

Neighborhood Meeting(s) Plan — Hidden Haven Subdivision

Project: Hidden Haven Subdivision (single-family homes on 13 acres; currently vacation cabins)

Address/APNs: 4200 Lake Mary Road, Flagstaff AZ 86005; APNs 105-05-001A, 105-05-002B, 105-05-002C, 105-05-002D

Applicant/Primary Contact: Mary & Brian Bostwick / azmountaininn@msn.com / 928-774-8959

Civil Engineer of Record: Ryan Mahar, P.E., Civil Design & Engineering, Inc.

1. Purpose

Conduct neighborhood meeting(s) per Zoning Code Sections 10-20.30.060 and 10-20.30.070.
Provide information, solicit feedback, and discuss City of Flagstaff process.

2. Meeting format, date, time, and host

- Format: Virtual (Microsoft Teams).
- Date (target): March 1 (final date/time to be coordinated with City staff).
- Time: 4:00 PM — 5:00 PM (one session).
- Host/tech: Applicant will provide Teams organizer account and handle tech on the day of the meeting.
- Recording: No audio/video recording. Official record will be meeting notes compiled into minutes/summary.

3. Notification recipients

- Owner/occupant lists: Applicant has prepared GIS-based lists for required radii:
 - 300-foot radius: property owners, citizens, jurisdictions, public agencies within 300'.
 - 1,000-foot radius: Homeowners Associations, Neighborhood Associations, Registry of Interested Persons/groups within 1,000'.
- Additional stakeholders to be notified: Flagstaff Unified School District; utilities: Optimum (cable), Lumen (telecom), APS (electric), UniSource (gas).

4. Notification methods and materials

- Methods: Mailed notices to owner/occupant list; site signs on project frontage. (Applicant already has draft notice and sign text.)
- Mailings: Schedule and send mailed notices in accordance with the City of Flagstaff minimum notification timeframe. Include meeting date/time, Teams link/QR code (to be

added after City coordination), brief project summary, contact info, and instructions for verbal comment during the meeting.

- Site signs: Post signs per City guidance; signs will include meeting notice and placeholder for Teams link/QR (updated once date/time confirmed).
- Follow-up: Applicant will provide Planning staff with copies of mailed notice (blank form), mailing schedule, and photo(s) of posted site sign placement.

5. Materials to be available at the meeting

- Concept zoning plan (from rezoning package)
- Preliminary Drainage Report
- Preliminary Traffic Impact Statement
- Cultural Resource Protection Report

6. Meeting agenda (deliverable)

- 4:00 — 4:05 PM: Welcome, introductions, purpose and ground rules
- 4:05 — 4:15 PM: Project overview (applicant) — site, scope, timeline, key reports
- 4:15 — 4:35 PM: Technical highlights (Ryan Mahar — civil/drainage; summary of traffic and cultural resource findings as needed)
- 4:35 — 4:55 PM: Public Q&A and verbal comments (moderated)
- 4:55 — 5:00 PM: Next steps, how comments will be used, contact info, and closing

7. Public comment collection and documentation

- Public comments: Collected verbally during the meeting. Moderator will request speaker to state name and address before comment (names/addresses will be included in final summary).
- Meeting notes: A designated note-taker will record attendance, summary of comments, and applicant responses. No audio/video recording will be posted.
- Final summary: Applicant will prepare a final summary letter (digital) for submittal to Planning Director that includes meeting date/time, attendee list (names and addresses as collected), summary of comments and applicant responses, copies/photos of mailed notices and sign placement, and any follow-up actions.

8. Deliverables to Planning Director (digital submission)

- Final summary letter (meeting minutes/summary) including:
 - Meeting date/time/format and host

- Notification list/map and mailing schedule (showing adherence to City minimum notice period)
 - Copies of mailed notice (final version with Teams link/QR)
 - Photo(s) of posted site sign(s)
 - Attendee list (names and addresses — included per applicant request)
 - Summary of verbal comments and applicant responses
 - Statement that materials (concept zoning plan, PDR, PTIS, cultural report) were available
- Applicant will submit final summary digitally to Planning Director per City submittal guidelines.

9. Schedule checklist (to be finalized once City notice period is confirmed)

- Confirm meeting date/time with City and reserve March 1 target.
- Insert Teams link/QR into mailed notice and site signs after City confirmation.
- Mail notices per City minimum timeframe so recipients receive notice before meeting.
- Post site signs at required locations prior to meeting.
- Hold virtual meeting on scheduled date/time.
- Prepare and submit final summary letter and attachments to Planning Director (digital).