



Neighborhood Meeting and Citizen Participation Plan

August 3, 2021

Tiffany Antol
City of Flagstaff Planning & Development Services
211 W. Aspen Ave
Flagstaff, AZ 86001

RE: Project: Lofts at Continental
Applicant: PZ-20-00183

Dear Ms. Antol:

In connection with its anticipated application for a concept zoning map amendment; and development agreement (collectively, the "Applications"), the applicant, Miramonte Holdings, LLC, (Miramonte) has formulated the following Neighborhood Meeting and Citizen Participation 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"), including Sections 10-20.30.060 and 10-20.30.080 of the Code.

Introduction

Miramonte is proposing to develop on approximately 13.49 acres of an existing 19.26-acre parcel, Assessor Parcel Number 113-37-001E, located at 5531 E. Cortland Boulevard, Flagstaff, AZ. 86004. The parcel is currently zoned Highway Commercial, (HC), Light Industrial-Open (LI-O) and Research & Development (RD) within the Resource Protection Overlay (RPO). The Application will rezone the property to High-Density Residential Zone to permit a project that is 12.38 units per acre. The proposed development will be a 139-unit apartment complex, providing an affordable alternative living situation for residents. The details of the proposed project, as well as the proposed zoning changes will be discussed in detail in Miramonte's Letter of Intent to be filed with the City.

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 may require it to hold at least two neighborhood meetings and that it is responsible for the costs associated with these meetings. If the Director requires as much, Miramonte will host additional neighborhood meetings. Miramonte would like to schedule the neighborhood meetings for **August 26th at 5:00 PM and September 9th at 5:00 PM via zoom.**

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(s). The neighborhood meeting(s) will be hosted at a suitable gathering location at or near the proposed project site. Miramonte may hold the public meeting at the subject site, if it is determined to be a suitable location for the meetings. Miramonte intends to hold in-person meeting(s), assuming that social distancing requirements caused by the COVID-19 pandemic can be met. If in-person meeting(s) are not feasible as a result of the pandemic, then Miramonte will either delay the meeting until such time as in-person meetings can be suitably held or it will conduct the meeting virtually, if approved by the Director. Again, while Miramonte has determined the location, date and time of the neighborhood meeting(s), 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 600 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 provide additional notice through a newspaper posting and posting 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 Cortland Boulevard and will have an attached information tube containing copies of the meeting notice. This sign will be installed at least 10 days prior the neighborhood 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 meeting(s); (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 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, Miramonte will provide an explanation why they were not included.

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.

Additional Citizen Outreach

In addition to the two neighborhood meetings, the Director must schedule a public hearing with the Planning Commission and City Council 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 and Citizen Participation Plan in accordance with the requirements of the Code.

Sincerely,



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