



MINUTES

City of Flagstaff Open Spaces Commission

June 25th, 2018

4:00 pm – 6:00 pm

COUNCIL CHAMBERS, CITY HALL

211 West Aspen Avenue, 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 928-213-2154. Notification at least 48 hours in advance will enable the City to make reasonable arrangements.

CALL TO ORDER

COMMISSION MEMBERS:

Bryan Burton, Chair

Libby Kalinowski, Vice-Chair

William Wilson

Jim Burton

Stephen Hirst

Jackie Thomas

David Zimmerman

STAFF LIAISON:

Robert Wallace, Open Space Specialist

1. **Call to Order**

Chair Burton called the meeting to order at 4:10 p.m.

2. **Roll Call**

Chair Burton, Commissioners Burton, Wilson, Hirst, and Zimmerman were present for roll call. Commissioner Kalinowski, Thomas, and Burton were absent.

3. **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 comments.

4. Approval of May 23rd, 2018 Meeting Minutes

Commissioner Wilson requested for some grammatical errors to be corrected.

Page 2, Section B: Refers to Commissioner Thomas as “he”.

Page 4, Section C: Half way down, refers to Commissioner Thomas as “he” again.

Commissioner Hirst motioned to approve the May 23rd, 2018 Minutes. Commissioner Wilson seconded the motion. All voted in favor.

5. Business

A. City of Flagstaff Development Process (30 Minutes) – Tiffany Antol

Requested Action: Informational

Tiffany Antol, Planning Manager, presented a slideshow overview of the Development Review Process. The projects reviewed in this process fall into two main categories including administrative and discretionary. Ms. Antol went into depth on both categories explaining what types of projects fall under each category, the timeframe and requirements for review, and the approval process. The Commissioners discussed how this information about the Development Review Process can be beneficial to their advisory practices in the future as it may better inform their recommendations on certain properties. It may also allow the Commission to provide recommendations to City Council for preserving certain open space areas in future development projects. The Commission would like to be included early on in future development projects. Ms. Antol suggested a quarterly meeting or a quarterly/bi-annual update report to the Commission to allow for consistent interaction and opportunities to collaborate.

B. City of Flagstaff Regional Plan (25 Minutes) – Sara Dechter

Requested Action: Informational

Sara Dechter, Comprehensive Planning Manager, provided a slideshow presentation of the Flagstaff Regional Plan 2030. The Regional Plan is organized into three sections including the natural environment, built environment, and human environment. The goal of the plan is to balance these three value areas for the sustainability of the Flagstaff community. Other entities in the Flagstaff community are encouraged to set their goals, criteria and strategies in line with the guiding principles of the Regional Plan. Ms. Dechter briefly described an overview of the Regional Plan then focused on the goals and policies included in the plan specific to open space. Ms. Dechter stated that the strategies and management planning within the Open Space Program and Open Spaces Commission should make progress toward implementing the goals and policies outlined in the Regional Plan related to open space.

C. Open House McMillan Mesa Plan Amendment (5 Minutes) – Sara Dechter

Requested Action: Informational

Ms. Dechter finished her presentation on the Flagstaff Regional Plan 2030 early and used the remaining time to discuss topic C, the Open House McMillan Mesa Plan Amendment. Total time spent on this area of focus was approximately 20 minutes. Ms. Dechter started with a presentation to describe and clarify the

McMillan Mesa Regional Plan Amendment and the outcome of the Open House that took place on Monday, June 18th, 2018.

Ms. Dechter stated that Proposition 413, in itself, did not change the Regional Plan Designation or Zoning code for the properties. However, the preservation of the property reduced an employment area as identified in the Regional Plan and, in turn, triggered the need for a major amendment to the Regional Plan. Since the Regional Plan is ratified by voters, the City must follow the State and City process to amend these documents bringing Proposition 413 into closer policy language with the Regional Plan. Changes to the zoning category of the property may then be made. As an analysis is required for major plan amendments, the City must analyze the impacts to infrastructure and community services in order to assess the impacts of the amendment on utilities, roads, parks, schools and other community facilities and services per City code 11-10.20.020. This analysis process is completely different than the management planning process of the Open Space Program. The Major Plan Amendment involves three proposals including a change in the Area Types on the Future Growth Illustration, removing the Ponderosa Parkway Connection from the Road Network Illustration, and correcting the overlapping existing and future mapping errors to improve functionality of the online interactive map. Ms. Dechter summarized the positive and negative impacts of the impact analysis as well as the outcome and findings from the McMillan Mesa Amendment Open House on June 18th, 2018. Next steps include a presentation to the Transportation Commission on the amendment process and preparing a report for City Council. Commissioner Hirst stated it was very informational for them to learn about the Regional Plan and amendment process. Commissioner Wilson thanked Ms. Dechter for the presentation as it answered many of his questions. He also asked if there is a better format for distributing this information to the general public aside from an Open House. Ms. Dechter will post the PowerPoint presentation and a link to the live stream Commission meeting video on the project website for the public.

D. Open Spaces Commission Strategic Plan Discussion (25 Minutes) - Robert Wallace

Requested Action: Discussion

Mr. Wallace provided an overview of key themes compiled from the strategic planning discussion held at the previous monthly Commission meeting. This consisted of 12 key focus areas for goals and strategies as well as 5-year and 25-year visions to guide Open Space Commission recommendations and objectives. Mr. Wallace prepared specific action items for some key areas and requested for Commissioners to assist in developing specific action items for each of the key areas.

In response to key area #7 “Demonstrate the value of open space to City leaders and community”, Chairman Burton requested that the Commission and Open Space Program work to build more open communication with City Council about the open space matrix system to better inform future decisions on development. Commissioner Zimmerman suggested integrating climate change implications to the matrix system for open space acquisitions. In reference to #4 “Involve key groups to move the City in a direction beneficial to the greater community”, Ms.

Antonopoulos recommended conferring with the City Legal department as far as guidelines and policies in how to approach it. The Commission continued reviewing each key area with discussion on specific action items to implement.

E. Schultz Creek Concept Plan Review (15 Minutes) - Robert Wallace
Requested Action: Discussion & Feedback

Mr. Wallace provided the Concept Plan for the Schultz Creek trailhead parking area and requested feedback from the Commission. This concept plan depicts a parking area on open space property to replace the current parking area that is on private property. Mr. Wallace also discussed feedback received from the Heritage Preservation Commission. They were concerned with how far the parking area encroaches on the historic reservoir and potential impacts and disturbance by users. The Heritage Preservation Commission mentioned the requirements for a cultural resource analysis prior to construction. Commissioner Zimmerman requested to be included in the preliminary walkthrough of the property to assess the need for a cultural resource analysis. Commissioner Zimmerman also suggested seeking out funding through the Recreation, Parks, and Trails funding with Arizona State Parks. Chairman Burton requested for the remaining information to be emailed to the Commissioners for review and discussed at the next meeting.

6. Reports and Updates

A. Open Space Management Report (5 Minutes) – Robert Wallace

Tabled for the next meeting.

B. Open Space Events and Outreach Report (5 Minutes) – Erin O’Keefe

Ms. O’Keefe presented the Events and Outreach Update report which provided an overview of the McMillan Mesa Celebration, information on the incoming Open Space VISTA, and listed upcoming open space events. Commissioner Zimmerman suggested a volunteer effort to fix the potholes on El Paso Flagstaff Road leading to the Picture Canyon parking area.

7. Information Items To and From (5 Minutes) – All

Commissioner Wilson informed the commission he will be on vacation during the next meeting in July.

8. Future Agenda Items (5 Minutes) – All

A. Observatory Mesa Natural Area Access and Trail Planning, Martin Ince

B. McMillan Mesa Management Plan Review, Robert Wallace

C. Schultz Creek Trailhead Construction, Management, and Visioning, Robert Wallace

D. Acquisition Priorities for Open Space and FUTS, Robert Wallace/Martin Ince

9. Adjournment

Adjourned by unanimous consent at 6:03 p.m.

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 _____, 2018.

Robert Wallace, Staff Liaison