

I. PROCEDURES

- A. Call to Order Chairman Williams called the meeting to order at 7:00 p.m.
- B. Pledge of Allegiance Chairman Williams led the pledge of allegiance.
- C. Roll Call Present were Chairman Buck Williams, Vice Chairman John Holst and Commissioners Greg Brooks, Brad Massey, and Josh Smiley. Commissioners Gabe Ayala and Harry Schmitz were absent. Present from staff were City Manager Brandon Buchanan, Building Inspector Tim Pettit, and City Clerk/HR Director Susan Kerley.
Rick Counts, Counts Planning, was present.
- D. Adoption of Agenda Commissioner Holst made a motion to adopt the Agenda as presented. Commissioner Massey seconded the motion, and it carried 4-0.
- E. Approval of Minutes from September 20, 2012 Commissioner Brooks made a motion to approve the minutes as presented. The motion was seconded by Commissioner Smiley, and it carried 4-0.

II. Public Participation

Ruth Sanzari asked why minutes of the last meeting were not posted on the website. It was explained that there have been no P & Z meetings in 2013 – the last meeting was September 20, 2012.

III. KICKOFF WORKSHOP – 2013 GENERAL PLAN – Rick Counts, Counts Planning

WELCOME

Planning and Zoning Commission Introduction, Chairman Buck Williams

Chairman Williams stated that this Workshop is being held to reevaluate, and make changes and corrections to the City of Williams General Plan.

DESCRIPTION OF GENERAL PLAN UPDATE PROCESS

Rick Counts distributed three items to all attending: 1) Agenda; 2) Feedback Survey; and 3) Excerpt from the 2003 Williams General Plan. Community Sciences Corporation completed the 2003 General Plan; however, their operation has shrunk back to New Mexico, and the Arizona operation is now Counts Planning.

Arizona Statute Requirements

- *The Plan must have an update every 10 years.*
- *Planning statutes in Arizona underwent major change through the Grow Smarter program.*

They require certain topics to be covered by every city of a certain size.

General Plan Elements – Rick Counts reviewed the seven elements we are covering.

Implementation Program

Statutory Review Period – Before the Plan goes into effect, it goes to public hearing at a P & Z meeting and another at City Council. There will be an on-going dialogue of how we will polish, update, and improve upon the Plan. Rick suggested that we look beyond the boundaries of the City and said he will accept ideas of what to include.

Workshops / Public Hearings

Kickoff Workshop, April

Preliminary Draft Workshop, June

Presentation Draft Workshop, July
P & Z Commission Hearing, September
City Council Hearing, October

PLAN ELEMENT DISCUSSION

- * Land Use: *Suggestions were offered by members of the public: Need multi-family housing industry, maybe mobile home manufacturers, need to develop around the freeway to improve its appearance, and need all types of housing.*
- * Circulation: *A through road from Grand Canyon Blvd. and Airport Road is needed. Franklin and Grant Avenues have become more important. The current circulation works – we just need improvement in condition of streets. One more through street is needed. We need additional east/west traffic patterns. Tie Franklin into Rodeo on down to 7th as a corridor and continue Rodeo through to the west.*
- * Water Resources: *Improvements and new approaches in wastewater and treatment of effluent. Areas of interest might include water quality, storage, Santa Fe Dam, gray water and recycling.*
- * Costs of Development: *Make sure new development pays its own way and does not become a burden on existing taxpayers.*
- * Growth Areas: *Airport and north of I-40 were identified along with privately-held land surrounded by the Forest.*
- * Open Space: *This has to be supported and developed by the private sector – don't look to the City for this. We need a dog park, and we need to do something to attract people here. Another view was that Williams has too much open space and needs to increase revenues by attracting businesses.*
- * Environmental Planning: *Figure out ways to improve the business cycle, land use and growth areas, 4FREI program with the USFS, fire restrictions,*

Community Changes Since 2003 Plan Adoption
Goals and Objectives
Current Issues for each Plan Element

BREAK: 8:00 – 8:15 p.m. Citizens completed opinion surveys.

CITIZEN FEEDBACK

Participant Opinion Survey Breakout
Review Selected Survey Responses

CONCLUDING COMMENTS/ SUGGESTIONS

Planning and Zoning Commissioners: *Councilman Wurgler said the Airport property has to be used for something related to aviation. It takes an act of Congress to change its status. This may be something we want to add to the General Plan – limitations on developing that property also include infrastructure. Of the 337 acres at the Airport, 40 are developable. This needs more investigation before including it in the Plan.*

Citizen Participants: *Mike Cowen asked how we might address the quality of development. John Holst pointed out the P & Z Commission spent months developing a Main Street Overlay. There has been no support for regulating use within the Commission or the public. Chairman Williams said that we must have input and participation.*

IV. ADJOURN

The meeting ended at 8:40 p.m.

Buck Williams, Chairman

Susan Kerley, City Clerk

DRAFT

I. PROCEDURES

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- E. Approval of Minutes from April 18, 2013 Commissioner Massey made a motion to approve the minutes as presented. The motion was seconded by Commissioner Brooks, and it carried 4-0.

II. Public Participation: None

III. . CITY OF WILLIAMS GENERAL PLAN UPDATE DRAFT PLAN WORKSHOP

June 20, 2013 City Council Chambers 7:00-8:30 p.m.

PLANNING AND ZONING COMMISSION INTRODUCTION

Chairman Buck Williams

PREVIEW OF WILLIAMS GENERAL PLAN PRELIMINARY DRAFT

Major Sections Overview Presentation: Questions from Commission and Participants

- *The meeting stalled at this point when Commissioner Brooks shared his concern at the lack of public presence. He was concerned that the public is not here because he has many questions to voice.*
- *Rick Counts was hoping for some input into the draft available tonight. He had planned to release some form of the draft in mid-July. He cannot do that if this meeting does not proceed. He did not think that delaying and doing nothing tonight was good.*
- *Commissioner Williams reviewed a plan:*
 - *Commissioners could read the draft plan prepared for this evening if they had another month.*
 - *A new meeting time could be set for comments (July 22, 2013).*
 - *This gives the community a month to be notified of the availability of the draft plan and their opportunity to make comments and offer input.*
 - *On July 22, 2013, the process will proceed with or without public participation*
 - *Hard copies of the draft will be available at City Hall.*

- *Susan Kerley, City Clerk, explained to the Commissioners that Rick Counts is under contract with the City to make a limited number of visits to the City to generate the 2013 General Plan.*
- *Rick Counts said he would try to accommodate as best as he can. On the one hand, he was deeply disappointed, but he is also enthused. The more input the sooner, the better. He asked that comments and suggestions be sent to him by email within two weeks. He encouraged folks to emphasize, when trying to drum up interest, that support for the document can be important for the community.*
 - *Josh Smiley asked Williams-Grand Canyon News Reporter, Marissa Freireich, if she could include information in the paper to notify folks of the opportunity to review the draft plan and to attend the July 22nd meeting. She said, "Yes."*

I. INTRODUCTION

- A. How to Use This Plan
- B. Community Planning Perspective
- C. Williams Planning Vision
- D. General Plan Principles

II. GENERAL PLAN ELEMENTS

- A. Land Use B. Circulation C. Water Resources D. Costs of Development
- E. Growth Areas F. Open Space G. Environmental Planning

III. GENERAL PLAN IMPLEMENTATION PROGRAM

- A. General Plan Amendment
- B. Phased Implementation Actions
- C. Plan Monitoring *
- D. Land Use Decision Keys * * Subsections C and D deleted in Draft

COMMUNITY DISCUSSION

Recommend additions, revisions and editorial changes on any aspect of the Draft.
Follow-up arrangements can be made for providing specific details or language.

CONCLUDING COMMENTS/SUGGESTIONS

Planning & Zoning Commissioners
Citizen Participants
Next Steps

IV. ADJOURN The meeting ended at 8:14 p.m.

Buck Williams, Chairman

Susan Kerley, City Clerk

I. PROCEDURES

- A. Call to Order Chairman Williams called the meeting to order at 7:02 p.m.
- B. Pledge of Allegiance Chairman Williams led the pledge of allegiance.
- C. Roll Call Present were Chairman Buck Williams, Vice Chairman John Holst and Commissioners Gabe Ayala, Greg Brooks, and Brad Massey. Commissioners Josh Smiley and Harry Schmitz were absent. Present from staff were City Manager Brandon Buchanan and City Clerk/HR Director Susan Kerley.
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- D. Adoption of Agenda Commissioner Brooks made a motion to adopt the Agenda as presented. Commissioner Ayala seconded the motion, and it carried 5-0.
- E. Approval of Minutes from April 18, 2013 Commissioner Brooks made a motion to approve the minutes as presented. The motion was seconded by Commissioner Ayala, and it carried 5-0.

II. Public Participation: None

III. CITY OF WILLIAMS GENERAL PLAN UPDATE DRAFT PLAN WORKSHOP

Rick Counts asked the Chairman to get observations from Commissioners and their comments on whether the form will be useful to Council and other groups.

Commissioner Holst:

- He went through the General Plan Draft and compared it to the 2003 Plan. It is similar except for some cutting and pasting.*
- He asked for clarification between “Main Street” and “Historic District.”*
- The 2003 Plan talks about improving the image and building the market. This has positively happened in the last 10 years. Now we need to focus not on quantity of changes but on the quality of changes and things that are beneficial to the community.*
- He was looking for and didn’t find an update on maps and various tools. Nothing was done on new mapping.*
- He said that the Commission directed Staff to cooperate and provide all necessary information to the consultant. This apparently has not happened. He basically sees the same Plan as 2003.*

Commissioner Brooks asked how could they vote on something with no changes.

Rick Counts noted that further refinements will be made during the next 60 days. It is common for changes to occur during the review period.

Chairman Williams said it is extremely difficult to give an opinion on maps that are marked “to be revised.”

Rick Counts pointed out that he was having problems getting help from Coconino County’s GIS Office, and their charge runs \$70/hour.

Commissioner Brooks replied that he was unaware we were having problems. He said he could get any map in his office in Flagstaff.

Brandon Buchanan asked what revisions have been provided by Commissioners.

Commissioner Holst said that they would expect Staff to provide maps and information to Rick.

Brandon Buchanan pointed out that Staff has provided information, but it is not completely up to Staff.

Commissioner Holst remembered that in 2003, Staff was proactive in getting folks to join in and brought together a good group. The public has been derelict, Commissioners should have provided information, and Staff should not have just sat back.

Public Participant Patty Williams added that she has tried to get attendees out to give their input. They reply, "Why? The City will do what it wants anyway."

Commissioner Brooks said the Commission needs to establish that it is not like it was in 2003. There is a need to address potential growth, not just take a shot in the dark. There are now more people here. The Commission is a little upset because there's just a little over a month left to get this together. We need to discuss the Plan and come up with a recommendation.

Rick Counts said that, unless Commissioners wanted to respond to the question of whether the document will be useful, he would continue on by asking for public comments.

Ruth Sanzari asked if we are extending the City limits.

Rick Counts said, "No." We need to mention we are in a region and are not just an isolated community.

Melanie Daugherty asked if potential growth areas outside the City could be included.

Rick Counts said that growth areas around the borders of the City could be mentioned.

Commissioner Holst added that the annexation done 20 years ago was very impressive. So it is difficult to look at expansion in the future. Even infill may be difficult.

Chairman Williams agreed that the size of the City on the map on page 19 has not changed.

Commissioner Brooks said that 90% of Williams is owned by the Forest Service. There is no need to talk about circulation, water resources, open space and environment. There is only a need to talk about Land Use and Growth Areas.

Rick Counts led a discussion on Land Use:

- In the 2003 Plan five or six growth areas were identified. Now only two growth areas need to be emphasized for economic reasons: Those with available resources at or near their properties and those already served by City utilities. One of these is the Gateway I-40 area and the other the Main Street area.*
- Because available resources are not nearby, the focus on Garland Prairie and the Airport areas needs to be de-emphasized. We need to divide the focus between potential resort development and commercial mixed use. This would allow land use mapping to proceed expeditiously. Determined land use is about the same as 10 years ago.*

Commission Holst: He understands the Gateway I-40 area, but Main Street is not really a growth area. He suggested talking about residential if talking about growth areas. One area that shows as a resort area but is clearly residential is Escalante. There is nothing laid out for entry-level housing. He assumes that the area by Bearizona is planned for resort development because of the hundreds of thousands of dollars the City has put into the Boulevard.

Commissioner Brooks: We have the opportunity to have a little of everything. Bruce Bennett is trying to get the Old School and La Pinada going. We do need to look at Circulation on how to move locals, not tourists.

Rick Counts said it is for the public to show the areas where development would be most welcome and logically situated. For that reason, it might make sense to indicate we've had success in these areas, and what we need is quality development in the Main Street area. It has immediate access to I-40 at several points. His advice would be to emphasize those and numerous other opportunities. The City would welcome any input.

Patty Williams suggested looking at putting in a road to connect with Garland Prairie Road south

of I-40.

Rick Counts mentioned that new housing attracts new jobs and vice versa. If something is done in the Garland Prairie area, the City should be cognizant it is an entry point to the City and needs to look good.

Commissioner Holst stated that, if the Commission needed to make changes, he wishes it had been brought to them sooner.

Commissioner Brooks pointed out that areas of development are just west of town in Escalante and just east of town near Garland Prairie Road. He urged everyone to keep an open mind and all options open.

Chairman Williams asked, "How many have gone through the 2003 Plan?" Commissioner Holst had pored over it. No one else responded.

Commissioner Holst said that the City has made no change to its General Plan in 10 years. There is no input, and it's getting very frustrating. They are not getting updates now.

Rick Counts noted that Commissioner Holst made one particularly good point about changes. He spent the last part of the 2003 Plan showing how to make changes. The City kept it as part of its General Plan but didn't follow its own policy. No changes were done. We will do the best we can with what we have. He asked the kind people in attendance to jot down their ideas and suggestions.

Public Participant Melanie Daugherty asked if there are areas where the infrastructure is already in place.

Commissioner Holst replied that the tail ends of the systems are east out by Stuckey's [more recently, CarQuest]. That has to be part of major improvement to infrastructure. The western area was developed by the Golf Course. North and South contain more difficult areas because it's tough to get water and sewer lines installed.

Melanie Daugherty expressed her hope that the General Plan doesn't limit the potential for future growth.

Rick Counts referred to pages 29-32 of the Draft. Growth areas can make themselves. He quoted Recommendations #1 and #2 from pages 31-32. He doesn't want to rule out Garland Prairie or the Pouquette property.

Ms. Daugherty added that in their contract with the City for one acre of property, there is a guarantee of water to the property, and it will be available without violating any regulations.

Commissioner Holst asked her what kind of relationship she was looking at with the City.

Ms. Daugherty replied that she and her family would like to sell to a developer. They are trying to build an element of cooperation with the City. Most of all, they would like to have a positive attitude with the City. At the beginning stages, they gave the Commission information on their property so the Commission would have it. She doesn't want the City's Plan to limit possible development on their property.

Commissioner Brooks stated that it is better for the City to get sales tax from residents than property tax. Annexation does not guarantee City services.

Chairman Williams initiated a break from 8:04 p.m. until 8:15 p.m.

Commissioner Holst made a last comment before leaving the area of development. He noted one change in the 2013 Draft Plan. The old Plan encouraged new development in areas already serviced. This needs to be included in the 2013 Plan. Doing a cost benefit analysis and who pays for it seems to have changed in the 2013 Plan. It seems to be recommended on new growth incentives – picking the most promising developers and giving them assistance. This just seems wrong.

Rick Counts addressed this misconception by saying it means the developer willing to pay the most costs.

Commissioner Holst said that in the past it has meant giving incentives to someone who has an

idea for making a quick buck,

Rick Counts showed that this item has been included on page 28, "foster development in already-serviced areas."

Commissioner Holst agreed that it was already included, and asked that the bottom of page 31 be fixed.

Commissioner Brooks said his issue is that we should not be picking and choosing who develops. Policies and procedures should govern, and it should not be a General Plan issue.

Rick Counts explained that it means: Do a reality check on what a developer will pay.

Commissioner Holst suggested that if it is part of the General Plan, it should be project-specific and not developer-specific, or project-centric and developer-centric.

Chairman Williams asked if there were any other Commission comments.

Unidentified Public Participant: He asked at the front desk for a copy of the Draft Plan. They did not know what he was talking about, and he left without a copy. He just got a copy before this meeting.

Commissioner Holst asked Unidentified Participant if he had been involved with duplex housing and if he had any comments.

Unidentified Public Participant did not answer question but mentioned that the Forest Service is doing a Master Plan revamp and so is the City, but there seems to be no communication between the two.

Commissioner Holst said there's too much to do and too little time.

Rick Counts will include the Forest Service on the list for those getting copies of the Plan to review.

Chairman Williams told Commissioners that they needed to decide to approve the Plan or not.

Commissioner Holst suggested that, if the main income of the town will continue to be from tourism, we will have to look at noise. Every major tourist area ((Cody, and Jackson Hole, Wyoming) have dealt with this issue. He suggested getting with BNSF to see what it will take to get wayside horns. This should be an action item.

Commissioner Brooks said Flagstaff made a deal with BNSF to build an overpass in order to get the wayside horns.

Commissioner Brooks made a motion to move the 2013 General Plan along and send it to Council after the requested revisions are made. Commissioner Ayala seconded the motion, and it carried 5-0.

Rick Counts said he will try to turn around the suggestions and map by about August 1st. This will give two to three more days for input. This timeline will allow for an early October P & Z hearing and presentation to Council at its second meeting in October.

IV. ADJOURN

Commissioner Brooks made a motion to adjourn, and it was seconded by Commissioner Massey. The meeting ended at 8:35 p.m.

Buck Williams, Chairman

Susan Kerley, City Clerk

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- C. Roll Call Present were Chairman Buck Williams, Vice Chairman John Holst and Commissioner Harry Schmitz . Commissioner Josh Smiley attended telephonically. Commissioners Gabe Ayala, Greg Brooks, and Brad Massey were absent. Present from staff were City Manager Brandon Buchanan, Building Inspector Tim Pettit, and City Clerk/HR Director Susan Kerley.
Rick Counts, Counts Planning, was present telephonically.
- D. Adoption of Agenda Commissioner Holst made a motion to adopt the Agenda as presented. Commissioner Schmitz seconded the motion, and it carried 4-0.
- E. Approval of Minutes from July 22, 2013 Commissioner Holst made a motion to approve the minutes as presented. The motion was seconded by Commissioner Smiley, and it carried 4-0.

II. Public Participation: None

III. PUBLIC HEARING

Chairman Williams asked for comments from the public.

- The first response came from Denise Poquette who reminded Commissioners that some of her family members attended the July meeting, requesting that the Poquette property south of the City be identified in the Plan as property that could be developed in the future. Chairman Williams said that will be determined by Mayor and Council at their next meeting.
- Commissioner Holst commented that the Plan covers all the necessary points.
- Commissioner Smiley said he appreciates the revision of the mission statement.
- Angela Horvath of the Coconino County Public Health Services District (CCPHSD) read a letter issued by that agency. They submitted comments in four areas: Road Improvement, Air Quality Preservation & Improvement, Public Transportation, and Ongoing Development.

- IV. Commissioners will deliberate and make a motion, recommending that City Council adopt the 2013 General Plan or not recommending adoption: B. Williams***
- Chairman Williams asked for comments from the Commissioners:
- Commissioner Holst offered a response to Denise Poquette. He directed her to page 31 of the Plan where the document addresses development south of town.
 - Commissioner Schmitz asked if the City was considering bike lanes. Commissioner Williams replied that there was insufficient use. Commissioner Holst mentioned that one reason Linear Park was created was to accommodate walkers for their everyday use. He believes Williams is more pedestrian-friendly than Flagstaff. The point will be taken and considered for the Plan.
 - Rick Counts said he provided Commissioners with the proposed edits in a two-page memo, showing changes in wording that will be inserted in the text if approved. He has been trying to

get feedback from several reviewing agencies for more than 60 days. These include the Arizona Commerce Authority, the Department of Water Resources, Northern Arizona Council of Governments (NACOG), the Kaibab National Forest, and the Director of Coconino County Planning. The Department of Water Resources provided a response letter to the City with no negative comments and, generally, in approval of the Plan. Mr. Counts appreciates the constructive suggestions from Karen Peters, Josh Smiley and Melanie Daughtery. Rob Krombeen sent an email, saying how appreciative he was of the work done by the Commission. John Holst was instrumental in reviewing the section on the Historic District. Commissioner Smiley said he appreciated comments by Angela Horvath and would be in favor of minor tweaks to the Plan.

- Commissioner Holst added that some major changes in the land use plan were accomplished without much discussion. He directed two questions to Tim Pettit: Is Bearizona zoned fully commercial? Tim Pettit replied in the affirmative. Commissioner Holst asked about the zoning at Gonzales Lake. Tim's response was that it is zoned for mixed usage.
- Rick Counts added that the land use map does not represent existing zoning but reflects suggestions by the public, Commission, and Staff. He said it invites consideration of private property owners to apply for rezoning. It does not automatically confer zoning change.

Commissioner Holst made a motion to adopt the 2013 General Plan as presented with the changes suggested by the Health Department. Councilman Schmitz seconded the motion, and it carried 4-0.

V. ADJOURN

Commissioner Schmitz made a motion to adjourn, and it was seconded by Commissioner Holst. The motion carried 4-0. The meeting ended at 7:27 p.m.

Buck Williams, Chairman

Susan Kerley, City Clerk