



Santa Fe MPO Transportation Policy Board

Thursday June 27, 5:00PM

Location: 737 Agua Fria Street (Monica Roybal Center Conference Room)

AGENDA

- ◆ Call to Order
- ◆ Approval of Agenda
- ◆ Approval of Meeting Minutes 04/25/24 & 05/23/24
- ◆ **Communications from the Public**
- 1. Items for Discussion and Possible Action:**
 - A. Review and Recommend: 2025-2026 Santa Fe MPO Unified Planning Work Program (UPWP) Adoption via Self-Certification (Erick Aune, MPO Division Director)
 - B. Presentation: *Draft City of Santa Fe Transportation Impact Analysis – Transition from “Traffic” to “Transportation”* (Erick Aune, MPO Division Director)
 - C. Presentation: *Let’s Talk About Cerrillos – Public Engagement Strategy Update to the Metropolitan Transportation Plan* (Erick Aune, MPO Division Director)
- 2. Matters from MPO Staff**
- 3. Matters from TPB Members**
- 4. Adjourn** - Next TPB Meeting: August 22, 2024

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**SUMMARY OF ACTION
 SANTA FE MPO TRANSPORTATION POLICY BOARD
 THURSDAY, APRIL 25, 2024, 5:00 PM
 737 AGUA FRIA STREET, MONICA ROYBAL CENTER
 SANTA FE, NEW MEXICO**

<u>ITEM</u>	<u>ACTION</u>	<u>PAGE</u>
CALL TO ORDER		1
ROLL CALL	QUORUM	1
APPROVAL OF AGENDA	APPROVED	1
APPROVAL OF THE MINUTES OF MARCH 22, 2024	APPROVED	1-2
COMMUNICATIONS FROM THE PUBLIC	INFORMATION/DISCUSSION	2
 <u>ITEMS FOR DISCUSSION AND POSSIBLE ACTION</u>		
PRESENTATION: THE PAST 10 YEARS OF TRANSPORTATION IMPROVEMENT PROGRAM FUNDING	INFORMATION/DISCUSSION	2
PRESENTATION: A GENERAL OVERVIEW OF TRAFFIC OPERATIONS AND PROJECTS	INFORMATION/DISCUSSION	2
MATTERS FROM MPO STAFF	INFORMATION/DISCUSSION	2
MATTERS FROM TPB MEMBERS	INFORMATION/DISCUSSION	2
NEXT MEETING	MAY 22, 2024	2
ADJOURN	ADJOURNED	2-3

**SANTA FE MPO TRANSPORTATION POLICY BOARD
THURSDAY, APRIL 25, 2024, 5:00 PM
737 AGUA FRIA STREET, MONICA ROYBAL CENTER
SANTA FE, NEW MEXICO**

1. CALL TO ORDER

A meeting of the Santa Fe MPO Transportation Policy Board was called to order by Commissioner Justin Greene, Chair, at 5:02 pm, on Thursday, April 25, 2024, and was held at the Monica Roybal Center, Santa Fe, New Mexico.

2. ROLL CALL

MEMBERS PRESENT

Commissioner Justin Greene, Chair
Commissioner Anna Hansen
Commissioner Hank Hughes
Councilor Alma Castro
Mayor Alan Webber
Paul Brasher, NMDOT

MEMBERS ABSENT

Robert Friener, Pueblo of Tesuque
Councilor Pilar Faulkner, Excused

OTHERS PRESENT

Erick Aune, MPO Officer
Leah Yngve, MPO
Hannah Burnham, MPO
Regina Wheeler, Director, Public Works
Shannon Glendening, NMDOT
Mike Dalmolin, City of Santa Fe Traffic Operations
Leslie Drobbin

3. APPROVAL OF AGENDA

MOTION A motion was made by Commissioner Hansen, seconded by Mr. Brasher, to approve the agenda as presented.

VOTE The motion passed on a voice vote.

4. APPROVAL OF THE MINUTES OF MARCH 22, 2024

MOTION A motion was made by Commissioner Hansen, seconded by Commissioner Hughes, to approve the minutes.

VOTE The motion passed on a voice vote.

5. COMMUNICATIONS FROM THE PUBLIC

Ms. Drobbin spoke to transportation needs in Santa Fe.

6. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

A. PRESENTATION: THE PAST 10 YEARS OF TRANSPORTATION IMPROVEMENT PROGRAM FUNDING

Ms. Yngve gave a Power Point presentation.

There was discussion.

B. PRESENTATION: A GENERAL OVERVIEW OF TRAFFIC OPERATIONS AND PROJECTS

Mr. Dalmolin gave the presentation.

There was discussion.

7. MATTERS FROM MPO STAFF

Mr. Aune reported on MPO activities and issues.

8. MATTERS FROM TPB MEMBERS

There was discussion.

9. NEXT MEETING

MAY 22, 2024

10. ADJOURN

There being no further business before the Board, the meeting adjourned at 7:00 pm.

Commissioner Justin Greene, Chair

Elizabeth Martin, Stenographer

**SUMMARY OF ACTION
 SANTA FE MPO TRANSPORTATION POLICY BOARD
 THURSDAY, MAY 23, 2024, 5:00 PM
 737 AGUA FRIA STREET, MONICA ROYBAL CENTER
 SANTA FE, NEW MEXICO**

<u>ITEM</u>	<u>ACTION</u>	<u>PAGE</u>
CALL TO ORDER		1
ROLL CALL	QUORUM	1
APPROVAL OF AGENDA	APPROVED	1
APPROVAL OF THE MINUTES OF APRIL 25, 2024	POSTPONED	1-2
COMMUNICATIONS FROM THE PUBLIC	NONE	2
 <u>ITEMS FOR DISCUSSION AND POSSIBLE ACTION</u>		
REVIEW AND RECOMMEND: 2024-2029 FISCAL YEAR TIP AMENDMENT 3 VIA SELF-CERTIFICATION	APPROVED	2
PRESENTATION: LET'S TALK ABOUT CERRILLOS: AN UPDATE TO THE METROPOLITAN TRANSPORTATION PLAN	INFORMATION/DISCUSSION	2
MATTERS FROM MPO STAFF	INFORMATION/DISCUSSION	2
MATTERS FROM TPB MEMBERS	NONE	3
NEXT MEETING	JUNE 27, 2024	3
ADJOURN	ADJOURNED	3

**SANTA FE MPO TRANSPORTATION POLICY BOARD
THURSDAY, MAY 23, 2024, 5:00 PM
737 AGUA FRIA STREET, MONICA ROYBAL CENTER
SANTA FE, NEW MEXICO**

1. CALL TO ORDER

A meeting of the Santa Fe MPO Transportation Policy Board was called to order by Commissioner Justin Greene, Chair, at 5:02 pm, on Thursday, May 23, 2024, and was held at the Monica Roybal Center, Santa Fe, New Mexico.

2. ROLL CALL

MEMBERS PRESENT

Commissioner Justin Greene, Chair
Commissioner Anna Hansen
Commissioner Camilla Bustamante
Councilor Alma Castro, via Zoom
Paul Brasher, NMDOT

MEMBERS ABSENT

Robert Friener, Pueblo of Tesuque
Councilor Pilar Faulkner, Excused
Alternate, Councilor Jamie Cassutt, Excused

OTHERS PRESENT

Erick Aune, MPO Officer
Leah Yngve, MPO
Hannah Burnham, MPO

3. APPROVAL OF AGENDA

MOTION A motion was made by Commissioner Hansen, seconded by Mr. Brasher, to approve the agenda as presented.

VOTE The motion passed on a roll call vote as follows:

Commissioner Hansen, yes; Commissioner Bustamante, yes; Councilor Castro, yes; Mr. Brasher, yes; Chair Greene, yes.

4. APPROVAL OF THE MINUTES OF APRIL 25, 2024

Postponed.

5. COMMUNICATIONS FROM THE PUBLIC

None.

6. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

A. REVIEW AND RECOMMEND: 2024-2029 FISCAL YEAR TIP AMENDMENT 3 VIA SELF-CERTIFICATION

Ms. Yngve gave an overview of the TIP program, amendments and the staff report.

There was discussion.

MOTION A motion was made by Commissioner Hansen, seconded by Mr. Brasher, to approve the 2024-2029 Fiscal year TIP Amendment 3 via self-certification.

VOTE The motion passed on a roll call vote as follows:

Commissioner Hansen, yes; Commissioner Bustamante, yes; Councilor Castro, yes; Mr. Brasher, yes; Chair Greene, yes.

Chair Greene asked Mr. Aune to schedule a presentation from Santa Fe Trails on their bus system for a future Board meeting.

B. PRESENTATION: LET'S TALK ABOUT CERRILLOS: AN UPDATE TO THE METROPOLITAN TRANSPORTATION PLAN

Mr. Aune gave the *Let's Talk About Cerrillos* presentation.

There was discussion.

Chair Greene suggested that the discussion continue with a member of the Land Use Department and a member of the Midtown Redevelopment Agency staff at the table.

7. MATTERS FROM MPO STAFF

It was reported that the MPO is working with the Arts and Culture Department to have an event of June 1st for Bike Week.

8. MATTERS FROM TPB MEMBERS

None.

9. NEXT MEETING

JUNE 27, 2024

10. ADJOURN

There being no further business before the Board, the meeting adjourned at 5:45 pm.

Commissioner Justin Greene, Chair

Elizabeth Martin, Stenographer.



Santa Fe Metropolitan Planning Organization



Santa Fe MPO Staff Report

MPO Technical Coordinating Committee: June 24, 2024

Transportation Policy Board: June 27, 2024

Matter of Approval: Approve and Adopt Self-Certification adopting the Santa Fe MPO's Federal Fiscal Years 2025-2026 Unified Planning Work Program (UPWP)

Background:

Work Programs – MPOs are required to submit to NMDOT a 2-year Unified Planning Work Program to the NMDOT to be approved by FHWA. All costs related to federal awards must comply with 2 CFR § 200. The NMDOT, MPO and RTP/O work programs or UPWPs include budgets outlining cost estimates for each planning activity or task that show federal, state, local, and other matching share. In general, MPO required work products are established by the Code of Federal Regulations and/or required by NMDOT, and identified in the UPWP.

The attached draft 2025 – 2026 UPWP if adopted will go into effect on October 1st 2024 the beginning of Federal Fiscal Year 2025 and end on September 30th 2026.

The draft has been reviewed approved by NMDOT staff.



Santa Fe Metropolitan Planning Organization

"Promoting Interconnected Transportation Options"



MPO SELF-CERTIFICATION

Adoption of Federal Fiscal Years 2025-2026 Unified Planning Work Program (UPWP)

Approved on June, 27 by the Santa Fe MPO Transportation Policy Board

In accordance with 23 U.S.C. 450.334, the New Mexico Department of Transportation (NMDOT), and the Santa Fe Metropolitan Planning Organization (SFMPPO) for the Santa Fe urbanized area hereby certify that the transportation planning process adoption of the Federal Fiscal Years 2025-2026 Unified Planning Work Program meets the requirements set forth in 23 CFR 450.308. The 2025-2026 UPWP was developed and approved by the Santa Fe MPO in accordance with the Santa Fe MPO Public Participation Plan and the Santa Fe MPO Title VI Plan. The Santa Fe MPO certifies that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

- (1) The fiscal constraint required in 23 C.F.R. 450;
- (2) 49 U.S.C. 5323(1), 23 U.S.C. 135, and 23 U.S.C. 450.220;
- (3) Title VI of the Civil Rights Act of 1964 and the Title VI assurance executed by each State under 23 U.S.C. 324 and 29 U.S.C. 794;
- (4) Section 1101(b) of the Transportation Equity Act for the 21st Century (Pub. L. 105-178) regarding the involvement of Disadvantaged Business Enterprises in FHWA and FTA funded planning projects (Sec. 105(f), Pub. L. 97-424, 96 Stat. 2100; 49 CFR, Subtitle A, Part 26);
- (5) The provisions of the Americans with Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat.327, as amended) and U. S. DOT implementing regulation;
- (6) The provision of 49 U.S.C. Part 20 regarding restrictions on influencing certain activities; and
- (7) Sections 174 and 176(c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506(c) and (d)).

Justin Greene, Chair- Santa Fe MPO TPB

Date

06/27/24



Santa Fe Metropolitan Planning Organization



FFY 2025 & FFY 2026

**DRAFT SANTA FE MPO UNIFIED
PLANNING WORK PROGRAM**

October 1st, 2024 – September 30th, 2026

Approved by the SFMPO Transportation Policy Board –Pending

P. O. Box 909 Santa Fe, NM 87504-0909 / Office: 737 Agua Fria Street, Santa Fe, NM 87501
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Santa Fe MPO Transportation Policy Board

City of Santa Fe

Mayor Alan Webber or Mayor
Councilor Alma Castro
Councilor Pilar Faulkner
Alternate: Jamie Cassutt

Santa Fe County

Commissioner Anna Hansen
Commissioner Justin S. Greene
Commissioner Hank Hughes, Chair
Alternate: Commissioner Camilla Busamante

Pueblo of Tesuque

Governor Louie Hena
Alternate: Larry Samuel, Tribal
Historic Preservation Office

NM Department of Transportation

Javier Martinez, District Engineer
Alternate (Vacant)

Santa Fe MPO Technical Coordinating Committee

Thomas Martinez, Santa Fe Trails, Division Director
Alternate: Gabrielle Chavez, Santa Fe Trails
Javier Martinez, Assistant District Engineer, NMDOT District 5
Romella Glorioso-Moss, City of Santa Fe, Public Works
Vacant, Governmental Sustainability Chief
Alternate: Vacant, Sustainability Coordinator
Vacant, Santa Fe County Public Works Department,
Alternate: Brian Snyder, Santa Fe County Public Works Director
Benjamin B. Bachwartz-Lopez, Santa Fe County Transportation Planner
Alternate: Brett Clavio, Santa Fe County Transportation Planner, Growth Man. Dept.
John Lovato – Santa Fe County Planning Division Supervisor
Anthony J. Mortillaro, Executive Director, North Central RTD
Alternate: Bryce Gibson, North Central RTD
Robert Frenier Pueblo of Tesuque
Daniel Alvarado, City of Santa Fe, Land Use Department

Santa Fe MPO Advisory Members

Avery Frank, Federal Highway Administration
Shannon Glendening, NMDOT - Santa Fe MPO Liaison
Delilah Garcia, Transit/Rail, NMDOT

Santa Fe MPO Staff

Erick Aune, MPO Officer
Leah Yngve, MPO Senior Transportation Planner
Hannah Burnham, MPO Senior Transportation Planner

The preparation of this report has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation. Santa Fe Metropolitan Planning Organization fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Title VI Complaint Form, please contact the SANTA FE MPO Office at 505-955-6614. The Santa Fe MPO does not discriminate on the basis of race, color, national origin, sex, religion, age or Disability in the provision of services. This document can be made available in alternative formats by calling the Santa Fe MPO Office at 955-6614 or 955-6664.

Santa Fe MPO UPWP FFY2025 & FFY2026

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***[FTA Code] - Federal Transit Administration uses specific codes to identify MPO planning activities (49 U.S.C. 5303). Each listed task has the corresponding FTA code.**

ADOPTION RECORD AND AMENDMENTS TO THE FFYs 2025 & 2026 UPWP

FFY/ Quarter	Amendment Type		Action/Amendment (brief description including any changes to the budget. Include a separate copy of budgetary changes if necessary)	FHWA/ NMDOT approval date	Policy Board approval date
	Admin	Formal			

FFY 2025 & FFY 2026 Unified Planning Work Program

INTRODUCTION

The Santa Fe Metropolitan Planning Organization (MPO) has the responsibility to conduct a transportation planning process for the Santa Fe Metropolitan Planning Area. The MPO's member agencies include the City of Santa Fe, Santa Fe County, the Pueblo of Tesuque and the New Mexico Department of Transportation (NMDOT).

The Unified Planning Work Program ("UPWP") is structured to focus financial planning resources and staff where they will be most effective in responding to significant local and regional issues and resolving area-wide problems.

The UPWP continues to balance available resources, long and short-range planning and programming; special studies, public outreach and education, data gathering, analysis and dissemination, computer modeling, and program administration.

In November 15, 2021, President Biden signed the Infrastructure Investment and Jobs Act (IIJA) (Public Law 117-58, also known as the "Bipartisan Infrastructure Law") into Law. The Bipartisan infrastructure Law is the largest long-term investment in our infrastructure and economy in our Nation's history. It provides \$550 billion over fiscal years 2022 through 2026 in new Federal investment in infrastructure including roads, bridges, and mass transit, water infrastructure, resilience, and broadband. It has a strong emphasis on measuring performance in the transportation planning process through demonstrated progress towards achieving goals and objectives of metropolitan transportation plans.

Bipartisan Infrastructure Law (BIL) continues the planning factors identified by the previous transportation bill, Fixing America's Surface Transportation Act (FAST Act). The planning factors as stated in the BIL are:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- Increase the safety of the transportation system for motorized and non-motorized users;
- Increase the security of the transportation system for motorized and non-motorized users;
- Increase the accessibility and mobility of people and freight;
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth, housing, and economic development patterns;
- Enhance the integration and connectivity of the transportation system, across and between modes for people and freight;
- Promote efficient system management and operation;
- Emphasize the preservation of the existing transportation system;

- Improve resiliency and reliability of the transportation and system and reduce or mitigate storm water impacts of surface transportation; and
- Enhance travel and tourism.

New policy elements in the law include the following:

Metro planning (Sec. 11201, page 222)

- When designating officials or representatives, for the first time, the MPO shall consider the equitable and proportional representation of the population in the metro planning area.
- “Existing metropolitan planning area” is replaced with “existing” or “the area.”
- The BIL allows MPOs to use social media and other web-based tools to encourage public participation in the transportation planning process. [§ 11201(a)(3); 23 U.S.C. 134(i)(6)(D)]
- Housing – the bill includes several policy changes to better coordinate transportation planning with housing, including as a planning factor in the scope of planning, as part of optional scenario planning, and for TMAs the transportation planning process may address the integration of housing, transportation, and economic development strategies and may develop a housing coordination plan that includes projects and strategies that may be considered in the metropolitan transportation plan of the metropolitan planning organization.

The Santa Fe MPO was created in 1982 as the federally designated transportation planning entity for the Santa Fe Urban Area. The Census Bureau delineates geographic areas as urban or rural based on population density and land uses. Urban and rural area populations and designations are updated after each decennial census. At the 2010 Census, the Santa Fe Urban Area population was 89,284. Federal funding for an MPO is based on its Urban Area population. The MPO Planning Area extends beyond the Urban Area to include nearby urban clusters and those areas expected to become urbanized over the next 20 years. Its current boundary was set in 2009 and has a population of 116,386 [2010 Census]. (For boundary map please see APPENDIX 1.3)

Communities and agencies within the MPO Planning Area are eligible to receive federal transportation funds when the MPO meets all requirements under Title 23 U.S.C. (for highway funding) and Title 49 U.S.C. (for public transportation funding).

The MPO is required to develop a long-range Metropolitan Transportation Plan (MTP) that reflects the public vision for a safe, accessible, and efficient multi-modal transportation system. It includes goals and objectives as well as performance measures to show progress towards their achievement. The UPWP identifies the strategies and activities to guide MPO staff toward implementation of the MTP 2020-2045. It is also designed to provide baseline data to enable development of performance measures for future updates of the MTP. The UPWP FFY 2025 & FFY 2026 is a two-year program with an authorized budget allocated to these tasks and development of listed products. The MPO, working in partnership with the New Mexico Department of Transportation (NMDOT), will accomplish its tasks in accordance with federal government regulations and review by the Federal Highways Administration and the Federal Transit Administration.

PURPOSE

The federal definition of a Unified Planning Work Program (UPWP) is “a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds.” (23CFR450.104)

This UPWP covers a two-year period from October 1, 2024 through September 30, 2026. It includes definitions of activities and associated work products; who performs the work, budget sources; distribution of funding to tasks; and a timeline of major activities and milestones. The following section addresses planning priorities and challenges of developing a balanced and effective work program within a limited timeframe and with limited staff.

PLANNING PRIORITIES AND CHALLENGES

The planning priorities of the UPWP follow the goals and objectives stated in the Metropolitan Transportation Plan 2020-2045. The planning activities and work products are derived from the MTP Emphasis Areas found in Chapter 2 (Our Vision) of the MTP 2020-2045. <http://santafemppo.org/mtp/>

The MTP goals include:

- Safety – A safe and secure transportation system for motorized and non-motorized users.
- Public Health – A transportation system that supports healthy lifestyles.
- Social Equity – Equitable investments in transportation that enable quality of life for all residents.
- System Preservation – A well maintained transportation system.
- Multimodal Mobility and Accessibility – An accessible, connected, and integrated transportation system
- Congestion Relief and System Operations – An efficient and reliable transportation system poised to leverage emerging technologies.
- Economic and Community Vitality – A transportation system that supports economic and community vitality.
- Environmental Stewardship – A transportation system that protects and enhances the natural, cultural, and built environment and mitigates climate change.
- Partnership and Regional Funding – Regional collaboration in transportation planning, funding, and implementation.

The UPWP emphasizes **planning priorities** for:

- Supporting investments and planning strategies and programs that emphasize the reduction of carbon emissions with a goal of mitigating climate change and its impacts.
- Supporting planning strategies and programs that emphasize the importance of how transportation investments benefit all members of the community

equitably as well as ensuring vulnerable and disadvantaged members of the community are not impacted unequally.

- Implementation of the 2019 **Bicycle Master Plan** using an innovative interactive mapping tool to track progress on the Multi-Use urban trail system.
- Implementation of the Santa Fe Metropolitan **Pedestrian Master Plan** guiding transportation network improvements for safety and accessibility and to encourage walking as ‘active’ transportation.
- Implementation of the Santa Fe Metropolitan **Public Transit Master Plan** increasing awareness and usage of our regional transit services.
 - Incorporating safety and public health objectives into planning efforts to promote more “complete streets” within the Metropolitan Planning Area.

The activities of the UPWP are divided into four tasks:

1. **The Program Management, Professional Development, Public Participation and Unified Planning Work Program** task includes administration of the MPO in compliance with federal regulations. The focus will be on implementing the strategies found in the 2020 Metropolitan Transportation Plan, executing new two-year grant cooperative agreements for the MPO’s section 112 and section 5303 funds, expanding technical capacity through professional development for staff and continue to restructure administrative elements of the MPO to enhance proficiency, public access and implementation.
2. The **Transportation Improvement Program** task details the respective MPO agency’s intent to construct or implement a specific project and the anticipated flow (obligation) of federal funds and matching state or local contributions.
3. The **Data Collection/Analysis: Traffic, Crash, Travel Demand and Related Activities** task focuses on maintaining the travel demand model, administering traffic data collection quality and its presentation and public accessibility. Crash data collection and analysis is focused on providing information to member agencies to improve all areas of safety involving the transportation network.
4. The **Transportation Planning** task focuses on implementing the 2020-2045 Metropolitan Transportation Plan and Master Plans. This includes multimodal and active transportation planning. Activities promote safety and “complete streets” principles by implementation, participation and review of MPO member agency plans, studies and projects. Improving public health by encouraging active transportation through planning initiatives and collaboration with public and community health agencies. Other major activities include supporting community education and awareness about bicycle safety by taking a leadership role in the planning of the annual Santa Fe Bike Month events and working with the City regarding a comprehensive multimodal transition plan that includes a 5-10 year service plan for the Santa Fe Trails transit system and with City and County staff to develop strategies toward reducing vehicle related Green House Gas emissions.

The current estimated budget is based on anticipated funding through the **FFY2025** and **FFY2026** allocations for New Mexico under the IIJA Bill through FHWA and FTA planning grant programs. The budget will be adjusted as Work Authorizations/Notices to Proceed are received.

SANTA FE UPWP DEVELOPMENT PROCESS AND OPPORTUNITIES FOR PUBLIC INPUT

MPO Staff develops the work program and budget to each upcoming period in accordance with the following schedule. (The items may be accomplished earlier but no later than the listed dates on even years. Dates may vary by a few days.

April 30 th	1str Draft of UPWP to NMDOT Multimodal Planning & Program Bureau (NMDOT MMPB), NMDOT Transit Bureau (NMDOT TB) RoadRUNNER Transit and NCRTD.
April 30 th	Proposed UPWP is posted online for Public Review and Comment. Begin 30-day public comment period.
May 31 st	MPO & NMDOT MPPB and NMDOT TB meeting on Draft UPWP
June 1 st – June 15 th	MPO Staff revise proposed UPWP as necessary
Mid-June	Policy Board votes on approving the UPWP to NMDOT MPPB and NMDOT TB
July 1 st	MPO submits approved UPWP to NMDOT MPPB & NMDOT TB
Aug. 1 st	NMDOT MPPB submits UPWP to FHWA-NM MPPB & NMDOT TB
Sept. 1 st	FHWA-NM Division & FTA Region VI comments on UPWPs to NMDOT MPPB
Sept. 8 th	NMDOT MPPB submit final UPWPs to FHWA NM and FTA Region VI

SANTA FE MPO MANAGEMENT COMPOSITION

Transportation Policy Board (TPB)

The TPB has four member agencies: The City of Santa Fe, Santa Fe County, Pueblo of Tesuque, and the New Mexico Department of Transportation. As a multi-jurisdictional entity, the MPO addresses transportation systems and improvements as it relates to growth management and land use planning issues within the MPO Planning Area. Traffic and transportation system challenges often cross jurisdictional boundaries; therefore, the need exists for intergovernmental cooperation. The planning process is intended to be integrated with existing individual government processes and supports established policies and plans that ensure proper coordination among agencies and stakeholders. Representatives from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) are non-voting members and participate in an advisory capacity.

Technical Coordinating Committee

The Technical Coordinating Committee (TCC) serves in an advisory capacity to the

Transportation Policy Board, with representation from the City and Santa Fe County Public Works and Planning/Land Use Departments; MPO Planning Area transit operators: Santa Fe Trails and the North Central Regional Transit District; Intergovernmental Environmental, Energy, and Sustainability Planning; the Pueblo of Tesuque; and the New Mexico Department of Transportation. The main functions of TCC are to ensure coordination among agencies and to develop policy and project recommendations for the MPO Transportation Policy Board.

MPO Staff

MPO Staff currently includes the MPO Officer, and two MPO Senior Transportation Planners. Administrative support is provided by the City of Santa Fe Land Use and Planning Department and the Finance Department. The City of Santa Fe acts as the fiscal and administrative agent and MPO staff are city employees. The City is responsible for the operational functions, pursuant to requirements outlined within 23 CFR Part 450 Subpart C and 49 CFR Part 613 Subpart A. MPO Staff work activities are defined by the UPWP. Tasks related to federal requirements include:

1. Develop a Unified Planning Work Program (UPWP), which itemizes all transportation planning activities and includes a budget with identified revenue sources that allocates planning funds to the listed activities.
2. Develop and amend a financially constrained six-year Transportation Improvement Program (TIP) for the MPO Planning Area.
3. Organize meetings and develop agendas for the MPO Technical Coordinating Committee and Transportation Policy Board.
4. Maintain the MPO Intelligent Transportation Systems (ITS) architecture plan.
5. Coordinate with NMDOT and FHWA planning staff.
6. Document compliance with IJA Bill requirements and the federal self-certification process.

NMDOT Planning Liaison

NMDOT assigns a staff planning liaison to work with the MPO and local governments. Primary duties of the Planning Liaison are:

1. To serve as a liaison to the Transportation Policy Board, TCC, and MPO staff.
2. To provide technical assistance for the development and implementation of the Transportation Improvement Program and other MPO work products.
3. To monitor work progress, contracting and billing procedures and coordinate refinements with MPO staff.
4. To assist in program management through the maintenance of current records of expenditures, the reimbursement of funds, the relaying of information, and the channeling of direction from FHWA, FTA, and NMDOT.

Northern Pueblo Regional Transportation Planning Organization

The Northern Pueblos Regional Transportation Planning Organization is a transportation planning organization for Rio Arriba County, Taos County, Los Alamos County and Santa Fe County. The NPRTPO membership includes staff from cities and the four counties, the pueblos

of Tesuque, Picuris, Santa Clara, San Ildefonso, Nambe, Pojoaque, Taos, Ohkay Owingeh, the Jicarilla Apache Nation, and the NMDOT. The NPRTPO elicits projects for multimodal transportation and enhancement improvements from its members and recommends them for inclusion into the 2-year Statewide Transportation Improvement Program (STIP). The North Central New Mexico Economic Development District (NCNMEDD) is the fiscal agent for the NPRTPO. The MPO and RTPO will have direct communication to coordinate transportation planning activities on projects that impact both organizations.

FUNDING SOURCES

The program areas in the FFYs 2025 and 2026 UPWP are funded from federal, state and local sources. Federal planning funds are provided through the FHWA (Section 112- Planning (PL) funds) and the FTA (Section 5303 funds and when available via requests, 5304 funds). NMDOT administered Special Planning Research (SPR) funds may also be available for specific activities or initiatives.

Specific funding sources are presented for each UPWP program area. The funding amounts shown may be amended as necessary to reflect modifications to a program's scope of work and changes in funding availability. (See APPENDIX: 1.1 Budget Sources)

**1 – PROGRAM MANAGEMENT, PROFESSIONAL DEVELOPMENT,
PUBLIC PARTICIPATION AND UNIFIED PLANNING WORK PROGRAM
(UPWP)**

[FTA code 44.21.00]

<i>Staff Hours</i>	<i>Estimated Staff Costs</i>	<i>Consultant Services</i>	<i>Other Expenses</i>	<i>Estimated Total Costs</i>
4160	\$291,200	\$60,000	\$10,000	\$361,200

Task 1 - Objectives:

1. Efficiently manage and operate the MPO in a manner consistent with all applicable federal laws and regulations, including the Joint Powers Agreement forming the MPO; Memorandum of Agreement (MOA) between NMDOT and MPO; and the Planning Procedures Manual. This includes coordination with the City of Santa Fe (fiscal agent for the MPO) for administrative and program support such as budget and financial management.
2. To ensure a professional level of planning staff and quality work products by improving technical capability and capacity through training and education. Improved networking with other professional transportation planners through attendance at conferences, workshops, and webinars, as well as through membership in professional organizations and social media networks.
3. Proactively reach out to and engage the public in all MPO projects, activities, and public meetings pursuant to the New Mexico Open Meetings Act; the MPO Public Participation Plan (PPP) and Title VI Plan; the MPO Bylaws; and applicable federal laws and regulations. Develop an annual meeting schedule of MPO Technical Coordinating Committee and Transportation Policy Board meetings. The MPO will continue to maintain a website and utilize other social media outlets to maximize public outreach.
4. Develop, execute, and amend as needed, a biennial Unified Planning Work Program (UPWP) that reflects the recommendations and priorities of the Metropolitan Transportation Plan (MTP), as well as federal and state planning requirements. The document outlines all planning and administrative activities that will be undertaken by the MPO and includes all funding sources and cost allocation to the activities.

Task – 1 Staff Activities Objective 1:

- ✓ Manage the day-to-day operation of the MPO.
- ✓ Coordinate with the City of Santa Fe to receive annual authorized federal grant funding and to ensure local match requirement is met.
- ✓ Develop and maintain an annual MPO budget with City of Santa Fe Finance Department. Ensure all required documents, reports, contracts, and records are maintained in electronic and paper format and are accessible online and in computer files.
- ✓ Use the approved NMDOT Planning Procedures Manual (PPM) to comply with deadlines and requirements of the MPO Planning Process.
- ✓ Ensure that all MPO documents, activities, and contracts comply with federal and state laws and regulations governing the transportation planning process.
- ✓ Review Joint Powers Agreement and Bylaws annually and amend as necessary.
- ✓ Assess staffing needs including hiring part or full time of additional planning staff or consultants as needed. Attend statewide quarterly meetings of MPOs to discuss common issues, transportation policy updates, and other information with federal and NMDOT planning staff.
- ✓ Inform and educate Policy Board members about the MPO Planning Process and the importance of being engaged and active participants in the process.
- ✓ Review Federal and State transportation laws, regulations, and guidance as needed. Staff Hours in this task also include non-work staff time (vacation, sick, etc.)

Task 1 - Staff Activities Objective 2:

- ✓ Attend local, state, regional, and national conferences, trainings, events and web-based workshops relevant to the UPWP to enhance staff professional skills and knowledge. These may include: *Association of Metropolitan Planning Organizations (AMPO), Transportation Research Board, American Planning Association (APA), APA-NM, Institute of Transportation Engineers (ITE), Association of Pedestrian and Bicycle Professionals (APBP), ESRI User Conferences (GIS Support), American Public Health Association (APHA), Strong Towns National Gathering, National Travel Monitoring Exposition and Conference (NaTMEC), Walk/Bike/Places, National MainStreet Conference, MS2 Traffic Count Training and E-STIP Training and other related regional and national organizations.*
- ✓ Support staff (and MPO) membership in transportation planning organizations (e.g. ITE, APA, AMPO, APBP, APHA etc.) and social network media (e.g. LinkedIn, Facebook, etc.) to improve professional networking
- ✓ Support staff to obtain and maintain professional planning accreditation (e.g. PTP, AICP, CTP, etc.)
- ✓ Host training webinars on transportation related and UPWP specified issues, initiatives and tasks.
- ✓ Review pertinent contemporary studies, reports and literature in order to remain up to date with transportation and planning ideas.

Task 1- Staff Activities Objective 3:

- ✓ Timely distribution of public meeting notices and other publications as outlined in the Public Participation Plan.
- ✓ Update and maintain the MPO website: (www.santafemppo.org) to continue making MPO materials more accessible to and functional for other professionals as well as the public.
- ✓ Develop and distribute an annual approved meetings schedule of MPO Technical Coordinating Committee and Transportation Policy Board meetings.
- ✓ Utilize social media outlets (Facebook, Twitter, etc.) for dissemination of MPO notices and products and gathering public input.
- ✓ Develop and distribute an electronic newsletter
- ✓ Review the MPO Public Participation Plan and update as needed.
- ✓ Provide staff support to the TCC and TPB, including developing and distributing meeting agendas and minutes at least one week prior to all public meetings.
- ✓ Provide information, guidance and regular updates on state and federal laws affecting the planning process to the TCC, TPB, and members of the general public.
- ✓ Post all draft and approved MPO documents to the MPO website.
- ✓ Respond to public inquiries by phone, email, or letter in a timely manner.
- ✓ Conduct public presentations and be present at local and regional events to inform local and regional advocacy groups, transportation professionals, and public officials about statewide and interregional transportation planning efforts, funding issues, or innovative programs.
- ✓ Sponsor education and other relevant transportation trainings.
- ✓ Maintain an email list of interested parties.
- ✓ Conduct specific outreach to traditionally underserved, hard to reach, or environmental justice communities.

Task 1 - Staff Activities Objective 4:

- ✓ Prepare UPWP quarterly reports, invoices, and required documentation
- ✓ Coordinate with the City of Santa Fe, fiscal agent for MPO, to verify expenditures of federal transportation planning program funds.
- ✓ Submit reimbursement packet to NMDOT Planning Division according to the PPM guidelines.
- ✓ Prepare UPWP Annual Performance and Expenditure Reports
- ✓ Weekly MPO staff meetings to monitor progress of activities identified in the UPWP
- ✓ Supervise and manage the work assignments of MPO staff to meet deadlines and milestones established in this UPWP according to the approved PPM.
- ✓ Amend the current UPWP as needed and process amendments according to the

Planning Procedures Manual.

- ✓ Develop the FFY 2027 & FFY 2028 UPWP for TPB approval and submission to NMDOT Planning Division for final review and approval.

Task 1 - Related Expenses

- Office equipment and supplies (including notepads and computers for staff, maintenance for plotter and printer, cartridges, paper, etc.)
- Travel and related expenses for attending and hosting MPO Quarterly meetings
- Newspaper ads for Policy Board meetings; TIP amendments, etc.
- Website maintenance fees
- Post agendas for TCC and TPB meetings at least one week prior to meeting dates
- Annual schedule of MPO committee meetings.
- Staff travel to out of State and in-State conferences
- Conference registration fees
- Membership fees for professional transportation planning organizations
- Webinar and Go-to-Meeting fees
- Meeting supplies such as print materials, snacks, and beverages

Task 1 - Work Products and Schedule [submitted according to approved PPM deadlines]

1. Attend statewide MPO Quarterly meetings.
2. Provide annual MPO Planning Process training for Policy Board members.
3. Quarterly Reports and Invoices with documentation (Reimbursement Packets).
4. Annual Performance and Expenditure Reports (APER).
5. MPO submit draft FFY 2027 & FFY 2028 UPWP to NMDOT staff for review by April 2026.
6. MPO MTP approve final draft FFY 2027 & FFY 2028 UPWP and submit to NMDOT by June 2026.
7. Amended FFYs 2025 & 2026 UPWP as needed.
8. Develop and Approve Annual Meeting Calendar each November.

PRODUCT	FFY 2025 (October 1, 2024 – September 30, 2025)									FFY 2026 (October 1, 2025 – September 30, 2026)														
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
2025 & 2026 UPWP Amendments			X			X			X			X			X			X			X			X
MPO Quarterly Meetings			X			X			X			X			X			X			X			X
Policy Member Training				X												X								
Develop MPO Budget for City						X												X						
APA/ITE/AMPO National Conference							X												X					
Walk/Bike/Places											X												X	
NMAPA Conference	X												X											
TPB Meeting Notices	X	X			X	X	X	X	X	X	X	X	X	X			X	X	X	X	X	X	X	X
Quarterly Reports	X			X			X			X			X			X			X			X		
APER		X												X										
Quality Assurance Report							X												X					
2025 & 2026 UPWP Draft							X												X					
2025&2026 UPWP Approved									X												X			
Annual Meetings Schedule		X												X										

Key: X=Scheduled; C=Completed
 Key: X=Scheduled; C=Completed

2 – TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

[FTA code 44.25.00]

<i>Staff Hours</i>	<i>Estimated Staff Costs</i>	<i>Consultant Services</i>	<i>Other Expenses</i>	<i>Estimated Total Costs</i>
260	\$13,000		\$2,500	\$15,500

Task 2 - Objectives:

1. Develop and monitor a fiscally constrained, six-year program of transportation improvement projects that is consistent with the MTP 2020-2045, the NMDOT STIP/TIP Policies and Procedures, and all applicable federal laws and regulations, and facilitate multi-modalism.

2. Facilitate deployment of existing and potential Intelligent Transportation Systems (ITS) architecture through continuing efforts of partners as well as in coordination with adjacent local and tribal governments.

Task 2 - Staff Activities:

- ✓ Manage the TIP for consistency with the NMDOT STIP/TIP Policies and Procedures. Work with MPO Technical Coordinating Committee, Transportation Policy Board members to prioritize projects, consistent with the MTP.
- ✓ TIP development occurs every 4 years. The now approved FFY2024-2029 TIP will prevail until 2027. The MPO shall follow formal and informal amendments in accordance with the NMDOT with the NMDOT STIP/TIP Policies and Procedures and Planning Procedure Manual.
- ✓ Track progress of TIP projects and report status to TCC and TPB
- ✓ Post all adopted TIP amendments on the MPO website.
- ✓ Maintain a retrievable electronic archive of all current and expired TIP documents. Keep track of the status of obligated projects from previous TIPs.
- ✓ Work with member agencies to ensure that ITS elements are considered and deployed where necessary.

Task 2 - Work Products and Schedule [submitted according to approved PPM deadlines]

1. Amend current TIP as needed
2. Prepare and submit Annual List of Obligated TIP Projects

PRODUCT	FFY 2025 (October 1, 2024 – September 30, 2025)									FFY 2026 (October 1, 2025 – September 30, 2026)														
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
2022-2027 TIP Amendments		X			X			X			X			X			X			X			X	
Annual List of Obligated Projects			X												X									
2026-2029 TIP																		X						

Key: X=Scheduled; C=Completed

3-DATA COLLECTION/ANALYSIS: TRAFFIC, CRASH, TRAVEL DEMAND AND RELATED ACTIVITIES

[FTA code 44.24.00]

<i>Staff Hours</i>	<i>Estimated Staff Costs</i>	<i>Consultant Services</i>	<i>Other Expenses</i>	<i>Estimated Total Costs</i>
1200	\$60,000	\$30,000	\$10,000	\$100,000

Task 3 - Objectives:

1. To conduct, or have conducted, bicycle and /or pedestrian volume counts within the MPO Planning Area to assist with the assessment of infrastructure investment for land use planning and impacts from local and regional transit and commuter rail service development. To collect pertinent data to assist with the improvement of the base year inputs for the travel demand forecast model as well as for validation of forecasts.

2. Utilize the validated and calibrated base year model with a level of confidence for scenario testing and forecasting. The MPO Travel Demand forecast model compares a “no build” transportation network to a transportation network that includes investment options (infrastructure projects and service programs). Update the network coding and demographics for a revised Base Year model. Utilize the model to guide investment decisions in the Metropolitan Transportation Plan and the Transportation Improvement Program. Update the Transit and Rail components of the model.

3. Review the current status of the functional classification of the state’s roadways within the planning area boundaries.

Task 3 - Staff Activities:

- ✓ Collect bike/ped volume count data as needed.
- ✓ Maintain and update web-based platform to manage traffic data to assist with the calculation of annual growth rates and evaluation of traffic changes.
- ✓ Investigate equipment and methods to collect bike/ped usage data.
- ✓ Utilize consulting services to provide technical support in maintaining the MPO Travel Demand Model.
- ✓ Utilize consulting services to provide technical support to member agencies regarding construction projects, studies and plans including impact fee calculations.
- ✓ Manage the model, including updating the Base Year Network to provide an accurate reflection of the road network for the selected base year.
- ✓ Coordinate with NMDOT staff to ensure statewide model interface with MPO

model. Identify data needs to create a more robust transit and rail analysis within the model, implement if feasible.

- ✓ Utilize an on call Professional Service Agreement with consultant (Eco Resource Management Systems, Inc.) or other consultant(s) to assist with technical support of the model where necessary.
- ✓ Investigate environmental data sources and consider the incorporation of such data into planning goals.
- ✓ Analyze final 2020 Census data and review any necessary changes to the functional classification of state’s roadways within those boundaries.
- ✓ Approved SPR funds to study five downtown intersections for pedestrian improvement options and traffic signal warrants. SPR-A Funds \$36,090, Local Match \$9,022, Total \$45,115.
- ✓ Approved SPR funds to purchase infrastructure data to establish baseline inventory of street and road network. SPR-A Funds \$64,000, Local Match \$16,000, Total \$80,000.

Task 3 - Related Expenses:

- Maintain annual license agreement with MS2 to host website for public access to MPO traffic data
- Professional services to support additional data collection as needed, including elements of required performance measures for the 2020-2045 MTP and TIP process
- Eco Resource Management Systems (Robert Shull) TDM updates

Task 3 - Work Products and Schedule [submitted according to approved PPM deadlines]

PRODUCT	FFY 2025 (October 1, 2022 – September 30, 2025)											FFY 2026 (October 1, 2025 – September 30, 2026)												
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
MS2 annual license	x												x											

Key: X=Scheduled; C=Completed

4 – TRANSPORTATION PLANNING

4.1 Multi-Modal and Active Transportation Planning [FTA code 44.23.00]

<i>Staff Hours</i>	<i>Estimated Staff Costs</i>	<i>Consultant Services</i>	<i>Other Expenses</i>	<i>Estimated Total Costs</i>
2800	\$140,000	\$30,000	\$10,000	\$180,000

Task 4.1 - Objectives:

1. Continue to implement all elements of the 2019 updated Metropolitan Bicycle Master Plan. Expand on the work previously completed to identify and prioritize new Bikeway connections and extensions and amend Bicycle Master Plan as necessary. Work with the City and County to ensure that appropriate bikeway connections and extensions and on road facilities are incorporated into development plans. Sponsor and/or participate in events to promote bicycling as a viable and safe mode of transportation. Utilize

consultant services or additional MPO member staff to assist with this task.

2. Continue to implement the Santa Fe Metropolitan Pedestrian Master Plan by following the steps outlined in the plan. Participate, promote or sponsor events to encourage walking as a viable transportation option.

3. Continue to implement the Public Transit Master Plan and continue to facilitate and coordinate short term planning efforts between transit service agencies within the MPO Planning Area. As the area continues to urbanize, there are limited opportunities to expand the road network to create the needed vehicle capacity to accommodate the Single Occupancy Vehicle. Given that a majority of Santa Fe employees commute from all over the region a comprehensive plan needs to be developed to identify future transit and rail needs to accommodate travelers on public transportation as well as to identify strategies to attract new users

4. Integrate a public health component into transportation planning and project prioritization. Emphasize the benefits of using alternative modes of travel and personal active transportation to reduce the growing incidence of pre-diabetes, heart disease, and other illnesses tied to an inactive lifestyle.

5. Continue to encourage project scoping that incorporates safety objectives for all roadway users including bicyclists and pedestrians.

Task 4.1 - Staff Activities:

- ✓ Consult with the NMDOT Transit Bureau to update the Transit Asset Management performance targets as needed.
- ✓ Coordinate with MPO member agencies in implementing the MPO Bicycle Master Plan. Update and re-print the Santa Fe Bikeways and Trails Map as needed and if funding is available.
- ✓ Develop and implement a web-based bikeways mapping tool.
- ✓ Work with City and County staff on incorporating bikeways into development plans.
- ✓ Investigate a multimodal or complete streets level of service standard with bicycle and pedestrian considerations.
- ✓ Sponsor and/or participate in the Santa Fe Bike Month and other events or programs that promote bicycling.
- ✓ Investigate and distribute educational/promotional materials related to bicycling as a viable transportation option.
- ✓ Develop educational and training materials that may be incorporated into existing local traffic and defensive driving related training.
- ✓ Assist with the implementation of a Bike-Share program in Santa Fe.
- ✓ Assist the City of Santa Fe with acquisition and placement of bike racks and continuation of the bike corral pilot project.
- ✓ Assist the City of Santa Fe with the expansion of the Green Lane pilot project.

- ✓ Develop working relationships with local law enforcement agencies and seek out partnerships regarding community outreach, education, safety and general information dissemination.
- ✓ Build productive relationships with local and state public health agencies. Detail the relevance of transportation infrastructure design and the impacts to public health through collaborative initiatives such as Bike Month events and planning.
- ✓ Facilitate implementation of the Metropolitan Pedestrian Master Plan objectives. Continue working with the NMDOT, City and County to identify deficiencies and prioritizing improvements in the existing pedestrian infrastructure.
- ✓ Utilize findings and recommendations from other pedestrian infrastructure studies such as: the Santa Fe Trails Bus Stop Assessment and Connectivity Study and the City of Santa Fe Public Right of Way Transition Plan in identifying projects for the Metropolitan Transportation P
- ✓ Work with MPO member agency staff and consultants as needed in developing a prioritized project list and maintenance program for the PMP
- ✓ Identify and promote best practices in safer road crossing treatments for pedestrians.
- ✓ Implement strategies that promote walking and are designed to improve the walking environment within the MPO Metropolitan Planning Area
- ✓ Investigate and develop educational/promotional materials or events related to walking as a viable transportation option.
- ✓ Work with the Santa Fe Public Schools, City, and County to improve access and identify safe routes to schools within the MPO Planning Area.
- ✓ Conduct multigenerational walk audits
- ✓ Facilitate formation of a pedestrian advocacy advisory group to help implement the Pedestrian Master Plan
- ✓ Facilitate application for higher levels of designation for the City of Santa Fe as a “Walk Friendly Community”
- ✓ Assist with the implementation of the recommended strategies and goals set forth in the Santa Fe Metropolitan Public Transit Master Plan by working with local service providers. Support short, mid and long-range planning efforts initiated by local service providers and seek alignment of goals and objectives when practical.
- ✓ Coordinate with transit and rail operators and relevant agencies for input and guidance. Investigate possible funding sources for transit improvements.
- ✓ Facilitate discussions between Santa Fe Trails, North Central Regional Transportation District (NCRTD), NMDOT Park and Ride, and NM Rail Runner Express to ensure continuity of existing services throughout the MPO Planning Area.
- ✓ Provide planning and travel demand model assistance as necessary to facilitate coordination of local and regional transit with commuter rail service.
- ✓ Attend meetings where relevant, which address services of the Santa Fe Trails, NCRTD, NMDOT Park and Ride and NM Rail Runner Express.

- ✓ Participate in planning of multimodal transportation activities including, but not limited to, the commuter rail corridor, the City Railyard pertaining to transportation, the development of plans for a future downtown transit facility, the NM Park and Ride Transit services, and promotion of “Alternatives to SOV Travel” and “Dump the Pump” types of events.
- ✓ Support the coordinated efforts of existing cell phone and tablet apps that promote transit usage (e.g. real time bus arrival to specific stop point).
- ✓ Investigate or develop educational/promotional materials and participate in events related to transit and rail as a viable transportation option.
- ✓ Implement relevant strategies, goals and objectives detailed in the Metropolitan Public Transit Master Plan.
- ✓ Identify and review existing studies, data and information relevant to the public health and to the MPO Planning Area that may support access to and use of public transit.
- ✓ Support the Regional Transit Coordinating Committee for purposes of collaborative implementation of all planning initiatives.
- ✓ Identify and engage a consultant to create an educational video of a roadway safety transformation.
- ✓ Collaborate with Public and Community Health agency staff and advocates in furthering active transportation initiatives
- ✓ Communicate with the Public Works Streets and Drainage Maintenance Division to increase the lifespan of the existing transportation network, and plan for the minimization or mitigation of stormwater drainage impacts where feasible
- ✓ Coordinate events and promotional activities that encourage walking and bicycling.
- ✓ Identify and review existing studies, data and information relevant to the public health and to the MPO Planning Area that may support active transportation. Work with public health agencies to develop strategies that promote active transportation.
- ✓ Work with the New Mexico Department of Health to expand their Prescription Trails Program and other initiatives that directly related to active transportation.
- ✓ Collaborate with City and County efforts to reduce vehicle related Green House Gas emissions
- ✓ Provide Staff input in support of Main Street initiatives

Task 4.1 - Related Expenses

- Professional services related to multi-modal elements supporting and informing the 2020-2045 MTP

Task 4.1 - Work Products and Schedule [submitted according to approved PPM deadlines]

PRODUCT	FFY 2025 (October 1, 2024 – September 30, 2025)									FFY 2026 (October 1, 2025 – September 30, 2026)														
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
PMP Project List												X												

Key: X=Scheduled; C=Completed

4.2 Participation in MPO Member Plans, Projects and Studies [FTA code 44.24.00]

<i>Staff Hours</i>	<i>Estimated Staff Costs</i>	<i>Consultant Services</i>	<i>Other Expenses</i>	<i>Estimated Total Costs</i>
2360	\$113,000			\$118,000

Task 4.2 - Objectives:

1. Continue to participate and assist with the planning, design review and data gathering in coordination with the TCC and the relevant NMDOT, City or County agency coordinating studies whose outcome will have impacts on the Transportation Network within the MPO Planning Area. Continue to participate with local governing, non-profit, business and citizens groups that strive to make the metro area a more safe, walkable, bike friendly, and livable community. Coordination of these projects, design elements and studies is critical in determining future project justification and funding priorities.

Task 4.2 - Staff Activities:

- ✓ Provide technical assistance and input for development review process for both City and County
- ✓ Participate in Project Management Teams for multimodal transition plans, transit service plans, corridor studies and, location, alignment, or transportation improvement projects and studies.
- ✓ Assist in development and/or implementation of statewide plans and studies including: State Rail Plan, Strategic Highway Safety Plan, the New Mexico 2045 Long Range Transportation Plan, New Mexico Bicycle Plan, etc.
- ✓ Assist member agencies in studies, plans, infrastructure design, project management assistance, traffic calming, and initiatives including technical support for Impact Fee report updates.
- ✓ Engage local groups that may assist with the goals and strategies detailed in the 2020-2045 MTP
- ✓ Coordinate with MPO Member Agencies to develop Highway Safety Improvement Plan (HSIP) eligible safety projects based on the findings of any safety studies, and roadway safety audits. Coordinate and participate as needed with MPO Member Agencies on other safety related planning or initiatives.
- ✓ Participate in HSIP application review as appropriate.

Task 4.2 - Work Products and Schedule [submitted according to approved PPM deadlines]

PRODUCT	FFY 2025 (October 1, 2024 – September 30, 2025)									FFY 2026 (October 1, 2025 – September 30, 2026)														
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
On Going	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

Key: X=Scheduled; C=Completed

4.3 Metropolitan Transportation Plan [FTA code 44.23.00]

Staff Hours	Estimated Staff Costs	Consultant Services	Other Expenses	Estimated Total Costs
1800	\$90,000	\$95,000	\$25,264	\$210,264

Task 4.3 Objectives:

1. Begin the update of the 2020 -2045 MTP in FFY24 Q4 with a target approval by FFY25 Q4. Implement recommended strategies found in the 2020-2045 MTP. Continue to coordinate with the implementation of the New Mexico Long Range Statewide Transportation Plan, especially in the arena of performance measures and adopted statewide targets detailed in the MTP and any additional federal requirements to implement a performance management program.

Task 4.3 Staff Activities:

- ✓ Begin procurement for mandatory five-year update of 2020-2045 MTP and have consulting team on board by FFY24 Q4.
- ✓ Facilitate amendments as necessary to the 2020-2045 MTP
- ✓ Work with NMDOT in the implementation of the New Mexico Long Range Statewide Transportation Plan Continue to consult with key stakeholders, such as Federal, State and local Agencies, Chamber of Commerce, Disability Groups, etc. to assist with the implementation of recommended strategies, programs and projects for the MPO Planning Area transportation network found in the 2020-2045 MTP
- ✓ Utilize where necessary the services of private consultants to assist with the implementation of the MTP.
- ✓ Capitalize on the MPO's constructive relationships with existing local economic development and affordable housing agencies/organizations by supporting 2020-2045 MTP goals and strategies within the framework and context of the impacts to local economic development and affordable housing factors.
- ✓ Implement relevant strategies, goals and objectives detailed in the 2020-2045 MTP update and master plans that may advance the basic tenants of advantages of Travel Demand Management.
- ✓ MTP update to include provisions to meet Performance-Based Planning and Programming (PBPP) established in the 23 CFR 450.326(d) for MPOs. This includes TIP documentation on how the investment strategies, objectives, performance measures and targets reflected in the program of projects contribute to the achievement of performance targets. Update all applicable performance targets as required.
- ✓ Continue to work with all possible stakeholders within the MPO Planning Area that may provide a substantive role in the management of transportation demand.

Task 4.3 Related Expenses:

- Engage consultant services to help update the Metropolitan Transportation Plan 2020-2045

Work Products and Schedule [submitted according to approved PPM deadlines]

- Complete update of the FFYs 2020-2045 MTP

PRODUCT	FFY 2025 (October 1, 2024 – September 30, 2025)											FFY 2026 (October 1, 2025 – September 30, 2026)												
	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
Update Performance Targets per PPM				X								X												X

Key: X=Scheduled; C=Completed

APPENDIX 1.1: BUDGET SOURCES UPDATED 04/17/24

FFY2025	Federal Funds	Local Match 14.56%	Complete Streets Set- Aside No Match Required	Total
FFY 2025 (Section 112)	\$ 313,891	\$ 53,491	\$ 8,048	\$ 375,430
FFY 2025 (Section 112) Total Funding	\$ 313,891	\$ 53,491	\$ 8,048	\$ 375,430
	Federal Funds	Local Match 20%	Total	
FFY 2025 (Section 5303) FTA	\$ 91,642	\$ 22,911	\$ -	\$ 114,553
Total Funding for FFY 2025 (Section 5303)	\$ 91,642	\$ 22,911	\$ -	\$ 114,553
FFY 2025 & FFY 2026 UPWP: FFY25 TOTAL FUNDING	\$ 405,533	\$ 76,401	\$ 8,048	\$ 489,982
FFY2026	Federal Funds	Local Match 14.56%	Complete Streets Set- Aside No Match Required	Total
FFY 2026 (Section 112)	\$ 313,891	\$ 53,491	\$ 8,048	\$ 375,430
FFY 2026 (Section 112) Total Funding	\$ 313,891	\$ 53,491	\$ 8,048	\$ 375,430
	Federal Funds	Local Match 20%	Total	
FFY 2026 (Section 5303) FTA	\$ 91,642	\$ 22,911		\$ 114,553
Total Funding for FFY 2025 & FFY 2026 (Section 5303)	\$ 91,642	\$ 22,911		\$ 114,553
FFY 2025 & FFY 2026 UPWP: FY26 TOTAL FUNDING	\$ 405,533	\$ 76,401	\$ 8,048	\$ 489,982
FFY 2025 & FFY 2026 UPWP: TOTAL FUNDING	\$ 811,066	\$ 152,803	\$ 16,096	\$ 979,964

APPENDIX 1.2: BUDGET SUMMARY BY TASK

1 – PROGRAM MANAGEMENT, PROFESSIONAL DEVELOPMENT, PUBLIC PARTICIPATION AND UNIFIED PLANNING WORK PROGRAM (UPWP)

Task	FTA Codes	Staff Hours	Estimated Staff Cost	Consultant Services	Other Expenses	Estimated Total Costs
1 Program Support and Admin, Prof. Dev., PPP & UPWP	21	4160	\$ 291,200	\$ 60,000	\$ 10,000	\$ 361,200
TOTAL		4160	\$ 291,200	\$ 60,000	\$ 10,000	\$ 361,200

2 - TRANSPORTATION IMPROVEMENT PROGRAM

Task	FTA Codes	Staff Hours	Estimated Staff Cost	Consultant Services	Other Expenses	Estimated Total Costs
2 TIP Prep and Project Assistance	25	260	\$ 13,000		\$ 2,500	\$ 15,500
TOTALS		260	\$ 13,000		\$ 2,500	\$ 15,500

3- DATA COLLECTION/ANALYSIS: TRAFFIC, CRASH, TRAVEL DEMAND AND RELATED ACTIVITIES

Task	FTA Codes	Staff Hours	Estimated Staff Cost	Consultant Services	Other Expenses	Estimated Total Costs
3 Data Collection/Analysis	24	1200	\$ 60,000	\$ 30,000	\$ 10,000	\$ 100,000
TOTALS		1200	\$ 60,000	\$ 30,000	\$ 10,000	\$ 100,000

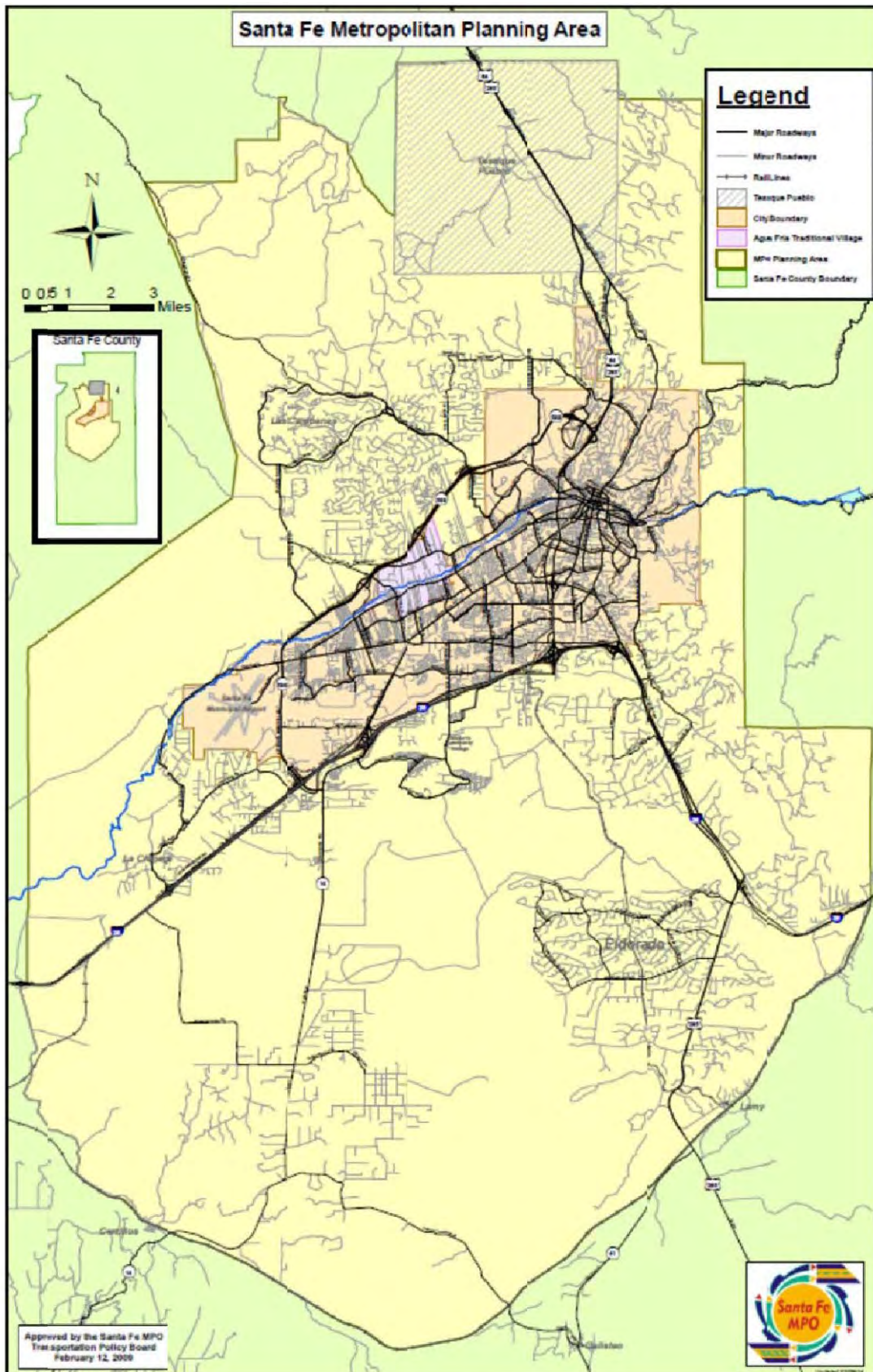
4 TRANSPORTATION PLANNING

Task	FTA Codes	Staff Hours	Estimated Staff Cost	Consultant Services	Other Expenses	Estimated Total Costs
4.1 Multi-Modal/ Active Transportation	23	2800	\$ 140,000	\$ 30,000	\$ 10,000	\$ 180,000
4.2 Participation in Member Plans and Studies	24	2260	\$ 113,000			\$ 113,000
4.3 Metropolitan Transportation Plan	23	1800	\$ 90,000	\$ 95,000	\$ 25,264	\$ 210,264
TOTALS		6860	\$ 343,000	\$ 125,000	\$ 35,264	\$ 503,264

TOTALS FOR ALL TASKS	12,480	\$ 707,200	\$ 215,000	\$ 57,764	\$ 979,964
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FTA Codes: 44.21.00 Program Support Administration 44.22.00 General Development and Comprehensive Planning 44.23.00 Long Range Transportation Planning	44.24.00 Short Range Transportation Planning 44.25.00 Transportation Improvement Program 44.26.00 Planning Emphasis Areas 44.27.00 Other Activities
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APPENDIX 1.3: Planning Area Map





DRAFT: Transportation Impact Analysis Guidelines

City of Santa Fe, New Mexico

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1. PURPOSE AND NEED

The City of Santa Fe desires recommendations for their transportation network that better fit in the context of more urban environments. Specifically, recommendations that provide for the inclusion of multimodal travel where the State Access Management Manual (SAMM) is almost solely focused on vehicular traffic. These TIS guidelines are an intentional departure from the SAMM in an effort to provide facilities that accommodate the needs and consider the safety of all roadway users regardless of transportation mode. The SAMM remains the governing document for recommendations to roadways and intersections on the New Mexico State Highway System within the City of Santa Fe.

2. INTRODUCTION

The purpose of this document is to outline the procedures and requirements for preparing a Transportation Impact Analysis (TIA) report for the City of Santa Fe, New Mexico. A TIA may be required for new development or redevelopment. The TIA will assist the City in determining needed modifications to ensure continued safety and efficiency of the transportation system upon implementation of the proposed development.

A Transportation Impact Analysis report differs from a Traffic Impact Study/Analysis, in that it evaluates the potential effects of proposed projects on all modes of transportation surrounding and supporting transportation infrastructure and services. The traffic and multimodal impacts of proposed development projects are addressed in a manner consistent with the policies set forth by the City of Santa Fe.

One of the City of Santa Fe's primary objectives for the TIA guidelines is to operate and maintain a safe and efficient transportation system for all users and all modes. The review and management of development-generated traffic is an integral part of that objective. The TIA Guidelines, as outlined in this document, have been established for this purpose. The TIA Guidelines establish three categories based on the characteristics of development and estimated peak hour traffic volumes (TA, Level 1 TIA, Level 2 TIA). The TIA Guidelines also outline the analysis approach and methods.

The TIA identifies existing and projected traffic volumes and conditions, site-generated traffic, and their combined impacts on the existing and planned roadway system. The TIA provides an opportunity for the City and the developer to share information and jointly address traffic-related objectives. It provides a means of balancing development needs with the functional integrity of the roadways that serve both the development and the surrounding transportation system. The need for a TIA should be assessed as early as possible in the development process when there is maximum flexibility for mitigating traffic-related problems.

The guidelines contained herein are provided to:

- Assist developers through the approval process by outlining the requirements and level of detail of traffic analysis that will be required

- Standardize the types and details of analysis required in the assessment of traffic impacts for developments with similar levels of size and intensity
- Ensure consistency in the preparation and review of the TIA through standardization of the reports
- Outline appropriate access management

The TIA shall address the following:

- The current transportation system and operational characteristics in the vicinity of the site
- The interface between on-site circulation and adjacent roadway circulation system
- The intensity and character of the development
- Trip generation
- Trip distribution and assignment estimates
- Impacts of the development on the existing and planned transportation system
- Bicycle and Pedestrian connectivity

The TIA is to be prepared by a professional engineer registered in the State of New Mexico, and the final TIA report shall be signed and sealed by the engineer.

3. DETERMINING ANALYSIS REQUIREMENTS

A. TRANSPORTATION ASSESSMENT

The first step for all development or redevelopment is to determine the size and scope of study required for the site through a Transportation Assessment.

An initial Transportation Assessment is required for all proposed development or redevelopment regardless of size. Redevelopments will be treated as a new development if either of the following two conditions is met:

- It is determined that the trip generation increases by 10% or more as compared to the existing use during either the AM or PM peak hour.
- The redevelopment occurs on parcels that have been vacant for three years or more.

The Transportation Assessment should provide basic information regarding location, type, and size of the development and an initial estimate of the number of peak hour trips expected. The City of Santa Fe Traffic Engineer, or designee, will review the initial Transportation Assessment and determine the level of study required for the proposed development. Additional information may also be requested at the discretion of the City Traffic Engineer, or designee. Although the peak hour trips are the primary factor for determining the level of study, other factors such as location and existing traffic conditions may require a more detailed study than the trip generation would indicate.

The developer or developer's designee must first estimate the number of vehicular trips generated by the proposed development using the procedure(s) outlined in this document. The developer must obtain the concurrence of the City Traffic Engineer, or designee, on the

number of trips generated by the development and the appropriate analysis category. The City Traffic Engineer, or designee, will make the final decision.

The Transportation Assessment is required to be submitted to the City of Santa Fe in a technical report format that include all the requested information. A Transportation Assessment worksheet can be found in **APPENDIX A**. This form shall be required for all new developments to determine whether an assessment is needed and the level of analysis.

B. TRANSPORTATION IMPACT ANALYSIS (TIA)

Upon City of Santa Fe review of the Transportation Assessment, a determination will be made regarding the appropriate level of TIA to be completed for the proposed development. The initial determination of TIA level will be made based on estimated peak hour vehicle-trips to be generated by the proposed development or redevelopment. TIA categories based on total peak hour trip generation (inbound and outbound) are described below.

LEVEL 1 TIA: if the vehicular peak hour trips are equal to or greater than 50 and fewer than 100 with no other identified factors, this will serve as the only TIA document. A Level 1 TIA shall include, at a minimum, the elements described in section 4.A.

LEVEL 2 TIA: if the vehicular peak hour trips are equal to or greater than 100, this will serve as the required TIA document. As part of the scoping meeting, the following factors shall also be considered as applicable:

- Internal connectivity to existing or proposed land uses (commercial, residential, etc.)
- Cut through concerns and need for traffic calming
- Need for treatments at mid-block pedestrian/bicycle crossings and trail crossings
- Connectivity to regional trails for pedestrians/bicyclists

While an initial determination of TIA Level can be made based on estimated site trips generated, the City of Santa Fe will make the final determination.

C. ANALYSIS METHODS AND ASSUMPTIONS

Before initiating TIA work, the developer shall provide (and the City of Santa Fe approve) a written summary of methods and assumptions to be used in the study, including study area, need for other agency involvement, traffic parameter values, data collection methods, future time horizons for the development, and forecasting methodology.

4. TIA REQUIREMENTS

A. LEVEL 1 TIA

The purpose of a Level 1 TIA is to evaluate the proposed vehicular and multimodal transportation connections associated with a development project. The study area for a Level 1 TIA is limited to the site access intersections.

For vehicular connections, the evaluation should:

- Address whether access spacing relative to current or future intersections is acceptable, providing sufficient sight distance and meeting applicable corner clearance criteria.
- A 24-hour directional traffic count should be conducted along the roadway being accessed by the proposed development. The count should include hourly traffic volumes including non-motorized users for each of the 24 hours.
- Identify whether exclusive left and/or right turn lanes are needed to serve the access based on projected traffic levels. Traffic volume criteria for auxiliary lanes area outline in section 16 of this document.
- Address whether accesses will be full movement or limited movement and identification of turn lane needs based on projected traffic volume levels.

For non-motorized and transit connections, the evaluation should:

- Describe the existing routes that bicyclists and pedestrians may use to reach the site and recommend on-site measures for accommodating efficient multimodal connections that maximize safety for non-motorized trips. On-site measures may include sidewalks, shared-use paths, bike lanes, signage, and pavement markings to support multimodal access and circulation.
- Identify existing or proposed regional pedestrian and bicycle trails within ¼ mile of the site. If gaps in multimodal connectivity exist between the site and the identified regional trails recommend off-site measures for accommodating efficient multimodal connections that maximize safety for non-motorized trips. Off-site measures may include crushed gravel in place future sidewalks or shared-use paths, signage, and pavement markings to support multimodal access and circulation.
- Specifically assess and summarize bicycle and pedestrian connectivity to existing transit stops within ¼ mile of the site. If gaps in multimodal connectivity exist to transit stops that would serve the site recommend off-site measures for providing these connections.

The Santa Fe MPO Bicycle, Pedestrian, and Public Transit Master Plans should be referenced in identifying proposed non-motorized and transit connections. City of Santa Fe Code of Ordinances Chapter 14 should be referred to for additional guidance on providing bicycle, pedestrian, and transit facilities for developments.

The following table of contents is suggested for a Level 1 TIA:

A. PROPOSED DEVELOPMENT

- i. Site location
- ii. Land use and intensity
- iii. Site plan
- iv. On-site circulation and access

B. ANALYSIS OF EXISTING CONDITIONS

- i. Roadway characteristics (number of lanes, functional classification, etc.)
- ii. Traffic control devices

- iii. Transit service
- iv. Pedestrian/bicycle facilities
- v. Nearby driveways
- vi. Traffic volumes (Daily, morning and afternoon peak periods at proposed site access location(s))

C. PROJECTED VEHICULAR TRAFFIC

- i. Site traffic (each horizon year)
 - a. Trip generation
 - b. Trip distribution
 - c. Trip assignment
- ii. Non-site traffic forecasts (each horizon year) and methodology
- iii. Total traffic (each horizon year)

D. TRAFFIC ANALYSIS

- i. Site access
 - a. Movements provided
 - b. Access spacing
 - c. Turn lane requirements
 - d. Level of Service (LOS)
- ii. Traffic safety
 - a. Sight distance
 - b. Location and design of site access
- iii. Pedestrian/Bicycle & Transit considerations
- iv. Traffic control and connectivity needs

E. MULTIMODAL REVIEW

- i. Bicycle Evaluation
 - a. Bicycle Network Compliance narrative
 - b. Bicycle Stress Assessment mapping and narrative
- ii. Pedestrian Evaluation
 - a. Pedestrian Network Assessment narrative
 - b. Pedestrian Stress Assessment mapping and narrative

F. FINDINGS/RECOMMENDATIONS

A Level 1 TIA does not need to address intersection Level of Service, unless specified by City staff/City Traffic Engineer, or designee.

B. LEVEL 2 TIA

1. STUDY AREA

The minimum study area will be determined by project type and size. At a minimum, the intersections to be studied will include site access driveways, all signal-controlled

intersections, and all unsignalized intersections along major arterials adjacent to the the site. The City Traffic Engineer, or designee, may require expansion of the study area when the minimum study area identified does not provide sufficient information to meet the intent of these guidelines. A scoping meeting may be required to define the study area, depending on which category is applicable to the development.

Topics for discussion at a scoping meeting include the following:

- Study area limits and intersections
- Traffic analysis tools
- Future study horizon years
- Analysis time periods
- Unique traffic generators and appropriate treatment
- Specific agency concerns and priorities
- Multi-modal analysis needs

2. STUDY HORIZON YEARS

The study horizon year is the future year that should be studied for the development. The existing background vehicular traffic shall be adjusted to provide a reasonable estimation of future vehicular traffic without the site in the horizon years. The horizon years, at a minimum, will include the opening year and 10 years from current year. Additional interim years may be required to evaluate phased implementation of key project development milestones and are determined by the project type and size.

Assume full occupancy and build-out for single-phase developments. Multi-phase developments may require assessment of more than one horizon year corresponding to key phases of development as determined by the City Traffic Engineer, or designee.

3. BACKGROUND (NON-SITE) TRAFFIC VOLUME FORECASTS

The future background vehicular traffic can be estimated using growth information available from available travel demand modeling; typically, through the Santa Fe MPO Travel Demand Model. Other growth information that may be referenced includes growth rates provided by the New Mexico Department of Transportation for state highways and available municipal transportation plans.

4. ANALYSIS TIME PERIOD

Both the AM and PM weekday peak hours based on existing vehicular traffic are to be analyzed.

If the vehicular peak traffic hour in the study area occurs during a time period other than the normal AM and PM peak traffic periods, such as a weekend, or if the proposed project has unusual peaking characteristics, these peak hours must also be analyzed. For example, schools require an analysis of the peak period during school arrival and school dismissal. For banquet or church facilities, an analysis of evening and/or weekends may

be required. The applicability of non-traditional peak hours should be discussed with the City Traffic Engineer, or designee at the time of scoping.

5. DATA COLLECTION REQUIREMENTS

All data is to be collected in accordance with the latest edition of the Institute of Transportation Engineers (ITE) Manual of Transportation Engineering Studies or as directed by the City Traffic Engineer, or designee, if not specifically covered in the ITE reference. All counts should include vehicle classification for determining heavy vehicle percentages.

- Turning movement counts including non-motorized users shall be obtained for all existing cross-street intersections to be analyzed during the weekday morning and evening peak periods and/or other peak hours as specified during scoping. A minimum of two hour time periods should be counted to capture the appropriate single peak hour. Available turning movement counts may be extrapolated a maximum of two years with concurrence of the City Traffic Engineer, or designee.
- 24-hour traffic counts including non-motorized users should be conducted along major roadways being accessed by the proposed development. Counts should be divided into 15-minute time increments.
- The current and projected daily vehicular traffic volumes shall be presented in the report.
- Roadway geometric information shall be obtained, including roadway width, number of lanes, turn lanes, grade, and location of nearby driveways that are in the study area and included in the TIA analysis.
- The location and type of traffic controls shall be identified.

6. TRIP GENERATION

The current edition of ITE's Trip Generation shall be used for selecting trip generation rates. The guidelines contained in the Trip Generation Handbook shall be used to determine whether the average trip generation rate or the equations should be used.

Other rates may be used with the approval of the City Traffic Engineer, or designee, in cases where Trip Generation does not include trip rates for a specific land use category, or includes only limited data, or where local trip rates have been proven to differ from the ITE rates.

For a mixed-use development, it may be acceptable to assume that some vehicular trips are internal to the site and do not impact the external street system. If appropriate for the development, this should be discussed with the City Traffic Engineer, or designee, to agree on a percentage of internal trips. NCHRP 684 methodology should be utilized to assist in determining appropriate levels of internal capture.

7. TRIP DISTRIBUTION

The directions from which vehicular traffic will access the site can vary depending on many factors, including:

- The type of proposed development and the area from which it will attract vehicular traffic
- The presence or absence of competing developments within the same area
- The size of the proposed development
- The conditions on the surrounding street system

The influence area of the development shall be identified for the site. Ideally, the influence area should contain approximately 80 percent of the vehicular trip ends that will be attracted to the site. If a market study is available, it should be used in establishing the influence area. Otherwise, an influence area should be established based on a reasonable estimate.

The three most common methods for estimating vehicular trip distribution are by analogy, model, and surrogate data. In most cases, a surrogate data method can be used to develop the trip distribution. Using this procedure involves using socioeconomic data to establish population or employment land use distributions around the site. In most cases, population can be used as the basis for estimating distribution of office, retail, and entertainment trips; employment can be the basis for estimating residential trips.

8. TRIP ASSIGNMENT

Based on the vehicular trip distribution percentages, site vehicular traffic should be assigned to the street network using reasonable traffic patterns and existing traffic volumes. If the site use is conducive to pass-by trips, the ITE methodology can be proposed to obtain concurrence from the City Traffic Engineer, or a designee. Vehicular pass-by trip reduction only applies to added external trips; the site driveway analysis shall include all site generated trips.

9. CAPACITY ANALYSIS

All level of service/capacity analysis methods shall be computed for signal controlled and non-signal-controlled intersections as identified in the Study Area in accordance with the current edition of the Highway Capacity Manual (HCM). Capacity analyses shall be performed for existing conditions, future base conditions for the study years, and future with site generated vehicular traffic for the study years. Level of service and delay in seconds should be presented in table format for overall intersection and by movement for all analysis periods and scenarios.

10. TRAFFIC SIGNAL NEEDS

A traffic volume-based traffic signal needs study shall be conducted for all unsignalized intersections where yield or stop-controlled movements show a current or projected future Level of Service of E or F.

Traffic Signal needs studies shall be conducted per the current Manual on Uniform Traffic Control Devices (MUTCD). Applicability of Warrant 3 (Peak Hour Warrant) should be discussed with the City Traffic Engineer, or designee at the time of scoping.

The current MUTCD Edition (2009 Edition) contains 4-hour (Warrant 1) and 8-hour (Warrant 2) traffic volume-based signal warrants. Because the peak hour signal warrant (Warrant 3) is not applicable in most situations, signal warrant evaluations included in TIA's should address Warrants 2 and 3. However, TIA's will typically focus on weekday AM and PM peak hour traffic conditions only, requiring that additional traffic volume estimation to properly capture the 4-hour and 8-hour conditions needed to evaluate Warrants 2 and 3.

The following approaches may be used for estimating the 4 and 8 highest traffic volumes:

- a) Utilize available 24-hour existing conditions traffic volume information for adjacent roadways to scale the 8 highest hours for each approach to the intersection being analyzed. Such information would be available from daily traffic counts recorded during study data collection.
- b) Consult traffic volume information available from the ITE Trip Generation Manual depicting the 24-hour traffic pattern associated with the proposed land uses. Information is typically available for residential and commercial uses.

The relative magnitude of each of the 8 highest hours from available reference sources should be applied to/scaled from peak hour traffic volume forecasts to create an estimate of the 8 highest hours for application in the warrant analyses to future conditions.

11. ROUNDABOUT CONSIDERATIONS

Similarly to Traffic Signalization, roundabouts should also be considered at all unsignalized intersections where yield or stop-controlled movements show a current or projected future Level of Service of E or F, or where MUTCD multiway stop warrants are met.

12. QUEUING ANALYSIS

A vehicular queuing analysis shall be conducted for all turn lanes and median openings within the study area. Queuing analysis should be supported by HCM methodologies and represent 95th percentile conditions with the exception of school sites as outlined herein. Examples for estimating queue lengths for signal controlled and non-signal-controlled intersections are given below.

If the site contains a land use that has queuing potential, such as a drive-through service (e.g., fast food, coffee shop, car wash), gated entry points, or schools, then a trip generation for the peak hours should be provided along with a queuing analysis for

internal, as well as external, site impacts. It is recommended that a Poisson distribution be evaluated in these scenarios.

School calculations should consider lower peak hour factors when determining arrival rates as these periods tend to occur for durations lasting less than an hour. Using tools such as the NCDOT School Calculator may also be acceptable methodologies as determined by the City Traffic Engineer, or designee.

13. SPEED CONSIDERATIONS

Vehicle speed is used to estimate safe stopping and cross-corner sight distances. Sight distance shall conform to the AASHTO standards. The design speed used shall be 5 miles per hour above the posted speed limit. 85th percentile speed studies may be requested to determine the appropriate design speed at the discretion of City Traffic Engineer, or designee.

14. IMPROVEMENT ANALYSIS

The roadways and intersections within the study area shall be analyzed with and without the proposed development to identify any projected impacts regarding level of service and safety. Where an intersection will operate at a level of service at or below E, alternatives that mitigate these impacts shall be evaluated and included as part of the study. Level of service E is acceptable for left turn and side street movements at signalized intersections so long as overall intersection level of service is D or better. Mitigation should be identified for unsignalized movements operating at LOS E or worse, provided queue lengths (exceeding available storage length or spacing) and/or volume-to-capacity ratios (exceeding 1.0) also demonstrate congestion concerns.

Other factors to be considered in the analysis are:

- Number and location of driveways
- On-site queue storage
- Acceleration/deceleration lanes
- Internal circulation
- Pedestrian, bicycle, trail, and transit access

15. ADDITIONAL ANALYSIS

The City of Santa Fe may request additional analyses due to the type and location of the proposed development, such as weaving analyses, parking analyses, gap analyses, on-site circulation and queuing, pick-up and drop-off areas, the number of accesses, among others.

16. ACCESS MANAGEMENT AND AUXILIARY TURN LANES

Access Management is the proactive management of vehicular access points to land parcels adjacent to all manner of roadways. Good access management promotes safe and efficient use of the transportation network. The benefits of access management include improved movement of traffic, reduced crashes, and fewer vehicle conflicts.

Fundamental to recognizing the need for access management is to understand that *movement of traffic and direct access to property are in mutual conflict*. Access Management strategies seek to strike an appropriate balance between these conflicting objectives in the interest of maximizing traffic safety.

Conditions may arise that require consideration of alterations to existing property accesses. In such situations, constraints can limit the ability to implement access management techniques. Rights of property access should be respected. Introducing a "retrofit" program of access control to an existing roadway is often difficult. The legal, social, and political aspects of access management are particularly relevant in retrofit situations and should be thoroughly understood by public agencies and private groups responsible for implementing access control programs for retrofit projects.

TIA's completed within the City of Santa Fe will depict the proposed accesses to the subject development and demonstrate that the access locations and design can be provided in a manner consistent with the guidelines.

Transportation Access Management guidelines for TIA's within the City of Santa Fe set forth basic parameters for the evaluation of site access in TIA's, including supporting information for implementing access management, planning and design guidelines. The guidelines presented are consistent with those established by the Federal Highway Administration (FHWA), the American Association of State Highway and Transportation Officials (AASHTO), the Transportation Research Board (TRB), and the Institute of Transportation Engineers (ITE).

Access Spacing

Access spacing guidelines are keyed to allowable access levels, roadway speeds, and operating environments. They apply to new land developments and to significant changes in the size and nature of existing developments. Access to land parcels that do not conform to the spacing criteria may be necessary when no alternative reasonable access is provided. However, the basis for these variations should be clearly indicated and approved by a City representative.

Signalized intersections and full movement intersections with the potential to be signalized should ideally be spaced at ¼ mile intervals. If signalized intersections are proposed at closer spacing, a TIA should demonstrate that proper signal progression can be maintained and queues extending upstream of intersections will not block adjacent intersections.

The ideal spacing between unsignalized intersections including roundabouts is 600 feet or more. Where such spacing may be difficult to achieve based on existing roadway conditions and/or site development needs. In these cases, a minimum spacing of 300 feet should be provided from any intersection involving an arterial roadway and 150 feet from an intersection with a collector or local roadway. Adequate intersection spacing should be provided for any dedicated turn lane needs.

Santa Fe anticipates preparation of a Complete Streets Design Guidelines which will provide additional access spacing guidance in the future.

Turn Lanes

Rear-end crashes can be severe within lanes that accommodate multiple turning movements. Research has found that crash rates increase exponentially as the speed differential in the traffic stream increases. Separate turn lanes remove the turning vehicle from through traffic, removing the speed differential in the main travel lanes, thereby reducing the frequency and severity of rear-end collisions.

Left-turn lanes increase intersection capacity where left turns would otherwise share the use of a through lane. Shared use of a through lane dramatically reduces capacity, especially when opposing traffic is heavy.

Research has indicated that providing turn lanes becomes increasingly important on higher speeds roadways where turning vehicles create wider speed differentials with through traffic. The relative crash rate as speed differential increases is an exponential function and those rates are presented in **Table 2**.

Table 2. Relative Crash Rates for At-Grade Arterials¹

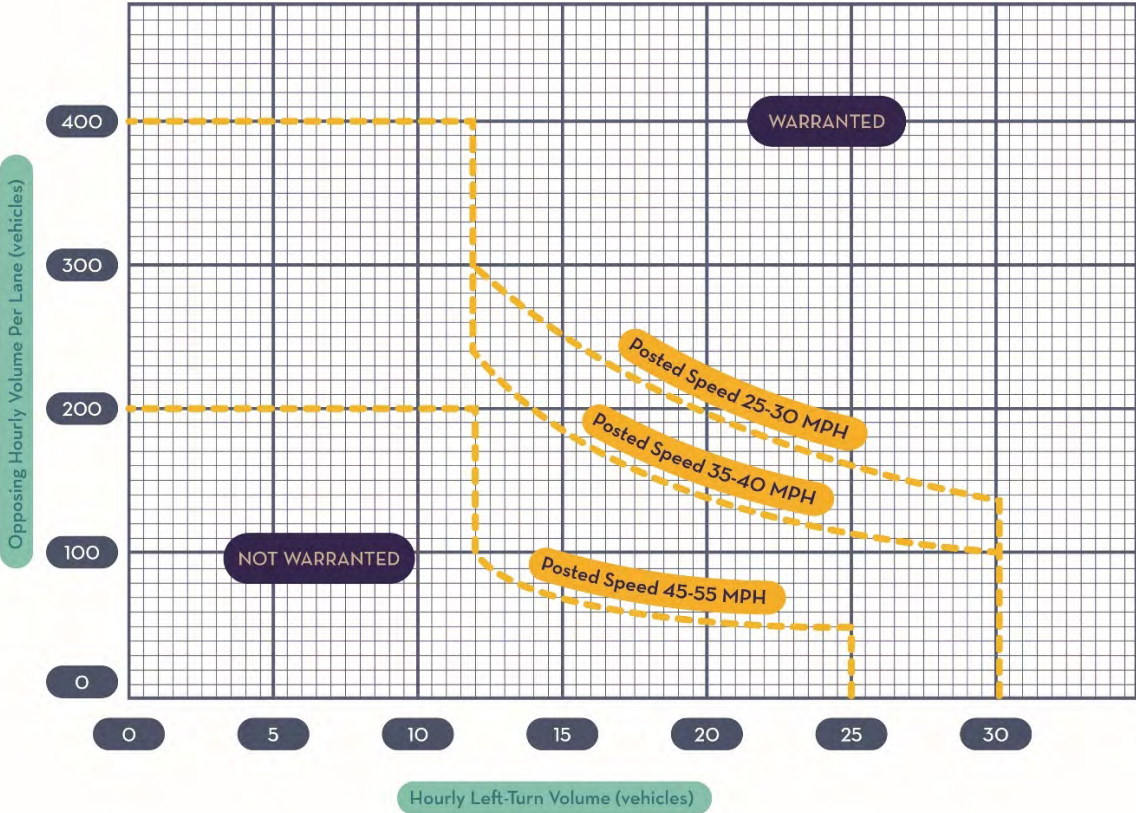
Speed Differential (mph)	Relative Crash Rate
0	1
10	2
20	6.5
30	45
35	180

¹Data from ITE, Traffic Engineering Handbook, 5th Edition (1999)

Turn Lane Requirements

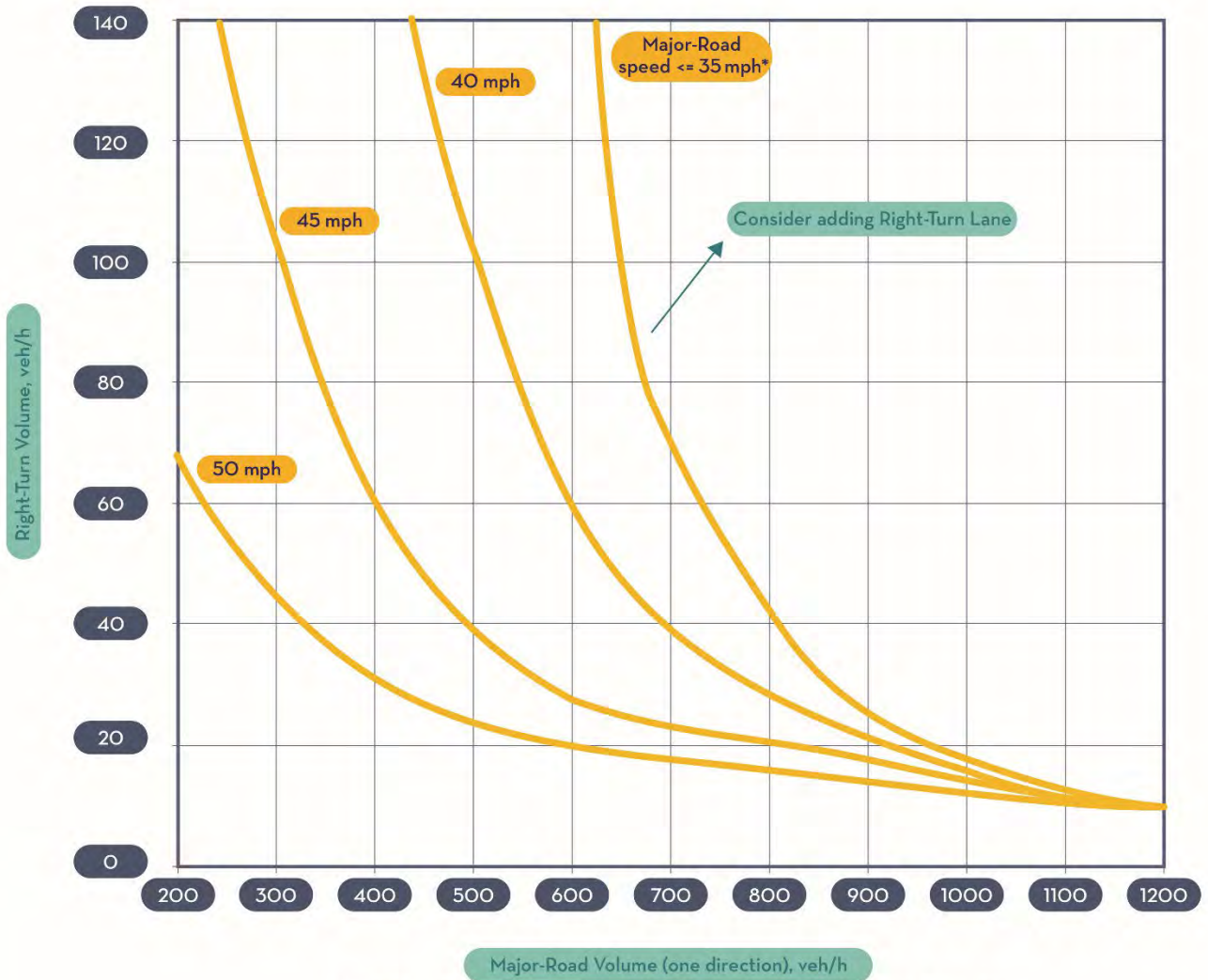
Figure 1 provides City of Santa Fe Transportation Department left turn lane warrant criteria, based upon findings of the National Cooperative Highway Research Program (NCHRP) 348. **Figure 2** and **Figure 3** provide right turn lane warrant criteria, based upon MODOT Right Turn Lane Guidance. Alternatives to these criteria shall be supported by a traffic analysis. Right turns are not typically provided for speeds of 25 mph due to the minimal speed differential created by turning vehicles, however they may be considered at these lower speeds at the discretion of the City Traffic Engineer, or designee.

FIGURE 1. LEFT TURN LANE WARRANT CRITERIA



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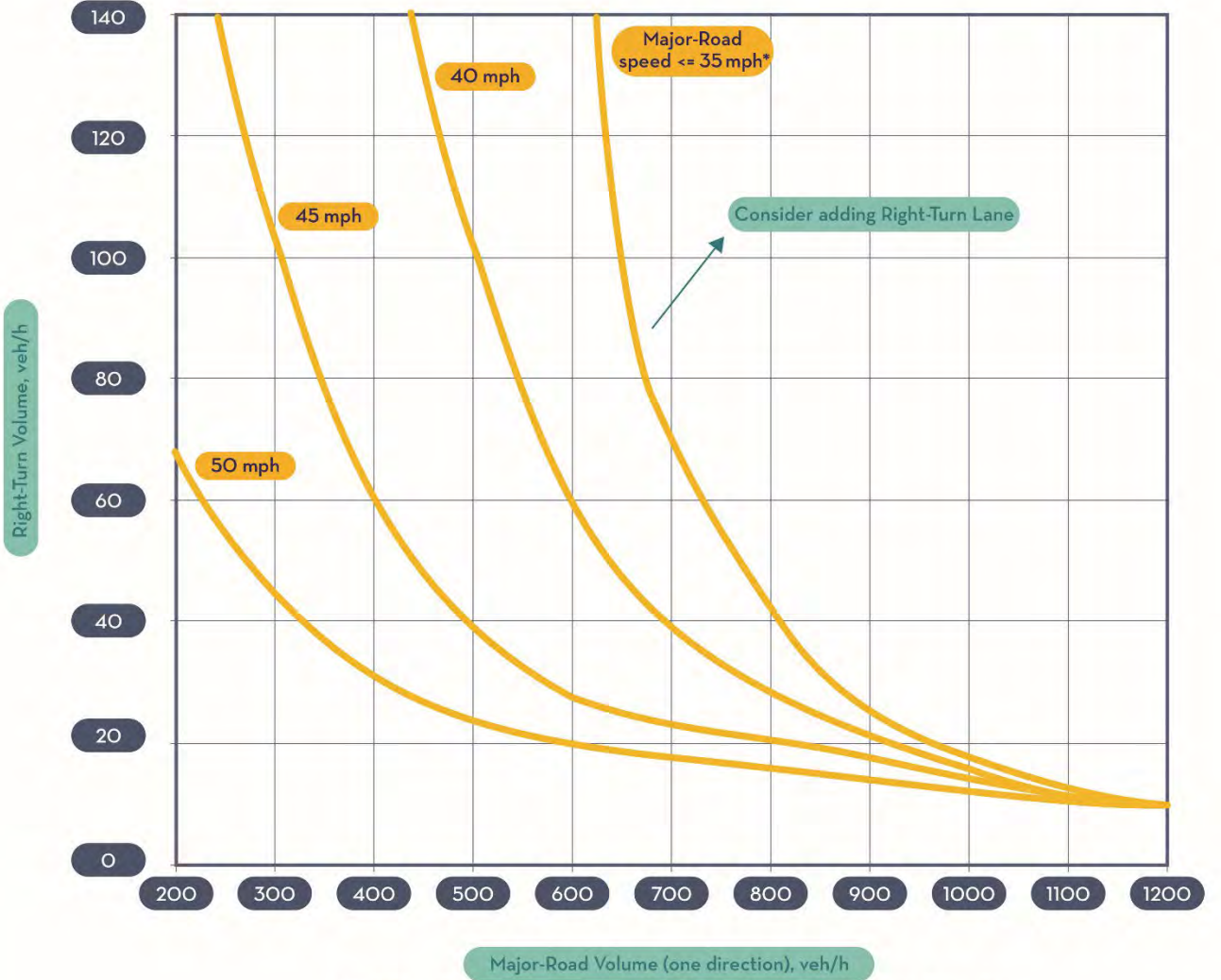
FIGURE 2. RIGHT TURN LANE CRITERIA FOR TWO-LANE ROADWAY



*Right-turn lanes are not typically considered for roadways posted at 25 mph, but certain circumstances may warrant their consideration:

- Right-turning volume of 50 vph or greater
- At the City Traffic Engineer, or designee's discretion

FIGURE 3. RIGHT TURN LANE CRITERIA FOR FOUR+ LANE ROADWAY



**Right-turn lanes are not typically considered for roadways posted at 25 mph, but certain circumstances may warrant their consideration:*

- *Right-turning volume of 50 vph or greater*
- *At the City Traffic Engineer, or designee's discretion*

Turn Lane Dimensions

The minimum turn lane width is 11 feet unless approved by City Staff. A separate turn lane consists of a taper plus a full width auxiliary lane. The design of turn lanes is to be based on the speed at which drivers turn into the lane, the speed to which drivers must reduce in order to turn into the driveway, and the required vehicular storage length. Other special considerations include the volume of trucks that will use the turn lane and the steepness of an ascending or descending grade. The TIA should recommend turn lane location and provide the required turn lane length associated with each, demonstrating that turn lane design objectives can be achieved within known current and future anticipated constraints.

Required turn lane length elements are outlined in **Table 1**.

TABLE 1. TURN LANE LENGTH REQUIREMENTS

Posted speed limit	Left turn deceleration lane	Right turn deceleration lane
<40mph (See Note 1.)	Taper + storage	Taper + storage
≥40mph (See Note 2.)	Decel. Length	Decel. Length

Notes for Table 1:

Note 1: Storage length should be provided from operational analyses. Storage length should be provided from operational analyses. Storage length should be calculated as the 95th percentile queue length rounded up to the nearest 25 feet with a 50-foot minimum length.

When operational analyses are not applicable (e.g., for turning movements that are uncontrolled), utilize the deceleration distance for the auxiliary lane length. Using guidance from the latest AASHTO Green Book for "Deceleration Lanes", accept a moderate amount of deceleration within the through lanes and utilize the taper length as part of the deceleration within the through lanes. Deceleration rates greater than 6.5 ft/s² may be used where practical. A minimum bay length of 50 feet shall be provided.

Note 2: Deceleration length should be calculated based on the distance required to brake from the posted speed of the roadway to a stop and includes the appropriate taper based upon the posted speed. Utilize recommended deceleration distances for "Lane Change and Deceleration Distance" provided by the latest AASHTO Green Book.

If the noted design requirements for full movement access spacing and/or turn lanes cannot be met, driveway turning movement restrictions may be imposed. The restriction may be for left-turn movements in or out of the driveway or right-turns in or out. Turning restrictions may be imposed for driveways that are too close to signalized intersections, or where existing driveways or roadway characteristics may increase accident potential or at locations with a history of high accident rates.

17. MULTIMODAL REVIEW

Bicycle Network Evaluation

The Bicycle Network Evaluation consists of two sections:

- **Bicycle Network Compliance:** The applicant should compare the existing cross-sections of street segments within the study area to recommendations in the Santa Fe Metropolitan Bicycle Master Plan and Bicycle Design Toolkit. Where existing bicycle facilities do not match what is included in these documents, the feasibility of improving them to match what is recommended based on right-of-way constraints should be assessed.
- **Bicycle Stress Assessment:** The applicant should apply Bicycle Level of Traffic Stress (BLTS) methodology to street segments within the study area. BLTS methodology is a systematic approach for evaluating the road network with respect to bicyclist comfort and safety, based on readily available data such as traffic volumes and physical roadway characteristics. Refer to additional guidelines from FHWA in Appendix B.

Bicycle Network Compliance

The Santa Fe Metropolitan Bicycle Master Plan and Bicycle Design Toolkit are used to guide bicycle improvements along major streets in Santa Fe. These documents should be used to evaluate whether the roadways impacted by the proposed development comply with design guidance. Specifically, applicants should:

- Document existing accommodations for bicyclists along all street segments within the determined study area, including:
 - Bike lane width (if applicable)
 - Bike lane buffer width (if applicable)
 - Bike lane buffer type (if applicable)
 - Shared lane street markings
- Identify discrepancies between the existing study area bicycle facilities and Bicycle Master Plan/Design Toolkit guidance, and specifically note existing facility widths that are not consistent with Master Plan/Design Toolkit guidelines for the street type and context in question (e.g. 5' minimum exclusive of the gutter for bike lanes); in situations where the Master Plan/Design Toolkit is not applicable, refer to Article 14-9 of the City of Santa Fe Code Ordinances and/or the AASHTO Guide for the Development of Bicycle Facilities for required facility widths

Bicycle Stress Assessment

Level of Traffic Stress is a methodology used to assess the perceived level of comfort an average person is expected to experience while bicycling along a given street segment. It was first developed by the Mineta Transportation Institute in 2012 and has been adapted since to account for further innovations in bicycle facility design.

The methodology rates the perceived level of stress along street segments using readily available roadway characteristics such as speed limits, average daily traffic volumes, lane widths and configurations, and existing bike facilities. A Bicycle Level of Traffic Stress flow chart is provided in **APPENDIX B** to support this analysis. General descriptions of the four BLTS scores are provided below.

- **BLTS 1:** Little traffic stress; suitable for most all bicyclists, including children
- **BLTS 2:** Minimal interaction with traffic, suitable for most adult bicyclists
- **BLTS 3:** Exclusive riding zone or shared lane with low speeds; comfortable to many current bicyclists
- **BLTS 4:** High traffic stress; only suitable for “strong and fearless” bicyclists

Target BLTS ratings for streets in Santa Fe should align with current bicycle network plans. All bicycle facilities should be designed for the lowest feasible BLTS under given right-of-way constraints. Additional attention is needed in areas with greater bicycle use. Where feasible given right-of-way constraints, BLTS 1 ratings should be achieved along street segments in the following areas:

- **School Zones:** The target BLTS within 0.25 mile of all elementary schools, middle schools, high schools, and colleges/universities should be BLTS 1 where feasible
- **Transit:** The target BLTS 1 within 0.25 miles of a transit stop is BLTS 1 where feasible

Roadways with BLTS ratings of 1 and 2 are considered low-stress and suitable for most bicyclists. For any roadways within the study area that currently have a BLTS rating higher than 2 and/or are expected to have a BLTS rating of higher 2 due to impacts of the development, the TIA should recommend cross-section modifications to achieve a minimum of BLTS 2. Situations where right-of-way constraints make achieving BLTS 2 infeasible shall be discussed with City of Santa Fe staff.

Bicycle Level of Transit Stress Rating Adjustments

The standard methodology for BLTS assessment as outlined in the **APPENDIX B** flowcharts does not fully account for all roadway characteristics that may impact bicyclist comfort. The following adjustments should be applied to the BLTS results as appropriate depending on the specific street segment context:

- **Bicycle Lane Width:** If the bicycle lane is less than 4 feet wide including gutter, the BLTS rating table for mixed traffic segments should be used
- **Separated Bicycle Facility:** If a separated bicycle facility exists behind the curb, assign BLTS 1 if the facility is at least 6’ wide and BLTS 2 if it is less than 6’ wide
- **Shared-Use Path:** If a shared-use path exists, assign BLTS 1 if the facility is at least 10’ wide and BLTS 2 if it less than 10’ wide
- **Bicycle Facility Condition:** If a bike lane is in poor condition (cracked pavement, excessive debris, etc.), a minimum rating of BLTS 3 should be assigned (BLTS 4 if conditions make the facility unusable)
- **Frequent Blockage:** If a bike lane experiences frequent blockages due to commercial activity, parking, or curb cuts, a minimum rating of BLTS 3 should be assigned (BLTS 4 if the roadway has a posted speed limit of 35 mph or greater)

Bicycle Level of Traffic Stress Presentation

Presentation of the BLTS results should include a color-coded aerial map of the study area based on segment BLTS ratings and a supporting narrative assessment of the analysis. The narrative should identify opportunities for improving BLTS in the study area to meet the requirement of a BLTS rating of 2 or lower where feasible.

Pedestrian Evaluation

The Pedestrian Network Evaluation consists of two sections:

- **Pedestrian Network Assessment:** The application should identify existing gaps that prevent full connectivity of the pedestrian network in the study area such as missing or deficient pedestrian intersection treatments, missing sidewalks, and excessive gaps between pedestrian crossings. Additionally, a review of recommendations contained within the Santa Fe MPO Pedestrian Master Plan should be evaluated for applicability within the study area. Where existing pedestrian facilities do not match what is included in these documents, the feasibility of improving them to match what is recommended given right-of-way constraints should be assessed.
- **Pedestrian Stress Assessment:** The applicant should apply Pedestrian Level of Traffic Stress (PLTS) methodology to street segments within the study area. PLTS methodology is a systematic approach for evaluating the road network with respect to pedestrian comfort and safety, based on readily available data such as traffic speeds and physical roadway characteristics. Refer to additional guidelines from FHWA in Appendix B.

Pedestrian Network Assessment

All sidewalk widths and sidewalk buffer widths along streets in the study area should be documented. Existing sidewalks and sidewalk buffers should also be compared to sidewalk standards from the most recent version of the City of Santa Fe's Municipal Charter and Code of Ordinances and any discrepancies should be documented.

Applicants should identify gaps in the pedestrian network within the defined study area, specifically:

- Identify gaps in the sidewalk network
- Identify gaps between pedestrian crossings along a roadway of more than 600 feet
- Identify intersections without adequate pedestrian infrastructure including:
 - Curb ramps with detectable warning mats
 - Pedestrian push-buttons and dedicated crossing phases (at signalized intersections)
 - Crosswalks
- Assess the feasibility of eliminating pedestrian network issues in the study area through the construction of new pedestrian facilities, addition of new pedestrian crossings, and/or improvements to deficient pedestrian intersection infrastructure given right-of-way constraints

Pedestrian Level of Traffic Stress is a methodology used to assess the perceived level of comfort an average person is expected to experience while walking along a given street segment. The methodology rates the perceived level of stress along street segments using readily available roadway characteristics including number of vehicle lanes, posted speed limit, sidewalk width, and sidewalk buffer width. A Pedestrian Level of Traffic Stress flow chart is provided in **APPENDIX B** to support this analysis. General descriptions of the four BLTS scores are provided below.

- **PLTS 1:** Minimal traffic stress, generally indicative of detached sidewalks along low speed/low volume streets
- **PLTS 2:** Low traffic stress, generally indicative of highly detached sidewalks along relatively busy streets or attached sidewalks along low speed/low volume streets
- **PLTS 3:** High traffic stress, generally indicative of minimally detached sidewalks along high speed/high volume streets
- **PLTS 4:** Very high traffic stress, indicative of attached sidewalks along high speed/high volume streets

Pedestrian Level of Traffic Stress Targets

Target PLTS ratings for streets in Santa Fe should align with current transportation plans. All pedestrian facilities should be designed for the lowest feasible PLTS under given right-of-way constraints. Additional attention is needed in areas with greater pedestrian use. Where feasible given right-of-way constraints, PLTS 1 ratings should be applied to streets in the following areas:

- **School Zones:** The target PLTS within 0.25 mile of all elementary schools, middle schools, high schools, and colleges/universities should be BLTS 1 where feasible
- **Elderly Care Facilities:** The target PLTS within 0.25 miles of all elder care facilities is PLTS 1 where feasible
- **Transit:** The target PLTS within 0.25 miles of a transit stop is BLTS 1 where feasible

Roadways with PLTS ratings of 1 and 2 are considered low-stress and suitable for most pedestrians. For any roadways within the study area that currently have a PLTS rating higher than 2 and/or are expected to have a PLTS rating of higher 2 due to impacts of the development, the TIA should recommend cross-section modifications to achieve a minimum of PLTS 2. Situations where right-of-way constraints make achieving PLTS 2 infeasible shall be discussed with City of Santa Fe staff.

Pedestrian Level of Traffic Stress Rating Adjustments

The standard methodology for PLTS assessment as outlined in the **APPENDIX B** flowcharts does not fully account for all roadway characteristics that may impact pedestrian comfort. The following adjustments should be applied to the PLTS results as appropriate depending on the specific street segment context:

- **Sidewalk Condition:** If a sidewalk is in poor condition (deteriorating pavement, excessive debris, etc.), a minimum rating of PLTS 3 should be assigned PLTS 4 if conditions make the facility hazardous or prevents access by people with disabilities)
- **Frequent Blockage:** If a bike lane experiences frequent blockages due to commercial activity, parking, or curb cuts, a minimum rating of PLTS 3 should be assigned (PLTS 4 if the roadway has a posted speed limit of 35 mph or greater)

Pedestrian Level of Traffic Stress Presentation

Applicants should follow the guidelines on presenting PLTS analysis results provided in **APPENDIX B**. The presentation should include a color-coded aerial map of the study area based on segment PLTS ratings and a supporting narrative assessment of the analysis. The narrative should identify opportunities for improving PLTS in the study area to meet the requirement of a PLTS rating of 2 or lower where feasible.

5. LEVEL 2 TRANSPORTATION IMPACT ANALYSIS (TIA) REPORT SUGGESTED OUTLINE

A. INTRODUCTION AND SUMMARY

- i. Purpose of report and study objectives
- ii. Executive Summary
 - a. Site location and study area, development description, principal findings
 - b. Conclusions and recommendations

B. PROPOSED DEVELOPMENT

- i. Site location
- ii. Land use and intensity
- iii. Site plan
- iv. On-site circulation and access
- v. Development phasing and timing

C. STUDY AREA CONDITIONS

- i. Study area conditions
- ii. Existing Land use
- iii. Site accessibility
- iv. Existing and future roadway system

D. ANALYSIS OF EXISTING CONDITIONS

- i. Physical characteristics
 - a. Roadway characteristics (number of lanes, classification, etc.)
 - b. Traffic control devices
 - c. Transit service
 - d. Pedestrian/Bicycle facilities
 - e. Nearby driveways
- ii. Vehicular Traffic volumes

Daily, morning and afternoon peak periods and others as required
- iii. Level of service

- Morning peak hour, afternoon peak hour, and others as required
- iv. Safety related deficiencies, 3-year crash history within study area

E. PROJECTED VEHICULAR TRAFFIC

- i. Site traffic (each horizon year)
 - a. Trip generation
 - b. Internal trips (if applicable) Mode split (if applicable) Pass-by traffic (if applicable)
 - c. Trip distribution
 - d. Trip assignment
- ii. Non-site traffic forecasts (each horizon year) and methodology
- iii. Total traffic (each horizon year)

F. TRAFFIC ANALYSIS

- i. Site access
- ii. Level of service analysis
 - a. Without project (including programmed improvements for each horizon year)
 - b. With project (including programmed improvements for each horizon year)
 - c. Improvements necessary to accommodate site traffic
- iii. Traffic safety
 - a. Sight distance at site accesses
 - b. Location and design of site access
- iv. Traffic control and lane geometry needs

G. MULTIMODAL REVIEW

- i. Bicycle Evaluation
 - a. Bicycle Network Compliance narrative
 - b. Bicycle Stress Assessment mapping and narrative
- ii. Pedestrian Evaluation
 - a. Pedestrian Network Assessment narrative
 - b. Pedestrian Stress Assessment mapping and narrative

H. FINDINGS/RECOMMENDATIONS

I. APPENDICES

- i. Traffic counts
- ii. Capacity analyses worksheets
- iii. Traffic signal needs studies
- iv. Additional analysis as requested by City Traffic Engineer, or designee

J. EXHIBITS

The following information shall be provided on clear and legible figures:

- i. Site location
- ii. Site plan
- iii. Existing transportation system(s) (number of lanes, traffic control, etc.)
- iv. Existing and future area development

- v. Bicycle and Pedestrian LTS analysis results
- vi. Existing vehicular daily traffic volumes
- vii. Existing vehicular peak hour turning volumes
- viii. Estimated vehicular site traffic (AM and PM peak periods)
- ix. Directional distribution of vehicular site traffic (AM and PM peak periods)
- x. Total vehicular traffic (peak periods)
- xi. Electronic PDF file of the project level of service/capacity analysis

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APPENDIX A.

Initial Transportation Assessment Form

Table A-2 provides the criteria for each category of the TIA based on the estimated vehicular trip generation. This table is for information and guidance only. As noted previously, the City Traffic Engineer, or designee, will make the final determination regarding the type of study.

TABLE A-2: REQUIREMENTS FOR TRANSPORTATION IMPACT ANALYSIS (TIA)

TYPE OF STUDY	PEAK HOUR INBOUND+ OUTBOUND TRIPS
Level 1	≥50 and <100
Level 2	≥100

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APPENDIX B

Bicycle & Pedestrian Level of Traffic Stress Charts **FHWA Guidebook for Measuring Multimodal Network Connectivity** **(Bicycle and Pedestrian Levels of Stress Assessment)**

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Bicycle Level of Traffic Stress Targets

(Guidebook for Measuring Multimodal Network Connectivity: FHWA-HEP-18-032)

Bicycle Level of Traffic Stress (Bicycle LTS)

What is the extent to which bicyclists feel safe and comfortable using the network, particularly on streets where they share space with motorized traffic?

Description

Measures and rates traffic stress for street segments and intersections, based on different types of cyclists' presumed comfort level near motor vehicle traffic. The components of the network are scored on a four-point scale relating to user types and confidence levels. Links and intersections are classified based on their most stressful feature, and routes are classified by the most stressful link or intersection between a given origin and destination.

Bicycle Level of Traffic Stress (Bicycle LTS) is based on the concept of the maximum level of traffic stress that will be tolerated by specific groups of existing and potential cyclists (Mekuria, Furth, and Nixon 2012). The classification scheme is loosely based on both the Types of Cyclist (not interested, interested but concerned, enthused and confident, and strong and fearless) line of research from Portland, Oregon (Dill and McNeil 2013), and also on Dutch age-group based bicycle facility planning standards. Most analysis has focused on LTS 2, a level thought to be acceptable to many interested adult cyclists. The Bicycle LTS measure is extended to capture connectivity through route selection and maximum detours using approximations from empirical studies of cyclist route choice.

Characteristics

- **Mode:** Bicycle
- **Method:** Classify roadway links by type by highest stress attribute
- **Outputs:** Traffic stress rating of 1 through 4 for street segments and intersection
- **Connectivity analysis methods supported:** Completeness, Density, Directness, Accessibility to Destination, Quality
- **Accessibility:** Explicit consideration of accessibility for people with disabilities: **No**
- **Use in practice:** Common
- **Level of Effort to apply:** Moderate

Example Planning Application(s)

- *To identify problems and develop strategies to improve the users' perceived and actual experience, particularly in situations where multiple modes share a common facility.*
- *To compare the availability and directness of low-stress routes to all possible routes on the street network.*

Typical Data

- *Roadway centerline, including number of lanes and posted speed*
- *Bicycle infrastructure, including type and width*
- *On-street parking presence, including width*
- Signalized intersections
- Turn lane locations and length
- Not recommended for locations with limited, incomplete, or inconsistent data
- Planners should consider adjusting the user type definitions in an LTS model to reflect the demographics of riders relevant to a specific planning context

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Pedestrian Stress Assessment

(Guidebook for Measuring Multimodal Network Connectivity: FHWA-HEP-18-032)

Pedestrian Level of Traffic Stress (PLTS)

Description

Pedestrian LTS measures indicate the relative level of comfort for pedestrians using a given network, taking into account the variety of abilities and trip purposes among different types of people. The categories of pedestrian traveler characteristics, including user types and trip purposes, are similar to those developed for Bicycle LTS measures. Criteria and thresholds are customized for pedestrians, as described in the Oregon Department of Transportation's Analysis Procedures Manual (2016). Links are classified based on their most stressful feature, including the impact of crossings. Application to measures of connectivity are done best in conjunction with form-based.

Characteristics

- **Mode:** *Pedestrian*
- **Method:** *Classify sidewalk segments by type by highest stress attribute*
- **Outputs:** *Pedestrian stress rating of 1 through 4 for sidewalk centerline and intersections*
- **Connectivity analysis methods supported:** *Directness, Accessibility to Destinations, Quality*
- **Explicit consideration of accessibility for people with disabilities:** *Yes*
- **Level of effort to apply:** *High*
- **Use in practice:** *Emerging*

Example Planning Application

- *To identify factors that contribute to low- and high-stress corridors and routes*
- *To set priorities for locations that need specific types of improvements*

Typical Data

- *Sidewalk centerlines, widths, surface types, surface quality*
- *Crossing locations, marking, lighting*
- *Curb ramps and other infrastructure supporting access for people with disabilities*
- *Motorized traffic data: Traffic volumes, traffic speeds*
- *Street network data: Number of lanes, lane width, width of paved shoulder, presence of curbs, on-street parking.*
- *Pedestrian origins and destinations*

Let's Talk About Cerrillos

The Santa Fe MPO is in the process of updating the 2020 Metropolitan Transportation Plan.

The Plan is a federal requirement of all MPO's that supports the City, County, State and Pueblo of Tesgüe covering most transportation needs, concerns, projects and policies.

As a part of this update we will focus on the current status and future of Cerrillos Road.

The Cerrillos Road Corridor has a rich history dating back more than a hundred years providing access via foot, beasts of burden, bicycle, carriage routes and most recently for vehicular traffic. The transformation has been one of the community's most significant public works transformations outside of the Rail Road era.

We are inviting a community conversation... "What does the community envision for the next 25 years, 50 years and even 100 years for the corridor."

- *Cerrillos is eight miles long within the City limits and the segment between St. Francis and St. Michaels Drive is currently subject to planned and funded structural changes via the NMDOT. This will result in the majority of the eight mile stretch being under City jurisdiction including maintenance via the 2018 Road Exchange Agreement between the City and the NMDOT.*
- *The character of Cerrillos Road changes substantively from its origins downtown to the diverging diamond at I-25. The first four miles have more urban elements, design characteristics and tends to be slower in traffic speed. The segments of Cerrillos from St. Michaels Drive south have more suburban elements with higher speeds, more and wider lanes and larger intersections.*
- *The Corridor is one of the City's most expansive public realms and encapsulates most of not all community elements of the City including mobility, accessibility, businesses, non-profits, housing, parks, neighborhoods, homelessness, transit, land use, history, community character etc.*

We are requesting assistance in developing specific questions for the general public to engage via surveys, interviews and workshops. Though the MTP is clearly "transportation" related we recognize that all issues and elements along the corridor impact quality of life, safety, mobility and accessibility.

Public Engagement will entail three phases:

1. Survey, open houses and other means of gathering input on how the community relates to, uses or are impacted by Cerrillos.
2. Based on feedback about existing uses, perceptions, concerns and needs internal discussion will outline short, medium and long-term ideas for design, policies, regulations etc.
3. Proposed ideas will be vetted with the public as to impact, need, support and feasibility and include an innovative "Visioning Contest"

Potential questions for stakeholders to assist with compiling specific public engagement questions and efforts.

- **In what capacity do you represent the Metropolitan Area (MPA) of Santa Fe?**
- **What issues, concerns and opportunities are most pressing in your line of work for the MPA?**
- **How do transportation issues along Cerrillos affect what you do in the MPA?**
- ***What issues would you like to most understand how the public feels about or experiences related to the corridor? (Select the top 5 and please add other options)***

Addressing:

- Safety
- Noise
- Community Context/Character
- Environmental Justice
- Drainage/Stormwater Management
- Design
- Speeding
- Law Enforcement
- Bicycle Facilities
- Transit Facilities
- Pedestrian Facilities
- Tourism
- Mid-Town Campus Related
- Medians
- Business Access
- Intersection Safety and Design
- Utilities - overhead - buried
- Adjacent Land Use
- Zoning
- Affordable Housing
- Density
- Parking - Off Street
- Parking Minimums
- Side Street Connections
- Street Trees/Landscaping
- Traffic Signals/Timing
- other_____

Do you have an idea for a question we may ask that may provide either meaningful objective or subjective data or are just curious about?

Do you have suggestions on who in the public we should target for feedback and why we should target them?

Are there other stakeholders or potentially impacted individuals/groups that the MPO should be in contact with other than our transportation authorities? Who is that and why should we contact them?

Would you like to volunteer to participate in the engagement process?