

**JOINT WORK SESSION  
FLAGSTAFF CITY COUNCIL/COCONINO COUNTY BOARD OF SUPERVISORS  
AGENDA**

**4:00 P.M. - MONDAY  
NOVEMBER 6, 2017**

**COUNCIL CHAMBERS  
211 WEST ASPEN AVENUE**

- 1. Call to Order**
  
- 2. Pledge of Allegiance and Mission Statement**

**MISSION STATEMENT**

*The mission of the City of Flagstaff is to protect and enhance the quality of life for all.*

- 3. Roll Call:**

*NOTE: One or more Councilmembers/Commissioners may be in attendance telephonically or by other technological means.*

**CITY COUNCIL MEMBERS:**

MAYOR EVANS  
VICE MAYOR WHELAN  
COUNCILMEMBER BAROTZ  
COUNCILMEMBER MCCARTHY

COUNCILMEMBER ODEGAARD  
COUNCILMEMBER OVERTON  
COUNCILMEMBER PUTZOVA

**BOARD OF SUPERVISORS:**

CHAIRWOMAN ARCHULETA  
VICE CHAIRMAN RYAN  
SUPERVISOR BABBOTT

SUPERVISOR FOWLER  
SUPERVISOR PARKS

- 4. Public Participation:**

*Public Participation enables the public to address the Council about an items that are not on the agenda. Public Participation appears on the agenda twice, at the beginning and at the end of the work session. You may speak at one or the other, but not both. Anyone wishing to comment on an item that is on the agenda is asked to fill out a speaker card and submit it to the recording clerk. When the item comes up on the agenda, your name will be called. You may address the Council up to three times throughout the meeting, including comments made during Public Participation. Please limit your remarks to three minutes per item to allow everyone an opportunity to speak.*

- 5. Update on Ban the Box**
  
- 6. Legislative Issues Including Joint Resolution of Support for Commercial Property Assessed Clean Energy (CPACE).**

7. **Briefing on Dark Sky Preservation Efforts**
8. **Update on Joint Land Use Study (JLUS)**
9. **Northern Arizona Military Advocacy Council (NAMAC) Overview.**
10. **2017 Winter Recreation Taskforce Update**
11. **Informational Items To/From Chairman, Supervisors and County Manager/Mayor, Council and City Manager.**
12. **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 \_\_\_\_\_, 2017.

\_\_\_\_\_  
Elizabeth A. Burke, MMC, City Clerk

**5.**

## CITY OF FLAGSTAFF STAFF SUMMARY REPORT

**To:** The Honorable Mayor and Council  
**From:** Shannon Anderson, Human Resources Director  
**Date:** 10/30/2017  
**Meeting Date:** 11/06/2017



### **TITLE:**

**Update on Ban the Box**

### **DESIRED OUTCOME:**

Inform the City Council and Board of County Supervisors of the City of Flagstaff and Coconino County Ban the Box efforts.

### **EXECUTIVE SUMMARY:**

The City's application for employment included the question, "Have you ever been convicted of or pled guilty to an offense as an adult, including DUI and reckless driving offenses (excluding minor traffic violations)?" In April of 2017 the Human Resources Division received direction from the Flagstaff City Council to begin efforts in removing this question from the City's employment application. There are similar efforts nationwide and the Equal Employment Opportunity Commission (EEOC) has raised concerns about this type of application question. The Human Resources Division and City Attorney's Office worked together to remove this question from the City's application (both electronic and paper forms). The new application for employment was rolled out on September 29, 2017.


Coconino County adopted resolution 2017-29 on May 10, 2017, to Ban the Box and no longer require disclosure of past criminal history on the initial job application form.

### **INFORMATION:**


The City's application for employment will no longer include a question about convictions. The City will continue to conduct a pre-employment background check that includes employment, criminal, motor vehicle and professional references verification. In addition, there may be other pre-employment requirements required for positions based on the essential job functions such as physical exams, physical agility exams, Minnesota Multiphasic Personality Inventory (MMPI) exams, polygraph, immunizations or other health-related exams. There also may be supplemental materials required with an application such as the Police Department Background Questionnaire or a CDL Release in order to ensure the applicant may perform all essential job duties.

**Attachments:** [Old & New Application Screen Shots](#)  
[Coconino County Resolution 2017-29](#)

Old Application:

		<b>City of Flagstaff</b> <b>APPLICATION FOR EMPLOYMENT</b> Human Resources Division 211 West Aspen Ave. Flagstaff, Arizona 86001	
		The City of Flagstaff is an Equal Employment Opportunity/Affirmative Action Employer	
Phone: (928) 213-2090 Toll Free: (800) 463-1389 Fax: (928) 213-2089 TDD: (928) 774-5281 <a href="http://www.flagstaff.az.gov">www.flagstaff.az.gov</a> <a href="mailto:human.resources@flagstaffaz.gov">human.resources@flagstaffaz.gov</a>			
<i>Please type or print legibly. It is necessary to answer each question as completely as possible <b><u>EVEN IF YOU ATTACH A RESUME.</u></b>          A separate application is required for each position. *</i>			
<b>Position Information</b>			
Position Applying For:			
Vacancy Number:		Division:	
<b>Personal Information</b>			
Last Name:		First Name:	
Mailing Address:		City, State:	Zip Code:
Email Address:		Fax Number:	
Day Phone Number:		Message Phone Number:	
<b>Answering yes to any of the questions below will not automatically disqualify you from employment. Each case will be assessed on its relevance to a hiring decision.</b>			
Have you ever been convicted of or pled guilty to an offense as an adult, including DUI and reckless driving offenses (excluding minor traffic violations)? If yes, Please explain:		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been suspended, fired, or asked to resign? If yes, please explain:		<input type="checkbox"/> Yes <input type="checkbox"/> No	

New Application:

 <div style="text-align: center;"> <h2 style="margin: 0;">City of Flagstaff</h2> <h3 style="margin: 0;">APPLICATION FOR EMPLOYMENT</h3> <p style="margin: 0;">Human Resources Division 211 West Aspen Ave. Flagstaff, Arizona 86001</p> <p style="margin: 0; font-size: small;">The City of Flagstaff is an Equal Employment Opportunity/Affirmative Action Employer</p> </div>	
Phone: (928) 213-2090 Toll Free: (800) 463-1389 Fax: (928) 213-2089 TDD: (928) 774-5281 <a href="http://www.flagstaff.az.gov">www.flagstaff.az.gov</a> <a href="mailto:human.resources@flagstaffaz.gov">human.resources@flagstaffaz.gov</a>	
Please type or print legibly. It is necessary to answer each question as completely as possible <b><u>EVEN IF YOU ATTACH A RESUME.</u></b> A separate application is require for each position. * *You may submit copies of your application, but you must provide an original signature, position title, and vacancy number on each copy.	
<b>Position Information</b>	
Position Applying For:	
Vacancy Number:	Division:
<b>Personal Information</b>	
Last Name:	First Name:
Mailing Address:	City, State: Zip Code:
Email Address:	Fax Number:
Day Phone Number:	Message Phone Number:
Answering yes to any of the questions below will not automatically disqualify you from employment. Each case will be assessed on its relevance to a hiring decision.	
Have you ever been suspended, fired, or asked to resign?  If yes, please explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Online Job Applications**

Logged in as: sanderson@flagstaffaz.gov [Logout](#)

Selected Job: None [View Job Listings](#)

- 

**Profile:**

**Personal**

- [Login/Email](#)
- [Contact](#)
- [Personal](#)
- [Education](#)
- [Employment](#)
- [References](#)
- [Job Skills](#)
- [Additional Info](#)

**Actions:**

- [Submit Application](#)
- [Preview Application](#)
- [Edit Profile](#)
- [View My History](#)
- [Logout](#)
- [Job Listings](#)
- [Upload Resume](#)

Have you ever been suspended, fired, or asked to resign:  No  Yes

Explanation: 138 characters available

Do you have any relatives employed  No  Yes  
by the City of Flagstaff:

Names and relationship: 39 characters available

Do you currently work for  No  Yes

**RESOLUTION NO. 2017-29**

**A RESOLUTION OF THE COCONINO COUNTY, ARIZONA, BOARD OF SUPERVISORS  
COMMITTING TO ADOPTING AND IMPLEMENTING HIRING PRACTICES THAT SUPPORT  
THE EMPLOYMENT OF REHABILITATED INDIVIDUALS WITH CRIMINAL RECORDS**

**WHEREAS**, almost 70 million Americans – nearly one in three adults – have a criminal record; and

**WHEREAS**, criminal convictions often serve as a barrier to employment for rehabilitated individuals, which in turn contributes to recidivism, increased crime, and poverty in our community; and

**WHEREAS**, Coconino County is committed to economic development, public safety, and, as an employer, recognizes the need for recruiting qualified individuals for employment for various positions within the County; and

**WHEREAS**, Coconino County desires to assist otherwise qualified individuals with criminal histories by affording them an opportunity to compete equally for public employment and thereby assist them in successfully reintegrating into the community; and

**WHEREAS**, Coconino County supports the principle that individuals who have successfully completed their sentences deserve a second chance; and

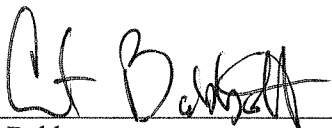
**WHEREAS**, Coconino County is committed to the idea that rehabilitation should be our top priority and that making a poor decision should not necessarily define our future employment options;

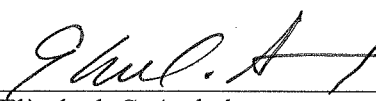
**NOW, THEREFORE, BE IT RESOLVED**, by the Coconino County Board of Supervisors that the County will adopt and implement policies that support the employment of rehabilitated individuals with criminal records. Examples of such policies include, but are not limited to:

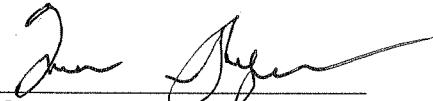
1. The County will “Ban the Box” and no longer require disclosure of past criminal history on the initial job application form;
2. The County will actively encourage rehabilitated individuals with criminal records to apply for employment by engaging community partners such as treatment providers, correctional facilities reentry specialists, and organizations assisting individuals in obtaining employment;
3. The County’s Department of Human Resources is directed to determine which positions will continue to require background checks, due to their work with vulnerable populations or the safety-sensitive nature of the positions, and to develop recommendations for such policies and procedures as may be necessary to implement this policy.
4. The County will encourage contractors and entities who do business with Coconino County to follow suit and provide employment opportunities to individuals with criminal records.

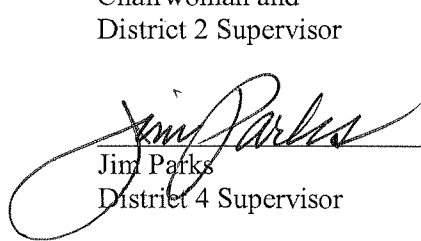
PASSED and ADOPTED this 10<sup>th</sup> day of May, 2017.

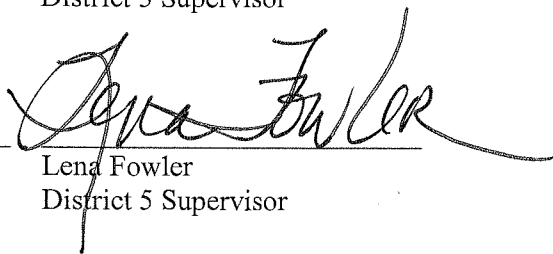
COCONINO COUNTY BOARD OF SUPERVISORS

  
Art Babbott  
District 1 Supervisor

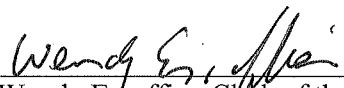
  
Elizabeth C. Archuleta  
Chairwoman and  
District 2 Supervisor

  
Matt Ryan  
District 3 Supervisor

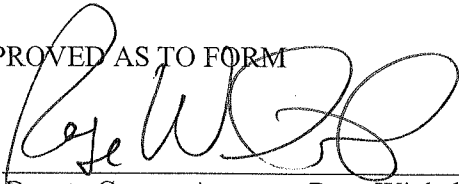
  
Jim Parks  
District 4 Supervisor

  
Lena Fowler  
District 5 Supervisor

ATTEST:

  
Wendy Escoffier, Clerk of the Board

APPROVED AS TO FORM

By:   
Deputy County Attorney, Rose Winkeler

6.

## **CITY OF FLAGSTAFF STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Caleb Blaschke, Assistant to the City Manager  
**Co-Submitter:** James Jayne, Director of Special Initiatives, Coconino County  
**Date:** 11/01/2017  
**Meeting Date:** 11/06/2017



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### **TITLE:**

**Legislative Issues Including Joint Resolution of Support for Commercial Property Assessed Clean Energy (CPACE).**

### **DESIRED OUTCOME:**

Staff recommends that the City of Flagstaff and Coconino County create a joint resolution of support for CPACE.

### **EXECUTIVE SUMMARY:**

Commercial Property Assessed Clean Energy (CPACE) is an economic development financing tool that is driven by local governments collaborating with commercial property owners and lenders to upgrade properties, create local jobs and revitalize neighborhood commercial centers. These upgrades consist of new windows, roofs, insulation, lighting, HVAC systems, water saving fixtures, and other clean energy improvements.

As an economic development tool, CPACE creates local jobs, increases property values and revitalizes neighborhoods. In addition, CPACE helps the City and County improve sustainability through the clean energy improvements.

In order for CPACE to be available to Coconino County and Flagstaff residents, the state of Arizona must pass a bill that authorizes contractual assessment-based financing. The County would then opt into the program that allows property owners to secure the private financing through the lien process. Rick Moore, Clean Energy and Efficiency Director, with the Grand Canyon Trust is working with the City and County on advancing state legislation that allows for CPACE. Mr. Moore will provide a presentation at the joint work session on November 6, 2017.

### **INFORMATION:**

Council Goals:  
Economic Development.

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### **Attachments:**

*No file(s) attached.*



7.

## CITY OF FLAGSTAFF STAFF SUMMARY REPORT

**To:** The Honorable Mayor and Council  
**From:** Dan Folke, Planning Director  
**Date:** 11/02/2017  
**Meeting Date:** 11/06/2017



### TITLE:

**Briefing on Dark Sky Preservation Efforts**

### DESIRED OUTCOME:

To learn about multiple projects related to Dark Sky Preservation and the lighting code standards.

### EXECUTIVE SUMMARY:

Flagstaff, Arizona has the world's longest-standing and most comprehensive measures in place to preserve the quality of the night sky. Initially established to preserve dark skies for astronomical research, the standards now serve diverse stakeholders. As of 2017, three distinct but interrelated dark-sky-preservation efforts are underway and proceeding toward completion on well-defined timescales, that will ensure the preservation of dark skies in northern Arizona for decades to come and that will serve as a national model for implementing effective outdoor lighting practices in the LED era.

### INFORMATION:

A presentation on several projects will be provided by Jeff Hall, Director of Lowell Observatory. The projects are Street Lighting to Enhance Dark Skies (SLEDS), the Naval Observatory Flagstaff Station Mission Compatibility Light Pollution Study and the Joint Land Use Study (JLUS). In addition to project teams a local Dark Sky working group has been formed. Implementation of the Light Pollution Study recommendations will require amendments to the City and County lighting standards. Additional amendments may result from the JLUS. The presentation and supporting documents are attached.

**Attachments:** [Dark Sky Preservation presentation 110617](#)  
[Dark Sky Exec Summary 110617](#)  
[Naval Observatory REPI 110617](#)  
[Dark Sky Working Group letter 110617](#)

# **A Coordinated Regional Effort for Dark Sky Preservation**

CASSINI'S GRAND FINALE AT SATURN

# Astronomy

The week's best reading, astronomy, popular

NEW RESEARCH

## Solving mysteries of

# PLUTO

Unique landscapes, geological activity, and — maybe — an underground ocean

16 times we didn't find E.T. ...

HOW Flagstaff is preserving dark skies ...

SECRETS of old-world galaxies ...



# How FLAGSTAFF is preserving DARK SKIES

A star party and world-leading community are keeping the hometown of Lowell Observatory in the dark.  
by Christian Luginbuhl and Jeffrey Hall

Partygoers and telescope buffs share a star-filled sky near Flagstaff, Arizona, during the city's annual star party. Photo by [unreadable]

# Dark-Sky Preservation in Flagstaff

Flagstaff's current outdoor lighting code and engineering standards, established in 1989, are the most comprehensive in the world.

Practices in Coconino County closely follow suit.



**SPECTRUM MANGEMENT**

**FULL CUTOFF SHIELDING**

**ILLUMINATION LIMITS**

[www.flagstaffdarkskies.org](http://www.flagstaffdarkskies.org)





MONRAD ENGINEERING

# SLEDS

## Street Lighting for Enhancing Dark Skies

**Dark Sky Working Group**  
LOWELL, USNO, CITY, COUNTY, FDSC, NAU, CHAMBER, CVB, USGS, NPS, ECONA, USFS, NNGE, FFF, BUSINESSES, RESIDENTS



DARK SKY PARTNERS

**MCS**  
Mission  
Compatibility Study

**JLUS**  
Joint Land  
Use Study

**Policy Committee**  
LOWELL, USNO, CITY, COUNTY, FDSC, NAU, CHAMBER, CVB, USGS, NPS, USFS, ECONA, NAVAJO & HOPI NATIONS, AZ LAND, REAL ESTATE & BUSINESS, WILLIAMS



MAKERS ARCHITECTURE & URBAN DESIGN

# SLEDS

## THERE'S SOMETHING ABOUT AMBER

### FLAGSTAFF TODAY

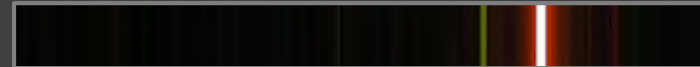
HIGH-PRESSURE SODIUM (30%)

(30%)



LOW-PRESSURE SODIUM (70%)

(70%)



### THE WORLD TODAY

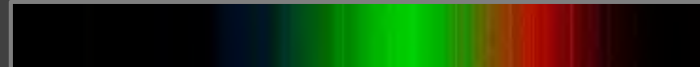
HIGH-TEMPERATURE WHITE LED



### FLAGSTAFF TOMORROW

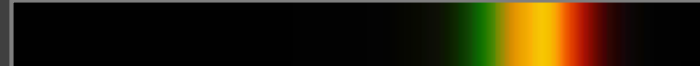
LOW-TEMPERATURE WHITE LED (0% / 20%)

(0% / 20%)



NARROW BAND AMBER LED (100% / 80%)

(100% / 80%)



REFERENCE: <http://www.flagstaffdarkskies.org/for-wonks/lamp-spectrum-light-pollution/>

# MCS

## BALANCING DARK-SKY PROTECTION WITH ECONOMIC GROWTH

Canopies in LZ 1.

LZ 2 → LZ 3.

Review and mitigate nonconforming lighting.

Measure LED lumen output correctly.

Update residential roadway lighting requirements.

Measure *average* lighting output for residential lighting codes.



# JLUS

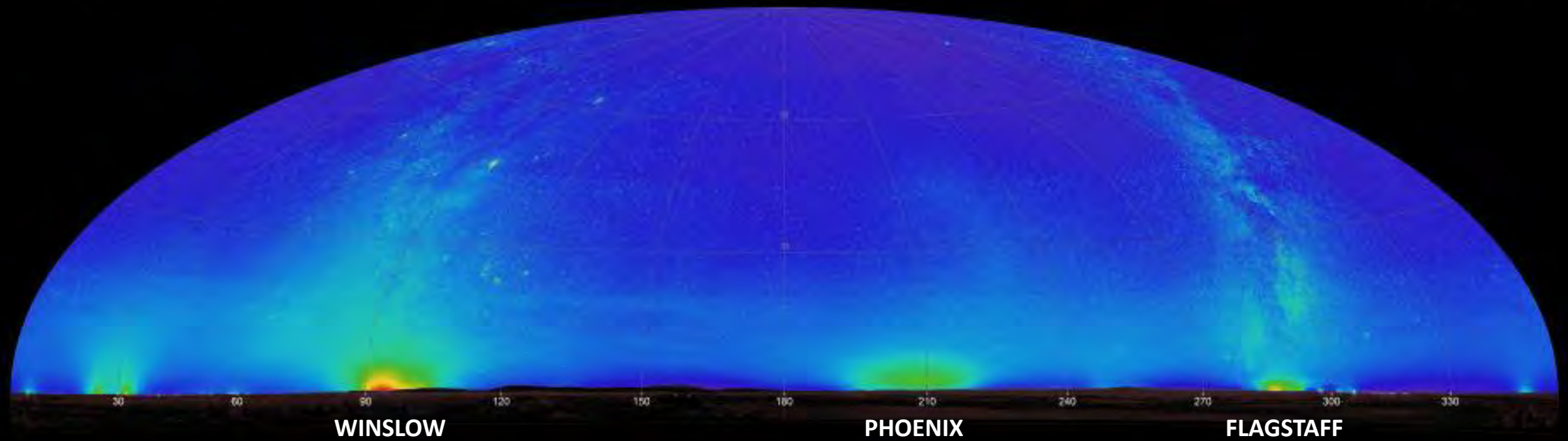
## A COLLABORATIVE EFFORT

...among the local military and neighboring states, communities, and interested stakeholders to

- minimize the military's operational effects on neighboring jurisdictions and
- ensure local civilian development is compatible with the ongoing DoD mission.

# A Comprehensive Dark-Sky Plan

## A MODEL FOR OTHER COMMUNITIES AND REGIONS



## Flagstaff and Coconino County Dark Sky Preservation Efforts Executive Summary - November 1, 2017

Flagstaff, AZ has the world's longest-standing and most comprehensive measures in place to preserve the quality of the night sky. Initially established to preserve dark skies for astronomical research, the standards now serve diverse stakeholders. As of 2017, three distinct but interrelated dark-sky-preservation efforts are underway and proceeding toward completion on well-defined timescales, that will **ensure the preservation of dark skies in northern Arizona for decades to come** and that will serve as a **national model for implementing effective outdoor lighting practices in the LED era**.

### SLEDS: Street Lighting for Enhancing Dark Skies

*A collaboration between the City of Flagstaff, Lowell Observatory, the U. S. Naval Observatory, and the Flagstaff Dark Skies Coalition.*

The SLEDS team has identified optimum fixtures for the City's retrofit of its aging low-pressure and high-pressure sodium street light system to LED. The new fixtures will employ principally narrow band amber LEDs, with some low-temperature white LEDs along arterials and major collectors. Compared with typical LED outdoor lighting conversions around the world, this is an exception dark-sky-preserving solution that the SLEDS team hopes will serve as a model to other communities.

Test fixtures will be delivered in November 2017 and will be installed in the early part of 2018. Full retrofit of the City's 3,700 street lights will occur over the next few years.

### MCS: Mission Compatibility Study of the U. S. Naval Observatory

*A collaboration between the City of Flagstaff and the U. S. Naval Observatory.*

USNO has conducted a study to understand the effects on its mission of buildout in Flagstaff under current zoning. This has resulted in a set of six recommendations to reduce the sky glow from further development to a point that USNO's mission is not compromised. These recommendations are presented in the letter attached to this Summary. The letter was developed by the Navy and Lowell Observatory, and has been endorsed by the regional Dark Sky Working Group (DWSG), a committee of diverse stakeholders.

### JLUS: Joint Land Use Study

*A collaboration between Coconino County, the Navy, the AZ Army National Guard, and regional stakeholders*

A JLUS is a standard military conduit for evaluation of mission and development compatibility between military bases and surrounding communities. The County has awarded a \$450K contract to Makers Architecture and Urban Design of Seattle to facilitate the process, scheduled for completion in Fall 2018. A JLUS establishes no policy or regulation, but rather makes recommendations to policymakers. Dark-sky preservation is one of the multiple priorities of the JLUS.

**These three efforts represent a comprehensive and collaborative regional commitment to preserving the quality of northern Arizona's night skies. Such a thorough approach is worthy of wide recognition.**



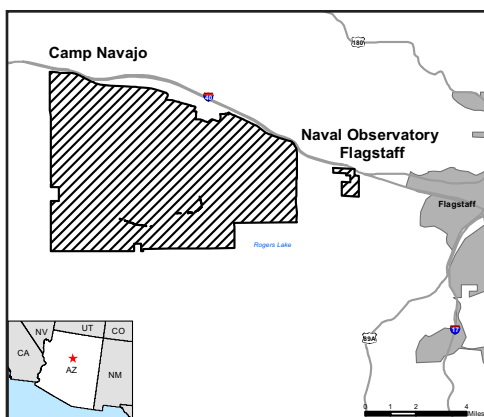
U.S. NAVY :

# NO FLAGSTAFF : ARIZONA



**N**aval Observatory (NO) Flagstaff is the national dark-sky observatory site for the Department of Defense, located in an area of north-central Arizona with the ideal geographic, climatic, and atmospheric conditions for scientific observation and research of the night sky. This observation and research forms the basis of star catalogs and orientation of space systems. NO Flagstaff is also where the Precise Time and Time Intervals used across the DoD are maintained.

Many local government entities promote lighting codes to protect dark night skies in the region in support of the mission at NO Flagstaff, but there continue to be multiple encroachment threats. These threats include residential and commercial incompatible development, which can still increase light pollution, and smoke from



wood burning fireplaces that obstructs clear skies required for sensitive telescopes. The Navy is also seeking easements that require a prescribed fire regime on forest lands to reduce the risk of catastrophic wildfire while also benefiting a healthy native ecosystem.

In addition to protecting the observatory’s mission, the NO

Flagstaff REPI partnership also supports the mission at Camp Navajo, located a few short miles down the road. Limiting incompatible development protects Camp Navajo’s high altitude readiness training from additional lights and noise complaints and safeguards the installation from the risk of trespass into storage areas for munitions and Strategic Arms Reduction Treaty compliant materials. This REPI project also has significant community and environmental benefits, providing habitat for the threatened Mexican spotted owl and protecting water recharge supply for DoD and local communities.

## BENEFIT SUMMARY

### COMMUNITY

- Preserves forest lands
- Protects habitat for notable species
- Provides water supply and recharge protection for the community

### MILITARY

- Provides unique location and conditions for scientific observation and research of the night sky
- Supports military operations at nearby Camp Navajo



A night sky clear of smoke and lights allows Naval Observatory Flagstaff to conduct scientific observation and research for reference frames for celestial navigation and orientation (top). Protected lands in this area also supports buffers for training at Camp Navajo that causes noise and dust (bottom).

## KEY PARTNERS

- Arizona Department of Game and Fish
- Arizona State Forestry Department
- City of Flagstaff
- Coconino County
- Compatible Lands Foundation
- Northern Arizona University
- USFWS

## FAST FACTS THROUGH 30 SEP 2016

- » Acres preserved: **0**
- » Transactions conducted: **0**
- » Total funds expended: **\$0**
- » Project status: **Initiated**

## CONTACT

**NO Flagstaff Direct Number**  
(928) 779-5132

As leaders of the international dark sky movement since its inception in the 1950s, the dark sky community, the Flagstaff City Council, and the Coconino County Board of Supervisors have proactively sought ways to celebrate, promote, and protect the dark skies of Flagstaff and Northern Arizona.

Recently proposed rezoning for developments in the Flagstaff area have highlighted the need to examine and analyze the existing lighting codes, in concert with addressing future development impacts of exterior lighting on dark skies. Our intent is to ensure that any new development complies with lighting codes that will preserve multiple positive aspects of natural darkness, while supporting the Naval Observatory Flagstaff Station (NOFS) and its National Security mission.

To support this effort, the US Navy prepared a mission compatibility study to address lighting impacts on dark skies and the achievement of its mission. This study considered an inventory of existing land uses, projected impacts on the dark sky from new exterior lighting originating from new developments, and assembled recommendations for updates to lighting codes that would protect Northern Arizona's nighttime environment.

The mission compatibility study recommends the following six key areas be considered for updates to the lighting codes to work in concert with new development without restricting future growth:

1. Expand use of canopies in lighting zone I.
2. Extend requirements of lighting zone II into lighting zone III.
3. Assemble a database of existing nonconforming lighting, and review nonconforming parcels annually.
4. Modernize measurement of absolute lumens to account for increasing use of LED lighting.
5. Update residential roadway lighting requirements.
6. Revise residential lighting codes to measure average lighting output over time rather than maximum output.

The undersigned of the Dark Sky Working Group seek the support of Flagstaff City Council and the Coconino County Board of Supervisors for these measures, and strongly recommend their incorporation into the city and county codes.

Jeffrey Hall, director,  
Lowell Observatory

Ed Anderson, director, NAU Atmospheric  
Research Observatory, interim director, National  
Undergraduate Research Observatory

John Ruggles

Anne Wittke, Coconino  
Astronomical Society

Nat White, astronomer  
emeritus, Lowell Observatory

Christian B. Luginbuhl, Flagstaff Dark Skies Coalition

**8.**

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Dan Folke, Planning Director  
**Date:** 11/02/2017  
**Meeting Date:** 11/06/2017



**TITLE:**  
**Update on Joint Land Use Study (JLUS)**

**DESIRED OUTCOME:**  
To understand the purpose and status of the Joint Land Use Study.

**EXECUTIVE SUMMARY:**  
A Joint Land Use Study (JLUS) is a community driven, cooperative and strategic planning process among the United States Naval Observatory, Camp Navajo, Arizona State Land Department, United States Forest Service, Arizona Game and Fish, City of Flagstaff and Coconino County as the sponsor. The goal of the JLUS is to study and make recommendations for compatible land uses between the diverse partners and stakeholders. Coconino County has retained a consulting team to complete the JLUS, held a kickoff meeting and begun data collection.

**INFORMATION:**  
The JLUS project manager is Jay Christelman, Community Development Director for Coconino County. A brief presentation will be provided and is attached to this summary.

**Attachments:** [JLUS Presentation 110617](#)



# Joint Land Use Study Project Update

Joint City/County Meeting  
November 6, 2017





## JLUS Description

- A JLUS is a community driven, cooperative and strategic planning process among the United States Naval Observatory, Camp Navajo, AZLD, USFS, AZGF, City of Flagstaff and Coconino County as the sponsor.





## A JLUS Does....

- Seek to maintain compatible development
- Provide a collaborative document
- Create a body of information that supports informed decision making



## A JLUS Does Not....

- Directly change any land-use decisions or requirements
- Authorize or evaluate any new military or community activities
- Evaluate individual projects or actions



## JLUS Goals

- **Goal 1** – Assist state and local governments to address and prevent the encroachment of civilian communities from impairing the operational utility of military installations.
- **Goal 2** – Preserve and protect the public health, safety, and general welfare of those living near an active military installation.



## JLUS Goals, cont.

- **Goal 3** – Protect and preserve military readiness and defense capabilities while supporting continued community economic development.
- **Goal 4** – Enhance civilian and military communication and collaboration.
- **Goal 5** – Increase public awareness of the military missions.



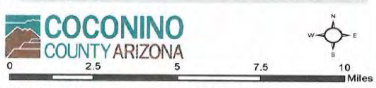
# JLUS Planning Area

## Joint Land Use Study

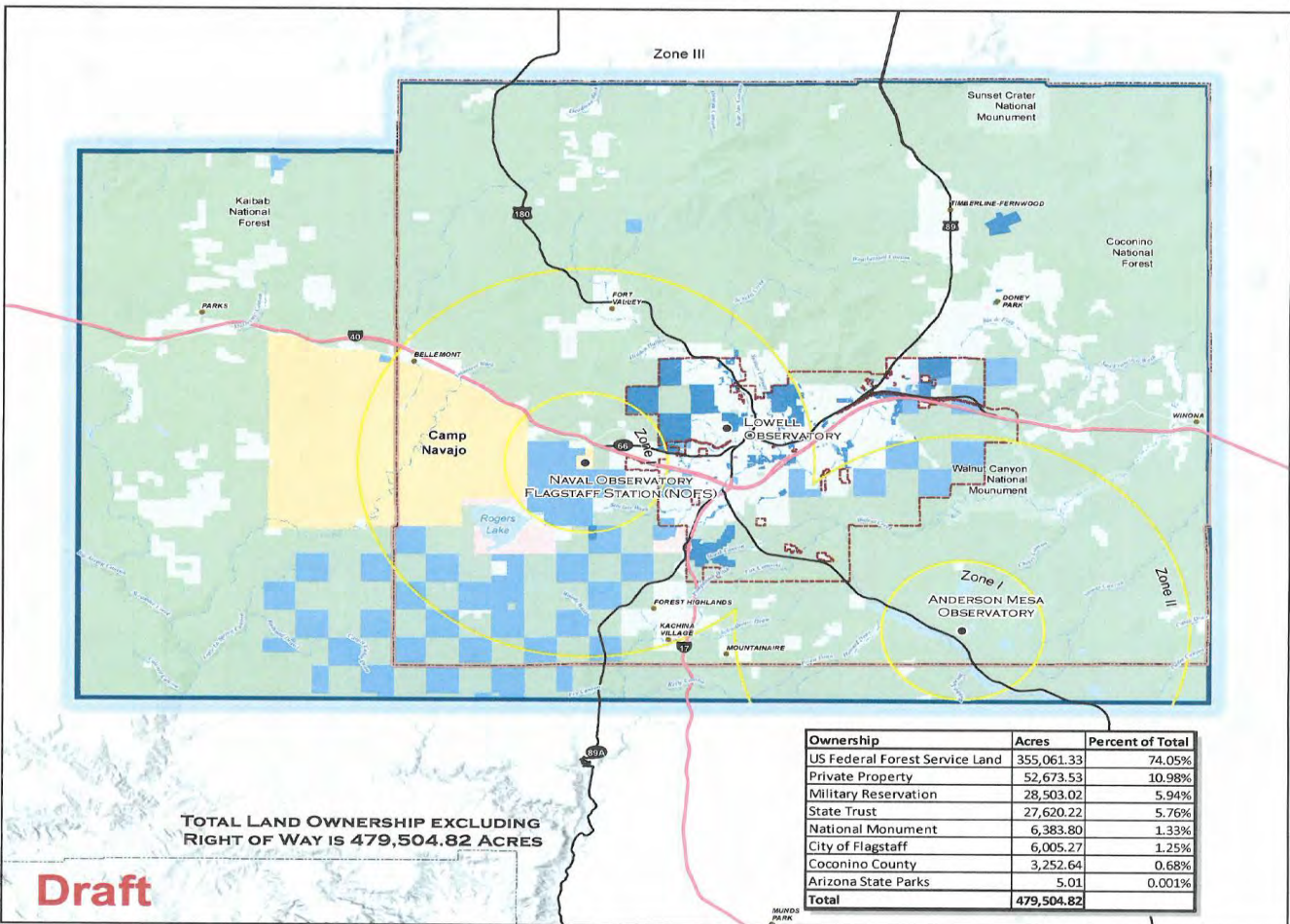
For United States Naval Observatory Flagstaff Station and Arizona National Guard Camp Navajo and Coconino County, Arizona

- Joint Land Use Study Area
- Lighting Zone I
- Lighting Zone II
- Municipal Boundaries
- County Boundary
- Flagstaff Metropolitan Planning Organization
- Lakes
- US Federal Forest Service Land
- Private Property
- Military Reservation
- State Trust
- National Monument
- City of Flagstaff
- Coconino County
- Arizona State Parks

This map is not intended to include all possible factors that may be included in the Joint Land Use Study (JLUS). The JLUS scope of work is intended to be used in conjunction with this map.



Data is for general planning purposes only. No warranty is given or implied.



Ownership	Acres	Percent of Total
US Federal Forest Service Land	355,061.33	74.05%
Private Property	52,673.53	10.98%
Military Reservation	28,503.02	5.94%
State Trust	27,620.22	5.76%
National Monument	6,383.80	1.33%
City of Flagstaff	6,005.27	1.25%
Coconino County	3,252.64	0.68%
Arizona State Parks	5.01	0.001%
<b>Total</b>	<b>479,504.82</b>	

**Draft**



# JLUS Planning Process

- The proposed study area is roughly equivalent to the FMPO boundary
- Policy Committee (votes) and Technical Advisory Committee (does not vote)
- Ex-Officio members who do not vote



# JLUS Public Participation

- Early and continuous public involvement and participation
- Public involvement includes: elected officials, project stakeholders, general public, target groups such as major landowners or lighting committees and the media
- Share data collection inventory and mapping



## JLUS Education

- Present data from public participation and GIS exercise to all stakeholders
- Identify areas of conflict or compatibility
- Strategize ways to mitigate conflict
- Draft an implementation plan for approval by policy committee





# Policy Committee

- Coconino County elected officials
- City of Flagstaff elected officials
- Arizona Game and Fish Department
- Arizona Department of Transportation
- Northern Arizona University
- Local realtors/development community
- Lowell Observatory
- Local business leaders
- Local interest groups



# Ex-Officio Members

- Representatives from the Army National Guard
- Arizona Department of Emergency and Military Affairs
- Naval Observatory Flagstaff Station
- Camp Navajo representatives



# Timeline

- PC/TC kickoff meeting September 2017
- Stakeholder/Public involvement ongoing
- Tour Camp Navajo and interviews this week
- Elected officials briefings summer and winter 2018

**CITY OF FLAGSTAFF  
STAFF SUMMARY REPORT**

**To:** The Honorable Mayor and Council  
**From:** Caleb Blaschke, Assistant to the City Manager  
**Date:** 11/01/2017  
**Meeting Date:** 11/06/2017



---

**TITLE:**  
**Northern Arizona Military Advocacy Council (NAMAC) Overview.**

**DESIRED OUTCOME:**  
None

**EXECUTIVE SUMMARY:**  
On July 19, 2016 United States Senator John McCain announced the formation of the Northern Arizona Military Advocacy Council (NAMAC) during a Greater Flagstaff Chamber of Commerce event. As a result of federal regulations that restrict the marketing and promotion of military installations by military personnel for use by private industry NAMAC was created to act as an intermediary and promote economic development for Camp Navajo and other military installations in Northern Arizona.

Mayor Evans and County Supervisor Matt Ryan have met with staff members from Senator McCain’s Office and Chamber President, Julie Pastrick, to better understand NAMAC’s purpose and its effect on the City and County. Ms. Pastrick was appointed by Senator McCain to oversee the creation of NAMAC and will be at the November 6, 2017 meeting to discuss the organizations purpose and how the County and City can be a partner.

**INFORMATION:**  
Council Goals:  
Economic Development.

---

**Attachments:**  
*No file(s) attached.*

10.

## CITY OF FLAGSTAFF

### STAFF SUMMARY REPORT

**To:** The Honorable Mayor and Council

**From:** Rebecca Sayers, Interim Parks and Recreation Director

**Date:** 10/24/2017

**Meeting Date:** 11/06/2017



#### TITLE:

**2017 Winter Recreation Taskforce Update**

#### DESIRED OUTCOME:

The presentation is informational. Staff from various agencies in the region will give updates on this year's plans for winter recreation preparedness.

#### EXECUTIVE SUMMARY:

The Winter Recreation Agency and Community Task Forces have been meeting regularly to plan for the upcoming winter recreation season and the challenges faced by the community during peak winter recreation times, namely holiday weekends. The multi-jurisdictional groups have representation from federal, state, and local government agencies, as well as community and business representatives. Efforts this year have focused on improving the winter recreation guide, clarifying issues such as no parking allowed along Highway 180 and County roads, noting that the Wing Mountain and Crowley Pit Snowplay areas are closed this season, and highlighting winter recreation opportunities outside of the Highway 180 corridor. Examples include the synthetic skating rink that will be at the Visitor's Center, local Flagstaff parks that are available for passive snowplay, and the Flagstaff Snowpark that will be operational at Fort Tuthill County Park again this season.

#### INFORMATION:

This year's presenters will include the Convention and Visitor's Bureau staff to discuss their messaging and the updated winter recreation guide, Public Works staff to discuss the plan for solid waste and recycling education and collection, the Flagstaff Police Department, and the Coconino County Emergency Manager to discuss this year's Incident Action Planning efforts. Other agencies will be present to answer questions.

**Attachments:** [Winter Recreation Power Point Plan](#)



# Winter Recreation Taskforce Update

City Council and County Board of Supervisors  
Joint Meeting  
November 6, 2017



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# Agency updates:

- City of Flagstaff Convention and Visitor's Bureau
- Solid Waste/Recycling and outreach
- U.S. Forest Service
- Flagstaff Police Department
- Arizona Department of Transportation (ADOT)
- Coconino County Emergency Management



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### Enjoy winter responsibly.

#### Be prepared.

Travel with emergency supplies.



#### Leave no trace.

Dispose or recycle your trash. Bring your sled home or recycle it if broken.



#### Safety first.

Locate designated snow play areas in advance.



#### Spend the night.

Weather is unpredictable. Plan to stay overnight.



#### Respect property.

Do not play on private lands. Keep your public lands clean.



#### Have an alternative plan.

Snow play areas full? Catch a movie or explore a local attraction.



Get times and locations for theatre, music, dance, visual arts & museums, film & videos, local festivals, culinary arts events, history events, sports, outdoor activities.

flagstaffarizona.org | flagstaff365.com | 1-844-256-SNOW

# Flagstaff Winter Recreation Map



CALL THE FLAGSTAFF WINTER SNOWPLAY HOTLINE  
**1-844-256-SNOW**  
FOR UP-TO-DATE SNOW TRAVEL INFO

### Tips for a fun and safe day in the snow.

- Be prepared.
- Safety first.
- Respect property.
- Leave no trace.
- Have an alternative plan.
- Spend the night.

For information about local attractions, activities and events, stop by the **Flagstaff Visitor Center**, located in the historic train station One E. Route 66.

az511.com | flagstaffarizona.org

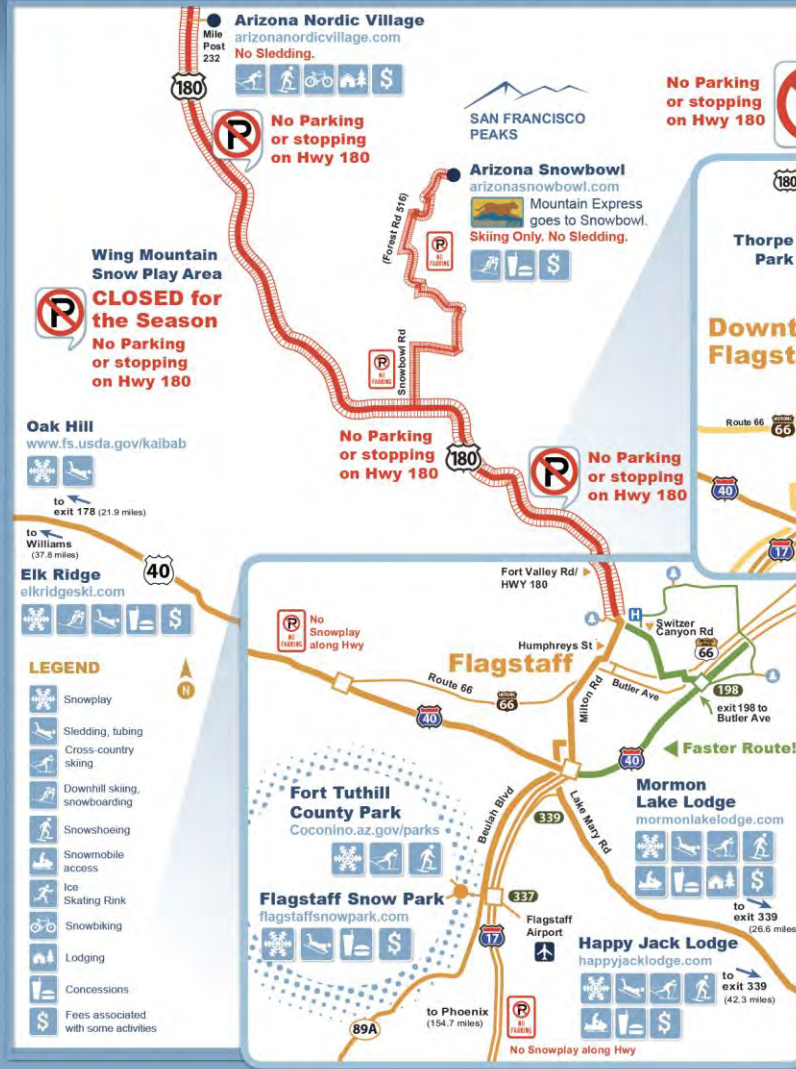


Winter 2017-2018





PLEASE HELP KEEP FLAGSTAFF BEAUTIFUL AND CLEAN Dispose of your trash and recycle appropriately.



CALL THE FLAGSTAFF WINTER SNOWPLAY HOTLINE  
**1-844-256-SNOW**  
 FOR UP-TO-DATE SNOW TRAVEL INFO

**Road Conditions**

**AZ511**

- dial 511 anywhere in Arizona
- 1-888-411-ROAD
- az511.com

**ADOT**

- azdot.gov/knowsnow

**SKIERS/SNOWBOARDERS RIDE THE BUS**



Mountain Express offers FREE service for skiers and snowboarders between the Doubletree Flagstaff and the Hart Prairie Lodge at Arizona Snowbowl, with stops in Downtown Flagstaff and the Fort Valley Parking Area.

**DEC. 26 - JAN. 7 AND**

**SATURDAYS/SUNDAYS IN JANUARY AND FEBRUARY:**

- Departs from the Doubletree at 7:45 a.m. and 8:15 a.m. Departs from the Downtown Connection Center (Phoenix Ave. between Milton Rd. & Beaver St.) at 8 a.m. and 8:30 a.m.
- Return buses to downtown and the Doubletree depart Hart Prairie Lodge at 4:30 p.m. and 5 p.m. (last bus)

**FRIDAYS IN JANUARY AND FEBRUARY:**

- Departs from the Doubletree at 8:15 a.m. Departs from the Downtown Connection Center at 8:30 a.m.
- There is an additional departure from the Downtown Connection Center at noon.
- Return bus to downtown and the Doubletree departs Hart Prairie Lodge at 4:30 p.m.



928-779-6624 • [mountainline.az.gov/mountainexpress](http://mountainline.az.gov/mountainexpress)

**Recreation Areas**

**SOUTH OF FLAGSTAFF**

**ACCESS FROM I-17 TO FORT TUTHILL PARK**

- ▶ From I-17 North, take EXIT #337
- ▶ Turn left, proceed through roundabout
- ▶ Continue straight onto FAIRGROUNDS RD

**MORMON LAKE LODGE**

- ▶ From I-17 North, take EXIT #339 / LAKE MARY RD/MORMON LAKE
- ▶ Turn Right on S LAKE MARY RD go 21 miles
- ▶ Turn Right on Mormon Lake Village exit
- ▶ Continue 7 miles to lodge.

**HAPPY JACK LODGE**

- ▶ From I-17 N., take EXIT #339/LAKE MARY RD / MORMON LAKE
- ▶ Turn Right on S. LAKE MARY RD
- ▶ Cont. 38 miles to MILE POST 292.5

**WEST OF FLAGSTAFF**

**ACCESS FROM I-40 TO OAK HILL SNOWPLAY AREA**

- ▶ From I-40 West go 17 miles, take EXIT # 178
- ▶ Turn Right and go to Historic Route 66
- ▶ Turn Left on Historic Old Route 66
- ▶ Go 4 miles to Oak Hill Snow Play Area on left

**ACCESS FROM I-40 TO ELK RIDGE SKI & OUTDOOR**

- ▶ From I-40 West go 32 miles, take EXIT # 163
- ▶ Turn Left onto N. GRAND CANYON BLVD
- ▶ Turn right onto W. RAILROAD AVE
- ▶ Turn Left onto N. 4TH ST, 2.9 miles to Elk Ridge Ski & Outdoor

**NORTH OF FLAGSTAFF**

**ACCESS FROM MILTON RD TO HWY 180**

- ▶ I-17 North turns into MILTON RD, continue following north until MILTON merges into ROUTE 66
- ▶ Turn Left onto HUMPHREYS ST
- ▶ Turn Left onto FORT VALLEY RD / HWY 180

**ON RETURN TO MILTON RD**

- ▶ From FORT VALLEY RD use HUMPHREYS or SWITZER CANYON

**ACCESS FROM BUTLER AVENUE**

- ▶ From I-17 North, exit onto I-40 East
- ▶ Take exit 198 to BUTLER AVE
- ▶ Turn left on BUTLER AVE
- ▶ Straight onto PONDEROSA PKWY
- ▶ Turn Left onto ROUTE 66
- ▶ Turn Right onto SWITZER CANYON RD
- ▶ Continue onto FORT VALLEY RD / HWY 180



# Visit Flagstaffarizona.org

Home | Travel Professionals | Meeting Planners | Media Film | Search Flagstaff | 45°

ABOUT FLAGSTAFF | PLAN YOUR TRIP | VISITOR GUIDE | GET CONNECTED | FLAGSTAFF EVENTS 365

ACCOMMODATIONS | DINING / NIGHTLIFE | THINGS TO DO

**DECEMBER-FEBRUARY** } Experience high country holidays and the wonders of winter

With an average of 100 plus inches of snowfall each year, Flagstaff is Arizona's premier winter wonderland. This is the time to celebrate the holidays high country style or plan a weekend of snowplay on the slopes.

**WINTER IN FLAGSTAFF**

Designated as Arizona's winter wonderland, Flagstaff attracts visitors from all over to our snowy playground. Accumulating an average of 100 inches of snow annually in downtown, the surrounding ponderosa forests are blanketed with even more, welcoming winter enthusiasts to partake in a multitude of winter activities, such as skiing, snowshoeing, sledding and snowbiking.

**Experience winter to its fullest:**  
Grab your skis or snowboard and head up to [Snowbowl](#) for a day on the slopes. Visit the [Arizona Nordic Village](#) to experience cross country skiing and snowshoeing on the 25 miles of groomed trails. Or grab the sled and to have a fun day playing in the snow. Head indoors for some ice skating fun at the [Jay Lively Activity Center](#) or catch an NAU hockey game for an exciting family night. Take a trip to [Mormon Lake lodge](#) and hop on a snowmobile for a guided tour through the winter wonderland of the Coconino National Forest. Take a visit to the many parks Flagstaff has to offer. Build a snowman at Buffalo Park or have a snowball fight at the [Wing Mountain snow play area](#). Experience the variety of shopping, dining, and nightlife during a winter evening in the Historic Downtown Flagstaff.

SPRING  
SUMMER  
FALL  
WINTER

Winter Snowplay

From skiing at Arizona Snowbowl and sledding with the kids, to holiday events and New Year's Eve celebrations, Flagstaff is the destination for your winter retreat.

Flagstaff VISITOR GUIDE - Free - Request yours today

CVB

- Winter recreation map will be above the fold on the landing page
- Flip book of the map
- Hotel partners for the ski and stay package
- In both English and Spanish



# Messaging

- Focus on increasing occupancy and overnight visitation
- Embrace winter recreation in areas shown on the map



# Solid Waste, recycling, and portable toilets planning

- Winter Snow Play Stewards to conduct clean-ups, education, and outreach
- Working Group meeting to determine locations and frequency of service
- Dumpsters will have messaging on recycling and environmental stewardship



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# Agency Coordination

## U.S. Forest Service

- Wing Mountain Closure
- Crowley Pit Closure
  - Monitoring of Crowley Pit by Forest Service Staff
- Elk Ridge ski area Public Comment Period



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# Agency Coordination

## Flagstaff Police Department

- ADOT traffic signal timing to allow longer N/B – S/B traffic from Humphreys to Forest Meadows
  - Runs in the afternoons from Christmas thru New Year's and during the remaining holiday weekends
- Portable sign board put out at Kendrick and Columbus (see inset).
- The Street Section places additional sign boards at City Hall and Switzer Canyon/Route 66
  - The Signs alert traffic of the alternate route to I-40 / I-17



# Agency Coordination

## Flagstaff Police Department

- Walking beat officer monitors traffic in the afternoons, directs traffic as needed
  - This officer may be supplemented with a second officer when needed
- Four officers (two working overtime) direct traffic in the area of Humphreys and Columbus during holiday weekends



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# Agency Coordination

Arizona Department of Transportation (ADOT)

- Messaging
- Traffic Light Coordination
- Signage along Highway 180 (no parking)
- Milton 180 Corridor Study



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# Emergency Response

## Coconino County Emergency Management

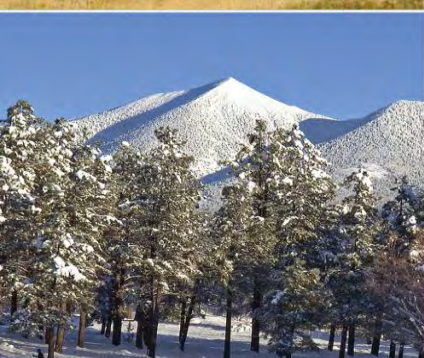
- Incident Action Plan to address response times during peak congestion recreation events
- Weekly interagency call to determine appropriate responses to peak congestion days
- Implement regular operational preparedness measures



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# Thank you



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**DRAFT 2017-2018 Winter Recreation Mitigation Plan**

10.27.17

**ISSUES:**

1. City of Flagstaff and Highway 180 corridor residents are concerned about the impacts of increased winter recreation traffic congestion on our neighborhoods, communities and region.
2. Ingress and egress are significant challenges for emergency responders during Highway 180 corridor peak winter recreation traffic congestion.
3. Winter snow play visitors leave behind litter and broken sleds on public and private lands.

**ISSUE 1: City of Flagstaff and Highway 180 corridor residents are concerned about impacts of increased winter recreation traffic congestion on neighborhoods, communities and region.****Oversight**

City of Flagstaff Convention & Visitors Bureau and Agency Winter Recreation Task Force

**Proposed Solution**

Flagstaff Convention & Visitor Bureau (CVB) will include “play responsibly” messaging in all print, digital and out of home messaging. CVB and Agency Winter Recreation Task Force will continually update external messaging as needed. In addition, a working group will be determining safe and appropriate locations and the servicing schedule for portable toilets along the Highway 180 corridor.

**ISSUE 2: Ingress and egress are significant challenges for emergency responders during Highway 180 corridor peak winter recreation traffic congestion.****Oversight**

Coconino County Community Winter Recreation Task Force, Flagstaff Fire Department, Summit Fire District and Guardian Medical Transport.

**Proposed Solution**

Development of FFD, Summit FD, and Guardian Incident Action Plan for peak congestion days.

**ISSUE 3: Winter snow play visitors leave litter and broken sleds on public and private land.****Oversight**

City of Flagstaff Public Works, City of Flagstaff CVB, City of Flagstaff Sustainability Program, Coconino County Public Works, Coconino County Public Health Services District, Coconino County Sustainability, U.S. Forest Service, Community Winter Recreation Task Force.

**Proposed Solution**

City of Flagstaff will lead effort to form a working group to develop strategies to address this problem. This group will determine safe and appropriate locations for trash and recycling receptacles and the servicing schedule.

**City of Flagstaff Budget:**

- \$40,000 FY18 1X RSL
- \$50,000 FY18 Contingency