

VILLAGE OF WATERLOO UPWP CAP STUDY

Scope of Work

A. Objective

The Village of Waterloo Circulation, Accessibility, and Parking (CAP) Study will focus on improving multi-modal safety and accessibility for anyone crossing or navigating Main Street (NYS Route 20) and Virginia/Washington/Fayette Streets (NYS Route 96). It will also look at identifying safe, multi-modal routes between Village anchors such as Oak Island, the downtown business core, municipal parking areas, parks, its school campuses, and the Cayuga-Seneca Canal Trail.

The study will inventory current problems and opportunities within the Village and include an assessment of safety, access, rights of way, intersections, ADA issues, Comprehensive Plan goals, and Complete Street elements. The study will develop alternatives for consideration, as well as specific recommendations for future implementation.

B. Background

The Village of Waterloo is a small rural village located in Seneca County at the intersection of NYS Route 20 and NYS Route 96. Vital to vehicular circulation and business success in the Finger Lakes region, Routes 20 and 96 become historic downtown and neighborhood streets within the Village.

The Village has a population of 4,914 based on 2018 Census estimates (down from 5,171 in 2010 by about 5%). In the Village, 13.7% of residents live in poverty, with 22% of those residents being children under the age of 18. The population of aging-in-place 65+ residents has also steadily increased to 17.8% of overall population. The growing senior population and children living in poverty conditions were identified as two specific groups best served by accessibility improvements.

West of Route 96, NYS Route 20 has an average daily traffic count of 9,830, and 13,208 east of Route 96 – with high pedestrian wait times at the corners and no mid-block crossing opportunities within the downtown. NYS Route 20 is frequented by heavy freight and equipment, as well as most residents during their daily vehicular commute. Recreation areas such as Oak Island, the Community Center, and Seneca-Cayuga Canal Trail all require navigating and crossing Route 20 for most residents.

Routes 20 and 96, due to their high traffic volumes and general form, present barriers for multi-modal traveling within the Village. The following issues will be considered with the CAP study:

- Lack of mid-block crosswalks within the downtown core
- Parking lots are informal or inaccessible from downtown with unsafe placement of driveways
- Many routes to school and other areas of interest have significantly deteriorated- or non-existent sidewalks
- Lack of continuity of accessible sidewalk routes along recreation areas downtown (Vern's way, towpath, Oak Island, Rear parking, Downtown)
- Limited linkage from the Village to the Seneca Cayuga Canal Trail (wayfinding, road marking, etc.)
- Some intersections are unsafe for pedestrians
- General inaccessibility of Village to those without a vehicle

The Village is committed to implementing its recently adopted Comprehensive Plan recommendations and complete streets ordinance to increase connectivity between and among waterfront facilities, amenities, downtown, residential neighborhoods, as well as promoting good health and reducing reliance on vehicles.

C. Tasks

1. Form a steering committee of stakeholders (NYSDOT, GTC, Seneca County, Village officials) and targeted user groups from within the community.
2. Collect and make available all relevant studies, surveys, master plans, and comprehensive plans to consultant for assessment.
3. Develop a public input survey to be done prior to Public Meeting #1
4. Public Meeting #1: consultant engages steering committee and public participants to discuss goals and objectives for multi-modal access throughout the Village
5. Survey ends and data is recorded for use within report/recommendations
6. Update Public: provide meeting minutes and survey results to the public with an update on project progress.
7. Consultant and steering committee will meet bi-monthly to be updated on progress to ensure project moves in timely manner
8. Public Meeting #2: consultant engages steering committee and the public to present draft recommendations and prioritize projects based on feasibility and impact. Public will have the opportunity to impact results. Revisions to final deliverables made, as necessary.
9. Publish Final Report and recommendations on Village website and communicate completion of the study to the public.

D. Products

- Final Report inclusive of an Executive Summary, existing conditions, alternatives analysis, recommendations, and an implementation strategy.
- High Priority Project Profiles for projects that will have the greatest impact on improving the active transportation network. Profiles would include a project description, anticipated cost, funding sources, permits needed, alignment with plans, public support,

partners, benefits and a timeline. Specifically developed for use in applying for TAP funding.

E. Public Participation Plan

The public engagement portions of the plan can be summarized into three main components: Pre engagement documentation, Meeting 1, and Meeting 2.

PRE-ENGAGEMENT DOCUMENTATION

- The Village has been undergoing revitalization services for several years and has a backlog of data gathered on the topic by volunteers and stakeholders that can be reviewed by the consultant to help provide context to the project. These documents have all been produced by an existing stakeholder committee.
 - Development of online survey pre meeting 1 to gauge public opinion

MEETING 1

- First formal introduction of steering committee and consultant to public participants
- Summary of existing findings/studies done previously and their conclusions
- Round-table discussion of ongoing issues/problems with multi-modal access
- Identification of challenges, opportunities, and priorities for consultant to begin developing study and recommendations for.
 - Analysis of survey results

MEETING 2

- Consultant presents draft report and recommendations to public for review
- Public input and revisions as necessary

F. Schedule

1. Scope of work approved	May 2020
2. Consultant selection	July 2020
3. Project initiation meeting	August 2020
4. Inventory of existing conditions/baseline analysis	September 2020
5. Needs assessment completed	October 2020
6. First public meeting	November 2020
7. Alternatives developed	December 2020
8. Second public meeting	January 2021
9. Preferred alternatives selected	February 2021
10. Implementation strategy completed	March 2021
11. Draft report completed	April 2021
12. Final report completed	May 2021
13. Financial closeout	June 2021

G. Project Budget

Sources of Funds

Uses of Funds

<u>FY 2020-21</u>		<u>FY 2020-21</u>	
<u>Federal Funds</u>		<u>GTC</u>	
FHWA	\$52,500	Staff	\$0
FTA	<u>0</u>	Contractual	<u>0</u>
Subtotal	\$52,500	Subtotal	\$0
<u>Matching Funds</u>		<u>Other Agency</u>	
State (In-kind)	\$0	Staff	\$0
Local (In-kind)	2,500	Contractual	60,000
Local (Cash)	<u>7,500</u>	In-kind Exp.	<u>2,500</u>
Subtotal	\$10,000	Subtotal	\$62,500
<u>Total</u>	<u>\$62,500</u>	<u>Total</u>	<u>\$62,500</u>