

**GENESEE TRANSPORTATION COUNCIL  
PLANNING COMMITTEE MEETING  
New York State Department of Transportation  
Henrietta, New York**

**November 15, 2007**

PLANNING COMMITTEE MEMBERS PRESENT

James Brady, Wayne County  
James Fletcher, Monroe County – At Large  
Scott Leathersich, Monroe County – At Large  
Paul Johnson, Monroe County Planning Board  
Terrence J. Rice, Monroe County  
William Sullivan, Rochester City Council  
Chuck Thomas, Rochester City Planning Commission  
David Woods, Livingston County  
David Zorn, Genesee/Finger Lakes Regional Planning Council

ALTERNATE REPRESENTATIVES PRESENT

David Cook, RGRTA, representing Mark Aesch  
Robert Slaver, NYSDOT – Region 4, representing Daniel Hallowell  
John Thomas, City of Rochester, representing Paul Holahan  
Paul Zakrzewski, NYSTA, representing Matthew Latko, Jr.

PLANNING COMMITTEE MEMBERS ABSENT AND UNREPRESENTED

Jeffrey Adair, Monroe County  
Philip Brito, FAA  
William Eick, Orleans County  
Robert Griffith, FHWA  
Timothy Hens, Genesee County  
Kristen Mark Hughes, Ontario County  
Fred Humphrey, Wyoming County  
Tracy Logel, Monroe County Supervisors' Association  
Edward Muszynski, Empire State Development Corporation  
(Vacant), City of Rochester – At Large  
(Vacant), FTA  
(Vacant), NYS Department of Environmental Conservation  
(Vacant), Seneca County  
(Vacant), Yates County

OTHERS IN ATTENDANCE

Deborah Elliott, GTC Staff  
Julie Gotham, GTC Staff  
Barbara Johnston, Stuart I. Brown Associates  
Marvin Kleinberg, NYSDOT – Region 4  
Richard Perrin, GTC Staff  
Kevin Rooney, Wayne County  
James Stack, GTC Staff  
Dawn Sywulski, RGRTA  
Robert Torzynski, GTC Staff  
Kevin Yost, citizen

## 1. Call to Order & Introductions

David Woods, Chairman, called the meeting to order at 10:05 a.m. Members, Alternates, and others present introduced themselves.

## 2. Public Forum

No one from the public spoke during the Public Forum.

## 3. Approval of Minutes

**William Sullivan moved for approval of the minutes from the October 18, 2007 Planning Committee meeting; James Fletcher seconded the motion. The minutes were approved as submitted.**

## 4. Reports and Action on Old Business

### a. Reports on UPWP Projects and Other Activities

*GTC*

Richard Perrin reported:

- A scope of work for the Supplemental Professional Services – Database Programming project will be presented later in the meeting.
- There is on-going distribution of materials relevant to Metropolitan Planning Organizations to GTC staff for their review as part of the Strategic Planning task.
- The need for the Rural County Resource Development Initiative will be reviewed at the Unified Planning Work Program Development Committee meeting that follows the Planning Committee meeting.
- Regarding LRTP Update/Implementation, performance measures in the *LRTP: 2007-2027 Update* are being expanded with respect to justification, definition, and collection methodologies. Two statements of qualifications were received by the November 13 deadline in response to the RFQ for a graphic design term agreement which will include services for the LRTP.
- The FHWA Interagency Consultation Group (ICG) assessment report with recommendations for improvement was received October 19. The NYSMPOs memo on ICG improvements was finalized October 30. Both will be discussed at the November 21 ICG meeting.
- A presentation on the Transportation and Industrial Access – Phase 1 & 2 project will be made later in the meeting.
- GTC staff is receiving model enhancement training in November. Use of the enhanced regional travel demand model should be available the week of November 19.
- The Bicycle & Pedestrian Supportive Code Language project is complete.
- The combined Scope of Work for the Safe Routes to School (SRTS) Program and SRTS Site Assessments will be presented later in the meeting.
- A draft RFP with complete scope of work for the Intelligent Transportation

System (ITS) Strategic Plan Update will be provided to the Transportation Management Committee for comment and finalization at their November 20 meeting. GTC staff expects to advertise the RFP in December.

- GTC staff expects to provide a draft scope of work for the Diversion Route Planning Initiative for Planning Committee consideration at the January 2008 meeting.
- All four Priority Trails Advancement Program projects are progressing. The Rochester Erie-Attica Railroad Bridge inspection is complete and concept development is underway. The first public meeting for the Penfield Irondequoit Creek Stream Corridor project is scheduled for November 27 and the first Steering Committee meeting was held October 30. The second public meeting for the Caledonia Lehigh Valley Railroad project will be held December 5. A meeting with the Village of Churchville for the New York Central Westshore Branch project was held November 13.
- The On-Street Bicycle Facility Opportunities Review project and the Pedestrian Facilities Inventory will be presented for Planning Committee consideration later in the meeting.
- All four Circulation, Accessibility, and Parking (CAP) Program projects are progressing. The Steering Committee for the Perry project met on November 7 to review three concept alternatives. The second Steering Committee meeting for the Hilton project was held October 24 and concept development is underway. An inventory of existing and planned conditions for the Macedon project is underway. A draft RFP for the Brown's Square Neighborhood project was provided by GTC staff to City of Rochester Planning Bureau staff for their review on November 9.
- Work on the Congestion Management Process is being done as part of LRTP Update/Implementation.
- Initial runs for the Travel Time Data Collection Assessment are nearly complete and will be evaluated. Additional runs, if necessary, will be recommended to and reviewed by the Steering Committee.
- The Strategic Plan for Public Transportation in Yates County was recommended for GTC Board adoption at the October Planning Committee meeting.
- A scope of work for the Regional Goods Movement Strategy will be provided to the Planning Committee for consideration in January. GTC will request a review by Industrial Development Agencies, Planning Departments, the Greater Rochester Enterprise, and others.

*G/FLRPC*

David Zorn reported:

- The Local Update of Census Addresses – Phase 1 project is progressing. The Census Bureau is four months behind in sending out the county master address file list and has not agreed to revise the submission date of April 2008.
- The 2006 Regional Land Use Monitoring project is complete.
- The LRTP Non-Air Environmental Scan project is complete.
- Chapters of the guidebook for the Preparing Village Main Streets for Planning project have been prepared for internal review.

- Development of recommendations and associated funding options is underway for the Optimizing Transportation Infrastructure through Effective Land Use project.

John Thomas asked if political intervention would help resolve the issue with the Local Update of Census Addresses project and the Census Bureau.

David Zorn responded that G/FLRPC has contacted both Senators and each of the Representatives in the region to gather their support. In addition, G/FLRPC has sent a letter to the Census Bureau, and all of the counties in the region are doing the same.

David Woods asked if it would be appropriate for GTC or the Planning Committee to take action to provide support by sending a letter to the Census Bureau. Based on discussions, it was agreed that Richard Perrin would provide a letter to the Census Bureau requesting that they take action on this matter in a timely manner.

**Chuck Thomas moved to recommend that a letter be sent to the Census Bureau from the GTC Executive Director expressing concern with the delay of the master address file; William Sullivan seconded the motion. The motion passed unopposed.**

#### *Monroe County*

Paul Johnson reported:

- Data collection continues for the 2007 Monroe County Land Use Monitoring report. A report will be generated in January.
- The Monroe County Parking Study final proof was sent to the printer last week.

Terry Rice reported:

- The draft final report for the Accident Rate Database project is being reviewed and is expected to be presented at the January 2008 Planning Committee meeting.
- The Monroe County Overhead Traffic Sign Visibility Upgrade study is progressing and is approximately 49 percent complete.
- There is no progress to report on the Traffic Sign Retroreflectivity Study. The project is on hold pending new guidelines from FHWA.
- The Safe Passing Zone Survey is complete.
- Two additional Priority Incident Location studies have been completed as part of the Monroe County High Accident Location Program since October.

#### *Ontario County*

Rich Perrin reported:

- Focus groups for the State Route 96 / State Route 318 Rural Corridor Study were held in Phelps and Clifton Springs.

*City of Rochester*

John Thomas reported:

- The draft final report for the Port of Rochester Transportation Evaluation and Support Study is still under internal review and will be forwarded to Monroe County DOT for their review as well.
- The draft final report for the City of Rochester Vehicle Fleet Alternative Fuels Systems Study was recommended for approval at the October Planning Committee meeting.
- The inventory of parking supply is complete and future demand (including the proposed relocation of PAETEC to the Midtown site) have been discussed by the Center City Parking Development and Management project Advisory Committee.

Chuck Thomas reported:

- The draft manual for the Neighborhood Traffic Calming Concept Design and Implementation Study is under final internal review and will be provided to MCDOT for their review within thirty days, prior to being presented for Planning Committee consideration.
- The supply has been calculated for the Center City Parking Development and Management project and the report was distributed for Steering Committee review. The recent decision on the future of Midtown Plaza has had a definite impact on the project.
- A scope of work for the Susan B. Anthony Neighborhood Parking and Circulation Study was recommended for approval at the October Planning Committee meeting.

*RGRTA*

David Cook reported:

- The Market Research for Regional Transit Service project has been recommended for GTC Board adoption.
- A presentation on the Coordinated Public Transit-Human Services Transportation Plan will be made later in the meeting.
- No progress reported for the RGRTA Suburban Transportation Service Study.
- The RTS/Lift Line Operational Analysis & Facility Utilization Study is nearing completion. Final recommendations were made the week of November 5. The final report is under development.
- The final report for the Facility Asset Management Plan for RTS & Lift Line was recently completed and will be presented to the Planning Committee in 2008.
- A draft report for the RTS Operational Process Study was received last week.
- A presentation of the RGRTA Route Analysis project was made at the previous Planning Committee meeting and recommended for GTC Board approval. Analysis is on-going.

### *Genesee County*

Richard Perrin reported:

- No progress to report on the Genesee County Safe Passing Zone Survey.

### *Wayne County*

James Brady reported:

- The Cluster Development Enhancement Project Feasibility Study draft report is complete.
- The final draft report for the Palmyra Route 21 Truck Traffic Study has been provided to the project Steering Committee with a presentation to the Planning Committee expected in 2008.

### *Wyoming County*

Richard Perrin reported:

- The Transportation Elements of Scenic/Historic Resources in Wyoming County project will be discussed at the UPWP Development Committee meeting following the November Planning Committee meeting.

### *Other Agencies*

Richard Perrin reported:

- Contracts for the Regional Traffic Count Collection project for Genesee and Livingston counties were executed on October 31. A contract for Wayne County is being developed. Monroe County is continuing supplemental counts.

Terry Rice asked about the unit cost approach to the contract. James Stack explained that this approach proved to be problematic. The contract was written as a cost plus contract instead.

- The final report for the New York Route 96 Traffic Signal Coordination Study is complete and it is anticipated to be presented to the Planning Committee in January 2008.
- The Meridian Centre Boulevard Extension Study was recommended for approval at the October Planning Committee meeting.
- No progress to report for the Route 250 Corridor Study.
- A RFP template was provided to the Town for the Macedon NYS Route 31 Corridor Study.
- Development of alternatives continues for the Williamson Route 104 & Route 21 Gateway Concepts project. The Steering Committee will meet after Thanksgiving.
- A scope of work for the Town of Penfield Bicycle Facilities Plan was approved at the October Planning Committee.

b. Any Other Old Business or Announcements

Richard Perrin reported that 38 proposals were received by the October 26 deadline in response to the *FY 2008-2009 Unified Planning Work Program* Call for Projects. Two million dollars in federal funds were requested. Approximately one million dollars is available. The UPWP Development Committee (UDC) is meeting after this Planning Committee meeting to begin reviewing these proposals.

The printed TIP document is available for distribution.

**5. Action Items**

- a. Action concerning amending the *FY 2007-2008 UPWP* by changing the auditable budget for the Susan B. Anthony Neighborhood Parking and Circulation Study / Proposed Planning Resolution 07-5

Chuck Thomas explained the City's request for the budget amendment.

Richard Perrin noted that this task was discussed at the October Planning Committee meeting and the Scope of Work was approved. Richard also noted that a budget change can be accomplished via a Planning Committee Resolution.

Terry Rice expressed the importance of the UDC considering when it is better to use in-house staff or consultants on a project. He added that staffing issues delayed the Neighborhood Traffic Calming Concept Design and Implementation study. Terry asked about the changes that have been made to allow the project to progress. He also asked what will happen at the end of the current budget year.

Chuck Thomas responded that the Planning Bureau has been reorganized since his arrival and has added a staff person. He noted that, as the new director, he is committed to progressing this project. Terry Rice asked what would happen to this person if the change is not approved. Chuck Thomas responded that the City would not have adequate funding for this position but would try to procure other funding sources.

William Sullivan added that there was an internal reorganization by the new administration when it began two years ago.

**John Thomas moved to recommend approval of Proposed Planning Committee Resolution 07-5; William Sullivan seconded the motion. The motion passed unopposed.**

- b. Recommendation to the GTC Board concerning accepting final reports, technical memoranda, and an executive summary as evidence of completion of various UPWP Tasks, respectively.

David Woods suggested grouping the four resolutions together under one vote. The Committee concurred.

1. Accepting the report, *Coordinated Public Transit/Human Services Transportation Plan for the Genesee-Finger Lakes Region*, as evidence of completion of UPWP Task 8150 / Proposed Council Resolution 07-40

David Cook provided background on the need for this plan in order to comply with SAFETEA-LU. He described the purpose of New Freedom and Jobs Access Reverse Commute (JARC) funding. David noted that JARC was formerly a discretionary program and is now a formula program.

David introduced Barbara Johnston from Stuart I. Brown Associates who discussed the *Coordinated Public Transit/Human Services Transportation Plan for the Genesee-Finger Lakes Region*. She described the process and outreach efforts. Barbara highlighted the findings of the study.

David Cook noted that a key point is establishing the Designated Recipient. He noted that RGRTA and GTC operated under the assumption that RGRTA was the designated recipient for the urbanized area. He noted that the Governor's Office recently delegated the responsibility for naming Designated Recipients to the NYSDOT Commissioner, but that we are still awaiting formal designations here and across the state.

Richard Perrin discussed a recent conversation with FTA with regard to the competitive selection of projects for Federal Fiscal Year (FFY) 2007 JARC and FFYs 2006 and 2007 New Freedom programs funds. The GTC Board amended the *2005-2010 TIP* in September to include projects selected to receive these funds. FTA informed GTC that the STIP was not amended prior to October 1 and the provision allowing for the selection of these projects using existing plans and studies may have lapsed.

Richard suggested that a clause be added to Proposed Council Resolution 07-40 re-endorsing the projects selected to receive FFY 2007 JARC and FFYs 2006 and 2007 New Freedom programs funds by the Board in September as they are consistent with the recommendations of the *Coordinated Public Transit/Human Services Transportation Plan for the Genesee-Finger Lakes Region*.

David Woods asked if anyone was opposed to adding the clause to Proposed Council Resolution 07-40. No one objected. David noted that when this Resolution is considered, it would be with the understanding that the suggested clause is included.

2. Accepting the summary report, Transportation and Industrial Access, and high priority site reports as evidence of completion of UPWP Tasks 5320 and 5321 / Proposed Council Resolution 07-41

Richard Perrin highlighted the findings of the study and described the products.

Richard discussed the process and noted that the intent of the individual high priority site reports was to provide an off-the-shelf resource for applying for implementation funds, such as those provided through the NYS Industrial Access Program.

3. Accepting the technical memoranda, *Overview of Accepted On-Street Bicycle Accommodations and Treatments and On-Street Bicycle Facilities Opportunities Assessment*, as evidence of completion of UPWP Task 6530 / Proposed Council Resolution 07-42

Robert Torzynski described the study purpose and the process used. He explained the two technical memoranda that resulted from the task. Robert noted that the review was a macro level analysis of the optimal bicycle treatments along these roads and that specific recommendations for particular segments will require additional investigation of other factors including operating speeds, vehicle mix, the presence or absence of on-street parking, and roadway limitations that are beyond the scope of the study.

Richard Perrin added that he had recent conversations with NYSDOT and MCDOT. He noted that the Scope of Work previously approved by the Planning Committee discussed identifying the "ideal" treatment for bicyclists along the selected roadways included in the study. He noted that the project was well-intentioned but not necessarily well-conceived. He noted that the product meets the approved Scope of Work and that the technical memorandum clearly indicates that there are no specific recommendations.

Terry Rice noted that this may raise expectations that are difficult to implement. Richard Perrin noted that the plan clearly indicates that project-level analysis will be required to identify the preferred treatment to be advanced.

4. Accepting the Executive Summary, *Pedestrian Facilities Inventory*, as evidence of completion of UPWP Task 6531 / Proposed Council Resolution 07-43

Robert Torzynski discussed the objective of the Pedestrian Facilities Inventory. He described the key tasks and products including the GIS inventory, the guidebook, and the data dictionary. Robert indicated that data was collected for 1,893 roadway segments and 780 intersections within the Rochester TMA. He highlighted that the purpose of the project was to collect and catalog data, not to provide analysis or recommendations. He discussed cursory findings from the project and indicated that the data will be made available for further use.

Terry Rice asked how the data is kept. Robert responded that ArcGIS is used to

catalog and map the data.

Scott Leathersich asked how GTC would like updated pedestrian facility information from project sponsors. Richard Perrin responded that GTC would incorporate information that is voluntarily provided to GTC. He envisions GTC updating the inventory in three or four years.

**James Fletcher moved to recommend approval of Proposed Council Resolutions 07-40 (as amended) through 07-43; David Cook seconded the motion. The motion passed unopposed.**

- c. Planning Committee recommendation and action concerning amendments to the *2007-2012 TIP*

David Woods suggested grouping the resolutions together by agency for voting. The Committee concurred.

1. Action concerning amending the *2007-2012 TIP* by modifying the costs of phases of the Mill Road II project / Proposed Planning Committee Resolution 07-6
2. Action concerning amending the *2007-2012 TIP* by modifying the costs of phases of the Long Pond Road Reconstruction project / Proposed Planning Committee Resolution 07-7
3. Action concerning amending the *2007-2012 TIP* by modifying the costs of phases of the Lyell Avenue Reconstruction project / Proposed Planning Committee Resolution 07-8
4. Action concerning amending the *2007-2012 TIP* by modifying the costs of phases of the John Street Extension, Bailey Rd. to Lehigh Station Rd. project / Proposed Planning Committee Resolution 07-9

Scott Leathersich explained the proposed amendments. He noted that Monroe County did not anticipate the need for the Right-of-Way acquisition and that there would be no change to the existing project budgets.

5. Action concerning amending the *2007-2012 TIP* by modifying the costs of phases of the Rochester/Monroe County Traffic Control Center project / Proposed Planning Committee Resolution 07-10.

Scott Leathersich discussed the need to reprogram the funding for the Rochester/Monroe County Traffic Control Center with no change to the existing project budget.

6. Action concerning amending the *2007-2012 TIP* by modifying the costs of phases of the Wilder Road Bridge Rehabilitation project / Proposed Planning Committee Resolution 07-11.

Scott Leathersich described the proposed amendment and the need to transfer funds from one phase to another with no change to the existing project budget.

7. Action concerning amending the *2007-2012 TIP* by modifying the costs of phases of the Union Street Bridge Rehabilitation project / Proposed Planning Committee Resolution 07-12

Scott Leathersich described the proposed amendment and the need to transfer funds from one phase to another with no change to the existing project budget.

8. Recommendation to GTC Board concerning amending the *2007-2012 TIP* by changing the limits of the Lake Road (Seaway Trail), NY Rte. 250 to Monroe-Wayne County Line Road project / Proposed Council Resolution 07-44

Scott Leathersich explained the proposed change of the limits of the Lake Road (Seaway Trail) project with no change to the existing project budget.

**James Brady moved to recommend approval of Proposed Planning Committee Resolutions 07-6 through 07-12 and Proposed Council Resolution 07-44; Robert Slaver seconded the motion. The motion passed unopposed.**

9. Recommendation to GTC Board concerning amending the *2007-2012 TIP* by increasing the total cost of the Preventive Maintenance project / Proposed Council Resolution 07-45
10. Recommendation to GTC Board concerning amending the *2007-2012 TIP* adding the Purchase 25 Lift Line Buses (FFY 2008) project / Proposed Council Resolution 07-46
11. Recommendation to GTC Board concerning amending the *2007-2012 TIP* adding the Purchase 18 Lift Line Buses (FFY 2009) project / Proposed Council Resolution 07-47
12. Recommendation to GTC Board concerning amending the *2007-2012 TIP* by increasing the total number of vehicles purchased and increasing the total cost of the RTS Bus Replacement project / Proposed Council Resolution 07-48

David Cook noted that all the proposed amendments are within the constraints of available FTA 5307 funding. He described each of the proposed amendments.

**Chuck Thomas moved to recommend approval of Proposed Council Resolutions 07-45 through 07-48; Scott Leathersich seconded the motion. The motion passed unopposed.**

- d. Recommendation to the GTC Board concerning amending Resolution 04-6 by withdrawing the proposed modification to add a National Highway System Intermodal Connector to serve the Port of Rochester / Proposed Council Resolution 07-49

Richard Perrin discussed the proposed modification to add a National Highway System Intermodal Connector at the Port of Rochester. He noted that since the proposed amendment, ferry service has ceased. With the sale of the vessel, an intermodal connector can no longer be justified.

The TIP Development Committee (TDC) discussed this item at its November 1, 2007 meeting and recommended withdrawing the proposed modification. Richard added that the proposed resolution does not impact any other portion of Resolution 04-6. He noted that the City provided support for the change and is developing a request to modify the Functional Classification system in the Port of Rochester area.

John Thomas noted that the City is developing the Port of Rochester and believes a Functional Classification amendment is appropriate.

**Terrence Rice moved to recommend approval of Proposed Council Resolutions 07-49; John Thomas seconded the motion. The motion passed unopposed.**

Richard Perrin added that the TDC also discussed a Functional Classification change for Panorama Trail to correct an oversight from the 1995 update. He noted that NYSDOT requested a technical correction for FHWA approval and action by GTC is not necessary.

- e. Approval of UPWP Project Scopes of Work

- 1. Task 1200 – Supplemental Professional Services – Database Programming

Richard Perrin discussed the proposed scope of work and the expectation that an experienced database programmer will be able to improve the various database interfaces, improve integration of various databases, and simplify existing databases to improve functionality and efficiency.

- 2. Task 5520 & 5521 – Safe Routes to School (SRTS) Program and Safe Routes to School (SRTS) Site Assessments

Richard Perrin discussed the proposed project Scope of Work for Tasks 5520 and 5521. He described the proposed approach for public participation. The Scope of Work was developed based on an expanded project description that was reviewed by the UDC as well as the City of Rochester Engineering Bureau.

David Cook asked if there is any idea of the level of interest in the program. Richard Perrin responded that if we can get people to the workshops, then we will get interest in the program.

Terry Rice asked if the school district has to be the agency to request an assessment. Richard Perrin responded no and that the program describes eligibility for the funds (school districts, individual schools, counties, cities, towns, and villages).

Terry Rice asked if these assessments will drive the funding for implementation. Richard responded that the agencies can apply for funding without these assessments. NYSDOT has developed a statewide program that will be introduced in December. He indicated that NYSDOT plans to solicit projects for all of the funding available under SAFETEA-LU within one solicitation round.

**Scott Leathersich moved to approve the Scope of Work for Task 5520 and Task 5521; James Fletcher seconded the motion. The motion passed unopposed.**

**6. New Business**

- a. Richard Perrin discussed the 2008 GTC Planning Committee Meeting Calendar noting a change from the third Thursday to the second Thursday of the months that the Planning Committee meets.

**7. Public Forum**

Kevin Yost commented that a Intermodal Connector designation at the Port of Rochester would be unnecessary without the ferry but that one could be proposed if future ferry service is initiated.

**8. Next Meeting**

January 10, 2008 at the Ebenezer Watts Conference Center.

**9. Adjournment**

The meeting adjourned at 11:50 a.m.