



2011 GENERAL PLAN COMMITTEE

Community Development Department

Agenda

**2011 General Plan Committee
Regular Meeting
Wednesday, June 8, 2011
4:00 PM to 6:00 PM**

**Police Department Training Room
222 S. Marina Street
Prescott, Arizona
928-777-1207**

The following agenda will be considered by the PRESCOTT GENERAL PLAN COMMITTEE at its REGULAR MEETING on WEDNESDAY, JUNE 8, 2011, in the POLICE DEPARTMENT TRAINING ROOM, 222 S. MARINA STREET, PRESCOTT, ARIZONA. Notice of this meeting is given pursuant to Arizona Revised Statutes, Section 38-431.02.

1. Call to Order.
2. Attendance.

MEMBERS

Miriam Haubrich, Co-Chair	Elisabeth Ruffner
Terry Marshall, Co-Chair	George Sheats
Brad Devries	Gary Worob
Dave Fisher	
Glenn Gooding	<i>EX OFFICIO</i>
Zena Mitchell	Steve Blair, Councilman
Roxane Nielsen	John Hanna, Councilman
David Quinn	

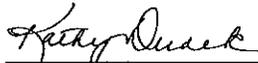
3. Consider approval of the minutes of the May 18, 2011 meeting.
4. 2003 General Plan – Successes / Desired Outcome. Ryan Smith, Community Planner.
5. 2050 Vision and Other Long-Range Plans. Ryan Smith, Community Planner.
6. Optional Elements. Discussion.

THE CITY OF PRESCOTT ENDEAVORS TO MAKE ALL PUBLIC MEETINGS ACCESSIBLE TO PERSONS WITH DISABILITIES. WITH 48 HOURS ADVANCE NOTICE, SPECIAL ASSISTANCE CAN BE PROVIDED FOR SIGHT AND/OR HEARING IMPAIRED PERSONS AT PUBLIC MEETINGS. PLEASE CALL 777-1272 OR 777-1100 (TDD) TO REQUEST AN ACCOMMODATION TO PARTICIPATE IN THIS MEETING.

7. Suggested Topic(s) for the June 22, 2011 meeting:
 - Finance
 - Cost of Infrastructure
 - Guest Speaker
8. Call to the Public.
9. Adjournment.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Prescott City Hall and on the City's website on June 3, 2011 at 4:00 PM in accordance with the statement filed with the City Clerk's Office.



Kathy Dudek, Administrative Assistant
Community Development Department

2011 GENERAL PLAN COMMITTEE
 REGULAR MEETING
 MAY 18, 2011
 PRESCOTT, ARIZONA

MINUTES OF THE REGULAR MEETING OF THE 2011 GENERAL PLAN COMMITTEE HELD ON MAY 18, 2011 AT 6:00 PM IN THE DOWNSTAIRS CONFERENCE ROOM, CITY HALL, 201 S. CORTEZ STREET, PRESCOTT ARIZONA. *Notice of this meeting was given pursuant to Arizona Revised Statutes, Section 38-431.02.*

1. Call to Order: 6:00 PM

Co-chairman Haubrich called the meeting to order at 6:00 PM.

- Attendance

<i>MEMBERS PRESENT</i>	<i>EX OFFICIO MEMBERS PRESENT</i>
Miriam Haubrich, Co-Chair	Steve Blair, Councilman
Terry Marshall, Co-Chair	John Hanna, Councilman
Brad Devries	
Dave Fisher	<i>STAFF MEMBERS PRESENT</i>
Glenn Gooding	Tom Guice, Community Development Director
Zena Mitchell	George Worley, Planning Manager
Roxane Nielsen	Ryan Smith, Community Planner & Committee Liaison
David Quinn	Kathy Dudek, Administrative Assistant & Committee's
Elisabeth Ruffner	Recording/Transcribing Secretary
George Sheats	
Gary Worob	

2. Committee Tasks:

- Member Introductions

Members of the Committee were asked to introduce themselves supplying information about their background and interests.

- Structure -- Co-chairs

Ms. Haubrich, as co-chairman, described the structure of the Committee and noted that the committee was selected by the present members of City Council. The co-chairs were also appointed by Council.

- Expectations

Mr. Smith proffered that the committee was formed to update and/or rewrite the 2003 General Plan. He noted that it is up to the committee to decide how to update the plan. Mr. Smith will take input from the committee and will be doing the actual

writing; and, the committee will be given the opportunity to critique the writing prior to finalization. The extent of the rewrite will be up to the committee. The committee is charged with making the 2011 General Plan (GP) reflect what the community wants; consequently, after the work is done, the GP will go to City Council for approval. After City Council approves the GP, it will be placed on a ballot for the voters of the City of Prescott to approve.

General comments and queries from members included:

- whether the 2003 GP goals were met
- water availability as an inhibitor to the GP
- because the defined and/or optional elements did not include financial information about the City – perhaps the committee will want to include that option.

Mr. Smith noted that the topics raised will be covered at a future meeting.

Ms. Haubrich and Mr. Marshall discussed the importance of the committee and the significance of the members who were appointed by Council. She noted this is a long-term commitment beginning with meetings twice monthly. Ms. Haubrich asked that members do their “homework” prior to the meeting. Attendance is important and members are expected to attend *all* meetings. Co-chairs may ask Council for replacements if members miss three meetings.

The meetings will be conducted with the co-chairs alternating between the meeting dates. Members are asked to pick up the agenda packets (unless elected to receive by e-mail) prior to the meeting. The meetings will start on time and will last a maximum of two hours. The public will be given the opportunity to speak during the last thirty minutes. Side conversation between members is not acceptable.

As ex officio members of the committee, input from the Council representatives is welcomed. Council members will not be voting on motions before the committee.

Mr. Guice noted that the Council members are liaisons between the Council and the GP Committee. Co-chair Marshall added that, because Council is so close to what is happening, input is coveted from the two councilmen.

If a committee member cannot attend a meeting call Kathy Dudek, Recording Secretary, at (928) 777-1205 to report the absence prior to the meeting. Voice mail messages are acceptable.

3. General Plan Update - Introduction:

- Description of Required Elements

Mr. Smith referenced the seven required elements of the GP. Ten optional elements may be added. The committee may also come up with optional element(s) that are not listed.

- Timeline

A suggested 18 months is desirable with the goal to present the GP to City Council in that timeframe; however, there are no constraints—it may take more or less time depending on the committee.

- Process

If everyone is prepared, the timeline may actually take less time. Please prepare for the agenda items prior to the meeting. Should questions arise, please call Ryan Smith at (928) 777-1209. Mr. Guice and Mr. Worley are also available to answer questions.

4. ARS Growing Smarter Statutes Requirements:

- Review and Adopt Public Participation Plan for Approval by Council.

Mr. Smith pointed out that the goal of the committee is to have members of the Committee be the “face” to ultimately achieve voter approval of the plan. Suggestions for an outreach plan have been listed in the staff report. The resolution prepared is broad in spectrum. Suggestions may be made by committee members for additional items for the resolution.

Mr. Guice explained that one of the principles of the Growing Smarter Statutes is public participation. Input from the public is a necessary part of the updated GP. A tremendous outreach effort is necessary, and staff will help the committee in any way possible.

Additional suggestions for the outreach program include:

- dividing the city into four quadrants, taking the “road show” to each of the four quadrants
- include social service agencies
- include the City’s communication director in the advertising plan
- seeking input from committees that have dealt with issues affecting the GP
- separating the issues to target the public interest for a particular issue
- using social media for outreach
- a “spotlight” link on the City’s website
- using “Survey Monkey” for statistical purposes
- educating the voters for the adoption of the GP
- asking the quad cities for input
- using groups such as the Lions Club, Rotary Club, etc., to further the outreach program
- using local radio programs to continually update the public.

Mr. Guice noted the importance of keeping the resolution as broadly written as possible and asked if the committee would be willing to change Resolution Item B slightly by adding (*words underlined*):

“B. The 2011 General Plan Committee and City staff shall identify stakeholders with input from the City Council, P&Z Commission, and the public.”

Ms. Nielsen, MOTION: to amend proposed Resolution Item B, to include: "B. The 2011 General Plan Committee shall identify stakeholders with input from the City Council, P&Z Commission, City Staff and the public." Mr. Sheats, 2nd. **Vote: 10-0-1** (Mr. Worob was excused from the meeting prior to the vote).

5. Regularly Scheduled Committee Meetings: 1st and 3rd Wednesday of the month suggested initially, then once a month thereafter. (Group Discussion)

After discussion, the committee reached consensus to have the initially scheduled bi-monthly meetings on the 2nd and 4th Wednesday of the month, starting June 8, 2011. The meetings will be scheduled for a two-hour period starting at 4:00 PM and ending at 6:00 PM. Requested staff will be available for the meetings.

6. Suggested Topics for the Next Agenda:

Committee members suggested the following topics for future meetings:

- the ten optional elements and/or any additional non-listed elements
- the Operating Plan of the City
- the Five-Year Capital Needs study [Mr. Smith will provide this document prior to the June 8, 2011 meeting].

Items to be agendaized for the next meeting on June 8, 2011:

- 2003 General Plan -- What Works
- Optional Elements Discussion
- Capital Needs Plan, 2050 Vision and Other Long-Range Plans

7. Adjournment:

Co-chairman Haubrich adjourned the meeting at 7:55 PM.

Miriam Haubrich, Co-Chairman

Terry Marshall, Co-Chairman

**Kathy Dudek, Administrative Assistant
& Recording/Transcribing Secretary to
the Committee**



2011 General Plan Committee Community Development

Date: Wednesday, June 8, 2011

To: Councilman Steve Blair, Brad Devries, Dave Fisher, Glenn Gooding, Councilman John Hanna, Miriam Haubrich, Terry Marshall, Zena Mitchell, Roxanne Nielsen, David Quinn, Elisabeth Ruffner, George Sheats and Gary Worob

From: Tom Guice, Community Development Director *TG*
George Worley, Planning Manager
Ryan Smith, Community Planner *RS*

Staff Memo 2003 General Plan Successes/2011 Plan Desired Outcomes

PURPOSE:

The 2003 General Plan contains substantial goals, some have been implemented and some have not. Committee members have been encouraged to read the 2003 Plan in the hope that the 2003 goals may be used to begin a dialog regarding the direction of the updated Plan.

BACKGROUND:

Different elements of the 03 General Plan were written by individual committee members. The entire document was later re-written by George Worley to make it flow better.

WHAT WORKS:

- The Introduction and Vision statement. Describes how the Plan was arrived at. This is the appropriate place for a portrait of Prescott and our feelings about our home. It also includes a public outreach summary, how elements were chosen and the intended Plan implementation process.
- Strategy and goal approach. The General Plan is a policy guide, which may ultimately be used as a precursor to a Strategic Plan. A Strategic Plan is an action plan with measurable goals, implementation dates and funding mechanisms. A good example of a successful General Plan goal and Strategic Plan goal may be open space acquisition. The past few years has seen large land purchases for open space.
- The current General Plan assumes that change and growth will happen. This is the basis of any long range plan. Change could encompass technology, available resources or the change in age of the population. Change isn't limited to growth.

- Inclusion of the latest thinking about community quality, areas of public interest and availability of resources all of which contribute to sustaining the community's quality of life.

WHAT MAY BE HELPFUL IN CREATING A USEFUL GENERAL PLAN:

- Information should not be repeated such as statistics or subjective feelings. It is easy to skip over material that is continually repeated and then miss what the section is about.
- Avoid too much obvious information such as how we feel about our City. The Plan is supposed to be a guide about the next 10 years. Users of the General Plan document will live or work in Prescott. Feelings are hard to sift through in a guiding document, especially when you are looking for a quantifiable goal. Feelings and history about our city are most appropriate when placed with the vision statement.
- A single author will make the document flow more evenly. It is very difficult to reword a document written by different authors without rewriting every sentence. A complete rewrite will take away the ownership of what was originally written and may change the meaning intended by the original author. Reading the 2003 General Plan document reveals the different authors basic writing styles, level of research, passion and even page structure.
- Do not assume things will happen such as the 11,000 acre annexation mentioned in the 2003 Plan. The next 10 years in Prescott could be a surprise. We have several assumptions that seem likely such as the Big Chino Water Ranch becoming a viable Prescott water source. We also assume that economic recovery may be slow. These types of variables should be taken into consideration, but, not assumed to be a certainty.
- Watch out for unattainable or legally challenging goals. Example:
 1. Waive all or part of Building Permit Fees to promote production. - These fees are mandated by Arizona Revised Statutes, fees must be paid by someone.

2011 GENERAL PLAN EXPECTATIONS:

The General Plan will establish the Citizen view of Prescott's future through various elements. This will include a vision statement, some background information, goals and strategies. Staff uses information in the General Plan when writing staff reports and Council memos - often providing suggestions and guidance to boards, committees and elected officials based on General Plan goals and strategies. As an example, staff may quote goals from the General Plan to support or discourage applications for rezoning or use permits.

It's tempting to add a lot of description about our beautiful city. The 2003 Plan provides historical information and briefly describes different sections of the city and the characteristics that make them unique. Some readers may feel that this is describing the obvious which detracts from the usefulness of the Plan. However, our goal is to garner public approval. Information and descriptions about neighborhoods will anchor the citizen to the Plan by giving him or her a common reference. It's desirable to reflect positive feelings about the place we call home to let the public know that this is a document about people. Again, the appropriate place for this is in the introduction. The elements themselves should stress goals and strategies.



2011 General Plan Committee Community Development

Date: Wednesday, June 8, 2011

To: Councilman Steve Blair, Brad Devries, Dave Fisher, Glenn Gooding, Councilman John Hanna, Miriam Haubrich, Terry Marshall, Zena Mitchell, Roxanne Nielsen, David Quinn, Elisabeth Ruffner, George Sheats and Gary Worob

From: Tom Guice, Community Development Director *TG*
George Worley, Planning Manager
Ryan Smith, Community Planner *RS*

Staff Memo 2050 Vision and Other Long Range Plans

PURPOSE:

To introduce the concept and relevance of other plans and reports to the development of the General Plan. The General Plan document should be primarily based on public input. The Committee should think of other plans as resources to support public opinion in the creation of goals and strategies.

BACKGROUND:

There are several types of long range plans that have been created to help guide decisions made regarding the future of Prescott. These plans include studies seeking to maintain an economic base, strategic plans to track money spent on projects and master plans to guide actual growth. Other plans are useful to the City in varying degrees depending on availability of funds, political issues and timing. Below are a few examples of long range plans for Prescott with a brief discussion regarding relevance to future growth:

- 2050 Vision - This was developed by a Committee assigned by a previous Mayor. It is similar to the General Plan in that it is an attempt to capture the desired view of what the City should look like in the future. However, this plan was not adopted by Council or approved by the voters. Therefore, it is not an official document of the City. It may be helpful as a reference document when looking for desirable future trends. The 2050 Plan may be found at: http://prescott2050.org/uploads/short_report2050.doc.
- Capital Investment Plan - This is a 5 year plan for actual projects, updated regularly and adopted by Council. It includes specific projects, funding

mechanisms, timetables and the department responsible for overseeing the project.

- APS Focused Future II - This is a plan developed under guidance of APS to identify desirable potential growth areas within the City. It also has not been officially adopted by Council. The Focused Future II Plan may be found at the City website: http://www.cityofprescott.net/d/focused_future.pdf.
- 2009 Airport Master Plan - This is a growth management plan, adopted by Council, indicating how and when growth will occur. It contains specific thresholds as to when growth should occur. The Airport Master Plan may be found on the City Website at: <http://www.cityofprescott.net/documents> (note: this link will contain other links to the various chapters).

USING OTHER PLANS WHEN CREATING A GENERAL PLAN:

Be cautious of information and data, all previous plans may contain dated information. Also, other plans are available that were not written specifically for Prescott, but contain relevant information for our area. For example, Federal handbooks exist for open space and water shed conservation.

Information from other plans and reports is useful, but, should not be merely copied into the General Plan. Statistics and/or Tables may help to substantiate an appropriate goal. However, it is desirable and acceptable to summarize this information and refer back to the original document. Duplication of other documents should be avoided whenever possible to reduce unneeded text and to increase the readability of the General Plan.

Attachments:

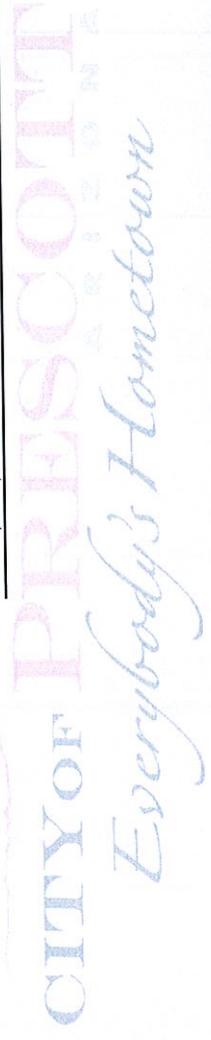
Capital Investment Summary (List)

(Note: paper copies of plans are available upon request)

HURF, Streets & Open Space CIP

FY13-17

Page No.	Project Description	FY2013	FY2014	FY2015	FY2016	FY2017
N/A	Open Space	500,000	500,000	500,000	500,000	500,000
76	Pavement Maintenance and Preservation	4,372,630	4,503,809	4,638,923	4,778,091	4,921,434
82	Highway Safety Improvement Grant Program (HISP)	600,000	600,000	600,000	600,000	600,000
83	Yavapai Hills Drainage Improvements	550,000	550,000	550,000	550,000	550,000
87	Willow Creek Wall Rehabilitation	100,000	100,000			
88	Willow Creek Channel Improvements	50,000	600,000	600,000		
89	NPDES	150,000	175,000	175,000	175,000	175,000
90	SR89/Side Road Connector Roundabout	200,000				
92	Intersection Signalization Project	325,000		1,128,432		325,000
94	Ruger Road Realignment and SR89 Roundabout	1,210,830				
95	Annual Pavement Marking Contract	150,000	150,000	150,000	150,000	150,000
99	Engineering and Safety Projects	50,000	50,000	50,000	50,000	50,000
100	Overland Trail Bridge Reconstruction - Design	500,000				
103	Walker Road Reconstruction	655,000				
105	Pavement Management	30,000	30,000	30,000	30,000	30,000
107	Stormwater Management Maintenance Program	50,000	75,000	100,000	100,000	100,000
106	Sidewalk Extensions - ADA Compliance	25,750	26,523	27,318	28,138	28,982
108	Signal Replacement Equipment	25,000	25,000	25,000	25,000	25,000
109	Street Lights (New and Replacement)	10,000	10,000	10,000	10,000	10,000
2	Update of 2003 General Plan	3,000				
110	Traffic Calming - Various Streets	25,000	25,000	25,000	25,000	25,000
111	Downtown Street Reconstruction/Drainage/Utilities	100,000				
112	Traffic Signal Design - Various Locations	10,000		10,000		10,000
113	Sundog Connector Storm Ranch - DA City Share		1,420,635			
		9,692,210	8,840,967	8,944,673	7,021,229	6,940,416



Water Fund CIP FY13-17

Page No.	Project Description	FY2013	FY2014	FY2015	FY2016	FY2017
120	Copper Basin Tank Reservoir	851,400				
N/A	Big Chino Water Ranch - Monitoring and Modeling	1,050,000	1,050,000	1,050,000	1,050,000	1,050,000
122	Small Water Main Replacements	1,167,000	1,061,000	1,239,000	1,126,000	1,315,000
123	Granite Creek and Willow Creek Dam Repairs	437,500				
125	Airport Zone Production/Recovery Wells	1,197,000	133,000	1,197,000		
126	Hassayampa Pump Station - New Zone 19	319,770				
130	Copper Basin Tank Reservoir Piping - Sheriff's Posse Trail to New Reservoir	119,130				
132	Water Model Update		170,000	176,000	232,000	188,000
134	Storage Tank Maintenance Program	165,000	170,000	170,000	182,000	182,000
135	Capital Contingencies	800,000				
136	Yavapai Hills Lower Pump Station Upgrade	106,000	109,000	112,000	115,000	119,000
137	Booster Station Upgrade	44,000	46,000	48,000	50,000	52,000
138	Production Well Maintenance	41,000	43,000	45,000	47,000	49,000
139	PRV Upgrades	13,000	14,000	15,000	16,000	17,000
141	Leak Detection Program	2,000				
2	Update of 2003 General Plan	625,000				
143	12" Line Virginia St - Virginia St Pump Station to Foothills Pump Station	513,000	1,419,000			
144	Haisley New Tank Reservoir	500,000				
145	Haisley A (Virginia) Pump Station Rehabilitation	100,000	2,173,814			
146	Prescott Canyon 1.25 MG Tank Reservoir & Piping	75,000	375,000			
147	12" Line Skyline, Horizon, Lookout - Upper Thumb Butte PS to Upper TB Tank	17,000			19,000	
148	Rates Updates			3,700,000		
149	Mingus Tank Reservoir Replacement		600,000	3,700,000		
150	SR69 Corridor All Phases Water Infrastructure		510,000	1,650,000		
151	Upper Rancho Vista Pump Station Rehabilitation		478,000			
152	12" Line Sundog Connector		309,000			
153	18" Line Smoke Tree Lane - 30" Main at Willow Creek to Birchwood Cove		200,000	1,465,000		
154	12" Line Meadowbrook, Forest Hills Rd - Thumb Butte Rd to Thumb Butte Tank		160,000	1,100,000		
155	Mingus Pump Station Rehabilitation				100,000	500,000
		\$ 8,302,800	\$ 9,015,814	\$ 11,967,000	\$ 3,113,000	\$ 3,472,000



Wastewater Fund CIP FY13-17

Page No.	Project Description	FY2013	FY2014	FY2015	FY2016	FY2017
156	Airport Phase 1 (3.75MG) (Debt Issue)	26,000,000	8,400,000			
159	Capital Contingencies	165,000	170,000	176,000	182,000	188,000
161	Lift Station Rehabilitation	153,000	157,000	111,000	115,000	119,000
162	Chemical Root Control	83,000	115,000	89,000	92,000	126,000
163	WWTP SCADA System	75,000				
2	Update of 2003 General Plan	2,000				
164	Sundog Trunk Main	750,000	350,000	3,250,000	1,820,000	
165	Rate Analysis	17,000			19,000	
166	Sundog Solids Handling Rehabilitation		2,320,000	5,280,000	2,376,000	2,000,000
167	Hassayampa		650,000			359,000
168	Sundog Digester Cleaning		328,000	340,000	3,400,000	4,080,000
169	Sundog Headworks, Septage Receiving and Odor Control				600,000	3,000,000
170	Pleasant Valley				100,000	720,000
171	Brush-Lincoln (See Gurley)					1,760,000
172	Sundog Plant Expansion				8,704,000	12,352,000
		27,245,000	12,490,000	9,246,000	8,704,000	12,352,000



Airport CIP FY13-17

Page No.	Project Description	FY2013	FY2014	FY2015	FY2016	FY2017
179	Terminal Area Study	700,000				
180	New ARFF Truck	500,000				
181	Security Upgrades Design	157,895				
182	Pavement Maintenance Program 2013	675,500				
183	Runway 12/30 Relocation Design	650,000	300,000			
184	Environmental Assessment for RW 21L ext. RW12/30		2,000,000	4,500,000		
185	Runway 12/30 Relocation Construct		1,500,000			
186	Security Upgrades Construction			700,000		
187	New Terminal Building Design					
188	Land Acquisition for RW 21L ext RW12/30 approach protection and Terminal Building			3,045,000		
189	Design Runway 21L Extension			1,500,000	700,000	
190	Pavement Maintenance Program 2016				13,300,000	
191	New Terminal Building Construct					15,000,000
192	Runway 21L Extension - Construct					700,000
193	Pavement Maintenance Program 2017					
	Subtotal Airport Grant Requests	2,683,395	3,800,000	9,745,000	14,000,000	15,700,000
	Less Federal Share	(2,549,225)	(3,610,000)	(8,942,750)	(7,315,000)	(14,880,000)
	Less State Share	(67,085)	(95,000)	(243,625)	(350,000)	(392,500)
	Total Airport Grant Requests	67,085	95,000	558,625	6,335,000	427,500
	Total Airport Capital Outlay/Projects/Grants	67,085	95,000	558,625	6,335,000	427,500

