

Neighborhood Meeting Plan — Winslow Ready-Mix (APN 113-07-003S)

To: Director, Planning Section

Project: Conversion of 18.24-acre site (6500 E. Route 66, Flagstaff) from construction material storage yard to concrete batch (ready-mix) plant

Applicant contact: John and Lauren McCauley, Winslow Ready Mix, (928)587-0000, winslowreadymix@gmail.com

Submission statement This neighborhood meeting plan is submitted for Director approval per the Planning Section review schedule. The plan follows the notification and outreach requirements and will be updated if the Director expands the 300-foot notification area.

A. Notification area and recipient list

- Primary radius: property owners, residents, tenants, occupants, elected representatives, and public agencies within 300 feet of affected area of parcel APN 113-07-003S.
- Additional recipients: immediately adjacent businesses and community stakeholders likely affected by a concrete batch plant (truck routes, utilities, environmental agencies).
- Source and date of records: Coconino County parcel ownership records and City of Flagstaff utility/agency contact lists; records to be pulled on or about 02/02/2026 and provided with the final mailing list.
- Deliverable: a certified notification list, names and addresses, has been provided to the Director before notices are sent.

B. Notification methods and schedule

- Mailed notice (first-class USPS) to property owners and occupants within 300 ft: mailed at least 14 calendar days prior to meeting.
- On-site posting: 48" x 48" sign(s) posted on property at primary public frontage at least 10 calendar days prior; affidavit of posting to be filed.
- Proof of notice: USPS mailing list with tracking where available, copies of mailed notices and affidavit(s) of posting, will be submitted to the Director.

C. Meeting form, structure and agenda

- Format: Virtual neighborhood meeting via Microsoft Teams (link: <https://tinyurl.com/r5a6j8yb>). If requested by the Director or public, an in-person or hybrid option will be added and publicized.
- Date/time: 4:00 p.m., Wednesday, February 18, 2026.
- Facilitator: Ryan Mahar, P.E. , who will moderate and manage Q&A.
- Proposed agenda (60 minutes):
 1. Welcome, introductions, and meeting purpose (5 min)
 2. Project overview and site information (location, parcel, current use, proposed use) (5 min)
 3. Development plan details (site layout, operations, hours, truck routing, noise and dust controls, environmental safeguards) (5 min)
 4. Construction timeline and phasing (5 min)
 5. Anticipated impacts and mitigation measures (traffic, noise, air quality, water/stormwater, hours of operation) (5 min)
 6. Public questions, concerns, and facilitated discussion (20–30 min)
 7. How public input will be used and next steps (5 min)
 8. Closing and contact information (2–3 min)
- Materials: project narrative, site plan, preliminary construction schedule, and mitigation summaries will be shared live and provided as downloadable handouts before/at the meeting.

D. Opportunities for input and documentation

- Live verbal comments during meeting (asked to identify name and address for the record).
- Chat/Q&A during Teams meeting captured and exported.
- Option for one-on-one follow-up meetings upon request.
- All oral and written comments will be documented; major issues and responses summarized in the meeting report.

E. Logistics and accessibility

- Primary meeting location: Microsoft Teams (link above). If an in-person location is added, it will be ADA-accessible, centrally located, and noted in supplemental notices.
- Accommodations: translation/interpretation, large-print materials, and other reasonable accommodations will be provided upon request; request contact details in notices.
- Contact person for meeting logistics and accommodations: [Ryan Mahar, (928)522-9287 r.mahar@cdeinc.org]

F. Reporting to the Director (status and results)

- Pre-meeting submittal: certified mailing/e-mail list and copies of notice materials at least 7 days before the meeting.
- Interim update: confirmation of posting and proofs of mailing/email 3 days before the meeting.
- Final meeting report (within 14 calendar days after meeting):
 - Attendance list (names, addresses, organizational affiliation where provided)
 - Meeting materials (presentation, maps, handouts)
 - Meeting transcript/recording or summary of oral comments
 - Copy of chat/Q&A and collected written comments
 - Summary of key issues raised and applicant responses/commitments
 - Proposed follow-up actions and timeline
- File formats and delivery: electronic PDF copies emailed to the Director and uploaded to the project file; original affidavits or signed proof documents available on request.

G. Evaluation and follow-up

- Applicant will track comment themes and how they are addressed in subsequent project materials.
- Applicant will notify the Director of any significant changes to project scope or schedule and will coordinate any additional outreach the Director requests.

Attachments (to be provided with plan submittal)

- Draft mailed notice, email notice, and on-site posting text
- Draft meeting presentation and handouts
- Preliminary certified recipient list (pull date noted)

If the Director approves, the applicant will proceed with the notification and meeting per this plan and submit the pre-meeting materials and final report as described.

Sincerely,

RE Asset Management LLC
(928) 526-0801