

**CITY OF SURPRISE**  
**Regular City Council Work Session**  
**Joint Meeting with Planning and Zoning**  
**Commission**  
**16000 North Civic Center Plaza**  
**Surprise, AZ 85374**

Tuesday, September 16, 2014 @ 05:00 PM

**A. Call To Order**

**B. Roll Call**

Mayor Wolcott called the **Regular City Council Work Session (Joint Meeting with Planning and Zoning Commission)** to order at 05:00 PM at Surprise City Hall, Community Room, 16000 North Civic Center Plaza Surprise, Arizona 85374, on **Tuesday, September 16, 2014**. Also in attendance with Mayor Wolcott were Vice Mayor Hall, Council Member Winters, Council Member Biundo, Council Member Williams, Council Member Villanueva and Council Member Tande.

The following Planning and Zoning Commissioners were present: Chair Blair; Vice Chair Somers; Commissioner Chapman; Commissioner Bieniek; Commissioner Smith; Commissioner Pervi and Commissioner Hoyler.

**Arts & Cultural Advisory Commission:** Kathie Morgan, Margaret Lieu, Jean Dibner, Susan De Jong & Mary Melby

**Board of Adjustment:** Jerry Matney, Richard Yost & Larry Poinier

**Community & Recreation Advisory Commission:** Wayne Turner, Dave Sanders & Ronald Jensen

**Disability Advisory Commission:** John Yeager

**Regular City Council Work Session - Joint Meeting – September 16, 2014 – Page 2**

**Judicial Selection Advisory Commission:** Richard Jensen

**Personnel Appeals Board:** Stanley Mucha

**Public Safety Personnel Retirement System:** Jerry Huston

**Surprise Municipal Property Corporation:** Ken Wright

**Tourism Advisory Commission:** DeAngelo Hall, Gabriel Rivas & Frank Dias

**Youth Civic Leaders:** Iona Mikaio & Siera Petry

**Public** Ken Johansen; Ann Marie Hand & Peter Salazar

**Staff Present:** City Manager, Bob Wingenroth, City Attorney, Misty Leslie, City Clerk, Sherry Ann Aguilar; Mike Gent, Mike Frazier, Terry Young, April Reynolds, Mark Coronado, Cindy Coen, Deb Perry, Debbie White, Jamie Sullivan, Lynda Davis, Barry Hegrenes, Hobart Wingard, Paul Frie, Donna Miller and Stephen Chang.

Mayor's opening comments.

**Regular Agenda Items – Non Public Hearing::**

**1) Discussion and presentation regarding Open Meeting Law**

City Attorney, Misty Leslie gave a powerpoint presentation regarding current Open Meeting Law. All Boards/Commissions are defined by the same rules as Mayor and City Council and must follow the same guidelines. Technology is a hot topic relating to meetings such as emailing, texting, Facebook, Twitter, etc. If others join in on the conversation this could be construed as a violation.

All boards/commissions have a staff liaison that is responsible for distributing information to all of the members, please be careful with replying to all when receiving and responding to emails.

Agendas and necessary language – If it's not on the agenda, it cannot be discussed.

Executive Sessions – guidelines for entering e-session; only listed for specific purposes.

Commissioner Yaeger – Commission reports – mini discussions on activities. Attorney Leslie commented that reports should be informational only and no discussion.

## **2) Discussion and presentation on General Plan 2035 Goals and Policies**

A powerpoint presentation was reviewed and presented by Lloyd Abrams, Long Range Planning Manager.

Goals & policies – Development; growth; village planning; connectivity; natural resources; Creation of a downtown;.

Maps to display growth from 2000 to 2010, and showing areas of growth stall out.

Mayor Wolcott commented that a retreat was held last November 2013, to discuss what do we want to be when we grow up. The notes are reflected in the presentation.

Vice Mayor Hall – Jobs and water. Not interested in creating housing that doesn't have sustainable water. Will depend on job growth.

Mayor Wolcott – We know that we need jobs, 91% of our workforce here in Surprise leaves our City daily. Preservation of our employment corridors.

Ms. Leslie – we will be holding a date for the Summit to discuss work plan for the General plan.

Commissioner Hoyler – Foothill areas need to be addressed and looked at wisely. Larger lots, zeroscape, etc.

Commissioner Somers - an incentive for infill.

Council Member Tande – Budget process, city manager implementing limiting concerns about water and jobs, taking steps forward. Infill, I am all for that. Wildlife Corridors are a positive. Needs to be quality development throughout.

## **Regular City Council Work Session - Joint Meeting – September 16, 2014 – Page 4**

Mayor Wolcott - More than 1 to 1 – we are behind.

Chair Blair – My concern is the 100 water supply, why is this? Shouldn't this be the developer?

Commissioner Hoyler - What data is the State pulling this info from?

Council Member Williams – We have been talking about this a long time, what other cities are in comparison to us. If you want executive housing, then that's the market we need to go after.

Commissioner Smith – Do we compare ourselves to other cities with senior population?

Commissioner Hoyler – Executive jobs, what type specifically are you looking for? Small franchisees; warehouses, etc..

Vice Mayor Hall – We want all to come in.

Anchor stores, malls, who are we targeting that does bring in the revenue?

Recess @ 5:56 p.m., reconvened at 6:12 p.m.

Continuation of Goals and policies.

Quality of Life – neighborhoods, housing, education, wellness indicators all forms stated in the general plan.

Connectivity in all forms to the white tanks regional park.

Mayor Wolcott asked that we define what a park is, not just 10 acres or retention area.

Commissioner Pervi – rural areas - How long do I have to wait on medical attention?

Commissioner Chapman – a number of developers come in with small developments, not enough for a school site, and the school and park doesn't happen.

Council Member Tande – Council set policy defining structure relating to schools and parks.

Conservation, recreation and open space

Ms. Leslie - Connectivity – work with HOA's on sharing open space and encourage connectivity between the developments.

## **Regular City Council Work Session - Joint Meeting – September 16, 2014 – Page 5**

Commissioner Hoyler – Many residents will pay higher fees to have a good quality of life, they are giving up something to have this. DMB is doing something right all of their developments work very well.

Council Member Williams – Marley Park is a special situation, but other areas maintain the same as a CFD. If it's a City park, then that's different. HOA's will take care of small pocket parks.

Commissioner Pervi – Village parks an option?

Vice Mayor Hall – What constitutes a neighborhood park? It is usable space?

Mayor Wolcott – Not every neighborhood in Surprise is governed by an HOA. I don't know how this is going to change and what this means for Surprise.

Mr. Coronado – Less than 5 acres. A regional park would be over 120 acres. 3 acres per 1000, below the standard.

Council Member Williams – When a developer comes forward and says they have expanded open space, I want them to clearly define this. Is it usable space?

Transportation – Roadway systems; transit; alternate modes

Finance infrastructure

### **3) Discussion and review of proposed changes to the General Plan Implementation Section**

Attorney Bronski gave an overview of the amendment.

Vice Mayor Hall – So this item does not need to go to the voters because it's a minor amendment, correct? Yes that's correct. This will be to tweak some of the process.

Planning Commission recommended approval of the proposed changes.

Powerpoint review

Need clarification on what you are looking for in executive housing, many varieties. Values based or amenities based.

Commissioner Smith gave a definition of his thoughts on executive housing.

**4) Review of Council Priorities and Objectives from the November 2013 retreat**

**5) Preview presentation regarding the first General Plan Summit**

Economic Development

Transportation

Sports Tourism

Competitive Recreation Area

TOOL BOX –

Strategic Plan

2035 Village Map

Development Team

Zoning and Land Use Tools

Who can zone? Explanation. The developers can ask, but you do not have to approve the request.

Preliminary vs. Final Plat

Annexation Process

Partnerships

Development Agreements

Job Training Credits

Creative Incentives

Special Taxing Districts

Carrots and Sticks

General plan status report review

Preview presentation regarding the first General Plan Summit

**Regular City Council Work Session - Joint Meeting – September 16, 2014 – Page 7**

Discussion of opportunities and methodologies available to achieve Council Objectives and full implementation of the general plan.

Adjournment:

Mayor Wolcott adjourned the Regular City Council Work Session of September 16, 2014 at 8:05 PM.

---

Sharon R. Wolcott, Mayor

**ATTEST:**

---

Sherry Ann Aguilar, City Clerk

**CERTIFICATION:**

I, Sherry Ann Aguilar, City Clerk for the City of Surprise, Maricopa County, Arizona, do hereby verify that these are the true and correct minutes of the Regular City Council Work Session/Joint Meeting of **Tuesday, September 16, 2014.**

---

Sherry Ann Aguilar, City Clerk

# Open Meeting Law

---

A Refresher

# The Open Meeting Law



## POLICY:

All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings.

All legal action of public bodies shall occur during a public meeting.

A.R.S. §38-431.22

# Purpose of Open Meeting



To ensure that the public has an opportunity to observe what the government is doing,

How the government is doing it,

And why the government is doing it.

# To Whom Does It Apply?



Council and subcommittees.

All meetings.

A meeting is the gathering, in person or through technological devices, of a quorum of the members at which they discuss, propose or take legal action.

A.R.S. §38-431.

# Quorums Can Be Created



## With Technology

Phone calls  
E-mails  
Text Messages

## With Correspondence

Letters  
Faxes  
Memos

Using Staff to Transmit Information

Members meeting in smaller groups

# Communication With Staff



Staff can provide the entire committee with factual information.

Staff cannot be used to messenger information between members.

Staff cannot poll votes.

Staff should not respond to a question from one member by responding to the entire group.

# Agendas



Items must “contain such information as is reasonably necessary to inform the public of the matters to be discussed or decided.”

Because people that are interested in an issue may not be present if not given notice that the committee would discuss the issue.

Agendas must be made available no less than 24 hours before the meeting.

- ARS § 38-431.9

# Agendas



Provide notice of the TIME, DATE, PLACE,  
of the MEETING and the ITEMS TO BE  
DISCUSSED

**Items NOT on the Agenda  
CANNOT be discussed.**

# Executive Session



- ✓ Only Confidential discussions
- ✓ Cannot occur in public
- ✓ No final decisions made
- ✓ Only held for certain listed purposes

## Questions or Comments?



# General Plan

City Council

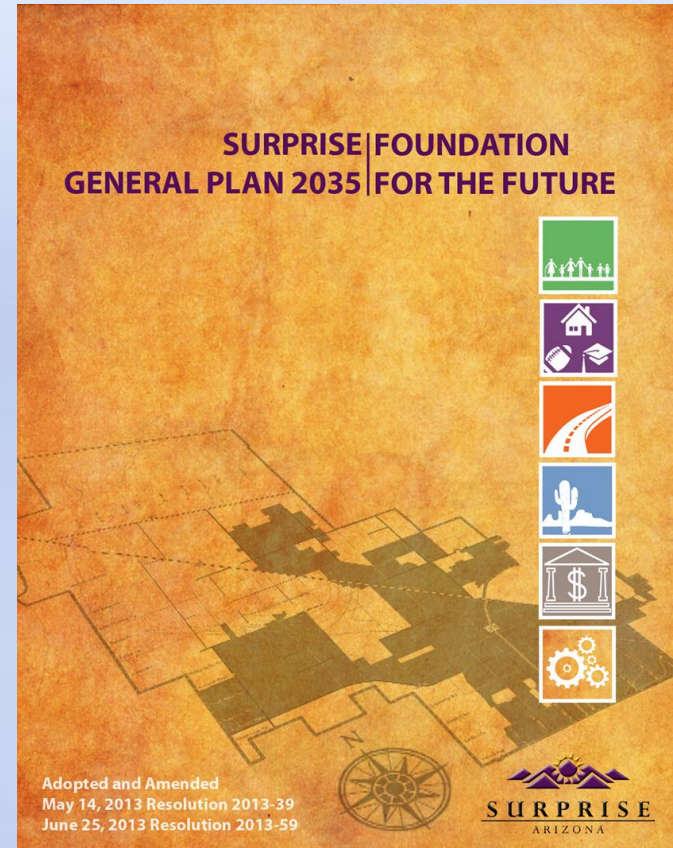
Sept. 16, 2014



# General Plan Facts



- Approved November 5, 2013 by 71.8 % of the Voters
- General Plan consists of
  - 6 Chapters
  - 21 Elements (17 mandated)
  - 95 Goals
  - 428 Policies



- Development
- Quality of Life
- Transportation
- Resources
- Finance, Infrastructure, and Services

## Development

- Growth
- Village Planning
- Connectivity
- Natural Resources
- Downtown

## Quality of Life

- Neighborhood Planning
- Housing
- Rehabilitation & Redevelopment
- Education
- Conservation, Recreation & Open Space
- Arts & Culture

## Transportation

- Roadway Systems
- Transit
- Alternate Modes

## Resources

- Environmental Planning
- Conservation
- Water Resources
- Energy

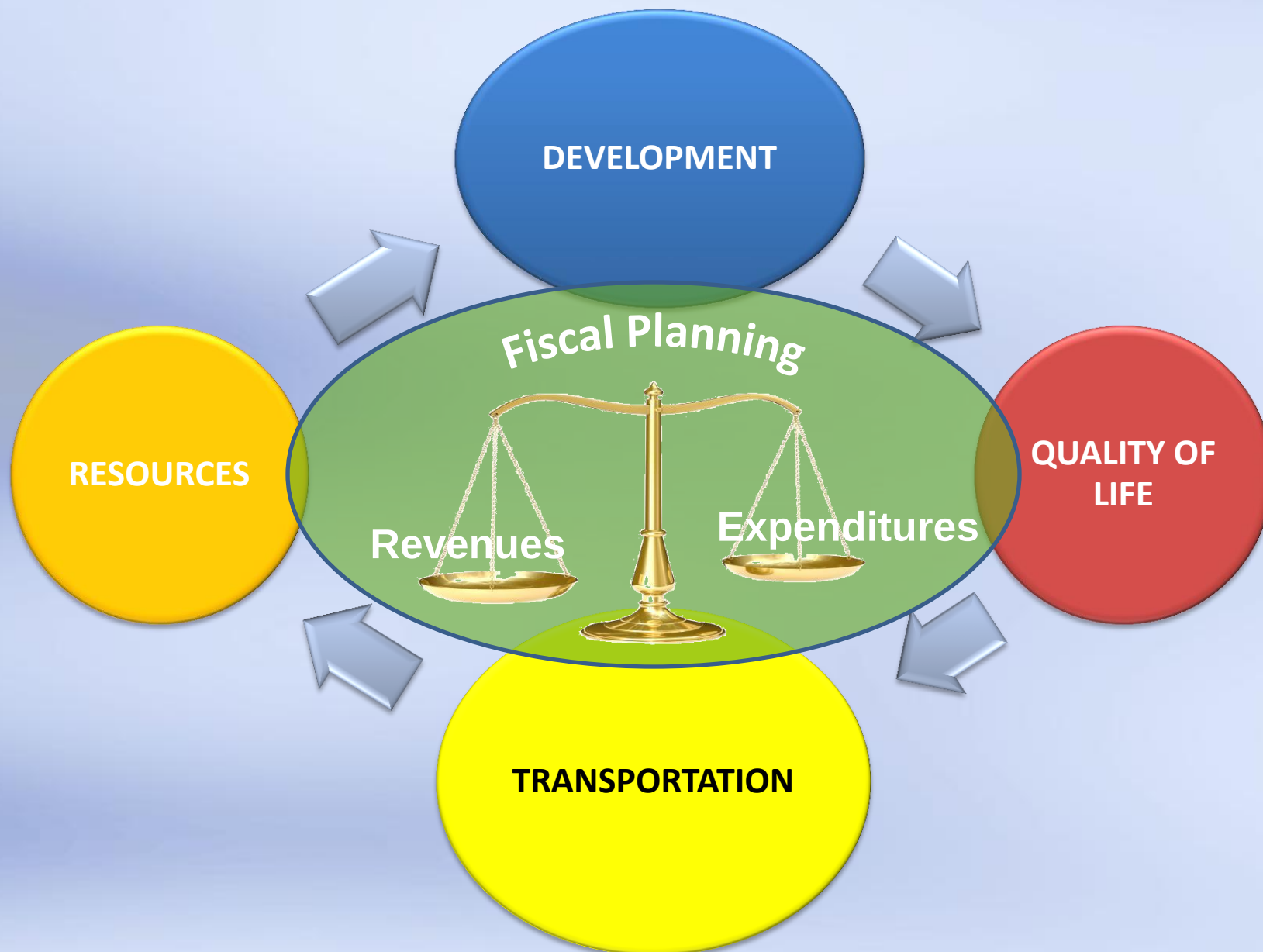
## Finance, Infrastructure, and Services

- Cost of Development
- Public Buildings & Services
- Public Utilities
- Health & Safety

# General Plan is the Driver



- General Plan – Sets Goals and Policies
- Strategic Plan – Prioritize the Goals
- Village Plan – Provides the Localized Guidelines
- Zoning Ordinance – Regulations to Enforce the Plan
- Fiscal Planning – Ensures Progress



# General Plan Summit

## What to Expect



## Back Ground Information:

- Population Changes
- Annexations
- Development and Redevelopment Development on Infill
- Residential Development
- Commercial Development
- Preserved Open Space
- Employment
- Infrastructure Improvements
- New Public Facilities
- Land Acquisition and Disposal Plans

## Status Update:

- Summary evaluating the city's progress toward achieving the Surprise General Plan 2035 goals and policies, and implementation of action items and programs.

## Work Forecast:

- Staff recommendations regarding future year(s) initiatives and resource/funding.
- Capital Improvement Project Identification and prioritization.

## Capital Improvement Program

Objective- To reflect the goals and policies established by the City's General Plan and Council's Strategic Plan by systematically planning, scheduling, managing, monitoring, prioritizing, and financing capital projects to ensure cost-effectiveness implementation.

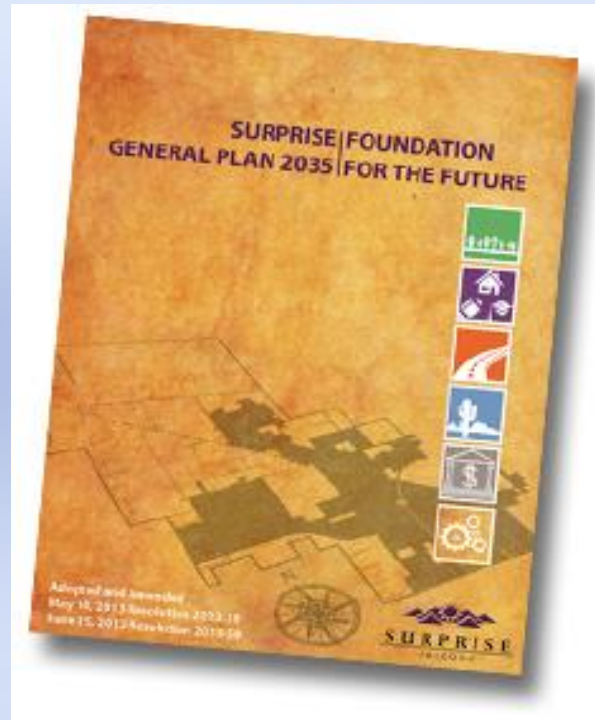
- Fiscal 2015 CIP Project Status
- CIP Program Criteria & Process
- Anticipated Fiscal 2016 CIP Projects
- Ask for Council Input and Financial Commitment

# MINOR GENERAL PLAN AMENDMENT

Fall 2014



# Section 6.0 - Implementation



## GENERAL PLAN 2035 FOR THE FUTURE

# PURPOSE for FS 14-315



## Minor Amendment to Expedite Creation of Village Plans:

- Amends Implementation Section 6.0
- Clarifies and Consolidates Requirements
- Adds Numbering System for Ease of Reference





# CHANGES

**Begin Section by Section Review**





- **Section 1 – INTRODUCTION: no changes**
- **Section 2 – ACTIONS / 2.1 Process Changes**
  - **Move Date of Summit to Fall to allow decisions to be incorporated into Spring Budget process**
  - **Simplify Status Report process to allow single joint Summit**
  - **Consolidates Requirements to streamline process and improve clarity**



- **Section 2 – ACTIONS / 2.2 Procedures and Responsibilities**
  - Added City manager responsibility to process GP amendments
  - Clarified Zoning Administrator has responsibility to interpret general plan



# **Section 3 – General Plan Amendments**

- **3.1 More limited amendments do not require a review of every element**
- **3.2 & 3.3 Clarified language**
- **3.4 Re-ordered from above and Clarified language**



# Section 4 – Specific Plans

- Consolidated  
Repetitious Sections
- Reorganized Info  
Describing Specific Plans





# Section 5 – Village Plans

- Reorganized Info Describing Village Plans
- Clarified the Village Plans are a form of Specific Plan
- Added Creation/Amendment Authority
- Consolidated Redundant Element Sub-sections





# Section 6 – Status Report and Work Plan

- Adds Spring Amendment to Status Report and Work Plan
  - ☐ Fall Update - Status of Projects ( 2.1)
  - ☐ Spring Update - New Direction from Summit (6.0)





# Planning Commission Recommends Approval 2 proposed Changes

1. Sec. 5.2/para 2: The Planning and Zoning Commission will hold a public hearing on any proposed village **plan** or amendment to a village plan and will forward it to the City Council with any recommendations. The City Council will hold a public hearing and make a final decision on the proposed plan or plan amendment.



## 2. 6.0 Status Report and Work Plan

The Surprise General Plan 2035 includes an ambitious list of goals and policies. Given the large number of policies and actions and the limited resources that may be available to the city, it is not possible to fund every action and program in the plan all at once. Effective implementation of this General Plan will require a periodic prioritization of the goals and actions for funding purposes over the life of the Surprise General Plan 2035. Implementation will be carried out through the **The** Status Report and Work Plan and Summit Process described in Section 2.1 **will be the guide to achieving the goals of the Surprise General Plan 2035.**



# QUESTIONS?

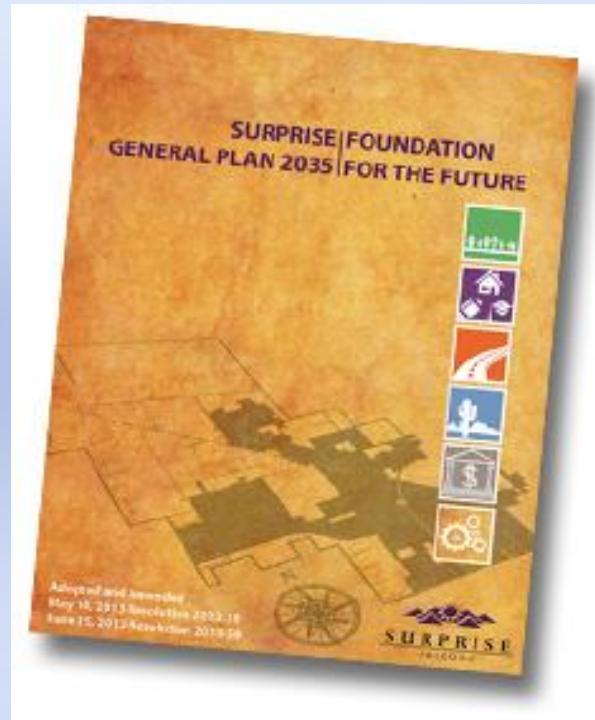


# MINOR GENERAL PLAN AMENDMENT

Fall 2014



# Section 6.0 - Implementation



## GENERAL PLAN 2035 FOR THE FUTURE

# PURPOSE for FS 14-315



## Minor Amendment to Expedite Creation of Village Plans:

- Amends Implementation Section 6.0
- Clarifies and Consolidates Requirements
- Adds Numbering System for Ease of Reference





# CHANGES

**Begin Section by Section Review**





- **Section 1 – INTRODUCTION: no changes**
- **Section 2 – ACTIONS / 2.1 Process Changes**
  - **Move Date of Summit to Fall to allow decisions to be incorporated into Spring Budget process**
  - **Simplify Status Report process to allow single joint Summit**
  - **Consolidates Requirements to streamline process and improve clarity**



- **Section 2 – ACTIONS / 2.2 Procedures and Responsibilities**
  - Added City manager responsibility to process GP amendments
  - Clarified Zoning Administrator has responsibility to interpret general plan



# Section 3 – General Plan Amendments

- 3.1 More limited amendments do not require a review of every element
- 3.2 & 3.3 Clarified language
- 3.4 Re-ordered from above and Clarified language



# Section 4 – Specific Plans

- Consolidated  
Repetitious Sections
- Reorganized Info  
Describing Specific Plans





## Section 5 – Village Plans

- Reorganized Info Describing Village Plans
- Clarified the Village Plans are a form of Specific Plan
- Added Creation/Amendment Authority
- Consolidated Redundant Element Sub-sections





# Section 6 – Status Report and Work Plan

- **Adds Spring Amendment to Status Report and Work Plan**
  - ☐ **Fall Update - Status of Projects ( 2.1)**
  - ☐ **Spring Update - New Direction from Summit (6.0)**





# Planning Commission Recommends Approval 2 proposed Changes

1. Sec. 5.2/para 2: The Planning and Zoning Commission will hold a public hearing on any proposed village **plan** or amendment to a village plan and will forward it to the City Council with any recommendations. The City Council will hold a public hearing and make a final decision on the proposed plan or plan amendment.



## 2. 6.0 Status Report and Work Plan

The Surprise General Plan 2035 includes an ambitious list of goals and policies. Given the large number of policies and actions and the limited resources that may be available to the city, it is not possible to fund every action and program in the plan all at once. Effective implementation of this General Plan will require a periodic prioritization of the goals and actions for funding purposes over the life of the Surprise General Plan 2035. Implementation will be carried out through the **The** Status Report and Work Plan and Summit Process described in Section 2.1 **will be the guide to achieving the goals of the Surprise General Plan 2035.**



# QUESTIONS?

