

**MINUTES**  
**COMPLETE STREETS ADVISORY GROUP MEETING**  
**July 16, 2014**

**MEMBERS/ATTENDEES**

Greg Allen	San Juan Safe Communities Initiative
Linda Barbeau	City of Farmington Downtown Association & MRA Commission
Teresa Brevik	City of Bloomfield & MPO Technical Committee
Joyce Cardon	San Juan County Homebuilders Association & City of Farmington Planning & Zoning Commission
Judy Castleberry	San Juan College Enterprise Center
Larry Hathaway	San Juan County & Alternate on MPO Technical Committee
Bil Homka	City of Aztec & MPO Technical Committee Alternate
Nick Martin	Optum Health
Rev. Rebecca Morgan	Namaste House Assisted Living Center
Christa Romme	Four Corners Economic Development
David Sypher	City of Farmington Public Works Director
Anngela Wakan	Safe Routes to School Coordinator
Fran Fillerup	Acting MPO Planner
Duane Wakan	MPO Associate Planner
June Markle	MPO Administrative Aide

**WELCOME**

Mr. Wakan welcomed the members and thanked them for their participation in today's Complete Streets Advisory Group meeting.

Mr. Wakan asked if there were any questions on the draft minutes prepared for the June 18, 2014 meeting. Since there were no questions or comments, he asked for a motion to approve the minutes from the June 18, 2014 meeting. Mrs. Wakan moved to approve the minutes. Reverend Morgan seconded the motion. The motion was passed unanimously.

**MEETING DISCUSSION ITEMS**

Mr. Wakan reported that during the June 18 meeting, the Advisory Group defined the land use context areas and road typologies. The Advisory Group also had directed MPO Staff to develop a work plan of activities and Mr. Wakan said that would be presented at today's meeting along with some promotional Complete Streets information prepared by Staff.

Mr. Wakan also reported that work had begun on the design guidelines, but the entire 5x5 matrix of design guidelines has not been completed. He hoped that by the August meeting all the design guidelines would have been created. Mr. Wakan said he hoped the guidelines he had sent out to the Advisory Group provided a snapshot of how the remaining design guidelines would be created.

Mr. Wakan said Staff would also introduce the LA County Livable Streets document at today's meeting along with an overview of other themes and elements that Staff proposes are included in the Advisory Group Complete Streets document.

Mr. Wakan introduced Mr. Greg Allen with San Juan Safe Communities, Mr. Bil Homka, Community Development Director for the City of Aztec and an Alternate on the MPO Technical Committee, and Ms. Teresa Brevik with the City of Bloomfield and a member of the MPO Technical Committee.

### Work Plan/Timeline

Mr. Wakan presented the draft work plan timeline prepared by MPO Staff (see chart on next page). He presented the timeline to the Advisory Group for their preliminary review and comment required. Mr. Wakan said it was hoped that by the end of 2014 both the Complete Streets design guidelines and manual would be completed.

Mr. Wakan reviewed the timeline of the work plan. He noted that during July and August the design guidelines would be presented to the Advisory Group with approval by the Advisory Group sought in August. The approved guidelines will then be taken to the City of Farmington and other entities to use, as appropriate, for their various projects. Mr. Wakan said the City of Farmington has requested to receive some direction from the Complete Streets design guidelines as soon as possible.

### Design Guidelines

Mr. Wakan stated that under the Design Guidelines category, Staff also added the development of an on-line visual preference survey. He said that this type of visual on-line presentation would provide good information for the general public to consider and react to. Mr. Wakan said this was something that could be easily added to the MPO website this month and then summarize the results at the September Advisory Group meeting.

Mr. Wakan explained that final approval of the design guidelines would, hopefully, happen in September and they could then begin to be published and included in the Complete Streets document and begin to make presentations to organizations and clubs to gather public reaction. Mr. Wakan said Staff also planned to set up a Facebook page, have a booth at the San Juan County Fair, and have information available during the Connie Mack World Series.

### Document Design

Under the category of Document Design shown on the work plan, Mr. Wakan stated that the Advisory Group would need to draft chapters for the Complete Streets document. He added that this work would likely carry through September or October, when the chapters would be combined into a final document. During this process, the Advisory Group will review the LA County Livable Streets document to see how and if that document might align with the FMPO Advisory Group document and what information might be integrated.

### Other Plan Elements

The section called Other Plan Elements will include crash data the MPO has available that will help to target potential areas where design changes or retrofits might be needed. This section will provide more informational data for the document.

Draft Advisory Group Meeting Minutes  
July 16, 2014

<b>DRAFT PROJECT TIMELINE/MILESTONES FOR THE Complete Streets Design Guidelines and Document</b>								
June 2014 to December 2014								
TASK/ACTIVITIES	STATUS	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14
Identify Land Use Context Areas (LUCAs)	Complete							
Identify Road Typologies	Complete							
Research LA County CS	Look at 5 x 5 Matrix- What combinations can be excluded?							
DESIGN GUIDELINES	STATUS							
Start Design Guidelines								
Gain CSAG Preliminary Approval on Design Guidelines	Target early Aug Meeting							
Develop on-line visual preference survey								
Gain CSAG Final Approval on Design Guidelines	Target early Sep Meeting							
Presentations to clubs/ organizations	Start Scheduling after DG							
Start & manage social media	Facebook							
Displays at public events								
DOCUMENT DESIGN	STATUS							
Draft CS chapters	Will start later in July							
Examine LA County Document for Consistency	Started reviewing document							
Review with CSAG	Early August							
OTHER PLAN ELEMENTS	STATUS							
Collect crash data	Received from UNM in Jan; ongoing							
Produce crash maps	Vehicle & bike/ped maps complete							
PERFORMANCE MEASURES	STATUS							
Research national and state measures								
Identify MPO measures								
Collect existing data to support MPO measures	Future projects to be determined							
Identify methods for carrying out MPO measures								
Develop a means of assessment for MPO measures								
Link cost estimates to projected revenues	Future project to be determined							
DELIVERABLES	STATUS							
Draft CS Development								
Final CS Development								
Final Public Comment								
Adoption								

### Performance Measures

Mr. Wakan stated that Performance Measures was a large part of the timeline. The final document will need to ensure that whatever countermeasures are implemented for Complete Streets that results can be tracked to ensure they are positively impacting walking and biking, reducing vehicles miles traveled, and reducing crashes. He noted this was not a requisite for the Complete Streets design document but that it was mandated under MAP-21, the newest transportation legislation and for the 2040 Metropolitan Transportation Plan (MTP). Mr. Wakan said it would be good to begin gathering the data and documenting the performance measures for Complete Streets.

Ms. Barbeau asked how an increase in pedestrian traffic was measured. Mr. Wakan said there were counters that could be used for this purpose. He emphasized that it was important to set the counters out as soon as possible to begin gathering baseline data. Additionally, counting current traffic volumes so that if a road diet was implemented, it could be determined if the traffic volumes were being maintained or improved. These are some of the metrics that need to be studied along with pedestrian counts. Mr. Wakan said the equipment to count pedestrians through the capture of thermal heat is available and other MPOs in the state are using it, but investment in that equipment has not yet been made here. Mr. Homka said there is also a national website that states are reporting their guidelines and measures to and through which the data is being tracked (tied to Safe Routes to School).

Mr. Wakan said the Complete Streets document can identify the measures that the Advisory Group wants to have counted and the actual counting would begin later this summer or early fall and would continue on an ongoing basis. Mr. Fillerup added that having this data was important for the 2040 MTP and having the performance measures in place as outlined in MAP-21 will positively impact future MPO funding.

Mr. Wakan said he believed that part of the reason for the performance measures was that FHWA was trying to determine if funding needed to be reallocated for more bike and pedestrian facilities. Currently, only 3% of funding goes to bike and pedestrian facilities while 97% of funding goes to building/maintaining roads and bridges. There is not enough funding going to multi-modal transportation. Mr. Wakan believes that performance measures could lead to a shift in thinking at the federal level and to potentially more funding allocated to bike and pedestrian.

Additionally, the return on investments needs to be considered with any Complete Streets project. Sales tax revenues and market values can be compared after implementation to see the economic impact of Complete Streets.

### Deliverables

This section of the timeline addressed the Deliverables. Mr. Wakan stated that it is hoped to have a draft document ready in October. Following Advisory Group approval, the MPO will take the document to the MPO Technical and Policy Committees for their approval as well. The MPO Staff would ask that Advisory Group members attend these meetings to provide their support and backing. Mr. Wakan said that final adoption of the document was targeted for December.

Reverend Morgan noted that the dates at the top of the timeline should be from June 2014 to December 2014 rather than to December 2015. Mr. Wakan agreed and the change would be made.

### Review of Chapters from LA County Livable Streets Document

Mr. Fillerup reviewed the list of chapters found in the LA County Livable Streets document. He said he had grouped their chapters to show themes (shown in color below) that the Advisory Group might want to consider for their document to help build the backbone for their Complete Streets document:

- Introduction
- Visions, Goals, Policies, and Benchmarks
- Street Networks and Classifications (includes connectivity)
- Traveled Way Design (cross-section of street networks)
- Intersection Design
- Universal Pedestrian Access
- Pedestrian Crossings
- Bikeway Design
- Transit Accommodations
- Traffic Calming
- Streetscape Ecosystem

This section in the LA County document is very technical and includes numbers, examples, and principles on how to implement the guidelines.

- Re-placing Streets: Putting the Place Back in Streets
- Designing Land Use Along Living Streets
- Retrofitting Suburbia

The section of Designing Land Use Along Living Streets goes further than the Advisory Group's current scope for Complete Streets. Reverend Morgan asked what was meant by a "living street". Mr. Fillerup said he thought this was a term unique to the LA County document and said he likely meant a place that was alive and a place where people wanted to live. The Advisory Group agreed that this was, perhaps, the "ideal" street and a street where you would see people as well as cars. Mr. Fillerup added that this section of the LA County document was looking at more than a complete street, but at creating a sense of "place".

- Community Engagement for Street Design
- Appendix: Visions of Transforming Streets

Mr. Fillerup also reviewed the index of chapters for the PennDOT Smart Transportation Guidebook, the Knoxville Regional TPO which is a larger regional MPO, and the City of Charlotte Urban Street Design Guidelines. Mr. Fillerup noted that the LA County document is 300 pages compared to the Knoxville Regional TPO document which is 89 pages. The City of Charlotte's document is smaller yet and shorter in the scope of items they chose to address.

Mr. Fillerup presented a draft list of chapters for the FMPO Complete Streets document:

**Draft List of FMPO Complete Streets Design Guidelines Chapters**

- Introduction of Visions, Goals, Planning Process
- Principles of Complete Streets
- Definitions of Land Use Contexts and Road Types
- Design Guidelines by Land Use and Road Type
- Intersections
- Designing for Various Modes, Ages and Abilities
- Roadway Features and Amenities (crossings, traffic calming, green infrastructure, etc.)
- Adopting and Implementing Guidelines (be sure to include retrofitting)

Mr. Homka asked why there was such a difference in the size of the documents mentioned. Mr. Fillerup replied that it was due to the scope of what that community wanted to achieve and the elements they wanted to include. He added that some of the documents were developed by a state DOT while others were prepared by a city. Some of the documents were very detailed in their design guidelines while others allowed for some flexibility. Mr. Fillerup said the size of the document was based on the size of the organization and the amount of detail they chose to include.

Reverend Morgan asked if the audience for the Advisory Group's document was known and which entity might be the first to act and implement Complete Streets design guidelines. She thought that a document of 300 pages was too detailed and technical for the average citizen. Mr. Fillerup said that because the Advisory Group is working through the regional Farmington MPO, the intent was to create and provide a document that would be used by all of the local governmental entities. The document should also be able to be read by those who are not technicians or planners. Reverend Morgan commented that the audience would certainly determine the amount of design detail included in the document.

The Advisory Group discussed the anticipated audience that would be reading the document. This audience includes not only the MPO entities but developers and interested citizens as well. It was believed that too much detail was not what had been envisioned by the Advisory Group. The Advisory Group thought there needed to be a technical version of the Complete Streets document as well as a simpler document summary. The document needs to be kept open-ended and allow for the cities to take specific elements and adopt them for their individual use.

Ms. Cardon agreed that simplicity was important for the Advisory Group document and to leave the technicalities or details to come from each entity. Mr. Fillerup asked the Advisory Group to consider how far the document should be developed and still have it remain usable for the entities.

Mr. Sypher said that following a recent MRA meeting, there was frustration expressed over multiple studies and they wanted to see something implemented. He noted that some of the studies had an implementation plan already spelled out in them. He thought that if, as a region, we wanted to come together to build a region everyone could be proud of, there needed to be detail and specifics in the Advisory Group

document. Mr. Sypher thought the specifics were important to unite the region and capture the power of that synergy. He said the details were necessary in order to get funding for a project from the City Council.

Mr. Fillerup replied that the sections on Design Guidelines by Land Use and Road Type, Intersections, Designing for Various Modes, Ages and Abilities, and Roadway Features and Amenities (crossings, traffic calming, green infrastructure, etc.) would provide the detailed information for the entities to use in making their funding requests to their local governments.

Mr. Sypher thought that the section on designing for various modes, ages and abilities related to complying with ADA law. This needed to be incorporated into other bullets, as well, since complying with ADA laws was mandatory. Mr. Homka said that it was important to make sure the Complete Streets document coordinated with ADA standards and other standards that an entity might have. He added that ADA regulations are already spelled out in existing documents and the Complete Streets document did not need to rewrite that information but could simply reference those other documents.

Reverend Morgan commented that her facility is on 30<sup>th</sup> Street and that just east of her facility there are no sidewalks on her side of the street. There are sidewalks on the other side of 30<sup>th</sup> Street, but her residents must cross six lanes of traffic in order to reach that sidewalk. By regulation, the sidewalks are ADA compliant because there is an adequate sidewalk on the opposite side of the street. Mrs. Wakan again stated that retrofitting needed to be included in the Complete Streets document as she works with school zones with existing infrastructure which will require redesigns to promote better safety.

Ms. Brevik said that developers want to get all their answers with one stop. She thought the region as a whole should be grouped together so that one document could provide all the preliminary answers. Once the construction phase begins, the developer would address the details and technicalities with each city's planning and zoning department. Mr. Fillerup thought that, in this case, the developer should be using the Complete Streets document published by the City of Bloomfield for use in Bloomfield. The plan is for the Advisory Group Complete Streets document to be adopted by each entity and then modified to meet their specific needs. The document must also be understood by others with less technical knowledgeable. Ms. Barbeau reiterated that two separate documents were not needed, but thought an introduction or executive summary document that could be provided for the general public was important.

Mr. Sypher said that he understood that as the document was adopted by the separate entities, they will make their own variations. However, he hoped that with the regional representation on the Advisory Group that the Complete Streets document could provide unity among the entities and highlight the uniqueness of the region. Mr. Sypher thought the more that could be done the same the better it would be for the region as a whole.

Mr. Hathaway commented that San Juan County had its own challenges and a different mindset on land use and zoning. The vision of Complete Streets for a county resident

could be a street with no potholes. He noted that Complete Streets in the county would not be as detailed a document as it would be for the cities. Mr. Fillerup commented that the Advisory Group document also planned to address rural settings in addition to the urban setting.

Mr. Martin agreed that an executive summary was a good idea to be able to present a general overview of Complete Streets to the public. He also asked if specific recommendations could be included that might address specific needs for each community. Mr. Wakan answered that it is hoped that the design guidelines will build in flexibility to provide options for each entity to pick and choose from. They will provide some resources and ideas for the entire region to consider.

Mrs. Wakan reiterated that it was important to address retrofitting and address those areas where facilities are missing. She agreed an executive summary would provide a good overview of the Complete Streets document, but added that a 300-page technical document would not be friendly for any entity to work from.

Mr. Wakan clarified that this list of potential chapters was just preliminary and MPO Staff would add the Advisory Group's comments and recommendations as the document is revised, developed, and reviewed by the Advisory Group.

**Land Use Design Guidelines (5x5 Matrix)**

Mr. Wakan showed the draft land use design guidelines 5x5 matrix and explained that Staff had made a preliminary attempt to identify the design guidelines that would not be required (x = not required/desired). This matrix identified the combinations of land use and road typology that do not need to be designed for. Mr. Wakan gave the example of not wanting to promote a Parkway (i.e.: NM 516) in a Neighborhood or Downtown setting.

Land Use Context Areas x Road Typologies

	Rural	Neighborhood	Commercial	Industrial	Downtown/ Urban Area
Lane				X	X
Street	X			X	
Avenue	X			X	
Boulevard					X
Parkway		X			X

The Advisory Group gave their comments and recommendations on the matrix:

- Rural - delete "x" under Street and Avenue
  - add "x" under Boulevard and ParkwayIf this is a rural setting, there would be no design guideline for Boulevard and Parkway unless, perhaps, it was a state highway. The local entity might provide input in this situation, but not actually be the ones constructing the roadway;
- Neighborhood - add "x" under Boulevard  
Same thoughts for this category as noted in Rural above.
- Are the definitions for all the land use context areas and road typologies available?
- Plan for some of these potential sections even though may not be built right away;
- Certain types of developments would not want to be encouraged; if design guideline for each potential combination in the 5x5 matrix, would have 75 designs;
- Commercial - add "x" under Lane
- Industrial - delete "x" under Avenue
- Downtown - add "x" under Street
  - Delete "x" under Boulevard and Parkway

There was discussion on what the definitions for the land uses and road typologies were and how those impacted the matrix and whether a specific combination was desirable or not. The Advisory Group members wanted to provide better input on the matrix. Mr. Wakan said that Staff would provide the Advisory Group with a definition for each of the land use context areas and road typologies along with a copy of the matrix so each member could provide their input on the matrix.

### Preliminary Design Guidelines

Mr. Wakan previewed some of the design guidelines Staff had developed. He said not all of the potential combinations currently shown in the matrix have been completed, but he hoped to have them completed for the next meeting.

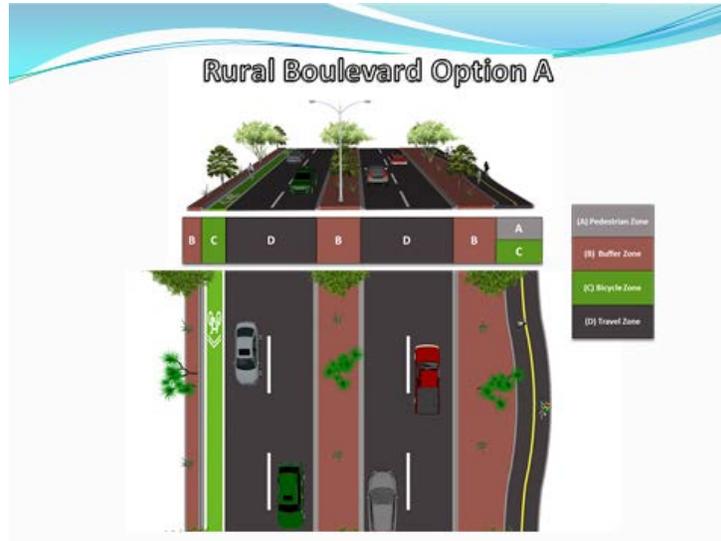
### Rural Boulevard

Mr. Wakan showed three different options for a Rural Boulevard design guideline (shown on next page). He explained that in Option A there was a pedestrian pathway which would be less expensive than the concrete sidewalks on both sides of the roadway shown in Option B.

Mrs. Wakan commented that Option A appeared to better match the landscape and would get people out to actually use the facilities.

Option C would be for an area like CR 3000 and shows only added shoulders or possibly a detached trail. These options would be more appropriate for a rural setting.

Mr. Wakan said that providing these options will hopefully provide the desired flexibility for the design guidelines.



Mr. Wakan also showed the design guideline of a Neighborhood Boulevard (possibly 30<sup>th</sup> Street in the neighborhood section west of College Blvd.) with various options such as on-street parking, trees, and a sharrow lane. Mr. Sypher said the bike markings might create some confusion for the casual biker and he thought the markings should be uniform throughout the region.

He also presented a Commercial Boulevard that showed buffered bike lanes on one side (possibly 20<sup>th</sup> Street at Smith's).

Mr. Wakan showed some Urban/Downtown Boulevard sections that created a road diet on a four-lane roadway and represented some low cost Complete Streets options. One example showed angled and parallel parking with the simple use of paint doing most of the work. A second, more expensive option had parallel parking on both sides of the street, included a wide median that extended past the crosswalk, and created a left-hand turn lane buffer. There was also some discussion of the concept of back-in angled parking and the need for more conversation on parking options. Ms. Cardon spoke about the changes Artesia implemented in their downtown several years ago. They added roundabouts to the four-lane highway that goes through the middle of the town and dramatically increased walkability and pedestrian safety throughout the downtown corridor.

Mr. Wakan said MPO Staff would provide the land use and road typology definitions and the design guidelines matrix to the Advisory Group prior to the next meeting to allow time for their comments. Ms. Castleberry also asked if an early stage draft of the Complete Streets document could be provided to the Advisory Group as well. Mr. Fillerup said MPO Staff was currently working to finish up the land use and road typology design guidelines. Mr. Wakan said more information on a draft document could be made available within the next two months. The Advisory Group suggested possibly postponing the August meeting to allow MPO Staff time to put all the information together and in consideration of Connie Mack and the County Fair. These functions would provide great opportunities for Complete Streets presentations.

Mr. Wakan reiterated that the land use and road typologies definitions would be provided to the Advisory Group. He reminded the members that because the definitions were being combined, there would be some changes. The members agreed that they needed something to work from.

#### **Complete Streets Informational Brochure**

Mr. Wakan asked the Advisory Group members to review the Complete Streets brochure and to let him know if there were any needed changes.

Mr. Sypher said he had some concerns with the paragraph under the section Why Complete Streets? He suggested rewriting the sentence: "Low cost strategies such as paint treatments are often fast to implement and have high impacts" to read "Low cost strategies such as paint treatments are fast to implement and can have high impacts". Mr. Sypher also commented that during times when budgets are tight, Complete Streets is not something to consider because it is very expensive. He commented that a current project on 20<sup>th</sup> Street had received a grant that would have

completed a full mile of sidewalk. Now, in order to implement some Complete Streets designs, the funding will only cover 1/3 of a mile.

Mr. Sypher said that he believed Complete Streets could positively impact long-range economic development that was worth the initial expense, but that overall the designs were not budget friendly. Mr. Homka commented Complete Streets options should be included and assessed whenever a project is proposed. He added that Complete Streets alternatives were cheaper to do up front rather than coming back later and trying to retrofit.

The Advisory Group discussed making some changes to the brochure to highlight the potential return on investment and quality of life, but not that Complete Streets was necessarily a low cost. Mr. Wakan said he would rework the brochure to delete any misleading statements.

The next meeting will be on August 28 at 10:00 a.m. MPO Staff will provide information to the Advisory Group well ahead of the meeting so that their comments can be compiled and then presented to the entire group for discussion during the meeting.

The meeting adjourned at 11:15 a.m.