

Public Participation Report
Single Speed Coffee Café
Case Number: PZ 23-00166-02

Neighborhood Meeting Planning

In accordance with Section 10-20.30.060 of the City of Flagstaff Zoning Code, the applicant scheduled and conducted one neighborhood meeting as part of its citizen participation efforts.

Second Neighborhood Meeting

While direction from City Staff only required one neighborhood meeting, should a second neighborhood meeting be necessary, this will be scheduled by the applicant and the date of the second meeting will be provided to the City Staff. Additionally, the applicant acknowledges that should any concerns remain upon conclusion of the initial neighborhood meeting, requiring a second neighborhood meeting, the date of the Public Hearing for this project/case may need to be postponed.

Parties Notified of Neighborhood Meeting

In working with City Staff, it was determined the applicant should reach out to neighboring property owners within 300 feet of the applicant's parcel (APN 104-07-005Y). A list of all the properties within the 300-foot area is attached to this report. It was noted that there are 12 property owners, per a parcel report, included within 300 feet. In addition to property owners, notification of the neighborhood meeting and Public Hearing were also sent to area tenants within 300 feet, using the local mailing addresses found on the parcel report, in addition to owner addresses listed that was outside of the 300-foot area. For example, if an owner address was located outside of the 300-foot area identified, as was the case for multiple owner addresses, the applicant also sent notification to the local addresses listed (noted as the 911 address on the parcel report) to ensure that tenants in the identified area are properly notified and given opportunity to provide feedback and questions regarding this case.

Notification Methods

The Public Hearing Notification, which included information pertaining to the neighborhood meeting (date, time, location, discussion topics) was drafted and reviewed by the City Staff prior to finalization and distribution. This notification letter was sent to all parties described above who are required to be noticed, via first class mail of the United States Post Office, on March 8, 2024.

Neighborhood Meeting Form, Structure, and Agenda

The meeting will begin with a presentation from the applicant's team and will be followed by a question-and-answer session with participants, during which the applicant's team will attempt to address any concerns. The applicant's proposed site plan and other relevant plans will be displayed during the presentation. At the beginning of the meeting, the applicant will ask all attendees to provide their name and address via a sign-in sheet to record their attendance to the meeting.

The applicant's team will give a presentation to the attendees describing the rezoning request, including the area to be rezoned, the current and proposed use of this area, the current and proposed zoning, reasons behind the rezoning request, as well as the improvements that will be made to accommodate development.

Once the presentation of the above is complete, the applicant will seek to engage attendees by opening the meeting for participant discussion. The applicant's team will strive to answer any questions posed by attendees and will engage in dialogue to attempt to address any concerns. Once this discussion is completed, the meeting will be called to an end. Meeting minutes will be captured throughout and will be provided to the City Staff, along with the attendee sign-in sheet, as evidence of the meeting status.

Additional and Ongoing Opportunities for Neighborhood Engagement

The applicant and applicant's team will continue to make themselves available throughout the rezoning process to ensure that all questions are answered, and all concerns are addressed. It is noted that the applicant's contact information is clearly set forth on the proposed meeting notice to allow for ongoing communications with the community before and after the meeting.

Neighborhood Meeting Record of Proceedings

Following the neighborhood meeting and efforts described above, the applicant will submit to the City Planner assigned to this rezoning case, Bethan Heng, a Neighborhood Meeting Record of Proceedings and the Neighborhood Meeting Certification, in accordance with Section 10-20.20-060 of the City's Zoning Ordinance. This Certification will be used to keep City Planning Staff informed of the status.

The Neighborhood Meeting Record of Proceedings will include details of techniques the applicant used to involve the public, including: 1) Dates and location of neighborhood meeting; 2) Copies of notification letter and any other correspondence, including dates and number of mailings or deliveries; 3) A copy of the mailing list and a summary of where residents/tenants, property owners, and other potentially affected citizens receiving notices and/or other written materials were located; 4) The number and names of neighborhood attendees that participated in the process based on the sign-in sheet for the meeting; and 5) a dated photograph of the sign installed. The report will also include a summary of concerns, issues, and problems expressed during the neighborhood meeting, including, the substance of the concerns, issues, and problems, and the applicant's responses to the comments received at the public meeting.

As site plans have already been submitted to the City, these responses will be provided via an associated report. Lastly, the applicant agrees to send a copy of the written summary to all attendees that recorded their names on the sign-in sheet for the meeting.

Summary of Neighborhood Meeting

The neighborhood meeting was conducted as scheduled on March 18, 2024, at 1000 E Butler Ave, suite 111A-B. In attendance to host this meeting were Single Speed Coffee Owners, Logan and Courtney Talley, as well as the owner of the subject property, Justin Clifton.

The applicants listed above were present at the above location, as listed in the letter that went to neighbors for one and a half hours (4:30-6:00 PM), however, no invited neighbors or other members of the public attended.

In accordance with Section 10-20.30.060 of the City of Flagstaff Zoning Code, the following shall be provided to demonstrate that the meeting was noticed and conducted:

- Copy of letter sent to neighbors within 300 feet of subject property.
 - This letter was sent to the assigned City Planner for review and approval prior to sending to neighbors.
 - This letter was sent via first class mail of the United States Post Office, on March 8, 2024.
- Copy of the mailing list (attached)
- Sign-in sheet created for the meeting (attached)
 - There were no attendees present at the meeting
- Dated photograph of the sign installed at subject property
 - This was sent to the assigned City Planner with the Affidavit of Notification to Affected Property Owners and the Affidavit of Sign

Notification to the affected property owners, in addition the signage posted at the subject property was compliant with Section 10-20.30.060 of the City of Flagstaff Zoning Code. The signage at the subject property does contain the contact information of the applicant and shall remain posted until after the Public Hearing. Additionally, the letter sent to all applicable neighbors contains the applicant's contact information as well as the City Planner's contact information. Should any feedback be provided ad hoc to the applicant, this feedback will be shared with the City Planner.

As the applicant feels that, by showing compliance with Zoning Code requirements for the neighborhood meeting, including notification, signage and availability, the applicant kindly requests that a second neighborhood meeting not be required and that this case on the agenda for further consideration at the Public Hearing scheduled for March 27, 2024.

CITY OF FLAGSTAFF
211 W ASPEN AVE
FLAGSTAFF, AZ 86001

GLORIOSO FAMILY TRUST
8501 SLAYTON RANCH RD
FLAGSTAFF, AZ 86004

D&D 182 CLOUD LLC
18225 E CLOUD RD
GILBERT, AZ 85298

CORE FLAGSTAFF SAWMIL LLC
1643 N MILWAUKEE AVE 5TH FLOOR
CHICAGO, IL 60647

AIRGAS USA LLC
3737 WORSHAM AVE
LONG BEACH, CA 90808

DD & F LLC
PO BOX 1536
PAGE, AZ 86040

SJG BUTLER LLC
8501 SLAYTON RANCH RD
FLAGSTAFF, AZ 86004

WHIFFLE TREE INC
1101 E BUTLER AVE
FLAGSTAFF, AZ 86004

BNSF RAILWAY COMPANY
PROPERTY TAX DEPARTMENT PO BOX 961089
FORT WORTH, TX 76161-0089

L & W SUPPLY CORP
ONE ABC PKWY
BELOIT, WI 53511

CICO II LLC
700 N APOLLO WAY
FLAGSTAFF, AZ 86001

Tenant or Occupant of
1033 E SAWMILL RD
FLAGSTAFF, AZ 86001

Tenant or Occupant of
213 S RIVER RUN RD
FLAGSTAFF, AZ 86001

Tenant or Occupant of
200 S RIVER RUN RD
FLAGSTAFF, AZ 86001

Tenant or Occupant of
880 E BUTLER AVE
FLAGSTAFF, AZ 86001

Tenant or Occupant of
201 S RIVER RUN RD
FLAGSTAFF, AZ 86001

Tenant or Occupant of
900 E BUTLER AVE
FLAGSTAFF, AZ 86001

Tenant or Occupant of
860 E BUTLER AVE
FLAGSTAFF, AZ 86001

Tenant or Occupant of
1200 E BUTLER AVE
FLAGSTAFF, AZ 86001

Tenant or Occupant of
1000 E BUTLER AVE Suite 100
FLAGSTAFF, AZ 86001

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1000 E BUTLER AVE Suite 101
FLAGSTAFF, AZ 86001

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1000 E BUTLER AVE Suite 102
FLAGSTAFF, AZ 86001

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