



# MINUTES - DRAFT

## City of Flagstaff

### REGIONAL PLAN CITIZEN ADVISORY COMMITTEE

3:30 p.m. – 5:00 p.m. September 16, 2010

Northern Arizona Healthcare Educational Offices: 1000 N. Humphrey's Suite 241, Flagstaff, AZ;  
*in the Fort Valley shopping center, south of the hospital.*



In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Bonita Sears at 928-779-7632, ext. 7294 (or 774-5281 TDD). Notification at least 48 hours in advance will enable the City to make reasonable arrangements.

*Draft Regional Plan Vision Statement:*

**The Greater Flagstaff community embraces the region's extraordinary cultural and ecological setting on the Colorado Plateau through active stewardship of the natural and built environments. Residents and visitors encourage and advance intellectual, environmental, social and economic vitality for today's citizens and future generations.**

#### I. CALL TO ORDER

#### II. Roll Call

##### A. Committee Members:

<input checked="" type="checkbox"/> Paul Babbitt (Chairman)	<input type="checkbox"/> Michael Chaveas	<input type="checkbox"/> Maury Herman	<input type="checkbox"/> Mike Nesbitt
<input checked="" type="checkbox"/> Carol Bousquet (Vice Chairman)	<input type="checkbox"/> Alex Frawley	<input type="checkbox"/> Judy Louks	<input checked="" type="checkbox"/> Eva Putzova
<input checked="" type="checkbox"/> Ben Anderson	<input type="checkbox"/> Jean Griego	<input checked="" type="checkbox"/> William Ring	<input type="checkbox"/> Eunice Tso
<input checked="" type="checkbox"/> Susan Bean	<input type="checkbox"/> Shaula Hedwall	<input type="checkbox"/> Devonna McLaughlin	<input type="checkbox"/> Nat White
	<input checked="" type="checkbox"/> Richard Henn	<input checked="" type="checkbox"/> Jerome Naleski	
<b>Alternate Members:</b>	<input checked="" type="checkbox"/> Don Walters	<input checked="" type="checkbox"/> Julie Leid	<input checked="" type="checkbox"/> Trish Rensink

#### III. APPROVAL of MINUTES for July 15, 2010 CAC Meetings

RECOMMENDED ACTION: Recommend changes and approve 07/15/10 [Meeting Minutes](#).

A motion to approve the minutes of the Regular Meeting of July 15, 2010 was made by Commissioner Naleski. Commissioner Henn seconded the motion. Motion carried unanimously.

#### IV. PUBLIC COMMENT

*At this time, any member of the public may address the Committee on any subject within their jurisdiction that is not scheduled before the Commission on that day. Due to Open Meeting Laws, the Committee cannot discuss or act on items presented during this portion of the agenda. To address the Committee on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard. If time does not allow all comments to be heard, public comments may be posted to the Regional Plan blog:*

<http://flagregionalplan2012.wordpress.com/>

There was no public comment.

#### V. OLD BUSINESS - (Continued, postponed, and tabled agenda items.)

##### A. **Introduction of two new CAC Alternates** *(est. 5 minutes)*

PURPOSE: Introduce two new CAC alternates: Julie Leid and Trish Rensink

FACILITATORS: Chair Babbitt

New CAC Alternates, Julie Leid and Trish Rensink introduced themselves and stated that they were eager to serve on the CAC, were interested in the project's future growth and were looking forward to working with the Commission members.

Chair Babbitt announced the total number of commission members along with the quorum requirement and that if the membership decreased, the quorum requirement would follow suit and further, if members do resign and leave, they will not be replaced with new members as alternates can be moved up to new members.

Vice Chair Bousquet announced that refreshments would be served after the meeting.

**B. Chair & Vice-Chair report** *(est. 20 minutes)*

PURPOSE: Report on Individual CAC Interviews and dialogue.

FACILITATORS: Chair Babbitt and Vice-Chair Bousquet

Power Point presentation was made of how to proceed successfully as a group, share opinions and concerns, as well as recommendations about meeting structure, materials and format to advance the process.

Summary of Findings- CAC Concerns:

- Regular attendance
- Existing Regional Plan is a good start, but there is a lot of work to do
- Questions about the Regional Plan and where does it lead us – not so much land use planning.
- CAC should vote on general policy direction and staff should wordsmith later.
- Too much time is spent on word-smithing
- The 5-finger vote and majority vote

Agendas:

- More specificity regarding necessary action items by the CAC will be articulated in the staff-provided 'Executive Summary' and on the CAC Meeting Agendas.
- Presentations and background information will be provided in advance of the meetings. Background material should include an Executive Summary and provide staff's and/or the public opinions about goals needed, desired, and what policies might follow from that (cause and effect).
- Staff will include appropriate analysis, facts, and trends identifying hot issues.

Chair and Vice-Chair recommendations:

- CAC members need to read material in advance and come prepared to discuss and vote. Prior to meetings, written e-mail comments to staff on element text is acceptable.
- One meeting a month would then be sufficient to achieve goals, IF the CAC is agreeable to tackling the 'hot issue' items, policies that need to be changed, added or deleted; not ALL (existing and acceptable) policies will be reviewed.
- Staff to visually show progress via an outline, flow chart or other method thus resulting in a better understanding of what the group is doing and how it relates to the overall plan. The CAC needs to understand and celebrate success thus far.

**C. Path Forward** *(est. 25 minutes)*

PURPOSE: To review and confirm the Regional Plan Purpose; Planning Relationship/Implementation; Meetings; Meeting Facilitation and Decision-making

FACILITATORS: Bill Towler and Jim Cronk

- Power point presentation continued with how the CAC recommendations will shape the CAC meetings and the forward direction of the Regional Plan update process.
- Beginning November 1, 2010, there will be one meeting per month, using 2<sup>nd</sup> meeting time for personal preparation time. There will be two meetings in October (10/7 and 10/21). The November meeting ONLY will most likely be the third Thursday, as the majority of the planning staff is at the state planning conference the first Thursday. The CAC requests the first Thursday as the set monthly meeting date beginning in December.
- Review the Regional Plan and its relationship to future plans and the Land Development Code.

- Review of background materials prior to meetings with discussion of goals and policies.
- 2 staff reports templates were provided as examples of:
  1. Package #1 – provided 4 weeks before element goals & policies are reviewed – includes background information, existing goals and policies, and public comments thus far. CAC comments are invited and will include a deadline.
  2. Package #2 – provided 2 weeks before CAC meeting. This includes policy changes recommended by other boards, commissions and by staff analysis.
- Think global about goals and policies discussed and voted on.
- Staff asked to bring professional training and expertise to identify regional trends, evaluation of the data, proposal of goals and policies for consideration of the CAC.

Questions and comments:

Can the public get the information? *All information will be available on-line.*

Upon conclusion of meetings, when will the information for the next meeting be provided to the members? *The goal is to provide Package #1 four weeks prior to the next meeting, and Package #2 two weeks prior to the next meeting.*

Can the packet provided include the summary of public comments? *Yes.*

Should meetings be longer than current in order to get everything done? *Not deemed necessary if members are prepared and focused on suggested goals and policies. Will add 30 minutes after first meeting if more time is needed; three hours max (3:30 to 6:30 p.m.)*

Can the packets include any policies which conflict with what is being done? *Yes, the staff can provide this information.*

## **VI. NEW BUSINESS**

### **A. Demographics (est. 20 minutes)**

PURPOSE: To re-establish and confirm the population and overall growth statistics the Regional Plan must address

FACILITATORS: Tom Combrink, Northern Arizona University Rural Policy Institute

HANDOUTS: Demographics summary report (*at September 16 CAC Meeting*)

A presentation, presented by Dave Wessel, exhibited population projections (Department of Economic Security and Census) broken down by category. Population projections exhibited a 1% p/year growth; which allows for thoughtful growth, yet may provide a slow rate of return on development and municipal funding options. Overall on a per acre basis, the city is 4 households p/acre and the county is 1 household p/acre. The estimated sustainable water supply is sufficient until 2025 at current growth rates. (A current water study is on-going and will bring greater clarity). Reports indicate that approximately 50% of the households and renters are struggling to make their monthly mortgage and rental payments. Additional information relating to the percentage of employment and industry and educational attainment of the Flagstaff population was provided.

Next, Bill Towler spoke that the Regional Plan is not a vision, a land development code, or a zoning document to specify development standards, but a policy document with a goal to set policies recommended for future development and provide more specific direction. The Committee should understand that demographics are projections. The Regional Plan will be used in several ways:

- Evaluation of projects
- Provide general direction in where growth should occur and roads should be built, etc.

- As a user-friendly document to assist future residents, realtors, etc., with brief background text on the regions principles, limitations and opportunities.

Jim Cronk informed the members that the Regional Plan's implementation is by many other documents and departments and provides the criteria and ratios needed make the land use policy work; just as enforcement and inspection also implement. Thus, as soon as the Regional Plan gets adopted, then the departments internally will (should) follow suit.

Kimberly Sharp announced where the next 'elements' or chapters are in the process: existing Open Space policies have been reviewed by both the City and County Open Space Commissions, and the Open Space Element is being drafted; Community Character open houses were held in August and those public comments are available on-line, the focus group is being organized for October 28<sup>th</sup>; Housing open houses are being scheduled for November and the focus group for early December. The Core Planning Team submitted a HUD Sustainable Communities Regional Planning Grant for over \$500,000 on August 23, 2010 and a copy of the grant submission was sent to the CAC. They won't hear anything back until December 2010.

**B. Walnut Canyon** *(est. 10 minutes)*

PURPOSE: Review of letter submitted to CAC from Betsy McKellar regarding Walnut Canyon.

PRESENTER: Staff

HANDOUTS: [Letter](#) (*Submitted August 4, 2010*)

Presentation was provided by Betsy McKellar, with exhibition and overview of the map, coupled with a brief history and future recommendations.

Walnut Canyon National Monument was established in 1915 to protect the ruins inside the monument; the National Park could have a different mandate and include more land for preservation. The proposal is for a national park and preserve with a center closed to recreational use, and the surrounding area as a preserve allowing grazing, recreation and water shed protection. For the community to propose this to the federal government, it must be in the general plan, our Regional Plan.

*Questions and comments:*

Would the Urban Space Boundary Increase? *No it would not.*

What about forest restoration? *All restoration has been completed in this area; a 'preserve' would be handled exactly the same as Forest Service areas.*

**C. Announcements** *(est. 10 minutes)*

Commissioner Ring gave an update about the recent Zoning Code update retreat with the City Council and the Planning and Zoning Commission. He conveyed that the City Council was sensitive to the issue that the Zoning Code is being completed before the Regional Plan; and recommended that the CAC members read the Zoning Code overview and 'sustainability' section.

Chair Babbitt spoke of the upcoming meeting agenda items and reminded the members to review the material and get all questions sent to Bob Caravona timely.

**1. Next regular CAC Meeting:** October 7, 2010 - 3:30 p.m. to 6 p.m. at N.AZ Healthcare facilities

**Agenda Items:**

1. Community Survey Report – Dr. Richard Fernandez, NAU
2. Zoning Code Update – Roger Eastman
3. ENVIRONMENT & CONSERVATION ELEMENT – Goals & Policies

**VII. ADJOURNMENT – Social – Food will be served**

Chair Babbitt adjourned the meeting at 5:10 pm