
MCMILLAN MESA MAJOR PLAN AMENDMENT

PUBLIC PARTICIPATION PLAN

June 4, 2018

PURPOSE

A Public Participation Plan will provide a clear and comprehensive summary of all public participation opportunities and notification procedures required for the MCMILLAN MESA MAJOR PLAN AMENDMENT.

PROPERTY OWNERS AND NOTIFICATION

Property owners within 300 feet and Neighborhood Associations and HOAs within 1,000 feet of the McMillan Mesa Major Plan Amendment Area will be notified of the 60-day comment period and Open House. The site will be posted at least 14 days prior to the Open House.

The Comprehensive Planning Staff will also request to attend the Sunnyside Neighborhood Association meeting and meet with a steering committee for the McMillan Mesa Open Space Master Plan during the 60 day review.

At least 60 days before notice of the first hearing of the Planning Commission, the Director shall transmit the proposed amendment to the Planning Commission and the Council and shall submit a copy for review and further comment to all government agencies listed in ARS 9.461, and any person or entity that requests in writing to receive a review copy of the proposal. The proposal shall also be posted on the City's website.

Notification of the general public will take several forms:

- Press releases for open house and hearings.
- Notification of the Regional Plan email list (approx. 340 recipients) prior to all meetings.
- Notification on the Flagstaff Regional Plan 2030 Facebook page prior to all meetings.
- Staff will develop a project webpage and check that it comes up in relevant search engines.
- Flyers for the open house on community bulletin boards around town.
- Posters for the open house in City Hall, libraries, and the Aquaplex
- Legal notices for public hearings.

MEETINGS OVERVIEW

A neighborhood meeting will be held as an open house at the San Francisco de Asis church, BASIS or the NACET Accelerator, once a date is determined. The open house will provide an opportunity for the public to become informed and consult on the proposed revised amendment.

There will also be a Citizen's Review Meeting held during a working session with the Planning and Zoning Commission prior to the required public hearing.

The required Planning and Zoning Commission and City Council hearings will be held at City Hall at a time and date to be determined.

MEETING SCHEDULE

Meeting 1: Open House, NACET Business Accelerator, 2 hours

June 18, 2018, 5pm to 7pm

The Comprehensive Planning Manager will consolidate the questions/comments heard at the open house meeting into a FAQ document that will be posted to the project's webpage and distributed to the email distribution list.

Meeting 2: City of Flagstaff Open Space Commission

The Comprehensive Planning staff will present the draft amendment at a regular meeting of the Open Space Commission during the 60 day comment period and prior to the Citizen's Review Session.

Meeting 3: City of Flagstaff Transportation Commission

The Comprehensive Planning staff will present the draft amendment at a regular meeting of the Transportation Commission during the 60 day comment period and prior to the Citizen's Review Session.

Meeting 4: Citizen's Review Work Session at Planning & Zoning Commission

The citizen review work session shall be held at a work session of the Planning Commission scheduled not less than five days and no more than 14 days prior to the public hearing at the Planning Commission for the consideration of the proposed map and text amendments. Landowners and other citizens potentially affected by the proposed text amendment shall have an opportunity to address the Planning Commission on the proposal.

METHODS TO KEEP THE DIRECTOR INFORMED

The Director will be notified immediately, if there is any change in the location, date or format of the meetings. The results will be provided in a Record of Proceedings, as provided by City Title 11-10.10.020.

EVIDENCE OF PLAN APPROVAL

X

Dan Folke
Planning Director