

# 01.6 CITIZEN PARTICIPATION PLAN

## CARBON NEUTRALITY PLAN MAJOR PLAN AMENDMENT

JUNE 30, 2021

### PURPOSE

This Citizen Participation Plan summarizes the public participation opportunities and notification procedures required for the Carbon Neutrality Major Plan Amendment to the Flagstaff 2030 Regional Plan.

The 60-day comment period will begin on July 13, 2021, and end on September 13, 2021

### COMMUNITY NOTIFICATION

The following populations will be notified of the 60-day comment period and Open House, at least 14 days prior to the Open House:

- The general public, through print notifications in the Arizona Daily Sun and social media postings.
- The residents on the Regional Plan email notification list, maintained by the Planning Director (approximately 340 recipients).
- The recipients of the Sustainability Program newsletter.

At least 60 days before notice of the first hearing of the Planning Commission, the Planning 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:

- An advertisement in the Arizona Daily Sun at least 15 calendar days but not more than 30 days prior to the first public hearing with the Planning and Zoning Commission.
- Press releases for open house and hearings.
- Email notification to the Regional Plan email list (approximately 340 recipients) and the Sustainability Program newsletter (approximately 1,000 residents) prior to all meetings.
- Notification on the Flagstaff Regional Plan 2030 Facebook page prior to all meetings.
- Social media posts on the Flagstaff Sustainability Program social media accounts. The three accounts on Facebook, Instagram, Twitter have approximately 9,000 followers combined.
- A webpage dedicated to this Major Plan Amendment, located on the City of Flagstaff climate website. Staff will ensure this page comes up in relevant search engine results.
- Posters for the open house in City Hall, libraries, and the Aquaplex.
- Legal notices for public hearings.

This amendment is a text amendment to pages IV-11 and IV-12 of the Regional Plan. Because this amendment does not involve a specific property, the property owner notification requirement is not applicable.

## COMMUNITY MEETINGS OVERVIEW

### Three community open house meetings will be held:

- The in-person Open House will take place on **Wednesday, August 25<sup>th</sup> from 5:00 to 7:00 pm**. This meeting is tentatively scheduled for the Murdoch Community Center, located at 203 E. Brannen Ave, Flagstaff, AZ 86001.
- An online open house meeting will be held online via Zoom, to accommodate those who cannot or do not wish to travel to an in-person event. The meeting is tentatively scheduled for Tuesday July 20<sup>th</sup>, from 5:30 to 6:30 pm.
- A second online open house meeting will be held via Zoom. The meeting is tentatively scheduled for Thursday September 9<sup>th</sup>, from 6:00 to 7:00 pm.

**Important note:** Meeting locations and arrangements are subject to change to protect public health in light of the ongoing COVID-19 pandemic. This document will be updated with full safety precautions that will be taken for these meetings.

### Meeting content

The in-person and online meetings will provide an opportunity for the public to become informed and consult on the proposed revised amendment. The following information will be presented:

- The proposed amendment to the Regional Plan.
- The rationale for the amendment including benefits to the community.
- Supporting materials on the City's climate action goals, the Flagstaff Carbon Neutrality Plan, and associated projects.

The meetings will be organized in an Open House format, where staff present information and then community members have an open period to ask questions or to provide comments.

- Materials will be presented to residents for them to review at their own pace.
- City Staff will make a brief presentation summarizing the Plan amendment.
- A question and answer period will create an opportunity for community members to ask questions of staff.
- An online survey will be available for those residents who may want to provide feedback privately or after the meeting.

### Meeting agenda:

1. Welcome and introductions
2. Introduction to informational materials
3. Overview presentation by staff
4. Question and answer period
5. Conclusion

After each meeting, the project representative 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.

## ONLINE SURVEY

In order to accommodate those who are not able to attend the in-person or online open houses, City staff will develop a brief online survey. This survey will collect feedback and questions on the Regional Plan Amendment from community members.

This survey will include information directing residents to more information about the amendment. It will allow anonymous, private feedback, if that is the desire of the resident.

## COMMISSION MEETINGS AND HEARINGS

City staff will present this amendment proposal at two Commission meetings:

- The fourth opportunity for input will be held at the August meeting of the Sustainability Commission. City staff will present the draft amendment at the August 27<sup>th</sup> regular meeting of the Sustainability Commission during the 60 day comment period and prior to the Citizen's Review Session. This meeting will be held from 4:30 – 6:00 pm on Thursday, August 27<sup>th</sup>.
- The fifth opportunity for input will be a 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 & Zoning 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.

The required Planning and Zoning Commission and City Council hearings will be held either online, or at City Hall, at a time and date to be determined. The location will be determined based on the City of Flagstaff's re-entry stage and public meeting procedures at the time of the meeting. Community members will be notified in advance regarding health and safety procedures.

### **Planning and Zoning Commission Hearings**

The Major Plan Amendment application will be presented before two public hearings before the Planning and Zoning Commission, at dates and locations to be determined.

### **City Council Approval**

The Major Plan Amendment application will be presented before the City Council in December 2021. A two-thirds majority vote of the City Council is needed for approval.

## OTHER NOTIFIED PARTIES

The project representative will work with the Planning Director to transit proposal to the following parties, at least 60 days before notice of the first hearing of the Planning and Zoning Commission on the major amendment to the Regional Plan:

- The Planning and Zoning Commission
- The City Council
- Coconino County;
- MetroPlan Flagstaff
- The Arizona Department of Commerce
- Flagstaff Unified School District
- Northern Arizona Council of Governments
- The Coconino County Superintendent of Schools
- The Coconino National Forest
- The Flagstaff Area National Monuments
- The Naval Observatory at Flagstaff
- Any person or entity that requests in writing to receive a review copy of 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.

## **I.7 NEIGHBORHOD NOTIFICATION**

# COMMUNITY OPEN HOUSE

Join us to review a carbon neutrality amendment to the Flagstaff Regional Plan.

The City of Flagstaff is proposing a Major Plan Amendment on climate change and climate action to the Flagstaff 2030 Regional Plan.

This amendment will revise pages IV-11, IV-12, and X-19 of the Flagstaff Regional Plan 2030: Place Matters (Regional Plan). Revisions will align the Regional Plan Climate Change and Adaptation pages with the City's climate action work and the 2021 Carbon Neutrality Plan.

## We want your input!

Join City Staff at one of three open houses for informational posters and open discussions on the proposed Amendment. This is your chance to learn more and provide comments!



<p><b>Open House One:</b> <b>Tuesday, July 20<sup>th</sup></b> 5:30 to 6:30 pm Online via zoom</p>	<p><b>Open House Two:</b> <b>Wednesday, August 25<sup>th</sup></b> 5:00 to 7:00 pm. Murdoch Community Center 203 E. Brannen Ave Flagstaff, AZ 86001</p>	<p><b>Open House Three:</b> <b>Thursday, September 9<sup>th</sup></b> 6:00 to 7:00 pm Online via zoom</p>
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To RSVP and learn more:  
[www.Flagstaff.AZ.Gov/Climate](http://www.Flagstaff.AZ.Gov/Climate)

For details on the project, visit:  
[www.flagstaff.az.gov/planamendments](http://www.flagstaff.az.gov/planamendments)

To ask a question, please contact:  
Sara Dechter, Comprehensive Planning  
Manager, at [sdechter@flagstaffaz.gov](mailto:sdechter@flagstaffaz.gov) or (928)  
213-2631

