

Minutes - Draft

City of Flagstaff

REGIONAL PLAN CITIZEN ADVISORY COMMITTEE

3:30 p.m. – 6 p.m. April 02, 2009

Aquaplex, Meeting Room A, 1702 N. Fourth Street



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CALL TO ORDER

The meeting was called to order at 3:30 p.m.

Present:

Committee Members:

Ben Anderson, Paul Babbitt, Susan Bean, Carol Bousquet, Michael Chaveas, Beatrice Cooley, Alex Frawley, Shaula Hedwall, Richard Henn, Maury Herman, Ken Kaemmerle, Devonna McLaughlin, Jerome Naleski, Eva Putzova, William Ring, David Walker, Cynthia White, Nat White

Absent: Jean Griego

COMMITTEE ALTERNATES:

Judy Louks, Larry Stevens

CITY STAFF:

Bob Caravona, Staff Liaison

I. PRELIMINARY GENERAL BUSINESS

A. 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.)

No public comments.

B. ANNOUNCEMENTS

(Reconsiderations, Changes to the Agenda, and other Preliminary Announcements)

No announcements.

C. APPROVAL of MINUTES.

1) March 5, 2009

RECOMMENDED ACTION: Approve Minutes

Motion was made and seconded to approve the minutes of March 5, 2009 as submitted. Motion carried unanimously.

II. OLD BUSINESS

(Continued, postponed, and tabled items.)

No old business.

A. Ground Rules

Review Ground Rules suggested at the March 5, 2009 CAC Meeting; group similar and condense to a recommended 6-10 Ground Rules. See Staff Report 04-02-09.

Ground rules were reviewed and there were no comments or changes made. A motion was made and seconded to approve the ground rules. Motion carried unanimously.

III. NEW BUSINESS

A. 2001 Regional Plan – Amendments, what works & what doesn't

Discussion with Current Planning Manager. See Staff Report 04-02-09.

Mr. Bob Caravona presented a power point overview of the 2001 regional plan and the major and minor amendments as well as the updates that occurred. He also made reference to the schedule to perform such amendments.

Mr. John Aber presented a brief overview of how the county has used the plan over the last ten years. Mr. Aber addressed where on the map the county has approved amendments and the issues involved with the proposed developments. In Mr. Aber's opinion, the plan is not user friendly.

Mr. Ring inquired if the County has taken a policy for potential future annexation at the corporate limits and adjacent to the City. Mr. Aber responded that the County has not adopted an official policy for that but it is something that might be appropriate.

Mr. Mark Sawyers, current City Planning Manager, was present to answer questions from the Committee. When asked, he said that the current plan is used on a daily basis to guide development analysis and decision within the City. He provided a policy overview of some of the criteria that are addressed in analysis. Mr. Sawyers discussed some of the areas that have been a challenge to develop within the city.

This led to a discussion about the development process and the misconceptions by the public and developers regarding who is responsible for the cost of capital improvements associated with individual development.

A suggestion was made to have Mr. Sawyers, based upon his experience, provide a listing of segments within the Regional Plan that are not clear, much like Bill Towler did at the previous session, in order to assist the Committee in their review of the plan.

A question was asked how the Regional Plan and the Land Development Code work together.

Mr. Jim Cronk, City Planning Director provided a brief overview of how the Zoning Code is used to implement the Regional Plan. Ideally, the Regional Plan should be amended first, however Council funded the Zoning Code rewrite as they believe the code is in need of repair and out-dated as it has been over 15 years since it was approved. Once the Regional Plan is approved, it may be required to address any discrepancies between the Regional Plan's direction and Zoning Code implementation measure by amending the Zoning Code.

Mr. Caravona referred to a matrix that was given to the Committee showing which Zoning code designation could apply to which Regional Plan land use category. This is used by the City planners.

A discussion of how the Regional Plan works with the Zoning Code ensued as to: How it is important for the Committee to review both to understand how they work together.

Mr. Caravona informed the Committee that the consultants for Zoning Code re-write will be here on May 7th for a public meeting and he would like the Committee to attend.

B. Gap Analysis

Review Element Gap Analysis DRAFT as prepared by staff; discuss.

A brief overview of the matrix handed out to the Committee was provided by Mr. Caravona. This will be completed by the next meeting such as the CAC could understand the information available and what will be needed to support a Regional Plan method/approach.

C. Element Materials

Commission proposals to staff which materials and data will help future discussions on each element. See Staff Report 04-02-09.

These were given to the committee to ask them: what type of analysis or information the CAC would further need to help them understand a particular plan element and assist in their decisions. Staff reminded them of the limited budget which thereby limits staff to reports and analysis at hand to some extent. If the Commission knew of any reports available through outside organizations or academia, their input would be welcomed. Some of this information is already available and just requires reviewing.

CAC recommended studies and Mr. Caravona wrote down their suggestions. For sake of time, Mr. Caravona requested other suggestions be emailed to staff.

D. Focus Groups

Discussion of Focus Group organization, arrangement and scheduling; Commission recommends ideas. See Staff Report 04-02-09.

These will be scheduled.

E. Open House Comments

Review of and comments on summarized Open House public comments from March 11, 12 and 13, 2009. See Staff Report 04-02-09.

Mr. Caravona referred to the hand-written comments posted on the walls that were received from the citizens and suggested the CAC review them at their leisure. The interns have compiled the comments and posted them on the internet. CAC members stated they had difficulty finding the comments as well as linking to other items. Mr. Caravona will investigate.

CAC also asked that the comments received from the public be categorized by subject and/or statistic be provided for the Committee.

Better communication is needed to inform the public what the purpose of these open houses is for so that the public will participate. Criticism of the poster was that it was difficult to decipher; the thrust of the message and the impact upon them; "bring it down a level"; and a "busy public notice".

F. Elect Chair and Vice-Chair

RECOMMENDED ACTION: Commission to recommend and elect Chair and Vice-Chair

Nominations for Chair were:

Bill Ring

Nat White

Paul Babbitt

Carol Bousquet

Maury Herman

Michael Chaveas

All but Paul Babbitt withdrew their names.

Vote was by secret ballot and the outcome was Paul Babbitt receiving the highest votes.

Nominations for Vice Chair were:

Carol Bousquet

Nat White

Maury Herman

Bill Ring

Vote was by secret ballot and the outcome was Carol Bousquet receiving the highest votes.

Paul Babbitt was elected Chair and Carol Bousquet was elected Vice Chair.

IV. CONCLUDING GENERAL BUSINESS

A. REPORTS

1) Staff Report – April 02, 2009

B. ANNOUNCEMENTS

(Informal Announcements, Future Agenda Items, and Next Meeting Date)

Next Meeting May 7, 2009; 3:30 – 6 p.m. Aquaplex, Meeting Room A

ADJOURNMENT

A Motion was made and seconded to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 6:00 p.m.