

APPENDIX A
Citizen Participation Report



MEMO

Public Works Department

TO Cari Meyer, Planning Manager
FROM Robert Welch, Associate Engineer
DATE July 7, 2022
SUBJECT Forest Road Connection Project
Development Review Application – Citizen Participation Report

Citizen Participation Report

In support of the City of Sedona's Development Review Application for the Uptown Sedona Parking Garage (the Parking Garage) this memo serves as a report on the projects public outreach efforts following the conclusion of the Design Development Phase (60% design).

The report serves to relate public and/or stakeholder meetings conducted to date and summarize the concerns, issues, input, and problems received and how and they were or were not addressed. Additional information relevant to public outreach on the project has been attached to this memo.

- The concerns, issues, and problems raised.
- How the received concerns, issues and problems were addressed or will be addressed.
- What concerns, issues, and problems could not be addressed and why.

1. Public Meetings

Two public meetings have been conducted thus far on the project design to gauge public opinion and obtain feedback (input) on the project design. The first meeting was conducted during the Scoping Phase of the design to obtain early feedback and gauge public opinion on key aspects of the design and initial developed concepts for the Parking Garage. The second meeting was conducted following the Design Development Phase (60% design) and served to obtain public feedback on the more detailed design of the Parking Garage.

1.1. Public Information Meeting 1 (Concept Design)

This meeting was conducted on Saturday, April 17, 2021, from 9am to 3pm on the Parking Garage site. It was conducted as an informal neighborhood meeting, allowing the public to meet with city representatives, the design team and the construction management team, on their own time, to review design concepts, make inquiry and provide feedback on the Parking Garage concepts.

Notification letters of the meeting were mailed out on April 6th, 2021 to the surrounding neighborhood (residents and businesses) within a 600-foot radius of the project site. A copy of the letter is provided as **Attachment A** to this memorandum.

The setup for the onsite meeting included a pop-up tent with table, display boards (plans and rendered drawing concepts), survey questionnaire, informational QR Code to the project website, and physical visual aids to demonstrate the approximate height of the structures.

Approximately 20 people showed up for the meeting (not everyone signed the attendance sheet). There were 6 respondents to the survey questionnaire on the Uptown Sedona Parking Garage. The feedback received was helpful and generally positive. A sample copy of a completed survey is provided as **Attachment B** and a summary and brief analysis of the survey results is provided in **Attachment C**.

1.1.1. Concerns, Issues, and Problems:

Security

Several questions regarding security within the Garage were received.

Design response: A 480 square-foot police satellite office has been added to the project. In addition, the Garage design includes security lighting and an array of security cameras covering both the interior and exterior of the facility.

Light spill-over

An adjacent resident expressed concern regarding spill-over light.

Design response: Lighting serving the facility is designed to limit spillover from parking areas to the adjoining uses while maintaining sufficient levels of light within the garage facility to support the safety and security of users. The selected lighting is energy-efficient and is structured and arranged to reduce the impact on dark-sky vistas.

Comments on Survey Questionnaire (Attachment B)

Privacy

The residents at 140 Manzanita expressed concern regarding visual privacy.

Design response: The height of the north wall screening the upper deck was revised from a stepped design to a raised design to place the wall adjacent the residence above the eyeline of an average adult.

Solar PV array

In the public survey, over half of the respondents expressed concern regarding the implementation of solar panels on the project.

Design response: As solar is an important operational feature, care was taken to integrate the solar components in a way that limits the visual impact of the PV system to viewsheds of mountain vistas from neighboring residences. The approved design locates a limited number of panels provided and locating the panels in a lowered position along the southern parking area of garage structure.

Integration with the City's current transit plan

Most survey respondents favored the inclusion of a transit/tour shuttle stop.

Design response: The design team engaged transit-planning representatives during the stakeholder meetings to discuss options for integrating the Garage into the City's Transportation Master Plan. The result of these discussions is the implementation of a bus/shuttle pullout stop on Forest Road adjacent to the Garage.

Bike rentals

Respondents to the survey were evenly split between highly desirable, neutral, and highly undesirable rankings. Representatives from Planning and Zoning expressed a strong interest in establishing a bike rental program at the Garage.

Design response: Accommodations for a bike-rental program has been included in the final design.

Public Art

Survey responses by the public to the inclusion of public art in the design solution were substantially positive.

Design response: The project includes support for an interactive digital arts and information installation where visitors can learn about local artists, public art locations, art galleries, Sedona history, and community events.

Shaded pedestrian sidewalk and seating areas

Although a small percentage of survey responses expressed concern, most respondents liked the concept of providing a shaded pedestrian sidewalk and seating areas.

Design response: A pedestrian sidewalk and seating areas shaded by trees is provided along Forest Road.

Electric vehicle charging stations within the Garage

Responses to this survey question were overwhelmingly positive.

Design Response: The initial design includes six charge stations for the public and an additional two charge stations for the police vehicles stationed in the garage. The electrical system is designed to allow for the installation of additional charge stations in the future.

Operation of the facility

Most survey respondents support the implementation of smart-phone apps to facilitate parking operations.

1.2. Public Information Meeting 2 (Design Development Phase)

This meeting occurred on Thursday, March 17, 2022, between the hours of 5pm and 8pm in the Vultee Conference Room of the City Hall Campus 108 Roadrunner Drive. The meeting was conducted both as in-person open house and on-line virtual meeting. Public Works staff, the Architect Design Team and Construction Team were again present as part of the open house to assist in the presentation and answer any questions.

The meeting set-up included refreshments, free St. Patrick's Day novelties, informational sheets, numerous exhibits (renderings of the site and parking garage, parking garage plan and elevation views, onsite development plans, offsite improvements, and construction exhibits) all staffed by key personnel from the city, design team and construction team.

Notification letters of the meeting were mailed out on March 1, 2022, to the surrounding neighborhood located within a 600-foot radius of the project site. A copy of the letter is provided as **Attachment D**. Additional meeting notification resources included 100 single page brochures distributed throughout uptown by the Rangers, a press release, and a social media posting.

2 people showed up in person for the open house and seven people took part in the online meeting. The in-person attendees represented favor for the project and had no concerns. The virtual attendees also responded favorably to the project.

1.2.1. Concerns, Issues, and Problems:

Air quality

The owner of the residence located at 225 Wilson Road, Alan Cooper, requested information on how exhaust gases from lower levels will be vented to the outside to keep fresh air in the garage. Mr. Cooper also asked if an environmental impact report was done for the garage design to model/assess the impact of exhaust gases on the surrounding residential neighborhood.

Response: The Design Team held a brief virtual meeting with Mr. Cooper to review the information presented during the public open house held on Thursday, March 17, 2022. Mr. Cooper had been unable to attend the evening's event.

During the virtual meeting, the design team provided following information relating to air quality:

The garage includes an electronically monitored and controlled ventilation system with exhaust vents located around the perimeter of the facility designed to direct the airflow in upward direction from the top level of the facility. Fresh air is drawn into the garage from the open sides and the center atrium feature. The design team noted that an environmental assessment study is not customarily recommended for projects of this type and scale.

Mr. Cooper expressed concern regarding exhaust smell from the garage his residence.

Response: The design team provided Mr. Cooper with information on the distance and elevation of the nearest exhaust vent to his property. Mr. Cooper expressed satisfaction with the clarifications stating:

"The design of the garage is quite nice aesthetically. And now that I have a better understanding of how potential environmental impacts will be handled, I think the garage will be a fine addition to the uptown area."

The residents at 140 Manzanita expressed concern regarding reductions in local air quality.

Design response: The exhaust vent nearest to the 140 Manzanita residence was shifted to a central position along the north wall, placing the outlet approximately sixty feet away from the residence. The next closest vent to the residence is located about eighty-four feet from south edge of the property's exterior deck. As noted above, all exhaust vents located around the perimeter of the facility are designed to direct the airflow in upward rather than outward toward the adjacent properties.

Noise

MCH Acoustics and Media Systems was engaged to measure and report on the existing acoustic characteristics of the garage site. In brief, the measured daytime noise levels were reported to be relatively constant, with measured values falling in the range of around 48±5dBA between 7AM-10PM. Nighttime noise levels were also reported to be relatively constant, measuring around 43±3dBA between 10PM-7AM.

The noise design criteria for project utilizes the current Sedona City Noise Ordinance (January 2021) City Code, Title 8, Chapter 8.25 Sound Regulations – Sound Control. A link to the full chapter 8.25 is provided at: <https://sedona.municipal.codes/SCC/8.25>. The code prescribes a maximum daytime decibel (dB(A) limit of 60 and a nighttime decibel limit of 50.

A resident virtually attending the public open house held on March 17, 2022, expressed a concern regarding exhaust-fan noise:

Design response: The exhaust system serving the Garage is activated by CO sensors, thus allowing the exhaust fans to operate only when needed. The type of fans specified have a low-noise profile and are enclosed within the garage structure. The ductwork connected the fans to the exterior are lined with an acoustic material arranged to absorb noise. In addition, the exhaust outlet points are configured to discharge upwardly to further mitigate noise from the exhaust system.

Mr. Cooper of 225 Wilson Road expressed concern regarding noise coming from the eastern portion of the parking structure.

Design response: The design team reduced the number and net area of openings through the eastern wall of the parking structure. In addition, the north portion of the eastern wall screening the upper deck has been raised to reduce the transmission of sound over the wall.

Operation of the facility

- Will there be audio tracking of parking spaces in the garage so that people driving in will know where open spots are located. This will avoid constant circulation within the garage looking for spaces. The technology for this is automatic tracking is common in garages, especially those with high volume turnover. (Alan Cooper).

Response: The City will be evaluating parking access and revenue control systems, as well as intelligent applications that provide information on availability of parking.

- Has anyone utilized the in-lieu of fee parking program as of today? How many spaces will be designated for this program?

Response: There has been no utilization of the parking in-lieu fee program, in its present form. Under the current parking in-lieu fee program, there is no establishment or allocation of a designated/reserved parking space, rather the program seeks to apply program fees across a broader base of opportunities/solutions. This approach recognizes that the development of new parking for automotive vehicles is not a singular solution for all means/modes of transportation, other solutions may be more appropriate or necessary, such as leasing existing and underutilized parking areas, implementation/expansion of a transit route, development of a new multi-modal route, bicycle rental pickup/drop-off and parking facilities, etc. The in-lieu of fee parking program is administered by Community Development Department and can be reached at 928-282-1154.

- I understand there will be electric charging stations for electric cars. Will the charging service be free to the users? Will users of the parking garage need to pay to use it?

Response: The City is currently working with Electrify America (EA) under a license agreement to have DC Fast Chargers installed in the parking garage. EA will maintain and operate the charging stations. Fees for charging are not known at this time.

Misc. Questions/concerns received via website

- Has construction started and when it does, will you have construction photos?

Response: Some preliminary site preparation has been initiated including clearing of some vegetation and environmental clearance of the existing structure. Demolition of the existing structure and excavation of the site is expected to occur before the end of this year.

- Can you please inform residents of blast schedule? I would like to not be in the area during blasting.

Response: The Contractor will provide not less than 24 hour prior notification of blasting in accordance with permit requirements.

1.3. Public Information Meeting 3 (Design Development Phase)

The third Public Information Meeting is planned for Thursday, September 8, 2022, between the hours of 4pm and 8pm in the Hub building at Posse Grounds Park.

At the time of this report the meeting has not yet taken place.

1.4. Planning and Zoning (Work Session - Community Plan Amendment, and Zone Change)

At its June 1, 2021, meeting, Planning and Zoning Commission heard from Community Development and Public Works staff regarding a proposed city-initiated Major Community Plan Amendment and Zone Change to allow development of a parking garage in Uptown Sedona on 430 and 460 Forest Road (APN(s): 401-16-100 and 071).

The meeting was opened to the public and yielded one public request to speak. The single speaker represented disfavor with the project and the city's transportation model.

Notification of the P&Z work session and July 6, 2021, Public Hearing was mailed out on May 25, 2021 to the surrounding neighborhood located within a 600-foot radius of the project site. A copy of the letter is provided as **Attachment E**.

1.5. Planning and Zoning (Public Hearing - Community Plan Amendment, and Zone Change).

At its July 6, 2021, meeting, Planning and Zoning Commission members heard from Community Development staff regarding a request for approval of a city-initiated Major Community Plan Amendment and Zone Change to allow for development of the parking structure in Uptown Sedona on Forest Road.

The opening of a public hearing on the matter yielded no public requests to speak. Commission members voted unanimously to recommend to Sedona City Council approval of the item (Case Number PZ21-00003).

Notification of the P&Z work session and July 6, 2021 Public Hearing was mailed out on May 25, 2021 to the surrounding neighborhood located within a 600-foot radius of the project site. A copy of the letter is provided as **Attachment E**.

1.6. City Council Special Meeting

At its Wednesday, August 11, 2021, Special Meeting City Council was provided a presentation (AB 2702) on the City-initiated application for a Major Community Plan Amendment and Zone Change to allow for the development of the parking garage in Uptown Sedona at 430 and 460 Forest Road. The presentation was provided by Mike Raber, Community Development with support from the Director of Public Works, Police Chief and City Manager.

The meeting was opened to the public and yielded five (5) public requests to speak, 4 represented apparent opposition, and 1 made no apparent representation for or against.

The agenda item and presentation was for discussion only and no action was taken by the council.

1.7. City Council Special Meeting

At its Wednesday, September 15, 2021, Special Meeting City Council conducted a public hearing/discussion/possible action on the city-initiated application for a Major Community Plan

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Amendment (MCPA) and Zone Change for the parking garage in Uptown Sedona (AB 2702). A presentation was made by Mike Raber, Community Development and supported by Andy Dickey, Public Works Director, and City Engineer; Robert Welch, Associate City Engineer; Kurt Christianson, City Attorney; and Karen Osburn, City Manager.

The public hearing yielded twelve (12) public requests to speak. 4 speakers represented clear specific support for the parking garage; 5 speakers represented general opposition (residents should decide, needs more study, not the right location, alternative solutions are available, not a sustainable solution); and 3 speakers did not represent a specific position for or against.

The City Council Approved Resolution Number 2021-21 supporting a Major Community Plan Amendment to allow for development of a parking garage in Uptown Sedona; *further*: City Council Approved with a single Condition, Ordinance 2021-05 allowing a Zone change from RS-18 to M3 for the site/property for the parking garage in Uptown Sedona. The condition for the zone change required *“that within one year, the applicant provide Council with a completed traffic impact study, with mitigation measures if necessary, demonstrating that the current level of service letter grade at the intersection of SR 89A and Forest Rd will not be lowered as a result of the construction of the uptown parking garage”*

1.8. Planning and Zoning (Work Session Development Review Application)

A pre-application work session was conducted with Planning and Zoning Commission at its November 2, 2021, Meeting. A presentation was made by the Architect and other members of the design team.

The meeting was opened for public comment; however, there were no requests from the public to speak.

2. Stakeholder Meetings:

Three stakeholder meetings have been conducted on the project thus far, with one additional meeting planned. The meetings are generally 2 hours in length and conducted at various stages of the project's development.

Key stakeholders include the Uptown Parking Advisory Committee, Sedona Police, Sedona Fire District, Sedona Facility Maintenance Manager, Transit Administrator, City Maintenance, City IT staff, Utilities (APS, Century Link), Community Development staff, and Public Works staff. These stakeholders are anticipated to bring additional insight, opinion, and unique perspective to the design development of the project. The project design team engages these people in discussions about the design in such areas as preferred alternates; functionality and utilization (space); potential/future applications; commonality with existing components/equipment/materials used; specific user experiences (positive/negative) with similar structures; and other amenities and improvements.

Transcripts of stakeholder meeting minutes/discussions are provided as **Attachment F**.

3. SIM Quarterly Project Updates To Council

The Department of Public Works provides quarterly project updates to City Council at regular and/or special meetings. These updates serve to provide general information on the progress of Capital Improvement Projects primarily related to the Sedona in Motion program and to promote inquiry and discussion between staff and council on matters of interest.

Attachment(s):

- A. April 6, 2021, Notification Letter for Public Information Meeting on April 17th
- B. Survey Submittal (April 17, 2021, Public Information Meeting)
- C. Summary of Survey Results (April 17, 2021, Public Information Meeting)
- D. March 1, 2022, Notification Letter for Public Information Meeting on March 17th

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- E. May 25, 2021, Progress Update and General Information
- F. Stakeholder Meeting Minutes
- G. Public Outreach Plan for Uptown Sedona Parking Garage

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ATTACHMENT A



102 Roadrunner Dr.
Sedona, AZ 86336
(928) 204-7111
sedonaaz.gov

Public Works Department

April 6, 2021

SUBJECT: UPTOWN PARKING GARAGE PROJECT
Public (Neighborhood) Information Site Meeting

Dear Resident/Business Owner:

The City of Sedona invites you to a public information meeting on the Uptown Parking Garage Project on Saturday, April 17th, in which you can stop by for an informal meet and greet at your leisure any time between 9 am to 3 pm. The meeting will be located outside on the project site at 430 and 460 Forest Road (just west of the intersection of Forest Road and Smith Road).

Come meet the architect, some of the design team members and city staff involved in the project and peruse exhibits and other informational materials to introduce yourself to the project as well as provide input/feedback on the initial concepts and considerations for the parking garage.

We will have a few small pop-up style shade tents. Should the need arise to move indoors, information will be provided at the project site to re-direct everyone to an alternate meeting location.

All neighbors within 600 feet of the site are being notified of this meeting; however, the meeting is open to everyone. Please feel free to share this notice with anyone you feel may have an interest. If you have any questions, please do not hesitate to contact me at (928) 203-5120, or my mobile at (928) 203-6251. We look forward to seeing you there!

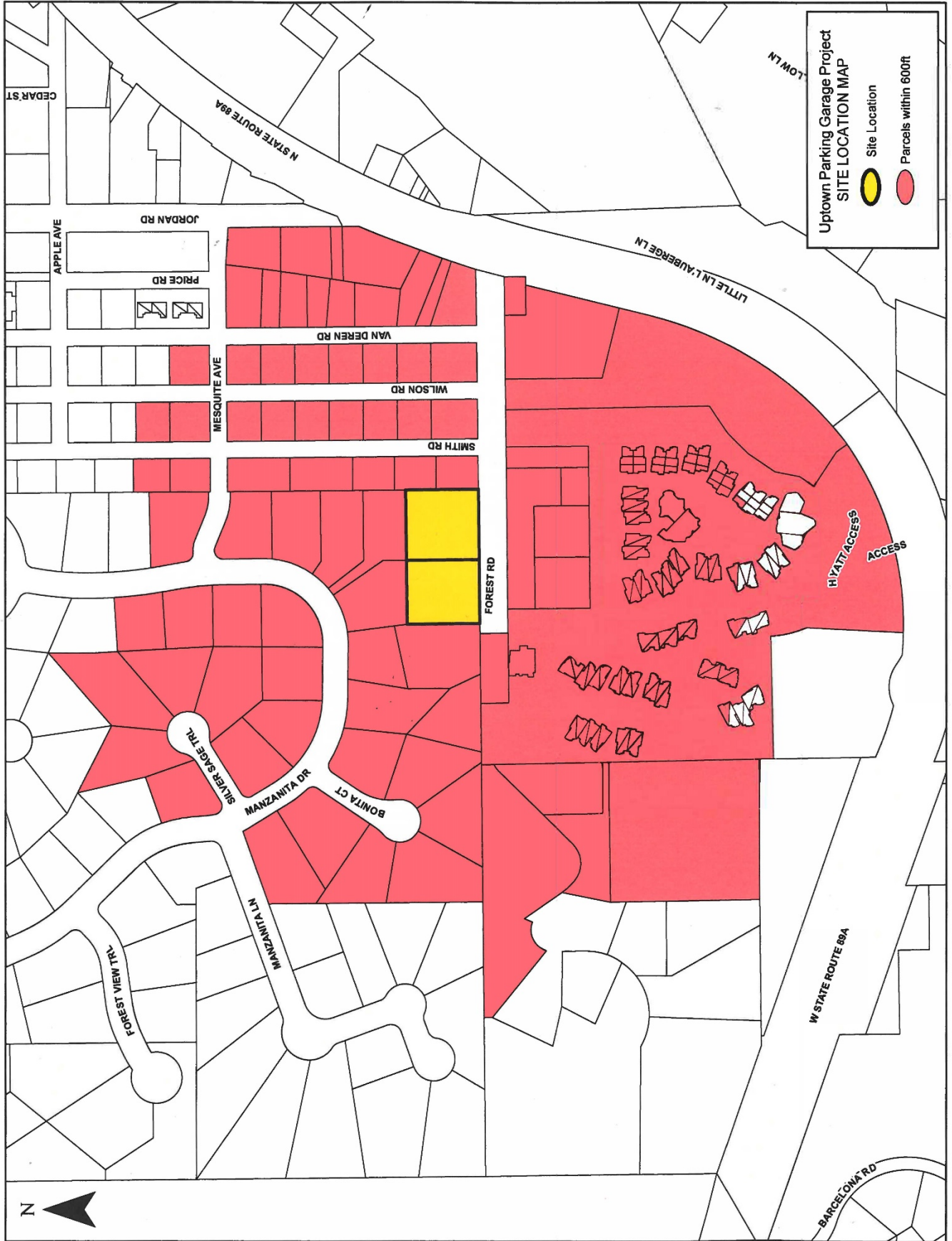
Sincerely,

A handwritten signature in blue ink, appearing to read "Robert J. Welch".

Robert J. Welch, PE

RW:clp

cc: Karen Osburn, City Manager
Andy Dickey, Director of Public Works/City Engineer
Lauren Browne, Communications and Public Relations Manager
File



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ATTACHMENT B



Uptown Sedona Garage Survey

RECEIVED
APR 21 2021
CITY OF SEDONA
COMMUNITY DEVELOPMENT

RESPONSES MUST BE SUBMITTED NO LATER THAN 5pm ON FRIDAY 30 APRIL 2021 FOR CONSIDERATION IN THE DESIGN EFFORT. THANK YOU!

Please check your response in the space provided.

A. Solar panels that shade the upper level of the parking structure are being considered. This would change the vista across the upper level, screening the uppermost concrete deck and the parked vehicle's hoods/roof tops. Is this screening desirable compared to a view of parked vehicles on the upper level?

1 Highly Undesirable 2 Undesirable 3 Neutral 4 Desirable 5 Highly Desirable

B. A Transit/Tour Shuttle Stop is being considered. Please gage the desirability of adding this feature:

1 Highly Undesirable 2 Undesirable 3 Neutral 4 Desirable 5 Highly Desirable

C. The Transit/Tour Shuttle Stop could provide access to Uptown Sedona businesses. Please gage the desirability of adding this feature:

1 Highly Undesirable 2 Undesirable 3 Neutral 4 Desirable 5 Highly Desirable

D. Bike Lanes adjacent to the Garage are being considered. Please gage the desirability of this feature:

1 Highly Undesirable 2 Undesirable 3 Neutral 4 Desirable 5 Highly Desirable

E. An Elevated Viewing Deck for sight-seeing of the surrounding mountain vistas is being considered for the Garage. Please gage the desirability of adding this feature:

1 Highly Undesirable 2 Undesirable 3 Neutral 4 Desirable 5 Highly Desirable

F. Public art will be included in the Garage design solution. Would it be desirable to have a walking tour of public art in the Uptown Sedona business area including this new art installation?

1 Highly Undesirable 2 Undesirable 3 Neutral 4 Desirable 5 Highly Desirable

uptownsedonagarage.com



G. Smart phone apps for parking availability and payment are being considered. Please gage the desirability of adding this feature:

1 ___ Highly Undesirable 2 ___ Undesirable 3 Neutral 4 ___ Desirable 5 ___ Highly Desirable

H. Shaded pedestrian sidewalk and seating areas are anticipated. Please gage the desirability of adding this feature:

1 ___ Highly Undesirable 2 ___ Undesirable 3 ___ Neutral 4 ___ Desirable 5 Highly Desirable

I. Electric vehicle charging stations within the Garage are being considered. Please gage the desirability of adding this feature:

1 ___ Highly Undesirable 2 ___ Undesirable 3 ___ Neutral 4 ___ Desirable 5 Highly Desirable

Please identify the Stakeholder Group(s) that best describes you:

Residential Neighbor ___ Neighboring Business Owner ___ Neighboring Business Employee
___ Concerned Sedona Citizen ___ Out-of-Town Visitor to Sedona ___ Other

Email: (Optional)

Additional comments:

THANK you for the work involved.
I am extremely thankful it is NOT going
to be located off of Jordan.

I'm sure now of these decisions
are easy.

Security, 24 HR should be deeply
considered.



Uptown Sedona Garage Survey

RESPONSES MUST BE SUBMITTED NO LATER THAN 5pm ON FRIDAY 30 APRIL 2021 FOR CONSIDERATION IN THE DESIGN EFFORT. THANK YOU!

Please check your response in the space provided.

A. Solar panels that shade the upper level of the parking structure are being considered. This would change the vista across the upper level, screening the uppermost concrete deck and the parked vehicle's hoods/roof tops. Is this screening desirable compared to a view of parked vehicles on the upper level?

1 Highly Undesirable 2 Undesirable 3 Neutral 4 Desirable 5 Highly Desirable

B. A Transit/Tour Shuttle Stop is being considered. Please gage the desirability of adding this feature:

1 Highly Undesirable 2 Undesirable 3 Neutral 4 Desirable 5 Highly Desirable
TRIED Before - No one basically use it

C. The Transit/Tour Shuttle Stop could provide access to Uptown Sedona businesses. Please gage the desirability of adding this feature:

1 Highly Undesirable 2 Undesirable 3 Neutral 4 Desirable 5 Highly Desirable

D. Bike Lanes adjacent to the Garage are being considered. Please gage the desirability of this feature:

1 Highly Undesirable 2 Undesirable 3 Neutral 4 Desirable 5 Highly Desirable
dangerous traffic

E. An Elevated Viewing Deck for sight-seeing of the surrounding mountain vistas is being considered for the Garage. Please gage the desirability of adding this feature:

1 Highly Undesirable 2 Undesirable 3 Neutral 4 Desirable 5 Highly Desirable
PRIVACY for residents

F. Public art will be included in the Garage design solution. Would it be desirable to have a walking tour of public art in the Uptown Sedona business area including this new art installation?

1 Highly Undesirable 2 Undesirable 3 Neutral 4 Desirable 5 Highly Desirable

uptownsedonagarage.com



G. Smart phone apps for parking availability and payment are being considered. Please gage the desirability of adding this feature:

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H. Shaded pedestrian sidewalk and seating areas are anticipated. Please gage the desirability of adding this feature:

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I. Electric vehicle charging stations within the Garage are being considered. Please gage the desirability of adding this feature:

1 Highly Undesirable 2 Undesirable 3 Neutral 4 Desirable 5 Highly Desirable

Please identify the Stakeholder Group(s) that best describes you:

Residential Neighbor Neighboring Business Owner Neighboring Business Employee
 Concerned Sedona Citizen Out-of-Town Visitor to Sedona Other

Email: (Optional)

Avruncohen14@gmail.com

Additional comments:



Uptown Sedona Garage Survey

RESPONSES MUST BE SUBMITTED NO LATER THAN 5pm ON FRIDAY 30 APRIL 2021 FOR CONSIDERATION IN THE DESIGN EFFORT. THANK YOU!

Please check your response in the space provided.

A. Solar panels that shade the upper level of the parking structure are being considered. This would change the vista across the upper level, screening the uppermost concrete deck and the parked vehicle's hoods/roof tops. Is this screening desirable compared to a view of parked vehicles on the upper level?

1 Highly Undesirable 2 Undesirable 3 Neutral 4 Desirable 5 Highly Desirable

B. A Transit/Tour Shuttle Stop is being considered. Please gage the desirability of adding this feature:

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C. The Transit/Tour Shuttle Stop could provide access to Uptown Sedona businesses. Please gage the desirability of adding this feature:

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D. Bike Lanes adjacent to the Garage are being considered. Please gage the desirability of this feature:

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E. An Elevated Viewing Deck for sight-seeing of the surrounding mountain vistas is being considered for the Garage. Please gage the desirability of adding this feature:

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F. Public art will be included in the Garage design solution. Would it be desirable to have a walking tour of public art in the Uptown Sedona business area including this new art installation?

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uptownsedonagarage.com



G. Smart phone apps for parking availability and payment are being considered. Please gage the desirability of adding this feature:

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H. Shaded pedestrian sidewalk and seating areas are anticipated. Please gage the desirability of adding this feature:

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I. Electric vehicle charging stations within the Garage are being considered. Please gage the desirability of adding this feature:

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Please identify the Stakeholder Group(s) that best describes you:

Residential Neighbor __ Neighboring Business Owner __ Neighboring Business Employee
__ Concerned Sedona Citizen __ Out-of-Town Visitor to Sedona __ Other

Email: (Optional)

Additional comments:

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Uptown Sedona Garage Survey

RESPONSES MUST BE SUBMITTED NO LATER THAN 5pm ON FRIDAY 30 APRIL 2021 FOR CONSIDERATION IN THE DESIGN EFFORT. THANK YOU!

Please check your response in the space provided.

* We are at 140 Manzanita directly behind the garage + are very concerned about 1) noise, 2) light, 3) air pollution

A. Solar panels that shade the upper level of the parking structure are being considered. This would change the vista across the upper level, screening the uppermost concrete deck and the parked vehicle's hoods/roof tops. Is this screening desirable compared to a view of parked vehicles on the upper level?

1 Highly Undesirable 2 Undesirable 3 Neutral 4 Desirable 5 Highly Desirable 4) blocking views.

B. A Transit/Tour Shuttle Stop is being considered. Please gage the desirability of adding this feature:

1 Highly Undesirable 2 Undesirable 3 Neutral 4 Desirable 5 Highly Desirable

C. The Transit/Tour Shuttle Stop could provide access to Uptown Sedona businesses. Please gage the desirability of adding this feature:

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D. Bike Lanes adjacent to the Garage are being considered. Please gage the desirability of this feature:

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E. An Elevated Viewing Deck for sight-seeing of the surrounding mountain vistas is being considered for the Garage. Please gage the desirability of adding this feature: * OK if not higher than 3rd deck

1 Highly Undesirable 2 Undesirable 3 Neutral 4 Desirable 5 Highly Desirable

F. Public art will be included in the Garage design solution. Would it be desirable to have a walking tour of public art in the Uptown Sedona business area including this new art installation?

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Please identify the Stakeholder Group(s) that best describes you:

Residential Neighbor Neighboring Business Owner Neighboring Business Employee
 Concerned Sedona Citizen Out-of-Town Visitor to Sedona Other

cell - leave message

Email: (Optional)

klemery@asu.edu (480)289-8552

Additional comments:



Uptown Sedona Garage Survey

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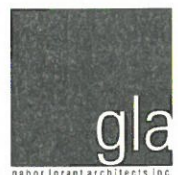
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uptownsedonagarage.com



G. Smart phone apps for parking availability and payment are being considered. Please gage the desirability of adding this feature:

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H. Shaded pedestrian sidewalk and seating areas are anticipated. Please gage the desirability of adding this feature:

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Please identify the Stakeholder Group(s) that best describes you:

Residential Neighbor Neighboring Business Owner Neighboring Business Employee
 Concerned Sedona Citizen Out-of-Town Visitor to Sedona Other

Email: (Optional)

Additional comments:

we are 140 manzanita



Uptown Sedona Garage Survey

RESPONSES MUST BE SUBMITTED NO LATER THAN 5pm ON FRIDAY 30 APRIL 2021 FOR CONSIDERATION IN THE DESIGN EFFORT. THANK YOU!

Please check your response in the space provided.

A. Solar panels that shade the upper level of the parking structure are being considered. This would change the vista across the upper level, screening the uppermost concrete deck and the parked vehicle's hoods/roof tops. Is this screening desirable compared to a view of parked vehicles on the upper level?

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B. A Transit/Tour Shuttle Stop is being considered. Please gage the desirability of adding this feature:

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uptownsedonagarage.com



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 Concerned Sedona Citizen Out-of-Town Visitor to Sedona Other

Email: (Optional)

Additional comments:

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UPTOWN SEDONA PARKING GARAGE

17 June 2021

RESPONSES MUST BE SUBMITTED NO LATER THAN 5pm ON 30 JUNE 2021 FOR CONSIDERATION IN THE DESIGN EFFORT. THANK YOU!

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Uptown Sedona Garage Survey

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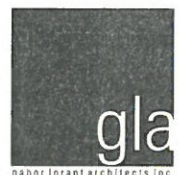
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uptownsedonagarage.com



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 Concerned Sedona Citizen Out-of-Town Visitor to Sedona Other

Email: (Optional)

Additional comments:

Very pleased parking ramp is finally happening!
Architect is doing great work with many considerations in build - solar panels, incorporation of view deck with covering chairs etc.



Uptown Sedona Garage Survey

RESPONSES MUST BE SUBMITTED NO LATER THAN 5pm ON FRIDAY 30 APRIL 2021 FOR CONSIDERATION IN THE DESIGN EFFORT. THANK YOU!

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uptownsedonagarage.com



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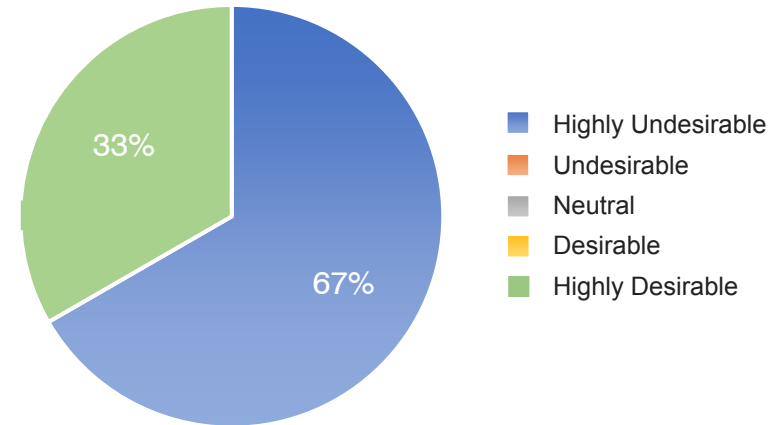
Additional comments:

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Subject: Forest Road Connection Project
Development Review Application – Citizen Participation Report

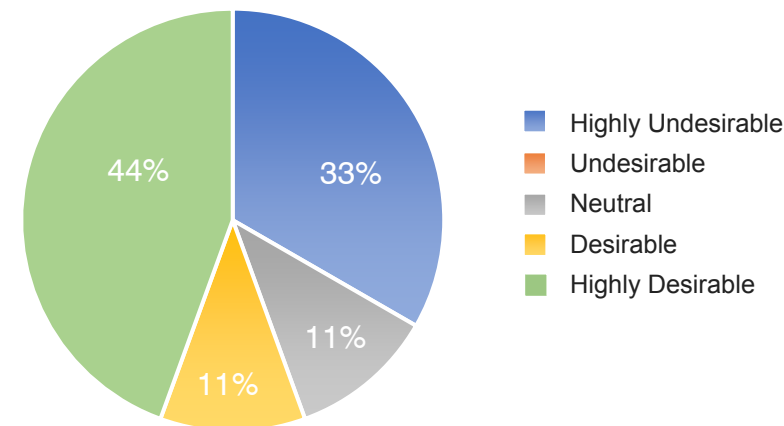
ATTACHMENT C

Q: Solar panels that shade the upper level of the parking structure are being considered. This would change the vista across the upper level, screening the uppermost concrete deck and the parked vehicles' hoods/roof tops. Is this screening desirable compared to a view of parked vehicles on the upper level?



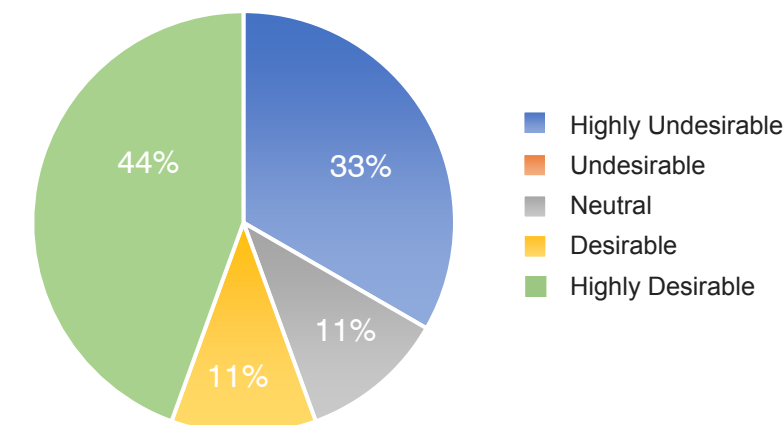
Over half of the respondents expressed concern regarding the implementation of solar panels on the project. As solar is an important feature, care will be taken during the design process to integrate the solar components in a way that limits the visual impact of the PV system to viewsheds of mountain vistas by neighboring residences. Design options include limiting the number of panels provided and locating the panels in a lowered position along the south building elevation along Forest Road.

Q: A Transit/Tour Shuttle Stop is being considered. Please gauge the desirability of adding this feature:



A majority of respondents favored the inclusion of a transit/tour shuttle stop. 33% expressed concern. Further efforts to communicate the potential advantages of this amenity may increase stakeholder acceptance of the concept.

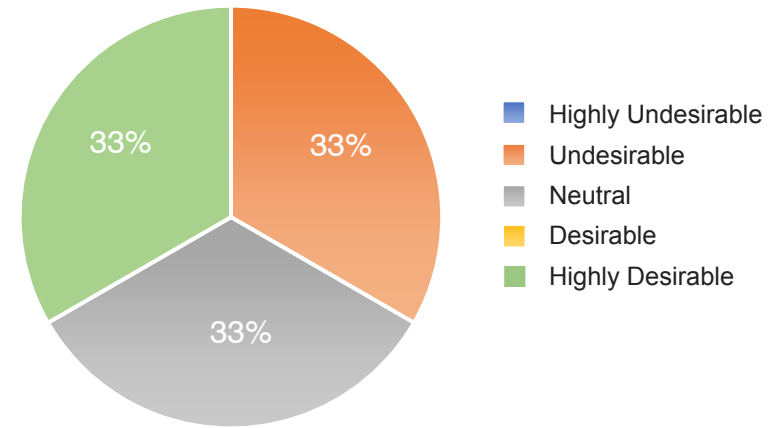
Q: The Transit/Tour Shuttle Stop could provide access to Uptown Sedona businesses. Please gauge the desirability of adding this feature:



As above, a majority of respondents favored the inclusion of the transit/tour shuttle stop to support Uptown businesses. A third expressed concern. Additional public outreach may be appropriate.

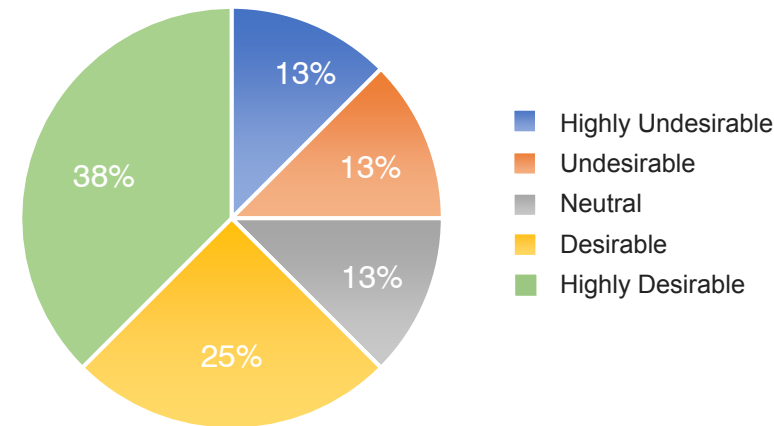


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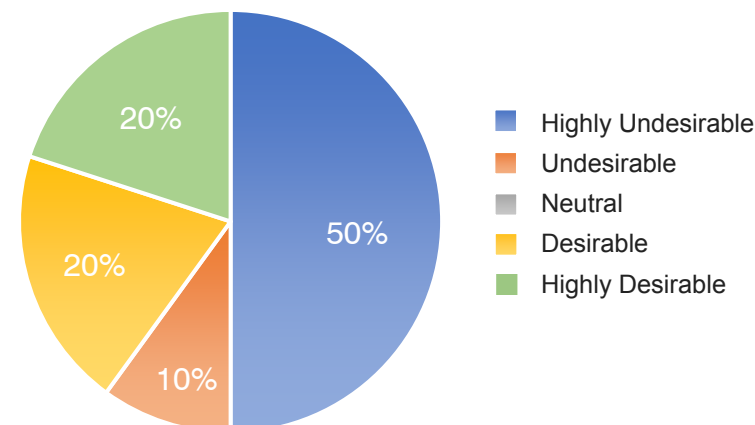
Respondents were evenly split between highly desirable, neutral, and highly undesirable rankings. Providing additional information explaining the nature and benefits/impacts of the proposed bike rental operation may help increase understanding.

Q: Bike Lanes adjacent to the Garage are being considered. Please gauge the desirability of this feature:



More than half responded positively to the inclusion of bike lanes. 26% had some reservations. Comments received during to on-site public outreach event suggests that traffic safety concerns may be the source of the negative rankings.

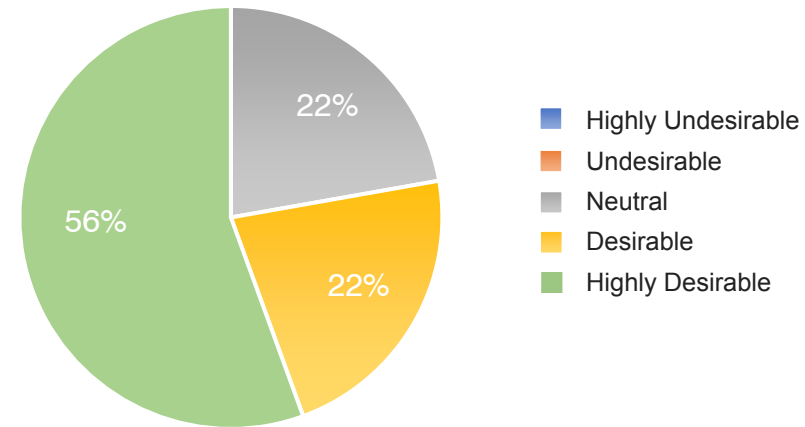
Q: An Elevated Viewing Deck for sight-seeing of the surrounding mountain vistas is being considered for the Garage. Please gauge the desirability of adding this feature:



Over half of respondents expressed concern regarding the inclusion of an elevated viewing deck. Foregoing an elevated viewing deck in favor of a deck-level viewing zone is a possible alternate design approach.

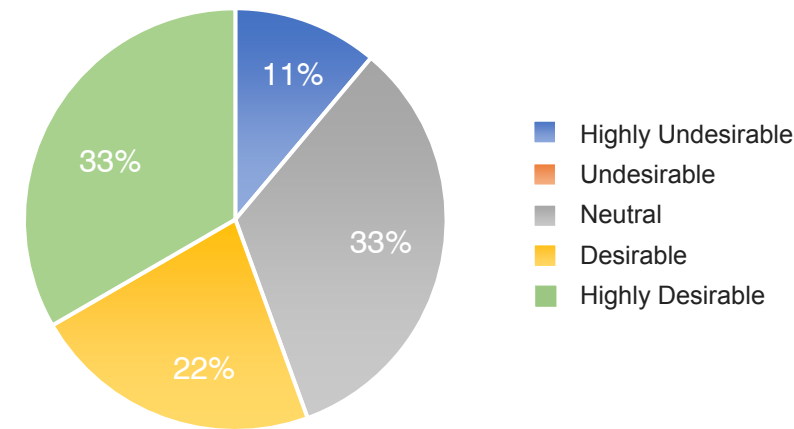


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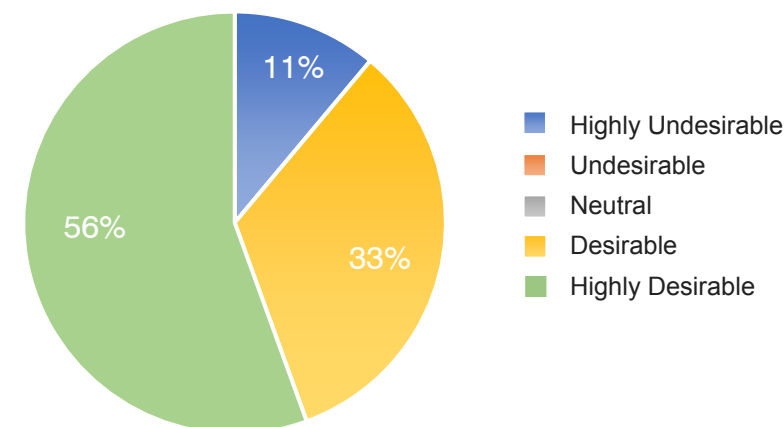
Responses to the inclusion of public art in the design solution were substantially positive.

Q: Smart phone apps for parking availability and payment are being considered. Please gauge the desirability of adding this feature:



A majority of respondents supported the implementation of smart-phone apps to facilitate parking operations.

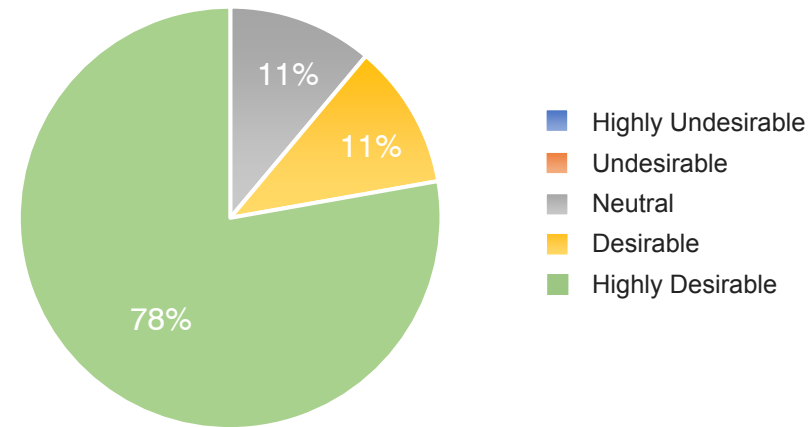
Q: Shaded pedestrian sidewalk and seating areas are anticipated. Please gauge the desirability of adding this feature:



Although a small percentage of responses expressed concern, a majority of respondents liked the concept of providing a shaded pedestrian sidewalk and seating areas.

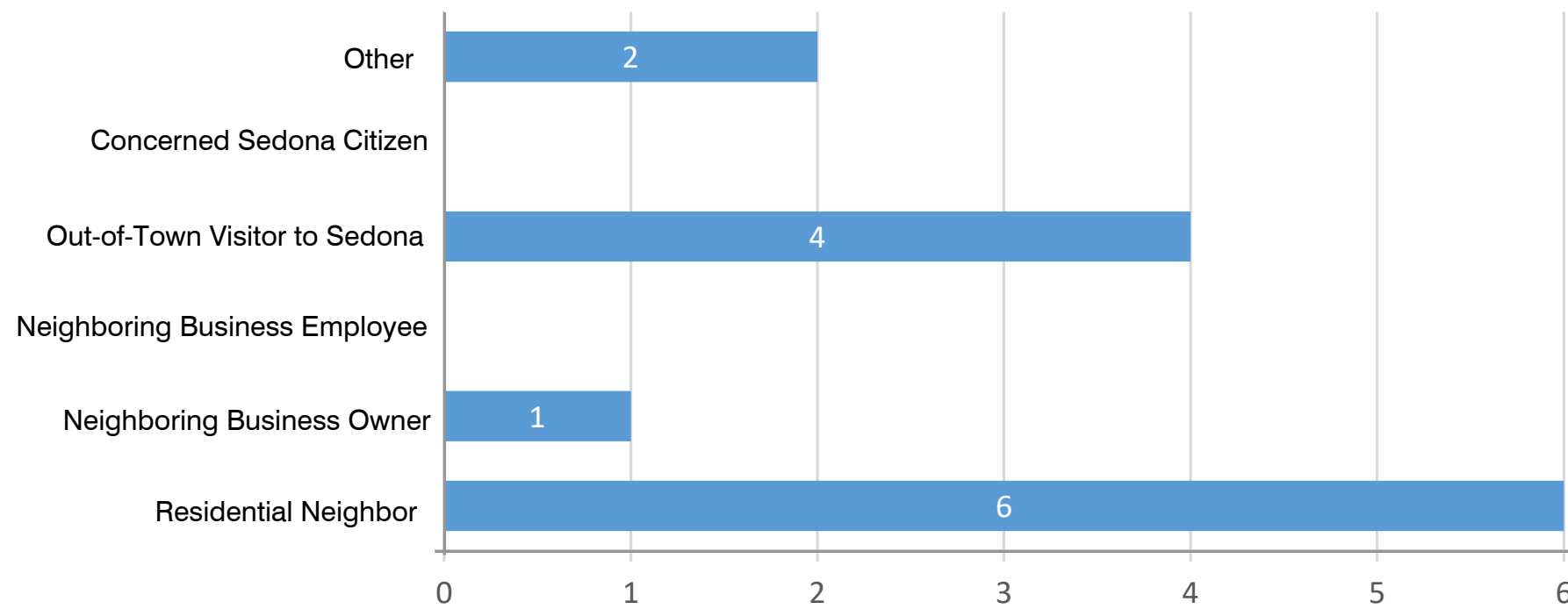


Q: Electric vehicle charging stations within the Garage are being considered. Please rate the desirability of adding this feature:



Responses to this question were overwhelmingly positive.

Stakeholder Groups Responding to Survey



Subject: Forest Road Connection Project
Development Review Application – Citizen Participation Report

ATTACHMENT D



102 Roadrunner Dr.
Sedona, AZ 86336
(928) 204-7111
sedonaaz.gov

Public Works Department

March 1, 2022

SUBJECT: UPTOWN PARKING GARAGE PROJECT
Public (Neighborhood) Information Meeting

Dear Resident/Business Owner:

The City of Sedona invites you to a public information meeting on the Uptown Parking Garage Project on Thursday, March 17, between the hours of 5 pm and 8 pm. The meeting will be an informal open-house meeting held in the Vultee Conference Room, of the City Manager/Mayor Building, within the City of Sedona Office Complex at 106 Roadrunner Drive, Sedona.

The meeting will be without a formal presentation, or prepared meeting agenda, so come as your time allows between 5 pm and 8 pm and simply meet the project design and construction team along with city staff involved in the project. There will be plenty of informative design exhibits and other materials on display with key project team members on hand to discuss the exhibit/material, answer any questions, and obtain your feedback.

A virtual meeting component is in the works for those who cannot attend in person. Instructions and access links for joining the virtual meeting remotely will be posted to the project design website on the day of the meeting at: <https://uptownsedonagarage.com/>.

All neighbors within 600 feet of the site are being formally notified of this meeting; however, the meeting is open to everyone. Please feel free to share this notice with anyone you feel may have an interest. If you have any questions, please do not hesitate to contact me at (928) 203-5120 or email me at BWelch@SedonaAZ.gov.

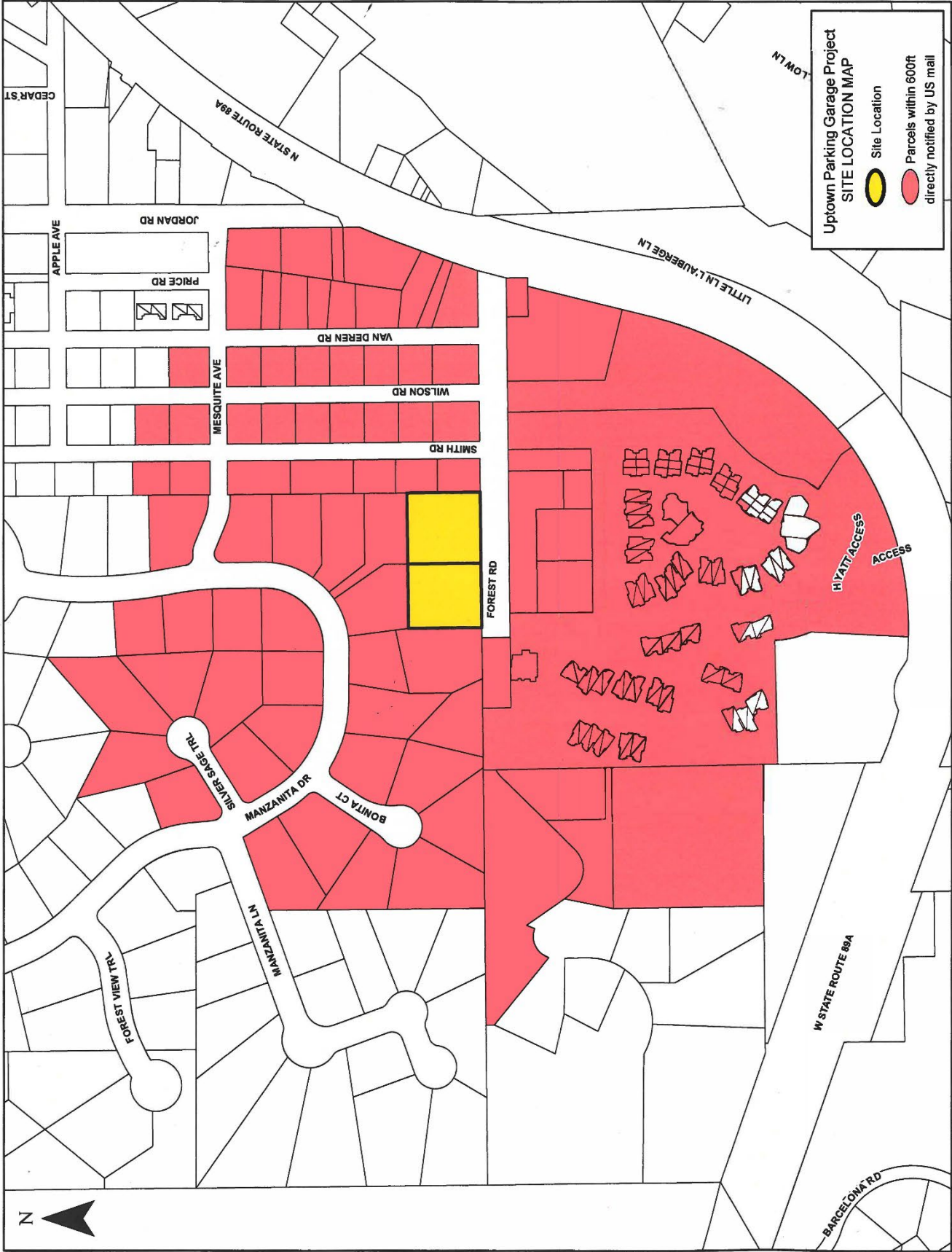
Sincerely,

A handwritten signature in blue ink, appearing to read "Robert J. Welch".

Robert J. Welch, PE
bwelch@SedonaAZ.gov

RW:clp

cc: Karen Osburn, City Manager
Joanne Keene, Deputy City Manager
Andy Dickey, Assistant City Manager/Director of Public Works
Lauren Browne, Communications and Public Relations Manager
Cari Meyer, Planning Manager, Community Development
Gabe Desmond, Sustainability Coordinator
Gabor Lorant Architects, Inc
McCarthy Building Companies, Inc
File



Subject: Forest Road Connection Project
Development Review Application – Citizen Participation Report

ATTACHMENT E



102 Roadrunner Dr.
Sedona, AZ 86336
(928) 204-7111
sedonaaz.gov

Public Works Department

May 25, 2021

SUBJECT: UPTOWN PARKING GARAGE PROJECT
Progress Update and General Information

Dear Resident/Business Owner:

This letter is just to inform you of the progress of the Uptown Parking Garage Project and provide information on an upcoming Planning and Zoning Commission meeting.

Following the April 17th public information meeting, the Uptown Parking Garage Project is nearing completion of the Scoping Phase of the project. After scoping is completed, design plans for the site and building begin to take shape. The architect's narrative and approach for the design will be outlined in a Draft Concept Design Report to include illustrations, site and floor plans, renderings and other items which define the layout and proposed architectural features for the site and parking garage. As a reminder you can access project design information via the internet using the following URL address: <https://uptownsedonagarage.com/>.

A City-initiated request has been made for approval of a Major Community Plan amendment and rezoning for the site since it is currently zoned as Single-family Low Density. The Major amendment request would re-designate the property as Commercial on the Community Plan's Future Land Use Map. More specifically, the rezoning request is from RS-18 (Single-family residential) to M3 (Mixed Use Activity Center). The proposed amendment request, background information and opportunity for public comment can be found at the Community Development Department's Projects page at: www.SedonaAZ.gov/projects.

On Tuesday, June 1st the City's Planning and Zoning Commission will conduct a work session that is open to the public. Discussion on the Major Community Plan amendment and rezoning for the Uptown Parking Garage Project will be among the meeting topics. The meeting will begin at 4:30 pm and will be located in the City Council Chambers, at 102 Roadrunner Drive at City Hall. The Commission will also schedule a public hearing on this topic on July 6th at 4:30 pm.

We look forward to providing you an update on the completion of the Draft Concept Design Report, which is expected in June

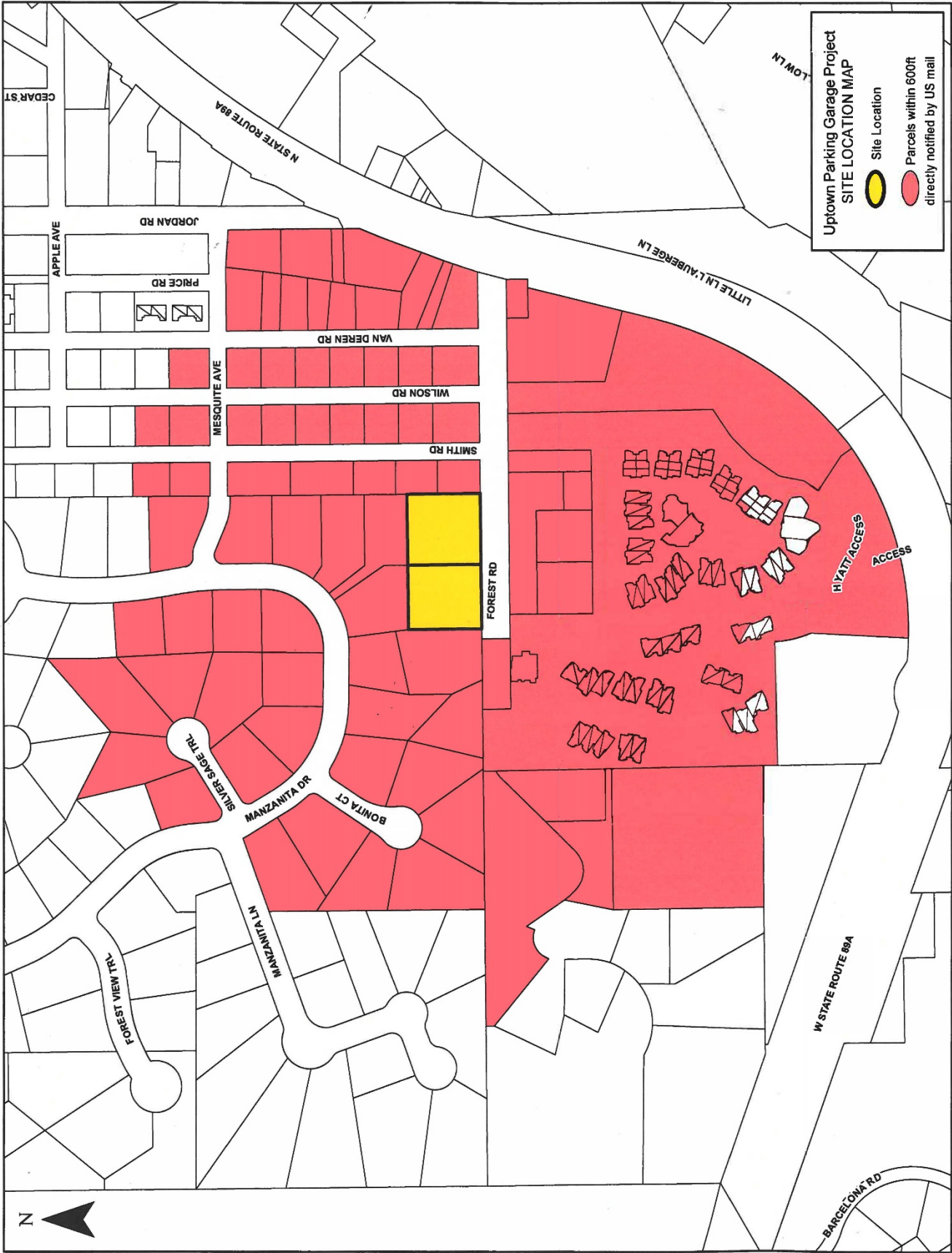
Sincerely,

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Robert J. Welch, PE

RW:clp

cc: Karen Osburn, City Manager
Andy Dickey, Director of Public Works/City Engineer
Lauren Browne, Communications and Public Relations Manager
File



Uptown Parking Garage Project
SITE LOCATION MAP

- Site Location
- Parcels within 600ft directly notified by US mail



Subject: Forest Road Connection Project
Development Review Application – Citizen Participation Report

ATTACHMENT F



Uptown Sedona Parking Garage
City of Sedona
GLA Project No. 20109

Stakeholder Kick Off Meeting
Vultee Conference Room, City Hall, Sedona, AZ
2:00-4:00 pm 17 June 2021

I. SIGN-IN SHEET—please see attached Sign-in Sheet for attendance at the Vultee Conference Room, other attendees used Zoom conferencing to participate, as noted.

II. PROJECT INTRODUCTION

A. Mr. Bob Welch provided Stakeholders with an introduction to the Project:

1. Project Site

- a. The project site is located on Forest Road and comprises about an acre extending over two lots.
- b. The site selected followed the release of the most recent Uptown Sedona Parking Study completed in 2019. Mr. Welch noted that the Forest Road site was selected based on recommendations from the Parking Study, which is publicly available for review on the City’s website (<https://www.sedonaaz.gov/home/showdocument?id=41610>).
- c. Mr. Welch noted that this is a good site for this project.

2. The Professional Design Team

- a. Gabor Lorant Architects (GLA) was engaged to design the Uptown Parking Garage and began initial design work in January 2021.
- b. The concept scoping phase is nearing completion.
- c. The project team is working with community-development to assist the zoning change efforts.
- d. A primary objective of the garage design is to have as minimal impact to neighborhood (viewsheds, sound, light-cast, etc.) as practicable while working within the project budget.
- e. Sustainability is also a principal objective.

3. Project Stakeholders

- a. The city identified a group of stakeholders and sent invitations requesting their participation as part of the project team. Those contacted included users, neighbors, merchants, as well as other individuals potentially impacted by the project both directly and indirectly.
- b. Mr. Welch noted that the purpose of the stakeholder sessions is to listen to the perspectives of the attendees to help shape a successful outcome for the project. Mr. Welch noted that stakeholders will be an essential part of the design team.
- c. Mr. Welch also noted that a CMAR contractor has been engaged to provide construction pricing and scheduling advice during the design process.

4. Meetings and Meeting Schedule

- a. Nine formal project meetings are anticipated.
 - Two (2) Public Information Meetings
 - Three (3) City Staff Meetings
 - Four (4) Stakeholder Meetings



Uptown Sedona Parking Garage
City of Sedona
GLA Project No. 20109

Stakeholder Kick Off Meeting
Vultee Conference Room, City Hall, Sedona, AZ
2:00-4:00 pm 17 June 2021

- b. Today's meeting represents the first of the four stakeholder meetings and coincides with the wrap up of the concept scoping phase. The remaining stakeholder meetings will be held at major milestones extending through the final design phase. The duration of the design phase is anticipated to be about one-year.
 - c. The conceptual scoping phase began in early February and included today's initial stakeholder meeting.
 - d. The next stakeholder meeting will coincide with the wrap up of the schematic design phase, which started at the end of May 2021 and is expected to extend through about mid-July 2021.
 - e. The third stakeholder meeting will occur sometime between the first of November to mid-December and will coincide with the completion of the 60% design phase.
 - f. The final stakeholder meeting is anticipated in spring 2022 near the completion of the 95% - 100% design phase.
 - g. Construction is anticipated to start July 2022 with completion around June of 2023.
 - h. Meeting durations will be between about one and two hours.
 - i. Today's meeting is intended to introduce the project and receive stakeholder feedback.
 - j. Mr. Welch provided the attendees with a general description of project features (levels of parking spaces, elevator, restrooms, proposed sustainability elements, etc.)
 - k. Mr. Welch noted that the City's IT department may have an interest in "hub" space, given the project's proximity to the adjacent Century-link building.
 - l. Mr. Welch conveyed to the group that all ideas/comments are welcome; however, the project team will review and filter stakeholder input based on the current budget constraints.
 - m. Mr. Welch noted that a follow-up questionnaire may be provided to the stakeholders.
- 5. Conceptual Design Presentation by GLA**
- a. Mr. Jan Lorant (GLA) and Mr. Patterson (GLA) provided an overview of the project's conceptual design and noted the following:
 - The City Council committed to limiting the profile of the garage two a single-story above adjacent grades, as shown.
 - The site includes a sloping hillside (about a 12% grade) and has a fall of about twenty to twenty-two feet across the site, north to south.
 - The elevation of Forest Road drops 3 to 4 feet from west to east.
 - The current garage wall design is shorter than the peak-of-roof elevation of the existing home being demolished and removed from site. Mr. Lorant suggested that the stakeholders may visit the site to gain a better understanding of the scale of the proposed garage by observing the height of the existing residence.
 - b. Mr. Lorant reviewed the conceptual footprint of garage (see attached):
 - The garage will be set back twenty feet (20') from the northern property line to allow for development of landscape screening and drainage.
 - The garage will be set back at least twenty-five feet (25') from the western property line.

Uptown Sedona Parking Garage
City of Sedona
GLA Project No. 20109

Stakeholder Kick Off Meeting
Vultee Conference Room, City Hall, Sedona, AZ
2:00-4:00 pm 17 June 2021

- A shaded pedestrian way is proposed along the south edge of the garage adjacent to Forest Road.
- c. Mr. Jan Lorant reviewed the proposed building sections (see attached):
 - The proposed garage structure will be constructed from concrete.
 - The garage will comprise one level below grade, one level at grade at the Forest Road elevation, and one level above. In contrast, the original parking study had two levels above Forest Road.
 - The northeast corner of the proposed garage locates the parking at about the existing grade.
 - Gabion-type walls will be used to soften and visually blend the garage into its surroundings. The gabion-type walls will use stone excavated from the site.
 - Landscape materials at north buffer will be predominantly native plant species.
- d. Mr. Lorant reviewed two garage parking designs considered during the scoping phase (see attached options A and B):
 - Mr. Lorant noted that the design team evaluated several parking configurations. Much study took place in the scoping phase to arrive at the selected garage parking design.
 - A park-on-ramp option was explored (see option B).
 - In this arrangement, a six plus percent slope is required to achieve the required floor-to-floor clearances. For reference, an accessible ramp has a maximum slope of five percent. Over a six percent parking slope creates an uncomfortable parking condition for users with car doors swing open in the downslope condition and pedestrian travel required on the steep surface.
 - The park-on-ramp option also creates a dead-end at the top and bottom of the vehicle circulation path. Specifically, the width of the site does not allow for the development of a conventional looped circulation arrangement using the park-on-ramp approach. Active signage may be used to mitigate some of the end-of-travel congestion, but this approach relies on users consistently following the direction of the signage, a condition that is not always achievable in practical application.
 - A split-level “jump-ramp” option was also explored (see option A).
 - The jump-ramp option provides circular, continuous vehicle circulation through the entire garage (thus eliminating the dead-end conditions of option B).
 - The jump-ramp configuration works well with the site slopes and potentially reduces the magnitude of the excavation and its associated cost.
 - The jump-ramp option provides more parking than the park-on-ramp option (about 270 spaces for option A compared to about 260-265 spaces provided by option B).
 - The jump-ramp option offers greater flexibility in the placements of entrances and exits.
 - Option A employs one-way angled parking, which has been shown to enhance safety and functionality.
 - Given the above-noted advantages and disadvantages of the proposed options, the design team recommended the jump-ramp solution (option A) for advancement to the next design phase. The stakeholder group agreed.



Uptown Sedona Parking Garage
City of Sedona
 GLA Project No. 20109

Stakeholder Kick Off Meeting
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- A pair of unisex restrooms along with janitorial storage is proposed at both the ground parking level and upper parking level. Heating and cooling in the restrooms was briefly touched on. This will be explored further in consideration of comfort and maintenance impacts.
 - In option A, vertical circulation is provided by three stairways. A set of internal stairs are located at each end of the central light well. A third stair is located near the south elevator.
 - The current parking management scheme does not use attendants; rather, a trio of self-serve, pay kiosks are proposed for the ground level. The kiosks will be conveniently located near the stairs and elevator.
 - An information kiosk is proposed to provide remotely programmable digital content. Example content may include information on the history of Sedona, Sedona culture, local activities, shopping, dining, etc.
 - Inclusion of bike rentals within the garage site is being explored.
 - An electrical room and IT space (with battery backup) is being considered for the sub-grade level. Mr. Lorant noted that the parking ramp floor will slope away from these rooms to minimize the risk of flooding.
- e. Mr. Lorant reviewed the proposed garage elevations:
- The design team is mindful to mitigate impact to neighbors.
 - The proposed design includes a solar array/shade structure over the south pedestrian circulation path to the elevator/stair at the garage level above the Forest Road. The array will extend across the south façade at a low elevation to minimize impacts to the neighbors' views.
 - Mr. Lorant noted that the garage does not block views to the surrounding mountain from the neighboring residences.
 - The design team has worked to move the design beyond the "boxy" form of a conventional garage. The gabion walls and curving metal panels are allegorical of the surrounding mountains. The proposed materials and color palette expresses and complements Sedona's unique character.
 - Commanding views from upper deck are provided along Forest, enhancing a visitor's arrival and departure experience. The solar array also functions as a shade structure.
 - Wayfinding signage will be integrated into the overall design.

6. Stakeholder Team Discussion:

- a. The following items were discussed:
- Stakeholders discussed the existing transit plan and how the garage should be integrated. For example, the design should accommodate micro bus/car drop off. Mr. Lorant noted that transit integration is a work in progress and further noted that Kimley Horne was involved in the development of the transit study. Mr. Andrew Baird of Kimley Horne noted bus routes, and how they approach the garage are being reviewed, with a bus stop anticipated on the south side of Forest Road.
 - Mr. Randy McGrane asked if two sets of restrooms fit within the budget? Mr. Welch noted that people come in from long drives. Deterring people's inclination to relieve

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themselves on the site or at adjacent properties, outside a restroom is an important consideration. It was determined that about five public restrooms including a restroom at the Chamber-of-Commerce are currently provided in the City. It was agreed that providing public restrooms at two levels of the garage site was a valuable project feature.

- Mr. McGrane inquired if the City has developed a plan for paid parking within the garage? Mr. McGrane indicated that he is not against a paid parking scheme, but if not considered holistically, it may create problems within the larger Uptown parking plan. Mr. Welch noted that paid parking is a managerial issue; however, we plan to build in the capability. He further noted that, in keeping with the previous parking study, the opportunity to purchase space is being considered. Mr. McGrane suggested that paid parking is one of the ways to generate revenue (and reduce car circulation, searching for parking).
- Mr. Welch asked if a small sweeper will be needed to maintain the garage? Mr. Larry Farhat indicated that a power washer/floor scrubber would likely be used and suggested that the City consider a mini sweeper. Mr. Farhat noted that the sweeper would likely be stored offsite.
- Mr. Farhat also noted that space for restroom custodial supplies is needed. Mr. Lorant noted that the janitorial rooms will include storage shelving and janitorial sinks. These components will be detailed further in the upcoming submittal.
- Mr. Farhat emphasized that public restrooms in Sedona are often abused, and that fixtures and materials should consider durability.
- The stakeholder team briefly discussed fire-safety systems within the garage. Mr. Lorant noted that issues, such as wet-dry systems, fume exhaust, standpipe locations, etc. will be detailed in the upcoming design submittals. Mr. Jon Davis (Sedona Fire Division Chief) noted that the lower (enclosed) decks typically require sprinklers and that the Siamese connections are often located in a corner(s) of the structure.
- The stakeholders discussed reserved parking. It was noted that people tend to gravitate up when the ground level spaces are filled, thus, it may make sense to locate reserved parking at the lower levels. Mr. Welch indicated that the garage management team will discuss options.
- Electronic signage is envisioned, budget permitting.
- Mr. McGrane asked about electrical charging. Mr. Lorant noted that the current plan envisions chargers at five percent of the spaces (the percentage of normal versus fast charging is being discussed). Accommodations for additional future charging stations will be considered (i.e., empty conduit, etc.). As many as twenty percent of spaces may be provided with charging capability in future. Mr. Welch noted that distribution of charger locations within the garage (i.e., visitor versus reserved) will be studied. The City will charge a fee for the electricity to recharge a vehicle.
- The stakeholder team discussed the future of car ownership. Is there a concern for an under-utilized garage in the future? Mr. Lorant noted that the ground level is being designed to allow for re-purposing to a non-parking function in future (office, retail etc.).



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- The stakeholder team discussed lighting and safety. Mr. Lorant noted that the garage will be well lit, with sensitivity to controlling spill-over to the adjacent properties. LED-type lighting will assist in achieving the goal of 100% renewable power use and will help minimize maintenance.
- The stakeholder team discussed green-building/sustainability. Mr. Lorant noted that the Council has committed to following Parksmart criteria. Mr. Bob Huggins noted that he is developing an exhibit to promote the City's green-building concepts. It was agreed that the garage will be a good example. Mr. Lorant noted that the plan is to use local materials, renewable energy, durable materials, etc. Parksmart and green building strategies will be an ongoing discussion with the City.
- Stakeholder asked if there is a place to put excavated dirt and rock? Mr. Welch noted that this is something that is being reviewed. Mr. Baird (civil engineer for the project) noted that there will be some overlap of the Forest Road Connection project and the garage construction. Finding a home for the excavated materials is being explored.
- The stakeholder team agreed that the design and proposed material selection is "going in right direction". Mr. Lorant noted that the GLA design team will continue to explore the use of durable, cost-effective, and low maintenance materials.
- The stakeholder team discussed that need for security cameras. Mr. Lorant noted that pathways for wiring of cameras will be located at entry and exit points, vertical circulation, and at the three deck levels. Mr. Welch noted that City Police representatives will provide input.
- Mr. Robert Weber asked about pedestrian safety. Mr. Lorant noted that swing arms at the egress points of the garage will slow vehicles to a stop prior to departure. The GLA team will use the 3D models to analyze vehicle sight lines to ensure visibility of pedestrian pathways from departing vehicles. Mr. Weber noted that mirrors and cameras can be used to enhance visibility. Mr. Lorant indicated that mirrored domes may be installed at the jump ramp locations. In addition, stairs are located centrally to reduce pedestrian crossing. Grades will also be kept below five percent.
- Mr. Lorant confirmed that stairs may be accessed from either side of the jump ramp (at half levels).
- Mr. Weber indicated that the team should consider the Forest Road approach and the amount of pedestrian traffic crossing forest to the proposed bus stop across Forest. It was agreed that a stop to the south keeps transit operations away from garage operations and keeps transit vehicles out of the "Y". Both median and large coaches may operate on Forest.
- Mr. Davis noted that the parking lot south of Forest is owned by the Fire District and is being considered as the site of a proposed future station. Mr. Baird suggested that an open area to turnaround and pull out, perhaps extending into the ten-foot shared-use path across the frontage, may allow a crossing to the garage and then to Smith. Mr. Davis asked if this option would conflict with any future transit activities? Mr. Lorant indicated that this will need study. Mr. Davis noted that anything the team can do to facilitate a turn-about, and not put transit back through the Y, will be beneficial.



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- The ability to develop a line of sight from the upper-north corner of the garage to the police department substation was discussed. It was determined that this should not be a problem.
- The development of the garage as data hub was discussed. The future needs of the city are uncertain currently. The City may potentially lease additional buildings in the area. The proximity of the garage to Century-link makes it an attractive hub. A wireless bridge or conduit could be located under Forest. Mr. Baird noted that a joint trench within the Forest extension project is being discussed and that communications conduit will be considered.
- After a discussion regarding future needs, it was agreed that the IT room will be sized to accommodate two racks. Solar-power batteries will be explored as a potential source of emergency back-up power.
- The teams discussed the potential for transit stop in front of garage, given the potential development of a new fire station south of Forest. Mr. Lorant noted that this would not be ideal, given the vehicle circulation into and out of the garage. The GLA Team will continue to investigate options.
- Mr. Davis suggested that future routes should connect Uptown and may include a circular route from the garage through Uptown. Also, the City is planning to electrify the fleet sometime in the future. These systems may use overhead charging or in-ground charging to extend the range of the vehicles.
- The construction phase was briefly discussed. Mr. Lorant noted the logistical challenges of working within the neighborhood and interfacing with owners are being considered.
- Mr. Lorant noted that a noise assessment of existing conditions was completed as part of the scoping phase.
- Mr. Welch asked if anyone was interested in reviewing the sustainability, Parksmart, maintenance and operational aspects of the design. Mr. Huggins expressed interest.
- The team closed the meeting by reviewing the 3D model and viewshed studies.

III. NEW BUSINESS

A. Next Meeting—the next meeting is anticipated to be held mid-July 2021 (TBD).

The foregoing is the writer's best recollection of the items discussed and the conclusions or decisions reached. If there are any corrections or additions to be made to these minutes, please contact the writer.

***Respectfully Submitted,
Jim Patterson,
Gabor Lorant Architects Inc.***

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Uptown Sedona Parking Facility
City of Sedona
 GLA Project No. 20109

SIGN-IN SHEET
 Stakeholder Kick-Off Meeting
 Vultee Conference Room - City Hall
 2:00 PM 17th June 2021

✓	NAME	ORGANIZATION/ DEPARTMENT	EMAIL	PHONE
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	Bob Welch, Associate Engineer	Public Works	BWelch@sedonaaz.gov	928.203.5120
	Warren Campbell, Assistant Director	Community Development	WCampbell@sedonaza.gov	928.203.5044
	Mike Raber, Senior Planner	Community Development	MRaber@sedonaaz.gov	928.204.7106
	Cynthia Lovely, Senior Planner	Community Development	CLovely@sedonaaz.gov	928.203.5035
	Hanako Ueda, Assistant Engineer	Public Works	HUeda@sedonaaz.gov	928.203.5024
	McKenzie Jones, Sustainability Coordinator	City Manager's Office	MJones@sedonaaz.gov	928.203.5060
✓	Jan Lorant, AIA Principal Architect	Gabor Lorant Architects Inc.	janl@gaborlorant.com	602.667.9090 602 312 4703 (c)
✓	James Patterson, Project Manager	Gabor Lorant Architects Inc	jpatterson@gaborlorant.com	602.667.9090
	Judith Patrylak, Quality Control Manager	Gabor Lorant Architects Inc.	jpatrylak@gaborlorant.com	602.667.9090
	Lauren Browne, Comm. & Public Relations Mgr.	City Manager	lbrowne@sedonaaz.gov	928.203.5068
	Cari Meyer, Senior Planner	Community Development	cmeyer@sedonaaz.gov	928.203.5049
	Al Spector, Business Owner		al@alspector.net	602.819.8809



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<i>J</i>	NAME	ORGANIZATION/ DEPARTMENT	EMAIL	PHONE
	Jesse Alexander, Business Representative		JesseA@sedona-center.com	
	Julie Richard, Executive Director	Sedona Arts Center	julie@sedonaartscenter.org	623.229.2534
	Randy McGrane, Business Owner	Ensemble Real Estate Solutions & Investments	rmcgrane@ensemble.net	602.912.8955
✓	Bob Huggins, Ranger, Acknowledged Contributor	Department of Parks & Recreation	1st.sedonaranger@gmail.com	928. 282.3465
	Chuck Hardy, Applications & Database Developer	City of Sedona	CHardy@sedonaaz.gov	
✓	Larry Farhat, Facilities Maintenance Supervisor	Public Works	LFarhat@sedonaaz.gov	928.203.5058 928.821.0857 (c)
	Ryan Hayes, City Maintenance Supervisor	Public Works	RHayes@sedonaaz.gov	
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	Stephanie Foley, Lieutenant	Sedona Police Department	sfoley@sedonaaz.gov	928.203.5019 928.592.8025 (c)
	Aldo Ortega, Detective	Sedona Police Department	aortega@sedonaaz.gov	
✓	Jon Davis, Division Chief – Community Risk Reduction	Sedona Fire District	jdavis@sedonafire.org	928.204.8926

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Uptown Sedona Parking Facility
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SIGN-IN SHEET
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 Vultee Conference Room - City Hall
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S	NAME	ORGANIZATION/ DEPARTMENT	EMAIL	PHONE
	Carla Dufort, Admin Specialist	Sedona Fire District	CDufort@sedonafire.org	928.204.8926
	Armen McNerlin, Business Representative	Qwest Corporation		928.821.4609
	Steve Mertes, Chief Building Official		SMertes@sedonaa.gov	928.203.5097
	Chase Gilomen Business Representative		ChaseGilomen@me.com	949.290.5311
	ANDREW DAIRD	KH	andrew.daird@ kimley-horn.com	928 478 7121
	Michael Reid	IT	mreid@sedonaa.gov	928 203 5080
	RANDY McGRANE	ARROYO ROBLES BW	RMCGRANE@ENSEMBLE.NET	402 - 912 - 8155
	CHASE GILOMEN	SCDG	CHASEGILOMEN@MC.COM	949 290 5311
	LARRY FARHAT	C.O.S.	LFARHAT@SEDONAAZ.GOV	928 - 821 0857
VIA TEAM	Dan Garza	C.O.S. IT Specialist		



Uptown Sedona Parking Garage

Stakeholder Kick-Off Meeting





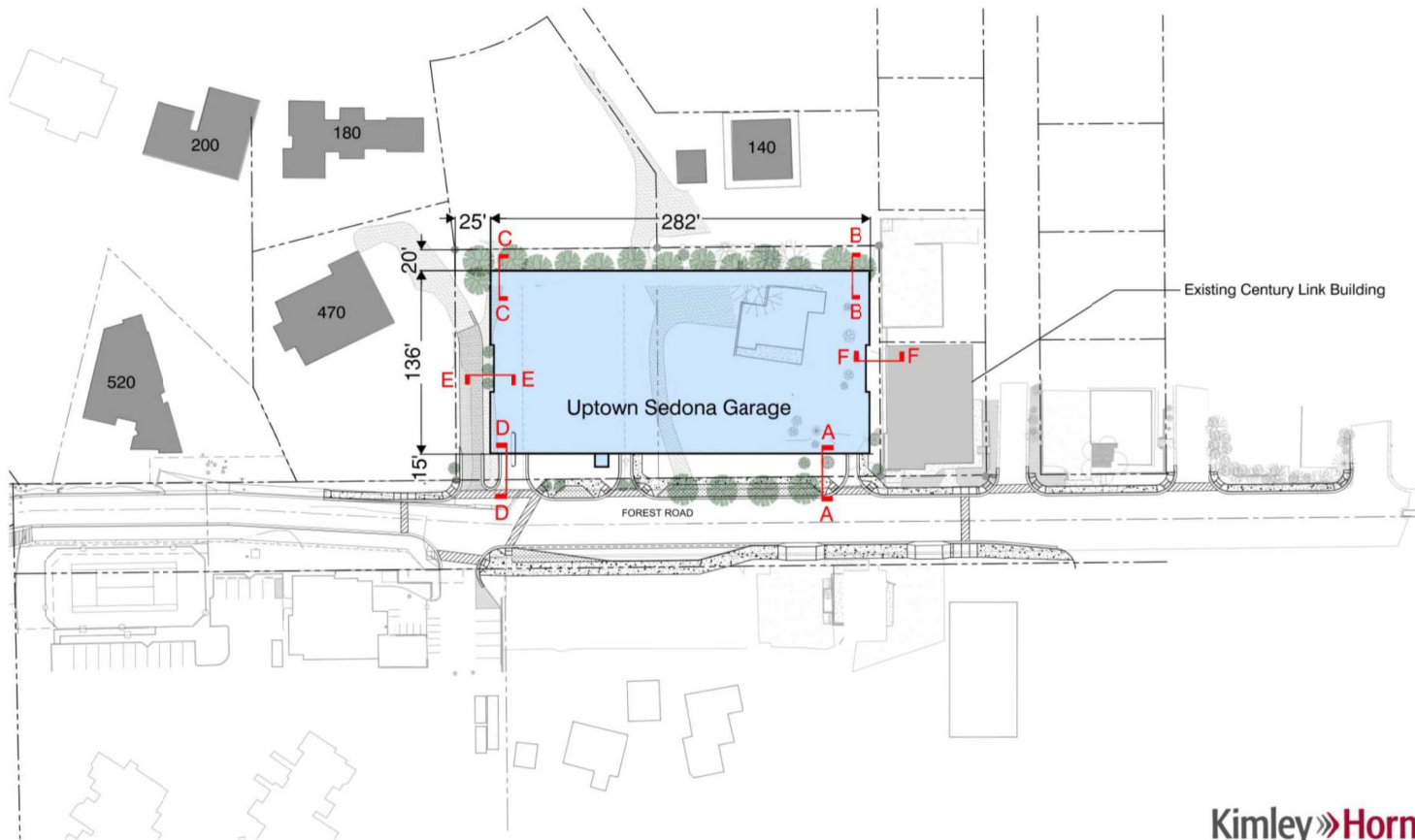
Uptown Sedona Parking Garage

The North Forest Site



gla





Kimley»Horn



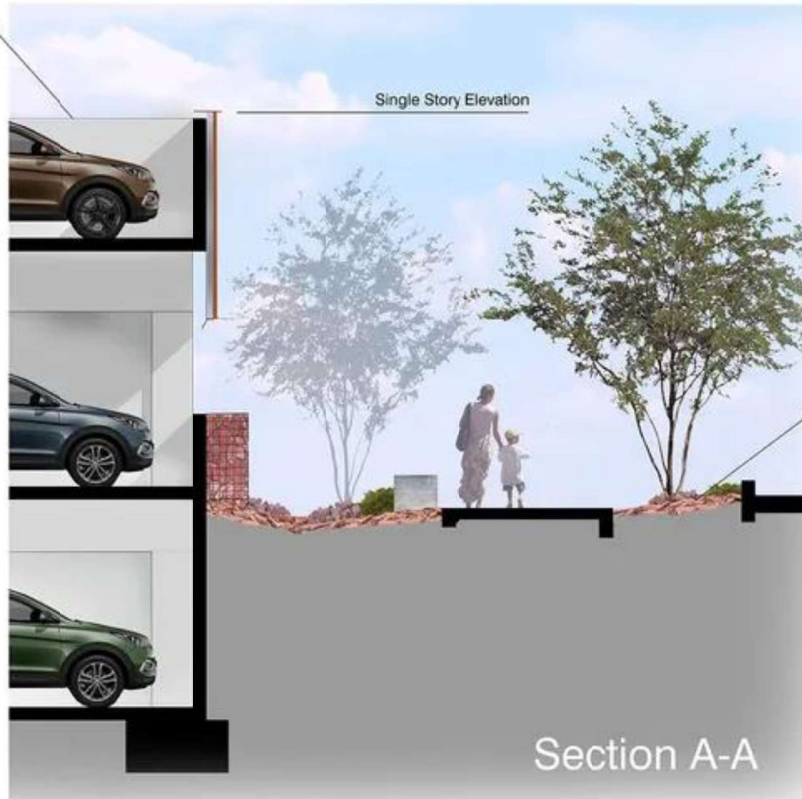
uptownsedonagarage.com

The visual scale of the garage is reduced by placing one parking level below grade. The resulting one-story height preserves the red-rock views of the neighboring residences.

Level Above Grade

Level at Forest Road

Level Below Grade



Careful selection of materials will maintain Uptown Sedona's unique and distinctive image and identity. Shade and seating elements will provide an active and lively atmosphere.

Single Story Solution

Uptown Sedona Garage Concept Study

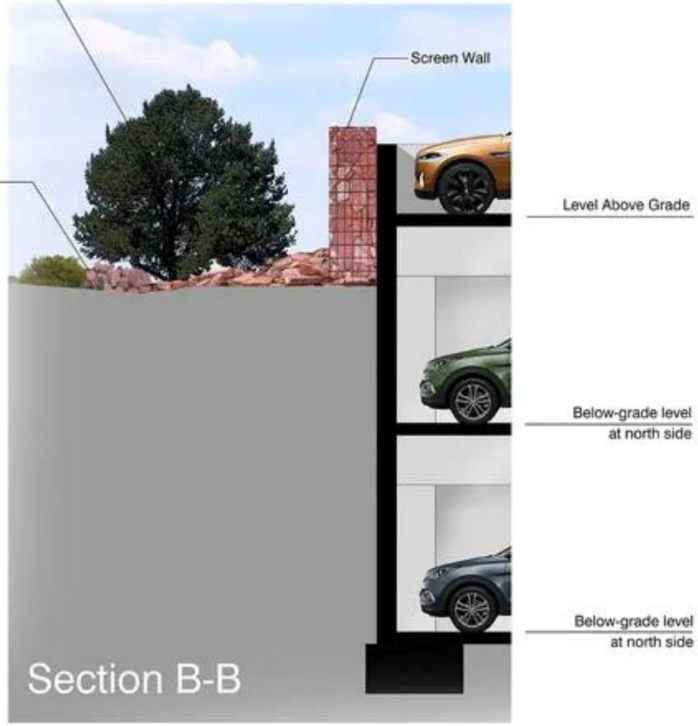


South Section

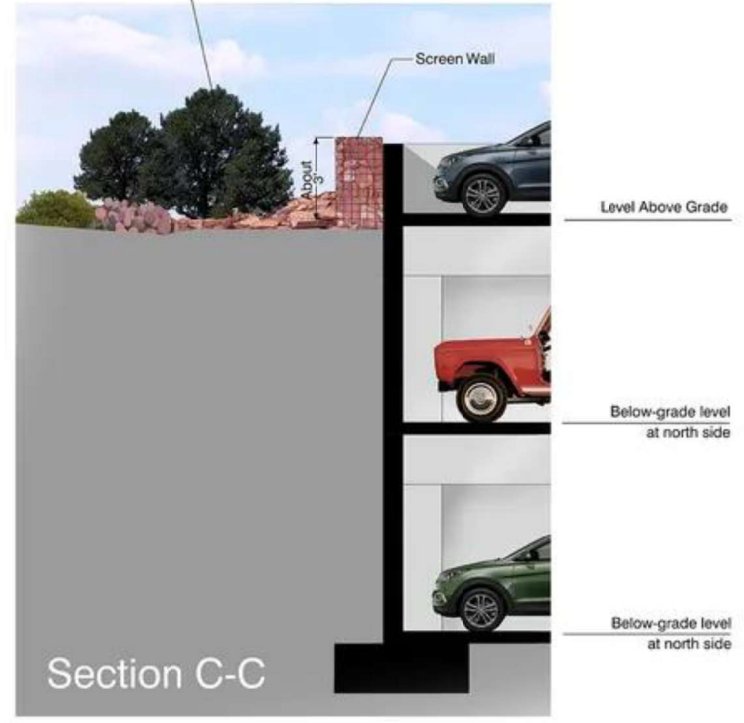
Uptown Sedona Garage Concept Study

A generous landscape buffer is provided to visually screen the garage from the neighboring residences.

Native plant selections draw their inspiration from the surrounding Sedona landscape

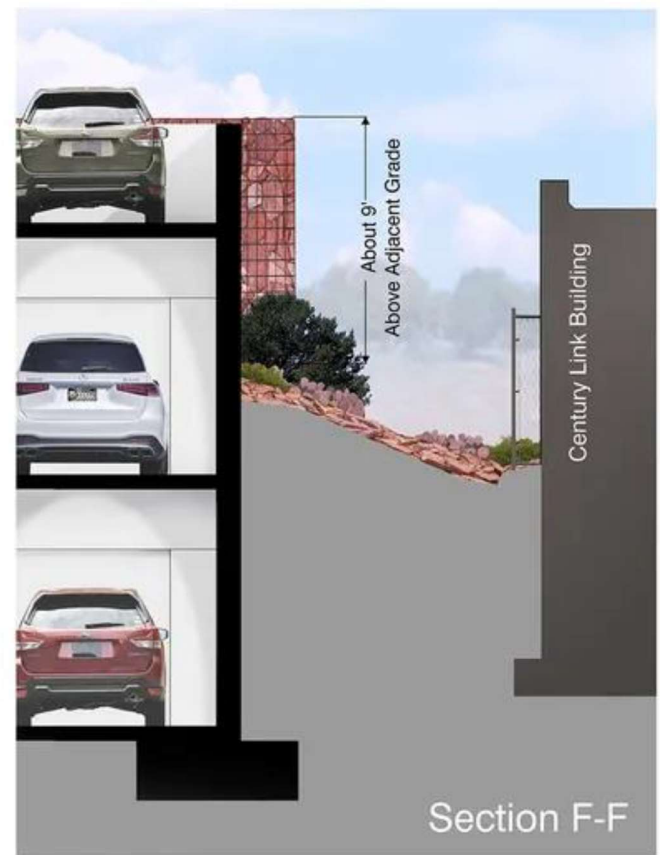
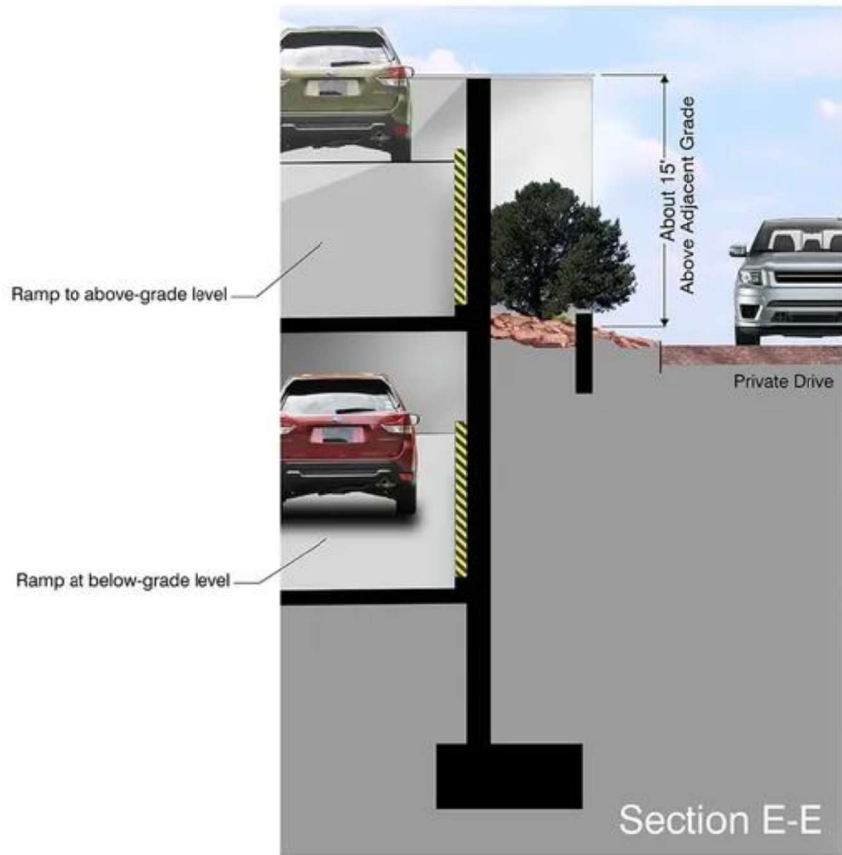


Landscape buffer to visually screen the garage from the neighboring residences.



North Sections

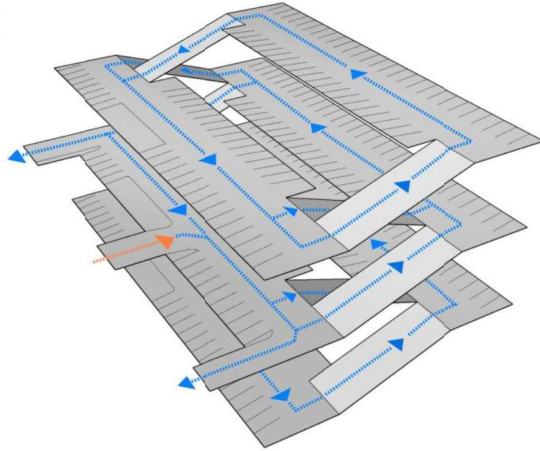
Uptown Sedona Garage Concept Study



East & West Sections

Uptown Sedona Garage Concept Study

FIG. 01



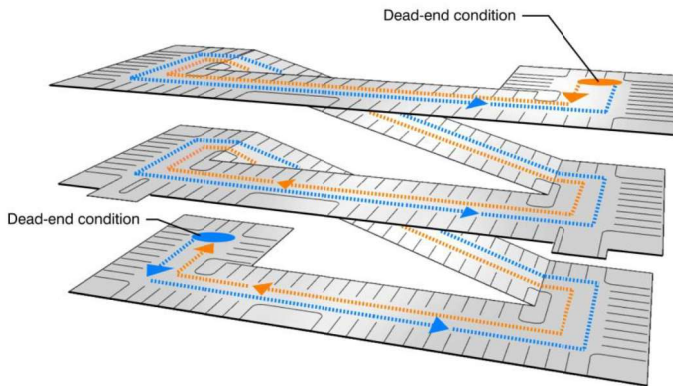
Split-Level Design - Option A

Advantages:

- No dead ends – continuous one-way circulation.
- One-way circulation reduces parking conflicts and potential for accidents.
- Larger parking count compared to Park-on-Ramp.
- Tiered levels produce a smaller excavation volume relative to Park-on-Ramp.

Disadvantages:

- Tighter turning radii at ramp approach.
- Ramps require transition slopes at approach and exit.



Park-on-Ramp - Option B

Advantages:

- A common parking-garage design.
- Relatively easy for drivers to understand circulation.

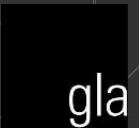
Disadvantages:

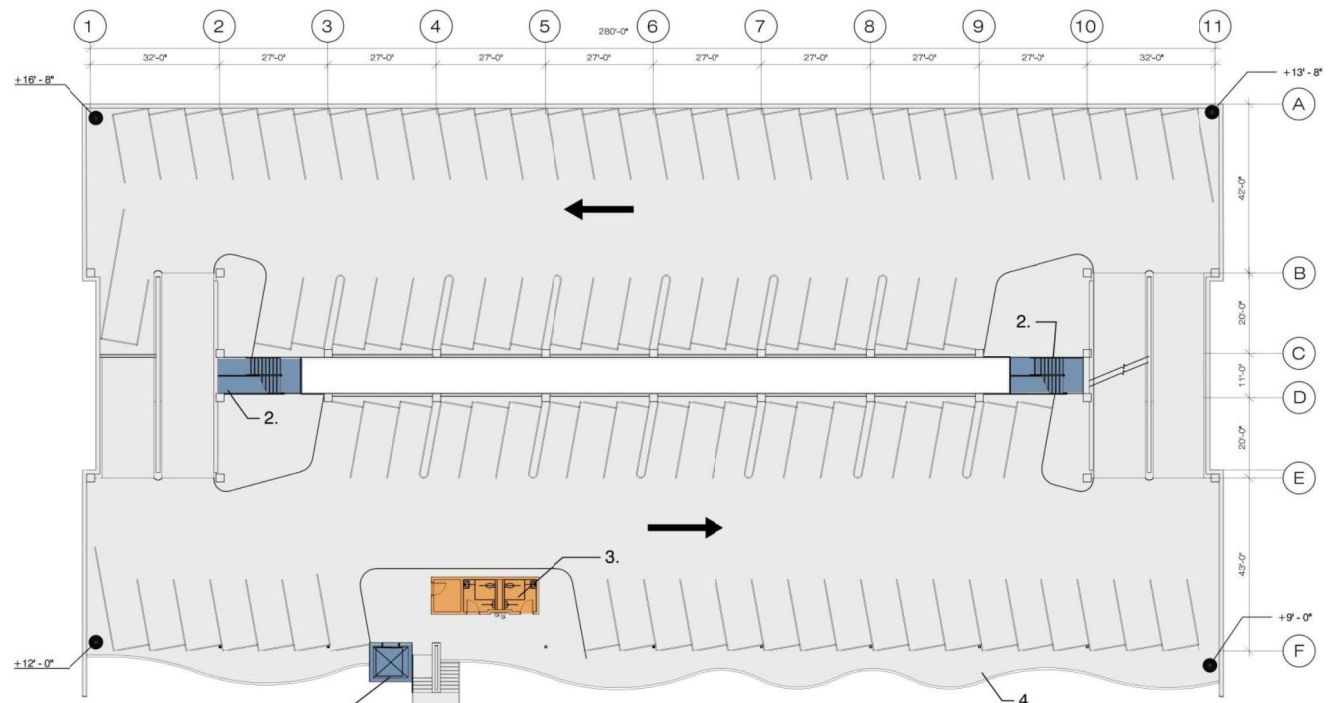
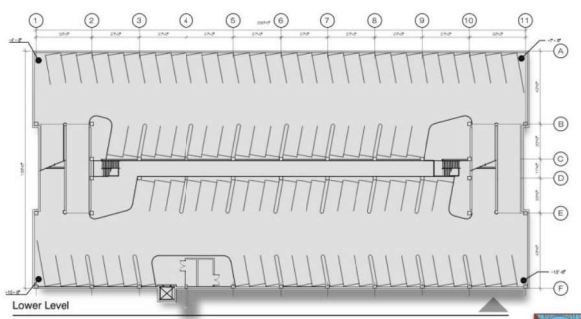
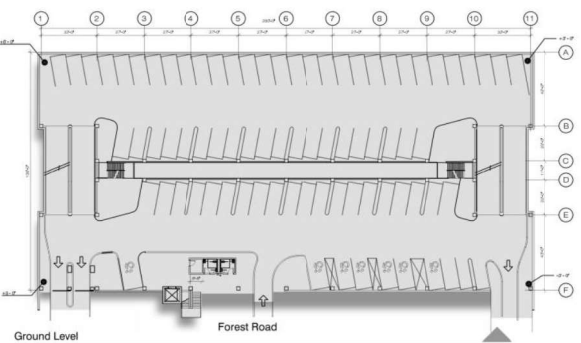
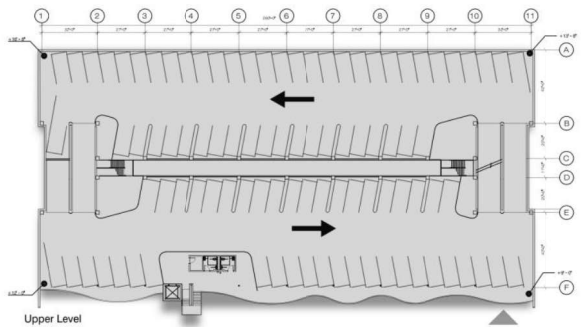
- Dead ends at top and bottom of circulation.
- Parking on sloping ramp can be challenging for some.
- Lower parking count compared to split-level design.
- Larger excavation volume compared to split-level design.

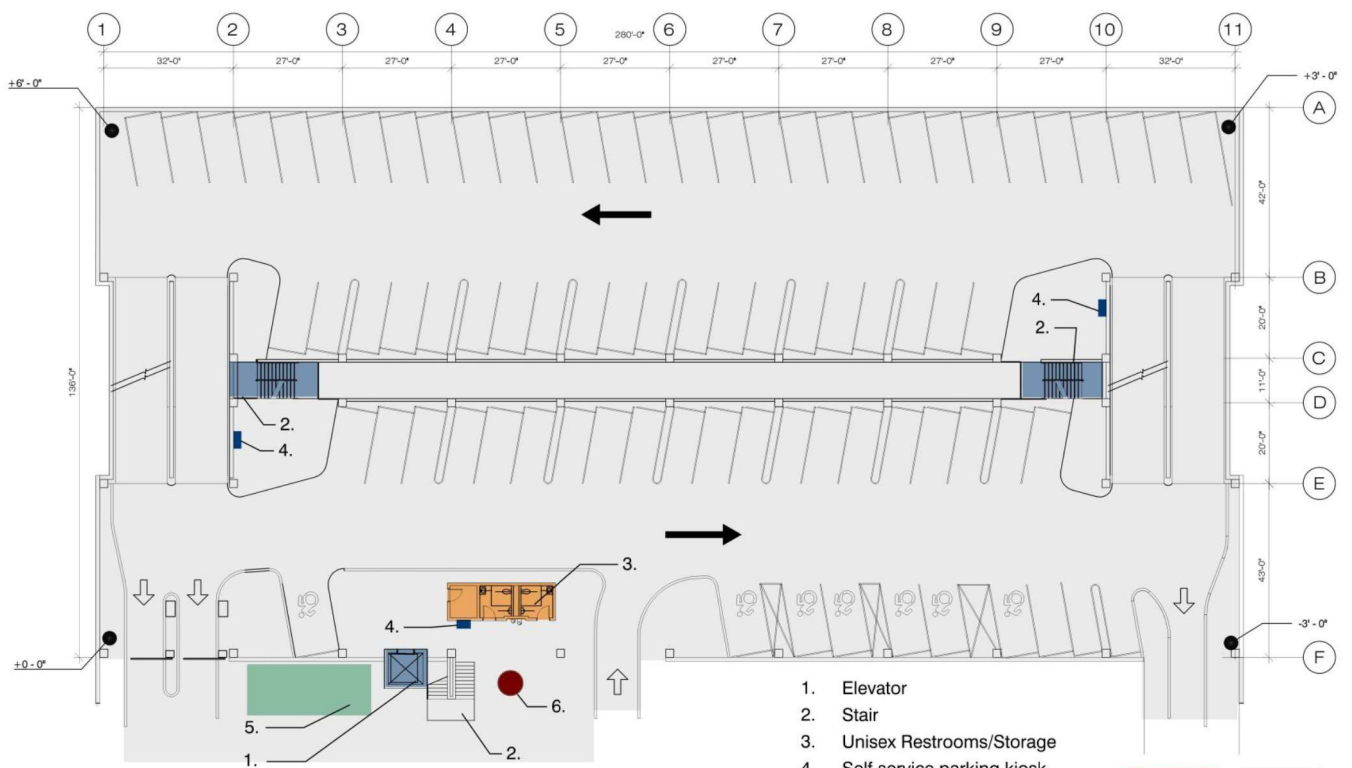
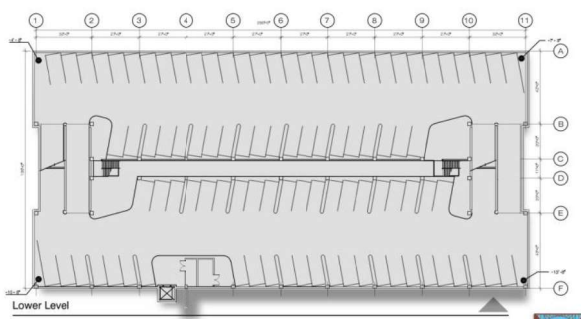
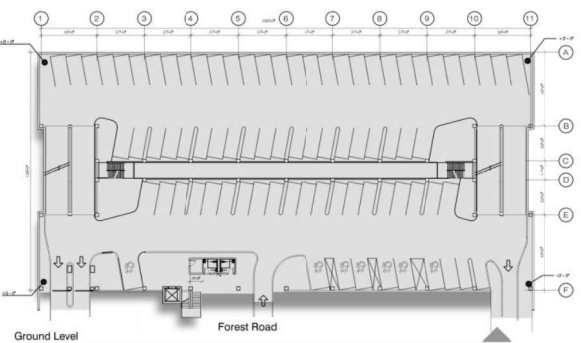
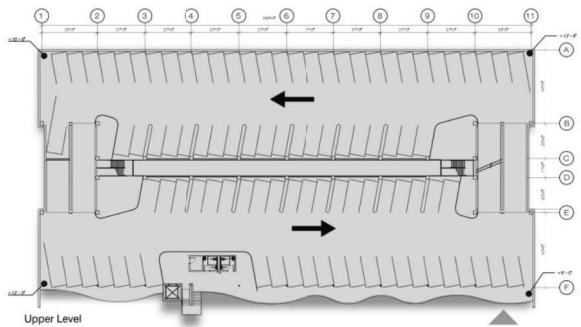
Option A

**Uptown Sedona
Parking Garage**

Split Level

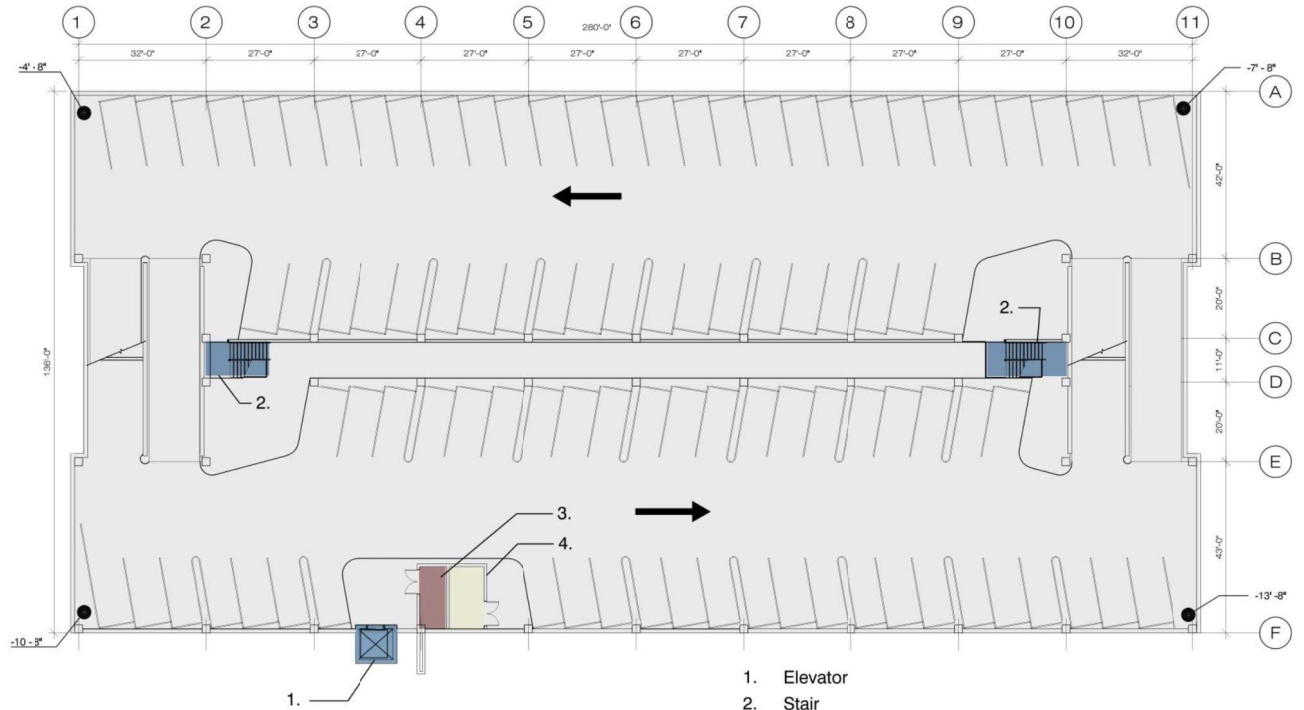
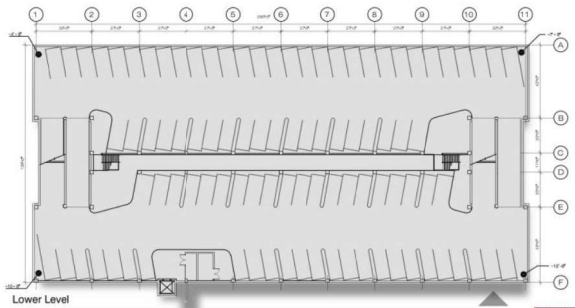
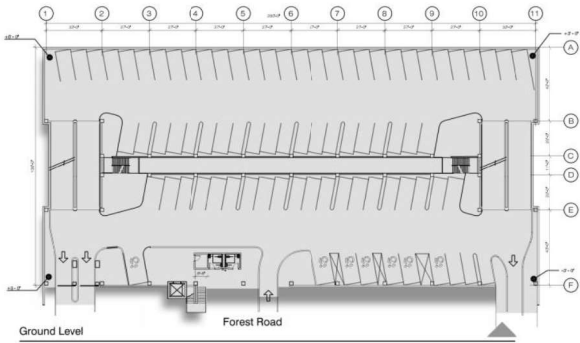
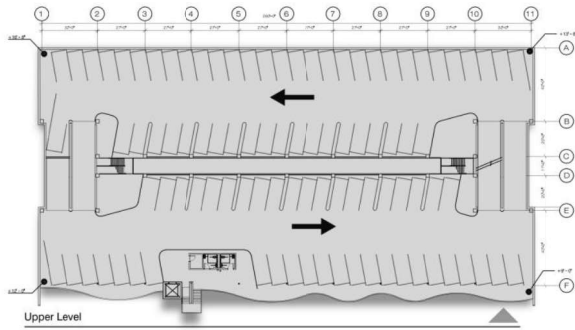






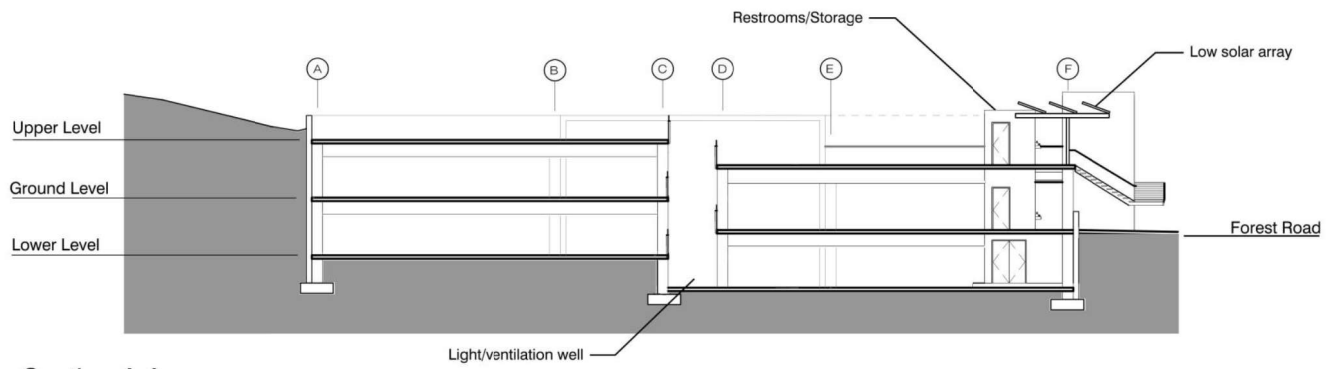
- 1. Elevator
- 2. Stair
- 3. Unisex Restrooms/Storage
- 4. Self-service parking kiosk
- 5. Bike Rentals
- 6. Info Kiosk



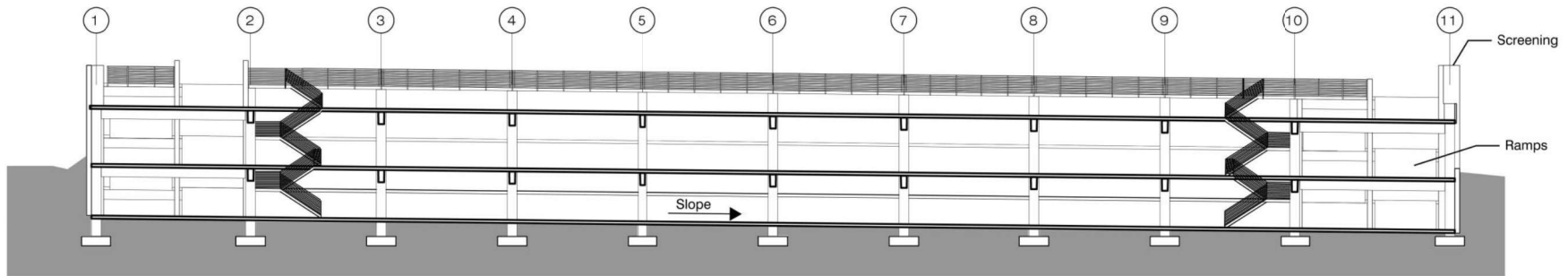


Lower Level
96 Parking Spaces

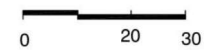




Section A-A
Option A

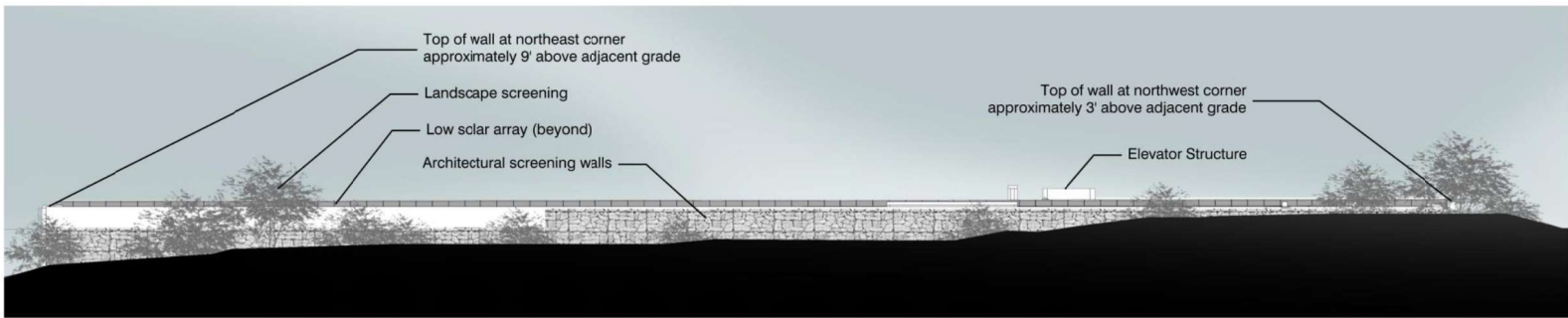


Section B-B
Option A



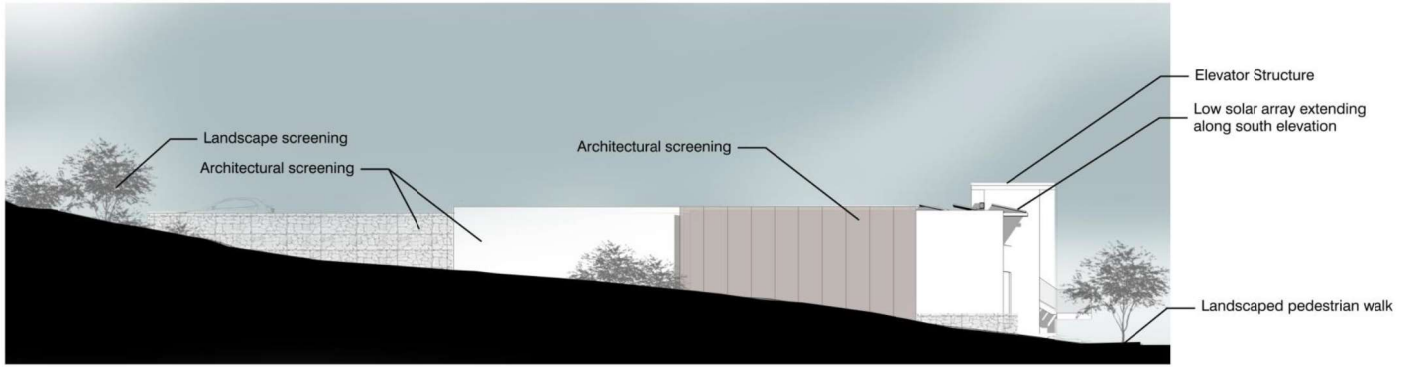


South Elevation

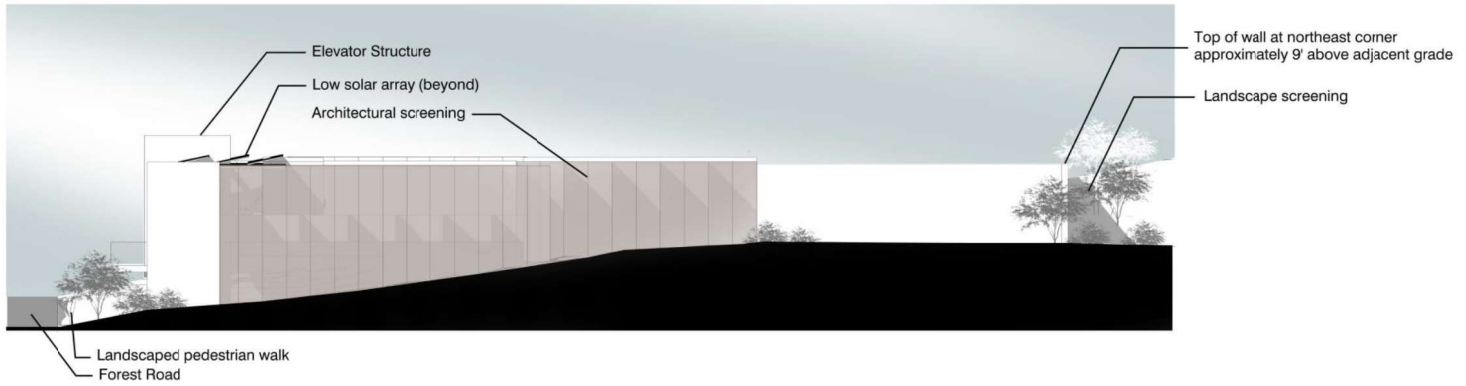


North Elevation





West Elevation



East Elevation





Single-story Conceptual Design Study



Schematic Design Study



Uptown Sedona Parking Garage
City of Sedona
GLA Project No. 20109

Stakeholder Meeting
Vultee Conference Room, City Hall, Sedona, AZ
3:00-4:30 pm 11 August 2021

I. SIGN-IN SHEET—please see attached Sign-in Sheet for attendance.

II. PROJECT UPDATE & DISCUSSION

- A.** Mr. Lorant and Mr. Patterson (both of GLA) provided the Stakeholders with an update for the Project. The Schematic Design Solution was submitted by GLA to the City of Sedona on 30 July 2021.
1. The Forest Street composition was reviewed. Positive feedback was received for the design solution's natural and appropriate materials.
 2. The garage does not look garage-like and is respectful of the neighbors. The design team has worked to move the design beyond the "boxy" form of a conventional garage. The gabion walls and curving metal panels are allegorical of the surrounding mountains. Multi-layered concrete walls bookend the facility; the pedestrian pathway along Forrest Road will be shaded by trees; signage will be conspicuous, yet sensitive; access will be ADA compliant. The proposed materials and color pallet expresses and complements Sedona's unique character. There was consensus that the selected materials and their composition were sensitive and appropriate.
 3. Mr. Patterson reviewed the garage floor layouts, access, and circulation (pedestrian and vehicles). A single access driveway and two egress driveways are provided.
 4. Life safety components were discussed. Mr. Patterson noted that the elevator was sized to accommodate a gurney. Mr. Davis noted that fire within the garage would be fought on foot (fire vehicles will not be driven into the garage); fire sprinklers would be required throughout the covered levels of the garage; anti-freeze fluid or a dry-pipe systems should be considered given the winter weather and freeze risks. The three stair locations were reviewed. Fire riser standpipes will be needed at the two interior stairs. An open, lightwell is provided between the interior stairs. Pull stations are not required in a garage. A Fire Department Connection (FDC) is required off Forest Road. Heat detection will be needed in the proposed IT space. A pre-action system versus a clean agent system will be investigated for the IT space. NFPA 72 describes the design requirements.
 5. Setback and screening efforts with the deployment of gabion walls (rock filled cages) and landscaping along side the residential neighbors were discussed and well received. The garage will be setback 20' at the north property line; 25' at the west; 5-10' at the east; and will abut the property line along Forest Road (at the southern stair which juts out about 10' from the south face of the garage. The garage slips into the hillside.
 6. The Entry Plaza and the upper deck's solar/shade canopy was reviewed. Environmentally friendly aspects of the project were met with enthusiasm.
 7. Sensitivity to dark sky requirements were discussed. Cut-off screens will be used at the upper deck's pole mounted lights. Security and lighting are important aspects of the Project. The nighttime minimum footcandle level at and within the garage was briefly discussed. Mr. Lorant believes that 1 f.c. is the minimum but noted that this would be verified by GLA's electrical engineers.

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8. 275 parking spaces are currently shown with the expectation that between 270-275 spaces will be provided in the built solution. There are 7 ADA accessible spaces including one ADA van accessible space.
 9. The City's IT department has an interest in a "hub" space, given the project's proximity to the adjacent Century-link building. The hub is currently located in the Lowest Level but may be pushed up a floor to facilitate conduit access.
 10. Payment methods are being explored by the city. Use of existing vendors for payment processing will be discussed as the design progresses.
 11. Mr. Larry Farhat indicated that a power washer/floor scrubber would likely be used to clean the garage and that the City is considering a mini sweeper. Mr. Farhat noted that it would be convenient to store the mini sweeper in the garage. It was suggested that a space in the Lowest Level under the ramp would be a good-sized storage area that could accommodate the sweeper.
 12. Mechanical ventilation is anticipated for the lower levels of the garage. The detection, ducting and discharge solutions will be evaluated in the next phase of design.
 13. Electrical Vehicle (EV) charging was briefly discussed. Mr. Lorant noted that 5% of the parking spaces will have charging stations with rough-ins for future installations to bring the total to 20%. Further discussions with McKenzie Jones, the city's Sustainability Coordinator are anticipated. Mr. Farhat will arrange a follow up meeting between GLA and Ms. McKenzie. Preliminarily, a 10-20 year time horizon has been suggested for EV use. Mr. Huggins requested to be kept in loop as he would like to be able to provide up-to-date information to Sedona patrons that he regularly interacts with as the city Park Ranger.
 14. Mr. Weber, the City's Transit Administrator emphasized the importance of sustainability within the city. Zero-emissions is a future target that the City Council is considering.
 15. No dumpster is anticipated to be located within the garage. Mr. Farhat noted that trash from trash cans/bins would be picked up via city owned pick-up trucks and brought to a central location for disposal. Morning and afternoon rounds are anticipated. This is similar to other city owned locations.
 16. Toilet rooms and their fixtures were discussed. Mr. Farhat noted that for maintenance purposes the lowest flow fixtures are problematic; the highest gallon per flush value should be used while staying within the limits of Sedona's low water use ordinance. Insta-hot water heaters may be considered, though a single tank may be better given the hard water challenges in Sedona. Cooling will not be required in the restrooms; ventilation is required; heat is desirable.
- B. Garage Considerations within Sedona's Transportation Plan:** Mr. Weber noted that designing a parking garage without considering the overall transit strategy would not make sense.
1. Approach for transit is along Forest Road: in one plan, transit busses (large 30+ foot long coaches) will originate travel at the future Transit Hub located at Brewer Road and State Route 89A, circulate up and east via the Forest Road extension. The currently proposed docking location is on the south side of Forest Road.

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Vultee Conference Room, City Hall, Sedona, AZ
3:00-4:30 pm 11 August 2021

2. In addition, there are discussions to develop a circular shuttle system servicing Uptown, at 12-15 min. intervals. Smaller shuttles (circulating within Uptown) will likely be coming from the east (size: medium duty coach, 25' long, type 2 class, 20 passengers).
 - The question of whether a bus stop could be accommodated on Forest Road in front of the garage was raised. Mr. Lorant noted that with the required driveway access to the garage, there is not adequate space for a stop.
 3. Alternatively, a transit bus coming from the Transit Hub would take a left to a boarding location adjacent the garage. A turn around via surface streets east of the garage is possible. Continuing east on Forest Road through the "Y" at 89A and 179 as a return route is undesirable. There are too many delays and too much traffic. Smaller shuttles from the hub may be used initially but we need to plan for larger vehicles in the future.
 4. The arrival and departure design shuttles and buses will need to allow for turnaround(s).
 5. The "Designing for Transit" manual provides a good transit guide. A "mobility hub" will likely be deployed (versus the traditional transit hub) allowing Lyft/Uber, on-demand micro transit and last mile (shared E-bikes, shared scooters) transit methods to be deployed.
 6. An operations and maintenance facility for transit vehicles will likely be constructed adjacent to the existing water treatment plant. Significant solar power generation is likely as the transit fleet is expected to be fully electric.
- C. Fire Station Requirements—The existing fire station must be replaced according to Chief Davis. Because the existing site is encumbered with many easements, the upper lot south of the garage is being considered for the site of the new station. Nothing has been decided; however, design/construction of the new station will likely commence in the next four years.

III. SCHEDULE

- A. The third stakeholder meeting will occur sometime between mid-November to mid-December and will coincide with the completion of the 60% design phase.
- B. The final stakeholder meeting is anticipated in Spring 2022 near the completion of the 95% - 100% design phase.
- C. Construction is anticipated to start July 2022 with completion around June of 2023.

The foregoing is the writer's best recollection of the items discussed and the conclusions or decisions reached. If there are any corrections or additions to be made to these minutes, please contact the writer.

Respectfully Submitted,
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Uptown Sedona Parking Facility
City of Sedona
 GLA Project No. 20109

SIGN-IN SHEET
 Stakeholder Meeting
 Vultee Conference Room - City Hall
 3:00 PM Wednesday 11 August 2021

✓	NAME	ORGANIZATION/ DEPARTMENT	EMAIL	PHONE
	Andy Dickey, Director	Public Works	ADickey@sedonaaz.gov	928.203.5120
	Bob Welch, Associate Engineer	Public Works	BWelch@sedonaaz.gov	928.203.5120
	Warren Campbell, Assistant Director	Community Development	WCampbell@sedonaza.gov	928.203.5044
	Mike Raber, Senior Planner	Community Development	MRaber@sedonaaz.gov	928.204.7106
	Cynthia Lovely, Senior Planner	Community Development	CLovely@sedonaaz.gov	928.203.5035
	Hanako Ueda, Assistant Engineer	Public Works	HUeda@sedonaaz.gov	928.203.5024
	McKenzie Jones, Sustainability Coordinator	City Manager's Office	MJones@sedonaaz.gov	928.203.5060
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✓	James Patterson, Project Manager	Gabor Lorant Architects Inc	jpatterson@gaborlorant.com	602.667.9090
	Judith Patrylak, Quality Control Manager	Gabor Lorant Architects Inc.	jpatrylak@gaborlorant.com	602.667.9090
	Lauren Browne, Comm. & Public Relations Mgr.	City Manager	lbrowne@sedonaaz.gov	928.203.5068
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	Jesse Alexander, Business Representative		JesseA@sedona-center.com	
	Julie Richard, Executive Director	Sedona Arts Center	julie@sedonaartscenter.org	623.229.2534
	Randy McGrane, Business Owner	Ensemble Real Estate Solutions & Investments	rmcgrane@ensemble.net	602.912.8955
	Bob Huggins, Ranger, Acknowledged Contributor	Department of Parks & Recreation	1st.sedonaranger@gmail.com	928.282.3465
	Chuck Hardy, Applications & Database Developer	City of Sedona	CHardy@sedonaaz.gov	
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	Ryan Hayes, City Maintenance Supervisor	Public Works	RHayes@sedonaaz.gov	
✓ RW	Robert Weber, Transit Administrator		RWeber@sedonaaz.gov	
	Stephanie Foley, Lieutenant	Sedona Police Department	sfoley@sedonaaz.gov	928.203.5019 928.592.8025 (c)
	Aldo Ortega, Detective	Sedona Police Department	aortega@sedonaaz.gov	
✓ JD	Jon Davis, Division Chief – Community Risk Reduction	Sedona Fire District	jdavis@sedonafire.org	928.204.8926

Uptown Sedona Parking Garage
City of Sedona
GLA Project No. 20109

Stakeholder Meeting
Vultee Conference Room
2:00 pm Thursday 17 March 2022

I. SIGN-IN SHEET—See attached sign-in sheet. The meeting attendees introduced themselves.

II. PROJECT UPDATE

A. Design Components—Mr. Lorant of GLA provided an update on the design direction on the following items:

1. **Solar Array Configuration**—City Council has selected an arrangement with two solar canopies over the elevated Forest Road garage level. Three rows of panels will be deployed at each row of parking at this level. The structural capacity for similar rows of panels is to be planned so the future install at the upper-most level of the garage can be accommodated.
2. **Electric Vehicle Charging Stations (Electrify America Contract)**—the city is finalizing a contract with Electrify America for installation of ten (10) EV charging stations within the garage. The preliminary location of the spaces was identified in drawings presented by GLA. Future EV charging capabilities at a total of 20% of the parking spaces is being planned for in the construction documents.
3. **Planning & Zoning (P & Z) Review**—a preliminary working session was completed and went well. A final, formal review has been requested with a full application submitted. A date has yet to be assigned.
4. **The Parking Garage will be designed, constructed, and operated to Parksmart bronze level requirements ensuring that the facility is environmentally friendly.**

B. Extension of Forest Road and Excavation of Parking Garage site—the extension of Forest Road construction project was awarded including the alternate that would excavate the Parking Garage's site. A start date for the road extension is anticipated to be in mid-April to early-May of 2022 with completion to occur in April-May of 2023. A Pre-construction meeting is scheduled for next week. It is hoped that the excavation of the Parking Garage site will be complete in 4-6 months after the construction start (September or October of 2022). With excavation, McCarthy, the Garage's Construction Manager at Risk (CMAR), can begin construction. The Parking Garage is expected to be complete in 10 months' time.

C. Schedule

1. **Timing of Excavation of Garage Site**—complete Sep/Oct 2022
2. **Electrify America components**—target finalization of arrangements Jun 2022
3. **Finalize Construction Documents for Parking Garage**—Jul 2022
4. **Permitting of Construction**—Jul through Aug 2022
5. **Garage Construction Pricing and Contracting (GMP)**—Jul through Aug 2022.

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6. Initiate Garage Construction after excavation complete; Garage construction completion target July of 2023.
- D.** Future Sedona Transit Center—this future facility and its relationship to the garage were discussed. Robert Weber, the City’s Transit Administrator, noted that the Garage in combination with the Transit Center will mitigate traffic congestion in Uptown Sedona. Trolley and bus use is anticipated. A turn around via the roads north of Forest Road is a possibility. Some concerns pertaining to impacts to neighborhood residences and businesses were raised. It was noted that the routing will be on public roads and is in the earliest stages of discussion. Avoided causing congestion at the ‘Y’ intersection at the south end of Uptown is a key consideration.

The Community Development Department will handle how the 265 +/- spaces in the Garage will be allocated (short- and long-term leasing, free parking, etc.). Initially parking will be free. If the demand is not adequate, the city has kept open the option to use the ground level of the Garage for other business purposes. Mr. Lorant noted that the design solution affords this flexibility.

Mr. Weber stated that the parking lot south of the Garage is owned by the Fire Department. Its final disposition and the bus drop-off at the south side of Forest Road could be impacted.

E. Additional Stakeholder Input and Feedback

1. IT requirements—a 3” diameter conduit will be installed in a joint trench and available for exclusive City of Sedona use for the pulling of fiber. This conduit should terminate in the IT closet located in the basement of the new Parking Garage.

Two 4” diameter conduit stub into the IT Closet and head east along the sidewalk at the north side of Forest Road and terminate in front of the Century Link (Lumen) building. This was well received.

Questions were raised pertaining to the ability to pull fiber through the 3” conduit that is incorporated in the Forest Road project. Mr. Warne of Kimley-Horn, the project’s civil engineer, stated that a joint trench with regularly spaced manholes for joint use (including pulling fiber) is included. The actual fiber requirements are not known at this time, but consideration is needed of connectivity with the future Sedona Transit Center at 89A across from the new intersection with Forest Road.

2. A LAN line will be needed for the elevator. Mr. Welch of the City of Sedona and Mr. Warne will explore tie-in requirements with Century Link.
3. Chief Husted of Sedona’s Police Department commented on the possibility of a Police Beat Office in the Parking Garage. Mr. Lorant noted that space adjacent to the elevator at the ground level had been earmarked. This would provide an office of approximately 150 square feet and would eliminate one handicapped parking stall (which we be relocated at the east end of the parking at the ground level in place of two regular spaces). Chief Husted

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noted that discussions with the City Manager are underway to finalize this arrangement. With concerns about safety and theft (catalytic converters), stakeholders generally liked the idea of the police presence.

4. Security cameras were discussed. Mr. Lorant noted that rough ins (tied to the IT Closet) for cameras are anticipated for monitoring the ramps and entrances/exits of the garage. Rough ins will also monitor the elevator and restroom entrances as well as the center of the garage at each level. Concerns were raised that this may not be adequate. Mr. Clarkson of McCarthy Construction noted that that quantity exceeds the number and density of cameras that it has provided in the dozens of garages McCarthy has built. Band width of the camera data was also questioned and whether the city has the ability/capacity to capture so much camera data. This will be considered further in tandem with the Police Department space.
5. Maintenance/operational requirements of the garage were discussed. A Janitor's Closet is provided at the ground level and upper level adjacent to the restrooms. Within the project construction, a janitor's sink with a stainless-steel shelf and mop hanger is provided at each closet. Additional shelving will be provided by the city. Storage space is provided at the basement level for a garage sweeper. Mr. Welch encouraged Mr. Kraft, the city's Facilities Maintenance Supervisor, to consider space needs of de-icing material.

Hours of operation for the garage were discussed along with lighting requirements. At this time, it is anticipated that there will be limited hours of operation (no overnight parking), and the Police Department will regularly patrol the Garage. Gates are anticipated. Initially parking will be free. Lighting of the upper levels will not extend through the night. Cut-off screens are to be deployed at upper-level pole lights.

Signage should be conspicuous identifying restroom locations. Exhibits at the elevated viewing platform should speak to the Parksmart assessment of the Garage.

6. The Garage will have an exhaust system that will be activated by CO sensors. The fans will be configured to mitigate noise from the exhaust system.

The foregoing is the writer's best recollection of the items discussed and the conclusions or decisions reached. If there are any corrections or additions to be made to these minutes, please contact the writer.

Respectfully Submitted,
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Uptown Sedona Parking Facility
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	Bob Welch, Associate Engineer	Public Works	BWelch@sedonaaz.gov	928.203.5120
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	Mike Raber, Senior Planner	Community Development	MRaber@sedonaaz.gov	928.204.7106
	Cynthia Lovely, Senior Planner	Community Development	CLovely@sedonaaz.gov	928.203.5035
	Hanako Ueda, Assistant Engineer	Public Works	HUeda@sedonaaz.gov	928.203.5024
GABE DBSMOND → ✓	McKenzie Jones, Sustainability Coordinator	City Manager's Office	Mc Jones@sedonaaz.gov	5123 928.203.5060
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✓	James Patterson, Project Manager	Gabor Lorant Architects Inc	jpatterson@gaborlorant.com	602.667.9090
	Judith Patrylak, Quality Control Manager	Gabor Lorant Architects Inc.	jpetrylak@gaborlorant.com	602.667.9090
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	Al Spector, Business Owner		al@alspector.net	602.819.8809

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r	NAME	ORGANIZATION/ DEPARTMENT	EMAIL	PHONE
	Jesse Alexander, Business Representative		JesseA@sedona-center.com	
	Julie Richard, Executive Director	Sedona Arts Center	julie@sedonaartscenter.org	623.229.2534
	Randy McGrane, Business Owner	Ensemble Real Estate Solutions & Investments	rmcgrane@ensemble.net	602.912.8955
	Bob Huggins, Ranger, Acknowledged Contributor	Department of Parks & Recreation	1st.sedonaranger@gmail.com	928.282.3465
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	Larry Farhat, Facilities Maintenance Supervisor	Public Works	LFarhat@sedonaaz.gov	928.203.5058 928.821.0857 (c)
	Ryan Hayes, City Maintenance Supervisor	Public Works	RHayes@sedonaaz.gov	
	Robert Weber, Transit Administrator		RWeber@sedonaaz.gov	
	Charles Husted, Chief of Police	Police Department	chusted@sedonaaz.gov	928.282.3102
	Stephanie Foley, Lieutenant	Sedona Police Department	sfoley@sedonaaz.gov	928.203.5019 928.592.8025 (c)
	Aldo Ortega, Detective	Sedona Police Department	aortega@sedonaaz.gov	
	Jon Davis, Division Chief – Community Risk Reduction	Sedona Fire District	jdavis@sedonafire.org	928.204.8926

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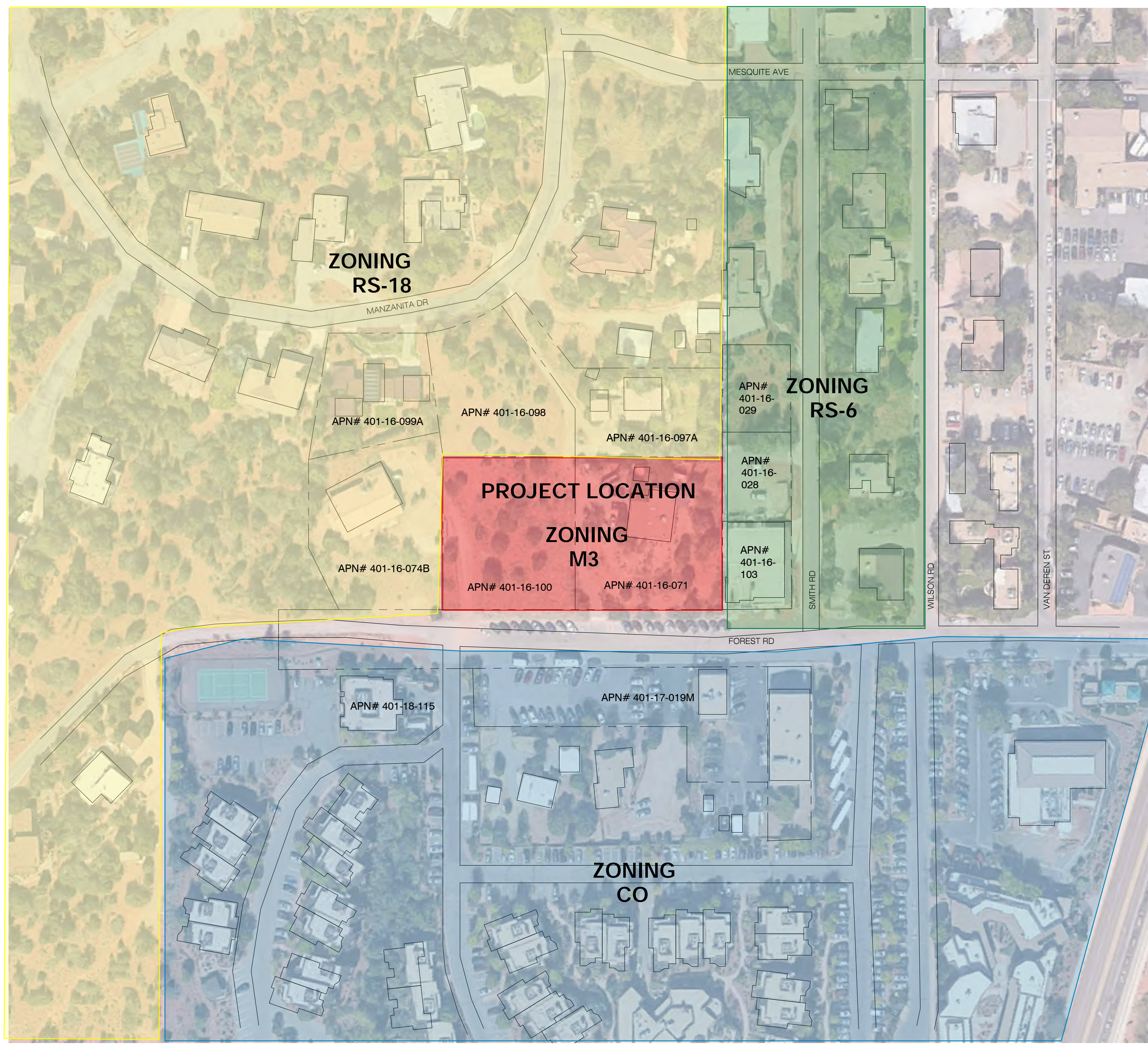
✓	NAME	ORGANIZATION/ DEPARTMENT	EMAIL	PHONE
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	Carla Dufort, Admin Specialist	Sedona Fire District	CDufort@sedonafire.org	928.204.8926
	Armen McNerlin, Business Representative	Qwest Corporation		928.821.4609
	Steve Mertes, Chief Building Official	City of Sedona	SMertes@sedonaaz.gov	928.203.5097
Tom Hutchins	Chase Gilomen Business Representative	SCDG	ChaseGilomen@me.com	949.290.5311
	Andrew Baird	Kimley-Horn Civil Engineers	andrew.baird@kimley-horn.com	928.458.7121
	Michael Reid	IT City of Sedona	mreid@sedonaaz.gov	928.203.5080
	Dan Garza	IT City of Sedona	dgarza@sedonaaz.gov	
	James Warne	Kimley-Horn Civil Engineers	James.Warne@kimley-horn.com	928.458.7126
	David Clarkson	McCarthy	dclarkson@mccarthy.com	602-541-5895



Uptown Sedona Parking Garage

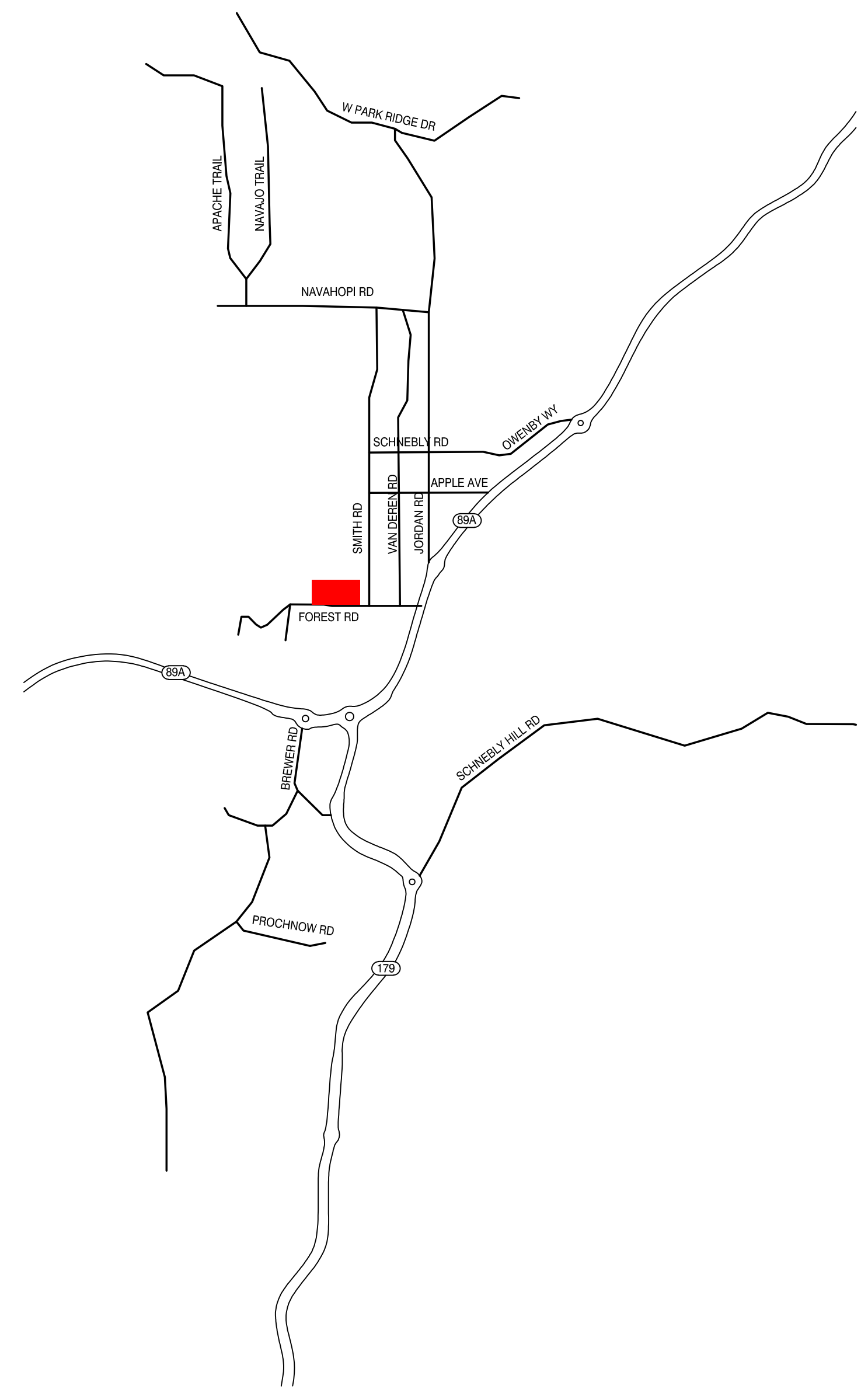




CONTEXT PLAN

scale: 1" = 80'

north



VICINITY MAP

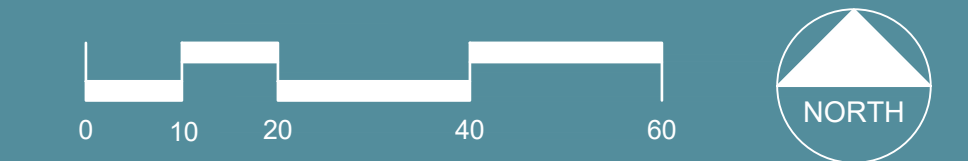
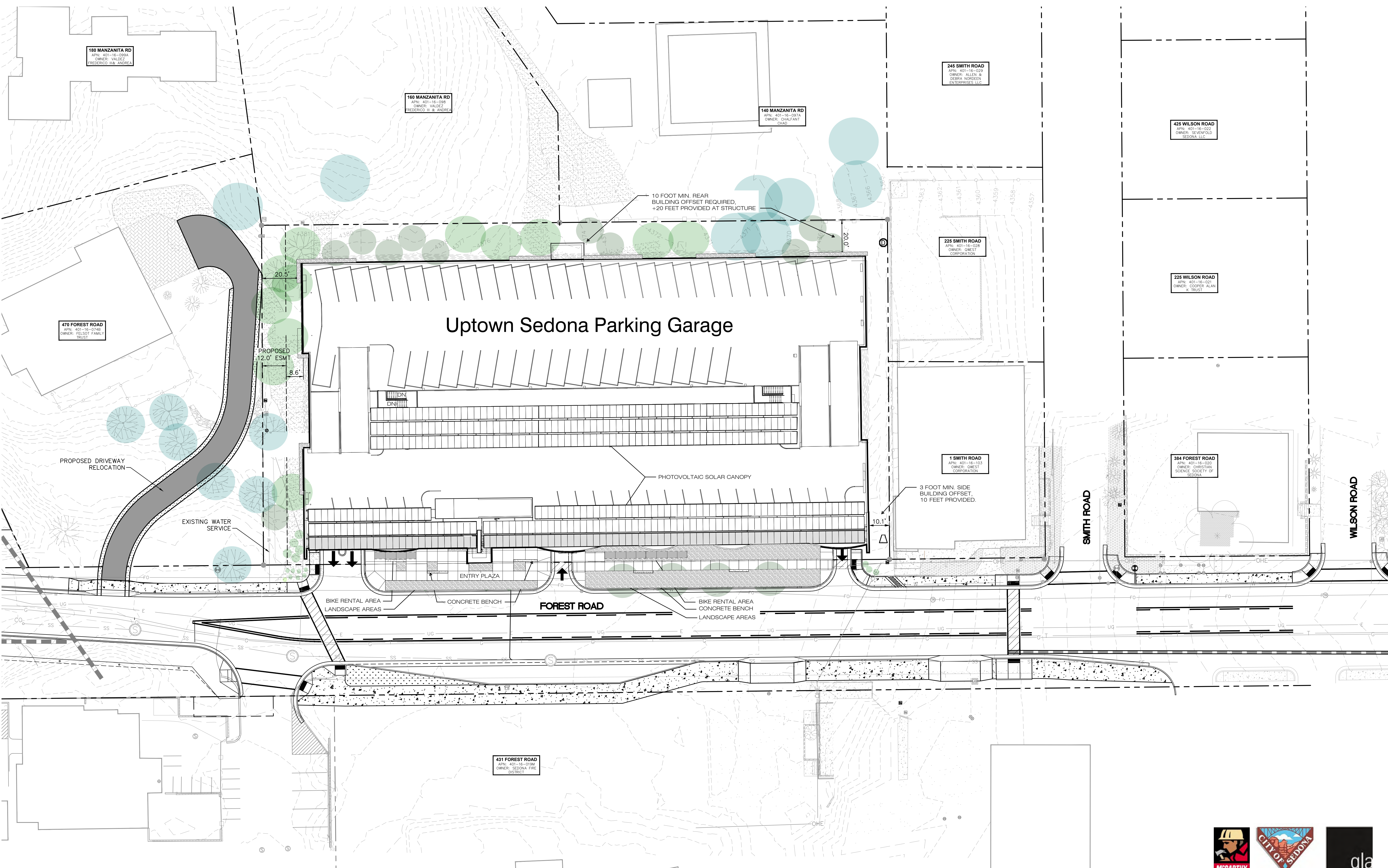
north

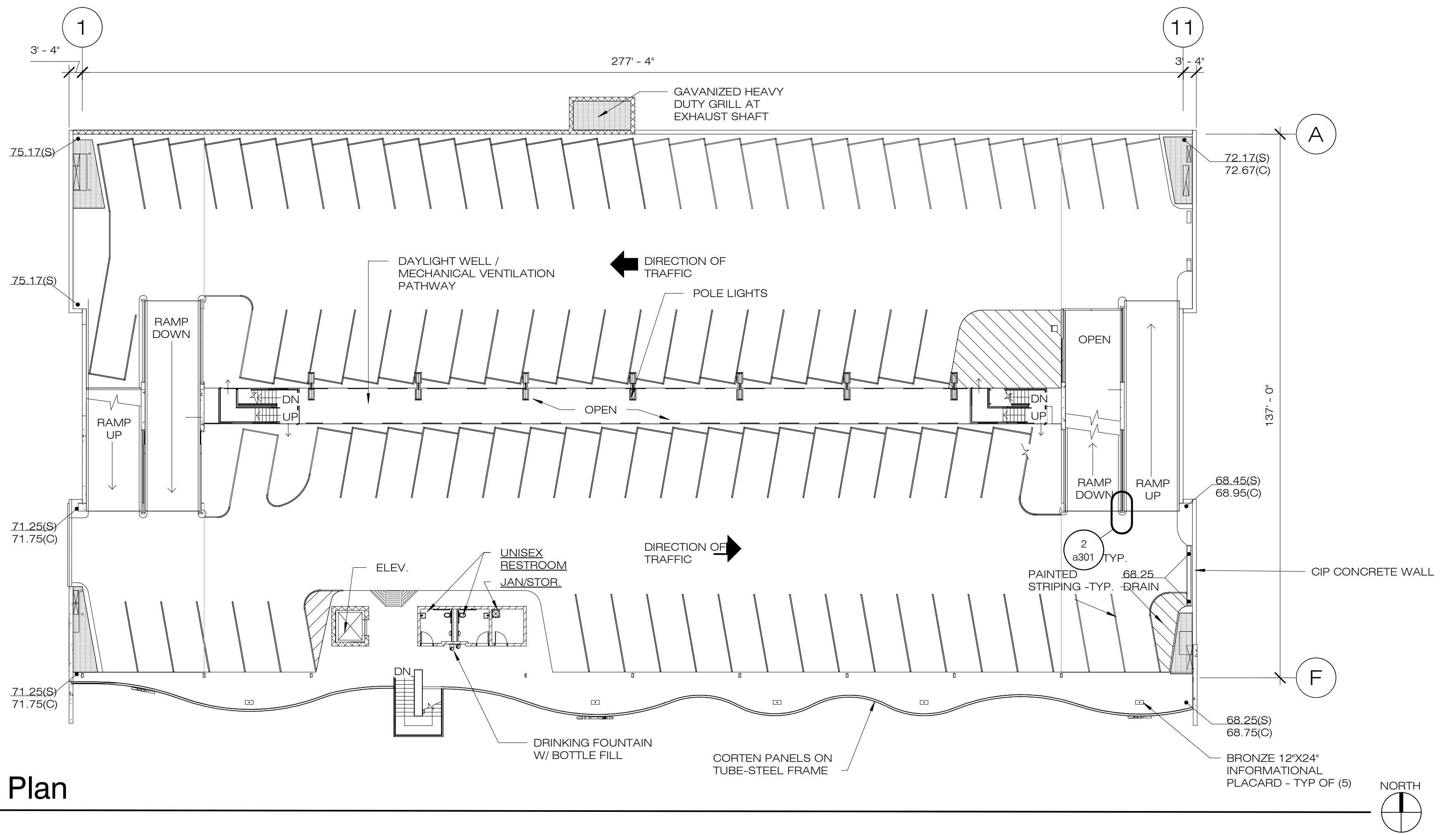
PROJECT INFORMATION:

PARCELS: 401-16-100 & 401-16-071

ADDRESS: 430 & 460 FOREST ROAD, SEDONA, ARIZONA 86336

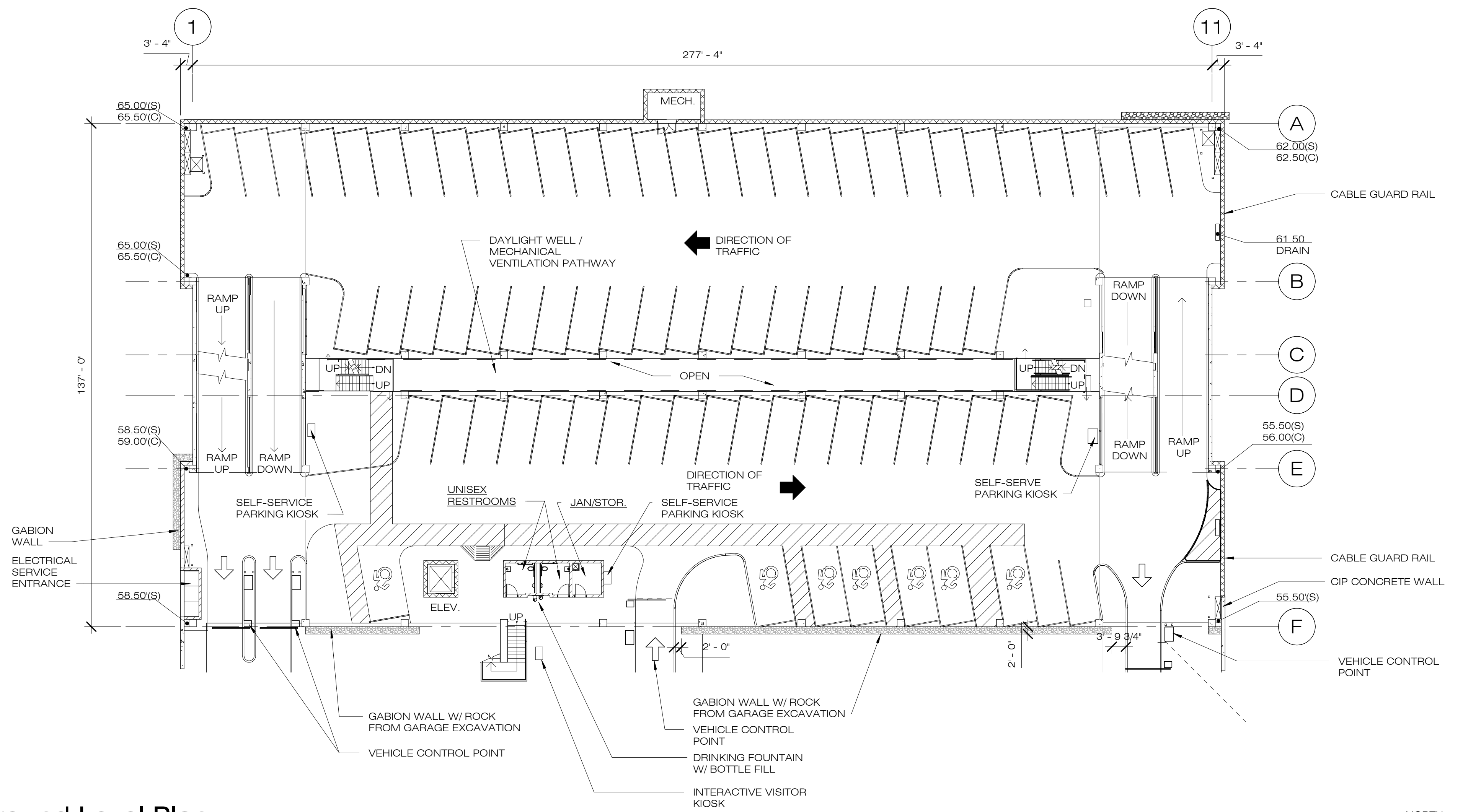
ZONING: M-3 MIXED USE





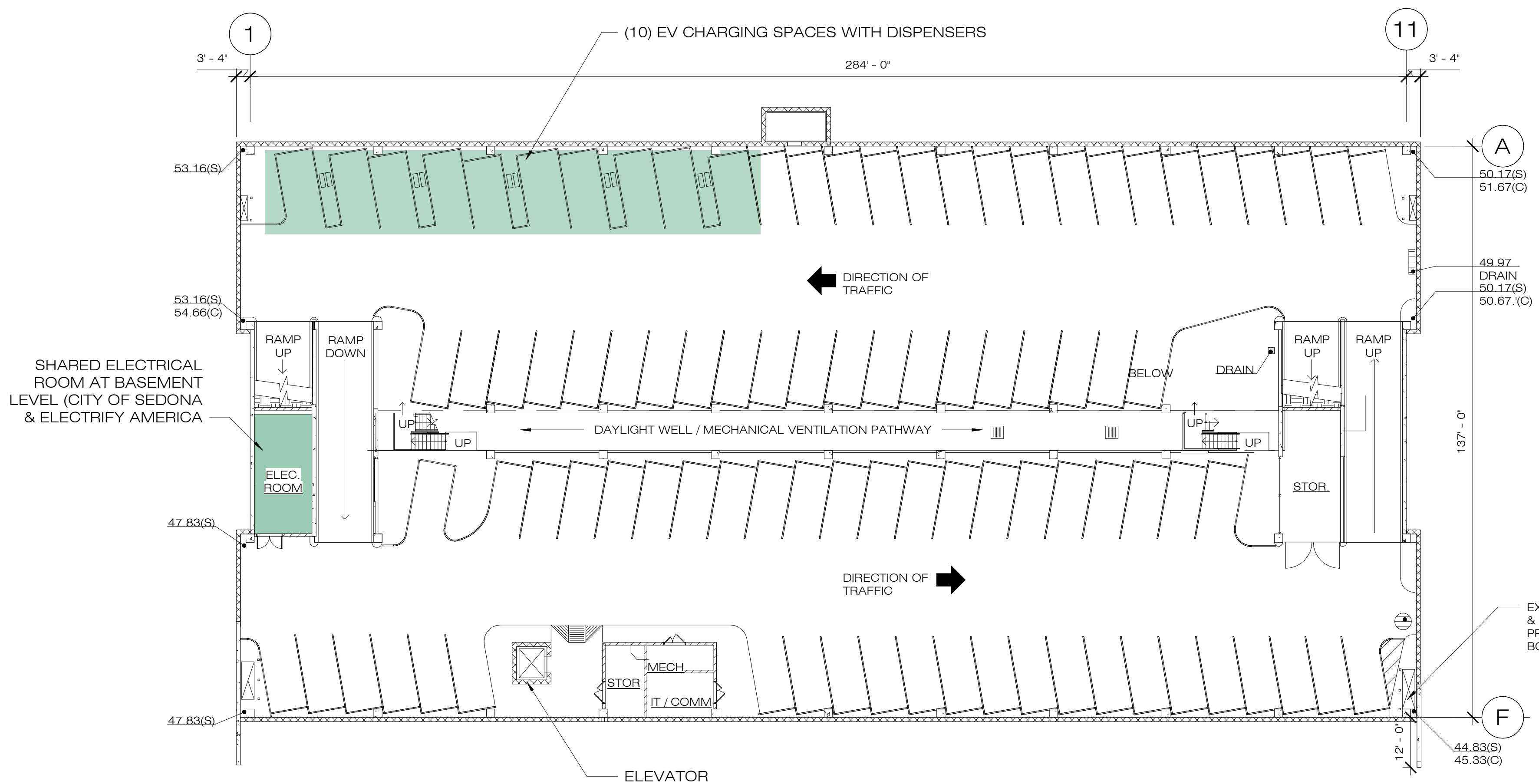
Upper Level Plan

1" = 20'



Ground Level Plan

1" = 20'

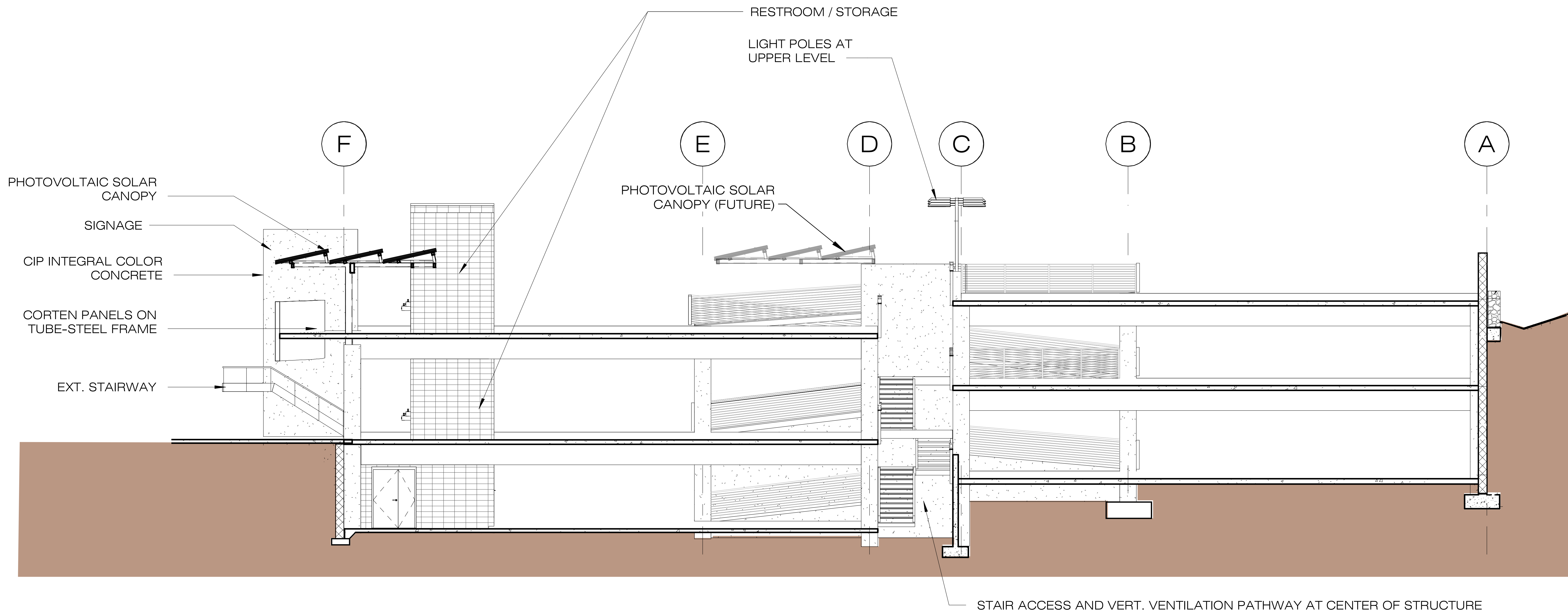


Lower Level Plan

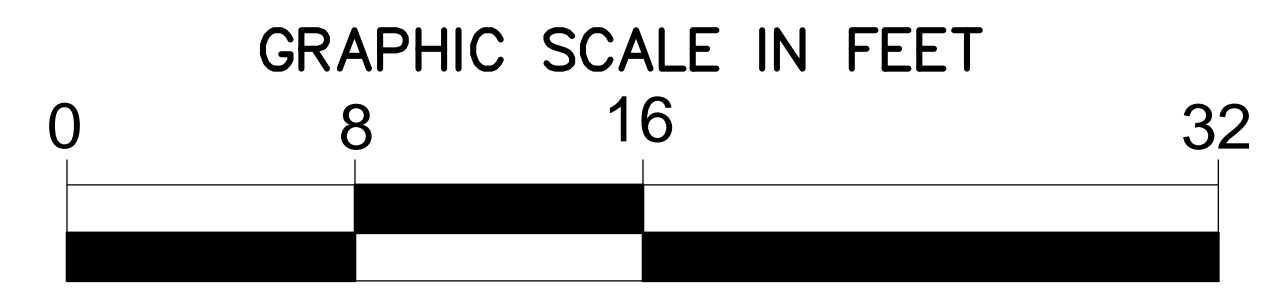
1" = 20'

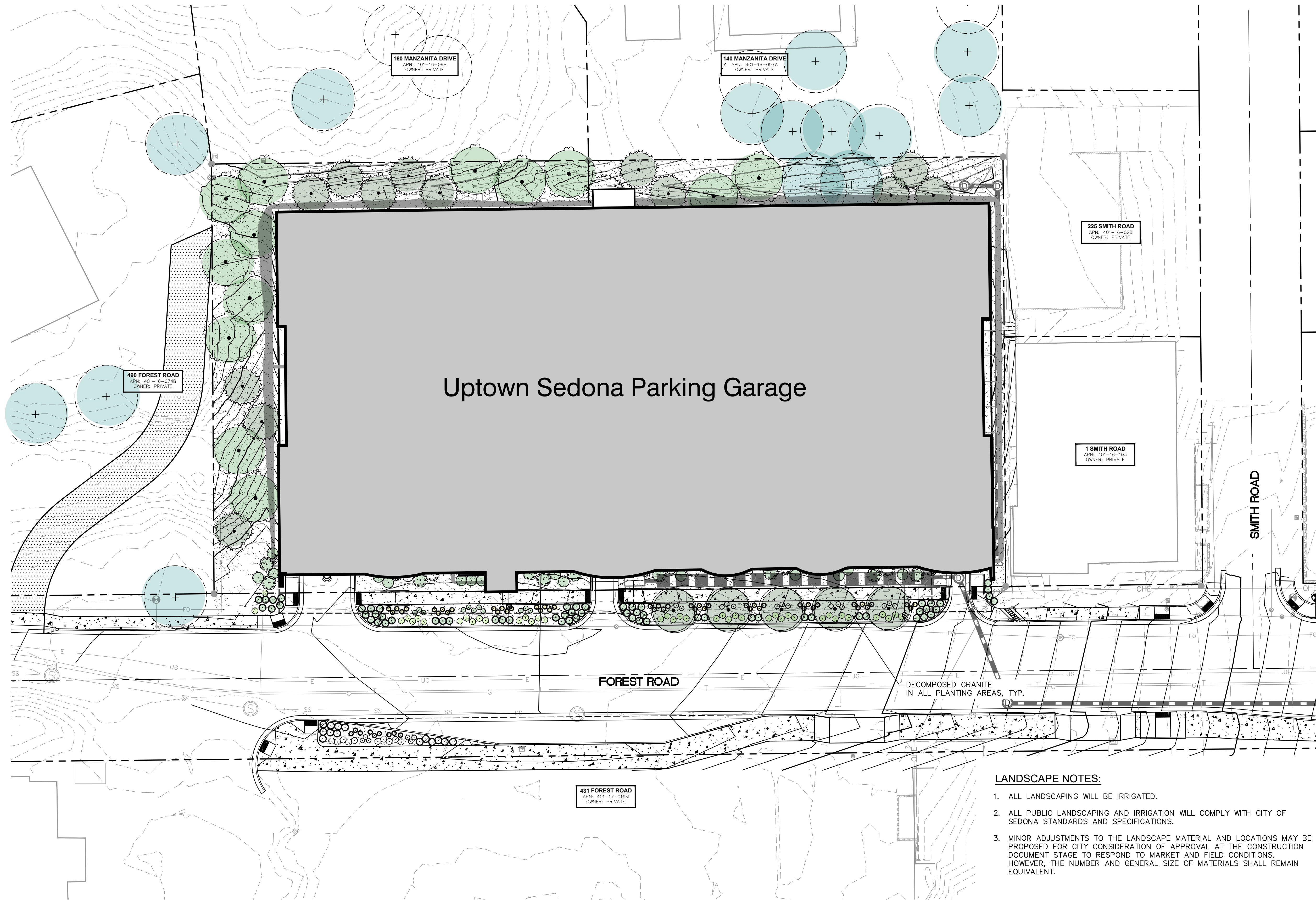
Uptown Sedona Parking Garage





Section





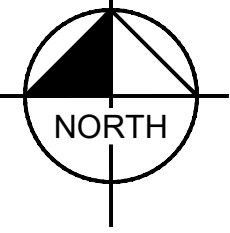
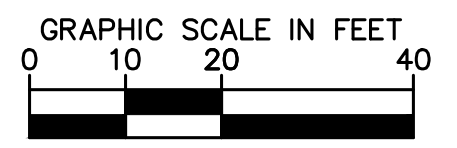
PLANTING LEGEND

DECIDUOUS TREES	
SYMBOL	BOTANICAL NAME COMMON NAME
	CHILOPSIS LINEARIS DESERT WILLOW
EVERGREEN TREES	
SYMBOL	BOTANICAL NAME COMMON NAME
	JUNIPERUS ARIZONICA REDBERRY JUNIPER
	JUNIPERUS SCOPULORUM ROCKY MOUNTAIN JUNIPER
SHRUBS/GROUNDCOVERS	
SYMBOL	BOTANICAL NAME COMMON NAME
	ASCLEPIAS TUBEROSA BUTTERFLY MILKWEED
	BOUTELOUA GRACILIS 'BLONDE AMBITION' 'BLONDE AMBITION' BLUE GRAMA
	CHAMAEBATIARIA MILLEFOLIUM 'FERNBUSH' FERNBUSH
	ERICAMERICA LARICIFOLIA TURPENTINE BUSH
	MELAMPODIUM LEUCANTHUM BLACKFOOT DAISY
	NOLIA MICROCARPA BEAR GRASS

SITE	
SYMBOL	NAME
	1"-3" ROCK MULCH, COLOR TBD

LEGEND	
	PROPERTY LINE
	PROPOSED FLOW LINE
	ROADWAY CENTERLINE
	PROPOSED MAJOR CONTOUR
	PROPOSED MINOR CONTOUR
	EXISTING MAJOR CONTOUR
	EXISTING MINOR CONTOUR

- LANDSCAPE NOTES:**
1. ALL LANDSCAPING WILL BE IRRIGATED.
 2. ALL PUBLIC LANDSCAPING AND IRRIGATION WILL COMPLY WITH CITY OF SEDONA STANDARDS AND SPECIFICATIONS.
 3. MINOR ADJUSTMENTS TO THE LANDSCAPE MATERIAL AND LOCATIONS MAY BE PROPOSED FOR CITY CONSIDERATION OF APPROVAL AT THE CONSTRUCTION DOCUMENT STAGE TO RESPOND TO MARKET AND FIELD CONDITIONS. HOWEVER, THE NUMBER AND GENERAL SIZE OF MATERIALS SHALL REMAIN EQUIVALENT.



Uptown Sedona Parking Garage



Subject: Forest Road Connection Project
Development Review Application – Citizen Participation Report

ATTACHMENT G

Public Outreach Plan for Uptown Sedona Parking Garage

(Revision Update: 7/14/22)

Introduction

With completion of the Sedona Parking Facility Needs, Siting, Design Concept Assessment report and consistent with the direction of the Sedona City Council, the Sedona Public Works Department initiated the design of the Uptown Parking Garage located on Forest Road in August 2020. As part of that effort a Public Outreach Plan (the Plan) was developed for the project.

The project's Public Outreach Plan as provided herein outlines a public outreach effort across several groups, including the public, stakeholders, technical team members, and Authorities Having Jurisdiction (City Council, P&Z, and Sedona Building Department). Further, a general schedule for engagement with the various groups is organized in context of the various phases of the project's design development. Components of the Plan include, but are not necessarily limited to the following:

- City staff and the Architect/Engineer design team collaborate on development of the Plan to obtain staff, public, and stakeholder input during the three project design stages of: Scoping; Schematic Design; and Design Development.
- Staff design review meetings are anticipated at each of the three design stages.
- Two Public Information Meetings are anticipated. One at the Concept development stage and one at the 60% design stage.
- Four Stakeholder meetings are anticipated. One at the interface of the concept design stage; the schematic design stage; 60% design stage; and 95% design stage.
- Development Plan application for Planning and Zoning Commission approval, including Community Development efforts for a Major Plan Amendment to support rezoning the Uptown Parking Garage site.
- A Public Relations firm to handle outreach and communications during construction.

Background

In 2005 the City of Sedona completed the Sedona Parking Management Study. This comprehensive parking analysis evaluated parking demand and behavior in the Uptown and Highway 179 Gallery Row areas of Sedona. The 2005 study ultimately concluded that parking management in Sedona, especially in the Uptown District area, should undergo a comprehensive overhaul. The study resulted in a new Uptown Parking Management Plan with nine parking recommendations.

Little progress was made on implementing those recommendations until the Uptown Parking Management Plan was updated in 2012. The 2012 report validated the previous plan, and since that time significant progress has been made towards implementing the recommendations. Additional public parking has been added through public/private parking agreements, paid on-street parking has been implemented on Main Street, and the existing inventory of parking is being utilized more efficiently. Since 2012 the economy has also improved, tourism and general business activity has increased significantly, and a lack of sufficient parking has again become a problem.

One of the longer-term recommendations cited in 2005 and again in 2012, recognized the need, once existing supply was being maximized, to expand parking capacity either through the creation of a mixed-use parking garage project in the Uptown District or the development of additional remote parking facilities connected by a circulator shuttle. The Uptown merchants have requested that the City start thinking about, and planning for, the construction of a parking structure(s).

The Uptown District of Sedona has been identified as a “community focus area” (CFA) in the City’s Community Plan. As a CFA, a prescription for the area’s future is developed through a planning process that entails additional study, analysis and targeted planning work in conjunction with key community stakeholders in Uptown. The City is concluding that planning effort now. CFA planning will guide future development and redevelopment, including the potential for other uses of existing surface parking if parking alternatives are established. Future growth and potential changes in land use patterns in this area would create a greater need for consolidated parking facilities to serve the existing and future development needs.

On February 7, 2019 the City of Sedona issued a Request for Proposals to complete a needs assessment, and siting and design concept assessment for a parking facility or facilities to serve its Uptown tourist district. The scope of services included the development of design concepts for various parking area improvements together with recommendations for financing mechanisms, including an in-lieu parking fee system. With the completion of this recent study entitled, Uptown Sedona Parking Facility Needs, Siting, Design Concept Assessment, the City of Sedona has concluded the need to develop a parking garage type facility as a three-deck structure with one level below grade to be located on the North Forest site as identified in the study.

On August 7, 2020 the City of Sedona through its Public Works Department, Engineering Division issued a Request for Qualifications seeking sealed proposals and Statements of Qualifications (SOQs) from interested and qualified consultants to provide professional architectural and engineering services for the Uptown Sedona Parking Garage. Submittals from eleven firms were received and evaluated by a five-member selection committee, which concluded with the firm of Gabor Lorant Architects, Inc (GLA) as the most qualified respondent. The Sedona City Council approved a contract for professional services with GLA for design of the parking garage and on January 13, 2021 project design activities for the parking garage were officially kicked off under the management of the Sedona Public Works Department.

On February 26, 2021 the City of Sedona through its Public Works Department, Engineering Division issued a Request for Qualifications seeking SOQs for design phase and construction services as a Construction Manager at Risk (CMAR) for the construction of the Uptown Sedona Parking Garage Project. SOQ’s from five CMAR firms were received and evaluated by a six-member selection committee. Of the five respondents to the RFQ, the firm of McCarthy Building Companies, Inc was found to be the most qualified. On the recommendation of the Sedona Public Works Department Staff, the Sedona City Council on May 13, 2021 approved a contract for CMAR, Design Phase Services with McCarthy Building Companies, Inc.

The CMAR approach for procurement and delivery of the project’s construction allows the integration of a construction firm/manager/CMAR into both the design and construction processes of the project. In this manner the construction firm/manager/CMAR, acting in an advisory and construction administrative role, gives oversight in the three project development areas of design, planning and construction to provide better efficiency of the construction costs and time. The construction firm/manager/CMAR delivery method will also help the City and the architect resolve common issues/concerns of constructability, cost, material selection, time/availability, value engineering, and phasing/planning of the construction.

Process

1. Public outreach communications will entail a wide range of outreach types, including:
 - Mailers (general matters, informational updates, meeting notices, and questionnaire’s/surveys)
 - Public information meetings (neighborhood/general public)
 - Stakeholder meetings
 - Routine City Council Updates

Public Outreach Plan for
Uptown Sedona Parking Garage (cont.)

- Actively managed project website (Architects/City informational materials and bulletins on the project)
 - Monthly project updates (posted to City of Sedona Public Works/CIP webpage.)
 - A Public Relations firm to handle public outreach and communications during construction.
2. Supplemental public outreach and communications are necessary to support the Community Development Department (Com Dev) and its efforts on the Uptown Community Focus Area plan and Major Community Plan Amendment (parking garage site rezoning efforts from RS-18 to M3) for the Uptown Sedona Parking Garage. The Public Works Department, Com Dev, and the design team will collaborate on the outreach planning for this purpose.

The task outline and anticipated action dates for coordinating with the Community Development Department/Planning and Zoning Commission are as follows:

Task	Assignment	Anticipated Start Date	Anticipated Completion Date
1. Notification of Major Community Plan Amendment & Public Outreach Meeting	City of Sedona (COS)	3/15/21	3/29/21
2. Prepare Uptown Garage Package for initial Public Outreach Meeting (handouts, questionnaire, website) <ul style="list-style-type: none"> • Narrative • Site Plan • Floor Plans • Elevations • Perspective(s) 	GLA	12/15/20	4/10/21/
3. Review Parking Garage Options/Establish COS Stakeholder Group	COS-PW/GLA	3/29/21	3/31/21
4. Prepare Uptown Garage Package for Rezoning Package <ul style="list-style-type: none"> • Narrative • Site Plan • Floor Plans • Elevations • Perspective(s) 	COS-PW&CD/GLA	3/31/21	5/4/21
5. Conduct Garage Public Outreach Meeting(s)	COS-PW/GLA	4/17/21	4/17/21
6. Deadline for public response to Questionnaire	Public	4/30/21	4/30/21
7. Tabulate results of Questionnaire, prepare DRAFT Summary Report on Public Outreach Effort (include p-outreach planning and efforts to date; Summary to COMDEV by 5/11 for Planning Commission work session).	GLA	5/1/21	5/10/21
8. Review by COS of Summary Report on Public Outreach Effort	COS	5/10/21	5/11/21

Public Outreach Plan for
Uptown Sedona Parking Garage (cont.)

Task	Assignment	Anticipated Start Date	Anticipated Completion Date
9. Revise/Finalize Summary Report on Public Outreach; make available to publish on Website	COS-PW/GLA	5/13/21	5/17/21
10. P&Z Packets due for 18 May P&Z Work Session	COS-PW&CD/GLA	5/11/21	6/6/21
11. P&Z Public Hearing <ul style="list-style-type: none"> • City-wide notification 15-16 Jun of P&Z 06 Jul Public Hearing • P&Z packets due 29 Jun for 06 Jul Public Hear'g • Conduct P&Z Public Hearing 	COS-PW&CD	6/21/21	7/6/21
12. City Council P&Z Work Session <ul style="list-style-type: none"> • Notification: 23-24 Aug of 15 Sep Council Public Hearing • City Council Packet due 30 Aug • Council Meeting 15 Sep 	COS-PW&CD	8/23/21	9/15/21
13. Design Progress Updates (2) available to publish on Website <ul style="list-style-type: none"> • Narrative • Site Plan • Floor Plans • Elevations • Perspective(s) 	GLA	5/17/21	9/22/21
14. Conceptual Review: Preliminary LOI/Plans and Request for P&Z Work Session	COS-PW/CD/GLA	10/11/21	10/11/21
15. Conceptual Review: P&Z Work Session	COS-PW/CD/GLA	10/11/21	11/2/21
16. Development Review: Application, LOI, Citizen Participation Plan, Project Plans	COS-PW/GLA	12/2/21	12/24/21
17. Development Review: Public Outreach – Neighborhood letter regarding DP Application and Tentative P&Z Meeting	COS-PW	12/28/21	12/29/21
18. Development Review: Public Outreach - Neighborhood letter regarding P&Z Meeting	COS-PW	1/20/22	1/24/22
19. Development Review: Application Review	COS-PW/CD	12/27/21	2/1/22
20. Development Review: P&Z Commission Meeting	COS-PW/CD/GLA/P&Z Comm	2/15/22	2/15/22
21. Building Permit: Application and Review	COS-PW/CD-Bldg/GLA	3/22	5/22

Public Participation Assumptions

In developing this plan, the following assumptions about the desired process were used as a guide:

- Process is at the Consult level.



- The City promises to keep the public informed on this project.
- The Public Works Department will consult with stakeholders and nearby residents to obtain feedback on design iterations and will keep them informed on how their feedback is used.

Stakeholders include concerned citizens within the adjoining neighborhood, Uptown Parking Advisory Committee (UPAC), City staff, Sedona Fire, Qwest Corp (adjoining business) and others as determined appropriate.

Specific Stakeholders sought for meeting involvement are as follows:

1. UPAC
 - a. Chase Gilomen [Neighbor, Business Representative]; 267 Van Deren Rd, Sedona, AZ 86336; Phone: 949.290.5311; Email: ChaseGilomen@me.com
 - b. Al Spector [Business Owner]; Phone: 602.819.8809; Email: al@alspector.net
 - c. Jesse Alexander [Business Representative]; Email: JesseA@sedona-center.com
 - d. Julie Richard [Exec Dir - Sedona Arts Center]; Phone: 623.229.2534; Email: julie@sedonaartscenter.org
 - e. Randy McGrane [Business Owner] Ensemble Real Estate Solutions & Investments; Phone: 602.912.8955; Email: rmcgrane@ensemble.net
 - f. Bob Huggins [Ranger, Acknowledged Contributor]; Email: 1st.sedonaranger@gmail.com
2. Chuck Hardy (or substitute), City of Sedona [User]; Email: CHardy@sedonaaz.gov
3. Larry Farhat, Facilities Maintenance Manager [User]; Email: LFarhat@sedonaz.gov
4. Ryan Hayes, City Maintenance Supervisor [User]; Email: RHayes@sedonaaz.gov
5. Robert Weber, Transit Administrator [User]; Email: RWeber@sedonaaz.gov
6. Sedona Police Department [User]
 - a. Charles Husted, Chief of Police; Phone 929.284.7172; Email: chusted@sedonaaz.gov
 - b. Lt. Foley; Phone; 928.203.5019-office, 928.592.8025-cell; Email: sfoley@sedonaaz.gov
 - c. Det. Aldo Ortega; Phone 9028.203.5004; Email: aortega@sedonaaz.gov
7. Sedona Fire District [User, Neighbor]
 - a. Dori Booth, Fire Marshal; Phone: 928.204.8926; Email: dbooth@sedonafire.org
 - b. For Scheduling of Dori contact Carla Dufort, Admin Specialist; Phone: 928.204.8926; Email: CDufort@sedonafire.org
8. Freddie Valdez [Neighbor]; Phone: 928.231.2189; Email: freddie@valdezarchitects.com
DECLINED
9. Qwest Corporation [Business, Neighbor], Called, under consideration (contact is Armen McNerlin 928.821.4609).

Technical Review Committee:

1. Andy Dickey PE, Director Public Works/City Engineer; Phone: (928) 203-5039; Email: ADickey@sedonaaz.gov

2. Bob Welch PE, Associate Engineer; Phone: (928) 203-5120; Email: BWelch@sedonaaz.gov
3. Hanako Ueda, Assistant Engineer; Phone: (928) 203-5024; Email: HUeda@sedonaaz.gov
4. Cari Meyer, Planning Manager; Phone: (928) 203-5049; Email: CMeyer@sedonaaz.gov
5. Steve Mertes, Chief Building Official; Phone: (928) 203-5097; Email: SMertes@sedonaaz.gov
6. Gabe Desmond, Sustainability Coordinator; Phone: 928-203-5123; Email: GDesmond@sedonaaz.gov

General Public and Stakeholder Outreach – Design Phase

Scoping Phase (Concept Design):

2/1/21 – 6/1/21

1. Public Information Meeting (Neighborhood Meet and Greet) **[Completed Saturday 17 April 2021]**
 - 1.1. An onsite all-day meeting event (9:00 am – 3:00 pm), to meet the neighborhood and provide a personable introduction of the design team to them. The meeting will be attended by key design personnel as well as City staff. The meeting forum is open, casual, and provides some initial illustrations to promote and stimulate conversation. The onsite location of the meeting serves to provide for active interaction and referencing for the structure's location and relative height to actual site physical features. The meeting additionally serves to allow the design team and staff the opportunity to hear, firsthand, concerns, ideas, and general input from the surrounding neighborhood.
 - 1.2. A questionnaire to gauge the opinion of whom? of some key design aspects/components for the project will be developed.
2. P&Z Work Session Meeting **[Completed Tuesday 1 June 2021]**
 - 2.1. Notice of Work Session meeting by Community Development, the work session meeting will be open to public involvement. **[Mailing on Project Update, P&Z work session and public hearing sent Tuesday 25 May 2021]**
3. Stakeholder Meeting
 - 3.1. Meeting 1 of 4 to be scheduled at completion of the Concept Design. **[Completed Thursday 17 June 2021]**
4. Technical Review Committee
 - 4.1. No meeting, hard copy review of concept plan only.
5. Communication tools:
 - 5.1. Updates via email and in person meetings with stakeholders. (Repeated in all the phases below)
 - 5.2. Update project design website
 - 5.3. Mail a letter to neighboring property owners to share the scoping design report; solicit comment and input and communicate the website **(no hotline)**.
 - 5.4. Project updates to City Council as part of staff's regularly scheduled quarterly SIM updates. This will include a list of the communication efforts to date

Schematic Design (30% Design Plans)

5/1/21 – 7/15/21

1. P&Z Public Hearing (Amendment to Community Plan and Zone Change) **[Completed Tuesday 6 July 2021]**

Public Works staff and GLA to coordinate with Com Dev on Public Hearing materials **[Mailing on Project Update, P&Z work session and public hearing sent Tuesday 25 May 2021]**

- 1.1. City-wide notification 15-16 June
- 1.2. P&Z Packets due 29 June
- 1.3. P&Z Public Hearing 06 July
2. Stakeholder Meeting
 - 2.1. Meeting 2 of 4 to be scheduled at completion of the Schematic Design.
3. Technical Review
 - 3.1. Meeting to be scheduled at completion of Schematic Design.
4. Communication tools:
 - 4.1. Update project design website
 - 4.2. Mail a letter to neighboring property owners to share the Schematic Design, solicit comment and input and communicate the website and **(no hotline)**. **[Mailing on Project Update, P&Z work session and public hearing sent Tuesday 25 May 2021]**
 - 4.3. Project updates to City Council as part of staff's regularly scheduled quarterly SIM updates. This will include a list of the communication efforts to date

Design Development (60% Design Plans)

8/1/21 – 11/1/21

1. City Council Public Hearing (Amendment to Community Plan and Zone Change) **[Completed Wednesday 11 August 2021(discussion only); Wednesday 15 September 2021 (public hearing)]**

Public Works staff and GLA to coordinate with Com Dev on Public Hearing materials

- 1.1. 8/11/21: Transmittal due 22 July; AB due 29 July
- 1.2. 9/15/21: Transmittal due 5 August; AB due 9 September
2. Stakeholder Meeting **[Completed Wednesday 2 March 2022]**
 - 2.1. Meeting 3 of 4 to be scheduled at completion of the 60% Design.
3. Technical Review Committee
 - 3.1. Meeting 2 of 3 to be scheduled at completion of 60% Design.
4. Public Information Meeting of 60% design plans. **[Completed Thursday 17 March 2022]**
 - 4.1. Arrange/Secure a meeting location
 - 4.2. Mail out notification **[Mailed Thursday 1 March 2022]**
 - 4.3. Issue Press Release/Posting to Social Media **[Ron Eland]**
 - 4.4. Meeting Brochure – for Ranger distribution in Uptown **[Circulation week of and before meeting date]**

5. P&Z Development Review

Public Works staff and GLA to coordinate with Com Dev on P&Z meeting materials

5.1. Pre-Development Review (Work Session) **[Completed P&Z Work Session on Tuesday 2 November 2022]**

5.2. Development Review Application

5.2.1. Submittal on 27 December 2021.

5.2.2. Staff completes Development Review by Mid-September (w/approval or approval with conditions).

5.2.3. P&Z Packets due end of September

5.2.4. P&Z Meeting 9 November

6. Communication tools:

6.1. Update project design website

6.2. Mail a letter to neighboring property owners to share the 60% Design, solicit comment and input and communicate the website and **(no hotline)**.

6.3. Project updates to City Council as part of staff's regularly scheduled quarterly SIM updates. This will include a list of the communication efforts to date

Contract Documents (95% and 100% Design Plans)

11/15/21 - 4/15/22

1. Stakeholder Meeting

1.1. Meeting 4 of 4 to be scheduled at completion of the 95% Design.

2. Technical Review Committee

2.1. Meeting 3 of 3 to be scheduled at completion of 95% Design.

3. Communication tools:

3.1. Update project design website.

3.2. Mail a letter to neighboring property owners to share the 100% Design and communicate the website.

3.3. Project updates to City Council as part of staff's regularly scheduled quarterly SIM updates. This will include a list of the communication efforts to date

Public Outreach – Construction Phase

Development pending coordination with CMAR

Public Relations (PR) Firm

1. Hire a PR firm to take extra care of the communications needs on this project.

1.1. Create a project website. The City's SIM website will directly link to the PR firm's website.

1.2. Establish a hotline number for the project. The PR firm will answer calls during business hours and get back to messages on the hotline within 24 hours.

Communication and Outreach

1. PR Firm to mail a letter to neighboring property owners to share the design, explain the timeline and communicate the website and hotline.
2. Send weekly email updates from the PR firm to those in the project's communications database.
3. Write a press release so the community knows what to expect with construction, timing, traffic control/closures, etc. This will be a collaboration between the PR firm and the City's communications team.
4. Routinely update the PR firm's project website with construction updates.
5. If possible, use City Talk article slot for publication on the project and construction updates.
6. Post high-level social media updates with photos.

ATTACHMENTS (Meetings/Notices/Mailings)

<u>DESCRIPTION, (Date of Meeting/Notice/Mailing)</u>	<u>ATTACHMENT</u>
Mail Notice of Activity, 2/2/2021	
Mail Notice of Public (Neighborhood) Information Meeting, 4/6/2021	
Public (Neighborhood) Information Meeting, 4/17/2021	
Progress Update & General Information (P&Z CPA/Rezoning Meetings), 5/25/2021	
Memo to P&Z Re: Work Session June 1, 2021 (CPA/Rezoning), 5/25/2021	
P&Z Work Session (CPA/Rezoning), June 1, 2021	
Stakeholder Meeting, 6/8/2021	
P&Z Public Hearing (CPA/Rezoning), 7/6/2021	
Stakeholder Meeting, 8/2/2021	
City Council Public Hearing (CPA & Zone Change), 9/15/2021	
Memo to P&Z Re: Work Session November 2, 2021 (Development Review App)	
Progress Update, 1/6/2022	
Mail Notice of Public (Neighborhood Information Meeting), 3/1/2022	
Stakeholder Meeting, 3/2/2022	
Brochure - Notice of Public Meeting (Circulated in Uptown by Rangers week before meeting)	
Public (Neighborhood) Information Meeting, 3/17/2022	