Mayor – Sandy Sanders

City Administrator – Ray Gosack

City Clerk – Sherri Gard

Board of Directors

Ward 1 – Keith D. Lau
Ward 2 – Andre' Good
Ward 3 – Mike Lorenz
Ward 4 – George Catsavis
At Large Position 5 – Pam Weber
At Large Position 6 – Kevin Settle
At Large Position 7 – Philip H. Merry Jr.

AGENDA

Fort Smith Board of Directors
Study Session
April 30, 2013 ~ 12:00 Noon
Elm Grove Community Center
1901 North Greenwood Avenue

1. Review process for Comprehensive Plan Update
2. Presentation of design for softball fields at Ben Geren Regional Park
3. Review preliminary agenda for the May 7, 2013 regular meeting

Memo

To: Ray Gosack, City Administrator

From: Wally Bailey, Director of Development Services

Date: 4/26/2013

Re: Comprehensive Plan Update – WRT Presentation to Board of Directors

Wallace, Todd & Roberts will be in Fort Smith April 29 – May 1, to kick-off the comprehensive plan update process. Attached is a schedule of the activities that have been planned for the three days during WRT's visit.

One of the scheduled activities is a presentation to the Board at the Tuesday, April 30th study session. John Fernsler and Silvia Vargas with WRT will present an overview of the comprehensive plan update process and 17-month schedule. The consultants will also review the responsibilities of the consultant team, staff, steering committee, board of directors, planning commission and citizens. Attached to this memo is detailed information regarding the process and schedule as well as participant responsibilities.

A significant portion of the comprehensive plan update process will involve extensive citizen engagement and is an area in which WRT excels. WRT's leadership position in community visioning, comprehensive planning, and sustainable development traces to the firm's commitment to value-driven planning, an approach that acts upon the values and aspirations of each community, engaging citizens and community leaders to take ownership of the challenge of imagining and charting their community's future. WRT believes this approach is especially well suited for Fort Smith and is in keeping with the Board's goal to raise the bar for public dialog aimed at designing a future of prosperity and an enhanced quality of life.

WRT will utilize various public outreach and participation methods including a comprehensive plan website, social media, virtual town hall, open houses, and stakeholder interviews.

If you have any questions regarding WRT's presentation, please contact me.

Enc.

Wallace, Roberts, and Todd Schedule for Initial Visit
Comprehensive Plan Update Kick-off Activity Schedule

Monday, April 29th

8:00 a.m. - 9:00 a.m. – City Planning Staff Meeting
9:30 a.m. – 10:30 a.m. – City Technical Review Team Meeting
1:00 p.m. – 2:45 p.m. – Scheduled Stakeholder Interviews
4:00 p.m. – 5:00 p.m. – Consultant and Steering Committee Community Tour
5:30 p.m. – 7:00 p.m. – Comprehensive Plan Steering Committee meeting at River Park Event Building

Tuesday, April 30th

9:00 a.m. – 10:45 a.m. – Scheduled Stakeholder Interviews
Noon – 1:00 p.m. - Board of Director's Study Session – Elm Grove Community Center
1:15 p.m. – 3:00 p.m. – Scheduled Stakeholder Interviews
4:00 p.m. – 7:00 p.m. – Community Open House – Glass Pavilion

Wednesday, May 1st

9:00 a.m. – 11:45 a.m. – Scheduled Stakeholder Interviews
Noon – 12:45 p.m. – City Planning Staff Meeting
1:00 p.m. – Departure for Airport

Comprehensive Plan Process and Schedule

Phase I – 1 Month

Mobilization

Project Scoping

Organizational Plan

Data Book

Kickoff Events

Board of Directors / Planning Commission Briefing

Open House #1
"Introduction to the Process"

Phase II – 10 Months

Vision/Community Assessment (5 months)

Articulating the Vision

Forum Series #1
"Issues and Aspirations"

Community Assessment

- Land Use/Development Pattern
- Demographics
- Economics/Market Analysis
- Housing & Neighborhoods
- Community Character
- Transportation/Infrastructure
- Public Facilities/Services
- Natural/Cultural Resources

Dynamics of Growth & Change/Future Scenarios (5 months)

Dynamics of Growth

- Growth Projections
- Susceptibility to Change
- Factors for Change
- Trend Scenario Development

Forum Series #2
"Imagining Alternative Futures"

Open House #2
"Selecting a Preferred Future"

Board of Directors / Planning Commission Briefing

Phase III – 6 Months

Plan Development

Strategic Directions

- Goals
- Policies
- Strategies and Actions

Implementation Plan

Draft Plan Document

Open House #3
"Public Plan Review"

Final Plan Document

Board of Directors / Planning Commission Review and Adoption

“Job Descriptions” for Participants in the Comprehensive Plan Process

Consultant Team

Who they are:
Group of professionals selected to lead the visioning process and produce the Comprehensive Plan

Responsibilities:

- Facilitates planning process
- Designs and implements public engagement strategy
- Prepares Community Assessment
- Guides creation of Vision Statement, Alternative Scenarios, Strategic Directions, and Plan documents
- Develops Implementation Strategy

Staff

Who they are:
Designated Liaison between Consultant, the City, CPTRT and CPSC

Responsibilities:

- Administers Consultant contract / manages project
- Coordinates activities of the CPTRT and Consultant
- Assists with meeting logistics and administrative support
- Collects/documents Data Book
- Assists in public outreach/communications
- Reviews Consultant products
- Distributes/publishes all products and reports

CPSC

Who they are:
An appointed, representative citizen group created to inform and guide the comprehensive plan process

Responsibilities:

- Act in an advisory role to Board of Directors
- Represent broad community interests
- Encourage others to participate
- Promote citizen ownership / ensure "buy-in"
- Collaborate in crafting Vision Statement, Alternative Scenarios, and Strategic Directions
- Provide feedback on Consultant deliverables
- Champion the Comprehensive Plan

CPTRT

Who they are:
Group of designated representatives from City departments and outside agencies and institutions who serve as special resources to the Consultant team

Responsibilities:

- Provides special expertise on particular issues
- Provides data and links to resources at agencies outside City of Fort Smith
- Meets, as necessary, to advise Consultant at key milestones
- Provide feedback on draft documents

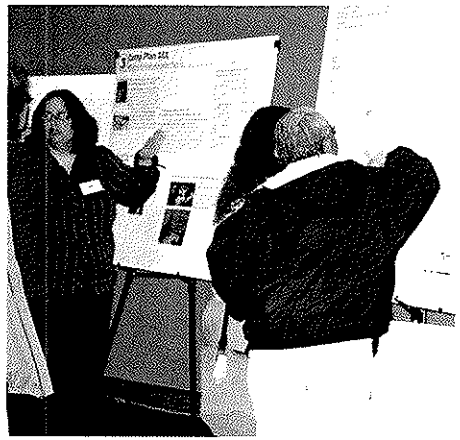
Board of Directors / PC

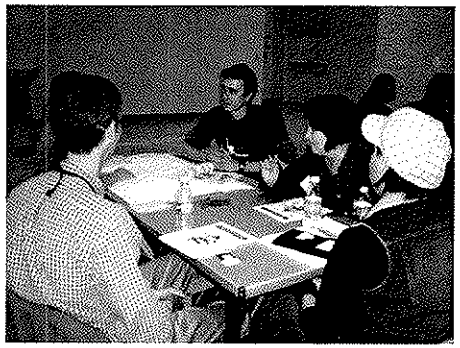
Who they are:
- *Elected officials*
- *Appointed board*

Responsibilities:

- Review and provide direction at key decision points
- Act as champions of the Planning Process
- Endorse Vision Statement
- Endorse Comprehensive Plan
- Ensure implementation through approval and/or funding of Plan initiatives (e.g., CIP)

Citizens





Responsibilities:

- Participate through public events and other means
- Share their ideas for Fort Smith's future
- Listen to/consider diverse viewpoints
- Help in define a vision for Fort Smith
- Provide feedback on documents
- Consider volunteering as a partner in the planning process
- Encourage others to participate

PARKS RECREATION
FORT SMITH

2

Memo:

April 26, 2013

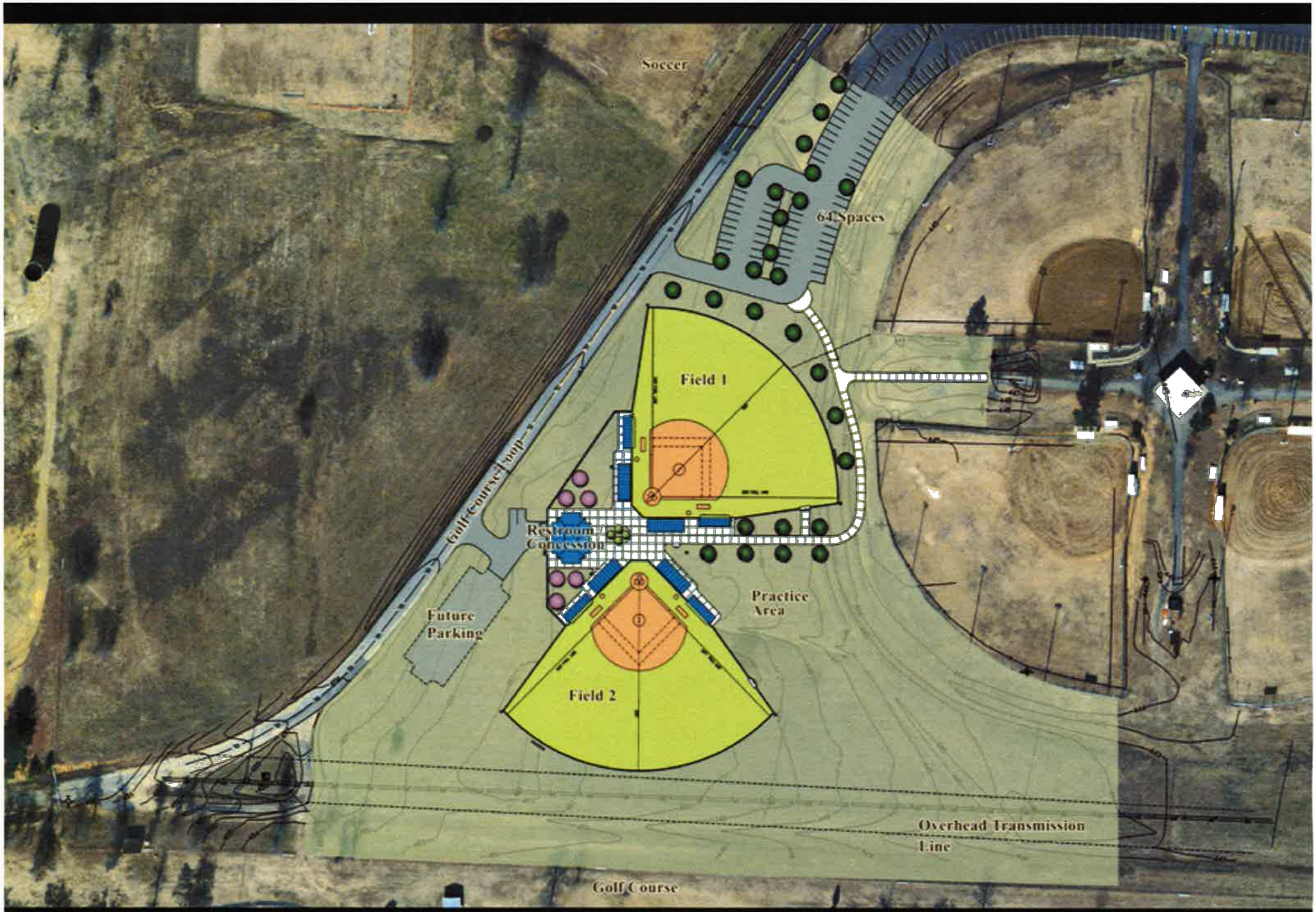
To: Ray Gosack, City Administrator
From: Mike Alsup, Parks and Recreation Director
Re: Ben Geren Softball Field Project

The Ben Geren Softball Field project developed from the need to replace the Andrews Field facilities used by the Sebastian County Girls Softball League (SCGSL). The City of Fort Smith donated the Andrews Field property to the National Cemetery so that the cemetery could expand in its current location. SCGSL came to an agreement with Sebastian County and the Ben Geren Softball League to use two of the existing fields at Ben Geren Park. SCGSL used five fields at Andrews Field and two fields are needed to accommodate their needs at Ben Geren Park. Sebastian County and the City of Fort Smith have signed an agreement allowing the City to annex the property and receive joint ownership with the County which enables the City to build the replacement fields.

This project consists of two softball fields designed for all ages of girls fast pitch play with outfields distance of 225'. These lighted fields will have Tiff Bermuda outfields and specially conditioned clay infields that will provide optimum field conditions for play in all weather. The project includes a concession and restroom building and parking. The site is located to the west of the existing softball fields along Golf Course Loop.

The design of the fields has been a collaborative effort with the City, County, and League officials. All of the agencies approve of the plans being presented to the Mayor and Board of Directors at the April 30th study session. Jacobs Engineering was contracted for this work due to their experience in designing and building sports complexes. Of special note is the new softball complex the City of Conway built which was designed by Jacobs. This sports complex is exceptional and a model for tournament quality facilities. The design team of Jacobs Engineering and MAHG Architectures believes this project will be built within the $1.1 million budget. Application for a conditional use permit will be considered at the May Planning Commission meeting. The anticipated bid date is mid-May with construction beginning this summer and open date anticipated in the spring of 2014.

attachments



n Geren Park - Softball Addition

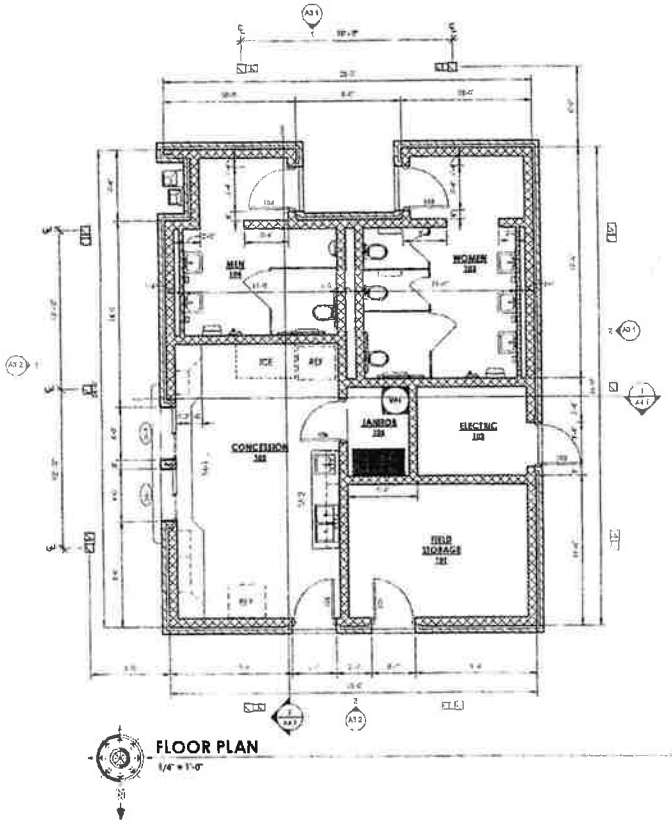
April 2013

Site Plan

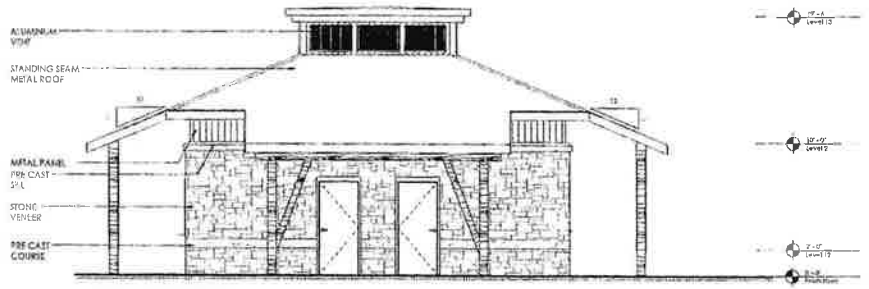
1" = 100'

Smith Parks & Recreation Sebastian County, Arkansas

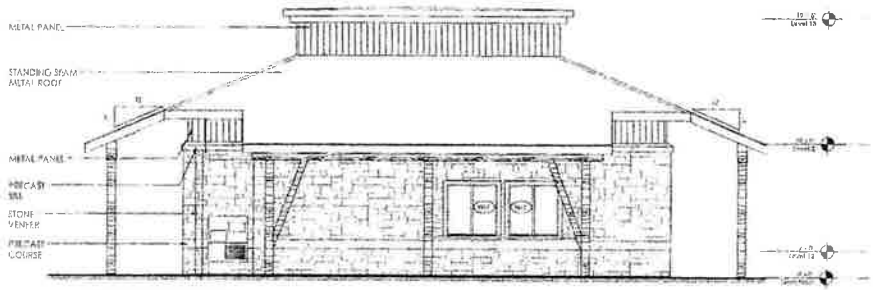
JACO



FLOOR PLAN
1/4" = 1'-0"



2 WEST ELEVATION
A3.2 1/4" = 1'-0"



1 SOUTH ELEVATION
A3.2 1/4" = 1'-0"

JACOBS

BEN GEREN SOFTBALL ADDITION

FORT SMITH, ARKANSAS

JACOBS JOB #
FW05160

90% SUBMITTAL
APRIL 22, 2013
REVISIONS:

mahg

SHEET NUMBER
A3.2

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City Administrator – Ray Gosack

City Clerk – Sherri Gard

Board of Directors

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Ward 2 – Andre' Good
Ward 3 – Mike Lorenz
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   Presentation from Director of Parks Department, Mike Alsup

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