



2025 GENERAL PLAN  
COMMITTEE  
AGENDA

2025 General Plan Committee  
NOTICE OF PUBLIC MEETING  
September 28<sup>th</sup>, 2022  
2:00 PM

Council Chambers + Zoom Meeting  
201 S. Cortez St.  
Prescott, Arizona 86303  
(928) 777-1207

The following Agenda will be considered by the **General Plan Committee** at the meeting to be held **September 28<sup>th</sup>, 2022**. Notice of this meeting is given pursuant to Arizona Revised Statutes, Section 38-431.02.

**Join Zoom Meeting** <https://us02web.zoom.us/j/89663692048?pwd=Y0s4cU8xcEhpbTJSb3AxMDQzWnpvUT09>  
**Passcode:** 988324

**Dial by your location**

1 346 248 7799 or  
1 669 900 6833

**Meeting ID:** 896 6369 2048  
**Passcode:** 988324

- 1. Call to Order
- 2. Roll Call

| MEMBERS       |                                  |
|---------------|----------------------------------|
| Don Michelman | Deborah Thalasis                 |
| Ted Gambogi   | Gary Worob                       |
| Andre Carman  | James McCarver                   |
| Ralph Hess    | Mary Fredrickson                 |
| Jim Huffman   |                                  |
| Rod Moyer     | Eric Moore, Council Liaison      |
| Terry Sapio   | Brandon Montoya, Council Liaison |

- 3. Discussion & Action Items
  - A. Approval of August 24, 2022 minutes.
  - B. Committee Responsibilities
    - a. Gathering Public Vision for City
      - i. Public Outreach and Participation Strategy
      - ii. Volunteer Coordination
    - b. Refine and Prioritize Public Vision
    - c. Advocate for Voter Approval of Plan after Approval by Council

- C. Staff Responsibilities
  - a. Staff Project Team
  - b. Following State Statutes
  - c. Utilizing Best Practices
  
- D. Review of 2025 Draft General Plan Timeline (In Binder)
  
- E. Plan for Next Meeting: Wednesday, October 26<sup>th</sup> @ 2pm

4. Adjournment

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Prescott City Hall on 9/21/22 at 2:00 p.m. in accordance with the statement filed by the Prescott City Council with the City Clerk.

  
Sarah Siep, City Clerk

**THE CITY OF PRESCOTT ENDEAVORS TO MAKE ALL PUBLIC MEETINGS ACCESSIBLE TO PERSONS WITH DISABILITIES.** With 48 hours advanced notice, special assistance can be provided for sight and/or hearing-impaired persons at this meeting. Reasonable accommodations will be made upon request for persons with disabilities or non-English speaking residents. Please call the City Clerk (928) 777-1272 to request an accommodation to participate in this public meeting. Prescott TDD number is (928) 445-6811. Additionally, free public relay service is available from Arizona Relay Service at 1-800-367-8939 and more information at [www.azrelay.org](http://www.azrelay.org)



MINUTES OF THE REGULAR MEETING OF THE 2025 GENERAL PLAN REVIEW COMMITTEE HELD ON AUGUST 24, 2022, IN CITY COUNCIL CONFERENCE ROOM, LOCATED AT 201 SOUTH CORTEZ STREET, PRESCOTT, ARIZONA.

**1. Call to Order**

The meeting was called to order at 3:00 p.m.

**2. Roll Call**

Present:

Member Andre Carman  
Member Mary Fredrickson  
Member Ted Gambogi  
Member Ralph Hess  
Member Jim Huffman  
Member James Carver  
Member Don Michelman  
Member Rod Moyer  
Member Terry Sapio – excused  
Member Deborah Thalasis  
Member Gary Worob  
Council Liaison Montoya  
Council Liaison Moore

Staff Present:

George Worley, Planning Manager  
Sarah Siep, City Clerk  
Tammy Dewitt, Community Planner

**3. Discussion & Action Items**

*A. Committee Tasks & Member Introductions*

Member Thalasis introduced herself and commented that she has been in Prescott five years this month and has 32 years working in local government. Moved here by choice and really cares about the community.

Member Fredrickson introduced herself and stated that she has been here since 2014 and has been on Board of Adjustments for a number of years, also served on the School District Board/CASA. Feels looking at the plan and determining if it is expansive but also generalized and ensuring the next one is understandable to the voters.

Member Worob introduced himself and commented that he has been in Prescott 16 years and involved in Economic Development for over 40 years. Served on the last General Plan Committee and hopes to see more people involved this time around.

Member Huffman introduced himself and said he has been in Prescott for five years and looks forward to contributing to this process. His background is in Physics and is involved in Community Service through the Airport Advisory Committee.

Member Carman introduced himself, he is a lawyer here in town and has been in Prescott since 2004. He has six children, coaches at Prescott High School, and looks forward to bringing a new perspective to this committee.

Member Gambogi introduced himself saying he has been in Prescott since 2013 and has been on the Planning & Zoning Commission for many years. The General Plan is referenced by the Commission often and looks forward to making it digestible.

Member Hess introduced himself, he is a retired Yavapai County Superior Court Judge and former City Attorney, worked with the City of Prescott and participated in the 2003 General Plan process. The next 10 years are going to be critical.

Member Moyer introduced himself and said that he has been here for 20 years, served on the open space commission previously and is active on Save the Dells.

Member McCarver introduced himself and stated that he has been here since 1984, is a doctor and volunteer in the community. He also serves on the Prescott Preservation Commission.

Member Michelman introduced himself and commented that he serves on the Planning & Zoning Commission. He moved to Prescott twenty-one years ago, involved with Habitat for Humanity and foundation at Yavapai College. This is his second general plan committee he has been on and wants as much input as possible on the updated plan.

Ms. Dewitt thanked everyone for their time and reiterated the importance of public input. These meetings will be broadcast and available via Zoom.

### *B. Structure & Open Meeting Laws*

Ms. Dewitt stated that agendas and materials will be sent in advance of the meetings. The Committee will be reviewing other jurisdictions recently updated General Plans for new information that has been included and there will be lots of information to share.

City Attorney Joseph Young provided a presentation on Open Meeting Law whose concept is openness in government. Arizona's public policy is that official deliberations and proceedings are conducted openly to maximize public access and participation and any uncertainty is resolved in favor of openness. A meeting is a gathering in person or through technological

devices that consists of a quorum. Mr. Young also review public records laws and conflict of interest.

Member Worob discussed a General Plan Subcommittee that was formed a number of years ago and asked if they are allowed to do that.

Mr. Young responded that if a Subcommittee is formed that would be a public body and they would have to follow all Open Meeting Law Requirements.

*C. Expectations, General Plan Update Introduction & A.R.S. Growing Smarter Statute Requirements*

Ms. Dewitt reviewed the General Plan process and why it is being updated. The General Plan is a public document that guides future land use decisions. It must be readopted by a vote of the public and staff's plan is to have on the 2025 primary election.

Elements Required by Statute:

- Land Use
- Circulation
- Open Space
- Growth Areas
- Environmental Planning
- Cost of Development
- Water Resources
- Economic Development – added by CoP
- Community Quality – added by COP

Additional over 50k population (that communities can choose to add):

- Recreation Element
- Transportation/Transit
- Public Services
- Public Buildings
- Housing Element
- Conservation, rehabilitation and redevelopment element
- Safety element
- Bicycling element
- Neighborhood preservation and revitalization element
- Climate Elements

Member Thalasis asked if the population is triggered by the last census.

Ms. Dewitt confirmed, the City of Prescott is at 45,827 so it is good to look to the future and see what we might want to add.

Member Fredrickson asked if the city tracks population outside of the census.

Mr. Worley added that the city gets estimates annually and they are very accurate so staff will have information for 2021/2022 in the spring of this coming year.

Member Worob asked if the Committee members can voice what they feel is important to be included.

Ms. Dewitt stated they should do so, and she continued with a review of the Public Participation plan which was adopted by Council but will be fluid throughout this process. Staff did apply for a grant to hire a consultant and awaiting news on that. Goal is in 2023 to begin rewriting the General Plan and do public outreach. In 2024 staff will finish up the draft and conduct additional public outreach. Additionally, the draft will go through Planning & Zoning Commission and Council before it is prepared for the 2025 ballot and sent to the County in February 2025.

#### *D. Committee Meeting Schedule*

Ms. Dewitt commented that the options for meetings are Wednesday or Tuesdays on off Council weeks. For September that would be September 20<sup>th</sup> potentially. The Committee will meet in October and then take November/December off for the holidays and staff preparation. Beginning in January 2023 meetings will resume with an at least once a month schedule.

Member McCarver asked what time they would be meeting.

Committee Consensus that Wednesdays at 2 pm is most appropriate for them. Next meeting will be on Sept. 28<sup>th</sup> at 2 pm, and on October 26<sup>th</sup> at 2 pm.

Mr. Worley commented that the climate study, census numbers and other important information will be available beginning in January so that will be an option for the future meetings.

Member Worob asked how the public will know they can participate via Zoom.

Ms. Dewitt stated the Zoom will be on the agenda.

Member Huffman asked if Committee Member input will be included in the proposals.

Ms. Dewitt confirmed, this is a fluid process and will be able to update things as we go.

#### *E. Suggested Topics for Next Agenda – 2015 General Plan What Works*

Ms. Dewitt suggested for the next meeting discussing what worked in 2015 plan and what they feel doesn't work/needs to be added.

Member Gambogi suggested that on the next agenda an item for discussion on specific input from members regarding what works for General Plans.

Staff confirmed they will have information regarding other General Plans.

Member Worob asked about a survey and if that would be grant funded.

Ms. Dewitt said it is not dependent on that, staff could do something on survey monkey etc.

Member Moyer commented that the 2015 General Plan references the 2008 Master Plan and if that is included or if they can get a copy of that.

Ms. Dewitt stated staff will email it out.

Member Thalasis commented that she was reviewing General Plan Minutes from the last adoption and would like to get information on the force and effect of the Plan.

Mr. Worley responded that staff will go over the statutes and prepare information regarding that at the next meeting.

Member Hess commented that he would like a discussion on the relationship between the Prescott, Prescott Valley General Plan and Yavapai Comprehensive General Plan at a future meeting. There is much that is regional in nature to this that he would like to discuss, and these should interconnect.

Ms. Dewitt responded that Prescott Valley just adopted their General Plan and the County is working on theirs. Staff does review and coordinate with surrounding jurisdictions, but the City's General Plan is exclusively for our community.

Mr. Worley added that a Regional Cooperation element is a possibility for the General Plan. The city has a unique relationship with Prescott Valley because we have a touching boundary which needs to be looked at even further.

Member Worob stated that the last time this was done the Committee invited everyone to discuss the General Plan, and if that could be done again it would be his recommendation.

#### **4. Adjournment**

There being no further business to discuss, the City Council Subcommittee for Appointments meeting adjourned at 4:12 p.m.

#### **CERTIFICATION**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Council Appointment Committee held on the \_\_\_ day of September, 2022. I further certify the meeting was duly called and held and a quorum was present.

Dated this \_\_, day of September, 2022.

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Sarah M. Siep, City Clerk

# **General Plan 2025 Update Public Participation Plan Implementation Schedule**

## **Public Participation Plan Implementation Schedule (July 2022):**

- 1) Create Citizen Participation Plan (July 2022)
- 2) Appointment of General Plan Committee (July 2022).
- 3) Identify stakeholders with input from the City Council, P&Z Commission, General Plan Committee and staff. (August 2022)
- 4) Create Web page link, Facebook page and email dedicated to the General Plan Update (September/October 2022) including:
  - a) Schedule of proposed Area Meetings, Public Hearings and their locations.
  - b) List Tammy DeWitt, Community Planner, as main contact with e-mail and telephone number. List George Worley, Planning Manager as alternate contact.
  - c) Create an on-line neighborhood issues survey (formatted so that the printed copy can be refolded after being filled out for ease in returning by mail).
  - d) Provide access to General Plan maps as they are developed.
  - e) Provide access to summaries of each Element on paper and via web (clearly noted as draft version #, then final version).
  - f) Format the plan-related pages with a theme for the General Plan update.
- 5) Periodically place a General Plan Update the agendas of the P&Z Commission and the City Council (begin November 2022).
- 6) Media Campaign (begin November 2022):
  - a) Publish a series of informational articles in the "Prescott City Page" and Press Releases and/or letters to the editor in the "Courier" referencing the web site.
  - b) Submit Press Releases to the Arizona Republic.
  - c) Add flyer/notice to utility bills regarding the General Plan with a schedule of meetings and locations with a reference to the web site.
  - d) Prepare list of City boards, commissions and committees, stakeholders and other interested parties for mailings and individual contact.
  - e) Set up static displays at Library, Community Centers and other City Buildings with information about the General Plan and update process.
  - f) Identify areas that may require canvassing and solicit assistance from local civic groups, the Boys Scouts or other neighborhood groups wanting community service projects. Investigate methods to deliver surveys or information or to direct residents to the web site for information.
  - g) Post a schedule of meetings on the Facebook page.
- 7) Schedule series of initial neighborhood or area meetings. (January-March 2023)
  - a) Utilize cable access channel, web site, Prescott City Page, local radio stations, Owners Association newsletters and the Courier to advertise the meeting schedule.
  - b) Prepare questions designed to gather citizen wants, needs, concerns and general comments.



- c) Create a survey and/or comment card to allow citizens to send comments to staff after neighborhood meetings. Place a reference on the survey/comment card to the web site address for updates and additional information regarding the Plan elements.
- d) Create stickers to be handed out by robots on courthouse square during events
- 8) Assemble all public commentary and suggestions and prepare revised Elements (April-June 2023).
- 9) Review of Draft Plan elements by City Departments for internal consistency (April-June 2023).
- 10) Submit Draft Plan elements to City Council for preliminary review (July 2023).
- 11) Prepare first complete draft for public review and commentary (August-October 2023).
- 12) Schedule two Planning & Zoning Commission Public Hearings at two separate locations (November-December 2023).
  - a) Advertise these meetings the same as the initial Zoom/town meetings.
  - b) Provide maps and summaries of each element and indicate how earlier public commentary was integrated into the Plan. If public comments were not integrated, indicate why.
- 13) Submit revised draft plan to City Council for second preliminary review (February 2024).
- 14) Submit draft to required agencies and interested parties for 60-day review period (post on website) (April-May 2024).
- 15) Following 60-day review period: (June 2024)
  - a) Follow-up with all agencies and interested parties that received a copy of the draft plan and submitted comments.
  - b) Revise Plan elements as needed based on other agency reviews.
  - c) Revise maps and backup data for final draft.
- 16) Submit final draft for review and public hearing before the City Council (plan for two meetings if necessary in August 2024).
- 17) 120 days prior to election notify County Elections Department of intent to place General Plan on the August 2025 ballot and provide them the approved ballot question language (February 2025).
- 18) Begin major media campaign regarding General Plan and upcoming ratification vote (February 2025).
  - a) Publish notices in "Prescott City Page" encouraging voter participation, continue to reference web site for up-to-date plan information.
  - b) Contact the Courier and the Arizona Republic and solicit articles. Submit Press Releases notifying the public about the ratification election.
  - c) Include proposed land use map insert with Press Releases and newsletter articles.
  - d) Meet with stakeholders, Owners Associations, civic groups and other interested parties to answer questions about the General Plan.
  - e) Place static displays at Library, Community Centers and other City Buildings notifying the public of the ratification election.
  - f) Advertise General Plan Update web site at public access computers in Library.
- 19) Ratification Election. (June or August 2025).