



# McAlester City Council

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## NOTICE OF MEETING

### Special Meeting of the City Council

Tuesday, August 13, 2019 – 5:00 pm  
McAlester City Hall – Council Chambers  
28 E. Washington

John Browne ..... Mayor  
Weldon Smith ..... Ward One  
Cully Stevens, Vice-Mayor..... Ward Two  
Travis Read..... Ward Three  
James Brown..... Ward Four  
Maureen Harrison..... Ward Five  
Zach Prichard ..... Ward Six  
Peter J. Stasiak ..... City Manager  
William J. Ervin ..... City Attorney  
Cora M. Middleton ..... City Clerk

*This agenda has been posted at the McAlester City Hall, distributed to the appropriate news media, and posted on the City website: [www.cityofmcalester.com](http://www.cityofmcalester.com) within the required time frame.*

*The Mayor and City Council request that all cell phones and pagers be turned off or set to vibrate. Members of the audience are requested to step outside the Council Chambers to respond to a page or to conduct a phone conversation.*

*The McAlester City Hall is wheelchair accessible. Sign interpretation or other special assistance for disabled attendees must be requested 48 hours in advance by contacting the City Clerk's Office at 918.423.9300, Extension 4956.*

#### CALL TO ORDER

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*Announce the presence of a Quorum.*

#### ROLL CALL

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#### SCHEDULED BUSINESS

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1. Presentation and discussion on the final draft form of the City of McAlester Comprehensive Plan known as "Moving McAlester Forward 2040" and initiating the formal adoption process. *(Jayme Clifton, Community Development Director)*

**Executive Summary**

Presentation and discussion on the final draft form of the City of McAlester Comprehensive Plan known as "Moving McAlester Forward 2040" and initiating the formal adoption process.

**ADJOURNMENT**

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**CERTIFICATION**

*I certify that this Notice of Meeting was posted on this \_\_\_\_\_ day of \_\_\_\_\_ 2019 at \_\_\_\_\_ a.m./p.m. as required by law in accordance with Section 303 of the Oklahoma Statutes and that the appropriate news media was contacted. As a courtesy, this agenda is also posted on the City of McAlester website: [www.cityofmcalester.com](http://www.cityofmcalester.com).*

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**Cora M. Middleton, City Clerk**



# McAlester City Council

## AGENDA REPORT

Meeting Date: August 13, 2019 Item Number: 1  
Department: Community Development Account Code: N/A  
Prepared By: Jayne Clifton, Director Budgeted Amount: N/A  
Date Prepared: August 6, 2019 Exhibits: \_\_\_\_\_

### Subject

Presentation and discussion on the final draft form of the City of McAlester Comprehensive Plan known as "Moving McAlester Forward 2040" and initiating the formal adoption process.

### Recommendation

Presentation and discussion on the final draft form of the City of McAlester Comprehensive Plan known as "Moving McAlester Forward 2040" and initiating the formal adoption process.

### Discussion

Presentation by Guernsey on the final draft form of Moving McAlester Forward 2040, in one joint meeting to the City Council and Planning Commission, providing an overview of the plans, explaining the intended use of the document and highlighting various sections contained within it. The joint meeting is part of the formal adoption process.

The Moving McAlester Forward 2040 comprehensive plan is a long-range policy guide to decisions about the physical development of the city, addressing land use, transportation, community character, economic development, public facilities, utilities, housing and implementation.

The City of McAlester initially adopted a comprehensive plan in June 1978 to provide for the orderly development of the community and updated the comprehensive plan in August 1996. Based on changes in the community, city priorities, and policy direction the Council authorized a revision of the City's plan, desiring an update to its long-range plans for the future of McAlester, to guide policy decisions and the allocation of financial and staff resources. The plan presented by Guernsey was developed through a detailed review of the 1996 Comprehensive Plan, research and analysis of current demographic and socioeconomic information, extensive community input, and various analyses of land use, streets, parks, infrastructure, housing and the like. The Moving McAlester Forward 2040 plan includes the vision and framework for implementation of the community's goals.

### Approved By

	<i>Initial</i>	<i>Date</i>
Department Head	J. Clifton	08/06/2019
City Manager	P. Stasiak <i>PJS</i>	8-8-19

# McALESTEROK

## Community Development Department

28 E. Washington · PO Box 578 · McAlester, Oklahoma 74502 · 918-423-9300 · FAX 918-421-4970



### PLANNING COMMISSION & CITY COUNCIL SPECIAL MEETING STAFF REPORT August 13, 2019

**To:** McAlester Planning Commission  
McAlester City Council  
**From:** Jayme Clifton, Community Development Director  
Samantha Perry, Planning Technician/Executive Assistant  
**Date:** August 7, 2019

#### **General Description:**

Presentation by Guernsey on the final draft form of Moving McAlester Forward 2040, in one joint meeting to the City Council and Planning Commission, providing an overview of the plans, explaining the intended use of the document and highlighting various sections contained within it. The joint meeting is part of the formal adoption process.

The plan presented by Guernsey was developed through a detailed review of the 1996 Comprehensive Plan, research and analysis of current demographic and socioeconomic information, extensive community input, and various analyses of land use, streets, parks, infrastructure, housing and the like. The Moving McAlester Forward 2040 plan includes the vision and framework for implementation of the community's goals.

#### **Background Information:**

The Moving McAlester Forward 2040 comprehensive plan is a long-range policy guide to decisions about the physical development of the city, addressing land use, transportation, community character, economic development, public facilities, utilities, housing and implementation.

The City of McAlester initially adopted a comprehensive plan dated June 1978 to provide for the orderly development of the community. The adoption was by Ordinance 1590 dated November 13, 1978. The City then updated the comprehensive plan. The certificate of adoption was approved by the Planning Commission on May 21, 1996 and by City Council on August 13, 1996. Based on changes in the community, city priorities, and policy direction the Council recently authorized a revision of the City's plan, to update its long-range plans for the future of McAlester, and to serve as a guide for policy decisions and the allocation of financial and staff resources.

Chapter 62, Article II, Division 2 Planning Commission  
Sec. 62-62. - General duties.

- (a) The duties of the planning commission shall be to prepare a comprehensive plan showing its ideas and recommendations for the physical development of the city; to provide programs, drawings, maps or plans covering the whole or any portion of the city and of any lands outside of the city, which, in the opinion of the commission, bears relation to the development or welfare of the city. Such plan shall show the commission's ideas and recommendation relative to:

- (1) The location, width and arrangement of streets, alleys, bridges, grade separations, parking, parkways, playgrounds, schools, public institutions or other public grounds or improvements.
  - (2) The grouping of public buildings.
  - (3) The design and planning of any memorials or works of art.
  - (4) Transportation facilities, such as railroads railway or motor.
  - (5) Street appurtenances, including lighting standards, street name signs, poles and wires, projecting signs, and the like; zoning plan and ordinance for the classification and regulation of land uses and open spaces about buildings; and other matters pertaining to the physical, social and economic improvement of the city, or any portion thereof.
- (b) The commission shall submit such plan to the mayor and city council.  
(Code 1993, § 62-31; Ord. No. 1871, § 1(21.11), 8-27-1991)  
State Law reference— General powers of planning commission, 11 O.S. § 45-103.

Charter, Article 4 Departments, Divisions, and Other Organizational Units

Section 4.05. - Land Use, Development, and Environmental Planning.

Consistent with all applicable federal and state laws with respect to land use, development, and environmental planning, the City Council shall:

- (1) Designate an agency or agencies to carry out the planning function and such decision-making responsibilities as may be specified by ordinance;
- (2) Adopt a comprehensive plan that is to be reviewed annually and determine to what extent zoning and other land use control ordinances must be consistent with the plan;
- (3) Determine to what extent the comprehensive plan and zoning and other land use ordinances must be consistent with regional plan(s); and
- (4) Adopt development regulations, to be specified by ordinance, to implement the plan. The designated agency, the City Manager, and the Mayor and Council shall seek to act in cooperation with other jurisdictions and organizations in their region to promote integrated approaches to regional issues.

The City of McAlester released a request for proposal in January 2017 for an update of the comprehensive plan. City staff sent out 19 invitations and had the APA and OKAPA place an announcement about our RFP on their websites. In all, the RFP was requested by and distributed to 20 professional firms that had the qualifications and experience to develop a comprehensive plan. The City received a total of five RFP responses. Following a selection process by a subcommittee of the Planning Commission and their recommendation, and a townhall meeting to discuss the process and proposal, the Council approved the selection of C. H. Guernsey & Company in June 2017. A Task Order Master Agreement for Consulting Services and Task Order #1 between the City of McAlester and Guernsey was approved in August 2017 for the development of the City of McAlester's Comprehensive Plan. The project included five phases for the comprehensive plan and a sixth phase for code revision. A kick-off meeting for the Moving McAlester Forward 2040 planning effort was held on October 11, 2017.

Public input has been requested and accepted throughout the planning process. The first public meeting was held at Spaceship Earth Coffee on February 1, 2018 and included introductions and preliminary findings, with public input requested on many of the presentation boards. Another public meeting was held at McAlester High School's Lucy Smith Center on June 28, 2018 and additional findings and three alternative land use plans were provided, and again public input requested on many of the presentation boards. Community surveys were also used with Survey 1 launched in December 2017 and Survey 2 launched in May 2018, which garnered 821 responses and 749 responses, respectively. Guernsey and City staff also solicited public input using informational boards and sticker voting during McAlester Main Street's Trick or Treat Party in the Street held downtown on October 27, 2018. A presentation of the

preliminary policy framework and implementation strategies for the Moving McAlester Forward 2040 comprehensive plan was presented in a public forum by Guernsey to the City Council on December 11, 2018. Citizen comments had been accepted since the comprehensive planning process began; however, citizen comments were expressly invited following the December 2018 presentation and again in June 2019 after the first draft of the Moving McAlester Forward 2040 plan was released publicly.

A Stakeholder Committee comprised of residents, property owners, business people, and others impacted by decisions made during the planning process was created to provide guidance to Guernsey and City staff. A Stakeholder meeting was held in February 2017 and included groups focused on providing input on seven areas that included Downtown District; Business; Economic Development; Community Infrastructure & Services; Environment/History/Culture/Tourism/Old Town; Health & Safety; and Non-Profit Organizations. The Stakeholder Committee had also been invited to attend presentations and the public meetings.

A Steering Committee consisting of representatives from community organizations, interest groups, and institutions with local knowledge and expertise in topics related to one or more plan elements was also formed to guide the plan development. A goal in the formation of the Steering Committee was to represent as many of the following criteria of people and interests:

- |  |  |                                       |
|--|--|---------------------------------------|
| a. Long-time residents<br>(consider 30+ years)                       | e. Pro-growth                            | k. Real estate /<br>development       |
| b. Newcomers (have lived<br>in study area for less<br>than 10 years) | f. No growth                             | l. Culture / history                  |
| c. Seasonal population   | g. Environmentalists                     | m. Institutions                       |
| d. Landowners (large<br>parcels)                                     | h. Business                              | n. Major employers                    |
|  | i. Downtown / merchants'<br>associations | o. Community health and<br>well-being |
|  | j. Economic development                  |                                       |

A plan presentation has now been developed by Guernsey following public release of the Moving McAlester Forward 2040 plan draft, a public review period, and an inclusion of the public comments received during the review period. According to the Task Order #1, 5.1.2 Second and Final Draft Plan and 5.1.3 Plan Presentation, once appropriate approval is gained from the Planning Commission and City Council during the single joint meeting as part of the formal adoption process, Guernsey will develop the third/final plan document.

## **Moving McAlester Forward Plan 2040**

The draft plan is available to the public for review at the following locations:

ONLINE: <http://movingmcalesterforward.guernsey.us/>

IN PRINT: McAlester City Hall, 28 E Washington Avenue, McAlester, Oklahoma

J I Stipe Recreation Center, 801 N 9<sup>th</sup> Street, McAlester, Oklahoma

McAlester Public Library, 401 N 2<sup>nd</sup> Street, McAlester, Oklahoma

For any questions on accessing the draft plan, contact the Community Development Department at (918) 423-9300, extension 4984. Or visit us on the second floor of City Hall.