

# **Penn Yan Circulation, Accessibility and Parking (CAP) Study**

## **Scope of Work**

### **A. Objective**

To conduct a Circulation, Accessibility, and Parking (CAP) study to identify physical, operational, and regulatory changes needed to improve the circulation, accessibility, and parking for all modes.

### **B. Background**

The Village of Penn Yan is centrally located within Yates County at the northwestern tip of Keuka Lake and serves as the county seat. There are approximately 5,200 residents in the Village at a density of 2,200 people per square mile. The Village is the primary destination center within the County for many non-motorist residents and visitors. This includes the local senior population, low income residents, and Mennonite community. Approximately 1 in 5 residents is 65 years of age or older, and nearly 20% of all residents live in poverty.

In 2016 Penn Yan completed an update to its Comprehensive Plan that highlighted a number of longstanding issues related to the following:

- Gaps and inadequacies in the Village's existing transportation network for pedestrians and bicyclists;
- Need for on-street accommodations of the surrounding Mennonite population who rely on bicycles and horse/buggies for transportation;
- Too little or improperly located parking in the downtown business district;
- Challenges to achieve the Village's desired design/character for gateways and New York State routes.

In recent years, the Village has completed a number of plans and studies aimed at addressing these concerns. These projects include the Comprehensive Plan update (2016), the Penn Yan Community Vision Plan (Vision 2020 Plan) (2014), the Penn Yan Parks and Recreation Master Plan (2010), the Penn Yan Waterfront Revitalization Program (2007), and the Village Center Facade Revitalization Program (1994). The Village also has a Planning and Development Committee that regularly meets to further specific community programs and projects aimed at addressing local issues, such as playground and park enhancements, downtown revitalization programs, and street tree plantings.

This CAP study will provide the Village with an opportunity to identify solutions for issues that continue to constrict development and livability opportunities. It will also provide an opportunity for the Village to advance the recommendations of the previously completed conceptual vision documents for implementation. The completion of recent planning projects and level of collaboration between those involved in the Village's community planning efforts make this an ideal time to undertake a CAP study. Residents and stakeholders are engaged in the betterment of Village quality of life as a result of the 2016 Comprehensive Plan update and Vision 2020 Plan, so a timely advancement of the vision and goals identified by those previous planning efforts would be optimal.

### C. Tasks

This study will be advanced through the following tasks:

1. Establish the necessary administrative and financial procedures, accounts and reporting mechanisms for proper management of project funds consistent with GTC requirements.
2. Organize a CAP Study Steering Committee of Village residents, staff, elected officials, and relevant agency representatives (e.g., Genesee Transportation Council, Yates County, Finger Lakes Economic Development Center, and the New York State Department of Transportation).
3. Prepare and issue a project Request for Proposals (RFP) with guidance from GTC staff and select a qualified consultant to conduct the project.
4. Undertake the CAP study development process to complete the following activities:
  - a. Identify and inventory all existing and planned subarea conditions;
  - b. Assess specific physical, operational, design, policy, and regulatory needs and opportunities by project subarea;
  - c. Develop draft recommendations for improving multi-modal circulation, accessibility, and parking in each subarea;
  - d. Develop draft recommendations for improving site design, waterfront connectivity, and economic opportunities in each subarea;
  - e. Identify estimated costs, funding sources, priorities, and responsible parties needed to implement the recommendations.
5. Conduct at least two public meetings:
  - a. The first public meeting will be held early in the CAP development process to offer the community an opportunity to provide input on project purpose and goals;
  - b. The second public meeting will be held later in the process to offer the community an opportunity to provide input on the draft recommendations;
  - c. Additional public meetings and associated outreach activities may be held at the Steering Committee's discretion in accordance with project tasks laid out in the RFP.
6. Using the results of Tasks 4 and 5, the consultant will develop a Draft *Village of Penn Yan Circulation, Accessibility, and Parking (CAP) Study* with guidance and oversight by the Steering Committee.
7. The consultant will revise and update the Draft Report based on Steering Committee and public input to produce the Final *Village of Penn Yan Circulation, Accessibility, and Parking (CAP) Study*.
8. The Final Report will be presented to the Village Board for adoption.
9. The Final Report to the GTC Planning Committee for project closeout.

### D. Products

1. Draft *Village of Penn Yan Circulation, Accessibility, and Parking (CAP) Study*.
2. Final *Village of Penn Yan Circulation, Accessibility, and Parking (CAP) Study* with associated Executive Summary and appendices.
3. Associated maps, plans, diagrams, and supporting data required to convey the report's recommendations in a readily-understood format.
4. Meeting materials, including presentations, handouts, and other supporting materials for public meetings.

**E. Public Participation Plan**

Substantial public outreach efforts will be made as part of the CAP study process. Public outreach efforts will begin with the formation of the project Steering Committee. This committee will consist of the representatives listed above under Part C, Task 2. At least two community informational meetings will be held; the format of these meetings will be tailored to the community’s needs but may include public workshops and an open house. Additional public meetings and associated outreach activities may be held at the Steering Committee’s discretion in accordance with project tasks laid out in the RFP. Both traditional and digital methods of communication will be used to provide the public with notice of any and all opportunities to provide input.

**F. Schedule**

- |   |                            |
|---|----------------------------|
| 1. Scope of work approved                             | May 2018                   |
| 2. Consultant selection                               | August 2018                |
| 3. Project initiation meeting                         | September 2018             |
| 4. Inventory of existing conditions/baseline analysis | October-November 2018      |
| 5. Needs assessment completed                         | December 2018-January 2019 |
| 6. First public meeting                               | February 2019              |
| 7. Draft recommendations developed                    | March-April 2019           |
| 8. Second public meeting                              | May 2019                   |
| 9. Recommendations selected                           | May-June 2019              |
| 10. Implementation strategy completed                 | May-June 2019              |
| 11. Draft report completed                            | June-July 2019             |
| 12. Final report completed                            | August-September 2019      |
| 13. Financial closeout                                | December 2019              |

**G. Project Budget**

| Sources of Funds      |                 | Uses of Funds       |                 |
|-----------------------|-----------------|---------------------|-----------------|
|                       | FY 2018-19      |                     | FY 2018-19      |
| <u>Federal Funds</u>  |                 | <u>GTC</u>          |                 |
| FHWA                  | \$72,000        | Staff               | \$0             |
| FTA                   | 0               | Contractual         | 0               |
| Subtotal              | \$72,000        | Subtotal            | \$0             |
| <u>Matching Funds</u> |                 | <u>Other Agency</u> |                 |
| State (In-kind)       | \$0             | Staff               | \$0             |
| Local (In-kind)       | 4,000           | Contractual         | 80,000          |
| Local (Cash)          | 8,000           | In-kind Exp.        | 4,000           |
| Subtotal              | \$12,000        | Subtotal            | \$84,000        |
| <u>Total</u>          | <u>\$84,000</u> | <u>Total</u>        | <u>\$84,000</u> |