



## Neighborhood Meeting and Citizen Outreach Plan

April 27, 2021

Via Email (Genevieve Pearthree [Genevieve.Pearthree@flagstaffaz.gov](mailto:Genevieve.Pearthree@flagstaffaz.gov))

Genevieve Pearthree  
City of Flagstaff Planning & Development Services  
211 W. Aspen Ave  
Flagstaff, AZ 86001

RE: **Project:** Presidio in the Pines- Tract M  
**Applicant:** Miramonte Presidio, LLC

Dear Ms. Pearthree:

In connection with our application for (a) Conditional Use Permit, the applicant, Miramonte Presidio, LLC, (Miramonte) has formulated this Neighborhood Meeting and Citizen Outreach Plan and welcomes feedback from the City of Flagstaff (the "City") regarding any of the details set forth herein. The information herein is intended to comply with relevant portions of the Flagstaff Zoning Code (the "Code"), Section 10-20.30.060.

### Introduction

Miramonte Presidio, LLC is proposing to develop a 2.77-acre parcel located at 2940 S. Woody Mountain Road, Flagstaff, AZ. 86001, Assessor Parcel Number 112-62-483, otherwise known as Tract M. The development will consist of three, (3) story apartment buildings consisting of 39-units. The buildings total 19,650 SF and residential units will range from 514-1,064 SF. The density per acre is 14.09 units and the lot coverage is 12.6%.

The Planned Residential Development (PRD) mechanism will be used, following standards: T4.N2 Transect Zone, Apartment Building Type, and Forecourt Private Frontage Type. As a condition of Civil Plan approval, a Conditional Use Permit (CUP) is required for the PRD in the HC zone.

## Neighborhood Meeting

### A. Purpose

Miramonte understands the purpose of the required neighborhood meeting to encompass the following goals:

- Encourage Miramonte to allow for informed decision making through the dissemination of proposals and alternatives. *See Code Section 10-20.30.060(B)(1).*
- Ensure that Miramonte pursues early and effective citizen participation in conjunction with its applications, giving it the opportunity to understand and try to mitigate any real or perceived impacts its applications may have on the community. *See Code Section 10-20.30.060(B)(2).*
- Ensure that the citizens and property owners within the community have an adequate opportunity to learn about how Miramonte's applications may affect them and to work with Miramonte to resolve concerns at an early stage of the process. *See Code Section 10-20.30.060(B)(3).*
- Facilitate ongoing communication between Miramonte potentially affected citizens and adjacent property owners, City staff, Planning Commissioners and elected officials throughout the application review process. *See Code Section 10-20.30.060(B)(4).*

### B. Applicability and Requirements

Miramonte understands its Applications will require it to hold a neighborhood meeting and that it is responsible for the costs associated with the meeting. If the Director requires as much, Miramonte will host additional neighborhood meetings. Miramonte has not yet determined when the required neighborhood meeting will be held, however, Miramonte will inform the City once it has scheduled the neighborhood meeting.

### C. Neighborhood Meeting Plan

Pursuant to Code Section 10-20.30.060(C)(2), Miramonte's plan for how it intends to conduct the neighborhood meeting must be submitted to and approved by the Director in compliance with the review schedule. In anticipation of this requirement, Miramonte includes the following proposed plan for conducting the neighborhood meeting. The neighborhood meeting will be hosted at a suitable gathering location at or near the proposed project site. Miramonte may hold the public meeting(s) at the subject site, if it is determined to be a suitable location for the meeting(s). Miramonte intends to hold in-person meetings, assuming that social distancing requirements caused by the COVID-19 pandemic can be met. If in-person meetings are not feasible as a result of the pandemic, then Miramonte will either delay the meeting until such time as in-person meeting can be suitably held or it will conduct the meeting online, if approved by the Director. Again, while

Miramonte has determined the location, date and time of the neighborhood meeting, it will include such information in its plan sent to the Director in compliance with the review schedule.

While the Director may determine that additional notices are required, Miramonte will, at a minimum, provide notices, via first class mail and email (if available) to the following parties:

- Property owners, citizens, jurisdictions and public agencies within 300 feet of the proposed project;
- The head of any homeowners association, or community/neighborhood representative within 1,000 feet of the proposed project;
- All persons or groups whose names are on the registry of persons and groups described in Code Section 10-20.30.080(B) who are interested in receiving such notice; and
- If required by the Director, to any party falling within an expanded notification area.

Further, Miramonte will post a sign on the subject property. The sign posted on the subject property will be at least 4' x 4' and will be clearly visible from Woody Mountain Road and will have an attached information tube containing copies of the meeting notice. This sign will be installed at least 10 days prior the neighbor meeting. In addition, each of these notices will set forth the purpose and substance of the proposed application, and the time, date and place of the neighborhood meeting. Miramonte will submit a copy of such notice to the Director.

At the meeting(s), Miramonte will circulate a sign-in sheet (or collection of participant information for a virtual meeting), and will provide an introduction of the proposed development, with an overview of the development's design and goals. After Miramonte provides an overview of the proposed project, Miramonte will engage in a charrette-style interaction, encouraging attendees' written contribution of any comments or concerns about the proposed development, and in particular will solicit attendees' desired community outcomes. For a virtual meeting, Miramonte will invite contribution of comments and concerns to be submitted in advance of the meeting via email and at the meeting via chat features through the online meeting service. Upon collection of the attendees' written responses, Miramonte will discuss some of the comments received and facilitate an open forum discussion with attendees. Miramonte will provide attendees with contact information to permit follow up discussions with any interested participant.

#### D. Record of Proceedings

Pursuant to Code Section 10-20.30.060(F), after the meeting(s), Miramonte will create a written summary of the meeting(s) and will submit the report to the Director in its next formal submission. The report will include the information specified in Code Section 10-20.30.060(F), including (i) certification, on a form established by the Director, that the meeting was properly noticed and conducted; (ii) dates and locations of all meetings; (iii) a copy of the notices provided, including dates and number of mailings or deliveries; (iv) 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; (v) the number and names of people that participated in the process based on the sign-in sheet; and a dated photograph of the sign installed on the subject property, as discussed above.

In addition, Miramonte's report will contain a summary of concerns, issues and problems expressed during the neighborhood meeting(s), including: (i) the substance of the concerns, issues, and problems raised during the process; (ii) how Miramonte has responded to these comments. Further, Miramonte's responses will be included in an associated report.

Finally, Miramonte will provide a copy of the written summary to all attendees who recorded their name on the sign-in sheet. Miramonte welcomes any feedback from the City regarding its proposed neighborhood meeting plan.

### Notice of Public Hearings

#### A. Planning Commission Public Hearing

In addition to the neighborhood meeting(s), the Director must schedule a hearing with the Planning Commission to provide additional opportunities for interested members of the public to be informed of and provide comments on Miramonte's development proposals. Miramonte will notice the public hearing as required by Code Section 10-20.30.080.

As indicated above, Miramonte understands the need for heightened community involvement throughout the application process and welcomes the City's input on any of the information and plans set forth herein. To the extent not expressly indicated, Miramonte intends to conduct the neighborhood meeting(s) and citizen outreach in accordance with the requirements of the Code.

Sincerely,



Charity Lee  
Land Acquisition & Development Manager  
Miramonte Homes  
102 S. Mikes Pike  
Flagstaff, AZ. 86001