



COUNCIL MINUTES

December 15, 2003

The City Council of the City of Mesa met in a Study Session in the lower level meeting room of the Council Chambers, 57 East 1st Street, on December 15, 2003 at 4:39 p.m.

COUNCIL PRESENT

Vice Mayor Dennis Kavanaugh
Rex Griswold
Kyle Jones
Janie Thom
Claudia Walters
Mike Whalen

COUNCIL ABSENT

Mayor Keno Hawker

OFFICERS PRESENT

Mike Hutchinson
Debbie Spinner
Barbara Jones

(Vice Mayor Kavanaugh excused Mayor Hawker from the meeting.)

1. Review items on the agenda for the December 15, 2003 Regular Council meeting.

All of the items on the agenda were reviewed among Council and staff and the following was noted:

Conflicts of interest declared: 8b (Walters)

Items removed from the consent agenda: 7c, 8g

Items added to the consent agenda: 4b, 7d, 8l, 10a

2. Hear an update on the Land Development Work Plan Process Improvements.

Development Services Manager Jack Friedline addressed the Council and advised that staff would present a quarterly update on the Land Development Work Plan, which is a collaborative effort between Planning, Building Safety and the Fire Department.

Building Safety Director Terry Williams highlighted the Building Safety items outlined in the December 2003 Status Report on Current and Ongoing Process Improvements (a copy is available for review in the City Clerk's Office). He reported the following: that internet access for plans review was implemented in October and will be expanded in the coming year; that laptop computers purchased for the Building Inspector Section are in the process of being configured; that parallel checks are being performed on fee increases to verify that the Tidemark calculations are correct, and this procedure is expected to continue for another month or two;

that 77% of the 481 plans reviewed by the Screening Team in the third quarter were accepted into Core Plan Review with an average screening time of approximately 30 minutes per plan; and that Annual Facilities Permits, approved by the Council in August, have been issued to five companies.

Mr. Williams continued the update by noting that six staff committees are preparing initial drafts regarding code adoption, and staff expects to schedule the public hearing and comment period in January and February, appear before the General Development Committee (GDC) in early March and present a recommendation to the Council in late March. He noted that the current status of the code adoption process is available on the department's website.

Mr. Williams advised that Building Safety is presently partnering with Arizona State University to prepare a Benchmarking Study that compares Mesa's performance standards with those of other cities, and a draft report is expected by the end of the year. He stated that the Project Coordination Team continues to be successful and, with the addition of two members by early January, the team will be staffed by four full-time employees. Mr. Williams also noted that the second edition of the quarterly newsletter called *Developing News* would be published in January.

Mr. Williams reported that the survey process with the Chamber of Commerce continues, but the response dwindled in the July, August and September timeframe. He noted that only 74 responses were received, and the comments were generally positive except the perception of the public and customers in regard to turnaround times. Mr. Williams noted that the Chamber requested that the survey responses for commercial projects be separated from those of residential projects. He advised that staff would meet with Chamber representatives in January to review the survey process, and a report on that meeting will be included in the next quarterly update.

Principal Planner Dorothy Chimel stated that she would provide an update on the Planning Division. She reported that in the long-range planning area, the following Sub Area Plans are moving forward: Lehi, Mesa Grande and Desert Uplands. Ms. Chimel noted that progress is also being made on an Infill Development Policy, and a final draft report is planned for presentation to the GDC in January, followed by a presentation of the final report to the Council in early 2004.

Ms. Chimel reported that the Preliminary Plan Review Team (PPRT) actively participates in all projects requiring a public hearing to ensure that each customer is fully aware of the development standards required for planning and zoning requests, design review and subdivision review. She noted that Development Incentive Permits (DIPs) and Substantial Conformance Improvement Permits (SCIPs) have proven to be effective in addressing a band-aid approach to infill development, and the program was recently recognized with an award from the Environmental Protection Agency (EPA). She added that the PPRT has reviewed a total of 132 cases through the third quarter.

Ms. Chimel advised that other improvements made to customer outreach programs include: increasing the notification radius for Design Review; increasing the size of Planning & Zoning (P&Z) Board signs; and placing all Design Review Advisory Board and P&Z Board agendas online. She noted that Planning also partners with Neighborhood Outreach Coordinators to ensure that the community is aware of and participates in public hearings.

Ms. Chimel stated that the Planning Division generates reports that track the number of subdivided lots and the number and type of cases being processed through the Boards. She explained that these reports provide a good indication of activity in the community, and this information has been incorporated into monthly performance and financial reports. Ms. Chimel advised that signage has been a focus of attention in the current year and noted that the Council recently approved the use of electronic message changers and special event signs (4 times a year for up to 4 days each). She also reported that the Geographic Information System (GIS) projects are providing the division with updated information on "as built" and valuable data on utility lines. Ms. Chimel noted that the Accela/Tidemark Parcel Layer is an important component for providing information that can be coordinated with the County Assessor's Parcel Number (APN), and staff continues to work closely with the County to provide a smooth transition.

Assistant Fire Chief Dan Stubbs stated that the focus of the Fire Department's involvement in the Land Development Work Plan occurs after the building is occupied. He advised that information and forms required by a business to maintain inspections are now available online, and this availability saves time for both the department and the customer.

Assistant Chief Stubbs noted that a problem experienced by businesses with multiple locations throughout the Valley is a lack of regional consistency in requirements. He reported that regional meetings are now taking place to discuss the codes and ordinances in order to work toward a consistency in the Valley that will enable customers to more easily comply with regulations.

Councilmember Griswold suggested that Building Services' staff review a software program used by the Chamber of Commerce that provides instantaneous information on customer surveys.

Councilmember Walters expressed her appreciation to staff for the progress made in this area and noted that she has received positive feedback from the community.

Vice Mayor Kavanaugh thanked staff for the presentation and expressed the opinion that excellent progress has been made.

3. Acknowledge receipt of minutes of boards and committees.

- a. Design Review Board meetings held November 5 and December 3, 2003.
- b. Downtown Development Committee meeting held November 20, 2003.
- c. Finance Committee meeting held November 20, 2003.
- d. General Development Committee meeting held September 22, 2003
- e. Human Relations Advisory Board Meetings held October 22 and November 19, 2003.
- f. Parks and Recreation Board meeting held November 13, 2003.
- g. Police Committee meeting held October 2, 2003.

It was moved by Councilmember Griswold, seconded by Councilmember Walters, that receipt of the above-listed minutes be acknowledged.

Vice Mayor Kavanaugh declared the motion carried unanimously by those present.

4. Hear reports on meetings and/or conferences attended.

The following members of the Council provided brief updates on various meetings/conferences they attended as follows:

- Councilmember Walters: National League of Cities Community and Economic Development Steering Committee Meeting
- Councilmember Jones: National League of Cities Public Safety and Crime Prevention Policy Committee Meeting
- Councilmember Thom: Future Farmers of America Meeting at Westwood High School
Williams Gateway Airport Board Meeting
- Councilmember Whalen: National League of Cities Homeland Security Working Group Meeting
- Vice Mayor Kavanaugh: National League of Cities Information Technology and Communications Steering Committee Meeting
- Councilmember Griswold: Bureau of Land Management Meeting in reference to the possible donation of BLM land north of Red Mountain for use as a park.
Tour of Desert Uplands area with John Wesley, Planning Director.
Painted Mountain Golf Course Meeting regarding proposed development.

5. Scheduling of meetings and general information.

City Manager Mike Hutchinson stated that the meeting schedule is as follows:

- Thursday, December 18, 2003, 7:30 a.m. – Study Session (Cancelled)
- Monday, January 5, 2004, TBA – Study Session
- Monday, January 5, 2004, 5:45 p.m. – Regular Council Meeting
- Thursday, January 8, 2004, 7:30 a.m. – Study Session
- Thursday, January 15, 2004, 7:30 a.m. – Study Session
- Tuesday, January 20, 2004, TBA – Study Session
- Tuesday, January 20, 2004, 5:45 p.m. – Regular Council Meeting
- Thursday, January 22, 2004, 7:30 a.m. – Study Session
- Thursday, January 29, 2004, 7:30 a.m. – Study Session

6. Prescheduled public opinion appearances.

There were no prescheduled public opinion appearances.

7. Adjournment.

Without objection, the Study Session adjourned at 5:41 p.m.

KENO HAWKER, MAYOR

ATTEST:

BARBARA JONES, CITY CLERK

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Study Session of the City Council of Mesa, Arizona, held on the 15th day of December 2003. I further certify that the meeting was duly called and held and that a quorum was present.

BARBARA JONES, CITY CLERK

baa