



# MINUTES

## City of Flagstaff Open Spaces Commission

Monday, June 27, 2016  
4:00 pm – 6:00 pm

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Council Chambers, City Hall  
211 W. Aspen Ave., Flagstaff, Arizona

A quorum of the Flagstaff City Council may be in attendance of the Open Spaces Commission meeting.



In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact 928-213-2175 (774-5281 TDD). Notification at least 48 hours in advance will enable the City to make reasonable arrangements.

### **CALL TO ORDER**

#### COMMISSION MEMBERS:

Rick Miller, Chair  
Bryan Burton  
Carrie Eberly (absent)  
Jim Burton  
Steve Dorsett  
Stephen Hirst  
(vacancy)

#### CITY STAFF:

Elizabeth Emery, Open Space Specialist  
Nicole Woodman, Sustainability Manager  
Charity Lee, Real Estate Manager  
Martin Ince, Multi-Modal Planner  
Libby Champagne, Sustainability Aide  
David McKee, Watershed Specialist

#### COMMUNITY MEMBERS:

Moran Henn, Executive Director of Willow Bend Environmental Education Center

### **I. GENERAL BUSINESS**

#### **1. Call to Order**

Commission Chair Miller called the meeting to order at 4:02 pm.

#### **2. Public Participation**

At this time, any member of the public may address the Commission on any subject that is not scheduled before the Commission on that day. The Arizona Open Meeting Law prohibits the Commission from discussing or taking action on an item which is not listed on the prepared agenda. Commission members may, however, respond to criticism made by those addressing the Commission, ask staff to review a matter, or ask that a matter be placed on a future agenda. To address the Commission 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.

No public participation.

**3. Approval of April 25th, 2016 Meeting Minutes**

Commissioner Hirst motioned to approve the April 25<sup>th</sup>, 2016 meeting minutes.  
Commissioner Bryan Burton seconded the motion. The motion was approved by all.

**4. Discussion Items**

**A. Frances Short Pond Maintenance Plan, David McKee**

David McKee, Watershed Specialist, presented to the Commission on the proposed Maintenance Master Plan for Frances Short Pond. The goal is to create a maintenance and operation plan that builds on current projects and past work done at Francis Short Pond. Mr. McKee is looking to the Commission for feedback and eventual support. Mr. McKee provided the Commission with a history of previous projects done around the pond and presented many proposed projects from the Master Plan including: adding a bike lane along Aztec Street, removing hydrants, adding handicap accessible parking spots adjacent to the pond, adding a gazebo or other small gathering space, adding a bridge, enhancing the “historic” flagpole, creating an entry way, adding restrooms and a drinking fountain, and improving the a bike pedestrian ways. Currently, Mr. McKee has done public outreach events at schools to determine priorities. The Viet Cabin is currently being used by FUSD on a limited basis with the goal of using the cabin as an outdoor classroom managed by Willow Bend. Commissioners discussed informal trail use and converting the social trails back to open space. Commissioners discussed standards for aesthetics, rock walls, an unobstructed entry and the possibility of opening the cabin as a public space. The Commission decided to support the draft master plan. Once the draft is complete, Mr. McKee will reach out to the Commission for an official letter of support.

**B. Environmental Education at Frances Short Pond, Moran Henn**

Willow Bend Environmental Education Center has been working with the City to create the formal plan for Francis Short Pond. Moran Henn, the Executive Director of Willow Bend, provided the Commission with a written plan for project funding and a programming overview. Willow Bend has received funding from an Arizona Game and Fish Department Heritage Grant to develop curriculum for the Veit Cabin at Frances Short Pond and provide education for local school groups. Additionally, Willow Bend will be hosting a BioBlitz at the Pond in partnership with the Forest Service. Willow Bend has also submitted a Community Foundation proposal to enhance engagement and opportunities at the Pond.

**C. Commission Chair Discussion and Election**

Commission Chair Miller led a discussion to set a precedent for electing new Chairs and Vice Chairs to the Commission. Commissioner Bryan Burton motioned for the Open Space Commission set up a program to elect the Chair and Vice Chair during the June meeting with the intent that the new officers will begin their term in July. The current Chair can elect to run for a consecutive term if they wish. The motion was seconded by Commissioner Dorsett. All voted in favor.

Commission Chair Miller will be stepping down as the current Chair. Commissioner Hirst nominated Commissioner Bryan Burton to be the next Open Space Commission Chair. The motion was seconded by Commissioner Dorsett. All voted

in favor. The Vice Chair discussion will be postponed to the next meeting when Commissioner Eberly, the current Vice Chair, is present.

**D. Observatory Mesa Natural Area Visioning, Betsy Emery**

Betsy Emery, Open Space Specialist, discussed the results of the Peak Democracy survey with the Commission. The goal of the survey was to get a better understanding of community use on Observatory Mesa to influence the Management Plan. One hundred and thirty two community members responded to the survey in the month it was open. The results showed that the community would like to see the following in order of importance: infrastructure improvements such as decommissioning illegal roads and installing gates to limit illegal use, marking the trails more clearly, designating formal access points, and providing restrooms and rest areas. The Commission would like to see infrastructure limited to entrances and parking areas to preserve the natural atmosphere of the Mesa. The Commission discussed access points at Thorpe Park and the proposed City Core Maintenance Yard. The Commission would like the Open Space Program to consider clearer signage at the Bark Park. Martin Ince, Multimodal Planner, provided insight about the FUTS in this region and access points that have been considered in the past. Commissioners asked if the program has considered a similar survey for Picture Canyon. A similar survey may be created for Picture Canyon in the coming years. The Commission discussed Section 12 of the Mesa. There are still service roads present, and Ms. Emery hopes to highlight Section 12 in the management plan. Commissioner Bryan Burton wondered if a land swap with the Forest Service would be possible. A land swap would require a full NEPA analysis to ensure that the value of the parcels are equal.

**E. Discuss Next Tour of City Parcels, Betsy Emery**

The Commission discussed plans to tour the next round of City owned parcels. The next segment will start at Willow Bend and proceed to Little America/ I – 40. The Commissioners will meet from 9:30 am to noon on July 20<sup>th</sup>, starting at Willow Bend.

**F. Open Space Management Update, Betsy Emery**

Ms. Emery updated the Commission on the trail construction project scheduled to start a Picture Canyon on July 25<sup>th</sup>. This project is in partnership with American Conservation Experience and the National Park Service. Commission Chair Miller requests that the program place a sign at the site explaining the work being done. The trail will provide a safe, designated route that will encourage people to stay on the trail and discourage improper use. Ms. Emery is also moving forward with additional interpretive signs and trail signs to be installed this summer as well as annual reporting to Arizona State Parks. She is looking to do a large scale tour in October to highlight the additions to the Preserve.

**5. Information Items To and From Commissioners and Staff**

Commissioner Hirst and the entire Commission would like to recognize Chair Miller for all of this service to the Commission over the years. Chair Miller would like to recognize Jack Welch for his 100<sup>th</sup> tour of Picture Canyon and would like the Commission to draft a letter thanking Mr. Welch for his work. Nicole Woodman would like to add the Conserve to Enhance Program update to the August Commission meeting.

**6. Agenda Items for Next Meeting – July 25th, 2016**

- A. RTP Planning Process Update, David Wessel
- B. Conditional Use Permits for Telecommunications Tower, Neil Gullickson
- C. Determine Usable Portion of Venus and Cheshire Parcels, Martin Ince
- D. Open Space Management Update, Betsy Emery

**7. Adjournment**

Chair Miller motioned to adjourn the meeting at 5:27 pm. The motion was seconded by Commissioner Bryan Burton. All voted in favor.

**CERTIFICATION OF POSTING OF NOTICE**

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on\_\_\_\_  
\_\_\_\_\_, at \_\_\_\_\_ a.m./p.m. in accordance with the statement filed by the Disability Awareness  
Commission with the City Clerk.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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Elizabeth Emery, Open Space Specialist