

**MINUTES**  
**FARMINGTON METROPOLITAN PLANNING ORGANIZATION**  
**POLICY COMMITTEE MEETING**  
**April 17, 2014**

Policy Members Present: Dan Darnell, City of Farmington  
Scott Eckstein, San Juan County  
Sherri Sipe, City of Aztec

Technical Members Absent: Bloomfield representative currently vacant  
Nate Duckett, City of Farmington

Staff Present: Mary Holton, MPO Officer  
Fran Fillerup, Acting MPO Planner  
June Markle, MPO Administrative Aide  
Duane Wakan, MPO Associate Planner

Staff Absent: None

Also Present: Brian Degani, Liaison, NMDOT Planning Division,  
via telephone

**1. CALL TO ORDER**

Councilor Darnell called the meeting to order at 1:30 p.m.

**2. APPROVE THE MINUTES FROM THE MARCH 20, 2014 POLICY COMMITTEE MEETING**

Councilor Darnell moved to approve the minutes from the March 20, 2014 Policy Committee meeting. Commissioner Sipe seconded the motion. The motion was passed unanimously.

**3. REVIEW AND DISCUSS THE DRAFT FFY2015-2016 UNIFIED PLANNING WORK PROGRAM (UPWP)**

<b>Subject:</b>	FFY2015-2016 Unified Planning Work Program
<b>Prepared by:</b>	Fran Fillerup, Acting MPO Planner
<b>Date:</b>	April 9, 2014

### BACKGROUND

- The Unified Planning Work Program (UPWP) is the fiscal year work plan for the MPO.
- In FY2014, the MPOs agreed to align the work activities and budget with the federal fiscal year to provide for better coordination and timely distribution of PL funds.
- The UPWP covers planning activities and work products to be completed during two federal fiscal years, 2015 and 2016, consistent with MPOs throughout the state. The time covered will be October 2014 to September 2016.

### CURRENT WORK

- Staff is working with the entities and NMDOT to identify projects for FFY2015-2016.
- Staff has reviewed the current UPWP to identify partially completed projects that may carry into FFY2015.
- Staff will work with NMDOT to develop PL and 5303 estimates for the MPO budget.
- Based on the NMDOT Planning Procedures Manual, a working draft will be provided to NMDOT by April 30.

### RECOMMENDATION

- It is recommended that the Policy Committee receive a report on the FFY2015-2016 Unified Planning Work Program.

**DISCUSSION:** Mr. Fillerup explained that the FFY2015-2016 Unified Planning Work Program (UPWP) which detailed the planning work of the MPO was being prepared by Staff. Mr. Fillerup reported that FMPO along with the other MPOs throughout the state have gone to a two-year UPWP and all will now begin to use the same template. Using the same template will provide consistency in formatting among the MPOs and provide uniformity in the quarterly and annual reports to NMDOT.

Mr. Fillerup reviewed the tasks and work items the MPO will take on over the two-year period. The draft UPWP will be reviewed by the Technical Committee in April, hopefully receive recommended approval in May and then approval sought by the Policy Committee in June.

#### Task One – Program Support and Administration

This Task relates to all the program management and administration such as quarterly reporting, staff and new board member training, and website updates.

#### Task Two – Transportation Improvement Program (TIP)

#### Task Three – General Development and Data Collection/Analysis

This Task describes the work the MPO does for traffic counts and for data collection. Also included in this Task is the gathering of population/employment data and making all this information available to the public. Orthophotography is a part of this Task and referred to the taking of aerial photos. This item is part of the overall boilerplate to be used by the MPOs state-wide; however, staff will confirm whether the FMPO currently participates in this type of data collection.

Mr. Fillerup stated that the City of Farmington and San Juan County currently work together to obtain these aerial photographs which are then used in presentations and GIS work.

Task Four – Transportation Planning

This Task covers the MPO's Metropolitan Transportation Plan (MTP) as well as safety analyses and planning. Also included in Task Four is participation by the MPO in coordination of the state long-range plan and the intelligent transportation systems (ITS) planning.

Task Five – Special Studies, Plans, Projects and Programs

This Task would cover special studies such as the development of the Complete Streets design guidelines, Safe Routes to School (SRTS) program, and the access management plan.

Mr. Fillerup stated that the UPWP would also include a budget summary.

Mr. Fillerup said this concluded the presentation on the draft FFY2015-2016 UPWP.

**ACTION:** The report was received.

**4. RECEIVE A REPORT ON COMPLETE STREETS**

<b>Subject:</b>	Complete Streets
<b>Prepared by:</b>	Duane Wakan, MPO Associate Planner
<b>Date:</b>	April 8, 2014

**BACKGROUND or PREVIOUS WORK**

- Complete Streets is a means of designing a roadway so that it accommodates all modes of travel, such as walking, biking, and transit.
- Staff has worked with the Advisory Group on development of land use context areas (LUCAs) and road typology overlays.
- The Advisory Group held its latest meeting on April 16.

**CURRENT WORK**

- The Advisory Group went through an exercise to create road cross-section diagrams using an on-line illustration tool (Streetmix.net).
- Staff will identify and summarize common themes to be considered in the design guideline creation process.
- The Road Typologies and LUCAs will be consolidated and confirmed to steer the design guideline process.
- Staff is working on Photo Visions to illustrate the flexibility of Complete Streets applications across the region.
- Staff will continue to apply the four themes (Adoptability, Resourcefulness, Flexibility & Simplicity) as activities continue to move forward.

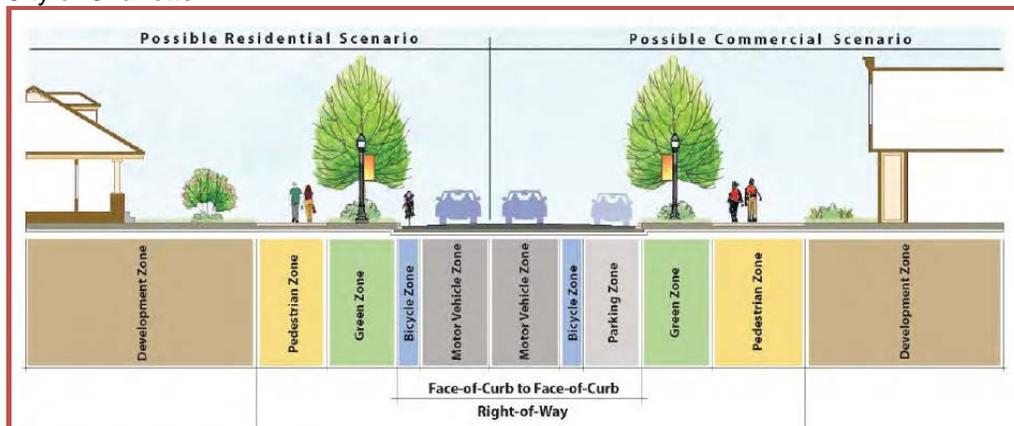
## RECOMMENDATION

- It is recommended that the Policy Committee receive an update on Complete Streets.

**DISCUSSION:** Mr. Wakan reported that Staff continued to work with the Complete Streets Advisory Group on developing the Complete Streets road typologies and land use context areas.

Mr. Wakan again reviewed the drawing from the City of Charlotte (see below) and explained how this was a very interpretative and simple document. The diagram showed the different development zones, pedestrian zones, green zones, and parking areas.

City of Charlotte



Mr. Wakan said this template was the basis for the Advisory Group as they began developing their own road cross sections for a specific road typology and land use context area. Mr. Wakan noted that the current matrix of context areas and road typologies is too large and the Advisory Group will be working to consolidate and refining these lists. Development of the design guidelines would not begin until the road typologies and context areas were finalized.

Councilor Darnell asked if current guidelines and rules for ADA-compliant sidewalks would be carried over into the design guidelines or would those types of footprints would be changed. Mr. Wakan said the Advisory Group is working on developing their cross-sections now and is considering these issues.

Mr. Wakan showed a cross-section of a commercial collector in a central business district. This cross-section depicted a parklet which Mr. Wakan explained was an extension of a sidewalk that a private business would build. The parklet could include plantings, chairs and tables to provide a place for pedestrians and visitors to a downtown location to sit and relax. The private business would also be responsible for the maintenance and upkeep of the parklet for the five to six months that it was in place.

Mr. Wakan reported that at the Advisory Group's March 19 meeting, the members developed some road cross-sections using Streetmix.net software. Using a preset right-of-way, the members designed the cross-section to fit within that right-of-way. The

Advisory Group's design guidelines will not prescribe any specific dimensions, but will only highlight the different zones of the roadway. By doing this, the guidelines will be flexible to provide different options for developers and entities.

Mr. Wakan said that following the March meeting, Staff summarized the Advisory Group ideas so that at the April 16 meeting, the members could begin to consolidate the road typologies and context areas.

Mr. Wakan said that the Advisory Group's ideas and work to date will be provided to Mr. Dan Burden and the Walkable & Livable Communities Institute (WALC) to get their recommendations on how to proceed. Mr. Wakan noted that Mr. Burden has been through this process many times and they can provide their input and feedback to the Advisory Group on the best ways to move forward.

Mr. Wakan also showed some of the PhotoVision work being done by Staff.



The above photos show a before and after look at Main Street in the City of Aztec using the existing right-of-way. He noted how the roadway changed from the current four lanes of traffic with parallel parking on each side to one lane of traffic in each direction and a buffered bicycle lane. Mr. Wakan stated that the buffered bicycle lane is something that was becoming an international concept to help with the thinking that “the car is king” or that “the bicyclist owns the road”. Both of these ways of thinking can create problems on the roadway and the buffered bike lane would protect both the cyclists and the motorists.

Mr. Wakan also showed several other Photo Visions:

- Aztec’s Main Street which demonstrated the use of a parklet that could also allow for angled parking;
- Hutton Avenue in front of Animas Elementary which eliminated the two-way left hand turn lane to incorporate buffered sidewalks; xeriscaped landscaping; getting students active and keeping them safe.

Councilor Darnell asked how left-hand turning traffic would be dealt with. Mr. Wakan said they would just have to wait for an opening. Councilor Darnell stated that Hutton was heavily traveled by commercial vehicles and was used as north to south access. He was concerned about the possible elimination of the left-hand turn lanes because those had been added years ago to help ensure student safety. Ms. Holton noted that a traffic analysis and other considerations would be made before anything would be implemented.

Ms. Holton commented that by narrowing the pavement width, existing right-of-way could be utilized instead of having to purchase additional right-of-way and eliminate the expense of having to move power poles.

Mr. Wakan noted that Animas Elementary has the most students who live within a walkable distance to the school and they have only one school bus. The potential is there to have Animas Elementary be a strong SRTS school.

- 1<sup>st</sup> Street in Bloomfield near the soccer fields and the Multi-Cultural Center which showed a wider sidewalk, potential for angled parking, and a bike lane painted green.

Mr. Wakan said the green painted bike lanes were being used elsewhere in the country. Ms. Holton noted that this was a cost-effective method for a road diet that provided space for bicyclists and pedestrians.

- Section of CR 390 in San Juan County that simply showed the addition of shoulders to provide for possible future trail right-of-way.

Mr. Wakan said that during Mr. Burden’s visit in May, these were some of the Advisory Group developments that would be discussed.

Commissioner Sipe mentioned the vision for the North Main extension in Aztec which included Complete Streets concepts. Mr. Wakan showed the consultant’s vision for this new road section and the potential use of green infrastructure which would gather rainfall and reuse it on the landscaping.

Ms. Holton commented that the Complete Streets Advisory Group was made up of individuals from all walks of life that were very interested in and dedicated to the development of Complete Streets design guidelines.

**ACTION:** The report was received.

## **5. RECEIVE A REPORT FROM NMDOT**

Mr. David Quintana was not able to attend the meeting and provided a project update that Mr. Fillerup presented to the Policy Committee:

- US 64 project from mile marker 60 to 62 is progressing well and paving operations were expected to begin next week;
- Work at the intersection of NM 516 and Light Plant Road would commence at the end of May once school let out for the summer;
- Workshop with NMDOT and the Technical Committee is scheduled for May 6 to discuss regional concerns, project prioritization, and maintenance issues;
- Public meeting on the study of NM 170 (La Plata Highway);
- Contract negotiations were underway for the NM 173 study.

Councilor Darnell asked if any feedback had been received on the NM 371 corridor study presentation received at the March Policy Committee meeting. Ms. Holton said no new information had been received on this study.

Mr. Wakan stated that District 5 had requested a TIP Modification be completed for Phase IB east arterial project in Aztec to change the project funding from FFY 2015 to 2014. Also as part of this modification, NMDOT requested that \$350,000 be moved from FFY2015 construction funds for the US 64 Phase IV project to FFY2014 right-of-way funds.

Mr. Brian Degani provided an update for the Planning Division:

- No additional information available on the NM 371 study. Mr. Degani said he would coordinate with Mr. David Quintana to provide an update at the next Policy Committee meeting.
- As part of the state freight plan, the freight plan meeting for the Advisory Committee was held on April 16. The Committee received input from the private freight providers and others. Notes from this meeting provided by Mr. Paul Sittig are expected to be available shortly;
- The Planning Division has been meeting with the state and federal land management to discuss functional classifications and to work with their respective MPOs to coordinate any potential changes. All changes need to be completed by May 1;

Mr. Wakan commented that for NMDOT's web viewer, the MPO had to remove any project that was beyond a four-year scope. Staff still needed to work with the entities to clarify the definition for arterials and collectors. Arterials and collectors now need to be classified as either principle or minor arterial and collectors must be designated as a

major or minor collector. Staff will work with Mr. Degani and Mr. Sittig on any issues with this process.

- No response was received from the Federal Highway Administration (FHWA) on the first draft of the Planning & Procedures Manual. Their comments are due in several weeks.
- MPO comments on the draft of NMDOT's public involvement process are due to Anne McLaughlin by April 30;
- Two meetings were held on the state long-range plan: one was the MPO/RTPO cooperative roundtable session and the other was the department coordinating committee meeting held at District 3 in Albuquerque. All meeting updates are available on the NMDOT website;
- Ms. Rosa Kozub continued to review the TAP process and expects to meet with the MPOs in May to discuss potential changes and receive MPO feedback;
- Draft FFY2015-2016 UPWP due to Mr. Degani in a few weeks.

## **6. RECEIVE A REPORT ON THE SPRING 2014 TRAFFIC COUNT LOCATION LIST**

<b>Subject:</b>	2014-2015 Traffic Count Program
<b>Prepared by:</b>	Duane Wakan, MPO Associate Planner
<b>Date:</b>	April 9, 2014

### **BACKGROUND**

- The MPO maintains traffic counts for over 220 locations throughout the MPO area.
- Locations are counted according to a three-year cycle and periodically change due to the deletion or addition of various locations.
- Staff split the annual traffic count list into a semi-annual calendar which began in the fall of 2013.
- The 2014 Traffic counts are in the second year of a three-year cycle.

### **CURRENT WORK**

- The MPO scheduled 47 weekday and 10 weekend volume counts (16 Speed/Class) to take place on the week of April 27, 2014.
- MPO Staff has renewed a one-year contract with a consultant to take counts for 2014 and 2015.

### **RECOMMENDATION**

- Staff recommends that the Policy Committee receive a report on the 2014-2015 Traffic Count Program.

**DISCUSSION:** Mr. Wakan reported that the 2014 Spring traffic counts were expected to begin at the end of April through the first weekend in May. He referred to Pages 6 and 7 of the Agenda which listed the proposed locations for those counts.

Mr. Wakan stated that the MPO had split the annual traffic count list into a semi-annual calendar which began with the Fall 2013 counts. There were 41 locations identified as part of the regular weekday counts, 10 weekend counts, and nine re-counts from the 2013 Fall counts.

Mr. Wakan reported that counts along US 64 were removed from the location list due to concerns with traffic being disrupted along that roadway with the ongoing construction. Ms. Holton noted that counts done in these types of situations frequently require a re-count.

**ACTION:** The report was received.

## **7. 2040 METROPOLITAN TRANSPORTATION PLAN**

Subject:	2040 Metropolitan Transportation Plan (MTP)
Prepared by:	Fran Fillerup, Acting MPO Planner
Date:	April 9, 2014

### **BACKGROUND OR PREVIOUS WORK**

- The Metropolitan Transportation Plan (MTP) is the long range planning document that addresses transportation needs for the next twenty-five years.
- The 2035 MTP was adopted in 2010.
- Development of the 2040 MTP began in November 2013 and is expected to be adopted in April 2015.
- Overview presentations have been given to the Technical and Policy Committees, entity Councils and Commissions, and other organizations.
- The Stakeholder Workshop was held on February 5.
- The Technical Committee reviewed the goals and objectives on March 27.

### **CURRENT WORK**

- Staff will discuss key questions about the 2040 MTP with the Policy Committee on April 17. (The 2035 MTP can be found online at [fmtn.org](http://fmtn.org), under government select Metropolitan Planning Organization, select Metropolitan Transportation Plan, then follow the 2035 MTP link near the bottom of the page.)
- Staff values comments and input from our committee members to steer the development of the MTP.
- Identify goals and strategies that will guide the articulation of the 2040 Mission and Vision Statements.
- Previously developed population and employment data will be reviewed.
- Staff is developing an RFQ to hire a consultant to work on the public participation efforts for the Plan.

## RECOMMENDATION

- It is recommended that the Policy Committee:
  - a. Provide comments on key questions regarding the 2035 MTP;
  - b. Review and discuss the MTP goals and objectives;
  - c. Review current and future population/employment data;
  - d. Review overall MTP timeline.

**DISCUSSION:** Mr. Fillerup reported that the 2040 MTP update was in process. The current and future population/employment data was updated for the Policy Committee last year with an update to the traffic demand model.

Part of the update process was to provide an opportunity for the Policy Committee to provide comments on several questions that the MPO identified at the beginning of the update process. Mr. Fillerup noted that these questions were shown on Pages 9 and 10 of the Agenda. These included:

- What aspects of the 2035 MTP do you like and want to repeat for the update?
- What aspects of the 2035 MTP should be changed or improved upon?
- List new stakeholders, clubs, and other organization that need to be involved in the MTP update process.
- What areas of the MTP need additional focus?
- Identify planning elements that are not part of the current 2035 MTP that should be part of the update.
- Provide initial thoughts on performance measures and targets. What data can the MPO use? What should the performance measures be trying to improve?

Mr. Fillerup noted that the performance measures and goals and providing means of measuring those goals were now federally required for transportation planning.

Staff had already answered some of these questions and other comments were provided during the MTP Update Workshop held in February. Mr. Fillerup asked the Policy Committee to provide their feedback and comments for this process. Ms. Holton asked the Policy Committee to provide their thoughts on any additional elements that needed to be considered for the 2040 MTP update. She stated that a consultant would be hired to assist with the visioning work and to help gather community input from all the MPO areas. Ms. Holton said the process of gathering input and feedback would be ongoing and comments from the Policy Committee could be provided at any time.

Mr. Fillerup stated the MPO would be working on this throughout the year with adoption planned for April 2015.

Mr. Fillerup referred to Page 11 of the Agenda which showed the Vision and Mission Statements, plus the table of Goals and Objectives from the 2035 MTP. He stated that, in the past, goals and objectives had been identified that were consistent with the vision and mission statements. There is now an additional step to determine how these are implemented and carried out.

Page 13 of the Agenda showed an example from the Washington, D.C. MPO of setting out their objectives with specific steps and strategies to then implement each objective. Mr. Fillerup said this was a plan that FMPO would consider for their 2040 MTP update. Mr. Fillerup referred to the update timeline shown on Pages 14-18 of the Agenda. The timeline listed the steps needed to complete the update. This timeline was last updated in March and Mr. Fillerup noted that the most immediate task was to get a consultant hired for the public participation process.

**ACTION:** The report was received.

## **8. INFORMATION ITEMS**

<b>Subject:</b>	Information Items
<b>Prepared by:</b>	Fran Fillerup, Acting MPO Planner
<b>Date:</b>	April 9, 2014

### **INFORMATION ITEMS**

- a. **Workshop with NMDOT and MPO Technical Committee.** A new date of May 6 is being proposed for this Workshop.
- b. **National APA Conference.** Mr. Wakan will be attending the National APA Conference in Atlanta on April 26 – 30, 2014.
- c. **Other**

**DISCUSSION:** Mr. Fillerup reported that the workshop with NMDOT and the Technical Committee is scheduled for May 6.

Mr. Wakan will be attending the National APA Conference in Atlanta on April 26-30. Ms. Holton commented that Mr. Wakan was named the New Mexico delegate and would be attending the delegate assembly to vote on policy guides on hazard mitigation and aging in communities.

Mr. Fillerup announced the Complete Streets Workshops and Safe Routes to School events planned for May 12 & 13 (see flyer attached). The MPO was again hosting Mr. Dan Burden and the Walkable & Livable Communities Institute (WALC) for this two-day event. Ms. Holton also reported that Mr. Burden would be presenting an introduction to Complete Streets to each of the local Councils and Commissions during his visit. She added that the technical workshop would be held on Monday, May 12 for the Complete Streets Advisory Group to focus on their work to date. The public Complete Streets workshop is scheduled for Tuesday, May 13 and reservations are required for this event. On Monday afternoon, the SRTS presentation would be held at Animas Elementary.

Mr. Wakan and Ms. Holton reported that Mr. Burden had also scheduled presentations to other MPOs and communities in New Mexico following the Farmington workshops.

Mr. Fillerup noted that another walking audit would be held during the public workshop on Tuesday, May 13.

#### **11. BUSINESS FROM THE CHAIRMAN, MEMBERS AND STAFF**

Commissioner Eckstein stated that construction of the US 64 project within the City of Bloomfield was almost completed. There was no additional business from the Chairman, Members or Staff.

#### **12. BUSINESS FROM THE FLOOR**

There was no business from the floor.

#### **13. ADJOURNMENT**

Commission Sipe moved to adjourn the meeting. Commissioner Eckstein seconded the motion. Councilor Darnell adjourned the meeting at 2:30 p.m.

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Dan Darnell, Chair

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June Markle, MPO Administrative Aide



# COMPLETE STREETS WORKSHOP WITH DAN BURDEN

The Farmington Metropolitan Planning Organization (MPO) is pleased to host Complete Streets Workshops & Safe Routes to School (SRTS) events on May 12 & 13, 2014 with Mr. Dan Burden and the Walkable & Livable Communities Institute.

## SCHEDULE OF MEETINGS

### Monday, May 12, 2014

10:00 am - 12:00 pm

CS Advisory Group Meeting  
Farmington Civic Center  
200 W. Arrington, Farmington

1:30 pm - 4:00 pm

### SRTS Events

Animas Elementary School Cafeteria  
1612 Hutton Ave., Farmington

### Tuesday, May 13, 2014

10:00 am - 2:00 pm

Public Workshop  
Farmington Civic Center  
200 W. Arrington, Farmington  
(Pre-registration is required)

### Presentation on CS at Council/Commission Meetings

5/12/14

6:00 pm Bloomfield City Council

5/13/14

4:00 pm SJC Commission

6:00 pm Aztec City Commission

7:00 pm Farmington City Council

Lunch will be provided for the Formal Workshop on Tuesday.

### Complete Streets Advisory Group Workshop

Dan Burden will review and make recommendations to the design guidelines developed by the MPO Complete Streets Advisory Group

### Safe Routes to School (SRTS) School Dismissal & Arrival Events

Presentation to school officials and SRTS participants on what SRTS is and how to participate  
Observe school dismissal and arrival at Animas Elementary  
Participate in a school site visit.

### Public Complete Streets Workshop

What Complete Streets are and how they are achieved  
Farmington MPO Complete Streets efforts  
Walk Audit of existing conditions

To register for any of these events or to receive more information, contact Duane Wakan or June Markle at the Farmington Metropolitan Planning Organization (MPO) at [jmarkle@fmtn.org](mailto:jmarkle@fmtn.org) or (505) 599-1466.

Mr. Dan Burden, Co-Founder and Executive Director of the Walkable and Livable Communities Institute has assisted more than 3,500 cities and towns in North America and around the world in creating their *best* community. Mr. Burden will be in Farmington to "INSPIRE, TEACH, CONNECT, AND SUPPORT" participants to create a more walkable community.

