

**Meeting Notes**  
**2013 Comprehensive Plan Update Steering Committee Meeting**  
**January 30, 2013**

The 2013 Comprehensive Plan Update Steering Committee met at the Council Chambers at Sun Valley City Hall on January 30, 2013.

**Call to order**

Mayor Dewayne Briscoe called the meeting to order at 4:00 p.m. He conducted a roll call of Steering Committee members and confirmed a quorum was present. The Mayor welcomed members of the Steering Committee and thanked them for volunteering.

**Present:** John Calvert, John Carver, David Holmes, Nancy Humphrey, Wally Huffman, Cynthia Knight, William Merizon, Peter Palmedo, Chuck Rumpf, Dick Anderson (for Tim Silva), Chris Thiessen, Susan Tucker, Liz Warrick, Marlene Lowry, Pat McMahon, Daniel Olmstead, Lisa Stelck.

**Also Present:** Mayor Dewayne Briscoe, Community Development Director Mark Hofman, Community Development Planning Technician and Associate Planner Isabel Lui, City Attorney Adam King, John O'Connor, Allen Spafford, Nils Ribbi, Kevin Laird, Barry Laboviski, John Gaeddert, Don Loppin, Peter Hendricks.

**Background for comprehensive plan update**

Mayor Briscoe pointed out a lot of things have changed in the community and a number of requests had been received in the past years to amend the comprehensive plan. Instead of amending the comprehensive plan piecemeal, Mayor Briscoe and the City Council warranted the adoption of a holistic approach to review and update the plan, two years ahead of the original schedule required by statute.

**Process for selection of committee chairman**

Mayor Briscoe asked for volunteers from the Steering Committee to act as chairman to facilitate future meetings. The chairman is expected to work with staff on meeting agendas, resource requirements and review materials. He or she should have the capability of keeping the effort focused and each member up to speed by adopting an impartial stance in steering the members to achieve progress in the comprehensive plan update. Mayor Briscoe invited those who were interested in the chairperson position to contact him directly. He stated he would appoint a chairman prior to the next Steering Committee meeting.

**Guidance on understanding the role of the comprehensive plan in land use planning and ground rules for future meetings**

Adam King, City Attorney for the City of Sun Valley, made a presentation about the role of the comprehensive plan in land use planning. He read out the Local Land Use Planning Act with highlights on the purpose of comprehensive plan, i.e. to create a guide that balances government planning interests and private property rights. He pointed out that the future land use map is a vision and does not pose the legal obligations of ordinances. The Future Land Use Map should be differentiated from the zoning map which is city ordinance and requires legal compliance. Nevertheless, the comprehensive plan should not be ignored in the planning process.

King reiterated that the Steering Committee was the Mayor and City Council's appointed committee and it was subject to Open Meeting Laws. He explained about the difference between public meetings and public hearings. Steering Committee meetings are public meetings where the public are observers and active participants. The public would be given a chance to make comments which would be inputs for the update process.

King distributed a memo titled “Statutory Guidelines” to members of the Steering Committee.

### **Overview of the update process**

Mark Hofman, Community Development Director, gave a general overview of the update process. The update would initially be based on the 2005 Comprehensive Plan format. The Steering Committee would look at everything in this Plan to amend outdated information and add new information in response to the changes within the community. Staff would act as facilitators, i.e., to guide, assist and provide information to members. The Steering Committee would decide their approach in the updating process; think about how to break up the 2005 Comprehensive Plan into sections for updating, which in the end would capture the intent and vision of the community and stakeholders within the specific action items.

Hofman reiterated the importance for Steering Committee members to place the interest of the overall community over that of the individual neighborhood that they represented, while representing their own interests and concerns. Individual members should talk to their neighbors on issues that are of concern to them and gather background information.

### **Information sharing**

Information relating to the 2013 Comprehensive Plan update effort and progress will be available on the City website for access by both the Steering Committee members and the general public. Hofman, together with Isabel Lui, Associate Planner, walked the Steering Committee members through the City website, showing them where to locate the “2013 Comprehensive Plan Update” section, “Public Notices” section and “Sign up for Eblasts” section.

### **Timeline for public meeting notices and agendas**

It was emphasized that the Steering Committee meetings were public meetings; members of the public were welcome to give their inputs and ask questions. Staff would follow the public hearing notice schedule to post meeting notices 15 days in advance of the meeting date, with agendas posted at least 48 hours prior to the meeting date. Members of the public who were interested in participating in the meeting were encouraged to sign up for electronic notification (Eblast) to keep informed of meeting dates and agendas. Furthermore, city staff planned to broadcast future meetings via the City website.

### **Staff support and consultant services**

In general, staff would be the primary resource for capturing the Steering Committee’s vision and consensus, to be captured within draft working documents. A budget is available to hire consultants when the Steering Committee encounters issues that needed specific professional advice. For example, in the 2005 Comprehensive Plan update a consultant was brought in to work on the basic framework. The City Attorney would also be available to provide legal counsel if needed. Members were asked to work through staff for City Attorney interpretations and guidance.

### **3-step update process**

Once the Steering Committee finishes its work, the draft recommendation document will go to the Planning & Zoning Commission for formal public hearing and further refining and recommendations. Afterward, it would go to City Council for review and action. Updates of the Development Code will follow and ultimately policy will be implemented. Both the Planning & Zoning Commission and City Council have the right to amend the draft recommendation document of the Steering Committee, they should reasonably honor the recommendations of the Steering Committee as the vision of the community.

### **Duration of Steering Committee work**

Hofman expected the work of the Steering Committee should be completed by fall, 2013, given the frequency of meetings outlined below. He further pointed out that there would be some big items that might require more than one meeting to resolve.

### **Filtering of major issues**

It was suggested that a mechanism should be set up by the Steering Committee to filter major issues of public concern in the early stage of update. It was agreed that each Steering Committee member would make a list of 4-5 most significant items and bring them with them to the next meeting.

### **Budget for completion party**

One of the members suggested having a budget for a party when the Steering Committee completed its work.

### **Consensus on future meeting frequency, dates and times**

It was agreed that the Steering Committee would meet every 3-4 weeks. It was expected that not every members would make it to every meeting. In case of absence, members could send in their comments in advance to Mark Hofman. No teleconferencing would be hooked up for absent members, but exceptions might apply if warranted.

Furthermore, the Steering Committee meetings would be scheduled so that it would generally not be in conflict with the meeting dates of the City Council and Planning & Zoning Commission. It was agreed to avoid scheduling meetings in the last week of the month, neither Mondays nor Fridays. Meeting times would be in late afternoon, around 4:00 pm or 5:00 pm. Staff would use the Doodle software to coordinate the next meeting in February.

### **Adjourn**

Mayor closed the meeting and thanked all members for volunteering. He commented that their work would leave a legacy for the future generations. He remarked that all neighborhoods in Sun Valley should be well represented on the committee. Furthermore, he reiterated the committee was a mayoral appointment, though he did pass it to the City Council for comments and confirmation. The City Council recommended the Mayor play only a citizen role in the Steering Committee update process and serve as a background resource.

There being no other business, the meeting was adjourned at 5:20 p.m.