



Planning and Development Services Memo

April 1, 2009

TO: Mayor and City Council
Kevin Burke, City Manager



THROUGH: Mark Landsiedel, Community Development Director
Jim Cronk, Planning Director

FROM: Roger E. Eastman, AICP, Zoning Code Administrator

RE: April 14, 2009 Work session
Update on the new zoning code for the City of Flagstaff

Background:

The purpose of this memorandum and the April 14th work session is to provide the City Council with a brief update on the status of the new zoning code for the City of Flagstaff. An overview of next steps in the project is also included.

Current Status:

The last two months have been very busy as we have started into this very important project. A summary of key accomplishments to date is described below. In the April 14th work session additional information will be presented to the council on each of these topics.

- February 25-27: Planning staff hosted a very successful first visit with the consultant planning team. The staff had group and individual meetings with the team, showed them around Flagstaff, and developed a strong professional relationship with them. The planning team later reported to staff that they were impressed with the depth of knowledge and understanding they now have of the City.
- Staff presented an overview of the Zoning Code Rewrite project to eight City boards and commissions and two advisory committees who will be directly involved in the project. In addition, overviews of the project were presented at three joint Regional Plan/Zoning Code Rewrite open houses held in early March. Of the est. 100 attendees, over a third submitted written comments on the project and/or volunteered to participate in it. Presentations were also made to the Northern Arizona Association of Realtors, NABA, Chamber of Commerce, Friends of Flagstaff's Future, etc. In the coming months, an overview of the project will be presented to as many social and service clubs as possible.
- The Zoning Code Focus Groups are well underway to being formed. In response to an initial group e-mail to over 500 people, almost 250 citizens have stepped forward indicating their willingness to participate on at least one Focus Group (some citizens will be working on more than one). Numerous others have agreed to stay involved through regular e-mail updates. It is anticipated that the first Focus Group meetings will be held in early May.

- The website for the Zoning Code Rewrite is essentially complete (a few reference/resource documents need to be added). The website was formally posted and announced via e-mail to an extensive list of interested citizens as well as in the April utility bills. It will also be announced in the upcoming issue of CityScape. www.flagstaff.az.gov/zoningupdate.
- Staff has compiled extensive information and reports to be provided to the consultant planning team on such topics as previously entitled but as yet un-built projects, current status of the Regional Plan, copies of various master plans (Southside and La Plaza Vieja), status of the Transportation Master Plan, etc.
- Coordination with the Regional Plan update continues, and weekly meetings are held between the staff participating in both projects.
- Staff continues to develop extensive tools to ensure that the project stays on track, on budget, and on schedule. This includes the use of numerous Excel spreadsheets to track for example, stakeholders, Focus Group membership, and the project budget, as well as a Gantt chart developed in MS Project.

Next Steps on the Path Forward:

- Finalization of the Focus Groups and scheduling of the first meetings.
- Preparation for the consultant's second visit to Flagstaff.
- May 6 – 8: Consultant second visit to Flagstaff, primarily to conduct interviews with key community stakeholders and to finalize their macro-scale analysis of the City. All city councilors and planning commissioners will be interviewed by the consultant team.
- May 7th: Open house/public presentation by Opticos Design Inc. and their team. The presentation will include a brief introduction to the team and the approach to be followed for this project; a review of the Transect, how it can be applied in Flagstaff; a review of form-based code basics; and, a "listening session" to enable the citizens in attendance to offer comments and suggestions, ask questions, and engage with staff and the consultants on important issues.

If you have questions on this update for Flagstaff's new zoning code, or require additional information, please contact Roger E. Eastman AICP, Zoning Code Administrator at (928) 779-7631 Ext. 7606 or via e-mail at reastman@ci.flagstaff.az.us.