

City of Flagstaff
Active Transportation/FUTS
Master Plans



DRAFT
Process and public
engagement plan

July 2020



Prepared by

City of Flagstaff

211 West Aspen Avenue
Flagstaff, Arizona 86001

928 213 2685

mince@flagstaffaz.gov
www.flagstaff.az.gov/atmp

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1 | Introduction

This document describes the process for preparation and adoption of an Active Transportation Master Plan and FUTS Master Plan for the City of Flagstaff, and outlines how the community and stakeholders will be engaged as part of the process.

The Active Transportation Master Plan will make specific recommendations for strategies, actions, projects, and programs to improve the pedestrian and bicycle environment in Flagstaff, while the FUTS Master Plan will guide future development of the Flagstaff Urban Trails System. Both master plans implement the goals and policies of the *Flagstaff Regional Plan 2030: Place Matters* regarding walking, biking, and trails. Both master plans will be adopted as Specific Plans according to the process outlined in Title 11 of Flagstaff City Code.



Walking, biking, and trails are important to Flagstaff. The Flagstaff community is very supportive of walk and bike-friendliness, and walking and biking mode share is significantly higher here than state and national averages. Additionally, Flagstaff residents are very engaged, knowledgeable, and well informed with regard to pedestrian and bicycle issues and the FUTS system.

A robust public participation process will...

- Capture the community's thoughts, concerns, wants and needs for walking, bik-

ing, and trails.

- Create a shared vision for what needs to be done to improve walking, biking, and trails in Flagstaff.
- Lead to broad community endorsement for the master plans and their recommendations.
- Reach segments of Flagstaff's population who walk and bike, and for economic reasons rely on walking and biking, but do not typically participate in traditional planning processes.

The process for these two master plans will differ from traditional planning processes in that a significant amount of public engagement and background research has already been conducted in support of the master plans. Public engagement efforts to date are summarized in [Appendix A | Completed public engagement](#). As a result, the process described in this document begins more toward the middle of a typical planning process, and allows the timeframe for adoption to be significantly shortened.

This process is moving forward in the midst of the COVID-19 pandemic. In-person engagement with the community at open houses, community events, and public meetings - normally staples of any public process - is not available at this time. Consequently, public engagement for this process will rely on digital communication, online surveys, and virtual meetings.

City of Flagstaff Public Participation Policy

In 2012, the Flagstaff City Council adopted Resolution 2012-39, which establishes a public participation policy for the City to promote transparency, two-way communication, and clear direction in planning processes. The policy incorporates five levels of engagement:

- **Inform.** To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.
- **Consult.** To obtain public feedback on analysis, alternatives and/or decisions.
- **Involve.** To work directly with the public throughout the process to ensure that public issues and concerns are consistently understood and considered.
- **Collaborate.** To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.
- **Empower.** To place final decision-making in the hands of the public.

Overall, the public engagement process for these master plans is intended to function at Collaborate and Empower levels. Previous engagement for these plans was Collaborate and Empower; planned phases will use Consult and Involve.

Organization of this plan

2 | Key messages This section outlines answers to important questions about the master plans; to help staff, stakeholders, policy makers, and the community understand the context for the planning process.

3 | Process phases Describes a specific series of steps in five phases for preparation of the master plans, community engagement, and final approval.

4 | Schedule Attaches tentative dates to steps in the process, commencing in August 2020 and concluding in March 2021.

5 | Communication tools As the process moved forward, a variety of methods and mediums will be used to engage the community and convey information.

Appendix A | Completed public engagement Significant community outreach has already been done in support of the master plans. This section summarizes those efforts.

Appendix B | Stakeholders Lists individuals and community groups who have a stake in walking, biking, and trails and in the planning process, and who will be central to engagement.

Appendix C | Process requirements Outlines the procedural requirements for adoption of a specific plan, as described in Flagstaff City Code and the Flagstaff Regional Plan 2030.

2 | Key messages

What is the purpose of these master plans

- The Active Transportation Master Plan and FUTS Master Plan will serve as detailed policy and guidelines to make Flagstaff more walk and bike-friendly and enhance our urban trail system.
- The plans will identify goals, strategies, actions, programs, and projects for walking, biking, and trails.
- Having these master plans in place will help ensure that walking, biking, and trails are accommodated in new private development and public capital projects as Flagstaff continues to grow.
- As policy documents, the plans help guide regulatory changes needed to implement the policies regarding walking, biking and trails.
- Infrastructure projects identified in the master plans will become part of the City's capital planning process and facilitate a progression from plan to design to project to construction.
- Detailed plans help position the City to take advantage of grants, transportation tax dollars, and other sources of funding as opportunities become available.
- The plans will be guide pedestrian and bicycle accommodation in a future City streets master plan.
- The two master plans will implement the goals and policies of the *Flagstaff Regional Plan 2030: Place Matters* for walking, biking, and trails. The Regional Plan is a high-level policy guide that covers a variety of tropics regarding the future physical development of Flagstaff; master plans are intended to fill-in the details for specific topics.

What will be included in the master plans

- A comprehensive list of goals, strategies, actions needed to improve walking, biking, and trails in Flagstaff.
- Inventories of existing pedestrian and bicycle facilities – including sidewalks, bike lanes, FUTS trails, crossings, bridges and tunnels – and a plan for where future facilities are needed.
- A description of existing conditions relative to walking, biking, and trails; and

analyses of what we do well and what we can do better.

- Discussion of potential non-infrastructure programmatic elements to support walking, biking, and trails in the areas of education, enforcement, encouragement, and evaluation.
- An evaluation of priorities; which projects and programs are most needed and will provide the most benefit.
- Guidance regarding best practices for trails, pedestrian and bicycle facilities; as well as basic design guidelines.
- Considerations to ensure successful implementation of the plans.
- Performance targets and measures, and a process for evaluation to assess how we are doing following adoption of the plan.



Is there funding to implement the master plans?

- The transportation tax renewal will bring in an anticipated \$29 million over the next 20 years specifically for pedestrian, bicycle, and trail infrastructure projects. This will fund a portion of missing sidewalks and bike lanes, in addition to the highest priority planned FUTS, crossings, and bridges/tunnels.

- Anticipated transportation tax funding for roadway widening projects – including Lone Tree Road, Butler Avenue, West Route 66, and J.W. Powell Boulevard – will also complete sidewalks, bike lanes, FUTS trails, crossings, and bridges/tunnels along these streets where they are missing or planned.
- Pedestrian, bicycle, and FUTS infrastructure identified in the plans will be constructed when they are part of private development projects and City public works projects.
- Other pedestrian, bicycle and FUTS infrastructure projects and programs in the plans do not have identified funding. However, identifying them in a planning document makes it more likely to find funding, grants, or other means for implementation.

3 | **Process phases**

This section generally describes the process to be followed for preparation and adoption of the master plans, and illustrates how public engagement will be incorporated into the overall process. A detailed schedule is included in the next section [4 | Schedule](#).



Phase 1 | **Process initiation**

- 1.1 **Internal COF review.** Internal review with City of Flagstaff staff to discuss draft master plans and resolve any concerns.
- 1.2 **IDS review.** Submit application for general plan amendment to the City of Flagstaff's Inter-divisional Staff (IDS) team for a completeness review and substantive comments, as required by City of Flagstaff. Additional detail about this process are included in [Appendix C | Process requirements](#).
- 1.3 **Introductory presentations.** Presentations to the Planning and Zoning Commission and City Council to make them aware of the master plans and the final process for public review and adoption. Option to submit information and draft document in place of a formal presentation.
- 1.4 **PAC and BAC review.** The City's Pedestrian Advisory Committee (PAC) and

Bicycle Advisory Committee (BAC) will review the draft plans at their meetings in September, October, November, and December.

- 1.5 **Transportation Commission review.** Review of the draft plan at the August and October regular Transportation Commission meetings.

Phase 2 | **Stakeholder engagement**

- 2.1 **External agency outreach.** Submit draft document to key staff at outside agencies for review, including Mountain Line, ADOT, MetroPlan, NAU, Coconino County.
- 2.2 **Stakeholder review and survey.** Targeted stakeholders will be invited to review and submit comments on the draft master plans and complete a short stakeholders survey.
- 2.3 **Commissions presentations.** Relevant boards and commissions will be scheduled for a formal presentation, along with an invitation to provide comments.
- 2.4 **Community group outreach.** Various community groups will be contacted with information about the master plans and engagement process. Each group will also be asked to share information about the master plans through their membership lists, website, and social media. Staff will offer to make formal presentation to any community groups.

Phase 3 | **Public review**

- 3.1 **60-day public comment period.** Copies of the draft plans will be made available to the public for review and comment for the mandated 60 days.
- 3.2 **Community survey.** A survey to facilitate public review and comment will be hosted on the Flagstaff Community Forum for the duration of the comment period.
- 3.3 **Virtual open houses.** Because in-person open house meetings may not be possible, a series of four virtual open houses will be scheduled throughout the 60-day comment period via the Microsoft Teams platform. The virtual meetings will include a short introductory presentation, followed by a question-and-answer session with attendees. Because virtual meetings are relatively simple to arrange compared to in-person open houses, additional meeting opportunities can be scheduled.
- 3.4 **Neighborhood meeting.** Required for adoption of a specific plan, per 11-10.10.020(D)(3) and 11-10.30.030(F) of City Code. The official neighborhood

meeting will be the last of the virtual open houses and scheduled toward the end of the 60-day review period. Unless in-person gatherings are allowed at that point, the neighborhood meeting will be conducted virtually on the Microsoft Teams platform.

- 3.5 **Compile public comments and revise document.** At the end of the 60-day comment period, results of the community survey will be tabulated, public comments are compiled and organized, and the master plans are revised as necessary.



Phase 4 | **Detailed review**

- 4.1 **Detailed presentations.** Scheduled for the Transportation Commission and Planning and Zoning Commission at the end of the public comment period, these presentations will provide space for in-depth review and discussions.
- 4.2 **Council work session.** Opportunity for thorough review and discussion by the City Council. The intent of this step is to make sure the content of the plans are fully understood and to allow policy makers adequate time for detailed deliberation.

Phase 5 | **Final approval**

- 5.1 **PAC and BAC recommendation.** PAC and BAC make a recommendation regarding the plans to the Transportation Commission, which in turn makes a recommendation to the City Council.
- 5.2 **Transportation Commission recommendation.** Makes a recommendation regarding the master plans to the City Council, following action by the PAC and BAC.
- 5.3 **Planning and Zoning Commission recommendation.** Also makes a recommendation to the City Council. Two public hearings at consecutive meetings at different locations are required before the Planning and Zoning Commission.
- 5.4 **City Council approval.** Specific plans are approved by the Council by resolution, following a public hearing.

4 | Schedule

The table and graphic below describe a detailed schedule for preparation and adoption of the master plans. The process is anticipated to be fairly short, because significant background work and community engagement has already been done. This process commences in August 2020 and is anticipated to conclude in March 2021 with City Council adoption.

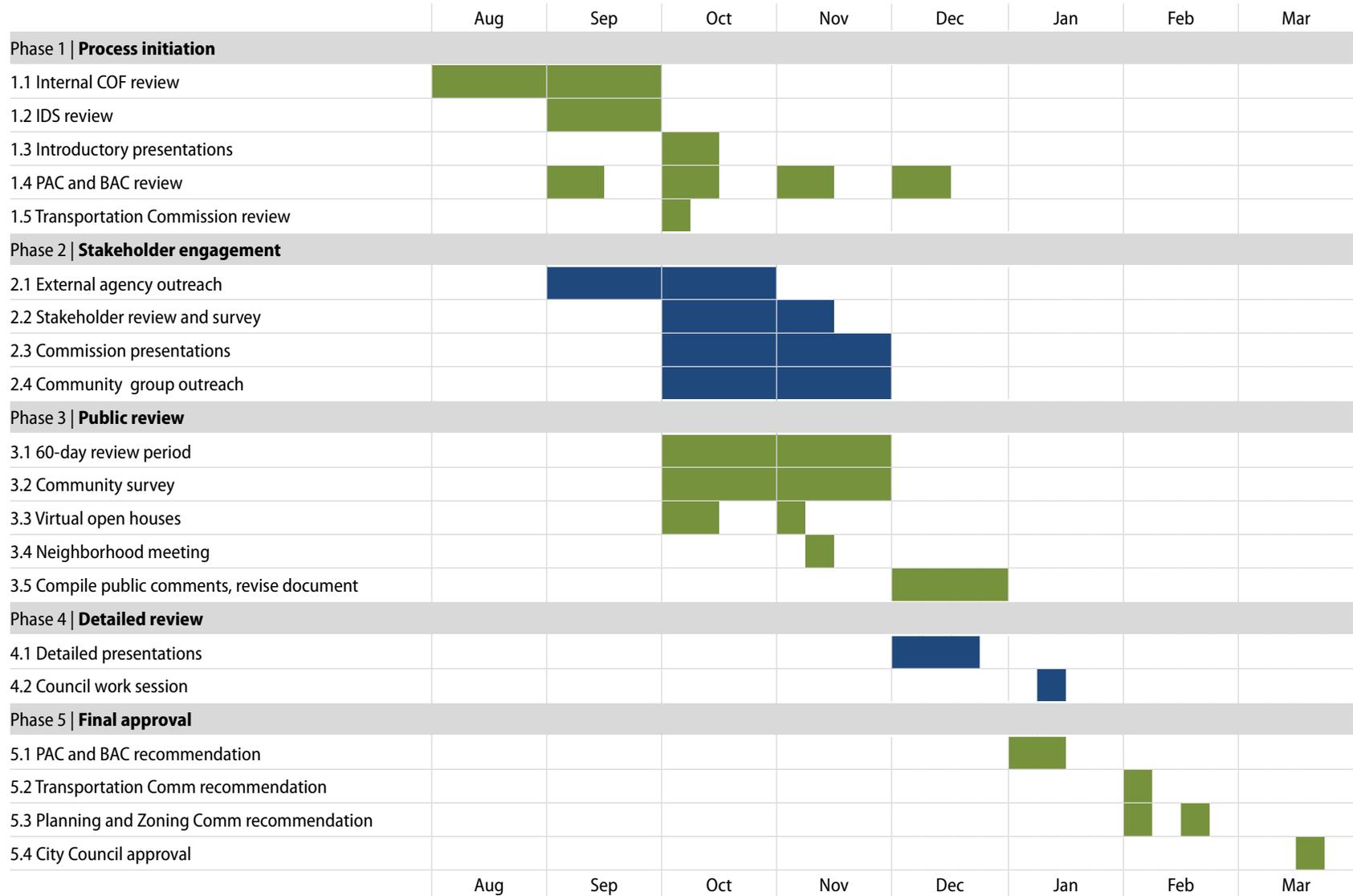
It should be noted that specific dates on this schedule are tentative and could be changed for a variety of reasons.

Detailed schedule

Phase 1 Process introduction	
1.1 Internal COF review	Aug 1 - Sep 30
1.2 IDS review	Sep 1 - Sep 30
1.3 Introductory presentations	
▪ Planning and Zoning Commission	Oct 14
▪ City Council	Oct 6
1.4 PAC and BAC review	
▪ PAC	Sep 10; Oct 8; Nov 12; Dec 10
▪ PAC	Sep 3; Oct 1; Nov 5; Dec 4
1.5 Transportation Commission review	Oct 7
Phase 2 Stakeholder engagement	
2.1 External agency outreach	
2.2 Stakeholder review and survey	Oct 1 - Nov 15
2.3 Commission presentations	
▪ Beautification and Public Arts Commission	Oct 12; Nov 9
▪ Diversity Awareness Commission	Oct 20; Nov 17
▪ Commission on Inclusion and Adaptive Living	Oct 27; Nov 24
▪ Open Spaces Commission	Oct 26; Nov 23
▪ Parks and Recreation Commission	Oct 19; Nov 16
▪ Sustainability Commission	Oct 22; Nov 26
▪ Tourism Commission	Oct 27; Nov 24

<ul style="list-style-type: none"> ▪ MetroPlan/Mtn Line Coordinated Mobility Council 	
<ul style="list-style-type: none"> ▪ Mountain Line Transit Advisory Committee 	
<ul style="list-style-type: none"> ▪ MetroPlan Technical Advisory Committee 	
<ul style="list-style-type: none"> ▪ Mountain Line Board of Directors 	
2.4 Community groups presentations	Oct 1 - Nov 30
Phase 3 Public review	
3.1 60-day public comment period	Oct 1 - Nov 30
3.2 Community survey	Oct 1 - Nov 30
3.3 Virtual open houses	
<ul style="list-style-type: none"> ▪ Open house 1 	Week of Oct 5
<ul style="list-style-type: none"> ▪ Open house 2 	Week of Oct 12
<ul style="list-style-type: none"> ▪ Open house 3 	Week of Nov 2
3.4 Neighborhood meeting	Week of Nov 9
3.5 Compile public comments and revise document	Dec 1 - Dec 31
Phase 4 Detailed review	
4.1 Detailed presentations	
<ul style="list-style-type: none"> ▪ Transportation Commission 	Dec 2
<ul style="list-style-type: none"> ▪ Planning and Zoning Commission 	Dec 9
4.2 Council work session	Jan 12
Phase 5 Approval process	
5.1 PAC and BAC recommendation	Sep 1 - Oct 31
<ul style="list-style-type: none"> ▪ BAC 	Jan 7
<ul style="list-style-type: none"> ▪ PAC 	Jan 14
5.2 Transportation Commission recommendation	Feb 3
5.3 Planning and Zoning Commission recommendation	
<ul style="list-style-type: none"> ▪ P&Z public hearing 1 	Feb 10
<ul style="list-style-type: none"> ▪ P&Z public hearing 2 	Feb 24
5.4 City Council approval	Mar 16

Schedule graphic



5 | Communication tools

Communication tools

Website

An Active Transportation Master Plan web page on the City of Flagstaff website is the primary repository for information regarding the master plans and the planning process.

www.flagstaff.az.gov/ATMP

The site includes a description of the plans and process, a collection of relevant information and documents, topical and timely information, and opportunities for getting involved. The page also links from other related City of Flagstaff web pages, including:

[Flagstaff Urban Trails System](#)
[Pedestrian Program](#)
[Bicycle Program](#)

Staff will also seek opportunities to link to other related websites.

Facebook

The City has maintained a Facebook page for the Flagstaff Urban Trails system since 2009. At present the page has just over 2,900 likes.

www.facebook.com/Flagstaff-Urban-Trails-System-207094295408/

This page is used to communicate information not just for the FUTS system, but also for walking, biking, and general multimodal transportation. Select posts are financially “boosted” to increase the audience that will view the post.

In addition to the FUTS Facebook page, staff regularly works with administrators of other Facebook pages, both inside and outside of the City, to cross-post on items of mutual interest.



- **Notify Me**

This feature on the City’s website allows citizens to subscribe to a variety of email lists to receive information from the City.

www.flagstaff.az.gov/list.aspx

Subscribers to the “Pedestrian-Bicycle-FUTS” list are sent information of interest related to the Flagstaff Urban Trails System (FUTS), walking, and bicycling. Subscribers are also sent monthly meeting agendas for the City’s Pedestrian Advisory Committee and Bicycle Advisory Committee. This list currently has about 940 subscribers.

- **Flagstaff Community Forum**

The Flagstaff Community Forum is an online platform for civic engagement that is hosted on the City of Flagstaff website.

www.flagstaff.az.gov/FCF

Most of the surveys already conducted in support of this planning process were hosted on the Forum, and any future surveys will use the Forum as well.

- **Story maps**

Esri story maps combine maps, narrative text, images, charts and graphics, and other media in a single interactive webpage, and provide an effective and compelling way to communicate information.

storymaps.arcgis.com/en/

Several story maps have already been created for these master plans to illustrate existing and planned facilities. It is anticipated that additional story maps will be used to convey information from the plans.

- **Media releases**

Staff will work with the City’s communications manager to issue media releases at appropriate milestones in the planning process to convey information about the plan and process to the public.

- **Radio/television spots**

There may be opportunities for staff and members of the PAC and BAC to appear on local radio and television outlets to discuss the master plans.

Appendix A | Completed public engagement

A significant amount of public outreach has already been done, beginning in 2014, in support of the Active Transportation and FUTS Master Plans. Staff has conducted nine community surveys, hosted two public open houses, talked to hundreds of citizens about walking and biking at dozens of community events, and held monthly discussions at PAC and BAC about pedestrian and bicycle issues. This appendix summarizes those engagement efforts.

Community surveys

- **Walking and biking survey** Summer 2014 | 458 responses

Open-ended survey intended to gather information about where walking and biking is good and where there are issues, what are the factors that making walking and biking good or problematic, and what could be done to improve walking and biking in Flagstaff.

For this survey, the City worked with North Country and Hermosa Vida to target populations that are not typically reached in surveys and public engagement, including low income and minority communities.

- **Pedestrian and bicycle project survey** Summer 2016 | 294 responses

Respondents were asked to rate the importance and priority of a variety of pedestrian and bicycle projects in five categories: missing sidewalks, missing bike lanes, planned FUTS trails, enhanced at-grade crossings, and potential overpasses/underpasses.

- **Milton Road survey** Fall 2016 | 189 responses

This survey was conducted to gain a better understanding of the walking and bicycling issues along Milton Road. Respondents were invited to share their thoughts about walking and biking along or across Milton Road, and were asked to rate a variety of potential facilities to accommodate pedestrians and bicyclists on Milton Road.

- **Regional Transportation Plan surveys**

Transportation values survey: Winter 2016, 460 responses

Future transportation spending survey: Spring 2016, 372 responses

Transportation project priorities survey: Fall 2016, 84 responses

Have your say survey: Spring 2017, 125 responses

A series of four public surveys were conducted in support of the Regional Transportation Plan. Although the focus of the RTP surveys is transportation more broadly defined, there are significant results in the surveys for walking and biking.

- **FUTS trail users survey** Summer 2017 | 375 responses

Survey of users of the Flagstaff Urban Trails System, conducted to determine patterns of trail use and solicit users' perceptions of the FUTS system. The survey updates a previous FUTS survey from 2011.

- **Draft goals and strategies survey** Fall 2017 | 167 responses

Intended to gather public feedback regarding a number of proposed goals and strategies to improve walking and biking in Flagstaff. The goals and strategies were developed for the Active Transportation Master Plan.

- **PedBikeWays survey** Winter 2018 | 277 responses

This survey introduced the concept of PedBikeWays to the public and helped gauge the level of interest and support for the concept. Respondents were also asked which segments or features they think are most important, and if any additional facilities should be added to the plans.

- **Bicycle Friendly Community survey** Fall 2018 | 284 responses

The League of American Bicyclists conducted a survey in conjunction with the City's application for renewal of Bicycle Friendly Community status to gain a better understanding of local bicyclists' experiences in Flagstaff.

- **Flagstaff Trails Initiative survey** Winter 2018 | 570 responses

Conducted in conjunction with preparation of the Regional Trails Strategy by the Flagstaff Trails Initiative, the survey was intended to gain a better understanding of how people use trails, and what the community values in a trail system. Responses cover a number of issues related to the FUTS system.

Walking-Biking-Trail Summits

Two summits were hosted in late 2017: on November 1 at the Joe Montoya Center on the west side, and November 15 at Pine Forest Charter School on the east side. Approximately 100 residents attended the two summits.

The summits were structured in a drop-in open house format. Attendees were able to participate in a variety of activities:

- **Facilities voting maps.** Participants placed dots on a series of six large-scale maps that depicted existing and missing/planned sidewalks, bike lanes, FUTS trails, crossings, PedBikeWays, and the bikeway network. Dots were color coded by priority.
- **Goals and strategies survey.** A paper version of the online survey described above was made available for participants to complete. Submitted surveys are folded into the results of the online survey, summarized above.
- **Strategies voting chart.** Draft goals and strategies were printed on a series of large posters; dots were placed adjacent to strategies that participants consider most important or highest priority.
- **Vision board.** Participants were invited to express their vision for walking or biking on a sheet of paper, which was then attached to a wall with other vision statements.
- **Comment cards.** Provided a medium for participants to express any additional thoughts and comments about the master plan and the summits.



Tabling events

Over the past several years, staff and PAC/BAC members have engaged with the public at a variety of community events, including

- Earth Day
- Bike Bazaar/Bike to Work Week
- Arizona Trail Day
- Flagstaff Community Market

For these events staff has a series of maps on hand illustrating existing and future FUTS trails, sidewalks, bike lanes and crossings. FUTS trail maps and other pedestrian and bicycle literature are also distributed.

Discussions with the public at these events typically focused on future plans for multimodal facilities, existing concerns with walking, biking, and trails, the Active Transportation Master Plan, and the upcoming transportation tax renewal.

Transportation tax open houses

Five open houses were held in conjunction with the informational campaign for the three transportation-related sales tax propositions on the ballot in November of 2018:

- Sep 18, 2018: Flagstaff City Hall Lobby
- Sep 26, 2018: Flagstaff Aquaplex
- Oct 5, 2018: Heritage Square, First Friday Art Walk
- Oct 8, 2018: FUSD Board Room
- Oct 17, 2018: Murdoch Center

Maps of existing and planned sidewalks, bike lanes, FUTS trails, and crossings were available during these open houses. In addition to answering questions about the tax propositions, staff discussed information on the maps with attendees and had more general conversations about walking and biking in Flagstaff.



PAC/BAC meetings

For the past several years, discussion of the Active Transportation Master Plan and FUTS Master Plan has been essentially a standing item on the agendas of the City's Pedestrian Advisory Committee and Bicycle Advisory Committee.

As the process moves forward, PAC and BAC meetings will continue to serve as primary review and discussion forums for the various aspects of the plan. Both meetings are open to the public and can be live-streamed from the City's website.

Appendix B | Stakeholders

Approval bodies

- Pedestrian Advisory Committee
- Bicycle Advisory Committee
- Transportation Commission
- Planning and Zoning Commission
- City Council

Boards and Commissions

- Beautification and Public Arts Commission
- Commission on Inclusion and Adaptive Living
- Diversity Awareness Commission
- Open Spaces Commission
- Parks and Recreation Commission
- Sustainability Commission
- Tourism Commission
- MetroPlan/Mountain Line Coordinated Mobility Council
- Mountain Line Technical Advisory Committee
- Mountain Line Board of Directors
- MetroPlan Technical Advisory Committee
- MetroPlan Board of Directors

Principle COF review staff

- Tiffany Antol, Planning Director
- Nicole Antonopoulos, Sustainability Manager
- Rick Barrett, City Engineer
- Jeff Bauman, Traffic Engineer
- Sara Dechter, Comprehensive Planning Manager
- Dan Folke, Community Development Director
- Amy Hagin, Parks Manager
- Carlton Johnson, Associate Planner
- Scott Overton, Streets Section Director
- Gary Miller, Development Engineer
- Jenny Nieman, Sustainability Specialist
- Bret Petersen, Capital Improvements Engineer
- David Wessel, MetroPlan

Extended COF review staff

- Reid Miller
- Stephanie Sarty
- Eli Reisner
- Shane Dille
- Andy Bertlesen
- Adam Miele
- Rebecca Sayers

External agency staff

Coconino County

- Tim Dalegowski, Transportation Planner
- Jess McNeely, Community Development Assistant Director
- Brian Grube, Parks and Recreation Assistant Director
- Jay Christelman, Community Development Director
- Norma Gallegos, Community Services Interim Director
- Cynthia Nemeth, Parks and Recreation Director
- Melissa Shaw, Long Range Planner
- Melinda Tracey, Senior Services Program Director
- Christopher Tressler, County Engineer
- Kim Austin, Coconino County Safekids
- Denise Burley, Division Manager
- Heather Williams, Injury Prevention Program Manager
- Mare Schumacher, Epidemiologist
- Amy Young, Healthy Policy Analyst

ADOT

- Chad Auker, Assistant District Engineer - Maintenance
- Brendan Foley, Assistant District Engineer – Construction
- Dan Gabiou, Regional Planning Manager
- Donna Lewandowski, Bicycle/ Pedestrian Program Coordinator
- Audra Merrick, Northcentral District Engineer
- Nathan Reisner, Northcentral District Development Engineer

Mountain Line

- Bizzy Collins, Transit Planner
- Anne Dunno, Capital Project Manager
- Estella Hollander, Mobility Planner
- Kate Morley, Deputy General Manger

Northern Arizona University

- Daniel Okoli, Vice President for Capital Planning and Campus Operations
- Janel Wilcox, Landscape Architect
- Cori Cusker, First Year Experience Instructor
- Greg Mace, Facility Services Associate Director
- Erin Stam, Parking Services Director
- Andrew Iocona
- Others...

NACOG

- Tod Morris, Mobility Management Planner
- Jen O'Connor, Transit Planner

Community groups

Walking/biking/running groups

- Flagstaff Biking Organization
- Northern Arizona Trail Runners Association
- Flagstaff Ultrarunning Club
- Flagstaff Trail Divas
- Girls on the Run
- Jack's Walks
- Team Run Flagstaff
- Latino Outdoors Flagstaff

Community groups

- Friends of Flagstaff's Future
- Stand Up for Flagstaff
- Coconino Hispanic Advisory Council

Tourism

- Convention and Visitors Bureau
- Flagstaff Visitors Center
- Flagstaff Lodging, Restaurant, and Tourism Association

Business/economic development groups

- Downtown Business Alliance
- Economic Collaborative of Northern Arizona
- Flagstaff Independent Business Alliance

- Greater Flagstaff Area Chamber of Commerce
- Northern Arizona Association of Realtors
- Northern Arizona Building Association
- Sustainable Economic Development Initiative

Environmental groups

- Sierra Club
- Citizens Climate Lobby
- Willow Bend Center
- Grand Canyon Trust

Public Health

- Coconino County Public Health Services District
- Flagstaff Medical Center – Fit Kids
- NAPEBT Wellness Program
- Native Americans for Community Action
- NAU Employee Assistance and Wellness Office
- North Country Health Care
- Northern Arizona Healthcare Foundation

NAU groups

- NAU Office of Sustainability
- GPR faculty
- Sustainable Communities faculty
- NAU Cycling Club
- NAU Hiking Club
- Run NAU
- Student Health and Physical Education Club
- College Health Education Club
- Fossil Free NAU
- NAU Our Climate
- Student Health Advocacy Committee
- Res-Life Coordinator, Sustainability
- Associate Vice President
- Bike Hub
- Green Jacks

Neighborhood associations

- La Plaza Vieja Neighborhood Association
- Southside Community Association
- Sunnyside Neighborhood Association
- Townsite Neighborhood Association

Bike/running shops

- Absolute Bikes
- Arizona Pedal Tours
- Cosmic Cycles
- Flag Bike Revolution
- Flagstaff Bicycle & Fitness
- Flagstaff Bikes
- REI
- Run Flagstaff
- Single Track Bikes
- Peace Surplus
- Babbitts
- Peace Surplus

Appendix C | **Process requirements**

Flagstaff Regional Plan 2030

The Flagstaff Regional Plan 2030 indicates the purpose of a specific plan as providing a greater level of detail for a geographic area or element of the Regional Plan. The Regional Plan further describes specific plans as follows:

- Specific plans provide for the systematic implementation of the Regional Plan
- The development of specific plans is essential for implementation of the Flagstaff Regional Plan and its vision.
- Specific plans adopted by resolution are official City policy providing direction on how to implement the Regional Plan.
- Specific plans are processed as a minor amendment to the Regional Plan but follow the enhanced procedural requirements for public participation and notification required of major plan amendments.

Flagstaff City Code

Procedural requirements for adopting a specific plan are found in several locations in Title 10 (Zoning Code) and Title 11 of the Flagstaff City Code:

- 10-20.30.060 Neighborhood Meeting
- 10-20.30.070 Additional Requirements for Citizen Outreach
- 10-20.30.080 Notice of Public Hearings
- 11-10.10.020 Common Procedures
- 11-10.20.020 Major Plan Amendments and New Elements
- 11-10.30.020 Elements of a Specific Plan
- 11-10.30.030 Specific Plan Adoption/Amendment

Relevant process and notice requirements for adoption of a specific plan are listed below.

Inter-division staff (IDS) review

- **Public engagement plan.** (This document) must be submitted to Planning Director and Comprehensive Planning Manager for review and approval prior to commencement of process.
- **Waiver letter.** Submit a letter to the Planning Director requesting a waiver of non-applicable elements and information, from the list of submittal require-

ments for General Plan amendment (11-10.10.020(H)) and from the format and contents requirements for specific plans (11-10.30.030(D)). These elements are intended for general plan amendments and specific plans submitted by developers in conjunction with specific development proposals, not for topic-oriented, city-wide specific plans.

- **Concept plan approval.** A concept plan must be submitted to the Planning Director per 11-10.30.030(D)(6). The Planning Director makes a preliminary determination if it is in conformance with General Plan
- **IDS application.** A completed IDS application form will be submitted to Planning staff toward the end of the internal review process. The application is accompanied by the draft master plan, and a narrative that addresses required elements that have not been waived. Fees for the application are waived.
- **Completeness review.** The IDS team reviews the application and determines if it is complete. When the application is deemed complete the master plan can move to the public review process.
- **Substantive comments.** Substantive comments will be received from IDS reviewers over the course of public review period.

Approval process

- **60-day notice.** At least 60 days prior to the first public hearing, the master plans proposal is transmitted to the Planning and Zoning Commission and City Council. A variety of outside agencies are also advised of the specific plan application and provided an opportunity for official comment. Notification is also sent to the registry of interested persons and groups, and the draft plan is posted on the City's website.
- **Neighborhood meeting.** A neighborhood meeting must be conducted for the Specific Plan per Section 11-10.10.020 and Section 10-20.30.060 of City Code. A plan for the meeting is submitted to and approved by the Planning Director in advance. There are specific requirements for meeting notice, and a record of the proceedings must be kept.
- **Planning and Zoning Commission.** Two public hearings must be conducted before the Planning and Zoning Commission. The first counts as the citizen review work session as described in 11-10.10.020 (D)(4).
- **City Council.** One public hearing is held at the City Council. Specific plans are adopted by the Council by resolution.