
OUTDOOR LIGHTING ZONING CODE TEXT AMENDMENT PUBLIC PARTICIPATION PLAN

I. PURPOSE

The primary purpose of this Zoning Code Text Amendment is to update the Outdoor Lighting Zoning Code, related development standards and other related modifications to address the Joint Land Use Study (JLUS) implementation strategies, remove conflicts and simplify the requirements.

This Public Participation Plan will service as the guiding methodology to provide opportunities to the public to participate and provided public comments regarding the proposed Zoning Code Text Amendment.

II. WORK GROUP

The primary purpose of this the work group is to review the draft amendment to verify that it addresses JLUS study prior to beginning public outreach. The workgroup is anticipated to include the following persons:

Dan Symer
Tiffany Antol
Genevieve Pearthree
Christina Rubalcava
Dan Folke
Reggie Eccleston

Mark Stento
Mary Beth Dreusike
Frederick Vrba
Stephen Williams
Christian Luginbuhl
Jeffrey C. Hall

III. PUBLIC OUTREACH

After the work group finalized a draft of the Outdoor Lighting Standards amendment. Staff completed the following efforts to reach out for public input on the proposed amendment prior to scheduling work sessions or public hearings:

- Direct contact with known electrical and lighting contractors was made via email to solicit feedback on the proposed amendment.
- Notice about the proposed amendment was added to all water bills during the month of July.
- Staff had an article about the proposed amendment published in the Flagstaff Business News July 2022 edition.
- A direct mailing to all commercial property owners in Lighting Zone III (approximately 600 owners) with notice of the proposed amendment and invitation to an Open House to discuss the amendment.
- Staff held an Open House meeting on August 4, 2022, 5:30 p.m. at the Flagstaff Public Library (Downtown) to discuss the amendment. One member of the public attended the open house.

IV. REQUIRED WORK SESSIONS AND PUBLIC HEARINGS

The Zoning Code's required Citizen Review work session with the Planning and Zoning Commission will be held at least 14 days prior to the Planning and Zoning Commission's public hearing to provide a recommendation to the City Council on the proposed Zoning Code Text Amendments. Also, a work session with the City Council will be held at least 14 days prior to the City Council's public hearing on the proposed Zoning Code Text Amendments.

City Council Work Session – September 27, 2022, 3:00 p.m.

Planning and Zoning Commission Work Session - September 28, 2022, 4:00 p.m.

Planning and Zoning Public Hearing – October 12, 2022, 4:00 p.m.

City Council Public Hearing – November 1, 2022, and November 15, 2022, 3:00 p.m.

V. METHODOLOGY OF PUBLIC NOTICE

Notification to public will be provided in several methods. These will include:

- First class mail notices will be sent to all on the interested parties/notification list on file with the Planning and Development Services a minimum of 15 days prior to any neighborhood meeting and public hearings.
- Eighth-page ads in the Arizona Daily Sun will be published at least 15 days prior to any required work sessions and public hearings.
- Email notices to regular of the work sessions and public hearing will be provided to contractors, electrical engineers and lighting designers that submit regularly to the City.
- Notifications on the Zoning Code Amendment webpage will be provided.
- The City Council and Planning and Zoning Commission meeting and work session agendas that include this amendment will be posted at the City Hall and on the City website.