



**Citizen Participation Plan  
Zoning Map Amendment Application  
Case No. PZ-17-00218-02**

**West of the Southwest Corner of High Country Trail and Lake Mary Road**  
Approximately 11 acres

APNs: 112-05-001W and 112-05-011

**Resubmittal Date: January 9, 2020**

Prepared By:  
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602.230.0600

Developer:  
Trinsic Acquisition Company LLC  
4040 East Camelback Road  
Suite 160  
Phoenix, Arizona 85018  
480.448.0985

## **I. Introduction**

This site is approximately 11 acres located at west of the southwest corner of Lake Mary Road and High Country Trail (the "Property"). The Property is zoned ER. The applicant originally filed applications with the City of Flagstaff for Site Plan Review and a Zoning Map Amendment to change the zoning to MR in December 2018. Following the Planning and Zoning Commission public hearing in May 2019 for these applications, the project was subject to a substantial overhaul and redesign that is now basis of this resubmittal.

These applications will allow ownership to develop a new multi-family residential development on the Property. The project is consistent with the City's General Plan designation and compatible with the surrounding uses. The purpose of this Citizen Participation Plan is to continue the substantial public engagement that occurred in the first phase of these applications and demonstrate how citizens, property owners and neighbor associations in the vicinity of the site will be informed of the application and provide feedback regarding the proposal.

This participation plan will ensure ongoing communication between the Applicant, potentially affected citizens and adjacent property owners, City staff and elected officials throughout the application review process. The information received by the Applicant from these communications will be used to make informed decisions throughout the application process with regard to the development proposal.

## **II. Contact List**

A contact list has been prepared for the zoning map amendment application using the following criteria. Additional contacts may be added over the course of the application process as requested by neighbors, the City of Flagstaff or the Applicant.

- Each real property owner (if different from the applicant) as shown on the last assessment of the property, of any land within the areas subject to the application for which the public hearing is required.
- Each real property owner (if different from the applicant) as shown on the last assessment of the property of any land which is located within 1,000 feet of the property subject to the application for which the public hearing is required.
- The situs or actual address of all tenants and residents living on the subject property.
- All local government agencies which have reviewed and commented on the proposed development or Zoning Map amendment or which abut the subject property.
- All homeowners associations (HOAs) that govern land within 1,000 feet of the subject property as well as all persons or groups whose names are on the registry of persons and groups described above who are interested in receiving such notice.
- Neighbor attendees at all previous neighborhood meetings that signed in and provided contact information.

## **III. Notification Technique / Notice of Neighborhood Meeting**

Citizens, registered neighborhoods, homeowners associations, and other interested parties affected by the applications as detailed above, will be notified of the requests through an informational mailing, a sign posted on site to be updated with information regarding neighborhood meetings and public hearings, and hold two organized neighborhood meetings.

The Applicant will conduct the following notice procedures:

- a. Create notices that set forth the purpose and substance of the proposed application, and the time, date and place of a neighborhood meeting and public hearings. The notices shall be sent by first class mail to the Contact List established in Section II of this Public Participation Plan.
- b. A notarized copy of the mailing list and affidavit of notification to affected property owners shall be submitted to the City of Flagstaff prior to the fifteenth day prior to the public hearing date and 10 calendar days prior to a neighborhood meeting.
- c. Install a minimum of one sign that is at least four feet by four feet in area on the property in a location or locations clearly visible from a public right-of-way to adjacent residents setting forth the purpose, time, date, and place of the neighborhood meeting and public hearings once they are scheduled, with an attached information tube containing copies of the meeting notice. This sign shall be installed a minimum of 10 days prior to the neighborhood meeting and updated 15 days prior to the public hearing.
- d. The applicant shall submit a notarized affidavit of posting and photographs of the signs posted on the subject property to the Director no less than 15 days prior to the public hearing date and 8 days prior to the public meeting.

The City of Flagstaff shall be responsible for placing the public hearing notices required by the Zoning Code in a newspaper of general circulation within the City.

#### **IV. Neighborhood Meeting Format**

The neighborhood meetings will be held for a one hour period, beginning at 5:30 p.m. on the dates established by the applicant. The meeting will be an open house format where residents can come in at any point during the one hour window and receive information from the development team about the proposal. Full size plans will be mounted to presentation boards and available for neighbors to view up close. Development team members will present information about the proposal and request, and answer questions one-on-one that meeting attendees may have. Notes will be taken by development team members during the meeting. Comment cards will be available for attendees to share their thoughts about the proposal. Sign-in sheets will be available at the meeting room entrance for meeting attendees to provide name, address, email and telephone number so they may be added to the mailing list if not already on it, and for the applicant to follow-up on any additional information that may be requested by an attendee. A copy of the sign-in sheet will be provided to the city along with a summary as outlined in this plan to City staff following the meeting. The agenda for these meetings is as follows:

AGENDA:

- Introduce the project team which will wear name tags or other forms of identification so the public knows who to speak with.
- Provide an explanation of the purpose of the neighborhood meeting.
- Adequately describe the proposed project, its location, provide a context map.

- Describe what is allowed under the current zoning and what will be allowed if the rezoning request is granted.
- Explain what happens to the feedback received at the meeting.
- Explain the anticipated timeline for the public hearing process.
- Explain next steps in the project including review and approval of site plan, civil plans and construction drawings.

**V. Response Procedures**

The Applicant shall respond to citizens that express interest. Individual meetings will be conducted upon specific request. The City of Flagstaff will be available to answer questions regarding the review and public hearing process. Parties affected by the applications may also share their feelings about the project by writing to the City of Flagstaff by contacting the planner assigned to the application at the following address.

Alexandra Pucciarelli  
 Planning Development Manager  
 Current Planning Program  
 211 W. Aspen Avenue  
 Flagstaff, AZ 86001

**VI. Status Procedures**

The Applicant shall keep the City of Flagstaff informed of the status of its citizen participation efforts. To do so, the Applicant will provide the following to the City of Flagstaff:

- a. Details of techniques the applicant used to involve the public, including:
- b. Dates and locations of neighborhood meetings;
  - i. Copies of letters, notices, newsletters and other correspondence, including dates and numbers of mailings or deliveries;
  - ii. A copy of the mailing list, and a summary of where residents, property owners, and potentially affected citizens receiving notices, newsletters, or other written materials were located;
  - iii. The number and names of people that participated in the process based on the sign-in sheet for the meeting; and
  - iv. A dated photograph of the sign installed in compliance with Flagstaff Zoning Code Section 10-20.30.060 (D)(6) as outlined above in Section III of the Citizen Participation Plan.
- c. A summary of concerns, issues and problems expressed during the neighborhood meeting, including:
  - i. The substance of the concerns, issues, and problems; and
  - ii. The applicant's response to the comments received at the public meeting. The applicant's responses shall be included on the site plan, illustrative plan, other planning document(s), and/or in an associated report. If public comments are not included in any of these documents, an explanation why they were not included must be provided;

- d. The applicant shall also send a copy of the written summary to all the people who recorded their names on the sign-in sheet for the meeting.

**VII. Inquiries**

Inquiries will be documented and made available to City staff in the form of a report/neighborhood meeting summary as outlined above and prior to public hearings.

**VIII. Schedule for Implementation**

- |   |  |
|---|--|
| 1. Mail Notice Letters / Invitation to 1 <sup>st</sup> Neighborhood Open House                    | February 2020  |
| 2. Hold 1 <sup>st</sup> Neighborhood Open House   | February 2020  |
| 3. Submit a summary of the Neighborhood Meeting to Staff and neighbors that attended the meeting  | Within 10 days following the meeting or at the time of zoning map amendment application, whichever comes first |
| 4. Mail Invitation to 2 <sup>nd</sup> Neighborhood Open House*                                    | Ten days prior to meeting  |
| 5. Hold 2 <sup>nd</sup> Neighborhood Meeting  | Within 30 days of formal application and no fewer than 31 days before the first hearing                        |
| 6. Submit a summary of the Neighborhood Meeting to Staff and neighbors that attended the meeting* | Within 10 days of meeting  |
| 7. Mail Notification Letter for Public Hearing*   | 15 days prior to 1 <sup>st</sup> Hearing   |
| 8. Site Posting for Public Hearing  | 15 days prior to 1 <sup>st</sup> Hearing   |
| 9. Submit affidavit of sign posting and public hearing notice mailing                             | 15 days prior to the 1 <sup>st</sup> Hearing   |

\*The second neighborhood open house meeting and public hearing notice may be mailed together, depending on the hearing schedule. If this occurs, the neighborhood meeting will occur no less than 31 days prior to the first public hearing date and a summary of the meeting will be submitted to the City the day after the meeting. Notice requirements as outlined above will be met.



## **Aura Flagstaff Virtual Neighborhood Meeting Summary**

**Meeting Date:** 3/23/2020

**Time:** 5:30 pm to 6:30 pm

### **Development Team:**

- Todd Gosselink, Trinsic Residential Group
- Jason Morris, Withey Morris, PLC
- Benjamin Tate, Withey Morris, PLC
- Richard Alvarez, ORB Architecture

### **Development Summary:**

- 11-acre site west of southwest corner of Lake Mary Road and High Country Trail
- Request to rezone from ER (Estate Residential) to MR (Medium Density Residential)
- 160-unit high-quality multifamily residential development
  - One-bedroom units: 112
  - Two-bedroom units: 48
- Includes 20% affordable housing units
- Open space: 95,943 square feet
  - Civic open space: 24,000 square feet
  - Common open space: 71,943 square feet
- Lot coverage: 15.30%
- Parking:
  - Required: 229 spaces
  - Provided: 242 spaces

### **Summary of Significant Changes from Previous Site Plan:**

- Decrease in density from 174 to 160 units.
  - 25% decrease in number of bedrooms from 265 to 208 due to change in unit mix.
- Tripled setbacks adjacent to single-family to south and west.
- Reduced site area to 11 acres – no longer rezoning Auza homestead.
- Removed carriage buildings on south side of project and decreased height adjacent to single-family homes to the south.
  - Eliminates need for tiered retaining wall system and dramatically reduces cut and fill on south side of the site.
- Retaining all stormwater on site – won't feed into culvert system.
  - Eliminates the deep retention basin along High Country Trail – now usable, flat civic open space.

## Frequently Asked Questions:

- Will there be development on the north side of High Country Trail?
  - **No, the portion of the site on the north side of High Country Trail will be a tree resource protection area. All development for this project will be on the south side of High Country Trail**
- Does the project meet the open space requirements prescribed by the City?
  - **Yes, we are providing 24,000 square feet of civic open space (5% of the overall site) and 71,943 square feet of common open space (15% of the overall site) in compliance with the ordinance requirements. Additionally, the unimproved tree resource protection areas are not included in that calculation.**
- What is the parking ratio for the development? How many spaces are you providing per resident?
  - **We are providing a total of 242 spaces, which is a ratio of 1.5 spaces per unit. This is 13 spaces more than the 229 spaces required by ordinance.**
- Will High Country Trail be widened or will any turn lanes be added to the intersection of Lake Mary Road and High Country Trail to accommodate traffic?
  - **With respect to the widening of High Country Trail, our traffic impact analysis does not indicate a need to widen High Country Trail given the relatively low traffic impact of the reduced density development. Ultimately, however, the decision to make any changes to High Country Trail rests with the City of Flagstaff's Public Works Department**
  - **With respect to the intersection of Lake Mary Road and High Country Trail, that intersection is outside of our project boundaries. Any changes to that intersection would be made by the City of Flagstaff.**
- Would it be possible to have one driveway designated as an "entrance only" and the other designated as "exit only"?
  - **We will explore this possibility with the City of Flagstaff. Whether or not it is feasible will depend upon what creates the safest traffic conditions and allows for the most efficient flow of vehicular traffic.**
- Are there any entrances/exits from the site to Wild West Trail?
  - **No, like the previous plan there are only two points of ingress/egress from the site and they are both on High Country Trail.**
- What is the change in total square feet of housing between the old and new proposal?
  - **Old Plan: 220,330 gross square feet (lower + upper floors) with 82,223 SF footprint**
  - **New Plan: 187,269 gross square feet (lower + upper floors) with 73,368 SF footprint**



## **Aura Flagstaff Virtual Neighborhood Meeting Summary**

**Meeting Date:** 7/1/2020

**Time:** 5:30 pm to 6:30 pm

### **Development Team:**

- Todd Gosselink, Trinsic Residential Group
- Jason Morris, Withey Morris, PLC
- Benjamin Tate, Withey Morris, PLC
- Richard Alvarez, ORB Architecture

### **Development Summary:**

- 11-acre site west of southwest corner of Lake Mary Road and High Country Trail
- Request to rezone from ER (Estate Residential) to MR (Medium Density Residential)
- 160-unit high-quality multifamily residential development
  - One-bedroom units: 112
  - Two-bedroom units: 48
- Includes 20% affordable housing units
- Open space: 108,983 square feet
  - Civic open space: 29,000 square feet
  - Common open space: 79,983 square feet
- Lot coverage: 15.30%
- Parking:
  - Required: 240 spaces
  - Provided: 242 spaces

### **Summary of Significant Changes from 2019 Site Plan:**

- Decrease in density from 174 to 160 units.
  - 25% decrease in number of bedrooms from 265 to 208 due to change in unit mix.
- Tripled setbacks adjacent to single-family to south and west.
- Reduced site area to 11 acres – no longer rezoning Auza homestead.
- Removed carriage buildings on south side of project and decreased height adjacent to single-family homes to the south.
  - Eliminates need for tiered retaining wall system and dramatically reduces cut and fill on south side of the site.
- Retaining all stormwater on site – won't feed into culvert system.
  - Eliminates the deep retention basin along High Country Trail – now usable, flat civic open space.

## Summary of Additional Changes Since 3/23/2020 Virtual Meeting:

- Increases in open space:
  - Civic Open Space: 24,000 SF → **29,000 SF**
  - Common Open Space: 71,943 SF → **79,983 SF**
  - Total Open Space: 95,943 SF → **108,983 SF**
- Coordination with Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) to provide new Mountain Line bus stops on north and south sides of High Country Trail.
- Added 4 Electric Vehicle parking spaces/charging stations.
- Civic space area adjacent to High Country Trail converted from turf to natural grasses and wildflowers.
- Commitment to construct FUTS trail connections east and west of site:
  - Will bring “High Country Trail” to full connectivity between “Bow and Arrow Trail” to the east and “Ponderosa Trail” to the west.

## Frequently Asked Questions:

- **If the stormwater isn't feeding into the culvert system, how will the site drain and where is the water going?**
  - All stormwater will be retained on-site using a series of chambers and dry wells underneath the drive aisles in the parking area. Water will percolate naturally into the ground from the dry well tanks.
- **How will the views from the homes adjacent to the south side of the project be affected by the new site plan vs. the old site plan?**
  - The view corridor for the homes immediately south of the project in the new site plan is a significant improvement over the original plan. In the original plan, the nearest building was a 24-foot-tall carriage building 15 feet from the property line and a 40-foot-tall, three-story building approximately 93 feet from the property line. In the new plan, the nearest building is a 28' 4"-tall, two-story building approximately 48' 1". As the sightlines show (See Site Section Exhibit on Page 9), the new plan is a significant improvement even with the changes in grade elevation. Importantly, the original plan required significant clearcutting of mature 60-foot Ponderosa pine trees between the property line and the nearest building. As the exhibit illustrates, far more of those trees between the homes to the south and the project will be left undisturbed. As a result, Ponderosa pines will remain a dominant feature of the view corridor far more than the previous plan.
- **What type of energy efficient features/sustainable building practices will be used?**
  - Low E insulated glass
  - High efficiency HVAC – 15 SEER units
  - LED lighting throughout
  - Low voltage LED landscape lighting
  - Recycle program for residents and office/common areas
  - Low flow water fixtures
  - Energy Star appliances
  - Individual unit water meters to track usage
  - Energy efficient pool pump and filtration equipment
  - Unit separation assemblies with STC 55 or greater for enhanced sound separation and energy retention
  - An irrigation design that employs low flow drip irrigation to maximize efficiency, and a smart controller with weather sensing technology
  - Applicant will participate in the City of Flagstaff's Sustainable Building Program which will require apartment units to achieve a HERS rating of 50 or better.

- **At the previous meeting there was a question about designating an exit-only driveway and an entrance-only driveway, any update?**
  - The City of Flagstaff does not recommend exit/entrance-only driveways for this site.
  
- **How will the new bus stops on the north and south sides of High Country Trail affect traffic?**
  - The request from the Northern Arizona Intergovernmental Public Transit Authority (NAIPTA) to install bus pads was a relatively recent request and we are working with NAIPTA and the City of Flagstaff to mitigate any impact on traffic.
  
- **Is there demand for new multi-family residential housing in the City of Flagstaff?**
  - Flagstaff has the highest multifamily occupancy rate (over 98%) of any major municipality in the State of Arizona. There is very high demand for new, Class A multi-family residential housing in the City of Flagstaff – both for market rate and affordable housing products.
  
- **How many trees are you “claiming” on each side of High Country Trail?**
  - The area on the north side of High Country Trail will be left completely undisturbed and all trees will be preserved in a tree resource protection easement dedicated to the City of Flagstaff. Our tree resource survey, which is part of the City of Flagstaff submittal requirements and prepared by a certified third-party arborist, is available from the City of Flagstaff through a public records request.
  
- **When will we know the traffic analysis and the exact plan?**
  - We recently submitted a revised Traffic Impact Statement to the City of Flagstaff for review. It is available through a public records request to the City of Flagstaff.
  
- **How many ADA-compliant apartments are available?**
  - Multifamily dwelling units are governed by ANSI not ADA. All ground floor units are designed to ANSI Type B standards (62 units). 2% of all units are designed to ANSI Type A standards (the highest level of accessibility). There will be a total of 4 ANSI Type A units.
  
- **What is your plan for fencing adjacent homes?**
  - A 42-inch-tall fence/guardrail will be placed on top of an 8’ to 10’ retaining wall set back approximately 35’ from the property line. See the attached North/South Site Section.
  
- **What will the market/affordable units rent for?**
  - These estimates are ranges that are preliminary in nature and are subject to change due to market conditions and other factors:
    - 1-Bedroom: \$1,500 to \$1,600 (Market Rate)/\$1,000 to \$1,100 (Affordable)
    - 2-Bedroom: \$1,700 to \$2,000 (Market Rate)/\$1,200 to \$1,250 (Affordable)



A U R A .

# AURA FLAGSTAFF

West of SWC High Country Trail  
and Lake Mary Road

# OVERVIEW

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- Rezoning application originally filed December 2018 for 173-unit, 15-building multifamily residential development plus Auza homestead on north side of High Country Trail.
- 16.11-acre project area included Auza property north of High Country Trail.
- Multiple neighborhood meetings and public hearings held from January 2019 to November 2019.
- Re-filed new zoning application in February 2020
  - Reduction in project area
  - Reduction in density
  - Reduction in overall number of buildings
  - Increase in setbacks
- First virtual neighborhood meeting for new project held on March 23, 2020



# SUMMARY OF CHANGES

## March 2020

- Decrease in density from 174 to 160 units.
  - 25% decrease in number of bedrooms from 265 to 208 due to change in unit mix.
  - Reduction in total number of buildings from 15 to 8
- Tripled setbacks adjacent to single-family to south and west.
- Reduced site area to 11 acres – no longer rezoning Auza homestead.
- Removed carriage buildings on south side of project and decreased height adjacent to single-family homes to the south.
  - Eliminates need for tiered retaining wall system and dramatically reduces cut and fill on south side of the site.
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# SUMMARY OF CHANGES

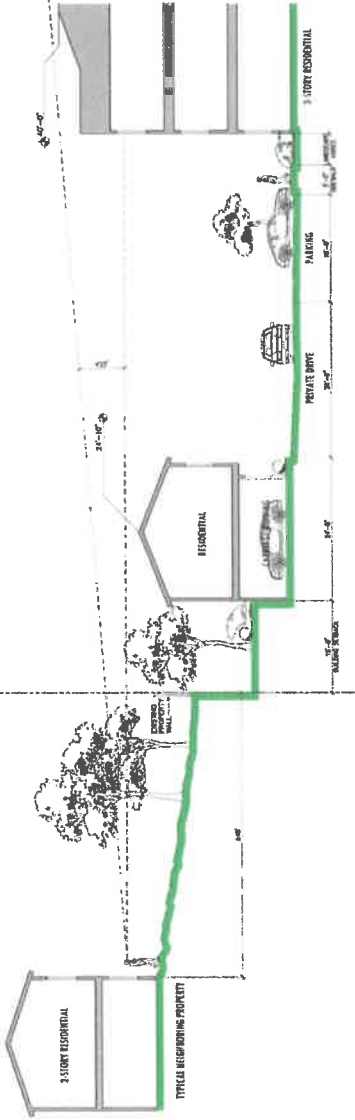
## Additional Refinements – July 2020

- Increases in open space:
  - Civic Open Space: 24,000 SF → 29,000 SF
  - Common Open Space: 71,943 SF → 79,983 SF
  - **Total Open Space: 95,943 SF → 108,983 SF**
- Coordination with Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) to provide new Mountain Line bus stops on north and south sides of High Country Trail.
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  - Will bring “High Country Trail” to full connectivity between “Bow and Arrow Trail” to the east and “Ponderosa Trail” to the west.





### Original Site Plan



### New Site Plan



### PREVIOUS NORTH/SOUTH SITE SECTION



### CURRENT NORTH/SOUTH SITE SECTION



**AURA FLAGSTAFF APARTMENTS**  
1251 W. HIGH COUNTRY TRAIL  
FLAGSTAFF, ARIZONA 86001

**ORP**  
Office of Rick Boyce Architects, LLC

WE@ORP.COM



**DEVELOPER**  
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### REVISIONS

NO.	DATE	DESCRIPTION

DATE: APR 22, 2019 08:11:17Z

# A1.11

SITE SECTION  
PRELIMINARY



# CURRENT PROJECT DATA

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- 11-acre site west of southwest corner of Lake Mary Road and High Country Trail
- 160-unit high-quality multifamily residential development
  - One-bedroom units: 112
  - Two-bedroom units: 48
- Includes 20% affordable housing units
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