



METROPLAN

GREATER † FLAGSTAFF

1:30 – 3:30 PM

April 24, 2024

MINUTES

Technical Advisory Committee

Teams Virtual Meeting

Join on your computer, mobile app
or room device.

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Meeting ID: 255 607 082 543

Passcode: owK8wn

In-Person Location

City Hall

211 W. Aspen

Flagstaff, AZ 86001

Regular meetings and work sessions are open to the public. Persons with a disability may request a reasonable accommodation by contacting MetroPlan via email at planning@metroplanflg.org. The MetroPlan complies with [Title VI of the Civil Rights Act](#) of 1964 to involve and assist underrepresented and underserved populations (age, gender, color, income status, race, national origin, and LEP – Limited English Proficiency.) Requests should be made as early as possible to allow time to arrange the accommodation.

PURSUANT TO A.R.S. §38-431.02, as amended, NOTICE IS HEREBY GIVEN to the general public that the following Notice of Possible Quorum is given because there may be a quorum of MetroPlan's Technical Advisory Committee present; however, no formal discussion/action will be taken by members in their role as MetroPlan Technical Advisory Committee.

Public Questions and Comments must be emailed to planning@metroplanflg.org prior to the meeting or presented during the public call for comment.

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the MetroPlan Executive Board and to the general public that, at this regular meeting, the MetroPlan Executive Board may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the MetroPlan Executive Board's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A)(3).

TECHNICAL ADVISORY COMMITTEE MEMBERS

- X Michelle McNulty, City of Flagstaff Planning Director, Chair Arrived at 1:44 p.m.
- X Nate Reisner, Coconino County Assistant Engineer, Vice-Chair
- X Estella Hollander, Mountain Line Planning Manager
- X Jess McNeely, Coconino County Community Development Assistant Director Left at 2:46 p.m.
- X Ruth Garcia, ADOT Regional Planning
- VACANT; ADOT
- X Paul Mood, City of Flagstaff Engineer
- X Jeff Bauman, City of Flagstaff Transportation Manager Left at 2:58 p.m.
- Romare Truely, Federal Highway Administration Absent
- Stephanie Santana, City of Flagstaff Senior Transportation Engineer (Alternate)
- Anne Dunno, Mountain Line, Capital Development Manager (Alternate)
- Jason James, ADOT Regional Planning Manager (Alternate)
- VACANT, Northern Arizona University

METROPLAN STAFF

- X Kate Morley, Executive Director Arrived at 1:32 pm
- X David Wessel, Planning Manager
- X Mandia Gonzales, Transportation Planner
- X Sandra Tavel, Transportation Planner
- X Kim Austin, Transportation Planner
- X Karen Moeller, Administrative Assistant & Clerk of the Board
- Ty Holliday, Montoya Fellow
- Aubree Flores, AmeriCorp

Chad Auker, guest; Mike Huff, guest

A. PRELIMINARY GENERAL BUSINESS

1. CALL TO ORDER

Vice-Chair Reisner called the meeting to order at 1:32 pm.

2. ROLL CALL

3. PUBLIC COMMENT

At this time, any member of the public may address the Board on any subject within their jurisdiction that is not scheduled before the Board on that day. Due to Open Meeting Laws, the Board cannot discuss or act on items presented during this portion of the agenda. To address the Board on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.

No Public Comment

4. APPROVAL OF MINUTES

(Pages X-X)

Technical Advisory Committee Regular Meeting Minutes of January 24, 2024

The motion was made to approve the Technical Advisory Committee Regular Meeting Minutes of January 24, 2024 was made by Member Hollander. The motion was seconded by Member Bauman. The motion passed unanimously.

B. CONSENT AGENDA

Items on the consent agenda are routine in nature and/or have already been budgeted or discussed by the Executive Board.

No Consent Agenda

C. GENERAL BUSINESS

1. ADOT STRATEGIC HIGHWAY SAFETY PLAN AND ACTIVE TRANSPORTATION SAFETY PLAN WORKSHOP

(Pages X-X)

Guest Presenter: Ruth Garcia, ADOT

Recommendation: None. This item is for information and discussion only.

Guest Presenter Garcia presented the Strategic High Safety Plan and Active Transportation Safety Plan.

Transportation Manager Wessel presented the analysis that was conducted on Bicycle and Intersection Segments and the resulting priority locations.

Member Bauman asked for confirmation of the meetings for May 2, 2024. Member Garcia said that a meeting is being held on May 2, 2024, for Stakeholder Engagement at 1:00 p.m. and the Public Meeting is at 5:00 p.m.

2. DRAFT FY2025 BUDGET

(Pages X-X)

MetroPlan Staff: Kate Morley

Recommendation: None. This item is for information and discussion only.

Executive Director Morley presented the Draft of the FY25 Budget.

Chair McNulty noted that the Payroll Processing Expense was listed twice. Executive Director Morley will remove the duplicate.

3. CONSIDER AMENDMENT TO THE FY2024 AND FY2025 UNIFIED PLANNING WORK PROGRAM (UPWP) (Pages X-X)

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the TAC recommend the Board amend the FY2024 and FY2025 Unified Planning Work Program (UPWP).

Executive Director Morley presented the elements and components of the UPWP FY24 and FY25. The UPWP is conducted in two-year cycles and there are amendments to the FY25 portion because of funds received. There was also a switch moving the payment for MetroPlan's portion of the Downtown Mile to the Carbon Reduction Program.

Member Hollander asked if only funded items are put in this program. Executive Director Morley said these items are not put in the budget until they are awarded, however, a narrative can include projected inclusions.

The motion was made that the TAC recommend the Board amend the FY2024 and FY2025 UPWP by Chair McNulty. The motion was seconded by Member Bauman. The motion passed unanimously.

4. CONSIDER FISCAL YEAR 2025 TITLE VI PLAN UPDATE (Pages X-X)

MetroPlan Staff: Karen Moeller

Recommendation: Staff recommends the TAC recommend the Board adopt the FY25 Title VI Plan.

Administrative Assistant and Clerk of the Board Moeller presented the draft of the FY25 Title VI Plan.

The motion was made that the TAC recommend the Board adopt the FY25 Title VI Plan by Member Hollander with the noted change in Member Hollander's title. The motion was seconded by Chair McNulty. The motion passed unanimously.

5. CONSIDER VULNERABLE ROAD USERS SAFETY PLAN SCOPE (Pages X-X)

MetroPlan Staff: Mandia Gonzales

Recommendation: Staff recommends the TAC recommend the Board approve the Vulnerable Road Users Safety Action Plan Scope of Work and Purpose Statement.

Transportation Planner Gonzales presented background information for the Vulnerable Road Users (VRU) Safety Action Plan Scope of Work and Purpose Statement. She further stated the VRU plan will lead to Vision Zero plan.

Member Hollander confirmed this work would relate to policies as well as projected projects. Yes, this will be the case. Further Member Hollander asked about SS4A identification of low cost or cost benefit. Transportation Planner Gonzales said she has learned through many webinars is SS4A is looking at demonstration projects that turn into permanent solutions and low-cost, such as striping solutions, too.

The motion was made that the TAC recommend the Board approve the Vulnerable Road Users Safety Action Plan Scope of Work and Purpose Statement was made by Chair McNulty. The motion was seconded by Member McNeely. The motion passed unanimously.

6. FY2025-2029 TRANSPORTATION IMPROVEMENT PROGRAM (Pages X-X)

MetroPlan Staff: David Wessel

Recommendation: None. This item is for information and discussion only.

Transportation Manager Wessel presented the draft FY2025-2029 Transportation Improvement Program (TIP) including the schedule and adoption dates. He noted that the public comment period for this program has closed.

7. DRAFT STRATEGIC GRANTS PLAN (Pages X-X)

MetroPlan Staff: Sandra Tavel

Recommendation: None. This item is for information and discussion only.

Transportation Planner Tavel presented the draft of the Strategic Grants Plan.

Vice-Chair Reisner said he is impressed with the amount of grant monies which are coming in through MetroPlan.

Member Hollander said that this is something needed in the region, and she is open to brainstorming ideas for future years for grants which may not have a clear path and tie to Transit.

Transportation Manager Wessel said we will be revisiting this process with stakeholders regularly to be sure the process is up to date and directed appropriately.

8. ADOT 5-YEAR TENTATIVE PROGRAM | P2P (PLANNING TO PROGRAM) PROJECT SELECTION (Pages X-X)

MetroPlan Staff: Sandra Tavel

Recommendation: None. This item is for information and discussion only.

Transportation Planner Tavel shared the ADOT 5-year Tentative Program and P2P (Planning to Program) Project Selection. She is asking the TAC to advise of any projects you may not see on the list.

Vice-Chair Reisner stated that a roundabout is being considered for Hwy 89 and Burris Lane.

Member Hollander said there are more projects in the active transportation plan, for example, along Milton Road, Route 66, and Hwy.180. Transportation Planner Tavel was grateful for that reminder.

Transportation Manager Wessel clarified that the Tentative 5-year Construction Plan is open for public comment now. The I-40 It is possible to projects and a couple more are in our region. It is possible to advocate for additional projects to be included before this is adopted in June. P2P is for next year's program.

9. SAFER PEOPLE CAMPAIGN (Pages X-X)

MetroPlan Staff: Kim Austin

Recommendation: None. This item is for information and discussion only.

Transportation Planner Austin presented the Safer People Campaign.

Vice-Chair Reisner asked if there is an educational campaign for the 4th Street and Cedar roundabout for students walking and educational flyers for the neighborhood? Member Bauman said this is something that has been requested and the City of Flagstaff has not yet started working on these educational items.

Member Hollander shared some ideas for possible projects including how to use bike boxes, such as those on Beaver, a campaign for cars to avoid "dooring" when parked by a bike lane.

10. UPDATE ON BLOOMBERG CHESHIRE SLOW STREET ASPHALT ART PROJECT (Pages X-X)

MetroPlan Staff: Aubree Flores

Recommendation: None. This item is for information and discussion only.

Transportation Planner Austin presented on behalf of AmeriCorp Fellow Flores for the Slow Street Update. A copy of the postcard that went out to the 930 housing units in the Cheshire Area was shared.

11. NORTHERN ARIZONA UNIVERSITY (NAU) MASTER PLAN (Pages X-X)

MetroPlan Staff: David Wessel

Recommendation: None. This item is for information and discussion only.

Transportation Manager Wessel shared a presentation about Northern Arizona University's Master Plan given to the Board previously. He shared opportunities for possible collaboration with NAU.

12. METROPLAN HAPPENINGS (Pages X-X)

MetroPlan Staff: Kate Morley

Recommendation: None. This item is for information and discussion only.

Executive Director Morley shared the update of things happening at MetroPlan.

D. CLOSING BUSINESS

1. ITEMS FROM THE BOARD

Board members may make general announcements, raise items of concern, or report on current topics of interest to the Technical Advisory Committee. Items are not on the agenda, so discussion is limited, and action not allowed.

Chair McNulty shared Land availability and Suitability Code Analysis Project is now being conducted. This study gives good information about where to focus on Code Changes.

Transportation Manager Wessel said the County Comprehensive Plan Open House is on April 30.

2. NEXT SCHEDULED TECHNICAL ADVISORY COMMITTEE

May 22, 2024

3. ADJOURN

Meeting was adjourned at 3:00 p.m. by Vice-Chair Reisner

The Transportation Improvement Program (TIP) includes the Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) final program of projects for Sections 5307 and 5339 funding under the Federal Transit Administration unless amended. Public notice for the TIP also satisfies FTA public notice requirements for the final program of projects. The MetroPlan Public Participation Plan (PPP) provides public participation notices and processes for NAIPTA as required to meet federal and state requirements for public participation and open meetings.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at www.metroplanflg.org on April 19, 2024 at 12:00 pm.

Karen Moeller, Clerk of the Board/Admin. Assistant

Dated this 19th day of April, 2024.