

AGENDA

City of Flagstaff

BICYCLE ADVISORY COMMITTEE



Thursday, November 2, 2017 | 4:30 pm

Flagstaff City Hall, Council Chambers
211 West Aspen Avenue, Flagstaff, Arizona



In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Martin Ince at 928-213-2685 (774-5281 TDD). Notification at least 48 hours in advance will enable the City to make reasonable arrangements.

CALL TO ORDER

COMMITTEE MEMBERS:

Mark Haughwout, chair
Kim Austin
Susan Hueftle
Matthew Mitchell
Margaret Penado

Two vacancies

CITY STAFF:

Martin Ince, Multi-Modal Planner
Jeffrey Bauman, Traffic Eng Manager
Andrew Hoffman, Police Department

I. PRELIMINARY GENERAL BUSINESS

1. Announcements

Members of the BAC and staff will be allowed three minutes to make announcements, suggest future agenda items, or comment on items not on the agenda. The Arizona Open Meeting Law prohibits the BAC from discussing or taking action on an item that is not listed on the prepared agenda. BAC members may, however, respond to criticism made by those addressing the Committee, ask staff to review a matter, or ask that a matter be placed on a future agenda.

2. Public comment

At this time, any member of the public may address the BAC on any subject that is not scheduled before the Committee. The Arizona Open Meeting Law prohibits the BAC from discussing or taking action on an item which is not listed on the prepared agenda. Committee members may, however, respond to criticism

made by those addressing the BAC, ask staff to review a matter, or ask that a matter be placed on a future agenda. To address the BAC 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.

3. Approval of minutes

[Meeting of October 5, 2017](#)

II. OLD BUSINESS

1. Active transportation master plan

Continued discussion of the active transportation master plan. Discussion at this meeting will focus on:

- [Draft themes, goals, and strategies](#)
- [Citizens Transportation Tax Commission](#)

For more information regarding the active transportation masterplan, go to: <http://www.flagstaff.az.gov/atmp>

Requested action: Information and discussion

III. NEW BUSINESS

1. Milton Road – Mill Town Ped/Bike Underpass

Discussion regarding a proposed pedestrian and bicycle underpass at Milton Road and University Avenue, and how it fits in with a potential ped-bikeway parallel to Milton Road. [Follow this link](#) for drawings of the proposed underpass.

Requested action: Information, discussion, and direction

IV. CONCLUDING GENERAL BUSINESS

1. Reports

- A. NPS Rivers Trails and Conservation Assistance grant
- B. High Occupancy Housing Plan
- C. Electric bikes
- D. Fourth Street bridges
- E. BAC vacancies
- F. FUTS project status report

2. Concluding announcements

- A. Agenda items for next meeting: December 7, 2017

V. ADJOURNMENT

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall in accordance with the statement filed by the Recording Secretary with the City Clerk.

Posted at _____ on the _____ day of _____, 2017.

Martin Ince, Multi-Modal Planner

DRAFT MINUTES

City of Flagstaff BICYCLE ADVISORY COMMITTEE



Thursday, October 5, 2017 | 4:30 pm

Flagstaff City Hall, Staff Conference Room
211 West Aspen Avenue, Flagstaff, Arizona

CALL TO ORDER

The meeting was called to order at 4:40 pm. On roll call, the following Committee members were present:

Kim Austin, chair
Susan Hueftle
Matthew Mitchell
Margaret Penado

Members absent:

Mark Haughwout

Two vacancies

The following City and agency staff was present:

Andrew Hoffman, Flagstaff Police Department
Martin Ince, multimodal transportation planner
Maggie Twomey, volunteer coordinator

Public present:

Jeff Goulden
Bill Sandercock
Jack Welch

I. PRELIMINARY GENERAL BUSINESS

1. Announcements

Ms. Austin reported that yesterday was International Walk to School Day. About 1000 kids participated at four schools in Flagstaff.

Ms. Twomey reported that the City of Flagstaff recently added nine new bikes to the City employee fleet. The bikes can be checked out like other pool vehicles. The bikes were purchased from Bright Angel bikes, which renews their fleet every two years. A question was asked about how often the bikes are used.

Ms. Twomey also said that Flagstaff's annual Make a Difference Day is scheduled for Saturday, October 28 from 8am until noon at Willow Bend. Projects will include a trash clean-up, garden projects, and improvement of the single-track trail that connects Willow Bend to the FUTS. She said that more than 200 groups participate in the Adopt-an-Avenue and Adopt-a-FUTS programs.

2. Public Comment

Mr. Goulden asked if the City has recommended any FUTS trails for inclusion in the project list for the Flagstaff Open Space Parks and Recreation (FOSPR) initiative. Ms. Hueftle asked about the City's involvement in that effort.

3. Approval of Minutes

Ms. Penado made, and Mr. Mitchell seconded, a motion to approve the minutes from the regular meeting of September 7, 2017. The motion was approved unanimously (4-0).

II. OLD BUSINESS

1. Active transportation master plan

Mr. Ince presented potential revisions to the FUTS master plan, including trails that could be deleted from the plan, new trails to be added, and trails with significant revisions to planned alignments. He also reviewed the results of the most recent FUTS users survey and explained how the results have been incorporated into the recommendations.

The Committee has a number of comments and questions:

- If the trail along Woodlands Village Boulevard is deleted from the plan, what is the alternate for bicyclists? Mr. Ince said the road has sidewalks along both sides, and that bike lanes are recommended as part of the bikeways plan. It may be helpful to provide better signing and guidance for cyclists through this area.
- There is an opportunity for a new trail in an old alley right-of-way between Bushmaster Park and the East Flagstaff Library. Mr. Ince indicated that a couple of respondents in the FUTS survey suggested the same idea.
- If the Pipeline Trail is intended to be a commuter route, it should be paved.
- There is some dispute about the willingness of property owners to give an easement for the Elks Lodge Trail.
- Bike lanes along Butler may be a reasonable alternative to a FUTS trail, but they should be protected or buffered. At this point anything would help. The Committee discussed whether there might be an opportunity for a trail on the north side behind the truck parking and Black Barts.

Mr. Ince showed a draft map showing trails divided into three classes – primary, secondary, and tertiary – and gave a brief description of each class. The Committee provided several comments:

- The Karen Cooper Trail makes sense as a primary trail and would be more useful if it were paved. Snow removal on the trail would also make it usable year-round.
- Concrete is preferable to asphalt, although there may be some backlash from the running community to any paved surface.
- Paved trails that are primary commuter routes should include a painted centerline stripe to help separate users.
- The trail through NAU has possibility as a primary route, although it is indirect in spots and very crowded when the university is in session.
- The Foxglenn/Sinclair Wash Trails are probably too far out of direction, and too recreational, to be considered a primary route. Also, adding bike lanes to Butler Avenue would diminish the usefulness of those trails as a commuter route.

The Committee reviewed the draft prioritization criteria for FUTS trails, and considered that connectivity may not be a meaningful measure as currently written.

The Committee reviewed the draft themes, goals, and strategies for the Active Transportation Master Plan, and had several comments:

- How to make sure that all new development and capital projects are built in conformance with the bike plan.
- Any lighting along FUTS trails should be dark sky compliant.
- E-bikes need to be addressed.
- Bicycle theft is becoming a bigger issue, and more well-organized than before. Online registration may not be possible, but it may be possible to work with retailers to have bikes registered at the point of sale. The Committee wondered if there were stats regarding how effective registration is at deterring theft.

The Committee asked for a copy of the schedule of meetings for the Citizen's Transportation Tax Commission.

III. NEW BUSINESS

IV. CONCLUDING GENERAL BUSINESS

1. Reports

Mr. Ince said that a new survey regarding High Occupancy Housing is available at the Flagstaff Community Forum.

The bicycle diversionary class has steady attendance. There is an idea to open the class to the general public, so that anyone may attend even if they did not receive a citation.

2. Concluding Announcements

There were no Concluding Announcements

V. ADJOURNMENT

The meeting was adjourned at 6:30 pm

City of Flagstaff
Active Transportation Master Plan
DRAFT Goals, Strategies, Actions

30 October 2017



Goals

- 1 Complete networks for walking and biking that are continuous, comfortable, attractive, convenient, and useful
- 2 Take care of what we have
- 3 Build a supportive environment for walking and biking
- 4 Improve safety for walking and biking through education and enforcement
- 5 Promote land use patterns, development practices, and street standards that support walking and biking
- 6 Use Travel Demand Management (TDM) as a guiding principle for transportation planning
- 7 Assess how we're doing for walking, biking, and trails

1 Complete networks for walking and biking that are continuous, comfortable, attractive, convenient, and useful

- 1.01 Complete the pedestrian network
 - Complete missing sidewalks along major streets
 - Identify and build neighborhood pedestrian connections
- 1.02 Complete the on-street bicycle network
 - Complete bike lanes as a basic facility on candidate streets
 - Develop a bikeways network consisting of a variety of facilities
 - Establish a hierarchy of bikeways based on their function
- 1.03 Complete the planned system of FUTS trails
 - Build new trails based on priority
 - Close gaps in the system
 - Integrate FUTS trails with pedestrian and bicycle networks
 - Plan for access points to make the system convenient and accessible
- 1.04 Include crossings to avoid breaks in pedestrian and bicycle networks at busy streets, interstates, and railroads
 - Enhance at-grade crossings to make them safe and comfortable
 - Provide grade-separated where needed
 - Provide facilities to accommodate bicyclists through intersections
 - Design new streets, retrofit existing streets to make them safe and comfortable to cross
- 1.05 Implement ped-bikeways as a system of primary commuter routes for pedestrians and bicyclists along key corridors
- 1.06 Identify deficiencies in walking, biking, and trail networks and opportunities for enhancements to those systems
- 1.07 Incorporate wayfinding signing into pedestrian and bicycle networks
 - Develop and implement a comprehensive system of bikeway signing
 - Provide additional wayfinding signs for the FUTS system
 - Provide destination and wayfinding signs for the pedestrian
 - Install map kiosks
- 1.08 Integrate transit facilities with walking and facilities
 - Explore options for physical and informational linkages between transit, walking, and biking
 - Provide connectivity between transit stops and pedestrian, bicycle, and FUTS networks

1.09 Ensure availability of bike parking

- Review and revise standards for bicycle parking in the Zoning Code to ensure adequacy
- Revise applicability guidelines to ensure that bike parking is provided when the use of an existing building changes
- Develop guidelines and requirements for long term bike parking for employment areas and multi-family residential development
- Adopt guidelines for Explore options for inclusion of bike parking in student housing development and other high occupancy housing projects
- Establish a municipal 50/50 bike rack program to help infill bike parking where it is missing or inadequate
- Explore options for providing bike parking at special events and event venues
- Provide additional bike parking in the Downtown and Southside neighborhoods, including higher-capacity installations
- Repair stands

1.10 Work with other road-managing agencies, including the county, ADOT, and NAU to unify and allow seamless walking and biking networks

- Review standards and guidelines
- Get agreements when necessary to cover

1.11 Connect to regional trails network

- Access between neighborhoods
- Seamless trails
- Trail hubs
- Work cooperatively with partners on trail planning and implementation
- Equestrian accommodation

1.12 Ensure that all walking and bicycling facilities provide universal access for all users

- ADA
- Universal access
- Provide information – UTAP for trails
- Transition plan
- Retrofit/add new curbs
- T intersections
- Work with local groups
- Coordinate with the region's Coordinated Mobility Council to ensure that walking and biking facilities enhance mobility for those with mobility challenges

1.13 Identify and take advantage of opportunities to implement plans and complete networks

- Transportation Tax
- Grants

- Leverage other funding
- Include as part of other projects
- Built in conjunction with new development
- Opportunities during redevelopment
- Identify other partners for implementation

2 Take care of what we have

- 2.01 Maintain walking and biking infrastructure in a state of good repair
- Make sure that maintenance budgets are adequate
 - Review maintenance practices to find efficiencies and better practices
 - Emulate good practices in other communities
 - Establish a regular maintenance schedule for striping and markings
 - Establish a regular maintenance schedule for FUTS trails for each surface material – concrete, asphalt, and aggregate
 - Build sustainable facilities to reduce need for and costs of maintenance
 - Pavement (street) maintenance
- 2.02 Clear snow and ice from walking and biking facilities through the winter months
- Public snow removal policies for bike lanes and FUTS trails
 - Establish snow routes and priorities
 - Compliance options for private snow removal on sidewalks
 - What other communities are doing
- 2.03 Keep walking and biking facilities free of blockages and debris
- Provide easy ways for citizens to report blockages
 - Parking enforcement
 - Sweeping practices
 - Public education
 - Work with Solid Waste regarding trash bin placement
 - Volunteer, neighborhood events and efforts
- 2.04 Limit the impact of closures on walking and bicycle facilities
- Implement a review and permitting and review process for closure of
 - Establish guidelines and standards to limit closures and avoid when not necessary
 - Follow MUTCD guidance
 - Provide detours and alternate facilities to maintain connectivity for
 - Post information to make the public aware in advance
- 2.05 Verify that traffic signals and signal detection work for walkers and cyclists
- Video detection set to bikes
 - Retrofit older detection technologies to video, microwave, and others that can easily
 - Time signals to allow enough time for bikes to clear the intersection
 - Eliminate unnecessary railroad pre-emption of crosswalks at signals along the BNSF lines
 - Review signalized and other intersections that include prohibited pedestrian crossings

2.06 Reduce bike theft

- Coordinate NAU, COFPD, CCSO bicycle registration programs and information
- Encourage bicycle registration through on-line options, registration at events, and registration at bicycle point-of-sale
- Lock giveaways and education on proper use
- Review standards and guidelines to ensure that bicycle parking helps deter theft

2.07 Work with Police Department to address perceived safety concerns along FUTS trails

- Install lighting along existing trails where needed, develop guidelines for including lighting in future trails
- Include design features to enhance safety and comfort
- Education
- Collect crimes and other data
- Design of underpasses and tunnels

3 Build a supportive environment for walking and biking

- 3.01 Provide information to make it easier to walk and bike
- Maps, including printed and interactive
 - Route planners
 - Use social media to disseminate information
 - Downtown and neighborhood walking maps
- 3.02 Promote events that encourage walking and biking
- Organize additional events
 - Promote current events
 - Walking calendar
 - Signature events: Bike to Work Week, Flagstaff Walks!, International Walk to School Day
- 3.03 Highlight Bike to Work Week and Flagstaff Walks! as signature walking and biking events
- 3.04 Work for equity in pedestrian and bicycle programs
- Encourage women and people of color
 - Low income, under-represented neighborhoods
 - Equitable distribution of facilities
 - Verify that policies and practices support equity
- 3.05 Establish a city-wide bike share program
- Work with partners to establish a bike share program
- 3.06 Implement Identify opportunities for bike stations/bike hub
- Require space for secure bike parking in new parking structures
 - Program space for a formal bike station in a future transit or transportation center
 - Work with other agencies to establish a model for programming and operating
- 3.07 Make the connection between walking, biking, and trails and tourism
- Distribute information to area lodging and tourist destinations
 - Work with tourism industry
- 3.08 Coordinate efforts with Northern Arizona University to promote walking and biking
- Coordination with NAU
 - Work cooperatively on student promotion
 - Student resources for attending NAU car-free
 - NAU TDM plan

3.09 Work with community partners to enhance walking and biking

- Public health
- Advocacy groups
- Neighborhoods
- Leadership training

3.10 Take advantage of the connection between active transportation and public health to the mutual benefit of both

- Provide information on walking/biking/trail options
- Liaison with PH
- Seniors

3.11 Consider local legislation addressing use of E-bikes on FUTS trails

- Gain a better understanding of existing technology and future trends
- Study the experience of peer communities
- Review the state of regulation at the state and local level
- Conduct a robust public engagement process

4 Improve safety for walking and biking through education and enforcement

- 4.01 Establish a comprehensive education program for pedestrians, bicyclists, and motorists
- Regular classes
 - Additional community members certified as LCI – bicycle safety instructors
 - Bike ambassador program
 - Motorist education
 - Work with NAU
 - Diversionary classes
 - Media
 - Dissemination of educational materials
- 4.02 Re-establish a community-wide Safe Routes to School program
- Hire a program coordinator
 - Require a programmatic multi-faceted approach to addressing school traffic
 - Conduct SRTS observations
 - Programmatic approach to traffic mitigation – not just more drop-off space
 - Work with school bike clubs re education, encouragement
- 4.03 Work with the Police Department to advance enforcement efforts that enhance safety for pedestrians and cyclists
- Officers on bikes
 - Diversionary classes
 - Targeted enforcement
 - Supportive ordinances policies and practices
 - Certify officers as LCI
 - Aggressive driving ordinances
 - In-service bike/ped training for officers
 - Crosswalk safety, laws
- 4.04 Use on-going safety campaigns to spread pedestrian and bicycle safety information
- 4.05 Discourage bicycling on sidewalks
- Educational materials to
 - Better signing and pavement markings downtown/southside
 - Review current boundaries of downtown/southside prohibitions
 - Work to make streets more comfortable to encourage riding on street
- 4.06 Promote user courtesy on FUTS trails
- Compliance with leash laws and pet waste
 - Provide pet waste bags, dispensers

- Trash pick up practices
- Adopt-a-FUTS program
- Pedestrian/bicyclist interactions

4.07 Encourage bicycle helmet use

- Enforcement of child bike helmet law
- Low-cost/no-cost helmet program
- Expand to bells, lights, locks, other safety equipment
- Educational outreach for parents and children

5 Promote land use patterns, development practices, and street standards that support walking and biking

- 5.01 Promote land use patterns that are supportive of walking and biking
 - Compact, dense development
 - Infill development
 - Mixed use
 - Activity centers
- 5.02 Incorporate principles of placemaking in walking and biking infrastructure
- 5.03 Ensure that walking, biking, and trails are considered in all City and regional planning efforts
- 5.04 Adopt street standards and design guidelines that are supportive of walking and biking
 - Road widening
 - Traffic calming
 - Land widths
 - Traffic speed
- 5.05 Use context-sensitive principles and processes to guide transportation decision making
- 5.06 Establish a decision-making process for retrofitting walking and biking facilities on existing streets
- 5.07 Adopt a complete streets policy
- 5.08 Review existing standards and practices for pedestrian and bicycle facilities
 - Development review standards, guidelines and practices
 - Zoning Code - TND standards
 - Engineering standards
 - Internal ped circulation – connectivity from/to development
- 5.09 Prepare and adopt comprehensive design guidelines for walking, biking, and FUT trails
- 5.10 Promote best practices for walking, biking, trails
 - Provide design guidance, incorporate into Zoning Code and Engineering Standards
 - Set performance standards and measures
 - Training for architects, engineers, planners
 - Use innovative facilities
 - Bring in outside help

5.11 Account for walking and biking trips in traffic impact analysis and mitigation

- Off-site infrastructure deficiencies
- Fair share analysis
- Multi-modal level of service
- Person trips v. vehicle trips
- School mitigation

6 Use Travel Demand Management (TDM) as a guiding principle for transportation planning

- 6.01 Use TDM principles of reducing demand for automobile trips and encouraging sustainable travel options as the basis for transportation planning in Flagstaff
- 6.02 Adopt policies to help reduce vehicle travel demand
 - Parking supply
 - Congestion pricing
 - Parking pricing
 - Others
- 6.03 Consider ways to reduce demand during the development review process as a way to mitigate traffic impacts of new development
 - Incorporate into TIA process
 - Programmatic and non-engineering solutions
- 6.04 Establish a formal TDM program
 - Website
 - Branding
 - Pull together resources from across disciplines and from multi-agencies
 - Emulate peer cities programs
 - Tracking and incentives
- 6.05 Provide comprehensive information about transportation options
 - Routing app/website
 - Central transportation clearinghouse
 - Travel training for individuals
 - TDM consulting for large employers
- 6.06 Team with NAIPTA and other community partners to promote and implement TDM
- 6.07 Encourage greater efficiency for automobile trips
 - Car pools
 - Van pools
 - Rideshare
 - Carshare
- 6.08 Work with NAU to reduce vehicle trips to/from campus

6.09 Provide technical assistance to large employers to better manage employee travel

- TDM consulting service for large employers
- Menu of options
- Requirements through IDS and TIA
- Market benefits

7 Assess how we're doing for walking, biking, and trails

- 7.01 Establish benchmarks and set goals relative to walking, biking, and trails
- 7.02 Conduct an annual review to assess the progress of the Active Transportation Master Plan
- Assess progress relative to goals and benchmarks
 - Report out to the public, relevant commissions, City Council, etc
 - Identify deficiencies in progress and make recommendations to address
- 7.03 Establish a regular program of pedestrian and bicycle counts
- Review latest technologies for opportunities
 - Manual bicycle counts and pedestrian counts
 - Conduct regular FUTS trail counts to assess usage patterns and trends over time
 - Incorporate ped and bike counts in the on-
 - Include pedestrian and bicycle trips in regional traffic models
- 7.04 Conduct walking and biking safety reviews
- Collect and analyze pedestrian and bicycle crash data
 - Make crash data available to the public
 - Publish an annual report
 - Establish a multi-agency regional safety panel which meets regularly
 - Conduct roadway safety assessments
 - Collect available safety-related information for FUTS trails
- 7.05 Keep City of Flagstaff commissions and committees informed and actively engaged in walking, biking, and FUTS trail issues
- Pedestrian Advisory Committee
 - Bicycle Advisory Committee
 - Transportation Commission
 - Interaction with other commissions – Open Space, Parks and Rec, Sustainability, Planning
- 7.06 Collect and analyze mode share data to assess the health of walking and biking
- Collect and review
 - Trip Diary Survey
 - Comparison to peer communities
- 7.07 Establish mechanisms to permit and encourage public feedback
- Periodic surveys through the Flagstaff Community Forum
 - Hotline for reporting problems
 - Reporting app for devices

- Citizen tracker on COF website
 - Annual open house
- 7.08 Use pedestrian and bicycle comfort analyses as a way to measure and assess the walking and biking environment
- Bicycle comfort index
 - Pedestrian environment scale
- 7.09 Seek national recognition for Flagstaff as a walkable and bikeable community
- Walk friendly community status
 - Bike friendly community status
 - Encourage bike friendly businesses
 - Bike friendly university
 - Publicize national lists and recognition for Flagstaff
- 7.10 Use walkability/bikeability assessments as an evaluation and education tool
- Conduct regular audits to assess conditions and as a public education tool
 - Include assessments in neighborhood and specific area plans
 - Provide an online mechanism for conducting mini-assessments

Goal

- Statement of what we want to do, where we want to be
- Organized into 7 **themes**

Strategies

- Action steps to achieve goals

Actions

- Specific, detailed steps needed to implement strategies

Separate from

- Policies
- Guiding principles
- Best practices

Next steps

- 1 Work to make this list as comprehensive as possible
- 2 Prioritize strategies into short, medium, long terms
- 3 Consult with public to make sure list is complete and priorities are accurate