

## NOTICE AND AGENDA

PLANNING & ZONING COMMISSION  
WEDNESDAY  
JANUARY 14, 2026

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](mailto: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. OPEN CALL TO THE PUBLIC

*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 December 10, 2026.

**5. GENERAL BUSINESS**

**A. Request:** Case No. PZ-25-00521 -- 2025 Clean Up: Request for a work session with the Planning and Zoning Commission to discuss the City's proposed amendment to the Zoning Code (Title 10) and the Subdivision Code (Title 11) to modify the following provisions:

- 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 footnotes 5 and 7 to remove a conflict on allowed density for the Community Commercial zone.
- Title 11, General Plans and Subdivision, Chapter 11-20: Subdivision and Land Split Regulations, Division 11-20.40: Subdivision procedures and requirements to remove requirements for Preliminary Plats to be reviewed by Council in accordance with recent state legislation.

**STAFF RECOMMENDED ACTION:**

The work session with the Planning and Zoning Commission is required as a "Citizen Review Session" in compliance with Section 10-20.50.040 (Procedures) of the Zoning Code and applicable state law. The purpose of the work session is for staff to present an overview of the proposed amendment, to allow interested residents to provide their ideas, suggestions, and concerns, and for the Commission to ask questions, seek clarification, and discuss the amendment, as well as offer alternate suggestions and ideas. The Commission will take no action at this work session.

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

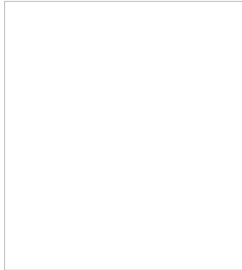
**7. ADJOURNMENT**

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](http://www.flagstaff.az.gov).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Alexandra Pucciarelli, Commission Liaison



**Planning & Zoning Commission**

4.

**Meeting Date:** 01/14/2026

**From:** Nancy Corbin-Fuller, Administrative Specialist

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**Information**

**TITLE:**

**APPROVAL OF MINUTES**

Approval of the minutes from the regular meeting on December 10, 2026.

**STAFF RECOMMENDED ACTION:**

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**Attachments**

Approval of December 10, 2025 Minutes

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## MINUTES

PLANNING & ZONING COMMISSION  
WEDNESDAY  
DECEMBER 10, 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  
CHRISTINE SHEEHY  
CJ LUCKE  
IAN SHARP  
MEGAN WELLER

EXCUSED:  
MARY NORTON, VICE CHAIR  
JOSHUA MAHER

### 3. OPEN CALL TO THE PUBLIC

- 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 October 29, 2025.

**Moved by** Christine Sheehy, **seconded by** CJ Lucke **to approve the minutes from the regular meeting on October 29, 2025.**

**Vote:** 5 - 0 - Unanimously

**5. PUBLIC HEARING**

**A. PZ-23-00134 Sign Code Text Amendment:**

City's request for a Zoning Code Text Amendment to modify the existing Sign Standards (Division 10-50.100).

Staff recommends the Planning and Zoning Commission, in accordance with the findings of this report, make a recommendation to the City Council for approval of Zoning Code Text Amendment PZ-23-00134 Sign Standards.

- Wesley Welch, Senior Planner, delivered the presentation. A discussion followed, during which the Commissioners' questions were addressed by Wesley Welch and Alexandra Pucciarelli, Current Planning Manager.

**Moved by** Christine Sheehy, **seconded by** CJ Lucke to approve in accordance with the findings of this report, make a recommendation to the City Council for approval of Zoning Code Text Amendment PZ-23-00134 Sign Standards.

**Vote:** 5 - 0 - Unanimously

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

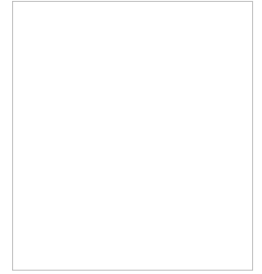
- Alexandra Pucciarelli announced that the December 24, 2025 meeting is cancelled due to the holidays.

**7. ADJOURNMENT**

- The meeting was adjourned at 4:27 p.m.

SIGNATURE LINE

CHAIRPERSON



**Planning & Zoning Commission**

6. A.

**Meeting Date:** 01/14/2026

**From:** Tiffany Antol, Zoning Code Manager

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**Information**

**TITLE**

**Request:** Case No. PZ-25-00521 -- 2025 Clean Up: Request for a work session with the Planning and Zoning Commission to discuss the City's proposed amendment to the Zoning Code (Title 10) and the Subdivision Code (Title 11) to modify the following provisions:

- 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 footnotes 5 and 7 to remove a conflict on allowed density for the Community Commercial zone.
- Title 11, General Plans and Subdivision, Chapter 11-20: Subdivision and Land Split Regulations, Division 11-20.40: Subdivision procedures and requirements to remove requirements for Preliminary Plats to be reviewed by Council in accordance with recent state legislation.

**STAFF RECOMMENDED ACTION:**

The work session with the Planning and Zoning Commission is required as a "Citizen Review Session" in compliance with Section 10-20.50.040 (Procedures) of the Zoning Code and applicable state law. The purpose of the work session is for staff to present an overview of the proposed amendment, to allow interested residents to provide their ideas, suggestions, and concerns, and for the Commission to ask questions, seek clarification, and discuss the amendment, as well as offer alternate suggestions and ideas. The Commission will take no action at this work session.

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**Attachments**

Staff Report  
Title 10 Draft Ordinance  
Title 11 Draft Ordinance

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## Planning and Development Services

**Date:** December 29, 2025  
**TO:** Planning and Zoning Commission  
**FROM:** Tiffany Antol, AICP, Zoning code Manager  
**Through:** Michelle McNulty, AICP, Planning & Development Services Director  
Alexandra Pucciarelli, Current Planning Manager  
**RE:** Planning and Zoning Commission Work Session

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### I. **Request:**

Case No. PZ-25-00521 – 2025 Clean Up: Request for a work session with the Planning and Zoning Commission to discuss the City’s proposed amendment to the Zoning Code (Title 10) and the Subdivision Code (Title 11) to modify the following provisions:

- 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 footnotes 5 and 7 to remove a conflict on allowed density for the Community Commercial zone.
- Title 11, General Plans and Subdivision, Chapter 11-20: Subdivision and Land Split Regulations, Division 11-20.40: Subdivision procedures and requirements to remove requirements for Preliminary Plats to be reviewed by Council in accordance with recent state legislation.

### II. **Purpose of the Work Session:**

The work session with the Planning and Zoning Commission is required as a “Citizen Review Session” in compliance with Section 10-20.50.040 (Procedures) of the Zoning Code and applicable state law. The purpose of the work session is for staff to present an overview of the proposed amendment, to allow interested residents to provide their ideas, suggestions, and concerns, and for the Commission to ask questions, seek clarification, and discuss the amendment, as well as offer alternate suggestions and ideas. The Commission will take no action at this work session. After the work session, staff will revise the proposed amendment. The amendment will then be presented to the Commission at a public hearing for consideration and action. Once a recommendation is received, a public hearing will be scheduled with the City Council. The anticipated timeline for the amendments is as follows:

- January 14, 2026 – Planning and Zoning Commission Work Session
- January 28, 2026 – Planning and Zoning Commission Public Hearing
- February 17, 2026 – City Council Public Hearing (1<sup>st</sup> Reading of Ordinance)
- March 3, 2026 – City Council Public Hearing (2<sup>nd</sup> Reading of Ordinance/Adoption)

### III. **Overview of Proposed Amendment:**

Amend Title 10, the Flagstaff Zoning Code for the purpose of modifying , 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 footnotes 5 and 7, as follows:

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~~ setbacks, lot coverage, and building height established in the HR zone. Residential uses in the SC, CC and NCC zones shall be subject to the ~~development standards~~ setbacks, lot coverage, and building height established in the MR zone.

7. Single-family and duplex dwellings are permitted by right on existing lots 9,000 square feet or less subject to ~~the building placement and building form~~ setbacks, lot coverage, and building height requirements of the MR zone.

Amend 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 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.~~

#### IV. Findings:

At the January 28, 2026 Planning and Zoning Commission meeting, the Commission will be requested to make a recommendation to the City Council on the proposed amendments based on the required findings specified in the Zoning Code. For your reference and discussion purposes, the required findings are specified below:

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.

#### V. Community Involvement

In accordance with Arizona Revised Statutes and the Zoning Code, the work session before the Planning and Zoning Commission was advertised in the Arizona Daily Sun on Saturday, December 27, 2026, which is 18 days before the scheduled meeting date.

As of the date of this memorandum, staff has not received any public comments on the proposed amendment.

#### Conclusion:

As indicated above, the purpose of the work session is for staff to present an overview of the Zoning Code's proposed amendment 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 amendment. 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:**

1. PZ-25-00251 2025 Clean Up – Title 10 Draft Ordinance
2. PZ-25-00251 2025 Clean Up – Title 11 Draft Ordinance

ORDINANCE NO. 2026-XX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF, AMENDING THE FLAGSTAFF CITY CODE, TITLE 10, FLAGSTAFF ZONING CODE, CHAPTER 10-40 SPECIFIC TO ZONES, DIVISION 10-40.30 NON TRANSECT ZONES; 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 10, Flagstaff Zoning Code, Chapter 10-40: Specific to Zones, Division 10-40.30: Non-Transect Zones, Section 10-

WHEREAS, the City of Flagstaff wishes to clarify the density allowances for residential developments in the Community Commercial zone in support of Middle Housing; 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. 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 footnotes 5 and 7, as follows:

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~~ **setbacks, lot coverage, and building height** established in the HR zone. Residential uses in the SC, CC and NCC zones shall be subject to the ~~development standards~~ **setbacks, lot coverage, and building height** established in the MR zone.

7. Single-family and duplex dwellings are permitted by right on existing lots 9,000 square feet or less subject to ~~the building placement and building form~~ **setbacks, lot coverage, and building height** requirements of the MR zone.

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 3<sup>rd</sup> day of March 2026.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
CITY ATTORNEY

**ORDINANCE NO. 2026-XX**

**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 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

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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 3<sup>rd</sup> day of March 2026.

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MAYOR

ATTEST:

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CITY CLERK

APPROVED AS TO FORM:

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CITY ATTORNEY