

# Agenda

## BICYCLE AND TRAILS ADVISORY COMMITTEE MEETING

Wednesday August 21, 2019 5:00 p.m

City Hall – Council Chambers, 200 Lincoln Ave

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES FROM July 17, 2019
5. CITIZEN COMMUNICATIONS FROM THE FLOOR
6. MUCHAS GRACIAS RECIPIENTS
  - a. Jennifer Wellington and Stephen Newhall
7. COMMUNICATIONS FROM OTHER AGENCIES (5-minutes per agency)
  - a. Updates Regarding the Santa Fe Metropolitan Planning Organization (MPO) (Erick Aune, MPO)
  - b. Santa Fe Conservation Trust (SFCT); Reporting for City Trail Volunteer Coordinator (Tim Rogers)
8. DISCUSSION
  - a. Discussion regarding the Land Use Process for Code Amendments as they relate to the Proposed Bicycle Safety Ordinance (Carol Johnson, Land Use Department Director).
  - b. Regarding Miscellaneous Items from the BTAC Committee Members and the Santa Fe Police Department (Deputy Police Chief Ben Valdez).
9. BTAC SUBCOMMITTEE COMMUNICATIONS (On Road, Education)
10. STAFF COMMUNICATIONS
11. COMMITTEE COMMUNICATIONS
12. COMMUNICATIONS FROM THE CHAIR
13. ADJOURNMENT

**Next Scheduled Meeting for BTAC is September 18, 2019. Agenda & Packet Material due no later than September 9, 2019. Please submit via email [rmsiqueiros@santafenm.gov](mailto:rmsiqueiros@santafenm.gov)**

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**RECEIVED AT THE CITY CLERK'S OFFICE**

**DATE: August 14, 2019**

**TIME: 8:20 AM**

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BICYCLE AND TRAILS ADVISORY COMMITTEE  
AUGUST 21, 2019**

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**MINUTES OF THE BICYCLE AND TRAILS ADVISORY COMMITTEE**  
**AUGUST 21, 2019**  
**5:00 PM — 7:00 PM**

**1. CALL TO ORDER**

A regular meeting of the City of Santa Fe Bicycle and Trails Advisory Committee was called to order by Ms. JoAnne Vigil Coppler, Chair, on the above date at approximately 5:00 p.m. in the Council Chambers at City Hall, 200 Lincoln Avenue, Santa Fe, New Mexico.

**2. ROLL CALL**

Roll Call indicated the presence of a quorum as follows:

**PRESENT**

Councilor JoAnne Vigil Coppler  
Bruce Finger (left at 6:05 p.m.)  
Robert Morlino (arrived at 5:06 p.m.)  
Sky Tallman  
Tom Sharpe  
Khalil Spencer  
Tripp Stelnicki (left at 6:00 p.m.)  
Rachel Wexler

**ABSENT/EXCUSED**

Sidney Redner (Excused)

**OTHERS PRESENT:**

Bob Siqueiros, Project Administrator  
Melissa Byers, Stenographer

**3. APPROVAL OF AGENDA**

**Motion:** Mr. Finger made a motion, seconded by Mr. Spencer to hear Item 8(b) before Item 8(a).

**Vote:** The motion passed unanimously by voice vote.

**Motion:** Mr. Spencer made a motion, seconded by Mr. Sharpe to approve the agenda, as amended.

**Vote:** The motion passed unanimously by voice vote.

#### **4. APPROVAL OF MINUTES FROM JULY 17, 2019**

The following amendments were to the minutes were requested:

- Ms. Wexler said Item 7 refers to "Mike Newhall" it should be "Stephen Newhall."
- Ms. Wexler said there are a couple of comments made by Ms. Wellington, but they refer to her. She said on page 8 it says "Ms. Wexler", 5<sup>th</sup> paragraph down it was actually "Ms. Wellington." She said also on page 9, second comment from the top should refer to "Ms. Wellington," not "Ms. Wexler."
- Mr. Spencer said page 5, 3<sup>rd</sup> paragraph should refer to "Mr. Redner," not "Mr. Spencer."

**Motion:** Mr. Spencer made a motion, seconded by Mr. Sharpe to approve the agenda, as amended.

**Vote:** The motion passed unanimously by voice vote.

#### **5. CITIZEN COMMUNICATIONS FROM THE FLOOR**

Elena Kayak from the Santa Fe Public Schools Sustainability Office said she was involved with the Safe Routes to School Grant. She said the City's Parks and Recreation Department received that grant. The grant was for transportation alternatives program funding. The grant is funneled through the Federal Government to the New Mexico Department of Transportation. In April of this year, Richard Thompson signed an award letter stating that the City would make a 14% match to a \$293,000 grant from the Federal government to fund an education and encouragement program called Safe Routes to Schools. She wanted to make sure that BTAC was aware that this has transpired. She has been in communication with the City Parks & Recreation Department, she has not been in communication with any elected officials on the City Council. It's important that the City Council is aware of this grant and that there are deadlines to be met. She said the Santa Fe Public Schools are going to be the recipient of the grant for the benefit of the students. The \$50,000 match is appropriated, and she has not seen it in any budget for City Parks and Recreation and Santa Fe Public Schools is concerned whether the City is making the 14% match. She wants this statement on the record because the Federal funding comes through on October 1<sup>st</sup>. The City should be prepared to make expenditures and hire a Safe Routes to School coordinator sometime after October 1<sup>st</sup>.

Mr. Siqueiros said about a week ago John Munoz and Richard Thompson received an email from Ms. Kayak which stated her concerns and he will follow up with them.

## **6. MUCHAS GRACIAS RECIPIENTS**

### **a. Jennifer Wellington and Stephen Newhall**

Chair Vigil Coppler recognized the two recently past members of BTAC, Jennifer Wellington and Stephen Newhall. The Chair presented Muchas Gracias Certificates in appreciation for their service on the BTAC. The Certificates were from the City of Santa Fe and Mayor Allen Webber and stated that it is for their "dedication and commitment and serving on behalf of the Mayor and City Council and the City of Santa Fe's Bicycle and Trails Advisory Committee, your tireless work on the Committee is sincerely appreciated and has assisted the City to improve its policies, plans, and infrastructure for the benefit of our Community's bicyclists and pedestrians."

Chair Vigil Coppler welcomed back Bruce Finger and Sidney Redner as reappointed members of BTAC. She also asked the two new members of BTAC Robert Morlino and Tripp Stelnicki to introduce themselves.

Mr. Morlino said he's been a resident of Santa Fe for about six years, he's a resident of District 4. He's a marketing and communications guy with a background in social science. He's an avid cyclist, road, gravel and mountain and that's why he wants to be on BTAC.

Mr. Stelnicki said he's a resident of District 1. He's been a resident of Santa Fe for four years. Formerly, he worked at the New Mexican and covered the City. Now he works in Governor Lujan Grisham's Office. Just like Rob, he's an avid cyclist. He's excited to have some interesting discussions and learn and provide some input.

## **7. COMMUNICATIONS FROM OTHER AGENCIES (5-minutes per agency)**

### **a. Updates Regarding the Santa Fe Metropolitan Planning Organization (MPO) (Erick Aune, MPO)**

Mr. Aune introduced Leah Yngve who recently joined MPO from the State Public Health Office. He presented the following three items:

#### **Item #1**

Mr. Aune said he met with John Munoz, City Parks & Recreation Director and part of their meeting was about the Safe Routes to School funding. The City is committed to fulfilling the deadlines.

#### **Item #2**

Mr. Aune said he discussed with Mr. Munoz the approximately dozen or so bridges throughout our network needing replacement of wooden decks. Mr. Munoz said

he will be following up by having contractors look at each of those decks and provide a quote for improvement.

### **Item #3**

Mr. Aune said MPO staff is currently working on an update to the metropolitan transportation plan. This is the governing document of all things metro planning. There are two parallel tracks for the update one is a technical update and the other is a public engagement plan over the next six months, which will include non-traditional public elements which he will have Ms. Yngve talk about.

Ms. Yngve said they're doing traditional public feedback and then they're also doing some nontraditional. They have an idea of street stories that they'll be collecting from residents. Hopefully, they can get a wide variety of Santa Fe residents and the story can be anything related to a street. It could be of a positive or negative experience that they've had or a vision that they have for the future. They will be collecting these written submissions as well as audio and some video. They hope to sprinkle some of these quotes throughout the metropolitan transportation plan to bring in the human element, beyond just data that from surveys.

Mr. Aune said he realizes that some of the BTAC members are relatively new and don't have as much knowledge about the MPO. He said the MPO Policy Board adopted the Bicycle Master Plan 2019 (the "Plan") in June of this year. He could make a hard copy available to BTAC members. It's also on the website and he could also meet with BTAC members to do a presentation. He could also email it as a reduced size PDF.

The BTAC members preferred to receive an email version of the Plan.

Mr. Tallman asked Mr. Aune how he envisioned BTAC members assist in implementing the Plan.

Mr. Aune said in the past, BTAC has taken an active role or more of a deferred role in terms of the implementation of the Plan. It is up to the Committee to decide how engaged and how supportive it would like to be.

Ms. Wexler asked if the Plan could be presented to BTAC as an agenda item.

Chair Vigil Coppler said it seems to her that "if we get the plan beforehand and really immerse ourselves in it and become very familiar with it, really where the rubber meets the road is when you have the recommendations at the end. And that's really the critical part. So if we would spend time on that, I think it would go the most fruitful. But I'm wondering how does this coincide with the budget development process to get this on the radar for future? Because we are already talking about CIP and such at the City Council committee level."

Mr. Aune said that's part of the reason he wanted to bring it up. He said whether it's in this cycle or whether it's a mid-year budget cycle or next year cycle, we would like to help support where this fits in with the City's process.

Chair Vigil Coppler said, generally, when considering recommendations, they usually have a cost, whether it be City of Santa Fe's cost or Santa Fe County's cost. It's important not to miss the budget cycles for those costs. Let's start with getting the report and everybody reviewing, and then have it placed on the BTAC agenda. We'll figure out how to approach it, so it doesn't take two to three hours.

**b. Santa Fe Conservation Trust (SFCT); Reporting for City Trail Volunteer Coordinator (Tim Rogers)**

Mr. Rogers said the City has a professional services agreement with the Santa Fe Conservation Trust under which SFCT maintains the natural surface trails that belong to the City. There's a lot of other elements including promoting trails, promoting, walking and biking, helping with planning. He included in the packet, the monthly report that is submitted by SFCT. SFCT is on the Dale Ball Trail, south section. They have volunteers from Outside Magazine. He said that the south section of the Dale Ball Trails is part city and part county. The county now finds itself in a situation similar to where the city was before the professional services agreement, which is that they don't have a specific trail volunteer program. And while they do have open space, and parks trails and open space maintenance staff, those staff are really focusing on parks and on trail heads.

Mr. Rogers want to let BTAC know about the New Mexico Railroad History Celebration. He included a flyer in the packet for rail history walks, which is being organized as part of SFCT Vamanos Santa Fe Walks, which is one of their two major promotional programs. The other being passport to trails, taking kids out on field trips, which will start in October. They are doing two rail history walks as part of his celebration on Saturday and Sunday of Labor Day weekend. He is also involved in organizing a bicycle ride or rail history bike ride. On Sunday there will be a panel discussion on rails to trails, historic rails and trails. After that discussion, they will be going to La Tierra trails and look at the piece of the Chili line that's in La Tierra trails, which they have proposed for an historic interpretive trail. That would be a great way to get people out there to look at it, to see what it is we're talking about. It's right near the Buckman motocross track. He then handed out the flyers to the BTAC members.

**8. DISCUSSION**

**b. Regarding Miscellaneous Items from the BTAC Committee Members and the Santa Fe Police Department (Deputy Police Chief Ben Valdez).**

Deputy Chief Valdez said he is the deputy police chief over operations. He introduced Lieutenant David Webb he's the commander of support operations and Sergeant Celestino Lopez, chief commander for bike unit.

Mr. Finger asked what the neighborhoods could do to help catch people driving into the arroyos, not just ATVs and motorcycles but full-size trucks as well.

DC Valdez said if those issue are happening, let them know. There is a staffing dilemma right now. In September, they'll be adding nine additional officers to the patrol division. He said the can use mobile video trailers which can be placed to monitor those areas. He said calls from the public really help to let them know that there's an issue there.

Mr. Finger said he's been told the Police Department has ATVs. He wanted to know if that was true.

DC Valdez said they have a handful of ATVs which can be used for off highway enforcement, however, it's a huge safety risk to chase someone on an ATV.

Ms. Wexler said there's a group of homeless people who have taken up residence under St. Francis, on the Acequia Trail. She asked that the police treat that as roadway. She feels sympathy for those folks, that's a beautiful space and it's probably an awesome place to spend the night, but it's hazardous to cyclists. People are there with their shopping carts and their belongings and they leave their garbage and human excrement and it's such a beautiful facility. It's also dangerous. It's dark and under the tunnel. If you're riding through there as a cyclist, you cannot see those people lying in the middle of what is essentially a roadway. She asked that the police or maybe it's Parks and Recreation, someone needs to be patrolling in there, daily.

Ms. Wexler also had a question about enforcement of the New Mexico Child Safety Helmet Act of 2007 which requires that all children under the age of 18 wear a helmet when they are any sort of wheeled vehicle. She wanted to know if the police do any enforcement related to that Act.

Ms. Wexler also had a question about motor vehicle injuries nationwide. The data shows that people who are killed that are not inside the motor vehicle has increased dramatically. That means pedestrians and cyclists are being killed by cars even though the motor vehicle death rate is holding steady. She asked if the police have the ability and manpower to enforce distracted driving.

DC Valdez said regarding the homeless camp under St. Francis, that has been addressed by Sgt. Lopez and his team during their shift. During the evening hours they have asked that team to be conscious of that and address any camping that's occurring



there. He said they understand that is a place a refuge for those who are facing homelessness and they try to get them in touch with other services. He said this is a bigger issue that the City is trying to approach. The issue around safety for bicyclists and pedestrians is a concern and the police will continue with those patrols. If the police see there is debris or human waste, they will get in touch with Parks staff to clean. He knows that Sgt. Lopez has dispersed them, and they've moved further up the trail by the cemetery.

DC Valdez said regarding enforcement of the Child Safety Helmet Act, he knows in the past, when they were fully staffed, they would have bike rodeos and educational programs. When schools on, they participate in bike rodeos and educational programs. They also encourage that safety issue. They certainly won't issue a citation to a child or parent. They will give them an educational piece on the importance of wearing a helmet. They will let them know that a helmet goes a long way to protect you against some blunt force trauma when you have an incident on the bike, or you crash.

DC Valdez said regarding pedestrian and the bicycle fatalities in the state, he was at a conference for the executive session for Safer New Mexico. One concern they did see is there's an increase in deaths both for bicyclists and pedestrians, statewide. They are trying to see if it's related to distracted driving, which seems to be the biggest issue. Another big part is the education, some individuals don't understand that bicycles have the same rights and responsibilities as a motor vehicle. He said here in the city for 2019 from January 2019 to present, for crashes with vehicle versus cyclists there have been 10. Where the cyclists were deemed to be at fault, were eight.

Ms. Wexler said she understands that but there's a power dynamic at play. If you're in a vehicle and a bicycle hits you, it's highly unlikely that you are going to be killed. But if you're on a bicycle and you're hit by a car, the odds that you will be killed is far greater. It's obvious it needs to be considered in terms of how the issue is being addressed.

DC Valdez said bicyclists know what they're able to do, they're more versed in the rights and obligations that they're afforded along the roadway. The big educational piece would be for motorists, because they don't understand that. There are more distractions present in a vehicle like radios, cell phones, children, and videos in the back. Unfortunately, there are some people that are driving under the influence of intoxicating stimulus. If there is a vehicle versus a bicycle, the vehicle is well protected. Having that education piece out there for both parties would be huge. Also, having an advocate like BTAC and the education piece helps. He said any way that the Police can partner with you to go and promote that bicycle safety, please let us know. As a city, if there is one bicycle death a year, that is one death too many.

Mr. Spencer asked in terms of the officer positions that are vacant, he heard the Police Department is 17% down which has had a terrible effect on bike patrol response times and everything else. If the Chief gets his wish and the positions get filled, where does traffic safety and things like the bike patrol come in terms of the priorities with new officers and how they get deployed.

DC Valdez said technology is a good tool to use to deter crime, but nothing beats that personal contact with an officer if someone is doing something they're not supposed to or even seeing that presence of an officer. As the Police Department gets additional staffing, they will consider growing the bicycle and motorcycle teams because they have a direct impact not only on roadway safety but also on crime. They are also looking to swell their auxiliary positions which benefits the Police Department because those personnel are trained and they're doing the job, as collateral duty and once they have the availability to make a fulltime assignment, they can ask that person to be assigned to that assignment full time and they won't have to do both patrol duties and bike duties, or patrol duties and the motorcycle duties. It's also a huge benefit to that employee as well, because by then trying to do kind of a split thing with having a part time job being a bike officer and a part time job being a patrol officer, they can focus on one thing and be really good at that.

DC Valdez said right now as with any other department across the nation, the big challenge is finding applicants and people that want to do this profession. It is a different profession than it was 20 years ago, it's very challenging. A lot of people show interest in other police service type fields like public safety aids and animal services. People don't want to get on with law enforcement, but they still want to serve the community with the police department.

Mr. Tallman asked what the City Code is and how do you interpret it on small electric engines on multiuse paths like electric assist bicycles or maybe small electric bicycles or maybe all electric bicycles.

Lt. Webb said per the City Ordinance and state statute, 50 CC's and above is considered a motor vehicle.

Mr. Tallman clarified that CCs applies to internal combustion engine, but it doesn't really mean anything with an electric engine.

Lt. Webb said within an electric engine it falls in line with the state statute and City ordinance as a manually cycled bicycle, so naturally propelled.

Mr. Morlino said the fact that we all know that the state law is that the bike gets a full lane is great. Nationwide we're car centric culture and there are a lot of motorists

that do not know that bicycles would get a right to the whole lane and it's less intuitive I think, than a helmet law. He asked if that's difficult to enforce.

DC Valdez said the best they can if they get a license plate number and a vehicle description of the vehicle is maybe contact him and educate him on that violation. The police would have to observe it to issue a citation or provide a written warning. If a bicyclist is bumped, they want those reported because that does constitute a crash at that point. There is a little more leeway for enforcement. If that person was passing too closely, then we can issue the citation based off that portion because we can definitively say, "look, this individual is injured, the bike is damaged, you have a scuff on your car." So that is enough for us to take enforcement action on that.

Mr. Stelnicki said it was not that long ago that the signs around the city were changed to say bicycle may use full lane. He asked if there is any kind of qualitative data that shows that that has helped.

DC Valdez said the absence of reporting does not really constitute that there was a change in behavior. To say definitively that the signs can help with this or that, I think we'd have to really dive into the data and see was there a decrease in vehicle versus pedestrian crashes and could it be correlated to the signage.

**a. Discussion regarding the Land Use Process for Code Amendments as they relate to the Proposed Bicycle Safety Ordinance (Carol Johnson, Land Use Department Director).**

Ms. Johnson handed out the Land Use Department FY 20 Work Plan, attached as Exhibit "1". She was presenting in response to a resolution that was introduced by Mr. Tallman at the May 15<sup>th</sup> BTAC meeting. The resolution is very ambitious and comprehensive, however, there are several aspects of this resolution that actually do not relate to Land Use or the Land Use Code.

Ms. Johnson referred to the Bicycle Master Plan that was recently adopted. She said going back to the implementation steps which begin on page 52 of that document, there are several implementation items that do directly support the resolution. Under number one, there's a broad heading, "complete critical network connections for bicycles and pedestrians". There's a specific bullet point there about continuing to strengthen the City's chapter 14 code requirements and develop comparable county regulations to require network connectivity and bicycle pedestrian access on trails and neighborhood streets. There's a broad category number two "include bicycle facility upgrades as part of Roadway retrofits." Number three, "improve bicycle signage and wayfinding on trails and roads" and specifically talking about developing a comprehensive wayfinding plan for the Santa Fe MPO area. Number four is "implement complete streets policies for all roadway construction and maintenance." This implementation item is the one that probably is the closest aligned with the resolution because it talks about meeting the

ASHTO bicycle facility guideline recommendations. She said talks a lot about priorities, standard design details and things like that. So that's going to require a lot of coordination with the Public Works Department before we can really move into a formal drafted bill.

Ms. Johnson said the Bike Plan recommends that we look at hiring and bicycle and trail coordinator. She doesn't think they could devote a position 100%, but maybe 50%. Ms. Johnson said the reason the Land Use Department work plan is important is because it lays out the timing for our land use code update. The purpose of her presentation is to go over the work plan to let you know that we're working on a comprehensive update to the land use code that's going to take three years to accomplish.

Mr. Tallman said he understands that the Bicycle Master has complete streets policies for all construction and maintenance. He asked how that would apply to a road like Agua Fria, which has just been repaved. I know there's still large parts of the sidewalks there that aren't ADA compliant.

Ms. Johnson said that is part of the implementation plan that needs to be coordinated with the Public Works Department. The land use code development requirements only apply to new development.

Mr. Spencer referred to Ms. Johnson's comment about the possibility of at least a 50% FTE bike coordinator. He asked if that happens where would that person fit in City's government structure.

Ms. Johnson said the position right now is budgeted as a transportation planner so it requires a background in transportation or transportation engineering, these would be assigned duties to that position. It's a brand-new position so there would need to be significant amount of coordination with the Public Works Department.

Mr. Tallman said it seems like a strange disconnect that Public Works and Land Use don't operate in the same spheres.

Ms. Johnson said it's not a question of coordination, it's a question of responsibility. The Land Use Department is responsible for controlling, regulating, and forming new development. The standards in Chapter 14 only apply to new development. Modifications can be made to those standards in coordination with the Streets Division of Public Works. But once the project is done, once it's built and the roads are accepted by the city, then the responsibility for maintenance transfers over to the Public Works Department. She suggested that BTAC ask Regina Wheeler, the Public Works Director to come in and explain more about their process.

Chair Vigil Coppler said this Committee needs to become familiar with the Bicycle Master Plan and study the integral parts of it with relation to bicycle safety and infrastructure planning for that. Then, try to find a place in here where we can insert our input into the parts where you will be considering changes to the code where we can be sure that that work is integrated and just be an oversight for that and make sure that it's not forgotten.

## **9. BTAC SUBCOMMITTEE COMMUNICATIONS (On Road, Education)**

### **On-Road:**

Stephen Newhall referred to signage. He said NMDOT has no method of doing it. He's been talking with the Venture Cycling who are the people who lay out these national bike routes. At some point we are going to have to figure out how to put pressure at the top because NMDOT doesn't have a mechanism to approve a statewide bike route.

Mr. Newhall said the other issue is the rail trail under I 25 that NMDOT gave to the city. They were totally unencumbered by the thought process and just carved into the side of this loose hillside, which after the first thunderstorm, washed dirt. In about 2008 or 2009 it got to about three feet deep and the city plowed it and another thunderstorm hit it and a retaining wall was built in probably 2010 or 2011. That's been pretty good until now. We probably need to come up with a plan with Parks and maybe the County because it does actually end up creeping into the county at the end of this, of some way of controlling the erosion on the hillside and keep it from washing down, either that or build a retaining wall.

The third issue is the codexis device the police can use to measure the distance of a car from a bike. He thought it was in the budget when Officer McCord was here. He said that needs to be investigated to see if it is in the budget because supposedly, they have been working on that for over a year.

Mr. Spencer asked whose responsibility it is to fix the rail trail under I25.

Mr. Newhall said it's the City Parks up until it meets the County line.

### **Education:**

Jennifer Wellington said she looks forward to continuing to work with BTAC. She is also involved with Bike Santa Fe. Anyone can be involved with Bike Santa Fe because it is about education, infrastructure and legislation.

Ms. Wellington said as far as educating yourselves, there's a lot of information that Bike Santa Fe has and there are a lot of old BTAC members around willing to share information. She said there's very few people that know BTAC exists. A good way for BTAC to be known is to work on projects. There's an opportunity coming up for Zozobra, there will be a bike valet that Bike Santa Fe is hosting. They will probably be parking about 150 to 200 bikes. This is a good chance to talk to constituents and find out what people are thinking.

Ms. Wellington said regarding the public schools, she is personally working with Elena Kayak to get the Safe Routes to School grant implemented. It would be great for BTAC members to work with them and work at the schools. On Saturday, September 14, is the Back to School Bash at Franklin Miles from 11:30 to 2:30. Last year Bike Santa Fe fit over 200 kids with helmets in that two-hour time period. They could use help. BTAC would be most welcome to come and be more visible. October 2<sup>nd</sup> is Walk and Roll to School; every school needs a champion. You can talk to a principal to volunteer.

Ms. Wellington said there is a smart cycling course coming up on September 26<sup>th</sup> and 28<sup>th</sup>. She said Kal has not only taken the class, but he's a league certified instructor. City and County employees is target group. She said another question for Carol Johnson is how to educate the public about leaving sidewalks clear. It is responsibility of homeowners to take care of their sidewalks.

Chair Vigil Coppler said there's already a mechanism to get that accomplished. Get the addresses and submit them to Constituent Services who forwards to Code Enforcement who sends a letter out to the homeowner or business and believe it or not it works, it's, there's not a lot of bureaucratic tape.

Ms. Wellington said she wants to make it an educational component of BTAC.

Mr. Spencer asked about traffic court diversion program and how could we arrange the district judges who handle traffic cases to coordinate with BTAC to establish such a program.

Chair Vigil Coppler said traffic cases are handled Municipal Court and depending on the citation, some go to Magistrate Court.

Mr. Spencer asked if the Municipal Judge could be invited to BTAC as an agenda item.

## **10. STAFF COMMUNICATIONS**

Mr. Siqueiros said the next meeting is September 18, 2019 and will be staffed by Sarah Anderson.

## **11. COMMITTEE COMMUNICATIONS**

Mr. Tallman suggested that an agenda item be included on future agendas to have the ability to set the agenda for the next month.

Mr. Tallman said when the police come visit it's important to think about pedestrian and bicyclist safety. A lot of issues that come up are not police problems like dangerous infrastructure or dangerous intersections, which puts people at risk. Maybe we can talk to Regina Wheeler and talk about things like improving infrastructure, that will have a bigger impact on safety.

Mr. Spencer seconded his associate's previous comments. He said most traffic engineers will say people respond far less to speed limit signs. He said he appreciates that the police are doing their jobs as well as they can, but to have safe, multimodal infrastructure really goes primarily to design.

Chair Vigil Coppler said traffic calming ideas are usually neighborhood driven. She doesn't think it's the prerogative of this committee to identify neighborhoods that need traffic calming, unless it's your own neighborhood.

Mr. Sharpe asked about the Penn Road Plan and what bicycle amenities are planned for Penn Road. He asked if he should request an agenda item for that.

Mr. Siqueiros said he would put it on the agenda and Sarah Anderson is the Engineering Supervisor and she can answer questions.

Ms. Wexler just wanted to add to the conversation about infrastructure versus education. She said "we are social creatures and there is value. In public health we have a model that called associated ecological model, which would be first of four kind of levels of ways to influence or change behaviors and certainly infrastructure or policy fixes are huge, but interpersonal interaction and having a police officer tell you that you're doing something that is illegal actually. And it's certainly much more labor intensive, but that has a huge impact. So, to say that, the built environment is the only aspect of this problem that's important, I don't agree."

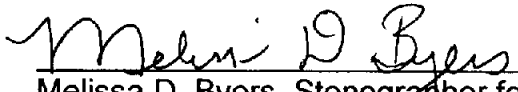
Chair Vigil Coppler thanked everybody for their comments.

## 12. COMMUNICATIONS FROM THE CHAIR

Chair Vigil Coppler again welcomed the new members and thanked Stephen Newhall and Jennifer Wellington for their service.

## 13. ADJOURNMENT

With all business of the Committee being complete, the Chair adjourned the meeting at 6:55 pm.

  
Melissa D. Byers, Stenographer for  
Byers Organizational Support Services

  
JoAnne Vigil Coppler, Chair



**LAND USE DEPARTMENT  
FY 20 Work Plan**

**Land Use Department Citywide 3-Year Goals**

**YEAR 1:**

- A. Community Principles – Lead a citywide conversation resulting in Community Principles to guide the development of long-range land use plans, policies and regulations which address diversity, equity and inclusion.
- B. Land Use Code Update Phase I – Initiate the first of three phases resulting in a comprehensive update of the Land Use Code. Phase I consists of improved organization, clarified procedures, internal consistency, and compliance with mandatory state and federal regulations to establish a new baseline.

**YEAR 2:**

- A. Community Planning Program – Initiate the development of a framework for mapping community planning area boundaries, identifying needs, determining priorities, and establishing a work plan for preparing long-range community plans using an inclusive engagement process.
- B. Land Use Code Update Phase II – Initiate the second phase of the Land Use Code Update. This phase consists of establishing a system for managing development that reflects the unique character of Santa Fe and acknowledges and celebrates the differences in how people want to live. This phase also includes updates to the Historic Districts regulations.

**YEAR 3:**

Land Use Code Update Phase III – Completion of the Land Use Code Update consisting of draft Land Use Code and Map. This phase includes modelling and testing, preparing and executing a detailed deployment management plan, conducting public hearings before Planning Commission and the Governing Body, and providing enhanced customer support immediately following adoption.

**Department-wide Goals**

***Improve Operations:*** Develop the guidance and skills needed to improve level of service to internal and external customers by –

- Preparing operation manuals for key functions starting with Impact Fees and Code Enforcement
- Developing a robust fiscal impact evaluation tool to assess staffing availability and needs to implement new regulations
- Creating a planning library in order to share the history of the department in order to build on it for the future
- Establishing an on-call list for plan review and inspection services to deal with unexpected increases in the number and/or complexity of applications
- Establish a training curriculum for each employee to address current needs and prepare for future opportunities

***Enhance Resources:*** Enhance the human, technical and capital resources available to achieve improved performance by –

- Conducting a time study in advance of EnerGov implementation to establish a baseline for improvements post-implementation
- Conducting a time study after implementation of EnerGov to determine costs for processing applications as part of updating the fee schedule
- Creating a technology governance team to monitor the long-term implementation of EnerGov and identify gaps in functionality and departmental needs that could be addressed by compatible software/services, such as data visualization, client management, etc.
- Expanding use of technology to monitor short term rental activity, including real-time data on numbers of active short term rentals, collecting information to support code compliance, and providing improved self-service capability for applicants and residents
- Updating the fee schedule for the Land Use Department to better align fees with actual cost of processing applications, and applying an equity lens to acknowledge different level of efforts required for projects of varying size and complexity

**Advance Performance:** Create a culture that fosters individual initiative and teamwork to advance overall performance by –

- Creating cross functional teams to work on projects to reduce conflict and improve performance
- Improving communication horizontally and vertically to improve awareness and trust
- Establishing SMART (Specific, Measurable, Attainable, Relevant, Timely) goals for every member of the Land Use Department
- Measuring performance using metrics that support department vision, values and goals
- Sharing performance measures internally and externally to create a shared culture of accountability

## **Division Goals**

### **Building Division**

#### ***Improve Operations:***

- Develop an internal process and procedures manual detailing all division permitting-related tasks and available for training of new personnel

#### ***Enhance Resources:***

- Provide staff with the technical tools and training necessary to advance professionally, while also supporting the performance goals of the Division

#### ***Advance Performance:***

- Establish performance metrics that support the Department vision, values and goals, while also creating a workplace culture of consistency and accountability

### **Engineering Division**

#### ***Improve Operations:***

- Create an electronic database for all approved plats. Scanned documents could be readily accessed through a searchable database

***Enhance Resources:***

- Develop checklists for consistent and streamlined review and inspection work for drainage, landscape and ADA improvements
- Update the City of Santa Fe Land Use Engineering webpage to provide answers to frequently asked questions

***Advance Performance:***

- Implement and become proficient with the EnerGov software

**Preservation Division**

***Improve Operations:***

- Adjust staffing to levels necessary to keep up with application volumes
- Implement upgrades to internal operations (ENERGOV)

***Enhance Resources:***

- Develop web-based information to assist clients in navigating processes
- Maintain certification by the State Historic Preservation Office as a certified local government.
- Provide support for Land Development Code Update Project
- Develop policies and procedures that correspond to established practices, existing and revised code provisions
- Update the map of building heights required by Subsection 14—5.2(D)(9)(c)
- Initiate a process for updating Historic Cultural Property Inventories

***Advance Performance:***

- Provide training for HPD staff on code requirements and adopted policies and procedures
- Provide training for other staff to improve coordination of permits, development review cases and inspections
- Assume primary responsibility for handling appeals of HDRB decisions, working closely with the City Attorney's Office

**MPO**

***Improve Operations:***

- Develop internal operations map and manual detailing all reoccurring required practices with associated deadlines. (This includes meeting preparation, quarterly reporting, staff hour management, TIP amendment processes, UPWP amendment processes, archiving, public participation planning and a host of other required/mandated prescriptive work duties)

***Enhance Resources:***

- Redesign and Update SFMPO Website and Content Management Programming. (The website is a critical tool required by FHWA/FTA/NMDOT to document public participation, process and provide all SFMPO documents to the public)

*Advance Performance:*

- Outreach and invitations to appropriate City and County Departments/Divisions as an invitation to actively participate, support and add value to each of the SFMPO's planning initiatives. (This may include updates to master plans, data collection, GIS mapping, field studies, planning initiatives, and other such projects and programs led by the Santa Fe MPO).

**Planning Division**

*Improve Operations:*

- Develop internal policies and procedures so that all information given is consistent and accurate.
- Develop subject matter experts who become point people for questions and inquiries from other staff as well as the public and who can cross train.
- Continue to train and cross train, we will advance performance. Trainings will improve the ability of the staff to assist customers and provide consistent information.

*Enhance Resources:*

- Update Chapter 14, Land Development Code, in order to spend less time making interpretations, assure more consistency in application, and align the goals of the City with the code.

*Advance Performance:*

- Hold open houses at the district or neighborhood level to educate the public, answer questions about planning, and build trust.
- Improve customer service by providing training in creative problem solving to enable staff to find solutions that were initially not obvious.