

MINUTES  
COMPLETE STREETS ADVISORY GROUP MEETING  
August 28, 2014

MEMBERS/ATTENDEES

Larry Hathaway	San Juan County & Alternate on MPO Technical Committee
Bil Homka	City of Aztec & MPO Technical Committee Alternate
Nick Martin	Optum Health
Gayla McCulloch	City of Farmington Councilor
Christa Romme	Four Corners Economic Development
David Sypher	City of Farmington Public Works Director
Cory Styron	City of Farmington PRCA Director
Anngela Wakan	Safe Routes to School Coordinator
Mary Holton	Community Development Director & MPO Officer
Duane Wakan	MPO Associate Planner
June Markle	MPO Administrative Aide

WELCOME

Mr. Wakan welcomed the members to the meeting and thanked them for their attendance and participation in the meeting.

Mr. Wakan distributed a copy of the MTP postcard to the Advisory Group and encouraged them to complete the online MTP survey. He reported that there had been good overall survey participation from across the MPO boundary. Ms. Holton said that the public meetings had not been well attended, but those who have attended have provided good comments and suggestions. She added that the number of survey responses have helped to offset the poor attendance at the meetings. Ms. Holton said it was also being added to Councilor Duckett's Facebook page.

Councilor McCulloch said the Albuquerque Journal had a front-page article that identified their downtown area and the problems they are experiencing. She said all the problems noted were those the Advisory Group has been discussing and working to resolve with the implementation of the Complete Streets design guidelines. Mr. Wakan said he would retrieve a copy of the article online for reference.

Mr. Wakan asked if there were any questions on the draft minutes prepared for the July 16, 2014 meeting. Mr. Sypher said he had not yet fully read the minutes. Mr. Homka moved to approve the minutes. Mr. Martin seconded the motion. With one abstention, the motion was approved.

Complete Streets Advisory Group Roles & Responsibilities Document

Mr. Wakan presented a new document entitled "Complete Street Advisory Group Roles & Responsibilities". MPO Staff drafted this document to help new members understand their Advisory Group role.

Mr. Wakan highlighted some of the items:

### 3. Advisory Group Values, Roles and Responsibilities

Mr. Wakan noted that the Advisory Group is not a decision-making body. This is the role of the elected officials of the local governments.

The MPOs planning activities are regional in nature and discussions should focus on regional needs and priorities versus local planning issues and petitions.

#### Comments on the CSAG Roles & Responsibilities Document

Ms. Holton reminded the Advisory Group members that the Complete Streets design guidelines would be their product. Their final product would be taken through the MPO process of review and approval by the MPO Technical and Policy Committees.

Ms. Holton added that MPO Staff was there to assist and support the Advisory Group and provide technical guidance when needed. Mr. Wakan said that there was a section in the document called "Advisory Group Support" and this lists what MPO Staff will do to assist the Advisory Group. That list includes: gathering and distributing helpful materials, preparing meeting agendas and minutes, documents the Advisory Group's progress, facilitating meetings, and preparing the plan update materials.

Mr. Wakan reiterated that each new member will be given a copy of the document as they join the Advisory Group. Staff has continued to try to attract additional professional sectors to ensure the Advisory Group represents the community as a whole.

Mr. Homka said that he thought most people realized that the MPO and the Advisory Group were regional bodies. He believed this was the strength of the group. Mr. Homka commented that Mr. Wakan had attended a public meeting in Aztec recently and thought that his attendance was seen as a hierarchy of sorts and that it was a good thing.

Ms. Holton said the MPO is directed to be a resource to the regional and the entities that they serve. This is the approach taken by the MPO. Mr. Homka said he thought the public recognized this.

Mr. Hathaway moved to adopt the Complete Streets Advisory Group Roles & Responsibilities document. Mr. Styron seconded the motion. The motion was passed unanimously.

#### Land Use Context Area & Road Typology Matrix

Mr. Wakan had asked the Advisory Group to provide their recommendations on where design guidelines should apply and where they should not be applied. He reported that he had received about six responses on the matrix. Mr. Wakan provided copies of all the documents to the Advisory Group for their review.

Mr. Wakan said there had been no recommended changes to the Land Use Context Areas (LUCA). Mr. Wakan said that Mr. Sypher had made suggested additions/changes to the descriptions for the road typologies and had advocated the addition of a column to show what the Average Daily Traffic (ADT) numbers would be for that road

typology. Mr. Wakan said that he thought those recommended revisions were very good (see Road Typologies on next page).

Mr. Sypher explained that when the definitions for the road typologies were originally discussed by the Advisory Group, they had tried to choose terminologies that are commonly understood. However, language for the different classifications would not overlay perfectly with the traditional definitions. Mr. Sypher said that his red-lined comments attempted to help bring the two definitions closer together. The Advisory Group had discussed how they would relate the new classifications with the old or traditional classifications. Mr. Sypher stated that the ADTs he had included with the road typologies were an attempt to show the relationship between the new and old classifications. He thought the ADTs provided additional information, gave a more technical feel, and described what might be expected of the traffic volumes.

Mr. Wakan commented that a high volume ADT could encourage the use of Complete Streets design guidelines and might trigger the installation of a sidewalk or the need for a buffered sidewalk. The addition of the ADTs provides valuable information.

Mr. Sypher said that some of his recommended changes in the "Examples" column were that the entities have already adopted thoroughfare plans. The road sections are then already defined in that document and they may not fit within the new road typologies (and ADTs) being discussed.

Mr. Styron thought a definition of ADT should be added to define that acronym. Ms. Holton agreed and said that the design guidelines will incorporate and explain any acronym to provide for easier understanding.

Ms. Romme said she thought the Advisory Group had listed the Examples as what they should be and not necessarily categorize what they actually are. Ms. Holton said that for engineers and private developers, this would be the type of guidelines they would need and to provide them with the Complete Streets concepts.

Mr. Sypher explained that he thought the road typologies had originally been defined by a common sense approach. He then used the thoroughfare plan to further clarify where these types of streets existed. Ms. Romme stated that that Main Street was now considered a Parkway (see red-lines), but she did not want Main Street to look like a Parkway in the future.

Mr. Sypher said the word "parkway" will paint a different picture to everyone. Once a parkway is defined, then everyone can be on the same page. He noted that with the current definition of parkway and the adopted thoroughfare plan, if a roadway matches the definition, then it matches that definition. Mr. Sypher said that, perhaps, the thoroughfare plan would need to change to reflect the Complete Streets definitions.

**Road Typologies (RTs)**

Average Daily Traffic (ADT)	Road Typology	Description	Existing Examples	Vision Examples
Up to 1000	Lane	One or two lane roads (includes alleys) with the lowest travel speeds that serve low density residential areas. Lower volumes and speeds allow for integrated bike use in the roadway and do not necessarily require separate facilities. Sidewalks are encouraged depending on the surrounding density. On street parking rarely exists on short street sections such as cul-de-sacs. Rural lanes are not always paved. No lane striping.	N Church Street in Aztec, McCoy Ave in SJ County, (North Aztec) (Cir, Pl, Dr)	
Up to 2000	Street	Two lane roads with the lowest travel speeds that serve residential and commercial areas within the cities. On street parking is common but may be restricted in some places. Driveway-Lane access is allowable at moderate levels. No medians. Lower volumes and speeds allow for integrated bike use in the roadway and do not necessarily require separate facilities. Sidewalks may be buffered from the street. Provides connectivity.	West Blanco & South First St in Bloomfield, Fairview between Main St and 20th St,	
Up to 4000	Avenue	Most common utilitarian streets in the network. They are characterized by lower volume speeds with 2-3 lanes primarily connecting commercial, retail, and downtown districts. Bike lanes, wide sidewalks, and transit stops are recommended, multi-modal side-paths in high traffic areas are encouraged. These roads distribute traffic between the higher classifications and local streets. Medians and two-way left turn lanes are common. Shared driveway access is encouraged. Downtown areas include additional street-scape features that promote multi-modal travel. These streets support the higher road classifications and connect with Lanes and Streets and feed to Parkways.	Aztec, Chaco in Aztec, West Blanco & South First St. in Bloomfield, Fairview between Main St and 20 <sup>th</sup> St.	
4000 +	Boulevard	Meaningful roads that are meant to be enjoyed. They steer motorist through/to local amenities such as rivers, urban centers and neighborhoods. They are 3-5 lanes with moderate volume and speeds and connect travel through a city serving commercial areas. Travel lanes are smaller in width to accommodate the presence of medians, sidewalks & bike lanes and/or multi-modal side-paths, on-street parking, and transit stops. Access management controls should minimize conflicts with bicyclists and pedestrians.	Butler, 20 <sup>th</sup> St, West Blanco in Bloomfield, Rio Grande Ave in Aztec, West Chaco St in Aztec, CR 3000	West Main St. in Farmington, South Main St. in Aztec, new North Main St. in Aztec, San Juan River East of US 550 In Bloomfield
NMDOT Standards	Parkway	Vehicle-oriented, high speeds and volumes, typically 4-6 lanes; land uses include office parks, multi-use centers with parking lots; access management controls; recommends multi-modal side-paths; locate transit stops within adjacent developments	Murray Drive, US 64, US 550, NM 516, CR 350, Main St, Pinon Hills Blvd, and any state route	

The Advisory Group continued to discuss some of the examples given for the different road typologies. Discussion items included:

- Parkway on downtown Main Street is not desired;
- Going forward with Complete Streets design guidelines, do not continue to design Main Street as a Parkway;
- Cities have clearly defined their roads as parkways, boulevards, etc. and then they have overlaid the land use context areas on top. Cities have this flexibility;
- Do not let labels determine the future look of a road;
- What is today is not how it should look in the future;

Ms. Holton suggested that the heading for “Examples” be changed to “Existing Examples”. Mr. Wakan added that the change to road typologies was to move away from the typical DOT classifications because those do not work for the local communities. Ms. Romme suggested a column that said “Existing Examples” and then a new column labeled “Future Examples”. Ms. Holton said that, perhaps, another section could be added to detail the vision for the future. Mr. Hathaway suggested that along with the column labeled Existing Examples a new column be added titled “Vision Examples”. Mr. Styron restated that the Examples shown depict the current state of a particular road and the Advisory Group needs to decide where to capture the information to show what they desire for the future.

The Advisory Group decided that the “Examples” column would be changed to “Existing Examples” and then a new column labeled “Vision Examples” would be added. Councilor McCulloch moved to approve the recommended red-lined changes to the Road Typologies and the addition of a “vision examples” column. Mr. Styron seconded the motion. The motion was approved unanimously.

#### Design Guidelines Matrix

Mr. Wakan said several Advisory Group members had submitted their recommendations for the 5x5 matrix and suggested design guidelines. Since many seemed to have differing recommendations, Mr. Wakan recommended that the Advisory Group review the matrix today and come to a consensus on where the design guidelines should be developed.

Mr. Wakan said that using the current 5x5 matrix and trying to provide three options for each design guidelines means a total of 75 design guidelines. The multiple options for each design guideline will build the desired flexibility into the Complete Streets document. He hoped the matrix could be condensed down to a more manageable number.

The Advisory Group broke into two separate groups to discuss their recommendations for the design guidelines.

#### Group A

Nick Martin  
Cory Styron  
David Sypher  
Councilor McCulloch

#### Group B

Bil Homka  
Christa Romme  
Larry Hathaway  
Anngela Wakan

The Advisory Group reconvened as a whole and presented their ideas:

Group A

	Rural	Neighborhood	Commercial	Industrial	Downtown/Urban
Lane	Y	Y	N	N	N
Street	Y	Y	N	N	Y
Avenue	N	Y	Y	N	Y
Boulevard	Y	N	Y	Y	Y
Parkway	Y	N	Y	Y	Y

Group B

	Rural	Neighborhood	Commercial	Industrial	Downtown/Urban
Lane	Y	Y	N	N	Y
Street	Y	Y	Y	N	Y
Avenue	N	Y	Y	Y	Y
Boulevard	N	Y	Y	Y	N
Parkway	Y	N	Y	Y	N

Matrix Discrepancies (highlighted yellow above)

Lane - Downtown/Urban Area

Multiple access points and a higher volume of traffic than the definition of Lane; would be discouraged in downtown.

The Advisory Group discussed where alleys should fit into the matrix. Purpose of alleys was for garage access, garbage pickup, and retail deliveries.

The Walkable & Livable Institute believe that alleyways are an opportunity for pedestrian-friendly spaces.

With the inclusion of "alley" in the description of Lane, Group A agreed that this should be "yes" and a design guideline included for Downtown/Urban area.

Street - Commercial

Group B explained that behind the mall there are residential areas bumping up to the commercial development. Commercial areas are also part of the description for Street. There could be lower volume streets in a commercial area.

Group A said that a commercial location would not necessarily be desired on a low volume traffic roadway in a residential neighborhood. However commercial areas are included in the description. As the issue of including "alley" into Lane, if commercial is left in the definition then a design guideline should be added. If the word commercial is taken out of the description, then no design guideline would be desired.

The Advisory Group agreed to leave the word "commercial" in the definition. A design guideline was marked as "yes" for a design guideline.

#### Avenue - Industrial

Group A said "no" and their main discussion point was that an industrial area is not typically where multi-modal transportation would not be encouraged. Complete Streets is not needed or desired in this land use context area. Additionally, large delivery trucks would have to maneuver around the landscaped medians.

Group B said there might be an overlay in the western side of Farmington where an industrial area might be in close proximity to a residential area. This area would not require landscaping but residents might choose to take the bus to work or want bike lanes in order to commute to work. Ms. Holton said she could see this working in an industrial park setting where there were manufacturing or assembly industries rather than extraction type facility.

The Advisory Group decided that this would not be worth designing Complete Streets design guidelines for and this was marked as "no" for a design guideline.

#### Boulevard - Rural

Group B said they did not see medians and sidewalks being necessary or desired in a rural setting. Mr. Wakan said that design guidelines created for a Boulevard in a rural setting might simply be wider shoulders or a detached walking path.

Group A said that there were not many Boulevards or Parkways in a rural setting except for the highway going through town.

Group B said they would agree to have this design guideline changed to "yes".

#### Boulevard - Downtown/Urban Area AND Parkway - Downtown/Urban Area

These two road typologies were discussed together since comments were similar for both. Group A said "yes" to both and Group B said "no" to both. Group B said they did not want to have cars going faster through downtown. Group A said that showed that a design guideline was needed for the downtown/urban area. To get a design guideline for these two categories they should be marked as "yes". The design guidelines will provide the concepts to help regulate traffic and create complete streets.

Mr. Sypher said he understood that both Groups wanted guidelines developed for these road typologies although what those guidelines might look like could differ once the Advisory Group begins to actually design the guidelines.

Councilor McCulloch suggested that to make changes, all the categories should be a "yes". The members agreed that this was a fair statement. Ms. Holton said that was a good question. Should all the design guidelines in the matrix be "yes"? Mrs. Wakan said she thought that was a lot of work that might not need to be done. Mr. Styron suggested using the "yes" categories as a starting point for now and then consider re-visiting those labeled "no" at a later time. After some discussion, it was decided to exclude those combinations originally labeled as "no".

Final Advisory Group Design Guidelines Matrix

	Rural	Neighborhood	Commercial	Industrial	Downtown/Urban
Lane	Y	Y	N	N	Y
Street	Y	Y	Y	N	Y
Avenue	N	Y	Y	N	Y
Boulevard	Y	N	Y	Y	Y
Parkway	Y	N	Y	Y	Y

The Advisory Group voted unanimously to adopt the refined Road Typology and Land Use Context Area matrix shown above. Development of the design guidelines will be based on this new matrix and the revisions presented in the road typology descriptions.

Miscellaneous Items

Mr. Wakan explained the tri-fold flyer that could be handed out to general audiences with limited knowledge of or interest in Complete Streets.

For the general public and lay audiences with an interest in Complete Streets, Mr. Wakan presented a draft booklet that would provide non-technical information about Complete Streets. Mr. Wakan said this booklet was just a starting point for the future chapters and much of the text was placeholders only for the time being.

The actual Complete Streets document will be robust and technical in nature. It will provide thorough descriptions of the six Advisory Group goals, detail each and every design guideline, and provide options for each design guideline.

Mr. Wakan asked if this is what the Advisory Group had asked for at the last meeting. The members agreed and thought the booklet would be the user friendly document they had requested.

Mr. Wakan also distributed the Active Living Design Checklist. This document was prepared by the State of Minnesota Public Health Department and Blue Cross/Blue Shield. The document is Complete Streets design guidelines from the health perspective. Mr. Wakan asked if Advisory Group members with expertise in specific areas would be interested and willing to help write the different chapters/sections of the Complete Streets document. He thought the technical experts could help draft language for the different chapters and contribute their knowledge to the text.

Ms. Holton added that the AARP website also offers a lot of material that focuses on encouraging a healthy community and addresses aging in place. It was suggested that Rev. Morgan, with her work and interaction with seniors, would be a good resource to help write sections of the Complete Streets document. Additionally, Mrs. Wakan could contribute with her knowledge and perspective of Safe Routes to School. Mr. Wakan said that if a particular section or goal in the Complete Streets document would be of interest to an Advisory Group member to write or contribute to, let MPO Staff know and their input and suggestions will be incorporated as the document is developed.

### Closing & Next Meeting

Mr. Wakan asked what the Advisory Group would like to tackle for the next meeting. Mr. Wakan said he would begin developing the design guidelines using Street Mix based on the matrix the Advisory Group just finalized.

The Advisory Group decided to focus on the Rural category for the September meeting and then address one land use context area at subsequent meetings. Mr. Wakan said this would allow the time needed to adequately vet each category and believed it would be easier to focus on one category at a time. Mr. Wakan said Staff would develop a draft of the rural design guidelines for Lane, Street, Boulevard, and Parkway.

The next meeting date was set for Wednesday, September 10, 2014 beginning at 10:00 a.m.

Mr. Sypher said he would like to see a range of dimensions provided in the design guidelines for parking, landscape density, lane widths, and width of median if included. He thought this would help plan for needed rights-of-way.

Mr. Hathaway said he saw the Complete Streets design guidelines at a higher level that would then allow each entity to drill down to the specific details appropriate for them. Mr. Styron thought that providing a general set of ranges was a good idea. Mr. Wakan said other communities, instead of dimensions, have referred to how "traditionally" the facility was constructed. This method establishes the minimums. Mr. Sypher argued that having some approvable ranges were necessary to provide the tools necessary for the development.

Many of the Advisory Group members agreed that providing a range of dimensions seemed important. Mr. Wakan said that developing the dimensions would require working with each of the local entities' public work departments to come up with the appropriate ranges.

There was a brief discussion on working to also provide a regional plan for bike paths to create continuity among the communities and so bikers knew what to expect as they traveled from one town to the next. Ms. Holton said creating consistency was important.

The meeting adjourned at 11:50 a.m.