

MEETING MINUTES

City of Flagstaff

REGIONAL PLAN CITIZEN ADVISORY COMMITTEE

2:00 p.m. – 6:00 p.m. May 5, 2011

Northern Arizona Healthcare Educational Offices: 1000 N. Humphrey's Suite 241, Flagstaff, AZ;
in the Fort Valley shopping center, south of the hospital.



In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Bonita Sears at 928-779-7632, ext. 7294 (or 774-5281 TDD). Notification at least 48 hours in advance will enable the City to make reasonable arrangements.

Draft Regional Plan Vision Statement:

The Greater Flagstaff community embraces the region's extraordinary cultural and ecological setting on the Colorado Plateau through active stewardship of the natural and built environments. Residents and visitors encourage and advance intellectual, environmental, social and economic vitality for today's citizens and future generations.

I. CALL TO ORDER

II. Roll Call

A. Committee Members:

<u>X</u> Paul Babbitt (Chairman)	<u>X</u> Michael Chaveas	<u>X</u> Maury Herman	<u>X</u> Mike Nesbitt
<u>X</u> Carol Bousquet (Vice Chairman)	<u>X</u> Alex Frawley	<u>X</u> Judy Louks	<u>E</u> Eva Putzova
<u>X</u> Ben Anderson	<u>X</u> Jean Griego	<u>X</u> William Ring	<u>A</u> Eunice Tso
<u>X</u> Susan Bean	<u>X</u> Shaula Hedwall	<u>X</u> Devonna McLaughlin	<u>E</u> Nat White

Alternate Members:

<u>X</u> Don Walters	<u>X</u> Julie Leid	<u>X</u> Trish Rensink
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III. APPROVAL of MINUTES for April 7, 2011 CAC Meetings

RECOMMENDED ACTION: Recommend changes and approve 4/7/11 [Meeting Minutes](#).

- Quorum present. Motion to approve minutes. Motion seconded. Vote to approve minutes. Minutes approved.
- Additions or Corrections: Susan Bean was excused from the last meeting on April 7, 2011.
- Item number III: Carol Bousquet: Recommended tracking of absences and excused absences.

IV. PUBLIC COMMENT

At this time, any member of the public may address the Committee on any subject within their jurisdiction that is not scheduled before the Commission on that day. Due to Open Meeting Laws, the Committee cannot discuss or act on items presented during this portion of the agenda. To address the Committee on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard. If time does not allow all comments to be heard, public comments may be posted to the Regional Plan blog: <http://flagregionalplan2012.wordpress.com/>

- Question addressed to the committee: Her understanding concerning the original plan division is that it is to be completed by February 2012. Her question: "Is there a set of timelines or deadlines for guiding the program and how is the program being monitored? Is this Regional Plan to be completed by February 2012? Where can I find the timeline?" Yes, there is a timeline that generally sets out the time frames under which each of the elements are completed, and an overall schedule is posted to the website: www.flagstaff.az.gov/reigonalplan

V. **OLD BUSINESS** - Continued, postponed, and tabled agenda items.

A. **Open Space, Parks & Recreation, (cont'd)**

(est. 60 minutes)

PURPOSE: Discuss and recommend goals and policies.

FACILITATORS: Jim Cronk

HANDOUTS: *see below*

1. 'OPEN SPACE' – *Two parking lot policies (1.3 and 1.4)*

- [Open Space Packet #2 – updated 4/28/11](#)

OS Policy 1.3: Motion to approve revised language. **“Open Spaces may serve as natural environment buffer zones to protect scenic views and roadways, to separate disparate uses, and by separating private development from public lands, scenic by-ways and wildlife habitats.”**

- Discussion: the importance of having the term “rural areas” as there are people interested in preserving the fact that there are rural areas in our regional plan.
- The CAC decided that rural character was appropriate in ‘community character.’
- Motion to accept newly worded OSP 1.3. Motion seconded

OS Policy 1.4: **“Recognize the importance and protect, where feasible, the natural aspects of open spaces.”**

- Motion to amend language “feasible” for “possible”.
- Motion is carried.

OS Policy 1.5: **“Establish a *Conservation Land System (CLS)* to inventory, map, and manage the region’s “green infrastructure”.**

- Discusses the open space packet addition of defining “Conservation Land System” as a framework - not a full definition of a conservation land system. Revision of policy captures the intent.
- Motion to approve revised language
- Discussion ensues on mapping and emphasis on not to map private property as open space without the consent of the owner, while preserving wildlife corridors.
- Private land is taken into account when mapping.
- Request to discuss open space and private property in terms of tradeoffs.
- This discussion is about the details of the conservation land system which have yet to be established - We need to approve whether we want / need a CLS, not define the details.
- Motion carried. Unanimous
 - Use [Coconino County Comprehensive Plan, Chapter 7 “Conservation Framework”](#)

2. 'PARKS & RECREATION – *complete one goal and four policies*

- Background Information for ‘Parks & Recreation’:
 - i. [Recreation Element Packet #2 – updated 4/28/11](#)

- Goal 1 Approved as proposed. **“The region will have a healthy system of convenient and accessible parks, recreation facilities and trails.”**
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Recreation Policy 1.1: “Active and passive recreational sites shall be integrated and within walking distance throughout the region to promote a healthy community for all city and county residents and visitors.”

- Suggestion to add language for accessible for mobility challenges.
- What does “conveniently located” mean exactly? We need to address obesity.
- Committee discussion lead to rephrasing RP 1.1 “conveniently located” with “walkable distance”. Taken to a vote.
- Motion carried. Unanimous

Recreation Policy 1.4 “Incorporate sustainable building and maintenance technologies and Universal Design¹ into parks and recreation facilities. ”

- Need to provide facilities and infrastructure for handicapped citizens.
- Discussion ensues concerning the correct language and placement addressing the needs of physically challenged citizens and universal access. Universal design terminology is further explored.
- Motion to revise RP 1.4 to include the language “universal design” into parks and recreation facilities. Chaves seconds the motion. Motion carried. Unanimous

Recreation Policy 1.2: “Promote partnerships to offer parks, recreation facilities and resources with public and private entities.”

- Suggestion: “Promote partnerships to offer parks, recreation....” Phrase is discussed.
- Taken to a vote. Motion carried. Unanimously

Recreation Policy 1.3: “New or updated public facilities will include parks, open space and/or recreational opportunities where feasible.”

- The suggested new phrasing in blue. Taken to a vote.
- Motion failed. Voted tied.
- Ring: Suggests substituting “include” for “integrate” .
- Motion taken to a vote without discussion. Carried unanimously.

- ii. [City of Flagstaff Parks & Recreation Facilities MAP – 4/22/11](#)
- iii. [City of Flagstaff Parks & Recreation Facilities LIST – 4/22/11](#)

¹ *Universal design refers to broad-spectrum ideas meant to produce buildings, products and environments that are inherently accessible to both people without disabilities and people with disabilities. The term describes the concept of designing all products and the built environment to be aesthetic and usable to the greatest extent possible by everyone, regardless of their age, ability, or status in life*

VI. NEW BUSINESS

A. **Introduction to Community Character Element** *(est. 30 minutes)*

PURPOSE: Review state statute requirements and public process leading up to 'Community Character Element' DRAFT. Preview work to accomplish for June 2, 2011 CAC Meeting.

FACILITATORS: Kimberly Sharp

HANDOUT: [Community Character Packet #1](#) – released to CAC on 4/19/11

- Discussion of "Small Mountain Town" evoked by committee member. Although we are a city, "small mountain town" is a slogan than promotes intimate community character. The slogan "Small Mountain Town" does not infer a legal connotation.

B. **Infill and Redevelopment Assessment** *(est. 15 minutes)*

PURPOSE: Review and discuss city staff efforts in Redevelopment and Infill.

FACILITATORS: John Saltonstall

HANDOUT: [Redevelopment Assessment](#) – March 22, 2011

- Saltonstall introduction: "How does the City of Flagstaff foster redevelopment, we need your valued input to further important tools and develop policy language. "
- Saltonstall asks committee to review the draft and will return in June with a prioritized list of tools and strategies to implement the plan and move forward.
- City Council would like something that can be implemented as soon as possible, and has requested a July presentation of public outreach and buy-in for revitalization and redevelopment tools and ideas.
- Suggestion: a plan is developed and implemented to preserve open space and allow entitlements to be transferred from an open space area to a redevelopment area as this would accomplish open space goals (transfer of development rights).
- Suggestion: small businesses receive tax abatements on the 1.8% commercial rental sales tax to allow redevelopment and infill.

C. **Regional Plan Process Forward** *(est. 60 minutes)*

PURPOSE: Assessment, Question and Answer with City Manager

FACILITATORS: Kevin Burke, City Manager

- Burke addresses the CAC concerns and progress.
- Concerns: LDC Parity
 - Resources – PARA grant (\$ 250,000.00) does not cover Facilitators and Editors.
 - Facilitator – Jim and his team are meeting expectations.
 - Editor – Professional Technical Writer needed and is being staffed. As the LDC winds down Darrell Barker is transitioning to the Regional Plan.
 - Additional \$15,000.00 in discretionary money for food, meetings, transcription, and other necessary items.
 - Having Mark Landsiedel brought in for additional leadership.

- Schedule
- Inconsistent Work - Work be completed by other, not consistent - Addition of Darrell will bring consistency.
- Food – provided in meetings.
- NAU Plans – increased student body in regards to transportation, housing, jobs, public safety, and etc.... Engagement with NAU is ongoing.
- Community Support – Needs enthusiasm from Community.
- Focus on the Prize (commonality) – Value vs. Action
- Time Management vs. two hour meeting – Having a long meeting to complete all items. Some important items are getting crunched in the shorter meetings.
- Priorities – Conflicts Competitor
- Word Smithing vs. Vague Intent – interpretation
- CAC Homework / Prep - Lack of preparation for meetings.
- Plan Coordination - Should it take on a different look?
- The Process is not-broken, but certainly needs help
- Broad Polices vs. narrow - CAC’s guiding principles should be reflected in the goals and policies.
- Maps – Visual Learning – bring GIS into the picture.
- Burke summarizes concerns. There is a process to finely tune the Regional Plan; however, at this time you must focus on the broader view.
- Discussion arises concerning the legislation that passed governing regional planning, and the thought that municipalities should be able to amend their regional plans as needed, based on individual growth.
- Chairman: (Comment to Kevin Burke) “You have heard couple of time today interest in additional GIS support. I think I would like you to at least consider it, not an answer today but...” Burke “Yeah, I think that certainly since the county, the city has that resource I think that’s something that we can work together on....”

D.  **Development Scenarios** *(est. 60 minutes)*

PURPOSE: Present and discuss purpose and use of development scenarios; assess CAC’s priority elements as parameters for measuring success in development scenarios.

FACILITATORS: Mark Landsiedel, Community Development Director

- Landsiedel introduction: Process / Straw Man Model –
 - Staff provided first cut out of each section. Burn it down if you don’t like it!
 - Bob, Darrell, and staff are budgeted to do final editing and make the proposal more concise and in one voice.
- Built upon the foundation of -
 - Refinement / Tweaking
 - Open House Feedback
- Discussion – How can we get the community engaged and excited? How can department heads become more of like cheerleaders to promote community participation, plan, and implement the current plan?

- Focus Group Comments
 - Staff Editor: Review each piece – Content and Voice
- What Staff needs from CAC members:
 - Read the packets. The staff needs your input to take it to the next level.
 - Via email or comment text on Goals and Polices by a prescribed date
- Executive Staff –
 - Facilitates concepts, edits received from the CAC, and prepares the Final Draft.
 - Review revised Final Draft and come prepared to CAC meeting to discuss.
 - Let staff complete research involving GIS.
- Chairman: We need help painting a picture to conceptualize it.
- Nesbit: Would like staff to take us on tours to see concept to reality?
 - Yes it is a possible; also pictures in the packets can be helpful too.
- “Development Scenarios” Power Point Presentation – Handout of presentation was distributed at the meeting. By: Landsiedel and Wessel
- Funds: # grants submitted, turned down by HUD, and Healthy Communities.
- Did receive the PARA grant of \$ 250,000.00 (Planning Assistance for Rural Arizona)
- Funds which allow for more in depth analysis (channeled through State Department of Transportation)
- Regional Plan should be transportation centric.
- Kimberly Horn – Technical Consultant – \$230,000.00
- TBA/ TBN - Public Involvement Consultant – \$20,000.00
- Two separate contacts reporting through a central Project Manager, through ADOT.
- Additional Funding:
 - ASU Decision Theater - \$ 50,000.00
 - Rural Policy Institute – \$ 20,000.00
 - HDR, Inc – \$ 22,000.00
 - Total Other Funds used to match = \$ 92,000.00
- Decision Theater: Sub Committee – Julie Leid, Judy Louks, Jerome Naleski, and Alex Wright
 - Gives us Data to make informed decisions
 - Element interrelationships
 - Visualization – public outreach to prepare for voter ratification.
 - Progress on first meeting, presented by Naleski. Will bring back in June to get your input.
- Dave Wessel covers examples of Development Scenarios.
- Exercise Collaboration, Compile Information, and Communicate to voters.

- Looked at grouping elements: Presented by Leid.
- 3 Groups:
 - Economic Development & Fiscal Stability
 - Environmental & Conservation
 - Transportation .
- The CAC endorses the Sub- Committee to continue with (3) groups for analysis

VII.  ANNOUNCEMENTS

(est. 10 minutes)

1. Next regular CAC Meeting:

June 2, 2011, 3:30 p.m. to 6 p.m.

Agenda Items:

- a) Community Character
- b) Prepare for July Design Charrettes

VIII. ADJOURNMENT