

Downtown Connection Center (DCC) Public Involvement Plan

November 2021

Table of Contents

Introduction.....	3
General Outreach.....	3
DCC Stakeholder Group.....	3
Public Hearings with the Mountain Line Board of Directors.....	4
City Council Meetings.....	5
Other Outreach and Input.....	5
Fulfilling CUP Requirements for Public Involvement.....	6
Appendix.....	9
Notification – Postcard.....	9
Notification – Maps.....	10
USPS Carrier Routes Map.....	11

Introduction

Mountain Line is committed to a significant public involvement process to support the development of the Downtown Connection Center (DCC). This Plan outlines the public involvement efforts and the required public meetings to obtain a Conditional Use Permit.

General Outreach

Mountain Line developed a website to house information on the DCC in 2019 (mountainline.az.gov/dcc/). Mountain Line issued a press release in November 2019 to announce grant funding awarded to the project. Mountain Line regularly uses social media to post updates and provide opportunities for comment including Twitter and Facebook.

Between June 3 and June 24, 2020, Mountain Line hosted a survey on the Flagstaff Community Forum to solicit input in the design of the project. A summary of the results from this survey will be included in the *Public Involvement Feedback Summary*.

DCC Stakeholder Group

In the fall of 2020, Mountain Line convened a DCC stakeholder group, which included community representatives as well as Mountain Line staff. The stakeholder group included:

- Deb Harris, Southside Community Association
- David Rodriguez, Southside resident
- Chyna-Mae Sablan, Transit Rider
- Laura Bustamante, La Plaza Vieja Neighborhood
- Terry Madeksza, Downtown Business Alliance
- Julie Pastrick, Flagstaff Chamber of Commerce
- Nina Schmidt, Coconino County Sustainable Building Program
- Amy Hagin, City of Flagstaff Parks and Rec
- David McIntire, City of Flagstaff Economic Vitality
- Mark Reavis, City of Flagstaff Historic Preservation
- Marty Jacobson, Coconino County Sustainability

Listed below are the various DCC stakeholder group meetings that took place between October 2020 and September 2021. The information Mountain Line presented at these meetings is available on the project webpage at mountainline.az.gov/dcc/.

- **Stakeholder Meeting #1:** held on October 27, 2020 to introduce the committee members to the project history and process, discuss site constraints and opportunities, and set goals on outcomes related to the DCC.
Presentation Link:
https://mountainline.az.gov/wp-content/uploads/2020/10/2020-10-27-NAIPTA_DCC-Stakeholder-Working-Group-1.pdf
- **Stakeholder Meeting #2:** held on November 20, 2020 and presented precedent imagery on materials, civic space, and design concepts for input as well as preliminary concept design diagrams.
Presentation Link:
<https://mountainline.az.gov/wp-content/uploads/2021/09/DCC-Stakeholder-Working-Group-11-20-2020.pdf>

- **Stakeholder Meeting #3:** held on February 18, 2021 and provided design updates based on previous conversations and focused on the incorporation of public art from the Haddad Drugan arts team into the design.
Presentation Link:
<https://mountainline.az.gov/wpcontent/uploads/2021/09/DCCStakeholdersProcessOverview18Feb2021.pdf>
- **Stakeholder Meeting #4:** held on June 17, 2021 and focused on preliminary floor plans and building plans for the administrative building, concepts for the civic space, and artist integration.
Presentation Link:
<https://mountainline.az.gov/wp-content/uploads/2021/09/DCC-Stakeholder-Working-6-17-2021.pdf>
- **Stakeholder Meeting #5:** was held on September 1, 2021 and focused on the latest building elevations, material choices, civic space components, and artist integration.
Presentation Link:
https://mountainline.az.gov/wp-content/uploads/2021/09/NAIPTA_DCC-Stakeholder-Working-Group-8-1-2021.pdf

A summary of the input received during these meetings will be included in the *Public Involvement Feedback Summary*.

Public Hearings with the Mountain Line Board of Directors

Mountain Line has given continual updates and held discussions with the Mountain Line Board of Directors, all of which are publicly noticed under Arizona open meeting law on the Mountain Line website (<https://mountainline.az.gov/about-us/board-of-directors/>). Board of Directors meetings provide an opportunity for public input in the design process. In addition, Mountain Line provided memorandums to the Mountain Line Board of Directors with project status and updates. Dates of meetings and memorandums are detailed below:

Board Meetings:

- Date: April 18, 2018, Subject: Overview of Downtown Connection Center Concepts
- Date: May 16, 2018, Subject: Downtown Connection Center
- Date: February 20, 2019, Subject: Downtown Connection Center Update
- Date: April 17, 2019, Subject: Update on the Downtown Connection Center Relocation
- Date: May 15, 2019, Subject: Consider MOU with the City of Flagstaff for the Downtown Connection Center
- Date: May 20, 2020, Subject: Consider Downtown Connection Center Next Steps
- Date: August 19, 2020, Subject: Consider AECOM Change Order for DCC
- Date: November 18, 2020, Subject: Consider the Downtown Connection Center Update
- Date: December 11, 2020, Subject: Consider the Downtown Connection Center Programming
- Date: March 24, 2021, Subject: Consider the Downtown Connection Center Programming
- Date: April 21, 2021, Subject: Consider the Downtown Connection Center Council Update
- Date: September 15, 2021, Subject: Update on the Downtown Connection Center

A summary of the input received during these meetings will be included in the *Public Involvement Feedback Summary*.

Memorandums:

- Date: March 3, 2020, Subject Update on the Downtown Connection Center
- Date: December 28, 2020, Subject: Downtown Connection Center (DCC) Project Update
- Date: January 20, 2021, Subject Downtown Connection Center (DCC) Project Update
- Date: August 18, 2021, Subject: Downtown Connection Center Update

City Council Meetings

Mountain Line has presented to the Flagstaff City Council on the development of the DCC on three separate occasions.

City Council Meetings:

- Date: April 23, 2019
City Council Agenda & Video Link: <https://flagstaffaz.new.swagit.com/videos/05072019-1788#34>
- Date: May 12, 2020
City Council Agenda & Video Link: <https://flagstaffaz.new.swagit.com/videos/61800?fp=swagit>
- Date: March 27, 2021
City Council Agenda & Video Link: <https://flagstaffaz.new.swagit.com/videos/116943?fp=swagit>

A summary of the input received during these meetings will be included in the *Public Involvement Feedback Summary*. An additional presentation to City Council is planned for fall 2021, to present the site concept and the Parking Reduction Memorandum for approval.

Other Outreach and Input

On May 12, 2021, the artist team Haddad Drugan met with stakeholders on-site to discuss public art options for the DCC. The conversation provided an opportunity for local community stakeholders to share their thoughts and ideas for the Civic Space.

The notice for this meeting was distributed via email to the following:

- Deb Harris, Southside Community Association Board
- David Rodriguez
- Dr. Ricardo Guthrie
- Francine Moore, Selection Panelist, grew up on Southside and still owns property there (part time resident)
- Lynda Apple, Selection Panelist, owner of Stronghold Coffee (now Foret)
- J. Michael Cruz and Jeremy Slater, BPAC Commissioners and selection panelists
- Clemi & Gladys
- Laura and Jessie of La Plaza Vieja neighborhood
- Marie Jones, artist and southside resident
- Cora Evans
- Pam Garcia
- Mountain Line staff

The following community members attended the May 12, 2021 meeting:

- Pam Garcia
- Sandra McCoy (Attended on behalf of Deb Harris)
- Lynda Apple
- Michele James
- Francine Moore
- Marie Jones
- Ricardo Guthrie

A summary of the input received during this meeting will be included in the *Public Involvement Feedback Summary*.

On August 9, 2021, the Flagstaff Beautification and Public Arts Commission met to discuss potential public art options to be integrated into the design of the DCC. This commission meeting was publicly noticed. A summary of the input received during this meeting will be included in *Public Involvement Feedback Summary*.

Fulfilling CUP Requirements for Public Involvement

Mountain Line hosted three public meetings in September of 2021. Due to COVID-19 restrictions on in-person gatherings the meetings were held online. Each meeting featured a presentation and a question and answer session to allow community members to ask questions and provide feedback.

Virtual Public Meetings #1 and #2

Wednesday, Sept. 15, 2021

1 – 2 p.m. and 6 – 7 p.m.

The same information was presented during each meeting.

Purpose for Meetings:

Mountain Line provided an overview on the project and solicited input on design materials and potential uses for the civic space component.

- Content Presented to the Public:
 - o General project overview
 - o Site concept
 - o Building elevation for general concept of DCC building on the west side of site
 - o Summary of public feedback received to date (Flagstaff Community Forum survey, Stakeholder Working Group)
 - o Concepts for civic space use (opportunity to validate input received from Flagstaff Community Forum survey and Stakeholder Working Group)
 - o Examples of design materials

The PowerPoint from the September 15 meeting is available on the DCC project.

PowerPoint Link: https://mountainline.az.gov/wp-content/uploads/2021/09/NAIPTA_DCC-PI-Project-Overview-1.pdf.

The recording of the two public meetings held on September 15 is available on the DCC project.

Recording Link: https://mountainline-az.zoom.us/rec/share/fFhL14gSVTM-Vr8TwO_p07qG6F660y2KPsN5aUJF8cQFgNT9TcSjdY0zhiOQvfyT.nhqRJZS_mQOk3tes (Passcode 5@80cqC7).

Virtual Public Meeting #3

Thursday, Sept. 30, 2021

11 a.m. – 12 p.m.

Purpose for Meeting:

Mountain Line shared results from the public feedback it received in September and discussed how the input influenced the new DCC. Details on critical next steps for the development of the new DCC were also presented during this meeting.

- Content Presented to the Public:

- Overview of public comments received from the public meetings held on September 15 and the online public input survey
- Revised design concepts for the DCC building and civic space
- Next steps for DCC art projects
- DCC project schedule

The PowerPoint from the September 30 meeting is available on the DCC project.

PowerPoint Link: https://mountainline.az.gov/wp-content/uploads/2021/09/NAIPTA_DCC-PI-Project-Overview-1.pdf

The recording of the two public meetings held on September 30 is available on the DCC project.

Recording Link: <https://mountainline-az.zoom.us/j/81812738889?pwd=Rmo1N0NadWd4SjFjNUJNRE9HSGFvdz09#success> (Passcode 967799).

A summary of the input received from three virtual public meetings will be included in the *Public Involvement Feedback Summary*.

Public Meeting Notification

Mountain Line distributed over 700 postcards to inform community members about the public meetings that were held in September of 2021. The postcards were mailed to properties located within a 600-foot buffer, per planning and zoning requirements, around the project site and properties located within the following United States Postal Service (USPS) carrier routes: C002, C003, C004, C012, C021, C023, C024, C028, C030. Email notification were provided to Mountain Line’s stakeholder distribution list (approximately 250 recipients) and the DCC Stakeholder Working Group. Meeting notices were also placed at the DCC. In addition, meetings were promoted on Mountain Line’s social media sites, including Facebook and Twitter.

- Facebook <https://www.facebook.com/FLGMountainLine/photos/a.8141353746/4864424720254044/>
- Twitter <https://twitter.com/FLGMountainLine/status/1437520164115865606/photo/1>

The maps that depict the 600-foot buffer around the project site and the USPS carrier routes locations; and an image of the notification postcard are included in the Appendix for this report.

Online Public Input Survey (Flagstaff Community Forum)

- Mountain Line provided an online survey to solicit input from the public on the design materials for the DCC site and potential uses for the civic space component. This survey was linked to the project webpage and remained open September 15, 2021 through September 24, 2021. A summary of the results from this survey is included in the public feedback summary for the DCC.

Planning and Zoning Commission Meeting

Tentative December 8, 2021

4 p.m.

Pre-Meeting Requirements

Mountain Line will post signs at least 15 days in advance (by Nov 23, 2021) and notify affected property owners by mail.

- Notification:

- Mountain Line will mail a notice of required public hearing via first class mail no later than 15 days prior to public hearing

- Erect and maintain sign on subject property no later than 15 days prior to public hearing
- Remove the sign within 7 days of final disposition of case (date TBD)
- Submit notarized copy of mailing list, Affidavit of Notifications to Affected Property Owners, and Affidavit of Sign Posting to Director prior to 15 days before public hearing
- Purpose
 - CUP review and approval, including Concept Plan and building elevations

Appendix

Notification – Postcard



**CONNECTING
FLAGSTAFF**

**DOWNTOWN CONNECTION
CENTER**

You're Invited

*Virtual Public Information Meetings
for the New Mountain Line
Downtown Connection Center (DCC)*

You're invited to learn about plans for the new Mountain Line DCC and provide input on the development.

Information about key design elements for the site, the concepts that are being considered for the civic space and an online survey to submit feedback are available on the project webpage at MountainLine.az.gov/dcc.

Community members are encouraged to review this information in advance of the meetings.

We look forward to your participation and receiving your input.

The dates and times for the virtual meetings are listed on the back side of this postcard.

Está Invitado

*Reuniones Virtuales de Información Pública Para
el Nuevo Centro de Conexiones al Centro
(DCC por sus siglas en inglés) de Mountain Line*

Está invitado a conocer los planes para el nuevo DCC de Mountain Line y a brindar su opinión sobre el desarrollo.

La información sobre los elementos clave del diseño del sitio, los conceptos que se están considerando para el espacio cívico y una encuesta en línea para enviar comentarios están disponibles en la página web del proyecto en MountainLine.az.gov/dcc.

Se anima a los miembros de la comunidad a revisar esta información antes de las reuniones.

Esperamos contar con su participación y recibir sus comentarios.

Las fechas y horas de las reuniones virtuales se enumeran en el reverso de esta postal.

CONNECTING FLAGSTAFF

DOWNTOWN CONNECTION CENTER

DCC Vision

The vision for the new Mountain Line DCC is to create an inviting and welcoming multimodal transportation hub that supports Mountain Line's transit service, Flagstaff's regional transportation system, bicycle and pedestrian activity, and opportunities for community and civic space.

Wednesday, Sept. 15, 2021
1 – 2 p.m. and 6 – 7 p.m.
The same information will be presented during both meetings.
Mountain Line will provide an overview on the DCC and seek input to inform the design materials for the site and ideas for civic space use.

Thursday, Sept. 30, 2021
11 a.m. – 12 p.m.
Mountain Line will share results from the public feedback it receives and discuss how it may influence the new DCC. Details on critical next steps for the development of the new DCC will also be presented during this meeting.

Each meeting will open with a brief presentation. Opportunities for Q&A and general discussion will follow the presentation.

Options to Participate

 Online

 Phone

Visit MountainLine.az.gov/dcc to access the online link and/or phone ID.

If information is needed in another language or format, please contact Mountain Line's Customer Service Center at 928-779-6624.

Opciones Para Participar

 En Línea

 Teléfono

Visite MountainLine.az.gov/dcc para acceder al enlace en línea y / o la identificación del teléfono.

Si necesita información en Español, por favor comuníquese con el Departamento de Servicio al Cliente de Mountain Line al 928-779-6624.

Visión DCC

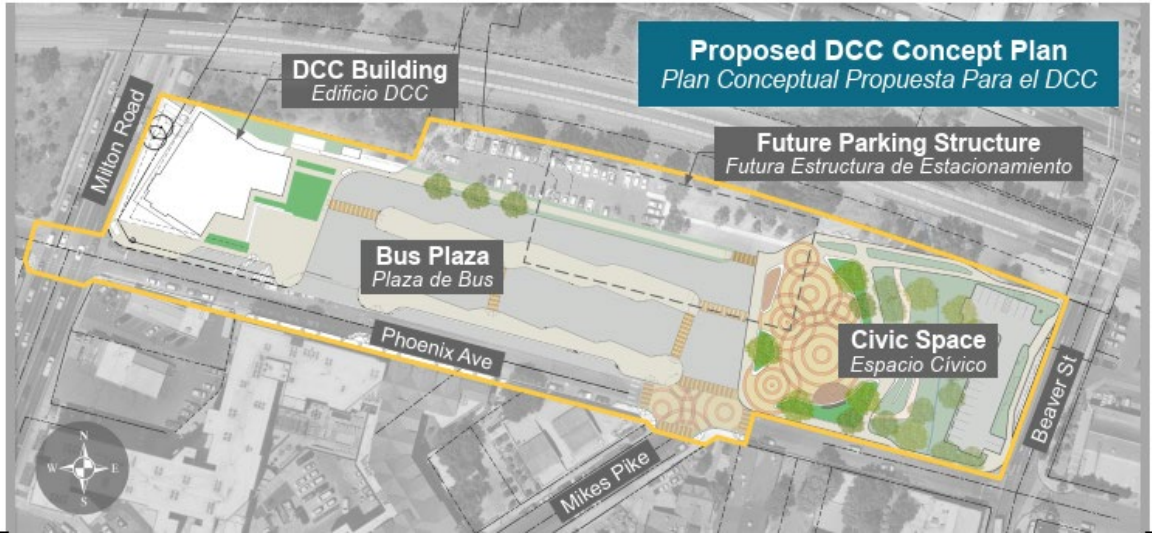
La visión para el nuevo DCC de Mountain Line es crear un centro de transporte multimodal atractivo y acogedor que respalde el servicio de tránsito de Mountain Line, el sistema de transporte regional de Flagstaff, la actividad ciclista y peatonal y las oportunidades para el espacio comunitario y cívico.

Miércoles, 15 de septiembre de 2021
1 – 2 p.m. y 6 – 7 p.m.
La misma información se presentará durante ambas reuniones.
Mountain Line proporcionará una descripción general del DCC y buscará información para informar los materiales de diseño para el sitio y las ideas para el uso del espacio cívico.

Jueves, 30 de septiembre de 2021
11 a.m. – 12 p.m.
Mountain Line compartirá los resultados de los comentarios del público que reciba y discutirá cómo puede influir en el nuevo DCC. Durante esta reunión también se presentarán detalles sobre los próximos pasos críticos para el desarrollo del nuevo DCC.

Cada reunión se abrirá con una breve presentación. Después de la presentación habrá oportunidades para preguntas y respuestas y una discusión general.

The following map was featured in the postcard notice for the public meetings Mountain Line hosted in September 2021.



Notification – Maps

600-Foot Buffer Map

The red line depicted on the map below represents the 600-foot buffer around the DCC project site.



 Project Area  600' Buffer

USPS Carrier Routes Map

The purple segment on the map below includes USPS carries routes C002, C003, C004, C012, C021, C023, C024, C028, and C030, where the mailers were distributed.

