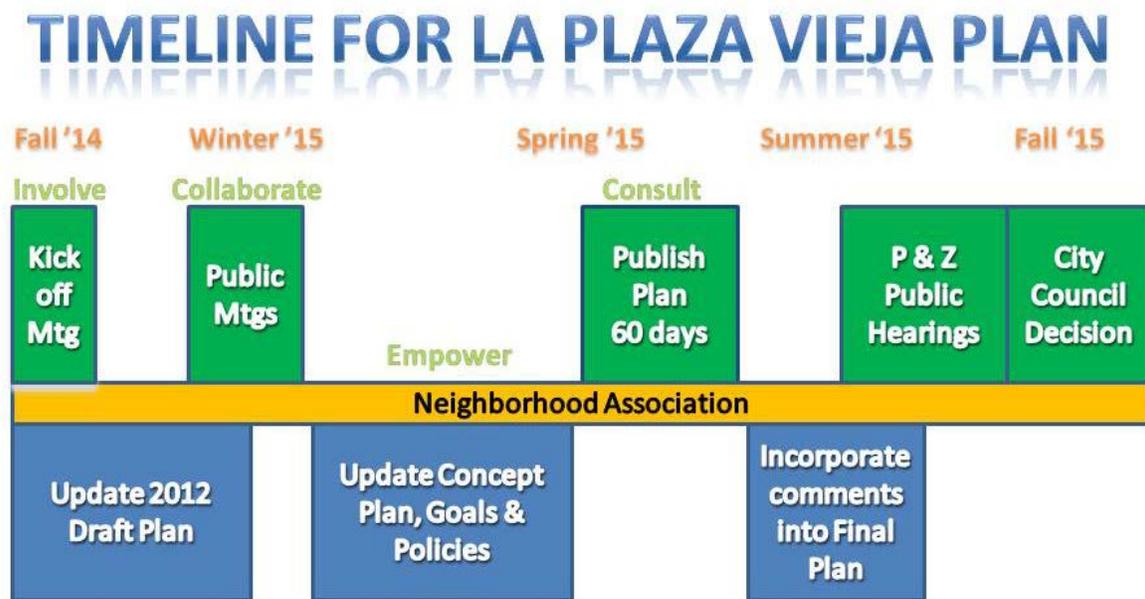


La Plaza Vieja Public Participation Plan

Last updated: May 2015

Overall Public Involvement Strategy

From 2008 to 2011, there was extensive public involvement carried out in the development of the La Plaza Vieja Neighborhood Specific Plan. However, the final draft was never adopted by the City Council and there has been a considerable change in physical and social circumstances. The Comprehensive Planning staff proposes to update the draft that was completed in June 2011 through a public involvement process that includes businesses, residents, property owners and the community.



The neighborhood and community will be involved in the update of the neighborhood plan in five ways:

- 1) The La Plaza Vieja Neighborhood Association (LPVNA) will have representatives who will be involved in the core team for all phases of the project. The project manager will also give monthly updates at the LPVNA meetings on the 1st Wednesday of every month.
- 2) A November Kick-off Public Meeting will inform the public about the process and involve the public in identifying the needed updates to the document and gathering input to inform the concept plan, goals and policies. These meetings will not be intended to reinvent the document entirely but to build on past collaborative efforts.
- 3) In January, the City will hold workshops and open houses to discuss major policy issues and to review an updated concept plan.
- 4) The Planning and Zoning Commission reviewed a pre-public review draft of the plan in April 2015.

4) A draft of the updated Neighborhood Plan will be made available in the summer of 2015 for approximately 60 days prior to the first Planning and Zoning Commission Hearing to allow adequate time for public review and comment to be incorporated. During these 60 days, the neighborhood association will convene another neighborhood meeting in addition to a working session with the City Council.

5) In order to adopt the Specific Plan for the La Plaza Vieja Neighborhood as an amendment to the Regional Plan, the Planning and Zoning Commission will have two public hearings, one at City Hall and one at an alternative location in August-September 2015. The public will have the ability to address the Commission about whether or not the plan should be adopted or revised. The City Council will then decide whether or not to adopt the final plan by resolution.

Stakeholders and Outreach

Neighborhood meetings will be advertised to all property owners in and within 500 ft. of the neighborhood by first class mail. Staff and the neighborhood association will distribute flyers to reach residents in the neighborhood who are renting and commercial tenants. In this mailing, people will be offered the option to be added to the project email list. Staff will also solicit contact information at the neighborhood cleanup day, neighborhood association meetings, by soliciting the Regional Plan contact list and through flyers in October and November.

Staff will also post to the “Flagstaff Matters” Facebook page and the City website. Press releases will be prepared and distributed to local media outlets to advertise the neighborhood meetings, and public hearings. Documents and presentations from the neighborhood meetings will be posted on the City’s website. Staff will maintain a website and the Facebook page to keep the public informed about the content and comments shared in these settings.

Meeting Logistics and Advertising

The November and January public meetings will be held at the High Country Conference Center and Our Lady of Guadalupe Church. A sign that meets the requirements of the Zoning Code for public notice will be placed on Clay Ave two weeks prior to each meeting. A smaller sign will be posted at the Old Springs Park and in front of the meeting location.

November Neighborhood Meeting

The purpose of this meeting will be to inform the public about the project timeline and educate them on changed conditions in the area. City Staff and the Neighborhood Association will convene the meeting together. The purpose of the meeting will be to assess and receive feedback on the need for change from the last draft.

Staff will provide:

- A summary of past public involvement
- A project timeline
- A concept plan updated for changed baseline conditions

- A review of the goals and policies from the 2011 draft with noted requests for changes from the neighborhood association
- A list of City identified work to update the plan

The project manager will produce a report that summarizes the comments received through the neighborhood meeting process no later than December 5th and will present the findings of this report at the following La Plaza Vieja Neighborhood Association meeting and project core team meetings. The report will also be transmitted to the Planning and Zoning commission and City Council.

January Neighborhood Meetings

The January public meetings will be divided into two topical workshops and an open house that will allow for free-flowing discussion among participants. The open house may also be replaced by a topical workshop, if weather requires the cancelation of an earlier meeting. In such a case, an open house will be rescheduled at City Hall for a later date.

Meeting Date	Time	Topic
Wednesday, January 21, 2014	6 pm to 8 pm	Land Use workshop
Monday, January 26, 2014	6 pm to 8 pm	Transportation and Traffic workshop
Thursday, January 29, 2014	6 pm to 8 pm	Open House

The workshop format will give the public the opportunity to respond to issues they see in the updated draft plan and related regulations (zoning, historic preservation, etc.) that can be influenced by the specific plan. This input will be used to set the direction for the final concept plan, goals and policies. This will be accomplished through marking up maps, filling out and returning comment cards and question and answer sessions.

The project manager will produce a report that summarizes the comments received through the neighborhood meeting process no later than February 12th and will present the findings of this report at the following La Plaza Vieja Neighborhood Association meeting and project core team meetings. The report will also be transmitted to the Planning and Zoning commission and City Council.

Draft agendas for the January meetings can be found in Appendix A.

Summer 2015 Public Outreach

When the neighborhood plan is published online in the summer of 2015, it will also be transmitted to the following entities (based on Title 11):

1. Any person or entity that requests in writing to receive a review copy of the proposal.
2. Coconino County;
3. Flagstaff Metropolitan Planning Organization;
4. The Arizona Department of Commerce or any other state agency that is subsequently designated as the general planning agency for the state;

5. The Arizona Department of Water Resources for review and comment on the water resources element, if a water resources element is required; and
6. Flagstaff Unified School District;
7. Coconino County Superintendent of Schools;
8. Northern Arizona Council of Governments;
9. Public land management agencies, such as the United States Forest Service, United States Park Service, Arizona State Land Department, and Arizona State Parks;
10. Other appropriate government jurisdictions;
11. Public utility companies;
12. Civic, educational, professional, and other organizations; and
13. Affected property owners, citizens and businesses

La Plaza Vieja Neighborhood Association will hold a meeting on July 8, 2015. The intent of these meetings is to let the neighborhood residents hold their own forum to discuss the consequences of the goals and policies outlined in the plan and to understand and consider public concerns. City Staff will be present to take notes and will provide information and poster materials for the meeting but will not run the meeting itself.

This City will also hold an open house at the Old Town Springs Park to encourage participation by residents who live along Coconino Ave. and Lower Coconino Ave. This meeting will be scheduled for a Saturday in June.

Adoption Process

The process for considering and adopting the specific plan will follow the procedures in the City Code pertaining to Major Plan amendments. Even though the adoption of a specific plan is typically a minor amendment, following the major amendment process will allow for more extensive outreach and citizen engagement. The steps outlined in the City Code are:

1. Public notices - 15 to 30 days before hearings
 - a. In the Arizona Daily Sun
 - b. Placement of signs announcing public hearings
2. Planning and Zoning Commission Hearing #1 – off-site TBD
3. Planning and Zoning Commission Hearing #2 – City Hall
4. City Council Meeting –Presentation of Resolution to adopt the Specific Plan.