

**DRAFT MINUTES**  
**COMPLETE STREETS ADVISORY GROUP MEETING**  
**January 14, 2015**

**MEMBERS/ATTENDEES**

Greg Allen	San Juan Safe Communities
Linda Barbeau	City of Farmington MRA Commission
Teresa Brevik	City of Bloomfield & MPO Technical Committee
Judy Castleberry	San Juan College Enterprise Center
Cheri Floyd	Blue Cross/Blue Shield
Larry Hathaway	San Juan County & MPO Technical Committee Alternate
Bil Homka	City of Aztec & MPO Technical Committee Alternate
Virginia King	City of Farmington Public Works
Cynthia Lopez	City of Farmington & MPO Technical Committee
Rev. Rebecca Morgan	Namaste House Assisted Living Center
Christina Morris	State of New Mexico, Public Health Division
Dara Tsosie	Place Matters
Pam Valencia	Place Matters
Anngela Wakan	San Juan Safe Communities Representative & Safe Routes to School Coordinator
Duane Wakan	MPO Planner
Fran Fillerup	MPO Associate Planner
June Markle	MPO Administrative Aide

**WELCOME & INTRODUCTIONS**

Mr. Wakan welcomed all to the meeting and thanked them for their attendance. He also thanked San Juan College and the Quality Center for Business for providing the meeting space for today's meeting.

The members introduced themselves and welcomed those new to the Complete Streets Advisory Group.

**REVIEW OF NOVEMBER 19, 2014 MEETING**

Mr. Wakan reviewed the highlights from the November 19, 2014 meeting. The Advisory Group gave preliminary approval of the design guidelines. Ms. Christina Morris gave a presentation on public health matters, the work of Place Matters, and promoting health.

Mrs. Wakan moved to approve the minutes from the November 19, 2014 meeting. Ms. Lopez seconded the motion.

**PRESENTATION BY ANNGELA WAKAN, SAN JUAN SAFE COMMUNITIES REPRESENTATIVE & SAFE ROUTES TO SCHOOL COORDINATOR**

Mrs. Wakan explained the function and purpose of the San Juan Safe Communities organization and also the Safe Routes to School program and how they relate to Complete Streets.

The mission statement for San Juan Safe Communities (SJSC) is a ... community where people want to live, work, and play. SJSC is a non-profit organization that brings agencies and leaders together throughout San Juan County. They work with groups like the Community Health Improvement Council (CHIC), the Mental Health Task Group (MHTG), Farmington Walk & Roll (Safe Routes to School - SRTS) and sponsor the "You Matter" (UmattR) Role Model Campaign. Mrs. Wakan participates with the UmattR group that is made up of top teens in the county who present on topics at local schools and within the community.

Farmington Walk & Roll is the local entity for SRTS. SRTS works to make conditions fun and safe for kids to walk and bike to school. Why do we want kids to walk and bike to school? It is fun, teaches students life-long healthier habits, works toward a cleaner environment, promotes pedestrian safety by the students, and it provides benefits for the community as students get to know each other, become more independent, and learn about their neighborhood.

Mrs. Wakan explained that the SRTS tools include enforcement, education and encouragement, engineering, and evaluation. For enforcement, SRTS works closely with the school resource officers who help encourage the students and staff. During the spring walk to school day last year, Animas Elementary had 200 kids who walked to school and over 300 during the fall walk to school day. This tremendous turnout was in part due to SRO Chavez and the Police Department's mascot, Eddie Eagle.

With \$250,000 in funding last year, Engineering was able to complete several infrastructure projects: McKinley Elementary - a raised crosswalk to alert drivers to students in the area; Apache Elementary - widening of the sidewalk on the north side of Apache for pedestrian safety; Mesa Verde Elementary & Heights Junior High - construction of sidewalks along Victoria Way and the planned future installation of a HAWK signal across College Boulevard. This is a pedestrian activated crosswalk signal.

SRTS works closely with the MPO (Evaluation) on student arrival counts in the spring and fall of the year. Students are counted as they arrive for school - do they walk, bike, ride the bus, or get dropped off by a family member. Additionally, the MPO has developed maps that show where school-aged students reside and helps Mrs. Wakan focus on nearby areas to get more students walking to school.

Mrs. Wakan explained that Education is the biggest part of the SRTS effort - educating students and drivers. She teaches a safety class during the annual Safety Days event sponsored by the City of Farmington every March. All first grade students attend and last year there were 900 participants. The classes are short and simple, but the first graders can take the information home and talk about it with their families.

SRTS also sponsors several bike rodeos and last year one was also held during the Road Apple Rally. The kids go through a safety skills clinic where volunteers check for good tires, proper helmet fit, and then they take the kids through different courses to ensure they are riding safely.

Another important aspect of SRTS is Encouragement. Two times each year there is "walk/bike to school day". Those students who walk or bike to school receive prizes for participating. Several of the SRTS school also participate in a program where

students have a punch card that is punched each time they walk to school or participate in some form of exercise. Once their card is fully punched, they receive a prize. All these programs are a fun way to help remind the children to be and stay active.

Mrs. Wakan spoke about the walking school bus and bike train for SRTS. The walking school bus is a trained adult volunteer leading kids to school. Leadership of the bus could be informally shared among several volunteer mothers who take turns leading the bus. A more formally walking school bus is to let parents know at what time the bus will be at their home to have their children ready to join up with the group. The bike train is similar except that the leader and students are riding their bikes.

Mrs. Wakan said that Complete Streets and SRTS work hand-in-hand. Complete Streets are needed to get children to school safely and help them to be independent. To ensure that children are not involved in traffic incidents, both students and drivers need to be educated. Mrs. Wakan showed a picture of what a complete street in front of Animas Elementary on Hutton Avenue might look like. Complete Streets is what is needed to help make school children safe as they walk to and from school.

Mrs. Wakan explained that from 2008 to 2014, funding for SRTS was dedicated through the federal funding bill of SAFETEA-LU. However, when the federal transportation bill, MAP-21, became effective there was no longer any dedicated funding for SRTS and the local SRTS currently has no local government partnership. Mr. Wakan added that with MAP-21 the independent funding for SRTS was lost and any bike/ped funding is now simply lumped together as part of the Transportation Alternatives Program (TAP) which is a statewide competitive process. Mrs. Wakan stated that SRTS is now under the non-profit status umbrella of the San Juan Safe Communities Initiative. With the non-profit status, SRTS must seek grant funding to cover the non-infrastructure costs. She added that SRTS is looking for local partnerships that could help meet the annual budget non-infrastructure needs of SRTS.

#### What Can We DO

- Promote Partnerships within the community and cities;
- Have a strong policy statement in the Complete Streets guidelines that recommends the continuation of SRTS;
- Education is KEY.

Ms. Valencia commented on the importance of having not only SRTS built into the engineering or design policy of Complete Streets, but also the health aspects presented by Ms. Morris during the last Advisory Group meeting. This ensures that these considerations are taken into account each and every time a street is built or retrofitted. Ms. Valencia thought this discussion needed to continue.

Mr. Fillerup reported that as the MPO Staff develops the 2040 Update to the Metropolitan Transportation Plan (MTP), they are looking at prioritization methods for the regional projects planned for the MPO area. These prioritization methods would look at the regional projects planned for the MPO area and whether a particular project factors in, among other things, safety, health, and Complete Streets policies.

Mr. Wakan reported that to receive the needed funding for SRTS, it was important to be able to provide better crash data, identify where the potential hazards for children are, map out the schools, and document the driving and walking conditions at the schools. Oftentimes inadequate infrastructure is leaving the kids to walk to school in unsafe areas on narrow sidewalks right next to traffic. He added that education was crucial in all aspects along with strong policy statements.

Mr. Homka commented that sidewalk standards are often inadequate. The standards may have been borrowed from other places and are not necessarily appropriate for this region. He noted that the City of Farmington sidewalk standard is four feet, but thought this was inadequate considering most mailboxes are right in the sidewalk right-of-way as the sidewalk was not dedicated sole use.

Ms. Lopez reported that the City of Farmington has standards for new subdivisions that require a neighborhood box unit (NBU) that meet prescribed safety standards. However, any existing free standing mailbox is allowed to remain. Mr. Fillerup added that it seemed unlikely that one would go back and require the homeowner to make significant changes, but that maybe these types of issues could be cleared up when a retrofit was planned.

Ms. Morris asked about the reviewing the antiquated policies. Ms. Lopez replied that the City of Farmington's Unified Development Code (UDC) was adopted in 2008 (revised from 1969). There has been no review since then, but it took three to five years to get to the 2008 update, and it is currently one of the newest codes in New Mexico. Ms. Lopez said the UDC is a living document that is revised and re-examined when issues or recurring situations arise. Revisions to the plan are made as needed. Ms. Morris asked if health concerns are considered in these reviews. Ms. Lopez said that, by law, they are directed to consider the health/safety/welfare of the community in all city documents.

#### Design Guidelines - Objectives

The Advisory Group was provided with copies of the design guidelines that were preliminarily approved at the last meeting.

Mr. Wakan reported that the minimum standards for the design guidelines had been developed and reviewed by a sub-committee of all local public works officials. The standards address the minimum standards for all zones: sidewalk, buffer, curbs, gutters, parking, angled parking, door, bike, travel, center lane/median, and detached multi-use path.

Mr. Wakan asked the Advisory Group to review these minimum standards and to provide their comments and recommendations:

## Downtown/Urban Area

Downtown/Urban Area (Minimum Standards)												
	Total ROW	Sidewalks Zone	Buffer Zone	Curb	Gutter	Parking Zone	Angled Parking Zone	Door Zone	Bike Zone	Travel Zone	Center Lane/Median	Detached Multi Use Path
Lane	24 Feet	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	24'	N/A	N/A
Street	60 Feet	5'	3'	6"	1.5'	8.5'	N/A	N/A	6'	11'	N/A	N/A
Avenue	70 Feet	5'	3'	6"	1.5'	N/A	N/A	N/A	6'	12'	14'	N/A
(DT Commercial)	80 Feet	10'	N/A	6"	1.5'	8'	19'	2'	6'	11'	TBD	N/A
Boulevard	100 Feet	5'	5'	6"	1.5'	N/A	N/A	N/A	6'	11'	14'	10'
Parkway	120 Feet	5'	5'	6"	1.5'	N/A	N/A	N/A	6'	11'	14'	10'

Main St Examples:



Mr. Wakan said that the standards for the Downtown/Urban Area design guideline were presented to the Advisory Group last month. He thought the term “urban” was a better fit since all the areas of the MPO include an urban area but not necessarily a downtown.

The Advisory Group discussed the minimums for the Downtown/Urban Area:

- Traffic speed may determine width of buffer zone;
- With a retrofit, this width may need to be adjusted to fit available space;
- Overall the minimums were good.

Mr. Wakan said the sub-committee had not met again and he thought it was important for them to provide their comments after the Advisory Group has reviewed the preliminary standards.

## Industrial Area

Industrial (Minimum Standards)												
	Total ROW	Sidewalks Zone	Buffer Zone	Curb	Gutter	Parking Zone	Angled Parking Zone	Door Zone	Bike Zone	Travel Zone	Center Lane/Median	Detached Multi Use Path
Lane												
Street												
Avenue	70 Feet	N/A	5'	6"	1.5'	N/A	N/A	N/A	N/A	12'	14'	10'
Boulevard	100 Feet	N/A	5'	6"	1.5'	N/A	N/A	N/A	N/A	12'	14'	10'
Parkway	120 Feet	N/A	5'	6"	1.5'	N/A	N/A	N/A	N/A	12'	14'	10'

Discussion of the Industrial Area:

- Buffer zone for Avenue may be too wide; consider 3' standard;
- Keep 5' standard for buffer zone in Boulevard and Parkway;

- Consider speed, type of vehicles, and stop motions using the roadway (larger trucks that are heavier and wider will take up more of the roadway);
- Why sidewalks shown as N/A yet a 10' multi-use path is required;
- Will there be bikes and pedestrians in an industrial area;
- If multi-use path connects to some other facility, to housing and/or retail area, then the 10' standard is understood;
- Have sidewalk or path as option; how to show this?
- Keep multi-use path to ensure adequate land is there should future development occur and a connector be required;
- Need concept of where local trails should be; payment in lieu so that public has contributed to the maintenance and/or expansion;
- Not every parcel of industrial area would need to have 10' wide path;
- Why have a 10' wide path required when a 5' sidewalk cannot be put into a neighborhood;
- Complete Streets plans need to coordinate and work with other plans;
- The standards are recommended guidelines to help create uniformity within the region, but each entity will adopt what is most appropriate for them;
- Industrial parks are building these types of amenities for their employees' health and welfare and if a path is built in lieu of a sidewalk, want it to be 10';
- Wording will be important to ensure options are available;
- Preparing for future when there could be pedestrian traffic;
- All these guidelines should be incorporated into each entity's land use plan;
- Discussion with local communities on how their plans can work together with the desired guidelines of the Advisory Group and Complete Streets.

Mr. Fillerup asked if the comments of the Advisory Group could be consolidated to reflect agreement on N/A on Sidewalk Zones and 10' Detached Multi-Use Path. The assumption is that the LUCA of the Industrial Area is not a small city block area, but a large industrial park area. This was described in the Land Use Context Areas previously developed by the Advisory Group.

The Advisory Group discussed why the need for 5' Buffer Zone in a Parkway. It was explained that this is needed if planting trees or larger vegetation. In some Parkway settings, a 3' buffer can be used but requires smaller, lower growing plantings. On a NMDOT facility, the local entity is required to maintain the buffer zone/median and any plantings. Mr. Wakan reminded the group that a landscape architect's expertise was needed for these types of situations.

## Commercial Area

Commercial (Minimum Standards)												
	Total ROW	Sidewalks Zone	Buffer Zone	Curb	Gutter	Parking Zone	Angled Parking Zone	Door Zone	Bike Zone	Travel Zone	Center Lane/Median	Detached Multi Use Path
Lane	24 Feet	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	24'	N/A	
Street	60 Feet	5'	5'	6"	1.5'	8.5' x 2	N/A	N/A	6' x 2	11' x 2	N/A	N/A
Avenue	70 Feet	5'	5'	6"	1.5'	N/A	N/A	N/A	N/A	12'	14'	10'
Boulevard 2 Lns	100 Feet	5'	5'	6"	1.5'	N/A	N/A	N/A	6'	11'	16'	
Boulevard 4 Lns	100 Feet	10' Option	10'	6"	1.5'	N/A	N/A	N/A		11'	16'	10'
Parkway 2 Lns	120 Feet	10' Option	10'	6"	1.5'	N/A	N/A	N/A	6'	11'	16'	
Parkway 4 Lns	120 Feet	10' Option	10'	6"	1.5'	N/A	N/A	N/A		11'	16'	10'



The Advisory Group discussion on a Commercial Area included:

- These areas would include: East Main Street in Farmington, Aztec Boulevard in Aztec, and maybe parts of US 64 in Bloomfield, although US 64 and US 550 are now more like Parkways. This may be the retail center planned for Bloomfield's new river walk area to be built south of town;
- Sub-committee had a two and four-lane Boulevard and Parkway with different standards for each;
- 2-Lane Parkway should have a 10' multi-use path; the 10' Buffer Zone is needed as well because of the speed of the traffic;
- Avenue should have 5' sidewalk to coincide and connect with the Street and 2-Lane Boulevard;
- Consider 10' sidewalk to accommodate outdoor dining; also beneficial to the overall commercial corridor;
- Use 5' Sidewalk for Avenue; 10' sidewalk for 4-Lane Boulevard and both Parkways (allow for options and flexibility);
- Existing facilities would be grandfathered; new developments and retrofits will consider the Complete Streets design guidelines and see if they can be encouraged and incorporated;
- The "x2" under Parking Zone, Bike Zone, and Travel Zone are to denote two-way travel;
- Consider adding a Bike Zone on Avenue; is it not needed because of the Detached Path; if add in a 5' Sidewalk however, would not have Detached Path;
- Bike lane on 20<sup>th</sup> Street would require a road diet;
- Good example of road diet seen in Durango on US 550 and US 160; most of US 550 through town to South City Market; includes landscaping, sidewalks, and bike lanes; good ideas that might work locally.

## Neighborhood Area

Neighborhood (Minimum Standards)												
	Total ROW	Sidewalks Zone	Buffer Zone	Curb	Gutter	Parking Zone	Parking Zone	Door Zone	Bike Zone	Travel Zone	Center Lane/Median	Detached Multi Use Path
Lane	24 Feet	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	24'	N/A	N/A
Street	60 Feet	5'	5'	6"	1.5'	8.5'	N/A	N/A	6'	11'	N/A	N/A
Avenue	70 Feet	5' Option for Rural	5'	6"	1.5'	N/A	N/A	N/A	6'	12'	14'	10' Option for Rural
Boulevard												
Parkway												



Mr. Wakan reviewed the proposed minimum standards for a Neighborhood Area. The Advisory Group discussed these standards:

- Sub-committee recommended 6' Bike Lane although the current requirement is only 5'; Advisory Group liked the 6' minimum standard also;
- Add 10' Detached Multi-Use Path as optional for Lane and Street; neighborhoods could be more rural and this would be a good option for those areas;
- Explain potential options in the Design Guidelines as Road Typologies transition from one LUCA to another.

## Rural Area

Rural (Minimum Standards)												
	Total ROW	Sidewalks Zone	Buffer Zone	Curb	Gutter	Parking Zone	Parking Zone	Door Zone	Bike Zone	Travel Zone	Center Lane/Median	Detached Multi Use Path
Lane	24 Feet	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	12'	N/A	N/A
Street	60 Feet	5'	5'	N/A	N/A	8.5'	N/A	2'	6'	11'	N/A	10'
Avenue												
Boulevard	100 Feet	5'	5'	6"	6"	N/A	N/A	N/A	6'	11'	14'	10'
Parkway	120 Feet	N/A	5'	6"	6"	N/A	N/A	N/A	6'	11'	14'	10'



The Advisory Group discussed the proposed Rural Area standards and made recommendations:

- Add 10' Detached Multi-Use Path for Avenue;
- Add 5' Sidewalk for Avenue;

- Sidewalks in a Boulevard or Parkway might be optional; CR 350 might be more of a Parkway, but the County is a mix of hybrid streets;
- Each Lane is 12' to accommodate parking;
- Not require concrete sidewalks in Rural Area;
- Require wider, unpaved shoulder for Rural Area; these are not reflected in proposed standards; pedestrians and horses need some type of shoulder to be outside of the traffic flow;
- Consider shoulders along NM 173; could be a great place for bikers. There is a detached multi-use path along NM 173 near the Tiger Complex; the new East Arterial Route in Aztec will also include a detached path to serve bikes and pedestrians;
- City of Farmington code requires 8' shoulders to allow for pedestrians and bikes;
- Do we need sidewalks if have Detached Multi-Use Path? Will show as optional.

### Closing

Mr. Wakan spoke about Peer Review Group Assignments to review the different Design Guideline chapters and possible contribute to writing chapters. He asked the Advisory Group members, especially the local Planners, to let Staff know if they are interested in participating in the reviews or if they would like to write a chapter or a portion of a chapter.

Ms. Barbeau recommended having Mr. Dan Burden look over the Advisory Group progress to date. Ms. Lopez said he would be here the week of March 15. The three-day visit will include Thursday, March 19 for sure. They plan to hold focus groups and seek public input and Ms. Lopez invited participation by the Advisory Group. Mr. Burden will be kicking off the Complete Streets research and design concepts for downtown Main Street in the Farmington. Ms. Lopez thought that, perhaps, there might be time for Mr. Burden to participate in an Advisory Group meeting. She and the MRA are just beginning to plan the schedule for his visit, and thought that attendance by Advisory Group members at the focus group meetings might fit better with Mr. Burden's schedule.

The next meeting will be held on February 11 at 10:00 a.m. in Room 5028 of the Quality Center for Business at San Juan College.

Mr. Wakan reported that San Juan Safe Communities Initiative has equipment that can be used to record public service announcements and that would provide an opportunity for Advisory Group members to speak about why Complete Streets is important for the community. Mr. Allen added that these types of promotional recordings express to other business owners and individuals in the community who is involved with Complete Streets and why they have chosen to be involved.

Mr. Allen said that SJSCI.org has posted some video blogs that offer a venue of stories and messages that they have recorded on-site or through their virtual studio. He said they were able to reach 13,000 individuals in December 2014. He recommended the use of tools such as video blogs, Facebook, and youtube as opportunities to widely spread messages and get feedback.

The meeting adjourned at 11:35 a.m.