

Incentive Policy for Affordable Housing Rewrite

Public Participation Plan

January 2021

Purpose

This Public Participation Plan will provide a comprehensive summary of the public participation opportunities and notification process that will be utilized to update the Incentive Policy for Affordable Housing (IPAH) and the affordable housing incentives within the Zoning Code.

City staff is committed to a process utilizing the "Involve" level of the International Association of Public Participation (IAP2) to develop new content for endorsement by the Housing and Planning & Zoning Commissions and approval by City Council.

At the "Involve" level, the public participation goal is to work directly with the public throughout the process to ensure that public issues and concerns are consistently understood and considered. Staff commits to working with the public to address concerns by exploring alternatives and documenting how public input has influenced a decision. Public Participation Overview

The public will have the opportunity to participate and provide comments on the IPAH and Zoning Code Amendments through online surveys, Working Group meetings and public meetings and hearings with the Housing and Planning and Zoning Commissions and City Council . Also, staff will be conducting interviews with the stakeholders City Management's Listening Tour discussions with the development and business communities will give, participants the opportunity to provide comments, suggestions, and ideas specific to the IPAH and Zoning Code Amendments.

Below is a description of each public participation activity.

Online Surveys – Two online surveys will be posted to the Flagstaff Community Forum to gather input from the public. Staff will be seeking comments regarding the existing IPAH and Zoning Code affordable housing incentives, and input gathered from an initial survey will be presented to the Working Group. Staff will later post a Public Review Draft of the draft IPAH and Zoning Code Amendments on the Flagstaff Community Forum for the required comment period.

Stakeholder Interviews – Staff will conduct one-on-one interviews with stakeholders to gather feedback about the existing IPAH and Zoning Code's affordable housing incentives and what changes would be useful. Input gathered from the interviews will be presented to the Working Group. The stakeholder contact list will consist of:

- Mortgage lenders
- Project financing
- Builders
- Developers
- Architects
- Engineers

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- Realtors
- Housing related service providers and non-profits
- And other interested organizations

Listening Tour – Senior Management Staff will be conducting one-on-one discussions with members of the development community, and business owners and representatives. As part of these discussions Staff will be seeking feedback regarding the existing IPAH and Zoning Code’s affordable housing incentives.

Working Group meetings – Staff will review the existing IPAH and Zoning Code’s affordable housing incentives and new drafts with the Working Group to obtain feedback, ideas and comments. The public will be able to attend the recurring meetings and provide input to the Working Group.

Housing Commission, Planning and Zoning Commission and City Council Work Sessions and Hearings – Staff will review the drafts with the Commissions and City Council. The public will be able to attend the meetings have opportunity to provide comment.

Methodology of Public Notice

Notification to the public will be provided by several methods. These will include:

- Eighth-page ads in the Arizona Daily Sun will be published at least 15 days prior to the start of the Working Group meetings to announce the meeting series and midway through the meeting calendars, open house meetings, and the required work sessions and public hearings.
- Notification on the Housing Section and the City of Flagstaff Facebook pages prior to the Working Group meetings to announce the meeting series and midway through the meeting calendars, open house meetings, and work sessions and public hearings will be posted.
- All City Council, Housing and Planning and Zoning Commissions meetings and work session agendas that address the IPAH and Zoning Code Amendments will be posted at City Hall and on the City website.
- First class mail notices will be sent to all individuals on the interested parties/notification list on file with the Planning and Development Services a minimum of 15 days prior to any open house meeting and public hearings. Note. Certain individuals on the referenced list requested to be notified via email, instead of First-class mail notice.
- Notifications of the Working Group meetings to announce the meeting series, the availability of the Public Review Draft, open house meeting(s), work sessions, and public hearings will be provided will provide on the project webpage.
- Project updates and public meetings will be provided to the following community newsletters:
 - Flagstaff Housing Authority
 - Other interested organizations, such as the Chamber Commerce, Northern Arizona Home Builders Association, Northern Arizona Association Realtors, Arizona Multi-housing Association, etc.
- Project updates and public meetings will be emailed to the following groups:
 - Regional Plan, High Occupancy Housing, Southside and La Plaza Vieja email lists
 - Coconino County Continuum of Care listserv
 - Stakeholder list
 - Economic Collaborative of Northern Arizona

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- Housing Bond listserv
- And other interested organizations
- Individuals subscribed to announcements on the Flagstaff Community Forum will be notified of opportunities to provide public comments on surveys. In addition, the forum will be used to announce the Working Group meeting series, open house meetings, and the required work sessions and public hearings. The forum may be utilized for other meetings, surveys, and comments functions.
- Press Release will be provide for the Working Group meetings to announce the meeting series and Public Review Drafts policy and Zoning Code Amendments.

Working Group Meetings, Interviews, Open House(s) and Non-Required Work Session(s)

Opportunities for public discussion and provide feedback on the proposed IPAH and Zoning Code Text Amendments will be provided at a minimum of two open house meetings and through public participation activities identified below. In addition, work sessions that are not required by the Zoning Code have been scheduled with the Planning and Zoning Commission and City Council. Additional public comment opportunities may be added at dates and times to be determined. All meetings will be conducted over Microsoft Teams, with call-in capabilities. Details to attend the virtual meeting will be provided with the public notification and agendas.

- A. Senior Management Listening Tour
 - 1. 03/1/2021 through 06/01/2021 (subject to modification)
- B. Meetings/interviews with Stakeholders
 - 1. 03/1/2021 through 06/01/2021
- C. Flagstaff Community Forum Online Surveys
 - 1. March 18, 2021 through April 30, 2021 – Survey of existing policy and soliciting ideas
 - 2. September 17, 2021 October 27, 2021 - Soliciting feedback of Public Review Draft
- D. Working Group Meetings
 - 1. March 18, 2021 through July 15, 2021 - Meeting every two-weeks
- E. Housing Commission Work Session
 - 1. 07/22/2021 - Progress update, 1:00 p.m.
- F. Planning and Zoning Commission Non-Required Work Sessions
 - 1. 07/28/2021 - Progress update, 4:00 p.m.
- G. Open House Meeting(s) to review the Public Review Draft
 - 1. 10/06/2021 - 6:00 p.m.
 - 2. 10/07/2021 - 6:00 p.m.
- H. Planning and Zoning Commission Work Session(s)
 - 1. October 13, 2021, 4:00 p.m.

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- I. Housing Commission Work Session(s)
 - 1. October 14, 2021, 1:00 p.m.
- J. City Council Work Session(s)
 - 1. October 26, 2021, 6:00 p.m.
- K. Direct Email to the City's Project Manager's (03/01/2021 – on going)

Required Work Sessions and Public Hearings

The Zoning Code's required Citizen Review work session with the Planning and Zoning Commission will be held at least 14 days prior to the Planning and Zoning Commission's public hearing to provide a recommendation to the City Council on the proposed Zoning Code Text Amendments. Also, a work session with the City Council will be held at least 14 days prior to the City Council's public hearing on the proposed Zoning Code Text Amendments. The final dates and times for the required work sessions and public hearings are subject to change. All meetings will be conducted over Microsoft Teams, with call-in capabilities. Details to attend the virtual meeting will be provided with the public notification and agendas.

- A. Planning and Zoning Commission Work Session(s)
 - 1. October 13, 2021, 4:00 p.m.
- B. Housing Commission Work Session(s)
 - 1. October 14, 2021, 2:30 p.m. (Special Meeting)
- C. City Council Work Session(s)
 - 1. October 26, 2021, 6:00 p.m., time subject to change
- D. Planning and Zoning Public Hearing (Zoning Code)
 - 1. December 22, 2021, 4:00 p.m.
- E. Housing Commission Recommendation (IPAH)
 - 1. December 22, 2021, 1:00 p.m.
- F. City Council Public Hearing
 - 1. January 18, 2022, 6:00 p.m., time subject to change
 - 2. February 01, 2022, 6:00 p.m., time subject to change

Modification to the Public Participation Plan

The Public Participation Plan may be amended to add additional work sessions, open house meetings, public hearings, online public comment opportunities, and associated dates and times. The Project Managers shall inform the Housing and Planning Directors of such modifications, and update the plan accordingly. Modifications that eliminate a public comment opportunity or significant modifications to the an approved plan shall require that the amended Public Participation Plan be reapproved by the Housing and Planning Director(s).