

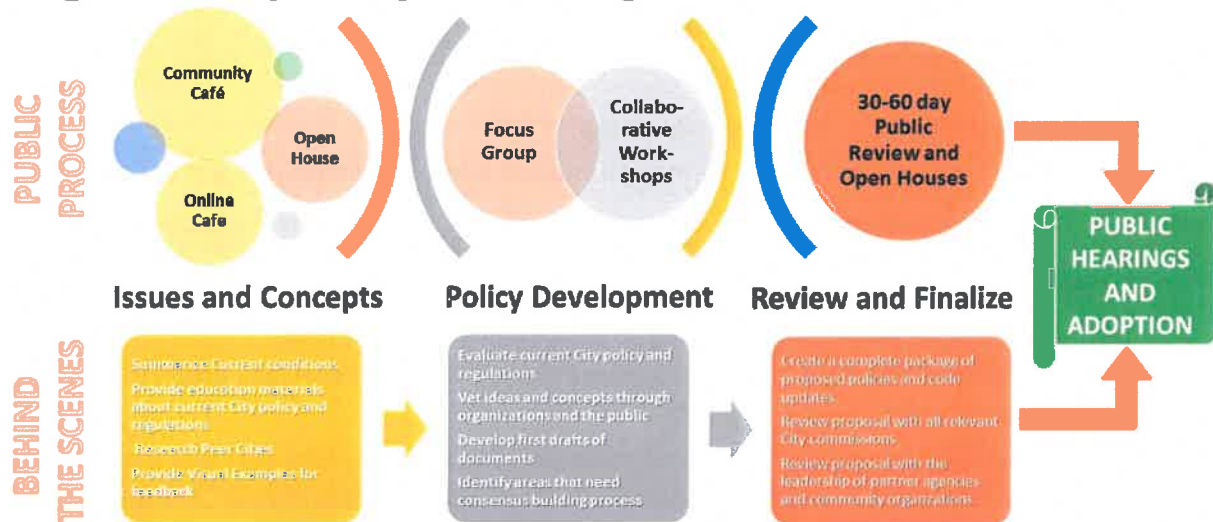
High Occupancy Housing Public Participation Plan

September 2017

Overall Public Involvement Strategy

From October 2013 to October 2014, the City led a community discussion to address student housing in our community. One of the recommendations of the External Working Group was to develop a High Occupancy Housing (HOH) Plan that addressed housing over the traditional density allowed in Flagstaff, including those marketed to students.

High Occupancy Housing Process



Stakeholders and Outreach

Phase 1: Issues and Concepts – July to November 2016

Objectives: Issues and Concepts

Audience: General Public and online

1. 7 Community Café meetings - This method encourages everyone’s contribution and helps connect the diverse perspectives on this topic. Staff had some information to share, but the real purpose of these meetings were to stop talking “at” each other, and open all the participants up to meaningful dialogue. Because of the importance of listening in a Community Café, staff took reservations for them and limited the attendance to 30 people.
2. Online Café – Community Café Topics were posted to the Flagstaff Community Forum for further public involvement.

3. 2 Open Houses – Open Houses provided the public an opportunity to become informed about the existing conditions and research about Peer Cities, Land Use and Parking, Affordability, Property Management, NAU Housing, Water, and Traffic.

Phase 2: Policy Development – December 2016 to May 2017

Objectives: Narrow possible solutions and collaborate on the initial policies

Audience: Stakeholder representatives and general public

1. Stakeholder interviews – A diverse group of individuals were invited to participate in stakeholder interviews and eventually a focus group.
2. Focus Groups - Convened a focus group to evaluate potential policies and understand the tolerance for change and risk from a diverse group of stakeholders.
3. Workshop to evaluate potential goals, policies and implementation strategies. Dot exercise used to prioritize and adjust proposals for draft plan.

Phase 3: Review and Finalize – June to September 2017

Objectives: Feedback on a draft and potential alternatives

Audience: General Public and online

1. Distribute draft plan for 60 day public review
2. Hold office hours at both public libraries to educate interested individuals and review the plan content.
3. One-on-one meetings by request with interested members of the public.
4. Public Workshops to evaluate potential goals, policies and implementation strategies. Break out groups discussed main topics. Meeting notes are being prepared now.
5. Online public involvement – topics are posted to the Flagstaff Community forum for the second month of the 60 day comment period.
6. Public meetings for updates to transect codes proposed as part of the High Occupancy Housing Strategies begin as a separate but related process, managed by the Zoning Code Manager.
7. Board and Commission presentations and feedback.

Board or Commission	Date
Beautification and Public Art Commission	July 10
Heritage Preservation Commission	July 19
Transportation Commission	August 2
Bicycle Advisory Committee	August 3
Pedestrian Advisory Committee	August 10
Flagstaff Housing Authority	August 16
Commission on Disability Awareness	August 22
Planning and Zoning Commission Work Session	September 13
Beautification and Public Art Commission	September 11
Parks and Recreation Commission	September 20
City Council Work Session	September 26
Sustainability Commission	September 28

Phase 4: Public Hearings and Adoptions – October 2017 to January 2018

Objective: Review and Adopt

Audience: General Public

1. Citizen Review session
2. Possibility to follow other decision making with commissions, if requested by the Planning and Zoning Commission or City Council.
3. Planning and Zoning Commission Hearings (2)
4. City Council Work Session
5. City Council Hearing - City Council votes on all resolutions and ordinances needed to implement the plan. Direction from Council on how to fund/prioritize phased sections of the implementation plan.

Tentative Meeting Logistics and Advertising

Task	Potential Timeline
Find 4 meeting locations for World Cafés	May 2016
Set up reservation system for World Café meetings	May 2016
Advertise World Café meetings	June 2016
Set up online public involvement	July 2016
Advertise FCF in Lumberjack and on-campus	September 2016
Advertise Student-Specific World Café meeting	October 2016
Advertise Open House	October 2016
Issue RFP for Consultant for collaborative workshops	October 2016
First online public involvement opportunity	September 2016
Hold Open House	November 2016
Interview potential Focus Group Attendees	March 2017
Hold Focus Group Workshop to develop draft goals, policies and strategies	April 2017
Advertise Public Workshop to develop draft goals, policies and strategies	April 2017
Host Public Workshop	May 2017
60 day public review	July - September 2017
Schedule Commission presentations	July – September 2017
Advertise Public Workshops to discuss Draft Report goals, policies and strategies	August 2017
Public Workshops on Draft Report	August 2017
Advertise public hearings	October - December 2017
Public Hearings	November - January 2017

Related staff work

Phase 1: Kick-off Meetings

- Core team will develop the 6 strategic questions with any extended team members interested
- Extended team will help advertise meetings
- Core and extended teams will sign up to help set up and recorder roles at each event.

- Open house will require preparation of materials from core and extended team.
- Project manager will prepare summary of World Cafes and online survey carrying forward the strategic questions from the World Café meeting

Phase 2: Focus groups and Public Workshops

Project manager will schedule and conduct focus group meetings. Questions and materials will be developed and reviewed by relevant core team and extended team members ahead of focus group discussion. Core and extended team will refine materials and prepare them for public workshops for developing policies for the draft plan.

Phase 3: Public Review Period Outreach

Project manager will schedule workshops during review period and visit with Commissions. Core and extended team will support workshops. The goal of the workshops is to go in depth on specific elements and create a forum for staff and community members to collaboratively develop solutions and alternatives for consideration by the Commissions and Council.

Reporting

The project manager will produce a report that summarizes the comments received through the neighborhood meeting process no later than 20 days after each meeting and will present the findings of this report to the project core team meetings. The report will be posted online and transmitted to the Planning and Zoning Commission and City Council.

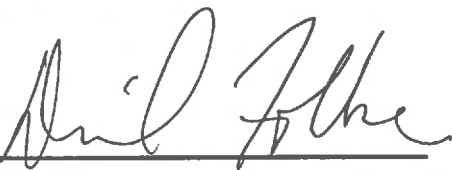
Draft agendas for meetings will be posted to the project website as they are finalized.

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. Citizen's Review Session (joint meeting with Planning and Zoning, and Council) – City Hall, November 8, 2017
3. Planning and Zoning Commission Hearing #1 – Flagstaff Aquaplex, December 13, 2017
4. Planning and Zoning Commission Hearing #2 – City Hall, January 10, 2018
5. City Council Meeting – Presentation of Resolution to adopt the Specific Plan – TBD

Approval by Planning Director

X 

Dan Folke, AICP
Planning Director

