

**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: Honorable Mayor and Council Members
From: Bob Caravona, Comprehensive Planning Manager
Community Development Division
Planning and Development Service Section
779-7631, Ext. 7239



Date: January 12, 2009

Meeting Date: February 3, 2009

Recommended Action:

A. Make twelve (12) Member appointments as recommended by the Citizens Advisory Committee Selection Team as attached in Exhibit I to this Staff Summary report.

1. _____
2. _____
3. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

B. Make two (2) Alternate appointments who are City of Flagstaff residents and rank-order the three Alternate appointments as recommended by the Citizens Advisory Committee Selection Team as attached in Exhibit I to this Staff Summary report.

1. _____ (City Alternate)
 2. (Leave blank) _____ (County Alternate)
 3. _____ (City Alternate)
-

DISCUSSION:

Background/History:

As mandated by State Statute (ARS 9-461.07) a jurisdiction's General (Comprehensive) Plan must be updated every 10 years, adopted by City Council and County Board of Supervisors, and ratified by voter ballot. The current *Flagstaff Regional Land Use and Transportation Plan* must be approved by 2012. The public process involves many public forums, interaction with Boards, Commissions and Agencies as well as with City Council and the County Board of Supervisors.) Appointed by the City Council and the County Board of Supervisors, the Citizen Advisory Committee (hereinafter referred to as CAC) consists of community volunteers with various fields of expertise willing to work along with the City and County Planners for 30 months at regularly scheduled monthly meetings and at various public forums. The City and County Staff Planners will manage the process while the CAC will help manage the content.

Ordinance 2008-34, "An Ordinance amending Title 2, Boards of and Commission, by addition Chapter 2-23, Creating a Flagstaff Area Regional Plan Citizens' Advisory Committee and Declaring an Emergency," was approved on December 16, 2008. As a result, a Citizen Advisory Committee Selection Team was formed by the City of Flagstaff's City Council and Coconino County's Board of Supervisors to review applications and make recommendations to fill the vacant Citizen Advisory Committee Member and Alternate Member seats.

On January 9, 2009 **and January 27, 2009**, the Citizen Advisory Committee Selection Team held a public meetings to review the Citizen Advisory Committee applications and to make recommendations of qualified individuals to serve on the Citizen Advisory Committee based upon the criteria established by Ordinance 2008-34 and the categories established by Council's and the County Board of Supervisor's public discourse.

Key Considerations:

Per Ordinance 2008-34, the composition of the CAC is limited to a maximum of nineteen (19) members and three (3) alternatives, as follows:

Section 2-23-001-0002 Members and Officers:

The Flagstaff Area Regional Plan Citizens' Advisory Committee shall have no more than (19) members. All members shall reside within the Flagstaff Metropolitan Planning Organization boundary, and a majority shall be City of Flagstaff residents. The Flagstaff City Council shall appoint at least ten (10) but no more than twelve (12) members; the Coconino County Board of

Supervisors shall appoint at least seven (7) but no more than nine (9) members; three (3) alternates shall be appointed by the City Council, which the Council shall designate as a first, second and third alternate.

Through public hearings conducted the by Coconino County Board of Supervisors and the City of Flagstaff City Council, it was desired and recommended by the respective Board and Council that the CAC have representation from the following categories:

1. Community members;
2. Academic;
3. Developer/Builder;
4. Property Owner;
5. Renter;
6. Environmentalist (water);
7. Education K-12, Youth & Families;
8. Business/Chamber/Realtor;
9. Tourism/Sustainable Economic Development;
10. Cultural/Native American Tribal Representative;
11. Natural Resource Manager (water);
12. Design/Planning/Building Consultant;
13. Religious/Interfaith;
14. Seniors; and,
15. Medical.

Selection Methodology:

The City Council and Board of Supervisors instructed the selection methodology should be at the CAC Selection Team's discretion. Direction was given to staff to organize the applications and provide a list displaying which categories the applicants' self-indicated. The County Board of Supervisors and City Council acknowledged some applicants may belong to more than one category. Through the application review process, the CAC Selection Team was able to fill each category listed above as they deemed the most qualified applicant.

Community Benefits and Considerations:

A co-operative effort between the City Council and County Board of Supervisors occurred to create a Community Advisory Committee that represents a cross-section of the region. The "List of Recommended Citizen Advisory Committee and Alternate Members" (**attached as Exhibit I and III**) contains at least one community member that belongs to one of the fifteen (15) categories listed above in Key Considerations (e.g. Community member, academic, developer/builder, etc.).

Community Involvement:

The Regional Plan update application process was advertised in the newspaper and published upon the City's website. Staff received **54** applications with 37 applicants residing in city corporate limits and **17** applicants residing within the County.

Financial Implications:

Non-applicable.

Options and Alternatives:

1. As proposed by the CAC Selection Team, the City Council may accept the CAC appointees (Exhibit I).
2. City Council may reject the proposed CAC appointee list (Exhibit I) and instruct the CAC Select Team to create a new appointee list from the applications.

Attachments/Exhibits:

1. List of Recommended Citizen Advisory Committee and Alternate Members –**City of Flagstaff Residents** (Exhibit I)
2. Minutes of the January 9, 2009, Citizen Advisory Committee Selection Team Meeting (Exhibit II)
3. **Citizen Advisory Selection Team Recommended List of County Residents (III)**

Department Head *(Acknowledgment that all reviews have been completed and required approvals initialed below.)*

INITIALS	RESPONSIBILITY	DATE	INITIALS	RESPONSIBILITY	DATE
_____	BIDS/PURCHASES	_____	_____	FINANCE/BUDGET	_____
_____	GRANTS	_____	_____	CONTRACTS	_____
_____	LEGAL	_____	_____	IGAS	_____
_____	PLANING AND DEVELOPMENT SERV.	_____	_____	COMMUNITY DEVELOPMENT DIVISION	_____

DATE OF COUNCIL APPROVAL: _____

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(Exhibit 1)**List of Recommended Citizen Advisory Committee and Alternate Members –
City of Flagstaff Residents****CITIZEN ADVISORY COMMITTEE****Member: City of Flagstaff Residents and applicable categories:**

1. **Paul Babbitt** [Community Member; Property Owner; Design/Planning/Building Consultant]
2. **Carol Bousquet** [Community Member; Design/Planning/Building Consultant]
3. **Michael Chaveas** [Community Member; Environment; Natural Resource Manager (water)]
4. **Alex Frawley** [Community Member; Academic; Business, chamber or Realtor]
5. **Jean Griego** [Community Member; Property Owner; Education K-12, Youth and family]
6. **Eva Hatchner** [Community Member; Academic; Business, chamber or Realtor]
7. **Richard Henn** [Community Member; Education K-12, Youth and Family]
8. **Maury Herman** [Community Member; Property owner; Business, chamber or Realtor]
9. **Jerome Naleski** [Community Member; Business, chamber or Realtor]
10. **Bill Ring** [Community Member; Developer or builder]
11. **David Walker** [Community Member; Developer or builder]
12. **Nat White** [Community Member; Senior]

Alternates, rank-order and applicable categories:

1. **Judy Louks** [Community Member; Business, chamber or Realtor]
2. **(County Alternate)**
3. **Larry Stevens** [Community Member; Academic, Environment; Cultural Tribal]

There was discussion on how the selection process would be done. It was decided that the team would review the applicants and categorize them and based on that make their selections. The Team was to come up with 19 names that would be selected to the Committee along with three additional names to serve as alternates.

4. CONVENE TO INTO EXECUTIVE SESSION

Motion to move into executive session. Motion: Vice Mayor White, Second: Supervisor Ryan. Motion carried unanimously.

EXECUTIVE SESSION AGENDA

- 1. **Consideration of Applicants of Appointments:** The Citizen Advisory Committee Selection Team may vote to the discuss this matter in executive session pursuant to A.R.S. § 38-431.03(A)(1). The names of the applicants may be obtained by contacting the City Clerk.

Executive session closed at 4:44 p.m.

2. ADOURNMENT

Mayor Presler called for adjournment at 4:46 p.m.



In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Mary Jo Tsitouris at 928-779-7631, ext. 7344 (or 774-5281 TDD). Notification at least 48 hours in advance will enable the City to make reasonable arrangements.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall in accordance with the statement filed with the City Clerk dated this _____

Administrative Specialist

(Exhibit III)

**List of Recommended Citizen Advisory Committee and Alternate Members –
County Residents**

CITIZEN ADVISORY COMMITTEE

Member: County Residents and applicable categories:

1. **Ben Anderson** [Community Member; Education K-12, Youth and Family]
2. **Beatrice Cooley** [Community Member; Environment; Education, Youth and Family]
3. **Shaula Hedwall** [Community Member; Academic; Business, chamber or Realtor]
4. **Ken Kaemmerle** [Community Member; Property Owner; Education K-12, Youth and family]
5. **Susan Lamb Bean**[Community Member; Academic; Business, chamber or Realtor]
6. **Devonna McLughin** [Community Member; Education K-12, Youth and Family]
7. **Cynthia White** [Community Member; Property owner; Business, chamber or Realtor]

Alternates, rank-order and applicable categories:

1. (City Alternate)
2. **Collis Lovely** [Community Member; Property owner, Environment; Senior]
3. (City Alternate)