

**MINUTES OF THE
SANTA FÉ COUNTY
COUNTY OPEN LAND TRAILS AND PARKS ADVISORY COMMITTEE
(COLTPAC)**

January 8, 2014

1. CALL TO ORDER

A regular meeting of the Santa Fé County Open Land, Trails and Parks Advisory Committee (COLTPAC) was called to order on the above date at approximately 6:00 p.m. by Vice-Chair Zachary Taylor at the Santa Fé County Attorney's Conference Room, County Administration Building, Santa Fé, New Mexico.

2. ROLL CALL

Roll Call indicated the presence of a quorum as follows:

Members Present

Zach Taylor, Vice-Chair
William Baker
Coleman Burnett
Ernesto Ortega

Members Absent

Devin Bent, PhD [excused]
Almudena Ortíz Cué [excused]

Staff Members Present

Lisa Roach, Open Space and Trails Planner

Others Present

Judy Kowalski

3. APPROVAL OF THE AGENDA

Ms. Roach had a couple of matters from Staff to add to the Agenda. One was the SLDC adoption and next steps, and the other was an update on the COLTPAC vacancies.

Mr. Ortega moved to approve the Agenda as amended. Mr. Baker seconded the motion and it passed by unanimous voice vote.

**4. APPROVAL OF THE MINUTES
December 2, 2013**

Mr. Ortega moved to approve the minutes of December 2, 2013 as presented. Ms. Burnett seconded the motion and it passed by unanimous voice vote.

5. ACTION ITEMS

A. Request for a Letter of Support for El Camino Real Buckman Road Retracement Project

Vice-Chair Taylor asked if it was signed by Ms. Kowalski.

Ms. Kowalski said no.

Ms. Roach explained that she drafted the letter and Vice-Chair Taylor could sign it as acting chair.

Vice-Chair Taylor agreed to sign it.

Ms. Kowalski said the other option would be to back date it.

Vice-Chair Taylor was okay with that too.

Mr. Baker and Mr. Ortega had no problem with it.

Ms. Roach said she could give the Committee an update on it. She had copies of the draft plan from David Evans and Associates, the planners from Portland hired by TRIPTAC with the assistance of NPS staff. They were a good resource for this project.

They had a public meeting to introduce the project concept on December 4th at the La Cienega Community Center, and Ms. Kowalski was there. It was well attended with about 20 people in attendance. There were some from Agua Fria and the Tres Arroyos area. There were also property owners in attendance where the proposed trails were located.

The meeting was to get a better feel for the likelihood of extending the trail down to La Cieneguilla. She showed a context map of the area. They talked about a recreational trail along Old Buckman Road with to provide a total separation of recreational uses from the roadway. There was a lot of heavy traffic on the road there so it would be good to separate it with a trail on the historic route and would resolve that conflict. The project would end at the Diablo Canyon Trailhead.

The initial outreach done has been largely positive except for a couple of land owners who didn't want the trail on their property. So she felt there was great support for the project among interest groups and the community at large.

She had been working on the grant proposal to submit on January 10th. One thing the grant proposal required was a video of the project area. It was a true Christmas miracle that they were able to produce the video in such a short timeframe, thanks to the assistance of County staff and the videographer that was hired. Ms. Roach showed the video to the Committee.

She said the Fat Tire Society and Santa Fé Striders have supported it and that there has been very good support so far.

The project also would create a multi-use path alongside Caja del Rio Road to the Santa Fe River Greenway and link neighborhoods that were adjacent, particularly where traffic was are 45 mph. There is a 150' right-of-way along Caja del Rio Road, so there is sufficient space for a separated trail. The total project was about 13 miles, connecting the Santa Fé River to the Forest Service and BLM properties to the west.

Ms. Roach said she would like to have COLTPAC's support for it too.

Vice-Chair Taylor asked for motion to accept it as drafted and support for the project

Mr. Baker moved that COLTPAC support the El Camino Real Buckman Road Retracement Project grant proposal. Mr. Ortega seconded the motion and it passed by unanimous voice vote.

6. MATTERS OF PUBLIC CONCERN

Ms. Kowalski didn't have any concerns.

7. MATTERS FROM THE COMMITTEE

A. Discussion of preliminary outline of a Santa Fé County Open Space, Trails and Parks Strategic Plan

Ms. Roach had sent the outline by email to the Committee and provided a copy for an exhibit attached to the minutes.

Ms. Roach clarified that the outline was a very rough draft of what COLTPAC might to do for a strategic plan for County open space, trails and parks. She had met with several folks at the County to make sure it included the right things and wanted to hear from the Committee about it.

Vice-Chair Taylor asked if they could review the items in the outline. His initial question was where or how the plan would be used.

Ms. Roach said it was an important link between the SGMP and the County's Capital Improvements Plan. The draft project list has been set in motion. What she saw as needed was to take a look back from the 2000 plan and use it as a basis and highlight where changes needed to happen for the next 20 years. It was a place to identify the projects for the Committee now and how to get them on the County's priority list. It would be a living document updated every 2-5 years.

She said this was an important time to evaluate from a countywide perspective. She and Ms. Baker thought they should include the standard background of the program and a brief profile of each of the community planning profiles.

Vice-Chair Taylor asked how it would be processed.

Ms. Roach said through a robust public participation process, they could figure out what projects are most needed. The SGMP used four growth management areas: El Norte, El Centro and Galisteo and Estancia. Or they could look at each district or Sustainable Development Area (SDA).

But having a working group for each area would be helpful. It was something they still needed to flesh out. Staff would do a lot of the writing, primarily herself and using Ms. Baker as an ally because she was so familiar with the program. They would consider contracting out some parts like parks needs assessment or GIS mapping work. There was a great need to map trail and conservation easements as part of this process.

After speaking with Finance, she said GRT funds were not the best way to fund a countywide strategic plan. It was a county-wide plan but there was support at the management level for this project. So she was trying to get the funds to do it.

She said this was a really rough draft. Ms. Baker and Mr. Griego and others would help her make it more detailed as they went. They could look at benchmarks for accomplishing this in the next fiscal year. Staff agreed they needed a new updated inventory of trails, open space and parks as well as public lands. She had heard a lot of feedback about access to public lands. She was hearing that, even before the project came up. Santa Fé County has a huge resource in public lands, federal lands especially and the County needed to connect them.

Mr. Ortega thought this was great. He would tend to use categories of the geo-physical areas rather than geo-political districts.

Ms. Roach said that was the conclusion they came to also. Mr. Baker recommended using the SGMP growth management areas.

Ms. Burnett thought the needs assessment session was a place for public involvement. She was an advocate for getting a handle on each county property. That

might be too big of an undertaking, however. She thought maybe under the inventory section would be a hefty summary of each property including the purpose and current use and the vision when it was first acquired. So a management plan wouldn't need to be fully developed. They would want to be able to interact with that in the schedule. The properties the County already had needed help.

Mr. Ortega agreed that development of a comprehensive management plan was beyond our capabilities.

Ms. Roach agreed. But there might be some that did need a management plan like the Madrid Open Space, for which funding is being considered for the current fiscal year. A large emphasis should be on determining ways to better manage what we have now.

Vice-Chair Taylor said the Committee should consider public input as a separate program. He would like to see that looked at.

Ms. Kowalski thought being able to identify where plans were needed was good. The Committee should look at what properties were already owned and what needed to be done with them or what could be there. With public meetings, the Committee could share what the County had now and ask for appropriate uses to be identified.

Mr. Ortega suggested it could be more in terms of general management standards that would apply to all properties. There would be a lot of redundancy among them - commonalities across the board. And then they could add a little more specificity in the plan.

Ms. Roach said that came up with staff also. Those kinds of standards would be important to identify in managing open space and trails properties.

She agreed to include management standards and maybe also design standards. Perhaps there was a need to be more detailed with County properties - so some consideration of program standards.

Mr. Ortega said another thing was operational principles like public access, signage, etc.

Vice-Chair Taylor thought maybe that could be worked out.

Ms. Kowalski reminded them that there were also ADA standards for trails.

Mr. Baker added that in historic blocks they needed to identify what barriers there were like private land owners. There were problems to clarify.

Vice-Chair Taylor felt it would be great as the legacy of this Committee to look at

existing properties, especially since acquisition was not a priority at this time, with no dedicated funding source currently.

Ms. Burnett added that maybe toward the end the Committee could do visioning for the future.

Ms. Roach agreed. They could compare the vision of 2000 with new visions.

Mr. Baker suggested it would be helpful to look back at the notes taken at the SGMP small group meetings.

Ms. Roach said another chapter here focused on things like operations and management for the program and looked at different guiding principles for operations for the program.

Mr. Ortega said the strategic plan helps guide the structure in county government to support a project management plan. So it should have more emphasis on encouraging program development.

Mr. Baker said O&M should rely on how much the public would support it. The community should chip in to help with maintenance.

Ms. Roach pointed out that the Volunteer Coordinator, Carol Branch, was doing a nice job on that and the Committee could have her report periodically.

Vice-Chair Taylor agreed.

Ms. Roach suggested a report at the March meeting.

Ms. Roach asked if the Committee had met Terry Lease, the County's new O&M Manager. They hadn't.

Ms. Roach said she would invite both of them next time and have them both introduce themselves and give a brief report.

Ms. Roach said in the meantime, she would revise the draft and consider the need for outreach in the SGMP growth management areas and O&M standards.

Ms. Kowalski asked what LOS stood for in the outline.

Ms. Roach said it stood for Level of Service.

Ms. Kowalski asked if it would identify deficiencies.

Ms. Roach agreed it would be something like that. She saw it in tandem with the

public process - a quantitative analysis of adequate public facilities and identification of deficiencies. The public could say "Our community needs x, y and z," adding a qualitative evaluation.

Vice-Chair Taylor thought it would be great if it analyzed what service was deficient. "We have these lands and to map them is nice and now how should we use them? That goes back to the vision statement." The Committee could do a lot of data analysis but needed to determine what was important.

Ms. Roach pointed out that data analysis supplements our work. They could inform each other.

Mr. Baker thought some parts of the plan needed to be updated more frequently than every five years.

Ms. Roach agreed that was a valid concern, and the process for County staff to score and prioritize projects would take place at least annually. So it was really an ongoing process for staff. That could help be the thread that carries through the interim.

Mr. Baker thought the last section might be an appendix.

Ms. Roach agreed to look at that. She said COLTPAC may be part of that annual review.

Vice-Chair Taylor said this was a lot of work and asked what the time frame was for it.

Ms. Roach didn't know yet. She intended to bring that up at the next staff meeting. She said it would be at least a year.

Vice-Chair Taylor said it would be good for COLTPAC to receive updates along the way.

Mr. Ortega suggested creating a time line.

Ms. Roach agreed that a conceptual time line once they get the go ahead to proceed would help.

Ms. Burnett said what she was hearing was maybe the Goals and Policies Update should be moved up right after Planning Context. Then the Inventory of Properties and then insert there some sort of O&M for each property. She had worked on BLM plans with things that were common to all properties but some properties have special needs and others were only open part of the year. That was where they could have more detailed descriptions of the property and some direction for each property.

Ms. Roach read that as management goals for each.

Ms. Burnett said if it turned out that there was a lot of mapping, that might require "on the ground" and that might delay plans until after that. And then it should have the volunteer options - what things were suitable for volunteers. And then that could lead directly into goals.

Ms. Roach agreed. That helps. She asked members, if they had more suggestions, to please send them to her.

She also wanted to mention that, as part of the process, it would be good to revisit the resolution with what the Committee's role was now. There were problems with that resolution so we need to look back at it. She wasn't sure of the time frame but guessed, the sooner, the better.

Mr. Ortega thought that would help as they worked on the strategic plan.

Ms. Kowalski thought they had decided it no longer was valid.

Ms. Roach said there was nothing official about that.

Ms. Kowalski thought COLTPAC could make a recommendation.

Ms. Roach agreed. They could draft a resolution and work with County legal staff.

Vice-Chair Taylor said that would be especially good as new people come on board.

Vice-Chair Taylor said this was a nice structure and would be helpful.

B. Discussion of COLTPAC Annual Meeting Calendar

Ms. Roach said the County had a new resolution on noticing of public meeting including BCC-appointed committees. The resolution stated that it was sufficient public notice to notice the entire year's calendar of meetings so that they wouldn't have to notice each one. So if the Committee could agree on a calendar, that would help. Obviously changes could be made and notice those separately. But it might be nice to have an awareness of what the calendar was for the meetings. There seemed to be a consensus that the first Wednesday of the month would be okay.

Ms. Kowalski asked if there was any deadline on that. Ms. Roach said no.

Ms. Burnett asked if the Committee should wait until the vacancies were filled.

Ms. Roach thought they could decide tentatively tonight.

Ms. Roach said for the first Wednesday in March she wouldn't be in town.

Ms. Kowalski thought they could set up an alternative meeting time.

Ms. Roach said if the Committee agreed on the first Wednesday, she could come up with a calendar.

Vice-Chair Taylor felt it would be good to have Ms. Roach present.

Ms. Roach asked if March 12 would work.

Vice-Chair Taylor asked about holiday conflicts.

Ms. Kowalski didn't think any holidays would conflict.

Ms. Roach agreed to come up with a draft calendar to be approved next month.

8. MATTERS FROM COUNTY STAFF

Ms. Roach announced that the BCC adopted the Sustainable Land Development Code unanimously on December 10th, and it wouldn't go into effect until the zoning map was adopted. So there would be a process to draft and adopt the zoning map during the next six months. Until that map was adopted, the old code would remain in effect.

Also the BCC accepted all the changes to the official map that COLTPAC worked on. She passed out a last minute change. This was the amendment that they adopted into the SLDC. The idea was instead of reinventing the wheel that they should refer to the AASHTO and USFS standards for trail development.

She thought there could be more details but the Forest Service breaks out the various styles of roads. The County had great public input on this too.

Ms. Kowalski thought the original language was a little too prescriptive to use with trails and was pleased that the changes had been made.

Ms. Roach was very pleased that it was adopted. There was a lot of work to do ahead including refining road standards and the zoning map before the code went into effect. The BCC was really pleased also.

Mr. Ortega thanked Ms. Roach for the amendment.

A. COLTPAC Vacancies

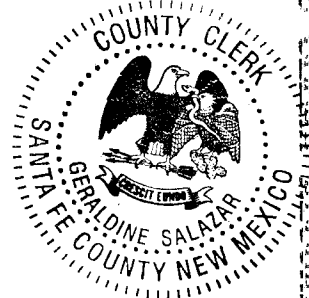
Ms. Roach said Friday, January 10th was the deadline and that she had received five applications for the three positions so far. The next step was to review those and staff would decide what process to use - probably short phone interviews and bring recommendation to the second BCC January meeting so by February, they would have new members on board.

Vice-Chair Taylor asked if they would elect officers at that meeting.

Ms. Roach said she would find out.

Vice-Chair Taylor asked her to email about that.

Ms. Roach agreed.



9. NEXT MEETING: Wednesday, February 5, 2014

COLTPAC MINUTES
PAGES: 10

10. ADJOURNMENT

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

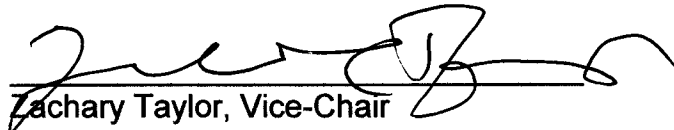
I Hereby Certify That This Instrument Was Filed for
Record On The 17TH Day Of March, 2014 at 02:52:53 PM
And Was Duly Recorded as Instrument # 1732218
Of The Records Of Santa Fe County

Mr. Ortega moved to adjourn the meeting.

The meeting was adjourned at 7:15 pm.

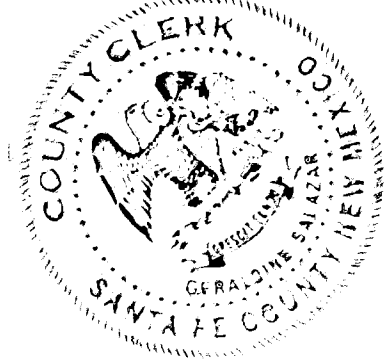
Witness My Hand And Seal Of Office
Geraldine Salazar
Deputy County Clerk, Santa Fe, N.M.

Approved by:


Zachary Taylor, Vice-Chair

Attest:


Geraldine Salazar, County Clerk
3/17/2014



Submitted by:


Carl G. Boaz, Inc. by Carl Boaz