



## Draft Minutes

### City of Flagstaff **TRANSPORTATION COMMISSION**

**4:00 PM, Wednesday August 2<sup>nd</sup> , 2017**

City Hall – Staff Conference Room  
211 W. Aspen Avenue

The following link will direct you to live streaming of this meeting.

<http://www.flagstaff.az.gov/index.aspx?NID=1461>

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### **CALL TO ORDER**

#### COMMISSION MEMBERS, voting:

Bob Kuhn, Flagstaff Unified School District - Present  
Julie Leid - Present  
Erika Mazza, NAIPTA - Present  
Bob Mullen - Present  
Vacant  
Gary Robbins, Chair - Present  
Derik Spice, Vice-Chair

#### COMMISSION MEMBERS, non-voting:

Lt. Frank Higgins, Flagstaff Police Department  
Jeff Bauman, Traffic Engineer

#### CITY STAFF:

Rita Severson, Recording Secretary

## **I. PRELIMINARY GENERAL BUSINESS**

### **PUBLIC COMMENT**

*At this time any member of the public may address the Commission on any subject within the Commission's jurisdiction that is not on this meeting's agenda. The Arizona Open Meeting Law prohibits the Commission from discussing or taking action on an item that is not listed on the prepared agenda. Commissioners may, however, respond to criticism made by those addressing the Commission, ask staff to review a matter, or ask that a matter be placed on a future agenda.*

*To address the Commission 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.*

### **APPROVAL OF MINUTES**

Regular Meeting of June 7, 2017

Commissioner Kuhn made a motion to approve the June 7, 2017 minutes with the change that reflects the correct meeting room, Commissioner Leid seconded the motion, all in favor, minutes approved.

## **II. OLD BUSINESS - NONE**

## **III. NEW BUSINESS**

### **A. NAIPTA - 5 Year Transportation Plan Updates**

NAIPTA is in the process of updating their 5 Year Plan. They have received feedback from several forums including: the NAIPTA Board, Public Outreach, and the Mini-Core / Permanent Transit Network meeting.

NAIPTA Staff will present an overview of this planning process with updates from each of these meetings and their proposed path forward.

**Staff Recommendation:** Review and comment on the materials and presentation provided by NAIPTA staff.

Alicia Becker, Transit Planner for NAIPTA presented the update to the Commission. Alicia started by updating the Commission on the first round overview and plans for the second steps planned for additional feedback.

The first round included public outreach, such as:

1. Feedback on value judgement which addressed how the service is provided.
2. Stakeholder's workshop.
3. Web survey.
  - a. Access for people without vehicles and low income individuals needing availability to and from work.
  - b. Shorter walks to bus stops or shorter waits for the bus.
    - i. First preference given was to have a shorter wait for the bus with a longer walk to the stop if needed.
  - c. Additional transportation tools such as parking lots, sidewalks and crosswalks near bus stops.
  - d. Resulted in 509 responses.
4. Outreach to seniors and people with disabilities.

The collected data was presented to the NAIPTA Board which responded that the current system leans toward the coverage goals of balance between ridership and coverage and it is at a good spot. The Board added that any new knowledge on transit should go toward efficiency and productivity to serve the most people possible. After direction from the board a permanent network was developed which included areas most people are traveling, live, work and high density areas within the City of Flagstaff, knowing these areas where transit can always be. This would also help with partnering with planning and zoning, developers and schools. In development of the network there was a mini core design event which included technical experts from the City, County and other groups which help determined areas to be considered which will be shared with the community for their feedback.

The second round will include:

1. Feedback from the community on the network.
2. A review of the feedback from the mini core technical group.
3. Statistical value survey.
4. Development of the final draft 5 Year Plan to the Board.

Commission Discussion:

Commissioner Leid asked Alicia how will the downtown connector be affected with the high frequency network and will it still be efficient. Alicia told the Commission that the new network needs would be less than the current pulsing system.

Commissioner Kuhn inquired about the impact to the 180 corridor using the new high frequency network. Commissioner Mazza said there wouldn't be a change, NAIPTA would still continue their partnership with Snowbowl and the current 180 routes will still be available. The high frequency core routes will be in the areas identified that will always need bus services to help developers to potentially receive incentives to build in areas where other modes of transportation is available besides the single auto vehicles.

## **B. City of Flagstaff - High Occupancy Housing Specific Plan – Transportation Components**

The City of Flagstaff's Comprehensive Planning Program has been working with members of the public, other City departments, and Northern Arizona university for the past year to develop a High Occupancy Housing Plan.

The draft of this document has been released and is now available to review at [www.flagstaff.az.gov/hohplan](http://www.flagstaff.az.gov/hohplan). The community will have a 60 days to review this draft. Comments are due on September 27, 2017. There will be many chances to weigh in on the proposal at several Commission meetings and open houses.

Goal 3 of the Draft High Occupancy Housing Specific Plan states "The creation and operation of HOH development supports increasing the mode share of pedestrian, bicycle, and transit travel." There are three relevant topics for the consideration of transportation s from the Draft Plan.

- The Plan proposes to adjust the Zoning Code criteria for receiving a parking reduction to require better multimodal transportation performance, including more short and long term bicycle parking.
- The Plan proposes to change the Regional Plan and Engineering Design Standards and Specifications to more quantitatively assess pedestrian, bicycle and transit impacts, and plan for the mitigation of impacts to these modes and the development of their respective facilities. This includes new Level of Service standards and guidelines for road cross-sections where the available right of way is not sufficient to meet new construction standards
- The Plan proposes that the City work on a coordinated Travel Demand Management (TDM) Plan for the City, NAIPTA, and other agencies that includes strategies that provide operational supports for transit walking and biking, such as bike share, real-time transit data displays, etc.

**Staff Recommendation:** Review and comment on the materials and presentation provided by City Comprehensive Planning staff.

The City's Comprehensive Manager Sara Dechter presented to the Commission the draft HOH specific plan including process and items that are proposed for changes.

1. July 28<sup>th</sup> was the release date for the draft HOH
2. Presentations to this Commission will contain the discussions around the transportation implementations of the proposed plan.
3. City of Flagstaff has the highest combined housing and transportation costs compared to peer university cities.
4. The process to date includes:
  - a. 10 public meetings, listening sessions, open houses, informational sessions, focus groups, public workshops to discuss the first draft of the policy.
  - b. The draft will have a 68 day public review time which will also include workshops and visiting all the public boards and commissions for input.
  - c. This Fall there will be a citizen review session and two Planning & Zoning hearings and a City Council hearing before the proposed HOH plan can be adopted.

Sara continues with a more detailed explanation regarding the draft proposal.

1. Comparison to where HOH is currently permitted vs the Regional Plan (RP) concluding that they aren't in line with each other.
2. Many of the HOH are located within activity centers but not all HOH by NAU are for student housing.
3. The HOH draft is examining language that will discourage locations that don't have the high frequency transit network available to help limit travel trips.
4. The HOH draft does recommend amendments to some of the City's standards:
  - a. Subdivision
  - b. Zoning
  - c. Engineering Design and TIA Standards
  - d. Block standards such as size of a block with connectivity or mid- block connectivity
  - e. Parking requirements refined throughout the permanent high frequency transit network
  - f. Long term bicycle parking, secure and enclosed within HOH
  - g. Car share services and policies
  - h. Level of services policies in the Regional Transportation Plan (RTP)
  - i. Activity centers street crossing sections
  - j. Approved crossings on South Milton
  - k. Transit development
  - l. Warrants for right hand turn lanes
  - m. Travel Demand Management Plan (TDM)
  - n. On and Off site parking

Commission Discussion:

Commissioner Leid ask Sara if there has been any additional conversations with developers regarding cost impacts with the policy change? Sara told the Commission that the policy changes would be very site specific and a firm cost discussion wouldn't be feasible at this time.

There was a brief conversation regarding the peer cities and the difference between housing costs, density and transportation services.

Sara encourage the Commission to view the website with additional data and comparisons to the peer cities. After Commissioner Leid asked about the impact to activity centers Sara did add additional information regarding current development and how this would affect them with reference to their activity centers.

### **C. City of Flagstaff - Truck Prohibition Designation Process**

Staff has created a draft policy for prohibiting heavy-vehicles (trucks) on certain roadways, a document that defines the City's process for establishing Truck Prohibition Routes.

The proposed policy will typically be citizen requested, and has typically occurred where Citizens have concerns of high truck volumes and speeds.

Once a concern is received, City Staff will determine the roadway classification and obtain volume, speed, and vehicle classification data. A heavy-vehicle (truck) percentage will be determined and compared to other truck prohibited roadways. Once it has been determined that the roadway meets the minimum criteria, an official Transportation Commission meeting will occur and the effected neighbors and roadway users will be invited to voice their concerns.

As stated in the City Code, the Transportation Commission "may designate by means of Traffic Regulations certain public streets upon which it shall be illegal for anyone to operate a truck...".

**Staff Recommendation:** Review and comment on the materials and presentation provided by Transportation staff and discuss next steps in developing, modifying and ultimately approving this document.

Stephanie Sarty, Transportation Project Manager presented the draft document to the Commission. She began with the minimum criteria that would be considered when receiving a complaint from a resident or neighborhood regarding truck traffic on a residential street.

#### Minimum Criteria

1. Local roadway, with exceptions for minor and major collectors that have residential land uses fronting the roadway.
2. The existence of other reasonable roadway alternatives that are more appropriate for trucks.

#### Once a concern is received

1. City Staff will determine the roadway classification and obtain volume, speed, and vehicle classification data.
2. A heavy-vehicle (truck) percentage will be determined and compared to other truck prohibited roadways.
3. Once it has been determined that the roadway meets the minimum criteria, an official Transportation Commission meeting will occur and the effected neighbors and roadway users will be invited to voice their concerns.

Stephanie told the Commission that this is generally how other cities handle their complaints about truck traffic. Stephanie shared a GIS map with the Commission that identified the truck routes in Flagstaff, she added that she is currently working on an additional layer to the map to show streets that have petitioned the Commission to prohibited trucks and received that request. Stephanie also added that if the Commission preferred City Staff could begin building data on residential streets that see a heavier truck traffic and begin researching if the trucks should be prohibited. Commissioner Kuhn said he preferred how the system was currently working, which is wait until there is a complaint to start using resources to build the data. The Commission will review the draft policy and provide feedback to the City's Transportation Engineer and revisit at the next meeting.

#### **D. City of Flagstaff - Citizens Transportation Tax - Transportation Commissioner Appointment**

The City of Flagstaff City Council recently created a new Commission – the Citizens Transportation Tax Commission. The purpose of this Commission is to create the project list and ballot language for the proposed renewal of the City’s Transportation Tax in November 2018. The current Transportation Tax (Transportation Tax 2000) sunsets on June 30, 2020.

The new Commission will have 15 members, 14 at-large and 1 as an appointee from the Transportation Commission. The Commission is expected to meet starting in September 2017 and continuing through March 2018.

**Staff Recommendation:** review the Citizens Transportation Tax Commission formation information, nominate, and appoint a Transportation Commissioner to serve on the Citizens Transportation Tax Commission.

Transportation Engineer Jeff Bauman updated the Commission on the status of the Citizens Transportation Tax Commission (CTTC).

City Council did vote in an ordinance on the Commission making it a 15 member commission with 14 members being at large. The 15<sup>th</sup> appointee will be a member from the Transportation Commission which was advocated by this Commission in the last meeting. The CTTC will begin meeting in September and will meet through March 18, 2018, at this time the frequency of the meetings are unknown. Also by ordinance there will be standing members from FUSD, NAU, NAIPTA, ADOT, County and the FMPO and including some City Staff.

The Commission did a secret ballot to determine who would represent the Transportation Commission, there were only two members interested and eligible for appointment. Chair Robbins and Commissioner Leid expressed their interest. After each of them presented their reasons and qualifications of interest the Commission conducted a secret ballot to appoint. Commissioner Leid was voted the Commissioner to join the CTTC, while Chair Robbins would be the backup if needed.

#### **IV. CONCLUDING GENERAL BUSINESS**

##### **A. Reports**

1. Report from the Bicycle Advisory Committee:

<http://www.flagstaff.az.gov/index.aspx?nid=1822>

2. Report from the Pedestrian Advisory Committee:

<http://www.flagstaff.az.gov/index.aspx?nid=1824>

**B. Informational Items to/from Commissioners and Staff**

1. Commissioner Discussion
2. Membership Vacancies

<http://www.flagstaff.az.gov/index.aspx?NID=1886>

3. Linda Vista Counts

**C. Next Meeting**

1. **Regular Meeting: October 4, 2017**

Tentative Agenda Items:

1. None at this time

**IV. ADJOURNMENT**

The meeting was adjourned at 5:40 PM