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3773 N Kaspar Dr.
Flagstaff, AZ 86004
www.metroplanflg.org

AGENDA

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 Meeting ID: 289 780 741 569 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 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 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
- 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
- Romare Truely, Federal Highways Administration (FHWA)
- Paul Mood, City of Flagstaff Engineer
- VACANT, Northern Arizona University



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

I. PRELIMINARY GENERAL BUSINESS

A. CALL TO ORDER

B. ROLL CALL

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.

D. APPROVAL OF MINUTES

[Minutes of Regular Meeting: June 28, 2023](#)

(Page 4-8)

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.

III. GENERAL BUSINESS

(Pages 9-23)

A. [W. Route 66 Master Plan](#)

MetroPlan Staff: Dave Wessel

Recommendation: None. This item is for discussion only



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B. Happening at MetroPlan (brief update)

Transportation Alternatives Program (TAP) Update

(Pages 24)

MetroPlan Staff: Sandra Tavel

Recommendation: None. This item is for discussion only.

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.

B. NEXT SCHEDULED TAC MEETING

August 23, 2023

C. ADJOURN

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.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at www.metroplanflg.org on July 20th 2023, at 12:00 pm.

Dated this 20th day of July, 2023.

Karen Moeller, Administrative Assistant

AGENDA

MetroPlan Technical Advisory Committee Meeting

1:30 pm to 3:30 pm

June 28, 2023

IN-PERSON	VIRTUAL
City of Flagstaff – City Hall 211 W Aspen Ave, Flagstaff, AZ 86001	Microsoft Teams Meeting ID: 289 780 741 569 Passcode: arQnGU

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TECHNICAL ADVISORY COMMITTEE MEMBERS

- Michelle McNulty, City of Flagstaff Planning Director, Chair
- Nate Reisner, Coconino County Assistant Engineer, Vice-chair
- Anne Dunno, Mountain Line Capital Program Manager
- Brenden Foley, ADOT North Central District Administrator
- Jess McNeely, Coconino County Community Development Assistant Director joined at 2:03 p.m.
- Myrna Bondoc, ADOT Regional Planner
- Jeff Bauman, City of Flagstaff, Transportation Manager
- Romane Truely, Federal Highways Administration (FHWA)
- Paul Mood, City of Flagstaff Engineer
- VACANT, Northern Arizona University



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

Others in attendance: Sanja Katic-Jauhar, ADOT; Mike Blankenship, Greenlight Traffic Engineering

I. PRELIMINARY GENERAL BUSINESS

A. CALL TO ORDER 1:35 pm

B. ROLL CALL

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.

D. APPROVAL OF MINUTES

Minutes of Regular Meeting: April 26, 2023

(Page 5-10)

Anne Dunno moved, and Brendan Foley seconded that the minutes be approved. By unanimous vote, the minutes were approved.

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.

III. GENERAL BUSINESS

A. MetroPlan and ADOT Traffic Count Programs MetroPlan Staff: ADOT

(Pages 11-12)

Recommendation: None. This item is for discussion only.

Sanja Katic-Jauhar, ADOT, made a presentation on Traffic Data Program Coordination. She reported that the Gap Map is not new, it has been moved to a new forum with a new link. The Summer information on Traffic Counts is late in being conveyed due to some problems. Sanja requested that staff collect traffic data.

Dave Wessel reported that we have received and will be awarding the recently solicited bids. Further, Mr. Wessel explained the types of information which will be part of the contract.



B. Regional Transportation Safety Plan (RTSP)

MetroPlan Staff: David Wessel

Recommendation: None. This item is for discussion only.

Dave Wessel introduced Mike Blankenship from Greenlight Traffic Engineering, who presented the Focus Area Summary

Martin Ince noted that a great percentage of serious/fatal bicycle and fatal crashes happen in the N 89 Corridors and wondered if this could affect the data in this area.

Mike Blankenship stated the reports would be completed by the end of the year. When all data is analyzed there will be some top-priority projects to be recommended.

Dave Wessel reported there have been online surveys and social pinpoints surveys. Consultant team breaking down information from those surveys. He would like to work with stakeholders regarding the maps to see if what is being done is what needs to be completed.

C. Greater Arizona Funding Initiative

MetroPlan Staff: Kate Morley

Recommendation: None. This item is for discussion only.

Kate Morley presented RTAC has put together. This is a packaged funding request from rural districts across the state. Four requests were in the bill for the region, and none were funded this year. The lessons learned from this year will be valuable to future funding initiatives.

Formal recommendations will be looked at, at the August meeting to bring recommendations to the Board in September.

D. Transportation Alternative Program (TAP) - ADOT

MetroPlan Staff: Sandra Tavel

Recommendation: None. This item is for discussion only.

Sandra Tavel presented the program that will launch on July 17. Funds small-scale projects besides vehicle projects/ As a note: historic preservation and vegetation projects are separate projects. \$18M available over 5 years. Staff requested people to submit potential projects to them.

E. Creative Local Match Plan Update (5305e grant)

MetroPlan Staff: Sandra Tavel



Recommendation: None. This item is for discussion only.

Item tabled due to time limitations

F. **Technical Advisory Committee (TAC) Structure**

Metro Plan Staff: Kate Morley

Recommendation: None. This item is for discussion only.

Kate Morley presented the feedback received regarding the usefulness of the Monthly TAC meetings and the desire of people to be involved in planning specific projects. Based on this information, there are a couple of proposals regarding the reorganization of time and maximizing the usefulness of TAC.

Michelle McNulty shared the way TAC had worked in Anchorage and how the input of other staff and the public was valuable to the overall projects. All members concurred that more time for projects was desirable, and less time used to review Board agendas. Questions were asked about how project advisory groups would be formed and staff responded these groups would be formed project-by-project. Staff will bring a recommendation in August.

G. **W. Route 66 Corridor Master Plan**

MetroPlan Staff: Mandia Gonzales

Recommendation: None. This item is for discussion only.

Kate Morley presented the desired planning process which MetroPlan desires to implement to make useful plans.

Mandia Gonzales stated the purpose of the presentation is to come to a consensus on the purpose of the plan. The background of the W. 66 Corridor Master Plan was presented. TAC Members agreed an Operational Assessment was appropriate. Staff will bring back a formal scope statement based on this Operational Assessment.



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H. Happening at MetroPlan

MetroPlan Staff: Kate Morley, David Wessel, Mandia Gonzales

No presentation provided

IV. CLOSING BUSINESS

A. ITEMS FROM THE COMMITTEE

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B. NEXT SCHEDULED TAC MEETING

August 23, 2023

C. ADJOURN

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.

Meeting adjourned by Chair McNulty at 3:34 p.m.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at www.metroplanflg.org on June 23, 2023, at 5:00 pm.

Dated this 23th day of June, 2023.

Karen Moeller, Administrative Assistant



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3773 N Kaspar Dr
Flagstaff, AZ 86004
928-266-1293
www.metroplanflg.org

STAFF REPORT

REPORT DATE: July 14, 2023
MEETING DATE: July 26, 2023
TO: Honorable Chair and Members of the TAC
FROM: Mandia Gonzales, Transportation Planner
SUBJECT: W. Route 66 Operational Assessment

1. Recommendation:

This item is for discussion only.

2. Related Strategic Plan Goal and Objective

Goal 2: Deliver Plans that Meet Partner and Community Needs

- **Objective 2.1:** Maintain trust through reliable and transparent project management.
- **Objective 2.4:** Position partners for successful implementation of plans.

3. Background

The West Route 66 planning effort was identified in the previous MetroPlan Unified Planning Work Program (UPWP). This planning process intends to identify, evaluate, and plan for future development and growth through scenarios that manage traffic congestion and provide other mobility options that meet current policies.

At the June 28th TAC meeting, MetroPlan staff received directions from the TAC to pursue an operational assessment of W. Route 66 over a full vision process through a corridor master plan.

An Operational Assessment (OA) chart was sent to TAC members after the June 28th meeting that provided basic information on what would be included and excluded as



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part of the OA process. Few comments were received. However, those comments have been addressed in the newly drafted scope of work and scope statement.

The staff has attached a draft of the scope statement, scope of work, and schedule for review, comments, and edits by the TAC at the July 26th TAC Meeting. The staff's goal is to find consensus and support on the direction of the project. Draft materials are on the following pages.

NEXT STEPS:

1. The goal for this TAC meeting is to find consensus on the attached work products to keep the planning process moving forward in a timely manner.
2. Once a decision has been made, MetroPlan staff will make any necessary changes to the draft documents and resubmit those to the TAC prior to the August 2023 meeting for approval.
3. Staff will also draft the following items for review and approval in August:
 - a. Communications schedule
 - b. Project Advisory Group information
 - c. Detailed deliverables schedule
 - d. Proposed escalation process

4. TAC and Management Committee Discussion

Pending

5. Fiscal Impact

MetroPlan will conduct the majority of the CMP planning process in-house with staff time estimated at \$118,512. MetroPlan has increased the project budget for technical services (e.g., modeling, analytics, design, software, etc.) from \$50,000 to \$102,400 in the fiscal year 2024. Total project cost \$220,512.



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If significant technical analysis outside of the scope of work is required to deliver a plan that meets partner expectations, additional funding may be sought from partners to support the planning effort.

6. Attachments

1. Scope Statement
2. Scope of Work
3. Schedule

PROJECT SCOPE STATEMENT

PROJECT NAME: W. Route 66 Operational Assessment

PROJECTED START: March 2023

COMPLETED BY: Mandia Gonzales, MetroPlan Transportation Planner

PROJECTED END: March 2025

PROJECT PURPOSE:

The purpose of the West Route 66 Operation Assessment (OA) is to identify and prioritize multimodal transportation project(s) for the corridor as a whole. However, a special emphasis will be placed on identifying projects and funding partnerships for voter approved 419 tax initiative funds that have been specifically allocated to West Route 66 from Milton Road to Flagstaff Ranch Road. In addition, this plan will also support Mountain Line's planned extension of Route 8 along West Route 66 as identified in Flagstaff in Motion 5-Year Plan by providing guidance on future bus stop location(s), potential bus stop design options, and route design.

PROJECT DESCRIPTION:

The OA will consider existing and future conditions to horizon year 2045 to determine projects that will address future transportation needs, corridor safety for all modes, and is implementable by local jurisdictions. Potential project(s) will be guided through existing plans and policies such as those found in the City of Flagstaff [Carbon Neutrality Plan](#), [Active Transportation Master Plan](#), [Mountain Line's 5-year Transit Plan](#), and MetroPlan's Regional Transportation Plan *Stride Forward*. Development of future land use scenarios for road design sensitivity testing will be guided by the City's [Regional Plan 2030](#) and any new data or information provided by the ongoing Regional Plan update.

DESIRED RESULTS:

- Goal 1: Identify multimodal and transportation for the corridor with additional emphasis on projects specific to 419 funding by prioritizing projects that meet the funding timeline and reach a 15% design level.
- Goal 2: Identify bus stop locations for future route 8 extension along the corridor that allow for good pedestrian access from both sides of corridor and are supported by all jurisdictions.
- Goal 3: Address future transportation needs through baseline and future performance analysis of the transit network, complete streets/active transportation, arterial network, and intersection assessments.
- Goal 4: Design with best practices set forth in an outcome-oriented evaluation criteria that will be created with jurisdictional partners to achieve corridor goals.
- Goal 5: Prioritize potential projects through an evaluation process that eliminates any alternatives early that do not meet state, city, or regional policies, standards, and design guidelines. Prioritized projects may be evaluated further for conceptual design(s).
- Goal 6: Create a plan that is implementable by local jurisdictions and provides solutions aligned with policies and standards.
- Goal 7: Identify projects in existing plans that may be eligible for future federal funding.

EXCLUSIONS :

- Right-of-way and property acquisitions will be thoughtfully considered. However, solutions requiring additional right-of-way will be reviewed for reasonable acquisition through normal or routine development review and public capital project.
- The OA will recognize and not require further project planning around the Milton Corridor Master Plan and La Plaza Vieja Neighborhood Plan regarding the Clay Ave. Extension.
- The planning effort does not rely on the results of the update to the Regional Plan as that effort is concurrent with the OA planning process. Instead, uses the existing Regional Plan 2030 (Ratified 2014) for sensitivity analysis of intersection operations, corridor capacity and transit service levels under variable, but hypothetical, growth levels within those permitted under existing land use plans and regulations.
- No discernable impacts to developers beyond what is typically expected through implementation of City of Flagstaff and ADOT policies.
- The OA will respect City of Flagstaff and Arizona Department of Transportation (ADOT) policies, standards, and design guidelines and will honor jurisdictional requirements. If something outside of standard is requested by partners, the question of variance, policy amendment, road ownership, and/or management must be addressed before designing such solutions.
- Urban Design will not be included as part of this planning process.
- No engineering or design beyond 15% design (preliminary engineering) consisting of “concept plan views of potential design.”

CONSTRAINTS:

- The W. Route 66 OA planning process is of the most importance to ensure the plan and identified projects are implementable and can respond to existing funding and grant opportunities (IIJA). Therefore, timeliness is important to this project to meet potential federal and state funding opportunities.
- Project identification and strategies will be primarily based on the Arizona Department of Transportation (ADOT) policies and standards as ADOT is the primary roadway owner. Any future investments will need to be compliant with ADOT, unless the City of Flagstaff identifies needs that require an action such as a route transfer, maintenance agreement, or follows ADOT’s policy change process. This plan will seek to identify flexibility in policies, procedures, and standards to align local and state interests.

COMMUNICATION NEEDS:

- MetroPlan, with assistance from the Technical Advisory Committee (TAC) will develop a W. Route 66 Project Advisory Group (PAG) to meet regularly to ensure a quality and implementable product is produced. MetroPlan shall develop a list of regional stakeholders, organize the PAG meetings, agendas, provide written and oral project updates, facilitate discussions, and document stakeholder participation and input received.
- Monthly project status reports (provided via email) will be sent to PAG participants and the TAC. TAC members will help to ensure that the plan and the recommendations therein are vetted within their respective agencies/organizations and will provide a collective recommendation to the MetroPlan staff within the given timeframes of each deliverable.
- MetroPlan Management and Executive Board to provide input on scope, workplan, alternatives and final recommendation(s).
- MetroPlan can provide presentations to partner boards/committees as requested by partners.

A detailed communications schedule is forthcoming.

ACCEPTANCE CRITERIA:

Acceptance of project purpose, escalation process, scope, and work plan:

- MetroPlan Technical Advisory Committee (TAC)
- W. Route 66 Project Advisory Group (PAG)
- MetroPlan Management Committee
- MetroPlan Executive Board

Acceptance/adoption of final corridor master plan document:

- Basis of Design and partner consultation results in MetroPlan adopted plan that may be implemented under existing partner policies and regulations.

APPROVALS

KEY STAKEHOLDERS	INTERVIEW DATE	APPROVAL
Anne Dunno Mountain Line	May 4, 2023	
Nate Reisner Coconino County	May 8, 2023	
Jeff Bauman City of Flagstaff	May 10, 2023	
Paul Mood City of Flagstaff	May 10, 2023	
Brenden Foley ADOT	May 11, 2023	
Michelle McNulty City of Flagstaff	May 18, 2023	
Myrna Bondoc ADOT	June 28, 2023	
Jess McNeely Coconino County	June 28, 2023	
Romare Truly FHWA		
Dave Wessel MetroPlan		

W. Route 66 | Scope of Work [DRAFT] - UPDATED 7/13/2023

Task	MetroPlan Responsibilities & Deliverables	Agency Roles
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1	Project Initiation	
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	<u>Task objectives:</u> To ensure clarity and consensus regarding project objectives, partner agency roles, and administrative functions (i.e., reporting, invoicing, etc.). Also, to identify – and subsequently avoid – potential pitfalls to the planning process.	
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1.1	MetroPlan to organize and administer a project kickoff meeting for regional partners	<p>MetroPlan will lead an internal kick-off meeting with staff and partner agencies. MetroPlan will plan and conduct an external kick-off meeting with regional partners identified by the partner agencies and perform introductory interviews with key regional partners, in order to gain a better understanding of expectations for project management, communications, and potential sensitivities that may affect the planning process.</p> <p>The internal and external kickoff meeting(s) will further define the vision, goals, and objectives of the Corridor Master Plan.</p>	<p>City of Flagstaff, Coconino County, Mountain Line, and ADOT:</p> <p>-Attend regional partner kickoff meeting, review interviewee list, and participate in interviews as needed.</p>
1.2	Interview Key Regional Partners and Stakeholders	<p>MetroPlan will develop project guidance documents that will be reviewed and approved by the Technical Advisory Committee(TAC) and/or Project Advisory Group.</p> <p><u>Deliverables:</u></p> <ul style="list-style-type: none"> • Site visit by MetroPlan project manager and essential project support staff. 	<p>- Provide MetroPlan will all relevant plans, project, studies, reports, etc. as they relate to W.Route 66.</p>
1.3	Gather Relevant data, policies, and plans for study area from partners	<ul style="list-style-type: none"> • Internal kick-off meeting agenda and minutes • External kick-off meeting agenda and minutes. • Summary of interviews performed and key takeaways 	<p>- Participate in the development of guidance documents to ensure planning needs are met.</p>
1.4	Develop project guidance documents that set executions for agency partners.	<ul style="list-style-type: none"> • Finalize project scope and deliverables • Finalize project timeline • Define each agencies role in the planning process • Develop a project escalation process 	<p>- Provide clear expectations to MetroPlan staff on purpose and goals of the W. Route 66 Operational Assessment.</p>
1.5	Finalize scope and schedule with Technical Advisory Committee (TAC)/Project advisory group (PAG)		

2	Public and Stakeholder Outreach	
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	<u>Task objectives:</u> To engage stakeholders in the planning process by increasing public awareness, access to information, and opportunity to influence key decisions. Public input obtained through this effort will inform future project development and funding recommendations. The MetroPlan Technical Advisory Committee (TAC) members will help to ensure that the plan and the recommendations therein are vetted within their respective agencies/organizations and will provide a collective recommendation to the MetroPlan Board of Directors at the time of adoption.	
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2.1	Organize and conduct a W. Route 66 Planning project advisory group (PAG)	<p>MetroPlan shall develop a list of regional stakeholders, organize the PAG meetings, agendas, provide written and oral project updates, facilitate discussions, and document stakeholder participation and input received.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Develop a communications schedule for key stakeholders • Organize a PAG site visit (optional) • Project advisory group meeting agendas. • Project updates to project advisory group meetings and facilitate participation in the process. • Documentation of input received 	<p>City of Flagstaff, Coconino County, Mountain Line, and ADOT:</p> <ul style="list-style-type: none"> - Provide agency representation to the PAG and regularly attend meetings - Recommend additional potential PAG members.
2.2	Develop a Public and Stakeholder Engagement Plan	<p>MetroPlan shall develop a project website. This website will be the primary means for distributing information about the planning process. MetroPlan will lead the development of online tools used to collect public and stakeholder input, including: up to (2) community survey.</p> <p>MetroPlan shall prepare, social media posts, and email blasts that direct audiences to the website for project-related documents and opportunities to participate in planning and decision-making processes. The materials should avoid jargon and should explain complex concepts and materials in a way that is easy to understand.</p>	<p>City of Flagstaff, Coconino County, Mountain Line, and ADOT:</p> <ul style="list-style-type: none"> • Partners to review, and/or approve materials depending on capacity.
2.3	Plan and administer an online public outreach campaign for the planning process (Website content and Social Media)	<p>Deliverables:</p> <ul style="list-style-type: none"> • Project website content. • Project social media content • Public notifications and documentation of their distribution. • Documentation of outreach efforts and materials. • Quantification/measurement of efficacy (e.g., number of exposures, number of survey participants, etc.) 	<ul style="list-style-type: none"> • Support the effort by identifying community stakeholders, information gatekeepers, and other partners needed to ensure successful outreach.
2.4	Develop corridor goals, objectives, and performance measures.	<p>After gathering information on existing conditions and public feedback, MetroPlan in conjunction with partner agencies, will develop a mutually agreed-upon document defining corridor goals, objectives, performance measures, within ADOT policies and procedures, to help inform subsequent tasks.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Corridor goals and objectives document 	<p>City of Flagstaff, Coconino County, Mountain Line, and ADOT:</p> <ul style="list-style-type: none"> • Help define a set of mutually agreed upon corridor goals, objectives, and performance measures in alignment with state, regional, and local goals.
3 Establish and Evaluate Existing and Future Conditions			
<p><u>Task Objective & Future Application:</u> Corridor information is collected and gathered to inform an understanding of the corridor context, as well as current and possible future conditions, with the understanding that future conditions may vary depending on the planning choices made between now and that time. This task may occur simultaneously with Task 2 and should inform how outreach is performed.</p>			

3.1	Set a Basis of Design (BOS)	<p>MetroPlan will work with the PAG to develop a basis of design for the project. The basis of design is recommended to align with ADOT standards and policies as the primary roadway owner.</p> <p>BOS may also be evaluated against City standards to impact the following:</p> <ul style="list-style-type: none"> - Review route transfer considerations - 419 project selection - Inform the criteria in corridor alternative evaluation that satisfies both ADOT and the City of Flagstaff - May be useful in applying recommendations to the City's TIA process - Compare and contrast City of Flagstaff against ADOT standards <p>Deliverables:</p> <ul style="list-style-type: none"> • Basis of Design document 	<p>City of Flagstaff, Coconino County, Mountain Line, and ADOT:</p> <ul style="list-style-type: none"> • Provide direction and support
3.2	Collect information on corridor context	<p>MetroPlan will collect information and produce a document describing the corridor's context, including (but not necessarily limited to):</p> <p>CURRENT CONDITIONS</p> <ul style="list-style-type: none"> • Current context (population, land use, total units, employment, etc.) • Location, purpose, and users • Network and corridor designations • Issues of regional significance • The most current planning efforts and studies (local, regional, state, etc.) • Operational conditions in the corridor (bottlenecks, travel times, demand and delay trends, etc.) - Traffic volumes • Travel patterns (O-D, time-of-day, day of the week, different modes and mode choice in the corridor, trip purposes, socioeconomic characteristics, industry concentrations, employment, etc.) • Community characteristics <ul style="list-style-type: none"> oDemographics oTitle VI/EJ communities oEconomic Base • Safety and Crash data • Access assessment • Intersection and Traffic Signal Analysis 	<p>City of Flagstaff, Coconino County, Mountain Line, and ADOT:</p> <ul style="list-style-type: none"> • Provide any relevant and available materials and data. • Review reports and provide feedback. • Approve reports

3.3	Identify and gather any additional data needs	<p>Intersection and Traffic Signal Analysis</p> <ul style="list-style-type: none"> • Sidewalk/Bike lane inventory • System characteristics (freeway/highway, arterial, transit conditions, freight, complete streets) • Environmental scan <ul style="list-style-type: none"> o Sensitive habitats o Drainage and waterways o Hazardous materials sites o Air quality and noise o Historical/cultural preservation • Climate change vulnerabilities <ul style="list-style-type: none"> o Drainage and flooding concerns along the corridor <p>FUTURE CONDITIONS</p> <p>Future conditions will rely on the current Regional Plan (or business as usual). Generally speaking, this planning efforts timeline may not fully align with the Regional Plan update that is currently happening. However, if we can access more recent data and scenarios, MetroPlan will use any relevant new data or direction over the 2014 Regional Plan. This will allow us to keep the project moving forward without waiting for the Regional Plan update to be concluded.</p> <ul style="list-style-type: none"> • Future context (population, land use, total units, employment, etc.) <ul style="list-style-type: none"> o The Regional Plan consultant is producing a land use scenario formatted for our model input that will allow this to be one-to-one with their process o Evaluate against “existing and committed” transportation projects and facilities. This would exclude the prospective 419 project(s) o Evaluate per list above <p><u>Deliverables:</u></p> <ul style="list-style-type: none"> • Technical memo summarizing findings, outlining corridor description, basic system characteristics of the corridor and its unique elements. • Set the basis of the design criteria 	
3.4	Set Evaluation Criteria	<p>MetroPlan will develop an outcome oriented evaluation criteria that will support future alternative(s) development to achieve the goals identified in task 2.4. Criteria may include but is not limited to:</p> <ul style="list-style-type: none"> - Multi-modal accessibility and performance - Safety - Network connectivity - Ability to leverage funds - Equity - Sustainability <p><u>Deliverables:</u></p> <ul style="list-style-type: none"> • A report documenting process and acceptance of criteria 	<p>City of Flagstaff, Coconino County, Mountain Line, and ADOT:</p> <ul style="list-style-type: none"> • Provide direction and approve
4 Conduct Baseline Performance Assessment			

Task Objective & Future Application: Identify and quantify performance issues, which will help inform future tasks.		
4.1	Perform operational assessment	<p>The criteria used to perform assessments may vary depending on the goals, objectives, and measures agreed-upon in Task 2.6 and will be agreed upon by the PAG.</p> <p>The following performance measures will be categorized into the following:</p> <ul style="list-style-type: none"> - Transit Network assessment - Complete streets/active transportation assessment - Arterial network assessment - Intersections assessment <p>Criteria may include (<i>but not necessarily be limited to</i>) : bottleneck location, delay, speed, productivity, peak hour excessive delay, travel time reliability, safety, pavement condition, transit ridership, transit service on-time percentage, transit service hours and frequency, number/type of transit-supportive infrastructure in corridor, freight productivity, truck VMT, truck travel time reliability, container transfers, type/number of complete street features within corridor, gap analysis, active transportation travel demand, active transportation level of traffic stress, active transportation safety, first/last mile access to transit, and multimodal network connectivity.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Technical memo summarizing findings, including baseline performance levels, with maps and graphics as needed.
4.2	Forecast Future performance	<p>MetroPlan will use the Regional Travel Demand Model to identify the scale and scope of performance issues in the future if no action is taken or if only already approved investments move forward.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Technical memo summarizing findings
5	Alternative Development and Evaluation against (Business as Usual)	
Task Objective & Future Application: Identify potential projects and strategies for analysis and evaluation		
5.1	Establish an evaluation process	<p>MetroPlan will create an evaluation process to prioritize alternatives in an effort to eliminates any alternatives early that do not meet State, City, or Regional policies, standards, or design guidelines.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • A report documenting process and illuminated alternatives

City of Flagstaff, Coconino County, Mountain Line, and ADOT:

- Provide relevant traffic data and/or recent traffic studies.
- Review and advise.

City of Flagstaff, Coconino County, Mountain Line, and ADOT:

- Review and advise.

5.2	Alternative profiles	<p>MetroPlan will develop Alternative profiles to help visualize the results of the performance assessments. The purpose of these profiles is to characterize corridor performance and help identify issues to address.</p> <p>Performance will be evaluated through:</p> <ul style="list-style-type: none"> - MetroPlan's Regional Transportation Model - TransModeler - NAU AzTrans Tech Support - NAU GIS Support - FHWA Intersection Analysis <p>Deliverables:</p> <ul style="list-style-type: none"> • Technical memo summarizing findings.
5.3	Alternative Sensitivity Testing	<p>MetroPlan will create 3-4 variations of "business as usual" for sensitivity testing against the above profiles and will evaluate against the following:</p> <ul style="list-style-type: none"> - Increase in external-to-external and external-to-internal trips - increase in density of 20% (and/or 50%), same rate for residential and non-residential - Increase(s) in residential density only - Change in mix (achieve jobs/housing balance) <p>Deliverables:</p> <ul style="list-style-type: none"> • Technical memo summarizing findings.
5.4	Alternative Visualization	<p>Design and Graphics:</p> <ul style="list-style-type: none"> - Up to (4) cross-sections of the corridor at key areas using StreetMix or Beyondware. - Up to (3) conceptual plan designs for key areas as defined by the TAC/PAG - (2 to 3) intersection conceptual design options for no more than 3 intersections for a total of 6 to 9 concept drawings.
<p>6 Alternative Recommendation(s)</p>		
<p><u>Task Objective & Future Application:</u> A recommended set of solutions for the corridor that can address the identified issues and opportunities and that align with the available 419 tax initiative funds and Mountain Line's 5-year transit plan), along with other local plans and policies.</p>		

6.1	Project Identification and Strategies	<p>MetroPlan and its partner agencies to select and prioritize project(s) and strategies that can address the identified issues and opportunities in the project area.</p> <p>Ideally, the project that performs well across all scenarios will be the preferred option. However, a hybrid of alternatives may be considered.</p> <p>Once a project or a set of projects and strategies are identified, Metroplan and partner agencies consider how they may be integrated or otherwise work together to achieve maximum benefit. (This is meant to help the planning team to consider a holistic or “system” solutions rather than standalone approaches.)</p> <p><u>Deliverables:</u></p> <ul style="list-style-type: none"> • Technical memo listing identified projects. Information provided for each identified project should include: project name, location, type, short description, short statement of purpose/need, and estimated total cost. Cost estimates will be evaluated using ADOT's Estimated Engineering Construction Costs (E2C2) system and local agency knowledge and resources. 	<p>City of Flagstaff, Coconino County, Mountain Line, and ADOT:</p> <ul style="list-style-type: none"> • Review and comment on findings. • Suggest additional projects and/or strategies for consideration, if needed. • Approve final documents
6.2	419 Funded Project(s) Recommendations	<p>MetroPlan will develop a separate set of projects from those identified in Task 6.1 that specifically address 419 Tax Initiative funding and Mountain Line's 5-year plan. These projects recommendations will focus on city policy priorities and less on ADOT design criteria or performance standards.</p> <p>Projects may be geared more towards multimodal improvements, first/last-mile improvements, and may set expectations for the rest of the corridor.</p> <p><u>Deliverables:</u></p> <ul style="list-style-type: none"> • Technical memo listing identified projects. Information provided for each identified project should include: project name, location, type, short description, short statement of purpose/need, and estimated total cost. Cost estimates will be evaluated using ADOT's Estimated Engineering Construction Costs (E2C2) system and local agency knowledge and resources. 	
6.3	Transportation Impact Analysis (TIA) Guidance	<p>MetroPlan will provide guidance on how ADOT and the City may use the identified projects in future TIA processes.</p> <p><u>Deliverables:</u></p> <ul style="list-style-type: none"> • Guidance Document 	
6.4	Implementation Process	<p>MetroPlan will develop a project implementation process that provides the following: Overview of the typical implementation means such as the Capital Improvement Program (CIP), ADOT's Planning to Programming (P2P), and Development Process. Additionally narratives related to a City-capital alternative on:</p> <ul style="list-style-type: none"> - Route transfer - ADOT policy change process - Maintenance agreements <p><u>Deliverables:</u> Technical memo summarizing findings</p>	

6.5	Alternative Visualization	<p>Design and Graphics:</p> <ul style="list-style-type: none"> - Up to (4) cross-sections of the corridor at key areas using StreetMix or Beyondware. - One (1) conceptual plan designs for key areas as defined by the TAC/PAG - (2 to 3) intersection conceptual design options for no more than 3 intersections for a total of 6 to 9 concept drawings. 	
7 Develop Draft Reports			
<p><u>Task Objective & Future Application:</u> The draft plan will synthesize the information collected and developed in Tasks 2–6 into an operational assessment of the W. Route 66 corridor and clearly outline MetroPlan and partner roles in achieving that implementation. The draft plan will be shared with partner agencies for review and comment.</p>			
7.1	Prepare working draft for staff and TAC/PAG review.	<p>MetroPlan shall utilize previously completed technical memos and findings as the basis for developing a cohesive and comprehensive working draft report. The body of the report shall be concise and written for nontechnical audiences. All versions of the report (i.e., working, PAG review, and final drafts) should include an executive summary.</p> <p>Exhibits, tables, and other infographics shall be used wherever appropriate to convey technical concepts in a more approachable manner. The plan should include an implementation schedule (if possible) as well as the identification of responsibilities. The plan will outline how the corridor will be expected to operate, including recommended technical, organizational, and institutional arrangements necessary to achieve expected benefits.</p> <p>Technical documentation of the planning process, public input, data, performance measure methodology, and other such elements shall be attached as appendices to the report.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Working draft report 	<p>City of Flagstaff, Coconino County, Mountain Line, and ADOT:</p> <ul style="list-style-type: none"> • Review and comment on the working draft report.
8 Develop Final Reports			
<p><u>Task Objective & Future Application:</u> The plan will be referenced developing and recommending specific projects, policies, programs, and other activities to the MetroPlan Executive Board and partner agencies.</p>			
8.1	Prepare final draft	<p>MetroPlan shall integrate partner and feedback in response to the public review draft report into a final draft to be presented to the TAC and Executive Board adoption.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Final report in PDF format and editable electronic format (e.g., Adobe InDesign, Microsoft Word, etc.) • Outreach materials explaining the final adopted plan and material to be incorporated into the primary MetroPlan website once the project website goes offline. 	<p>City of Flagstaff, Coconino County, Mountain Line, and ADOT:</p> <ul style="list-style-type: none"> • Review, approve, and send to the MetroPlan TAC and Executive Board for review and approval.
9 Board Review and Approval			
<p><u>Task Objective & Future Application:</u> Achieve formal buy-in from the MetroPlan board and other governing bodies as appropriate so that the W. Route 66 Operational Assessment Plan may be implemented.</p>			
9.1	Present final draft to MetroPlan TAC and Executive Board. Governing bodies of partner agencies may be requested.	<p>MetroPlan shall verbally and visually summarize the W. Route 66 plan process, findings, and recommendations at meetings of MetroPlan TAC and Executive Board.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Presentation materials 	<p>City of Flagstaff, Coconino County, Mountain Line, and ADOT:</p> <p>Review and approve plan for TAC and Ex. Board</p>

DRAFT Timeline | W. Route 66 Operational Assessment

		CY 2023										CY 2024										CY 2025			
		FY 2023			FY 2024							FY 2025													
Task	Task Title	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
1	Project Initiation	[Task 1: Project Initiation]																							
2	Stakeholder and Public Outreach	[Task 2: Stakeholder and Public Outreach]										[Task 2: Stakeholder and Public Outreach]										[Task 2: Stakeholder and Public Outreach]			
3	Existing and Future Conditions	[Task 3: Existing and Future Conditions]																							
4	Conduct Baseline Performance Assessment	[Task 4: Conduct Baseline Performance Assessment]										[Task 4: Conduct Baseline Performance Assessment]													
5	Alternative Development & Evaluation	[Task 5: Alternative Development & Evaluation]										[Task 5: Alternative Development & Evaluation]													
6	Alternative Recommendations	[Task 6: Alternative Recommendations]										[Task 6: Alternative Recommendations]													
7	Develop Draft Reports	[Task 7: Develop Draft Reports]										[Task 7: Develop Draft Reports]													
8	Develop Final Reports	[Task 8: Develop Final Reports]										[Task 8: Develop Final Reports]										[Task 8: Develop Final Reports]			
9	Board Review and Approval	[Task 9: Board Review and Approval]										[Task 9: Board Review and Approval]										[Task 9: Board Review and Approval]			



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STAFF REPORT

REPORT DATE: July 18, 2023

MEETING DATE: July 26, 2023

TO: Honorable Chair and Members of the Board and TAC

FROM: Sandra Tavel, Transportation Planner

SUBJECT: Happening at MetroPlan

The report provides an opportunity to share the work MetroPlan is doing to enable collaboration between agencies, allow partners to better leverage MetroPlan as a resource, and celebrate successes.

1. ADOT (AZ Dept of Transportation) Transportation Alternatives Program is launching soon and experiencing website delays. Unsure how this impacts the application submission timeline – tentative application submission window is from now through September 29
2. This program does not cover Right of Way for construction projects, so you'd either need to pay for it or have already addressed it if you're doing a construction project.
 - a. Eligibility language:

Have no need for a right-of-way acquisition phase or have right-of-way acquisitions **complete prior to applying to the TA program**, in accordance with federal acquisition processes. This does not include temporary construction easements or other construction access required to construct the project.

3. Projects pitched so far:
 - a. City of Flagstaff – Knoles - Construction
 - b. Mountain Line – Planning for Left turn off the Mesa @ Gemini & Cedar
 - i. Both fall under Safe Routes to School category