

## DRAFT MINUTES

PARKS AND RECREATION AND OPEN SPACES COMMISSIONS  
JOINT MEETING  
MONDAY  
FEBRUARY 24, 2025

HYBRID MEETING  
FLAGSTAFF AQUAPLEX  
AND [MICROSOFT TEAMS](#)  
1702 N. FOURTH STREET  
4:00 P.M.

1. **Call to Order**

Open Spaces Chair Thomas Call to Order at 4:02 pm.

2. **Roll Call**

*NOTE: One or more Commissioners may be in attendance through other technological means.*

**Parks and Recreation Commission**

Stephen Parsons (Chair) - Present  
Austin Kerr (Co-Chair) -- Present  
Neil Frazer -- Present  
Autumn Layden-McLeod -- Present on Teams  
Ryan Martin -- Not Present  
Jill Christensen -- Present  
Josh Stackhouse -- Present  
Anthony Garcia -- Council Liaison -- Present on Teams

**Open Spaces Commission**

Jacqueline Thomas (Chair) - Present  
Bruce Fox (Co-Chair) -- Present  
Mary Norton -- Planning & Zoning Rep - Present  
Lina Wallen - Present  
Molly Joyce - Present  
Nat White -- Not Present  
Vacant  
David Spence -- Council Liaison - Present

**Staff Present:** Robert Wallace, Rebecca Sayers, Amy Hagin, Haley Reynolds, Sylvia Struss, Gino Leoni, Tyrone Johnson, Ashlee Fliney, Annie Ridgell, Tiffany Antol, Georganna Staskey and Anne Thompson

**Others Present:** Mike Wilson

Introductions were made with all present in person and on Teams.

3. **Land Acknowledgment**

The Flagstaff Open Space Commission humbly acknowledges the ancestral homelands of this area's Indigenous nations and original stewards. These lands, still inhabited by Native descendants, border mountains sacred to Indigenous peoples. We honor them, their legacies, their traditions, and their continued contributions. We celebrate their past, present, and future generations who will forever know this place as home.

Parks and Recreation Chair Stephen Parsons read the Land Acknowledgment.

4. **Approval of Minutes**

Rebecca Sayers stated that the separate Commissions will do their own approvals at their next regular Commission meeting.

5. **Public Comment**

FLAGSTAFF, Arizona -- This portion of the meeting is for items that are NOT on the agenda. The Commission cannot act on items presented during the public participation of the agenda. The Commission is prohibited by the open meeting law from discussing or considering the item until the item is officially placed on an agenda. Please limit comments to five minutes.

Open Spaces Chair Jacqueline Thomas asked if there were any public comments. There were no public or online Teams comments.

6. **Business Items**

A. Parks, Recreation, and Open Space Capital Improvement Project Plan Update and Discussion

Discussion Item: Parks, Recreation, and Open Space Capital Improvement Project Plan.

Rebecca Sayers opened the discussion. The first discussion involved the tally and prioritization process that the Open Spaces Commission performed and the direct results as evident in the five- and ten-year capital plans.

Robert Wallace stated that the Commissioners were asked to vote on their priorities on a scale of 1-10. Below are the tally results from top priority to lowest priority:

- Open Space Acquisitions
- Picture Canyon Restroom
- McMillan Mesa Trail Rehabilitation.
- Picture Canyon Trail Connection
- Observatory Mesa Trail Plan Implementation
- Schultz Creek Trailhead
- McMillan Mesa Property Restoration

Rebecca Sayers continued with the slide presentation of the 5-Year Plan. Anne Thompson, our City Accountant, created this budget and is here on Teams to answer any questions. Rebecca went over how 5-year plans are put together inclusive of the source of funds for Parks, Recreation, Open Space and Events Division.

Open Space now has a 10-year plan with a 10% policy reserve including the other Sections of the Division.

Amy Hagin described the capital projects in the next five fiscal years for both the Parks and Recreation Sections.

- Sport Courts at Bushmaster Park -- eight pickleball courts, two basketball and two tennis courts.
- West Side park -- future neighborhood park on the west side of town currently in the design review stage.
- Heritage Square Restroom -- remodel project working with Capital Engineering for the delivery.
- Ponderosa Park -- the remodel of a neighborhood park in the Sunnyside neighborhood that was impacted because of the Museum Fire flooding events in 2021.
- Hal Jensen Recreation Center HVAC -- the design and implementation of air-conditioned space inside the gymnasium at the center.
- Thorpe Park Annex -- the future Indigenous Community Cultural Center that is in Thorpe Park.

- Cheshire Park-- 8 acres identified for a running track and multi-purpose field as part of an expansion of the neighborhood park.
- Continental Park ---- the design of a girls' softball complex and potentially the remaining 84 acres of the regional park.
- Thorpe Park -- this is an additional project -- 5-7 years out to begin developing the concept design developed in 2022.

Robert Wallace discussed the Open Space capital program for the next ten fiscal years.

- Open Space Acquisition: Identified as the top priority by the Open Spaces Commission. Will permit small steps towards implementing the Open Space System, to secure open space and connectors for equal distribution of open space throughout the City limits and providing 10 minute walking access time. Efforts may be supplemented with potential grants.
- Picture Canyon Restroom: Develop a single permanent restroom unit for the Picture Canyon Trailhead.
- McMillan Mesa Trail Rehabilitation: Evaluation and trail maintenance for the McMillan Mesa Natural Area. Will address drainage, trail tread repair, signage, and develop solutions to erosion.
- Picture Canyon FUTS Connection: Work with Flagstaff Urban Trail System (FUTS) to design and build the FUTS connection to the Picture Canyon Trailhead. Property acquisition and rights are currently being worked on using 2004 bond funds.
- Observatory Mesa Trail Plan Implementation: Implement a council-approved trail plan that includes four implementation phases. The plan would incorporate parking, signage, restroom facilities, unauthorized road and trail restoration, trail maintenance, and trail building.
- Schultz Creek Trailhead: Design a trailhead with improvements to enable proper parking, signage, delineation of trails, and appropriate facilities. Staff are currently working to complete a property trade to make this a possibility.
- McMillan Mesa Property Restoration: Evaluate property to determine restoration areas. Work will involve eradicating invasive plants in areas of high infestation, seeding, and completing erosion control in high-use areas.

Rebecca Sayers provided a conclusion on the full capital plan with the emphasis on the amount of funds identified through the special revenue fund, BBB, for the Sections. After the conclusion, a motion was requested by each Commission for approval of the capital plan.

A motion was made by Open Spaces Chair Thomas to approve the 5-Year Capital plan as presented. The motion was seconded by Co-Chair Fox. Motion passed unanimously with five (5) yea votes.

A motion was made by Parks & Recreation Chair Parsons to approve the 5-Year Capital plan as presented. The motion was seconded by Commissioner Stackhouse. Motion passed unanimously with six (6) yea votes.

## B. Land Availability and Suitability Study and Code Analysis Project (LASS+CAP) Update and Discussion

Discussion Item: This is an update on the status of the [Land Availability and Suitability Study and Code Analysis Project](#)

Tiffany Antol, Zoning Code Manager who works in the Community Development Division under Planning & Development Services gave the presentation. The title of the presentation is Resource Protection Overlay -- LASS (Land Availability & Site Suitability Study) + CAP Project (Code Analysis Project) -- LASS discusses what is the suitability of lands in Flagstaff.

Staff are looking at the larger regional area along with Coconino County, who also have land and climate goals, and are partners in this project. The Diagnostic Report is basically finished and the reason I am here today.

The LASS & CAP project is currently mostly involved on our code analysis portion, which is intended to evaluate development codes and processes to identify areas of improvement towards our housing incentive goals.

Staff are working on simplifying this project, hoping to engage the public, identify barriers, and the way the resource protection overlay (RPO) is managed. Staff are looking to ensure core standards of safety. Our standards for our forests are meant to implement the Forest Management Plan. Looking at a work session with City Council soon.

7. **City Council Liaison Report** - Councilmember David Spence and Councilmember Anthony Garcia

No councilmember Reports

8. **Reports -- Monthly highlights of Parks and Recreation, Open Space, and Events**

A. PROSE Monthly Newsletter

9. **Informational items to and from Commissioners and Staff**

Parks & Recreation Commission update: Amy Hagin will send an email to Commissioners regarding the agenda items for the March meeting.

Open Spaces Commission update: Robert provided an update regarding the Right of Way amendment requested by private property owners through the Observatory Mesa Natural Area. Staff consulted with the State Historic Preservation Office, and they declined the need for further review, concluding that the project does not violate any of the requirements of the Deed of Conservation Easement. The project's next steps are for the property owners to finalize the driveway plans with the City's Community Development. This will inform the final legal description for the road. Once the legal description is finalized, staff will take the proposed amendment ROW easement to Council for review and decision.

10. **Potential Future Agenda Items**

- The Open Spaces Commission will hold a field meeting for their April 28, 2025 meeting.
- The Open Spaces Commission's May meeting will be rescheduled to May 12, 2025, to accommodate the Memorial Day holiday.

11. **Adjournment**

Open Spaces Chair Thomas requested a motion for adjournment, all in favor, meeting ended at 6:19 pm.