

**GENESEE TRANSPORTATION COUNCIL
PLANNING COMMITTEE MEETING
Rochester-Genesee Regional Transportation Authority
Rochester, New York**

October 18, 2007

PLANNING COMMITTEE MEMBERS PRESENT

James Brady, Wayne County
James Fletcher, Monroe County – At Large
Daniel Hallowell, NYSDOT – Region 4
Scott Leathersich, Monroe County – At Large
Kristen Mark Hughes, Ontario County
Paul Johnson, Monroe County Planning Board
Matthew Latko, Jr., NYSTA
William Sullivan, Rochester City Council
David Woods, Livingston County
David Zorn, Genesee/Finger Lakes Regional Planning Council

ALTERNATE REPRESENTATIVES PRESENT

Richard Beers, Jr., FHWA, representing Robert Griffith
Doug Benson, Rochester City Planning Commission, representing Chuck Thomas
David Cook, RGRTA, representing Mark Aesch
Timothy Frelier, Monroe County, representing Terrence J. Rice
John Thomas, City of Rochester, representing Paul Holahan

PLANNING COMMITTEE MEMBERS ABSENT AND UNREPRESENTED

Jeffrey Adair, Monroe County
Philip Brito, FAA
William Eick, Orleans County
Timothy Hens, Genesee 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

Josh Artuso, City of Rochester
Geoff Benway, Town of Penfield
Rick Distefano, Town of Brighton
Deborah Elliott, GTC Staff
Ryan Gallivan, RTS
William Holthoff, Stantec Consulting
Barbara Johnston, Stuart I. Brown Associates
David Keefe, Fleet Counselor Services, Inc.
Marvin Kleinberg, NYSDOT – Region 4
Tom Low, Town of Brighton
Ann Nichols, RTS
Richard Perrin, GTC Staff
Jody Pollot, GTC Staff
Kevin Rooney, Wayne County Highway Department
Rob Slaver, NYSDOT – Region 4
James Stack, GTC Staff
Robert Torzynski, GTC Staff
Tim Zimmer, City of Rochester

1. Call to Order & Introductions

David Woods, Chairman, called the meeting to order at 10:00 a.m. Members, Alternates, and others present introduced themselves.

Richard Perrin introduced Jody Pollot, the new GTC Transportation Planner – Long Range Planning and Performance Measurement.

2. Public Forum

No one from the public spoke during the Public Forum.

3. Approval of Minutes

Scott Leathersich moved for approval of the minutes from the August 16, 2007 Planning Committee meeting; Kristen Mark Hughes 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 developed for Planning Committee consideration in November.
- GTC staff is taking a prominent role in the New York State Metropolitan Planning Organization (NYSMPO) Association development of priorities for SAFETEA-LU reauthorization by utilizing its position on the Association of Metropolitan Planning Organizations (AMPO) Policy Committee to ensure needs of NYSMPO, and specifically those of Upstate MPOs, are incorporated into the national reauthorization agenda.
- As reported in August, the need for the Rural County Resource Development Initiative will be reviewed as part of the *2008-2009 Unified Planning Work Program (UPWP)*.
- Regarding LRTP Update/Implementation, Jody Pollot will be focusing the majority of her efforts on advancing GTC's capacity to develop, collect, and analyze the data necessary to assess the transportation system per the performance measures in the *LRTP: 2007-2027 Update*. GTC staff are also developing a RFO for a term agreement with a graphic designer that will include the design services for the LRTP.
- The GTC staff have been monitoring the EPA's proposed development of a new National Ambient Air Quality Standards (NAAQS) for ozone that would lower the primary standard from .085 ppm to .07-.075 ppm and create an even more stringent secondary standard. GTC would be in nonattainment for not only the

foreseeable future but well into the next twenty-five years, as would most of the nation's metropolitan areas.

- GTC staff have also been working with NYSMPOs on developing proposed improvements to the Interagency Consultation Group (ICG) process.
- Final comments on the draft reports for the ten sites for the Transportation and Industrial Access were due September 26 from county Industrial Development Agencies and City of Rochester staff. GTC staff intend to present the study for Planning Committee consideration in November.
- The development of the transit network for the Travel Demand Model Enhancement and its integration by the consultant is complete, including a morning peak period component. GTC staff will receive training in November and project presentation to the Planning Committee is expected in January 2008. Use of the enhanced model should be available in December 2007.
- The Bicycle & Pedestrian Supportive Code Language project was adopted by the GTC Board in September. Final products were provided to the City of Rochester's Bureau of Buildings and Zoning per John Thomas' request at the August Planning Committee meeting.
- GTC staff continues to work on a joint scope of work for the Safe Routes to School Program and Site Assessments based on an expanded program description for Planning Committee consideration in November. GTC staff have reviewed and commented on the NYSDOT program which is expected to be unveiled in the early part of 2008.
- A scope of work for the Intelligent Transportation Systems (ITS) Strategic Plan Update was approved at the August Planning Committee meeting. Further refinement was discussed with the Transportation Management Committee (TMC) at its September 18 meeting. GTC staff continue to further develop the scope of work for the RFP based on comments from the TMC.
- GTC staff expects to provide a draft scope of work for the Diversion Route Planning Initiative for Planning Committee consideration at the November 2007 or January 2008 meeting.
- All four Priority Trails Advancement projects are progressing. The first Steering Committee meeting for the Rochester Erie-Attica Railroad Bridge Project was held September 13 with the data collection and inventory components complete. The first Steering Committee meeting for the Penfield Irondequoit Creek Stream Corridor project will be held October 30 with the inventory and data collection component complete. Right-of-way costs have been developed for the Caledonia Lehigh Valley Railroad project. The Churchville Village Board received an update on the New York Central Westshore Branch project on September 10.
- A draft report for the On-Street Bicycle Facility Opportunities Review project is under review. The project is expected to be presented for Planning Committee consideration in November.
- Quality control of the data for the Pedestrian Facilities Inventory project is complete. An analysis based on density and the Executive Summary including methodology are being developed for Planning Committee consideration in November.
- All four Circulation, Accessibility, and Parking (CAP) projects are progressing. Alternatives have been developed for Perry and are under review by the Steering Committee which met October 3. A public meeting is scheduled for December 5.

A Steering Committee meeting for the Hilton project is scheduled for October 23. The first Steering Committee meeting for the Macedon project was held September 19 and data was provided to the consultant. A draft RFP for the Brown's Square Neighborhood project has been developed for internal review.

- A large portion of future tasks for the Congestion Management Process are related to the performance measurement tasks of LRTP Update/Implementation.
- C&S Engineers have been selected as the preferred consultant for the Travel Time Data Collection Assessment. A kickoff meeting was held October 9 between GTC, NYSDOT, and Monroe County DOT staff and the consultant to review the survey design. Data collection began October 10.
- Steering Committee comments have been incorporated into the final draft for the Strategic Plan for Public Transportation in Yates County. A presentation was made to the Yates County Legislature on October 9 and the project will be presented for Planning Committee consideration later in the agenda.
- GTC staff are requesting that \$304,000 in Statewide Planning and Research funds be added to the Regional Goods Movement Strategy via an amendment to the UPWP which will be presented to the Planning committee for consideration later in the agenda.

G/FLRPC

David Zorn reported:

- G/FLRPC staff is continuing to receive and process the forms for the Local Update of Census Addresses - Phase 1 project. Staff has provided the Census Bureau with materials for five of the nine counties in the region.
- The 2006 Regional Land Use Monitoring project has been completed and was approved at the September GTC Board meeting.
- The LRTP Non-Air Environmental Scan project was approved at the June GTC Board meeting.
- Presentations have been made to the villages for the Preparing Village Main Street for Planning project. A draft of the guidebook will be provided to the Technical Committee for review.

Dan Hallowell requested that copies of the village plans be provided to NYSDOT-Region 4.

- G/FLRPC staff has completed a draft of the corridor description narratives and alternatives for the Optimizing Transportation Infrastructure through Effective Land Use project. Staff will continue to meet with the municipalities.

Dave added that, as requested, the Bicycle and Pedestrian Supportive Code Language project will be presented as part of session at the November 16 G/FLRPC Local Government Workshop.

Monroe County

Paul Johnson reported:

- Data collection is continuing for the 2007 Monroe County Land Use Monitoring report. A report will be generated in January.
- The Monroe County Parking Study report is with the graphic designer and should be available for a final review Friday, October 19.

Scott Leathersich reported:

- The final default link ADT's, enhanced accident rate databases, and routines to calculate node accident rates from the link ADT's have been developed and delivered, reviewed, and accepted for the Accident Rate Database project. The consultant will be installing the GIS display software and providing training. This project is nearing completion.
- The Monroe County Overhead Traffic Sign Visibility Upgrade study is progressing and is approximately 47 percent complete.
- No progress to report on the Traffic Sign Retroreflectivity Study. The project is on hold pending new guidelines from FHWA. Testing is being done in selected locations.
- The Safe Passing Zone Survey is complete.
- Two more Priority Incident Location studies have been completed as part of the Monroe County High Accident Location Program.

Ontario County

Kristen Mark Hughes reported:

- The State Route 96 / State Route 318 Rural Corridor Study kickoff meeting was held in September. Focus groups for Phelps and Clifton Springs are being formed.

City of Rochester

John Thomas reported:

- The draft final report for the Port of Rochester Transportation Evaluation and Support Study is still being reviewed internally.
- The draft final report for the City of Rochester Vehicle Fleet Alternative Fuels Systems Study will be presented later in the meeting.

Doug Benson 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 prior to being presented for Planning Committee consideration in November.
- The inventory of parking spaces has been completed and the survey for the

Center City Parking Development and Management project has been posted on the City's website. Final results will be reviewed for presentation at a future Planning Committee meeting.

- A scope of work for the Susan B. Anthony Neighborhood Parking and Circulation Study will be presented later in the meeting.

John Thomas noted that the City needs to evaluate the impact of the arrival of PAETEC to downtown Rochester for the Center City Parking and Development Management project.

RGRTA

David Cook reported:

- The Market Research for Regional Transit Service project is complete and will be presented later in the meeting.
- The Steering Committee for the Coordinated Public Transit-Human Services Transportation Plan is reviewing a draft copy of the plan.
- No progress reported for the RGRTA Suburban Transportation Service Study.
- No progress reported for the RTS/Lift Line Operational Analysis & Facility Utilization Study.
- The final report for the Facility Asset Management Plan for RTS & Lift Line is under internal review.
- An on-site visit and interview has been conducted by the consultant for the RTS Operational Process Study. A draft report is being prepared.
- A presentation of the RGRTA Route Analysis project will be provided later in the meeting.

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 nearly complete.
- The final draft report for the Palmyra Route 21 Truck Traffic Study has been provided to the project Steering Committee.

Wyoming County

Richard Perrin reported:

- No progress to report on the Transportation Elements of Scenic/Historic

Resources in Wyoming County project.

Other Agencies

Richard Perrin reported:

- Two responses were received for the Regional Traffic Count Collection project RFQ. The responses were forwarded to the involved counties for them to select a preferred consultant. Contracts for Genesee, Livingston, and Wayne Counties are being developed by GTC staff.
- The final report for the New York Route 96 Traffic Signal Coordination Study is complete and presentation to the Planning Committee by the Town of Victor (as the lead agency) will be arranged.
- There will be a presentation on the Meridian Centre Boulevard Extension Study later in the meeting.
- A Steering Committee meeting was held October 16 for the Route 250 Corridor Study. Proposed alternatives were reviewed. When development scenarios are finalized, GTC staff will conduct travel demand modeling.
- The scope of work for the Macedon NYS Route 31 Corridor Study was approved at the August Planning Committee meeting.
- The most recent Steering Committee meeting for the Williamson Route 104 & Route 21 Gateway Concepts project was held October 11. A public meeting was held September 27.
- A scope of work for the Town of Penfield Bicycle Facilities Plan will be presented to the Planning Committee later in the meeting.

Scott Leathersich reported:

- Monroe County continues to conduct supplemental traffic volume counts in-house on county roads, city arterials, and at intersections that are considered "regional" roads under their portion of the Regional Traffic County Collection project.

b. Any Other Old Business or Announcements

Richard Perrin informed the committee that Todd Gadd has started as the new highway superintendent in Wyoming County.

Richard Perrin informed the Committee that the *2008-2009 UPWP* Call for Projects Information Package and associated application were issued September 21. A workshop was held October 10 and thirteen participants attended. Applications are due Friday, October 26 at 4:00 p.m. Four UPWP Development Committee meetings have been scheduled. Richard noted that there appears to be significant interest in the program this year.

Richard noted that per the direction of the GTC Board at its September 13 meeting, GTC staff met with NYSDOT staff to discuss a Bridge Review Committee. He added that there is a need to look at flagged bridges that are not programmed for repairs.

Price quotes to produce the final *2007-2012 Transportation Improvement Program* document are due from printers this afternoon. The final document will be sent to GTC Board and Planning Committee members when completed.

Richard informed the Committee that the GTC website redevelopment is nearly complete and November 15 is the targeted roll out date. The website has been redesigned, reorganized, and additional information has been added.

David Woods asked if the intent was to post Calls for Projects on the website.

Richard Perrin responded yes; they will be included under a "funding opportunities" icon/link. GTC staff will include other relevant funding opportunities as they become available.

5. Action Items

- a. Recommendation to the GTC Board concerning adopting the Genesee Transportation Council *Public Participation Plan* / Proposed Council Resolution 07-33

Richard Perrin reviewed the process to date for updating the Public Participation Plan. No public comments were received during the 45-day public review. GTC did receive a comment from Richard Beers of FHWA on Tuesday September 16. Richard Perrin distributed a proposed change in response to the FHWA comment and asked that it be incorporated into the Public Participation Plan for Planning Committee consideration.

Kristen Mark Hughes moved to recommend approval of Proposed Council Resolution 07-33 including the proposed change; William Sullivan seconded the motion. The motion passed unopposed.

- b. Recommendation to the GTC Board concerning amending the *FY 2007-2008 UPWP* to reflect the addition of FHWA Statewide Planning and Research (SPR) funds / Proposed Council Resolution 07-34

Richard Perrin explained the proposed UPWP amendment. He provided background on the application for and award of SPR funds. Richard also described what SPR funds are. He added that he expects GTC staff to present an expanded Scope of Work at the November Planning Committee meeting.

Dan Hallowell moved to recommend approval of Proposed Council Resolution 07-34; Kristen Mark Hughes seconded the motion. The motion passed unopposed.

- c. Recommendations to the GTC Board concerning accepting project reports and an executive summary as evidence of completion of various UPWP Tasks

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

1. Accepting the report, *Meridian Centre Boulevard Extension Study*, as evidence of completion of UPWP Task 6631 / Proposed Council Resolution 07-35

Tom Low from the Town of Brighton introduced Bill Holthoff from Stantec Consulting. Bill presented background, findings, and recommendations on the Meridian Centre Boulevard Extension Study.

Tom Low noted that the results of the study would be used immediately. The recommendations approved by the Brighton Town Board will be incorporated into the town's comprehensive plan update.

2. Accepting the report, *Rochester Vehicle Fleet Alternative Fuels System Study*, as evidence of completion of UPWP Task 8551 / Proposed Council Resolution 07-36

John Thomas discussed the impetus for the Rochester Vehicle Fleet Alternative Fuels System Study. He also gave background on Project Advisory Committee (PAC) involvement.

David Keefe from Fleet Counselor Services, Inc. presented the study approach, findings, and recommendations.

3. Accepting the report, *Market Research for Regional Transit Service*, as evidence of completion of UPWP Task 4730 / Proposed Council Resolution 07-37

David Cook introduced Ann Nichols from Regional Transit Service (RTS). Ann discussed the intent of the study along with the findings and recommendations.

4. Accepting the executive summary, *Route Analysis*, as evidence of completion of UPWP Task 8535 / Proposed Council Resolution 07-38

David Cook introduced Ryan Gallivan from RTS. Ryan discussed the Route Analysis process including technology and methods for data collection. Ryan highlighted some of the findings and changes that were made as a result of the analysis. Ryan noted that the analysis provided the information needed to redeploy under utilized resources to new markets.

5. Accepting the report, *Strategic Plan for Public Transportation in Yates County*, as evidence of completion of UPWP Task 8290 / Proposed Council Resolution 07-39

Barbara Johnston from Stuart I. Brown Associates gave a presentation on the study process, findings, and recommendations.

Kris Hughes asked if there was an option to expand an existing service rather than establish a new service. Barbara Johnston responded that based on conversations with NYSDOT, if a new service is required an RFP needs to be issued. Minor expansions can occur.

David Woods asked if there was a recommendation for a preferred service provider. Barbara Johnston responded that there was not at the request of Yates County.

John Thomas moved to recommend approval of Proposed Council Resolutions 07-35 through 07-39; William Sullivan seconded the motion. The motion passed unopposed.

d. Consideration of UPWP Project Scopes of Work

1. Task 6801 – Susan B. Anthony Neighborhood Parking and Circulation Study

Doug Benson discussed the proposed scope of work. He gave background on the impetus for the study and discussed the desired outcomes. He also discussed stakeholder and public involvement. Doug indicated that the City wants to change the budget to cover staff expenses rather than procure consultant services.

Scott Leathersich requested Monroe County involvement in the study Steering Committee.

Kris Hughes commented that, similar to other areas, the Fredrick Douglas Museum could help stabilize the surrounding neighborhood, Doug concurred.

David Zorn asked if there was a plan to look at wayfinding. Doug responded that he expected that this would be reviewed as part of the study.

John Thomas added that the City received a grant to establish a heritage trail through downtown and that it could be expanded to include a wayfinding project for the Susan B. Anthony neighborhood.

William Sullivan asked about adaptive reuse of a large warehouse within the study area. Doug noted that the previously developed neighborhood plan addressed it.

Dan Hallowell asked about the impacts of the City shifting funds from the consultant to staff services. Doug responded that when the proposal was made the budget department had not yet approved the positions. The positions have since been approved and the proposed staff previously worked on the neighborhood study.

Richard Perrin noted that the UPWP Development Committee (UDC) needs to review the use of PL funds for transportation studies by member agency staff. The UDC needs to be aware of how projects are funded and should discuss this issue in the future. He noted that he is not suggesting that a consultant could do a better job, only that the Planning Committee needs to ensure that the project is completed in the same quality and fashion as it was originally proposed and included in the UPWP.

Kris Hughes asked if there has been any kind of analysis as to the benefit of savings by using staff or if there was some unique circumstance that gives staff an advantage. Doug noted the proposed staff were key authors of the previously developed plan.

Richard Perrin informed the committee of the need for a Planning Committee resolution to change funds from the Contractual category to the Salary, Fringe, and Overhead categories.

Richard stated that the GTC operating model is based on utilizing GTC and member agency staff to undertake programmatic activities (i.e., those that are on-going and for which in-house capabilities and capacity are or can be established) and retaining consultant services for planning activities (i.e., those that are conducted over a finite length of time and for which consultants have the requisite specialized skills). Richard noted that UPWP funds should not be considered a stable source for member agency staff budgets. In addition, if using staff resources to conduct planning studies is being considered, GTC (as the MPO) could consider expanding its staff of transportation planners to meet this need throughout the region.

David Woods asked if other agency staff have been funded through the UPWP. Richard responded yes, as proposed in the original UPWP proposals for on-going, programmatic activities such as the land use monitoring reports, transit route analysis, and other data collection and analysis activities.

John Thomas noted that the City has had several projects funded through the UPWP but the difference here is switching the use of funds. Richard asked John when the last time City staff were funded to undertake a planning activity. John responded that it had been several years. Doug noted that his position was originally funded with UPWP funds over 20 years ago.

Kris Hughes commented on the potential for greater interaction between G/FLRPC and GTC staff to potentially undertake project planning activities.

Richard Perrin noted that the scope of work is a separate issue from the budget change.

David Woods stated that the committee could approve the scope of work at this time with a separate action for the budget amendment at the November meeting.

Kris Hughes moved to approve the Scope of Work for Task 6801 with the understanding that the budget change requires a Planning Committee resolution in November. William Sullivan seconded the motion. The motion passed unopposed.

2. Task 8750 – Town of Penfield Bicycle Facilities Plan

Geoff Benway discussed the proposed scope of work.

Scott Leathersich asked how this interacts with the Pedestrian Facilities Inventory (PFI). Robert Torzynski noted that PFI and the data that was collected for the bicycle map will support the project. Geoff noted that the study will build on GTC efforts.

Scott Leathersich moved to approve the Scope of Work for Task 8750; Kristen Mark Hughes seconded the motion. The motion passed unopposed.

6. New Business

Kris Hughes invited everyone to the opening of the joint Ontario County Highway/ CATS Bus Maintenance facility.

John Thomas noted that the City can make its *Rochester Vehicle Fleet Alternative Fuels Systems Study* available to others as a primer on the topic.

7. Public Forum

No one from the public spoke during the Public Forum.

8. Next Meeting

November 15, 2007 at NYSDOT – Region 4 offices

9. Adjournment

The meeting adjourned at 11:40 a.m.