO ANY OF THE FOLLOWING:

36 1. AREAS THAT ARE NOT INCORPORATED.

37 2. AREAS THAT LACK SUFFICIENT URBAN SERVICES.

38 3. AREAS THAT ARE NOT SERVED BY WATER AND SEWER SERVICES.

39 4. AREAS THAT ARE NOT ZONED FOR RESIDENTIAL USE.

40 5. AREAS THAT ARE NOT INCORPORATED AND ARE ZONED UNDER AN INTERIM
41 ZONING DESIGNATION THAT MAINTAINS THE AREA'S POTENTIAL FOR PLANNED URBAN
42 DEVELOPMENT.

43 6. AREAS COVERED UNDER TITLE 48, CHAPTER 6, ARTICLE 4.

44 7. ANY LAND WITHIN THE TERRITORY IN THE VICINITY OF A PUBLIC
45 AIRPORT AS DEFINED IN SECTION 28-8486 OR TO THE EXTENT THIS SECTION WOULD

1 INTERFERE WITH THE PUBLIC AIRPORT'S ABILITY TO COMPLY WITH THE LAWS,
2 REGULATIONS AND REQUIREMENTS OF THE UNITED STATES RELATED TO APPLYING FOR,
3 RECEIVING OR SPENDING FEDERAL MONIES.

4 8. ANY LAND WITHIN THE TERRITORY IN THE VICINITY OF A MILITARY
5 AIRPORT AS DEFINED IN SECTION 28-8461.

6 E. IF A MUNICIPALITY DOES NOT ADOPT THE REGULATIONS REQUIRED BY
7 THIS SECTION ON OR BEFORE JANUARY 1, 2026, MIDDLE HOUSING SHALL BE ALLOWED
8 ON ALL LOTS IN THE MUNICIPALITY ZONED FOR SINGLE-FAMILY RESIDENTIAL USE
9 WITHOUT ANY LIMITATIONS.

10 F. THIS SECTION DOES NOT CHANGE OR OTHERWISE IMPAIR THE TERMS OF
11 ANY DEVELOPMENT AGREEMENT THAT EXISTS ON THE EFFECTIVE DATE OF THIS
12 SECTION.

13 G. NOTWITHSTANDING SUBSECTION A OF THIS SECTION, A UTILITY PROVIDER
14 IMPACTED BY A DEVELOPMENT BEING DEVELOPED PURSUANT TO THIS SECTION SHALL
15 HAVE THE OPPORTUNITY TO REVIEW AND APPROVE THE SITE PLAN FOR THE
16 DEVELOPMENT.

17 H. FOR THE PURPOSE OF THIS SECTION:

18 1. "BUILDING CODE":

19 (a) MEANS A CONSTRUCTION CODE ADOPTED BY A MUNICIPALITY.

20 (b) INCLUDES A MODEL BUILDING CODE, COMMERCIAL CODE, PLUMBING AND
21 MECHANICAL CODE, ELECTRIC CODE, ENERGY CONSERVATION CODE, FIRE CODE,
22 PROPERTY MAINTENANCE CODE, NEIGHBORHOOD PRESERVATION CODE, ANTI-BLIGHT
23 CODE OR OTHER SIMILAR CODE.

24 2. "CENTRAL BUSINESS DISTRICT" MEANS AN AREA OR SERIES OF AREAS
25 DESIGNATED BY A MUNICIPALITY THAT ARE PRIMARILY NONINDUSTRIAL AND THAT
26 ATTRACT COMMUNITY ACTIVITY, INCLUDING THE ENTIRE GEOGRAPHIC AREA THAT THE
27 MUNICIPALITY HAS OFFICIALLY DESIGNATED AS ITS DOWNTOWN OR EQUIVALENT ON
28 THE EFFECTIVE DATE OF THE SECTION.

29 3. "DUPLEX" MEANS TWO DWELLING UNITS ON THE SAME PARCEL OR LOT IN
30 ATTACHED, DETACHED OR SEMI-DETACHED ARRANGEMENTS THAT ARE DESIGNED FOR
31 RESIDENTIAL OCCUPANCY BY NOT MORE THAN TWO HOUSEHOLDS LIVING INDEPENDENTLY
32 FROM EACH OTHER.

33 4. "FLOOR AREA RATIO" MEANS THE RATIO OF ALLOWED SQUARE FOOTAGE IN
34 A MIDDLE HOUSING PROJECT TO THE SQUARE FOOTAGE OF THE PARCEL ON WHICH IT
35 IS BUILT.

36 5. "FOURPLEX" MEANS FOUR DWELLING UNITS ON THE SAME PARCEL OR LOT
37 IN ATTACHED, DETACHED OR SEMI-DETACHED ARRANGEMENTS THAT ARE DESIGNED FOR
38 RESIDENTIAL OCCUPANCY BY NOT MORE THAN FOUR HOUSEHOLDS LIVING
39 INDEPENDENTLY FROM EACH OTHER.

40 6. "HOUSEHOLD" MEANS EITHER:

41 (a) A SINGLE PERSON LIVING OR RESIDING IN A DWELLING OR PLACE OF
42 RESIDENCE.

43 (b) TWO OR MORE PERSONS LIVING TOGETHER OR RESIDING IN THE SAME
44 DWELLING OR PLACE OF RESIDENCE.

1 7. "MIDDLE HOUSING":

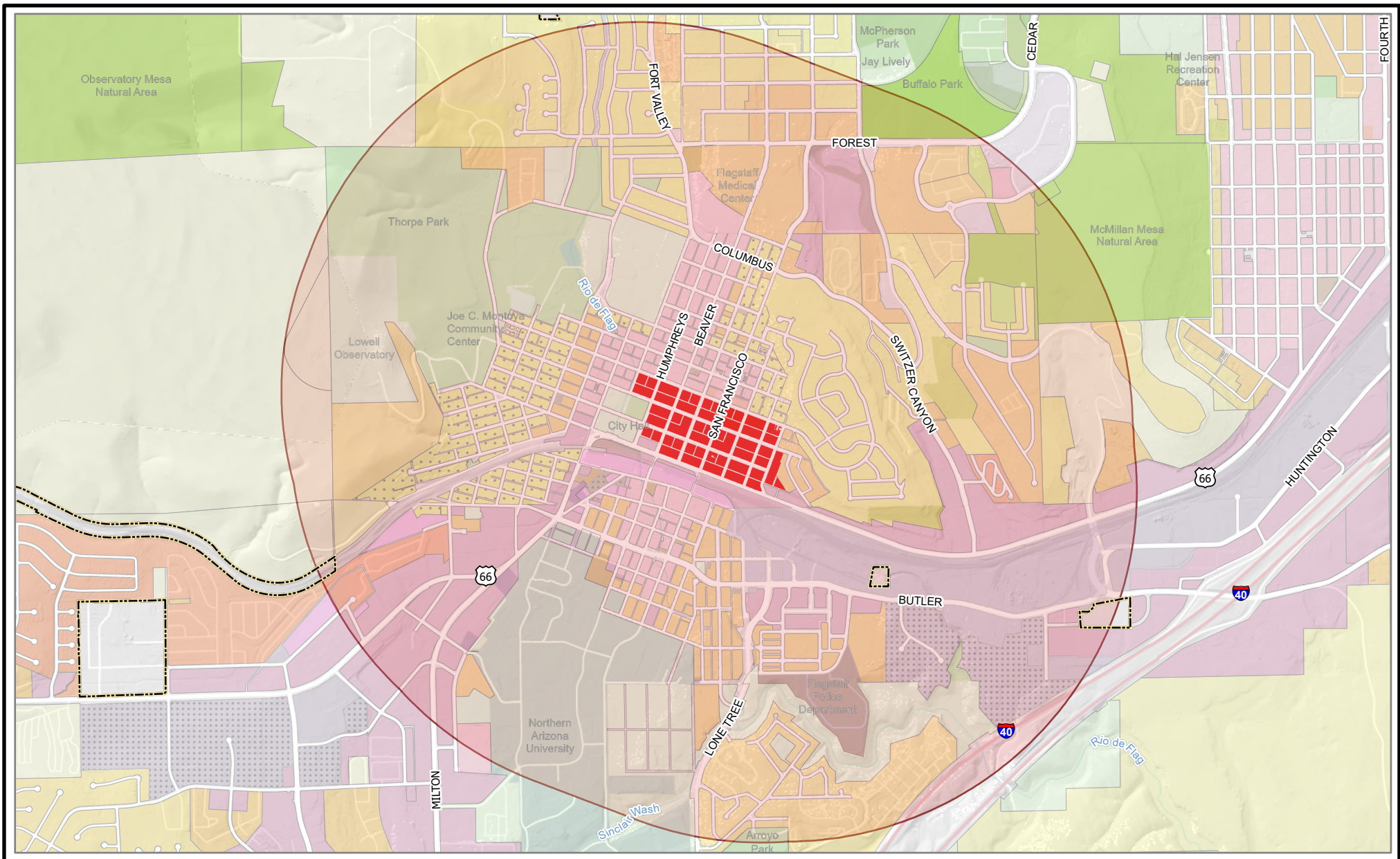
2 (a) MEANS BUILDINGS THAT ARE COMPATIBLE IN SCALE, FORM AND
3 CHARACTER WITH SINGLE-FAMILY HOUSES AND THAT CONTAIN TWO OR MORE ATTACHED,
4 DETACHED, STACKED OR CLUSTERED HOMES.

5 (b) INCLUDES DUPLEXES, TRIPLEXES, FOURPLEXES AND TOWNHOUSES.

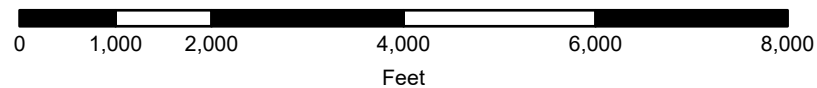
6 8. "PERMITTED USE" MEANS THE ABILITY FOR A DEVELOPMENT TO BE
7 APPROVED WITHOUT REQUIRING A PUBLIC HEARING, VARIANCE, CONDITIONAL USE
8 PERMIT, SPECIAL PERMIT OR SPECIAL EXCEPTION, OTHER THAN A DISCRETIONARY
9 ZONING ACTION TO DETERMINATION THAT A SITE PLAN CONFORMS WITH APPLICABLE
10 ZONING REGULATIONS.

11 9. "TOWNHOUSES" MEANS DWELLING UNITS THAT ARE CONSTRUCTED IN A ROW
12 OF TWO OR MORE ATTACHED UNITS IN WHICH EACH DWELLING UNIT SHARES AT LEAST
13 ONE COMMON WALL WITH AN ADJACENT UNIT AND THAT ARE ACCESSED BY SEPARATE
14 OUTDOOR ENTRANCES.

15 10. "TRIPLEX" MEANS THREE DWELLING UNITS ON THE SAME PARCEL OR LOT
16 IN ATTACHED, DETACHED OR SEMI-DETACHED ARRANGEMENTS THAT ARE DESIGNED FOR
17 RESIDENTIAL OCCUPANCY BY NOT MORE THAN THREE HOUSEHOLDS LIVING
18 INDEPENDENTLY FROM EACH OTHER.



Central Business Zoning 1 Mile Buffer



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.



1/15/2025 8:48 AM