



**METROPLAN**  
GREATER † FLAGSTAFF

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Flagstaff, AZ 86004

[www.metroplanflg.org](http://www.metroplanflg.org)

## MEETING MINUTES

### MetroPlan Technical Advisory Committee Meeting

1:30 pm to 3:30 pm

July 26, 2023

IN-PERSON	VIRTUAL
City of Flagstaff – City Hall 211 W Aspen Ave, Flagstaff, AZ 86001	Microsoft Teams <a href="#">Meeting ID: 289 780 741 569</a> Passcode: arQnGU

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](mailto:planning@metroplanflg.org) or by phone at 928-266-1293. 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](mailto:planning@metroplanflg.org) prior to the meeting or presented during the public call for comment.**

#### TECHNICAL ADVISORY COMMITTEE MEMBERS

- Michelle McNulty, City of Flagstaff Planning Director, Chair
- Nate Reisner, Coconino County Assistant Engineer, Vice-chair – *Absent*
- Anne Dunno, Mountain Line Capital Program Manager
- Brenden Foley, ADOT North Central District Administrator
- Jess McNeely, Coconino County Community Development Assistant Director
- Myrna Bondoc, ADOT Regional Planner
- Jeff Bauman, City of Flagstaff, Transportation Manager – *Absent*
- (*Alternate*) Stephanie Santana, City of Flagstaff, Senior Transportation Engineer
- Romare Truely, Federal Highways Administration (FHWA)
- Paul Mood, City of Flagstaff Engineer
- VACANT, Northern Arizona University

## METROPLAN STAFF

- Kate Morley, Executive Director – Excused
- David Wessel, Planning Manager
- Mandia Gonzales, Transportation Planner
- Sandra Tavel, Transportation Planner – Excused
- Karen Moeller, Administrative Assistant & Clerk of the Board – Excused
- Ty Holliday, Montoya Fellow

Others in attendance: None.

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### I. PRELIMINARY GENERAL BUSINESS

#### A. CALL TO ORDER

Chair McNulty called the meeting to order at 1:30 pm

#### B. ROLL CALL – See above.

#### C. PUBLIC COMMENT

*At this time, any member of the public may address the Committee on any subject within their jurisdiction that is not scheduled before the Committee on that day. Due to Open Meeting Laws, the Committee cannot discuss or act on items presented during this portion of the agenda. To address the Committee 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.*

There was no public comment.

#### D. APPROVAL OF MINUTES

Minutes of Regular Meeting: June 28, 2023

Motion: Paul Mood made a motion to approve the June 28, 2023, meeting minutes. Stephanie Santana seconded the motion. The motion passed 6– 0.

### II. CONSENT AGENDA

*Items on the consent agenda are routine in nature and/or have already been budgeted or discussed by the Technical Advisory Committee.*

No consent items presented.

### III. GENERAL BUSINESS

#### A. W. Route 66 Master Plan

MetroPlan Staff: Mandia Gonzales

Recommendation: None. This item is for discussion only.

A PowerPoint Presentation was provided by David Wessel on behalf of Mandia Gonzales. The presentation provided context of the corridor, project purpose statement, and the draft scope of work for the West Route 66 Operational Assessment.

#### Discussion included:

##### Project Scope Statement

- Anne – continues to support a visioning process but understands the need for this type of technical study for its timeliness to respond to growth and development. However, MetroPlan needs to manage the expectations of the Executive Board.
- Michelle – Explain MetroPlan’s adoption process for clarity. Will this need to be an addendum to the Regional Transportation Plan (Stride Forward)

*No changes suggested. Consensus found on the Project Scope Statement*

##### Operational Assessment Objectives and Deliverables

- Anne – Public Outreach: Set expectations on what we are asking from the public to ensure we are not providing options that cannot be implemented. Keep public questions within the constraints.
- Michelle – Public Outreach: Provide a fact sheet and the “why” we are doing this type of planning study. Be clear with the parameters. Expectation management. How does this inform the current planning efforts.
- Myrna – Public Outreach: Remind the public that the funding source(s) that can fund potential projects are limited to state and federal policies and standards. Myrna to provide additional information on ADOT’s design process/policies.
- Paul – Model: Do you incorporate transit, bicycle, and pedestrian counts into the model? Yes.
- Anne – Model: Counting people and not just vehicles, correct? Bike counts are included in the current traffic counts.
- Anne – ADOT policy: Regarding ADOT warrants on transit pullouts and pedestrian crossings. Will/how will these be incorporated into the plan? A warrant analysis is beyond the scope of this project. However, we can estimate and predict the future needs and demands and make recommendations accordingly.
- Myrna – ADOT policies: Determining access points is an ADOT activity. In terms of standards, does Coconino County have standards? If so, they should be included. Along with a system should be developed on how best to prioritize which agencies policies.

*No changes suggested. Consensus found on the Project Scope Statement*

**B. Happening at MetroPlan**

MetroPlan Staff: Sandra Tavel

Transportation Alternatives Program (TAP) Update

Recommendation: None. This item is for discussion only.

A PowerPoint Presentation was provided by David Wessel on behalf of Sandra Tavel. The presentation provided an overview of the TAP program and a call for potential projects.

Sandra Tavel will send an invitation to all agencies involved in Safe Routes to School for a meeting to discuss a unified strategy to apply for TAP funding.

**IV. CLOSING BUSINESS**

**A. ITEMS FROM THE COMMITTEE**

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

- The City of Flagstaff has requested the procurement of an on-call firm to support grant applications.
- It is recommended to invite Sara Dechter to the next TAC meeting to provide an update on the Regional Plan scenarios.
- The City of Flagstaff has submitted SS4A and RAISE Grants for construction projects.
- Mountain Line was awarded funding to expand the Kaspar Maintenance Facility.
- The City of Flagstaff has secured a consultant for the Project in Code Analysis.

**B. NEXT SCHEDULED TAC MEETING**

August 23, 2023

**C. ADJOURN**

Chair McNulty adjourned the meeting at 2:44 pm

*The Transportation Improvement Program (TIP) includes the Northern Arizona Intergovernmental Public Transportation Authority 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.*