
**Minutes
Neighborhood Advisory Commission
April 2, 2014**

Minutes of the Neighborhood Advisory Commission (NAC) held on April 2, 2014 5:30 p.m. – 7:00 p.m., at City Hall, 31 E. 5th Street, 3rd Floor Conference Room, Tempe, Arizona.

(MEMBERS) Present: Karen Adams, Nancy Buell, Arlene Chin, Nancy Lesko, Josephine McNamara, Robert Miller, Jon Mulford, Bill Munch, Julie Ramsey, Bill Wagner, Christopher Ware.

(MEMBERS) Excused Absences: Cole Hickman, Kiyomi Kurooka, Russ Plieseis, Joaquin Rios, Scott Smas

City Staff Present: Elizabeth Thomas, Neighborhood Services Specialist, Shauna Warner, Neighborhood Services Manager

Guests Present: None.

Agenda Item 1 – Call to Order

The meeting was called to order at 5:35 p.m.

Agenda Item 2 – Public Comment

There was no public comment.

Agenda Item 3 – Consideration of Minutes: March 5, 2014

Commissioner Ware made a motion to approve the March 5, 2014 minutes and Commissioner Lesko seconded the motion. The motion passed unanimously.

Agenda Item 4 – 2014 Neighborhood Workshop and Awards Update

Staff noted that SRP, Association Assistant and Whole Foods all provided event sponsorship in the form of cash or in kind services. Sponsorship monies helped to fund two artist crafted glass awards for Neighbor of the Year Award winners, a State of the Neighborhoods event banner which can be reused in future years, Lego character building kits and breakfast refreshments. Commissioner McNamara volunteered that she is bringing the golden shovel to the workshop and staff shared that Tony Miano, Solid Waste Services Manager will be providing the golden rake which will be golden this year for the first time. Chair Miller thanked all contributors and asked the commissioners present to do so as well.

Commissioners were again reminded to RSVP online to confirm attendance and any workshop selections.

Agenda Item 5 – Discussion and approval of Tempe Involving the Public (TIP) Manual Revisions

Staff explained that the document was significantly refined based on commissioner's previous input as well as internal staff user feedback. The Introduction and Philosophy sections are intended for all users and can serve almost as a stand-alone document while the City of Tempe Projects section is specific to public involvement plans and expectations for city projects and the Private Development section is targeted to address the outreach requirements for Private Developers.

Commissioners engaged in a robust discussion pertaining to the TIP Manual Revisions. Comments and feedback included:

- It is much improved though still wordy to a fault.
- Is there a timeframe for how much notice developers need to give residents via postcard or letter? (It should be a minimum of 10 days was the group recommendation.)
- For city projects, are they subject to Open Meeting Law? Not for general/informational meetings and/or yes if there is a body with a quorum present.
- Does a private developer's Public Involvement Plan (PIP) automatically or ever or when (prior to public body meeting) become available for public review and viewing?
- Page 8, Item 2, Define brief description of proposed project. How brief can it be? Staff noted that most developers are asking for a change or variance of some sort and information regarding what the ask is must be provided. Provided Information is typically much like the content found on the red project signage. Chair Miller added that the information should be informative to the point that someone can identify whether this change is something they are or are not concerned with.
- Page 11, change wording to read for its instead of for their.
- Page 7, add door hangers to methods of communication.
- Page 3, Refer to Appendix I should be Appendix B
- Page 1, Long Range Planning, add and/ in front of the or.

Commissioner McNamara made a motion to accept the revised TIP with the noted edits, Commissioner Ware seconded the motion which then passed unanimously. Next steps include the revised manual update going before City Council on April 24.

Agenda Item 6 – Character Areas Process Update

This year's Workshops will provide the second forum opportunity for both the Kiwanis/The Lakes Character Area and the Corona/South Tempe Character Area. Each character area process is anticipated to be a year-long process with two to three being addressed each year long cycle. Those character areas with less residential units *may* be able to be addressed a little quicker or may be able to allow for more than two per year.

These initial two Character Area plans are anticipated to be submitted to Council by the end of the year. Staff encouraged commissioners to visit the tempe.gov/characterareas website for an abundance of topical, varied information on each of these two areas that has been compiled.

Chair Miller stated that Character Areas could be one of the most important things that we do as a city. He then asked if upon completion of all Character Areas plans, will there be a community-wide characterization? Each area is unique, collectively they could then inform what Tempe is or not. Several commissioners commented that Tempe is exceptional and diverse and expressed pride in what we are and in what we are not. Other comments included:

- Tempe retains a small town feel.
- Tempe is an economic engine and a college town.
- Tempe is diversity and aging in place.
- The most urbanized, suburban area you will ever find.

The proximity to the airport and to neighboring cities was also noted. A couple commissioners expressed concern over their understanding that residents would have to vote as a district, which could prove more challenging for neighborhoods with high rental ratios. Staff added that comment forms are available online and staff is working to allow for comments to be entered online as well.

Agenda Item 7 – Proposed Agenda Items for May 7 or Future Meeting

- 2014 State of the Neighborhoods, Neighborhood Awards and Workshop Post Event Wrap Up
- Discussion of Transportation Master Plan
- June NAC Retreat (confirm if there will be a retreat and look at date alternatives)
- Flood Irrigation Presentation or Update
- Citizen Satisfaction Survey Results

Commissioners were reminded to RSVP for the April 22 Boards and Commission Recognition Event at Tempe Center for the Arts.

Meeting was adjourned at 6:40 p.m.

Prepared by: Elizabeth Thomas, Neighborhood Services Specialist

Reviewed by: Shauna Warner, Neighborhood Services Manager