Capital District Transportation Committee
Bicycle and Pedestrian Task Force
October 8, 2013 Meeting Notes

Attendance: Teresa LaSalle (CDTC), Carrie Ward (CDTC), Jen Ceponis (CDTC), Kate Lawrence (C/O Albany), Don Odell (retired Albany County), Nelson Ronvalle (T/O Halfmoon), Emmett McDevitt (FHWA), Jen Hogan (GTSC), Martin Daley (PTNY), Ed Tremblay (City of Cohoes), Ivan Vamos (NYBC), Mary Harding (NYSDOT Main Office) Alex (CDTC intern), Linda von der Heide (Rensselaer County), Mike Lyons (T/O Colonie), Lindsay Zefting (Alta Planning & Design), Jeff Olson (Alta Planning & Design), Meghan Webster (T/O East Greenbush)

1.0 New Business

1.1 Presentation: Jeff Olson and Lindsay Zefting presented the evening’s public meeting presentation for the Watervliet Bicycle Master Plan project. This included draft proposals for what is currently the on-road portion of the Mohawk-Hudson Bike/Hike Trail. Options were sharrows, bike lane, cycle track, a shared-use path on the City side of I-787, and a shared-use path on the river side of I-787. The online survey is still up at www.watervlietbikes.weebly.com. Don commented that there were signs in Watervliet marking the Mohawk-Hudson trail, but Teresa noted that these are mixed with signs for the NYSDOT bike route and the Erie Canalway, with a number of signs missing in whole or part.

1.2 Follow up from Previous Meeting:

1.2.1 Task Force Statement on Preferred Bicycle Signage/Lane Markings: Last meeting’s discussion included the problematic nature of the wide lane standard to accommodate bicycles. Kate Lawrence offered to take a first stab of a bike/ped task force recommendation on this standard to share with the group at next month’s meeting. The group discussed rolling this in the New Visions update.

1.2.2 NYSDOT Complete Streets Advisory meeting: NYSDOT Complete Streets Advisory Meeting: Nelson provided an overview. NYSDOT says a) that complete streets is how they are viewing the world now - complete streets are always incorporated, and b) complete streets are not evaluated in preservation first projects. To make complete streets policies work, we need to focus on systems and corridors, have a lot of planning, a lot of community support, and matching funding. Nelson said there was good representation at the meeting.

Ivan offered that the wide outside lane standard to accommodate bicycles is problematic, and was designed to induce trucks to move to the right to allow remaining automobile traffic to move faster in left lanes. Jen offered that the checklist is to be completed early in the planning and
scoping phase for all but preservation projects, and that there may be a possibility of the NYS Department of State providing training for both DOT staffs and local staffs.

The Task Force was asked to send comments on the checklist to Jen (jceponis@cdtcmono.org) before the next meeting. She will compile the comments to present a draft Bike/Ped Task Force comment letter for review and approval at the November meeting.

1.4 Bike Ped Set-Aside Solicitation: CDTC will be soliciting projects for the bike ped setaside of $1.67M, with a goal of early January. This will be a spot improvement program.

1.5 NYSDOT Programs Update

1.5.1 Safe Routes to School: projects are moving forward

1.5.2 Transportation Enhancement Program: the regional selection committee will meet soon to agree on a priority list

1.5.3 Transportation Alternatives Program: the NYSDOT Main Office is working on the solicitation with an expected announcement in January

1.6 Capital Coexist

1.6.1 Outreach: Capital Coexist had a table at the Albany County Traffic Safety Show at Crossgates Mall last month. The website, Facebook and Twitter continue to be updated with announcements, information and photos of bike/ped related activities.

1.6.2 Walk to School Day: Elementary schools Zoller in Schenectady, all in Bethlehem, Sand Creek in Colonie, and New Scotland in Albany have requested Capital Coexist, See/Be Seen, coloring books and/or comic books from CDTC for the walk to school day activities on Wednesday, October 9th.

1.6.3 Central Ave Pedestrian Safety Project: NYSDOT has hired an engineering firm for a long-range study of engineering measures that can be taken on the corridor. NYSDOH reached out to Lamar who is planning to put See/Be Seen billboards on the corridor.

Albany is doing their own engineering/enforcement/education effort for pedestrian and bicycle-related traffic safety, mostly as an idea-generating process. Emmett advised that state and federal funding is eligible related implementation efforts in Schenectady and Albany.

1.6.4 Bike Skills Training: CDTC is in discussions with NYBC to offer subsidized Bicycle Skills 101 training via League of American Bicyclist certified instructors. This would take place in the spring of 2014 with one training in the major city in each of CDTC’s counties.
1.7 Linkage Updates (see attached Linkage Status Table)

1.7.1 City of Albany Bike Share/Wayfinding Linkage - Complete

1.7.2 City of Watervliet Bicycle Master Plan

1.7.3 East Greenbush Site Design Standards

1.7.4 Schodack Town Center Plan & Zoning Recommendations

1.7.5 Saratoga Springs Bicycle, Pedestrian and Public Transit Master Plan.

1.7.6 2014-15 Linkage Solicitation: The [solicitation](http://www.cdtcmap.org/linkage/solicit14-15.pdf) is out on CDTC’s website. This year, a new category, Tier 1, has been added, for projects on a local or state paving scheduling within the next 3 years. Tier 2 will be implementation projects from prior Linkage or other planning work, and Tier 3 will be new planning/transportation studies in communities that have never had a Linkage Program study.

1.8 Local Program Updates:

Kate Lawrence: The City of Albany is conducting bike counts this week. The numbers have been moderately increasing.

Martin Daley: Parks & Trails NY is soliciting [Capacity Building Grants](http://www.capacitybuildinggrants.org) through November 12.

The Livingston Avenue Railroad Bridge Coalition is planning a public meeting on Monday November 18th at 7pm at the Albany Public Library’s main branch at 161 Washington Avenue.

Ed Tremblay: Green Island is proposing a bike trail

On October 17th at 3pm there will be a Black Bridge ribbon cutting on the Green Island side of the bridge. Ed is working with the Canal Corporation to make the bridge a connecting route through Peebles Island to the Champlain Trail.

Ivan Vamos: Thursday October 10th the [Troy Planning Commission](http://www.troypg.org) is considering development on the riverfront. Members of Transport Troy are putting together comments to support public access to, and trail along, the riverfront.

Mary Harding: The next Walk/Bike NY’s annual symposium will be next May in Rockland County.

Mike Lyons: The Town of Colonie’s Safe Routes to School ribbon cutting on Sand Creek was Friday, October 4th.
Jeff Olson: In August FHWA released a memo supporting use of the North American City Transportation Officials’ Urban Bikeway Design Guide and other flexible design guides for pedestrian and bicycle facilities.

Emmett McDevitt: suggested there may be an opportunity to join regional NYSDOT safety engineers when they go out to look at paving projects (1R and 2R). This is Mike Doody in Region 1.

2.0 Upcoming Events

Meetings open to the public: Next CDTC Bike/Ped Task Force meeting: November 12, 2013 9AM
### Exhibit 18-1  Complete Streets Planning Checklist (Page 1 of 2)

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<tr>
<th>PIN</th>
<th>Project Location:</th>
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**Description:**

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<tr>
<th>Segment:</th>
<th>Context:</th>
<th>☐ Urban/Village, ☐ Suburban, or ☐ Rural</th>
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**Considerations for Complete Streets** (Prepared in accordance with HDM 18.5.1. See Notes on p. 2)

<table>
<thead>
<tr>
<th>Planned Improvements</th>
<th>Comment/Action</th>
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<tbody>
<tr>
<td>1. Does the community’s comprehensive plan or the MPO Long Range and/or Bike/Ped plan call for development of pedestrian or bicycle facilities or transit facilities in or linking to the project area?</td>
<td>YES ☐ NO ☐ NA ☐</td>
</tr>
<tr>
<td>2. Is there a planned sidewalk, multi-use path, trail, pedestrian-crossing facility or transit stop in the project area?</td>
<td>YES ☐ NO ☐ NA ☐</td>
</tr>
<tr>
<td>3. Are there private development plans that include provisions for pedestrian or bicycle facilities or transit facilities? If so, where?</td>
<td>YES ☐ NO ☐ NA ☐</td>
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**Adequacy of Existing Infrastructure**

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<tr>
<th>Adequacy of Existing Infrastructure</th>
<th>Comment/Action</th>
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</thead>
<tbody>
<tr>
<td>4. Is bicycle/pedestrian and/or transit signage inadequate or non-compliant?</td>
<td>YES ☐ NO ☐ NA ☐</td>
</tr>
<tr>
<td>5. Is there a higher than statewide average incidence of motor vehicle and bicycle or pedestrian related crashes for similar facilities?</td>
<td>YES ☐ NO ☐ NA ☐</td>
</tr>
<tr>
<td>6. Are there existing curb ramps, pedestrian signals, or sidewalks that don’t meet ADA standards per HDM 18?</td>
<td>YES ☐ NO ☐ NA ☐</td>
</tr>
<tr>
<td>7. Is the roadway on an existing or planned State, regional or local bicycle route with paved shoulders less than 4’ (1.2 m)?</td>
<td>YES ☐ NO ☐ NA ☐</td>
</tr>
<tr>
<td>8. If the posted speed limit is 45 mph (70 km/h) or more, is the paved shoulder width less than 4’ (1.2 m)?</td>
<td>YES ☐ NO ☐ NA ☐</td>
</tr>
<tr>
<td>9. If the posted speed limit is 45 mph (70 km/h) or more within the Adirondack Park or other State Park, is the paved shoulder width less than 6’ (1.8 m)?</td>
<td>YES ☐ NO ☐ NA ☐</td>
</tr>
<tr>
<td>10. Are there opportunities for access management/control to reduce conflicts between vehicles and bike, pedestrian and transit users?</td>
<td>YES ☐ NO ☐ NA ☐</td>
</tr>
<tr>
<td>11. Are medians or pedestrian refuge islands needed?</td>
<td>YES ☐ NO ☐ NA ☐</td>
</tr>
<tr>
<td>12. Are there opportunities for traffic calming such as curb bulb-outs, raised crosswalks, etc.?</td>
<td>YES ☐ NO ☐ NA ☐</td>
</tr>
<tr>
<td>13. Are mid block crossings needed?</td>
<td>YES ☐ NO ☐ NA ☐</td>
</tr>
<tr>
<td>14. Are street appurtenances needed (e.g. – bike racks or benches)?</td>
<td>YES ☐ NO ☐ NA ☐</td>
</tr>
<tr>
<td>15. Are existing bike/ped connections between bus stops, transit stations, depots/terminals and existing or planned generators inadequate? (consider locations within 0.5 mi (800 m) of the project area)</td>
<td>YES ☐ NO ☐ NA ☐</td>
</tr>
<tr>
<td>16. If along a current transit route, are transit facilities (bus stops, shelters, pullouts, Bus Rapid Transit) inadequate or in inappropriate locations? (e.g. – not near crosswalks) Consult with transit operator.</td>
<td>YES ☐ NO ☐ NA ☐</td>
</tr>
<tr>
<td>17. If there are parallel routes (e.g., multi-use path), are they inadequate for anticipated bicycle or pedestrian traffic?</td>
<td>YES ☐ NO ☐ NA ☐</td>
</tr>
<tr>
<td>18. Are provisions for vehicle parking inadequate (e.g.: is there an insufficient number of stalls) and/or do they conflict with cycling activity (e.g.: insufficient lane width)?</td>
<td>YES ☐ NO ☐ NA ☐</td>
</tr>
<tr>
<td>19. Are local deliveries not adequately accommodated within the project area or conflict with bicycle, pedestrian, transit or vehicular traffic?</td>
<td>YES ☐ NO ☐ NA ☐</td>
</tr>
<tr>
<td>20. Are there opportunities to include landscaping which may help reduce stormwater runoff and create a more inviting pedestrian environment?</td>
<td>YES ☐ NO ☐ NA ☐</td>
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<tr>
<td>Need for Infrastructure</td>
<td>YES □</td>
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<td>21. Is there more than occasional pedestrian activity and no pedestrian infrastructure? Evidence of pedestrian activity may include a worn path.</td>
<td>YES □</td>
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<tr>
<td>22. Are bike/ped connections needed between bus stops, transit stations, depots/terminals and existing or planned generators? (consider locations within 0.5 mi (800 m) of the project area)</td>
<td>YES □</td>
</tr>
<tr>
<td>23. Is the roadway in an area where bicycle tourism is considered an important economic development goal by the municipality or region?</td>
<td>YES □</td>
</tr>
<tr>
<td>24. Is the roadway affected by special events (e.g.: fairs, triathlons, festivals) that might influence bicycle, pedestrian or transit users?</td>
<td>YES □</td>
</tr>
<tr>
<td>25. Are there existing (or approved local development plans for) generators in or within 0.5 mi (800 m) of the project area that promote or have the potential to promote substantial non-motorized traffic in the project limits? Examples include: schools, parks, playgrounds, places of employment, places of worship, public buildings, restaurants, hotels, shopping centers, commercial areas, residential areas or seasonal generators such as ski resorts, campgrounds, and amusement parks.</td>
<td>YES □</td>
</tr>
<tr>
<td>26. Is the highway an undivided 4 lane section in an urban or suburban setting with narrow shoulders, no center turn lanes, and existing AADT &lt; 12,000 vehicles per day that should be evaluated for a road diet?</td>
<td>YES □</td>
</tr>
<tr>
<td>27. Is there a benefit to adding bicycle lanes or providing striping at intersections/interchanges to guide bicycles?</td>
<td>YES □</td>
</tr>
<tr>
<td>28. Has the public expressed the need for Complete Street improvements?</td>
<td>YES □</td>
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<tr>
<td>29. Other:</td>
<td>YES □</td>
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</tbody>
</table>

Notes:
1. This checklist is intended for projects that are beyond maintenance (e.g., 2R, 3R, 4R, new construction, intersection reconstruction, bridge replacement, superstructure replacement, and major bridge rehabilitation). This checklist is to be included with the IPP and the Design Approval Document.
2. For maintenance projects (e.g., 1R projects—resurfacing and pavement recycling), use the ADA and Road Safety Assessment Checklist in HDM Chapter 7 in place of this checklist.
3. A check of "yes" indicates a potential need to include complete streets features. Continued coordination with the Regional Bicycle and Pedestrian Coordinator is necessary throughout project scoping and design.
4. The term "generator" in this document refers to both bicycle/ pedestrian (where bicyclists/ pedestrians originate) and destinations (to which bicyclists/ pedestrians travel).
5. Answers to the above questions should be checked with the local municipality, transit provider, MPO, etc., as appropriate, to ensure accuracy and evaluate needed items versus desirable items (i.e., prioritize needs).
6. Answers to the above questions may need to be coordinated with NYSDOT Regional program areas (e.g., Traffic and Safety, Landscape Architecture, Maintenance, etc.)
7. This checklist should be revisited due to a project delay or if site conditions or local planning changes during the project development process.

Recommendations for Design:

Prepared by: Regional Bicycle and Pedestrian Coordinator: ___________________________ Date: ________________

Reviewed by: Project Designer: ___________________________ Date: ________________
### Status of Linkage or Other Capital Region Planning Studies as of October 1, 2013

<table>
<thead>
<tr>
<th>Study Name and Location</th>
<th>Consultant/Study Cost</th>
<th>Status</th>
<th>Next Steps</th>
<th>Contact</th>
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<tbody>
<tr>
<td><strong>Albany County—Linkage Studies</strong></td>
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<tr>
<td>1. Watervliet Bicycle Master Plan</td>
<td>Alta Planning and Design $50,000</td>
<td>The draft master plan is under review.</td>
<td>The next SAC meeting will be held in mid-September and 2nd public meeting will be scheduled for early to mid-October.</td>
<td>Bruce Hidley and Mark Gleason, City of Watervliet Teresa LaSalle, CDTC</td>
</tr>
<tr>
<td>2. New Scotland Hamlet Zoning Refinements and Design Guidelines</td>
<td>Consultant to be Selected $70,000</td>
<td>The project scope is being developed.</td>
<td>The project will get underway this Fall.</td>
<td>Dan McKay, Town of New Scotland Jen Ceponis, CDTC</td>
</tr>
<tr>
<td>3. Town of Guilderland: Westmere Corridor Study</td>
<td>Consultant to be Selected $68,000</td>
<td>The Town Board authorized the Supervisor to enter into the MOU at its most recent meeting on September 3rd.</td>
<td>Once the signed MPO has been returned to CDTC, the project will be initiated by March 31, 2014.</td>
<td>Donald Csapos, Town of Guilderland Sree Nampoothiri, CDTC Chris O’Neill, CDTC</td>
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<tr>
<td><strong>Albany County—Other Studies (non-Linkage)</strong></td>
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<tr>
<td>1. City of Albany Corning Preserve Master Plan</td>
<td>Consultant to be Selected $950,000</td>
<td>RFP Responses are being reviewed for consultant services to develop a Corning Preserve Master Plan.</td>
<td>City will select a consultant to develop the Master Plan and begin the design of the performance venue.</td>
<td>Doug Melnick, City of Albany</td>
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<tr>
<td>2. City of Albany LWRP Update &amp; Climate Adaptation Plan</td>
<td>City of Albany, Wallace Roberts &amp; Todd &amp; Vanasse Hangen Brustlin, Inc. - $130,000 through a NYS DOS Grant</td>
<td>A draft adaptation will be completed by the end of April 2013. Information on the project may be found on the City’s website at: <a href="http://albany.ny.gov/Government/Departments/DevelopmentPlanning/Hudson_Riverfront.aspx">http://albany.ny.gov/Government/Departments/DevelopmentPlanning/Hudson_Riverfront.aspx</a></td>
<td>LWRP Policies are being developed, as well as specific project scenarios. The City is waiting for comments from the state on the Adaptation plan.</td>
<td>Doug Melnick, City of Albany</td>
</tr>
<tr>
<td>3. City of Watervliet Rezoning</td>
<td>River Street Planning and Development $29,000</td>
<td>The City Council received the draft rezoning proposal and was reviewed by committee members.</td>
<td>The draft zoning changes are available for public review at <a href="http://watervliet.com/welcome/">http://watervliet.com/welcome/</a>.</td>
<td>Bruce Hidley, City of Watervliet</td>
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<tr>
<td>4. Town of Bethlehem LWRP</td>
<td>None</td>
<td>The town is reviewing comments from the Department of State on the Final Draft LWRP.</td>
<td>Town staff will be addressing comments from DOS in the next few weeks/months.</td>
<td>Rob Leslie, Town of Bethlehem</td>
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<td><strong>Rensselaer County—Linkage Studies</strong></td>
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<tr>
<td>1. East Greenbush Site Design Standards</td>
<td>The Chazen Companies $40,000</td>
<td>The SAC met September 3rd and is reviewing the Draft Existing Conditions Report prepared by CDTC. The SAC meeting focused on planning the upcoming public workshop in October.</td>
<td>A public workshop is scheduled for October 2nd from 6-8pm at East Greenbush Town Hall.</td>
<td>Meghan Webster, Town of East Greenbush Joseph Cherubino, Town of East Greenbush Jen Ceponis, CDTC Anne Berware, CDTC</td>
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<td>Study Name and Location</td>
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<td>2. Schodack Town Center Plan and Zoning Recommendations</td>
<td>Laberge Group $50,000</td>
<td>Over the summer, the study team has been working with NYSDOT to implement/test a short-term recommendation to diet Route 9/20. CDTC prepared a memorandum summarizing the traffic impact of dieting the corridor, which was submitted to NYSDOT Traffic &amp; Safety and others. The analysis is currently being reviewed by DOT staff. CDTC’s work will be integrated into the study report.</td>
<td>The study team will continue to work with NYSDOT staff to answer questions (and provide supporting analysis) about the proposed re-striping (road diet) proposal. Laberge Group will compile all the information and analysis into a draft report for advisory committee review. The next step would be to schedule the final public meeting to present the plan. The meeting is expected sometime in October. Presentation to CDTC’s Planning Committee will follow.</td>
<td>Nadine Fuda, Town of Schodack, Dave Jukins, CDTC, Sree Nampoothiri, CDTC</td>
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**Rensselaer County-- Other Studies (non-Linkage)**

1. City of Troy Comprehensive Plan
   - Consultant to be Selected $950,000
   - RFP Responses are being reviewed for consultant services to develop a Coming Preserve Master Plan.
   - City will select a consultant to develop the Master Plan and begin the design of the performance venue.

**Saratoga County-- Linkage Studies**

1. Clifton Park Town Center Strategic Zoning Code Revisions
   - Behan Planning & Design $70,000
   - The consultant provided the town with a preliminary draft of the code language for internal review.
   - Following internal review, an additional meeting will be held to further flesh out the code language which will lead to the creation of a complete draft for study advisory committee review.
   - John Scavo, Town of Clifton Park, Sandy Misiwicz, CDTC, Leah Mosis, CDTC

2. Saratoga Springs Bicycle, Pedestrian and Public Transit Master Plan
   - Consultant to be Selected $60,000
   - The signed Memorandum of Understanding has been received by CDTC from the CDTC. CDTC and the City began the data collection component of the project in August.
   - The City would like to begin the study later this year once the Comprehensive Plan update has been completed.
   - Kate Maynard, City of Saratoga Springs, Leah Mosis, CDTC, Sandy Misiwicz, CDTC

3. Stillwater Route 4 Zoning and Site Design Standards
   - Consultant to be Selected $90,000
   - The Memorandum of Understanding for the project was returned to CDTC by the town.
   - The project will be initiated in early 2014 following the advancement of the Town’s Local Waterfront Revitalization Plan.
   - Ed Kinwoski, Town of Stillwater, Carrie Ward, CDTC, Sandy Misiwicz, CDTC

**Saratoga County-- Other Studies (non-Linkage)**

1. Saratoga Springs Comprehensive Plan Update
   - MJ Engineering
   - Every five years the City is required to update its Comprehensive Plan. The City Council appointed a 15 member Comprehensive Plan Committee (CPC) to guide the update process in 2013 and is tasked with providing a draft updated comprehensive plan to the City Council for consideration.
   - M.J. Engineering and Land Surveying, P.C. (MJ) of Clifton Park was selected for the contract along with River Street Planning and Development of Troy and Cardinal Direction of Saratoga Springs. A two day workshop was held with the community and stakeholders over the summer and the City hopes to have a draft plan for review later this fall.
   - Brad Birge, City of Saratoga Springs

2. Stillwater LWRP
   - To be determined
   - This project is expected to be initiated in fall of 2013.
   - Ed Kinwoski, Town of Stillwater, Carrie Ward, CDTC
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<tr>
<th>STUDY NAME AND LOCATION</th>
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<th>STATUS</th>
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<td>Regional Projects</td>
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| 1. Washington/ Western BRT Alternatives Analysis and Transit Model Development | Team led by Creighton Manning Engineering | Enhanced marketing and presentation material continues to be created and edited for meetings with remaining stakeholders. | Once CDTA is comfortable with the marketing and presentation materials, meetings will be scheduled with the remaining stakeholders. They may take a few months to schedule. Once the stakeholder meetings are completed, the public meeting for the Alternatives Analysis will be scheduled. | Ross Farrell, CDTA  
Sandy Misiewicz, CDTC  
Chris O'Neill, CDTC |
| 2. Development of an Integrated Corridor Management (ICM) Plan for the I-87/US 9 Corridor | Parsons Brinckerhoff with Creighton Manning Engineering and Dr. Jack Reilly | A MIST data mining tool was completed by the consultant. The tool will allow analysis of Transportation Management Center (TMC) data, which includes volumes and speeds on the expressway system every fifteen minutes, 24/7. | The consultant team is refining the VISSIM microsimulation model of the Northway corridor. It will be used to examine alternative operational improvements in the Northway corridor. | Susan Olsen, NYSDOT  
Chris O'Neill, CDTC |
| 3. Regional Sustainability Plan - Cleaner, Greener Communities Program | Clough Harbour and VHB lead a team of consultants | The final plan has been completed. The final plan is highly consistent with the CDTC New Visions Plan | Phase 2 of the Cleaner Greener Communities program is now out. Applications were due August 12. | Doug Melnick, City of Albany  
Chris O'Neill, CDTC  
Anne Benware, CDTC |
| 4. Climate Smart Communities Program | CDRPC staff with VHB and Climate Action Associates | CDRPC received funding for the first year of a three-year grant from NYSERDA to manage the Climate Smart Communities Regional Coordinator Pilot Program for six counties in the Capital Region (Albany, Columbia, Greene, Rensselaer, Saratoga and Schenectady). The grant has three primary tasks: to create a greenhouse gas inventory, create an outreach plan for the 17 Climate Smart pledge communities and to undertake community by community evaluations under the 10 pledge goals. Technical support for these communities would also be provided. Funding for the second year of the program is in the process of being approved. | The first year of the pilot ended on May 22, 2013. During the first year a CSC Outreach Plan has been completed; a community-level greenhouse gas inventory has been completed; community profiles have been completed for each participating community; and one-on-one consultations have been held with 14 of the 17 communities, which resulted in customized technical service strategies that help move the CSC participants closer to addressing the ten elements of the CSC pledge. Implementation of the strategies is underway. | Todd Fabozzi, CDRPC |
The Community and Transportation Linkage Planning Program (Linkage Program) was initiated in the year 2000 by the Capital District Transportation Committee (CDTC), the designated Metropolitan Planning Organization for the Capital Region (www.cdtcmpo.org). The Program is designed to fulfill the adopted principles and strategies in New Visions 2035, the long range regional transportation plan, by providing integrated land use and transportation planning assistance to local communities. CDTC’s adopted policies reflect a strong regional consensus indicating that the region’s quality of life, mobility and economic vitality are dependent upon improved local land use planning and on better integration of land use development and the transportation system.

Since the program was initiated, CDTC has funded 76 planning studies in 40 Capital Region communities ranging from the largest city to some of the smallest towns and villages. Although there are many successes regarding the implementation of these studies, there is still more work to be done.

Linkage Program Strategies

The Linkage Program emphasizes seven broad planning strategies that are consistent with the New Visions 2035 principles. New Visions principles follow four themes: to preserve and manage the existing investment in the region’s transportation system, to develop the region’s potential to grow into a uniquely attractive, vibrant and diverse metropolitan area, to link transportation and land use planning to meet the Plan’s goals for urban reinvestment, concentrated development patterns and smart economic growth, and to plan and build for all modes of transportation, including pedestrian, bicycle, public transit, cars and trucks.

Submissions will be screened as part of the evaluation process for consistency with the Linkage Program strategies. The seven strategies are to:

- Support urban revitalization and redevelopment of existing commercial/residential areas;
- Improve street connectivity and reduce driveway conflicts through access management;
- Enhance and develop activity centers and town centers;
- Enhance and develop transit corridors and transit supportive built environments;
- Encourage a greater mix and intensity of land uses in municipal centers;
- Develop bicycle and pedestrian-friendly design standards;
- Create an integrated multi-modal transportation network.
Eligible Initiatives for 2014-2015

For the 2014-2015 Linkage Program, the program will be focused on implementation activities related to completed Linkage Program plans or other completed local planning work (i.e. Comprehensive Plans, Waterfront Redevelopment Plans, etc.). New for this solicitation, CDTC will be prioritizing the programming of Linkage Studies following three tiers of eligibility as described below. Note that for all three tiers the following will apply:

The proposed initiative must:

- Be directly related to a recommendation of a Linkage study or other local plan.
- Have a clear and direct connection to transportation issues.
- Be consistent with the Linkage Program and New Visions 2035 principles and strategies.

Inter-municipal initiatives are encouraged. Engineering related work is not eligible and municipal wide initiatives are limited. Large scale comprehensive updates of zoning codes or site design standards are not eligible unless local sponsors pool financial or other resources to undertake larger initiatives. Federal funds for Linkage Program implementation activities will be capped (see page five on cost estimates).

Tier 1: Feasibility studies in corridors that have a funding commitment for a federal, state or local corridor pavement project or other multi-modal transportation project in the next two to three years. The funding commitment to the pavement or other project type must be demonstrated through the provision of State Transportation Improvement Program listings, resolutions, project award letters, local bonds, links to local websites with approved capital program project lists, etc.

The feasibility studies will be undertaken to determine the feasibility of the proposed transportation concept including such projects as road diets, complete streets, trails/sidewalks on new alignments, etc.

Evaluating the feasibility of a transportation concept identified in a Linkage study or other local plan at the time a facility is entering the design process, even for a simple repaving project, can lead to better coordination between the road owner and the community. This is likely to result in projects that better fit the context of the community. Given the emphasis on preservation projects statewide, implementation actions may be as low cost as restriping a facility to create a more multi-modal corridor.

Disclaimer: NYSDOT will do its best to share its state funded paving program with CDTC and project sponsors at the time of Linkage project programming. However, the state paving program changes quickly and a comprehensive schedule of paving projects in the next two to three years may not be available.

Tier 2: Any of the following four project types that do not have a funding commitment for a federal, state or local corridor pavement project or other multi-modal transportation project in the next two to three years:
• Feasibility studies to determine the feasibility of linkage or other local planning study transportation concepts such as road diets, complete streets, trails/sidewalks on new alignments, etc.
• Strategic zoning code changes/zoning code overlays
• Site design standards or guidelines
• Official mapping

Tier 3: Other types of planning work. Planning efforts that do not fit into either Tier 1 or Tier 2 will only be considered after all worthy candidate projects have been funded. Examples may include conceptual land use/transportation planning efforts in communities that have never participated in the Linkage Program before, implementation efforts that are not specifically listed in Tier 2 above, etc. For questions regarding the eligibility regarding a potential Tier 3 project, please contact Sandy Misiewicz, AICP of the CDTC at (518) 458-2161 or email cdtclinkage@cdtcmpo.org.

Ineligible Initiatives

Linkage Program planning initiatives are conceptual in nature and funding is for planning assistance only. Linkage Program funds are not available to cover the cost of municipal employees. The following are not eligible for Linkage Program funds.

• Right-of-way acquisition
• Detailed engineering
• Surveying
• Storm water/sewer system design
• Construction of transportation system facilities
• Capital oriented implementation actions

Examples of Previously Funded Implementation Planning Work:

• City of Albany Bike Share and Signage Strategy ($70,000 consultant effort): This study explored the feasibility of a bike share program and developed a bike share and bicycle-oriented signage strategy and implementation plan. Considerations included the identification of bike share station locations, station types, bicycle types and operational models. The related bike signage system would easily integrate with bicycle route maps and address features such as route confirmation, route intersections, advance route signing, destinations, directions, distances (or time) and amenities. This effort implemented a recommendation from the Albany Bicycle Master Plan.

• Town of East Greenbush Site Design Standards ($40,000 consultant effort): This study will assist the town of East Greenbush with the development and adoption of multi-modal, higher-density, pedestrian-friendly design standards that will be enforceable in the Town’s Comprehensive Zoning Law. The design standards will be developed for the US 4 and the US 9 & 20 corridors, implementing recommendations from two previously completed Linkage studies and the town’s Comprehensive Zoning Law.
• **Town of Malta Downtown Master Plan Implementation ($90,000 consultant effort):** This initiative assisted the town of Malta with the implementation of the Downtown Master Plan in a manner that is consistent with previous Linkage Program studies in the area. This initiative led to the development and adoption by the town of a form based zoning code with an official map and a complete street plan including streetscape and design standards for the area centered on the US 9/NY 67 intersection at Exit 12 of I-87.

• **City of Schenectady Gateway Plaza Implementation Plan ($70,000 consultant effort):** This initiative assisted the city with the development of a conceptual re-design and expansion plan for Liberty Park and the area immediately surrounding it, including traffic configuration and landscaping plans. The project further advances key recommendations of the Route 5 Transit Gateway Linkage Study and considered pedestrian, bicycle, transit access, quality of life and safety issues.

For a complete list of past Linkage Program studies and summaries of those studies, please visit [www.cdtcemo.org/linkage.htm](http://www.cdtcemo.org/linkage.htm)

**Eligible Applicants**

Applicants must be entities within CDTC’s planning area of Albany, Rensselaer, Schenectady and Saratoga County (with the exception of the town of Moreau). Preferred eligible applicants are units of local government (town, city, village) and counties. Non-governmental entities such as not-for-profits and public authorities are also eligible if the submission includes a letter of support from the municipality or municipalities in which the study is focused.

**Requested Assistance**

Assistance can be provided in one of three ways:

• Through consultant work done under contract to CDTC.
• Through consultant work done under contract to a municipality or other unit of government (only considered for large scale studies with budgets totaling more than $100,000 that combine funds from other sources).
• Through CDTC staff technical assistance (limited to no more than $10,000 of staff time)

Proposals may specify which method appears most appropriate to the applicant or request that CDTC suggest the most appropriate method. If the submission is favorably evaluated by CDTC, the determination of the most appropriate method will be made by CDTC with sponsor consent.

**Funding**

CDTC is proposing to reserve up to $100,000 in staff time and up to $150,000 in consultant budget authority from federal planning funds to support the Linkage Program from April 2014 through March 2015 in its 2014-16 Unified Planning Work Program. That means funds for the 2014-15 Linkage Program will not be available for use until after April 1, 2014. It should be noted that due to uncertainty regarding the availability of federal planning funds in 2014, CDTC
will reserve the right to cancel a Linkage Program project funded through this solicitation at any
time prior to contracting with a consultant for that project. Should CDTC need to cancel a
funded project prior to its initiation, said study will be given the first opportunity to compete for funds in the next funding year.

Match Requirement

Funding for consultant support is available on a reimbursement basis with a minimum 25% local
cash match. A letter of intent will be required to document the availability of the local cash
match. Additional consideration will be given to submissions with a commitment of local in-kind staff services or that intend to provide an overmatch of local funds. However, in-kind service cannot be used to meet the minimum 25% local cash match requirement. For example, if an $80,000 consultant study is intended, the applicant must provide $20,000 in cash to match $60,000 in federal funds. CDTC may waive the local match requirement for small-scale CDTC staff (not consultant) assistance or in special circumstances.

Cost Estimates

Sponsors are asked to provide a cost estimate for the planning activity in their submissions. The
cost estimate is to be broken down by federal funds requested and the local cash match
contribution (a minimum of 25% of the total study cost). Federal funds are capped.

- There is no set minimum size for requests.

- The maximum total study cost is $90,000 ($67,500 in federal funds matched with
$22,500 in local cash match). Total study costs may exceed $90,000 IF the sponsor
provides an overmatch of local funds or pools Linkage funds with funds from other grant
sources. Such local sources should be identified in the study submission. If a large
consultant effort is intended ($100,000 or above using CDTC and other fund sources), the
municipality may be required to select the consultant and administer the contract directly.
If additional CDTC staff assistance is requested along with the consultant effort, the
estimated dollar value of that assistance should be documented in the submission and is
capped at $10,000.

- The maximum request for CDTC staff assistance is $10,000 for small scale, non-
consultant efforts.

CDTC reserves the right to confirm or modify all cost estimates based on past experience with
Linkage Program studies. For 2014-15, this action will be undertaken as step one of the
evaluation process (see the project selection procedure on page seven for complete details).

National Environmental Protection Act (NEPA)

Linking Planning with NEPA: Linkage Program study sponsors often advance transportation
projects that were recommended through the Linkage Program planning process. Sponsors
should be aware that projects proposed as a result of Linkage study recommendations will be
subject to NEPA if the project will be utilizing federal transportation funds for its design and construction. For Linkage Program planning efforts, consideration should be given to following Federal Highway Administration (FHWA) guidance on linking the transportation planning process (Linkage Program plans) with NEPA. For details on the program visit [www.environment.fhwa.dot.gov/integ/edc.asp](http://www.environment.fhwa.dot.gov/integ/edc.asp) and for a NEPA/planning linkages checklist visit [www.environment.fhwa.dot.gov/integ/pel_quest.asp](http://www.environment.fhwa.dot.gov/integ/pel_quest.asp).

FHWA guidance encourages the planning process to inform the purpose and need statement, scoping and alternatives identification, evaluation and/or elimination of alternatives, and indirect and cumulative impacts assessment of a transportation project. Engaging specific stakeholders (i.e. Federal, Tribal, State, and local environmental, regulatory, resource agencies and the public) and documenting planning decisions in a format that can easily be appended to the NEPA document or incorporated by reference are essential for linking planning with NEPA. To have standing in the NEPA process and its additional analyses, transportation planning information, analyses, documents, and decisions must be well documented and provided for examination during project scoping.

**NEPA Categorical Exclusions:** According to NYSDOT’s Environmental Procedures Manual, certain types of federal aid projects are considered categorical exclusions under NEPA (visit the NYSDOT website at [www.dot.ny.gov/divisions/engineering/environmental-analysis/manuals-and-guidance/epm](http://www.dot.ny.gov/divisions/engineering/environmental-analysis/manuals-and-guidance/epm) for more information). Automatic categorical exclusions include planning and technical studies which do not involve or lead directly to the construction of a project. CDTC’s Linkage Program studies generally fall into this category. However it is important for Linkage studies to adequately screen the study area and document potential environmental issues per CDTC’s environmental mitigation procedures, document the assumptions and data inputs used, document any technical analysis performed (including methodology and results) and document the public outreach process as potential projects investigated as part of a Linkage study may be subject to NEPA.

Linkage planning studies may not be categorically exempted when there are “unusual circumstances” as defined by law (23 CFR 771.117(b)). Such unusual circumstances include significant environmental impacts; substantial controversy on environmental grounds; significant impact on properties protected by Section 4(f) of the USDOT Act (23 CFR 771.135) or Section 106 of the National Historic Preservation Act; or inconsistencies with any Federal, State or local law, requirement or administrative determination relating to the environmental aspects of the action.

There are instances when a project sponsor may desire to generate a project directly from a Linkage Study. Therefore, sponsors should be aware that capital projects proposed to implement a Linkage study recommendation will be subject to NEPA if the project will be utilizing federal transportation funds for its design and construction. NYSDOT’s Instructions for NEPA Checklist explains the procedure for processing Categorical Exclusions under the National Environmental Policy Act (NEPA) for projects that are funded or permitted by the Federal Highway Administration (FHWA) [https://www.nysdot.gov/divisions/engineering/environmental-analysis/manuals-and-guidance/epm/repository/catex.pdf](https://www.nysdot.gov/divisions/engineering/environmental-analysis/manuals-and-guidance/epm/repository/catex.pdf).
State Environmental Quality Review Act (SEQRA)

SEQRA procedures are the responsibility of the local municipality. If formal action is desired or required under SEQRA by the municipality for the initiative, it should be expressed in the project submission (see item four under submission instructions on page seven). Submissions should note who will be responsible for preparing the required documentation (meaning the consultant as part of the Linkage Program project or the municipal staff as an in-kind contribution to the effort). This is critical for implementation activities. Changes in land use such as changes to a zoning code must consider SEQRA requirements.

Formal adoption of conceptual planning study recommendations by the affected municipality (ies) is highly encouraged. Although Linkage Program studies are not municipal wide comprehensive plans, they are considered comprehensive in nature and are subject to SEQRA if the municipality is considering formal action. Methods of formal action include a resolution, adoption of the study as a stand alone plan, as an amendment to a municipal comprehensive plan and through other means as appropriate.

Sponsors may also consider formally endorsing or accepting the recommendations of the planning effort. Such action indicates the sponsors’ willingness to continue to work through important planning processes, such as zoning code updates, to implement the recommendations of the plan (processes which are likely subject to SEQRA).

Submission Instructions

The submission (excluding the letter of intent, maps and supporting documents) should be no more than three pages in length. **Deadline for receipt of completed submissions is the close of business (5 PM EST), Monday, December 16, 2013.** One original hard copy plus one electronic copy via email to cdتكلage@cdtcmpo.org or on CD/flash drive are required by the due date and time. Submissions should be sent to the Capital District Transportation Committee, Attn: Sandy Misiewicz, AICP, One Park Place, Albany, NY 12205. Incomplete submissions will not be considered for funding. The following eight items must be included in all submissions:

1. A letter of intent which documents the availability of the local cash match and commits the community/sponsor(s) to the project. For proposals from non-governmental entities, a letter of support from the municipality in which the study is focused is required.

2. Name, title, street address, email address and phone number of the contact person for the effort

3. Study area map.

4. Project title and a description including what local planning study recommendation(s) are to be explored for implementation, the need for the project at this time, if there is a funding commitment for a related construction project, how the project is to be implemented (is SEQR documentation required, for example?) and how the project is connected to transportation issues.
5. An outline of tasks for the scope of work including a description of desired deliverables.

6. A description of the relationship between the implementation effort and CDTC's Linkage Program strategies and New Visions 2035 principles and strategies.

7. The sponsor's judgment on the method of assistance that appears most appropriate: CDTC administration of a consultant; sponsor administration of a consultant (only considered for large scale studies – generally those over $100,000) or CDTC staff assistance (limited to no more than $10,000 of staff time). A combination of staff and consultant assistance may be requested.

8. Estimated cost of the study following the guidelines on page four and using the following format (example):

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total consultant budget:</td>
<td>$80,000</td>
</tr>
<tr>
<td>Linkage funds requested:</td>
<td>$60,000</td>
</tr>
<tr>
<td>Local cash match (25% minimum):</td>
<td>$20,000</td>
</tr>
<tr>
<td>Additional cash match (if applicable):</td>
<td>$0</td>
</tr>
<tr>
<td>CDTC staff technical assistance (if applicable):</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

Also document any additional grant resources (beyond cash match) to be pooled with Linkage funds for a larger effort and any in-kind staff contributions. In-kind staff contributions may not be used toward the local cash match requirement.

The applicant can include supporting material (excerpts from comprehensive plans, previous Linkage planning work, etc.) as an appendix to the submission to help CDTC understand the status of, context of and local commitment to the proposed project.

**Project Selection**

The Linkage Program is competitive and will involve a three step project selection process:

**Step 1:** Submissions will be screened to ensure they are complete and meet all program requirements as listed in this program summary. Incomplete submissions and those that do not meet the program requirements will not be considered for funding. Each project will also receive an initial prioritization by Tier as described below:

- **Tier 1:** Feasibility studies in corridors that have a funding commitment for a federal, state or local corridor pavement project or other multi-modal transportation project in the next two to three years.
- **Tier 2:** Any of the following four project types that do not have a funding commitment for a federal, state or local corridor pavement project or other multi-modal transportation project in the next two to three years:
  - Feasibility studies to determine the feasibility of linkage or other local planning study transportation concepts such as road diets, complete streets, trails/sidewalks on new alignments, etc.
Strategic zoning code changes/zoning code overlays
- Site design standards or guidelines
- Official mapping

- **Tier 3:** Other types of planning work.

**Step 2:** CDTC staff will review the scope of work tasks proposed for each project and the estimated budget. If the budget is not adequate for the desired scope of work, CDTC staff will develop an appropriate budget for the project and will reach out to the study sponsor with two choices: 1) increase the local match in proportion to the revised study cost to complete the desired scope of work or 2) reduce the desired scope of work to fit the study budget originally proposed. Project budgets will be confirmed based on CDTC’s extensive experience with Linkage studies and consultant work. Once study budgets and scopes have been confirmed for all projects, the submissions will be forwarded on to a review committee for full evaluation.

**Step 3:** CDTC, CDRPC (Capital District Regional Planning Commission), CDTA (Capital District Transportation Authority) and NYSDOT staff will then evaluate the submissions. CDTC’s Planning Committee will be provided with the evaluation results and funding options at its February 2014 meeting. Once approved by the Planning Committee, CDTC’s Policy Board will take action on the recommended package of studies in March for incorporation into the 2014-16 Unified Planning Work Program. The likelihood of a study receiving funds will not be known until submissions have been received and evaluated. The evaluation criteria presented below are not presented in order of importance however an indication of their relative importance is noted for each criterion.

**Evaluation Criteria:**

1. Is the initiative in Tier 1, 2 or 3 as described on page 2? What is the need for the project? Is there a sense of urgency? (mandatory and improves priority):

2. Is the effort consistent with CDTC’s Linkage Program strategies and New Visions 2035 (www.cdtcmpo.org/rtp2035/2035.htm) regional planning principles and strategies? (mandatory)

3. What is the sponsors’ plan for implementation? Does the proposal indicate a path for success? (improves priority)

4. Will the project have a positive impact on the transportation system when implemented? Is the project located on one or more of CDTC’s Priority Networks (www.cdtcmpo.org/maps.htm, scroll to priority networks)? (improves priority)

5. Is the proposal an inter-municipal initiative? (improves priority)

6. Is the submission supported locally through complementary activities and/or funding commitments beyond the minimum match requirements? (improves priority)
7. For past sponsors of Linkage studies: Was the sponsor’s performance adequate and appropriate as determined by CDTC staff? (improves priority)

All efforts are required to meet the first two criteria with the first criterion serving as an initial priority rating. Addressing the remaining five criteria will help improve the priority of the submission. Submissions that best meet all seven evaluation criteria will be considered first for funding. If there are more worthy submissions than available funding, funding options will also consider geographic balance and project type.

Notification of Award

Following approval by CDTC’s Planning Committee in February 2014, all project sponsors will be notified in writing as to the status of their submissions by March 1, 2014. In March 2014, following Policy Board approval, activities awarded funding will receive CDTC’s Guide to Linkage Study Administration and will be asked to sign a Memorandum of Understanding (MOU). The MOU must be signed before Linkage funds may be accessed. Linkage funds become available for use after April 1, 2014. The MOU is between CDTC and the study sponsor(s) and articulates the roles and responsibilities of all parties throughout the study process. The MOU will be tied to the chosen method of assistance. Please note that the ability of these studies to move forward after April 1, 2014 (when the federal funds become available) will be dependent on the progress of current studies and the availability of CDTC staff.

Consultant Activity Guidelines

To satisfy federal and state requirements, use of an appropriate means of consultant solicitation and selection will be required prior to designation of a consultant. CDTC uses an abbreviated approach to consultant selection. Sponsors should be aware that if consultant assistance is used in the preparation of a Linkage Program submission or in the development of the scope of work for the study, that consultant will not be eligible for the contract. In addition, a consultant on retainer to a municipality is not guaranteed a Linkage study contract. The consultant selection process is required to be competitive.

CDTC may be able to administer small-scale consultant studies to minimize the administrative burden on the municipality. However, if a large consultant effort is intended ($100,000 or above using CDTC and other fund sources), the municipality may be required to select the consultant and administer the contract directly. In this case, the municipality will be required to execute necessary agreements with the New York State Department of Transportation in order to be reimbursed for the study costs.

CDTC reserves the right to modify the program without prior notice.

For questions regarding the Linkage Program, contact Sandy Misiewicz, AICP of the CDTC staff at (518) 458-2161 or email cdtlcsm linkage@cdtcmpo.org.
Save the Date!
May 21-22, 2014
Crowne Plaza
Suffern NY

Early Registration fee $50; Late/On Site $60
Single Day Registration fee $25; Late/On Site $30
Lodging is available on May 21 at $105 single/double

A Livable Communities Symposium Sponsored by: NYS Governor’s Traffic Safety Committee, NYS Department of Health and the Institute for Traffic Safety Management and Research

In Conjunction With: NYS Department of Transportation, NYS Department of State, Federal Highway Administration, New York Bicycling Coalition, Parks & Trails New York, NYS Metropolitan Planning Organization and NYS Association of Chiefs of Police

Visit www.itsmr.org for more information

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e: jschultz@itsmr.org; www.itsmr.org