

**Capital District Transportation Committee
Bicycle and Pedestrian Advisory Committee
March 10, 2020
Agenda**

Attendance:

Linda von der Heide, Rensselaer County Planning; Valerie Deane, NYSDOT Region 1; Peter Knutson, Schenectady County Engineering; Meg O’Leary, Saratoga County Public Health; Nate Owens, Town of Bethlehem Planning; David Downes, Albany Bicycle Coalition; Marissa Peck, Capital Roots; Martin Daley, CDRPC; John Gillivan, Citizen of the Village of Colonie; Art Clayman, Cycle Schenectady; Zach Powell, City of Albany Planning; Trish Bulatao, Albany County Public Health; Jen Ceponis, CDTC; Rima Shamieh, CDTC

1.0 New Business

1.1 Welcome & Introductions

1.2 Presentation: Bike-Rodeos-in-a-Box Project, Schenectady County Department of Health

This presentation was cancelled.

Rima Shamieh gave a brief update on the status of Bike to Work Day and the ideas that the Committee considered at its last meeting. She is pushing ahead to organize pit stops and commuter convoys. The Longest Commute trophy will no longer be offered. One change that was not discussed at the last meeting was the date change from May 15 to June 5. After reaching out to local bike groups and past participants, it was decided to try June 5 as the date for Bike to Work Day this year. Many participants felt that holding it in June would spur additional participation. Other reasons included the difficulty in downtown Albany workers in organizing a second workplace team event in the same week as the Workforce Challenge, which is frequently the day before National Bike to Work Day. Another reason is that National Bike to Work Day often conflicts with many local college and university commencement schedules.

1.3 CDTC Updates

1.3.1 New Visions 2050 Update

At its March 5 meeting the Policy Board authorized releasing the New Visions 2050 draft for public review. Staff will conduct public outreach in 2 phases. The first phase begins now and ends in April. The second phase is 60 days this summer, from June 5- July 31. Jen Ceponis is developing outreach and engagement materials such as a Kids Activity Book that can be used during public meetings to keep kids entertained.

Jen is also developing a Meeting-in-a-Box Toolkit that will be distributed to interested groups or individuals who want to hold a self-facilitated discussion about the draft. The tool is intended to take about 1.5 hours to administer and can be modified or amended as appropriate for the groups using it. It contains a visioning exercise intended to get people to think about how transportation may impact their lives and the lives of others in their community in 2050. The vision scenarios presented try to not be predictive of the future, such as assuming 100% EV

adoption. The Committee reviewed the Meeting-in-a-Box workbook and made suggestions on possible improvements. Suggestions included:

- Adding a Vision scenario that centers a low-income person who needs to use the bus, possibly incorporating the quality of sidewalks and ADA-compliant curb cuts
- Adding options to what people can like about the scenarios such as lighting, mixed-use development or residential-only development (as appropriate for the scenario)
- Limit the professional jargon such as “improved incident management”
- Add more options like Visions 2 and 3

1.3.2 2020-22 UPWP

The new UPWP was approved by the Policy Board in early March and will go into effect on April 1. Included in the new plan is assistance to local municipalities for ADA Transition Plans, which includes conducting sidewalk condition inventories and actually writing the plan.

1.3.3 2020 Capital Coexist Mini-Grants

The selection committee met and prioritized projects for funding. The letters will go out in a few weeks once the awards are approved.

1.3.4 2020 Bicycle & Pedestrian Education Series

The next APBP webinar is scheduled for March 18 and is titled, “Implementing Bicycle Infrastructure Quickly in Edmonton & Bellingham.” Webinars can be viewed online afterwards but in order to qualify for certification credits you must view the webinar live in the CDTC conference room.

1.3.5 Complete Streets Advisory Committee Update(s)

No update

1.3.6 Smart Communities Task Force Update

No update

1.3.7 Technical Assistance Program – Applications due April 3

Please note the deadline for this solicitation.

1.3.8 Capital Region Community Indicators

CDRPC and the Avail Lab at UAlbany have developed an online tool called Capital Region Indicators (capitalregionindicators.org) that aggregates local information, mostly from the US Census and American Community Survey, which gives detailed data for the region as a whole but also down to the census block.

1.3.9 ADA Transition Plan Assistance Pilot

See notes under 1.3.2 2020-22 UPWP.

1.4 NYS/USDOT Updates

1.4.1 Pedestrian Safety Action Plan

1.4.2 [TAP/CMAQ](#)

1.5 Linkage Updates – see Linkage update table
See handout.

1.6 Local Program Updates

1.7 Other Updates

- Electric-assist Bicycles: The vetoed 2019 NYS bill was rewritten. It is anticipated that it will get approved this time. We don't know if e-bikes will be available as bikeshare in our area. The NYS MPO Association is working to get ordinances, legal language and model laws to develop tools for our regional municipalities since each municipality is responsible for creating their own laws to regulate e-bikes. It may be hectic. Some upstate cities are forming groups about it.
- Jen: There's a Walk Bike Conference in Rochester in June. She is presenting on micro-mobility. CDC will be collecting data from everyone in the region on how much they spend on trail maintenance so potential trail projects are better informed as to the long-term financial commitment.
- Linda: Working on the waterfront trail between Troy and Rensselaer
- Martin: CDRPC is holding its Spring Local Government Workshop on May 27 at HVCC from 8:30-4:30. Sessions are AICP credit eligible.
- Art: Cycle Schenectady is now incorporated. The board was just created. The group has several events planned this summer and is working with Albany Bicycle Coalition to expand the Albany Bicycle Map to Schenectady County. The map will eventually be renamed to reflect its regional scope.
- Meg: Saratoga Public Health is organizing Safes Rides to School and working to get a trail built for students in Corinth but is meeting with some resistance from the community about safety concerns related to the number of sex offenders living near the school.
- Marissa: Capital Roots is hiring for a Healthy Streets Coordinator, which is a good position for a young planner who wants to get some experience in the community before moving on to a different sector. She will send Jen a link to the job posting for distribution.
- John: Submitted for funding for another Bike Safety Day in the Village of Colonie, to be held at Cook Park on June 6. He is also planning a Schenectady-Albany collaborative ride with Cycle Schenectady. A contingent will leave from each city and meet in the middle. Albany Bicycle Coalition has many upcoming rides and events listed.
- Nate: Bethlehem is preparing for the Walk and Roll Fest, which will be held on Saturday, May 16. The Town is also identifying deteriorated crosswalks to re-stripe.
- Trish: The County Department of Public Health has the Complete Streets Lending Library that is open to any Albany County organization or municipality.

2.0 Upcoming Meetings

Meetings Open to the Public: The next meeting is scheduled for **April 14 at 9:00am** at the **CDTC Office**

Since May is Bike Month the May BPAC meeting could be a bike ride or some other off-site activity, TBD. Also, CDTC may try holding a BPAC meeting at 4:30 pm rather than 9 am to capture other folks who cannot attend a morning meeting. Finally, a middle school student group has indicated that it would like to present to the BPAC.

STATUS OF LINKAGE PROGRAM AND CDTC REGIONAL PLANNING INITIATIVES AS OF MARCH 1, 2020

STUDY NAME AND LOCATION	SPONSOR, PROJECT CONSULTANT, CONSULTANT COST AND CDTC CONTACT	DATE PROGRAMMED	STATUS	ESTIMATED COMPLETION DATE AND COMPLETION TIME (ORIGINAL UPWP FUNDING DATE TO ESTIMATED COMPLETION DATE)	PROJECT WEBSITE LINK
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ALBANY COUNTY

1. Albany Bicycle and Pedestrian Master Plan	City of Albany Nelson\Nygaard \$90,000 Carrie Ward	Planning Committee Selected 2/7/19. Policy Board Approved UPWP 3/7/19	Technical and Community Advisory Committee kick-off meetings have been scheduled for mid-March.	January 2021 28 Months	TBD
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RENSSELAER COUNTY

1. Hoosick Hillside Study	City of Troy Creighton Manning \$92,500 Rima Shamieh	Planning Committee Selected 2/7/18. Policy Board Approved UPWP 3/1/18.	Neighborhood and Business Public Workshops and a TRIP Stakeholder meeting are completed. Workshop summaries are posted on the project website. The third Study Advisory Committee meeting was held in December. The consultant team is in the early stages of developing the first draft.	July 2020 22 Months	https://www.hoosick-hillside-study.com/
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SCHENECTADY COUNTY

1. Craig-Main Complete Streets Study	City of Schenectady Place Alliance \$90,000 Jacob Beeman	Planning Committee Selected 2/7/18. Policy Board Approved UPWP 3/1/18.	Final public meeting was held on October 29th. Final presentation was given to the City Council on February 3rd and was subsequently adopted by resolution on February 10th by the Schenectady City Council. This study is complete.	February 2020 11 Months	https://www.craig-main-connection.com/
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CDTC NON-LINKAGE PLANNING INITIATIVES

1. Municipal Smart City Street Light Conversion and Evolving Technology Guidebook	Smart Communities Program Saratoga Springs Planning4Places \$20,000 Jen Ceponis	Added to the 2018-2020 UPWP	A draft guidebook was released to the Study Advisory Committee in mid-January for review.	March 2020	https://p4pclients.wixsite.com/saratoga-springs
2. Electric Vehicle Plan	Regional Capital District Clean Communities Jacob Beeman	Included in the 2018-2020 UPWP	Working Group meeting #2 was held in December 2019 for final comments on the Draft report. The Final Draft report is complete and will be included as an appendix to the New Visions Environment and Technology White Paper and will be available for public comment during the New Visions public outreach period.	March 2020	https://www.cdtcmpo.org/images/advisorycommittees/smartcomm/APPENDIX_A.pdf
3. New Visions 2050	Regional CDTC Staff \$100,000 Chris O'Neill	Included in the 2018-2020 UPWP	CDTC has completed fourteen draft white papers and a draft summary document for the draft New Visions 2050 Plan. A special meeting of the Planning Committee was held on January 22 to present the results of the draft white papers. On February 6 the Planning Committee approved the draft Plan for Policy Board Review. On March 5 the Policy Board will be asked to approve the draft Plan for public review.	September 2020	https://www.cdtcmpo.org/nv2050



2020 Community Planning Technical Assistance Program Guidelines



Introduction

The Community Planning Technical Assistance Program offers the staff expertise of the Capital District Regional Planning Commission (CDRPC) and the Capital District Transportation Committee (CDTC) to local governments undertaking small scale community planning initiatives. Proposed initiatives must be consistent with CDTC's [New Visions 2040 Regional Transportation Plan](#). CDTC and CDRPC are seeking proposals from interested parties for technical assistance in 2020. For additional information visit the Program webpage at www.cdcmpo.org/techassist.

Eligible Initiatives

The program is intended to empower local governments to explore land use and transportation planning issues as they are occurring or in advance of their appearance in the communities served by CDRPC and CDTC. Proposed initiatives must be small in scale and scope, result in a defined product, and in some way relate to the principles of a [Quality Region](#) as outlined in CDTC's New Visions 2040 Regional Transportation Plan. Planning initiatives that support New Visions preserve and enhance the Capital Region's existing urban form, infrastructure and quality of place; emphasize livable communities and smart growth; encourage concentrated development patterns and smart economic growth; and protect sensitive environmental resources.

Eligible Applicants

Municipalities or municipally convened groups (i.e. appointed committees, planning boards, etc.) within the [designated planning area of the CDTC](#), the four counties of Albany, Rensselaer, Schenectady and Saratoga (except the Village of South Glens Falls and the Town of Moreau).

Community Planning Assistance includes but is not limited to:

- **Comprehensive/Neighborhood Planning:** Guidance in goal setting, plan development and procedural requirements; data collection and analysis; research into a planning issue; identification of innovative solutions to local planning challenges.
- **General Community Planning:** Public input and community visioning; meeting facilitation and coordination; surveys and communications activities; training; professional advisement.
- **Zoning and Site Planning:** Guidance on best practices towards the implementation of planning policies and goals; zoning ordinance audits; development of zoning ordinance amendments; site plan review assistance; planning for development of regional impact.
- **Community Design Assessment:** Evaluate a subsection of a community to consider active living, food choices, transportation choices, public safety, social cohesion, social equity, and environmental health.

- **Land Use Plan Implementation:** Initiate activities identified as recommendations in local Comprehensive Plans, [Linkage Program Plans](#) or other planning studies such as zoning amendments that guide driveway location and access management, groundwater or open space protection; gather data on vacant properties; re-evaluate PDD requirements.
- **Transportation Safety and Operations Planning:** Crash data analysis; road safety assessments, traffic signal operational analysis; intersection analysis; before and after studies of capital projects; recommendation and scoping of ITS strategies.
- **Data Collection:** Identify issues and/or opportunities for collecting data; set data collection goals; plan approach and identify data collection methods; collect data.
- **Data Analysis and Mapping:** Analyze demographic, building permit, and other community development trends; data research and visualization; GIS mapping and analysis.
- **Recreation Trail Planning:** Guidance on recreation plans, management plans and non-motorized trail plans.

Project Examples

The following projects funded in 2019 serve as examples to assist in understanding the small scale, small scope and defined products required in program applications:

- **Development Growth Trends Analysis, Town of Bethlehem:** Provide data on Town development trends, including population and economic analysis, GIS mapping and compare to regional trends.
- **Farmers Market Best Practices and Feasibility, Village of Menands:** Provide data on current access to healthy food, provide information on methods of healthy food provision (i.e. farmers market, veggie mobile, etc.) and participate in village committee meeting to identify options to increase food accessibility.
- **General Community Planning Assistance, City of Rensselaer:** Provide guidance on data needs for economic development planning and toward the update of the Comprehensive Plan. Provide guidance in prioritizing and strategizing implementation of recommendations from various existing planning studies.
- **Guidance to Support a Comprehensive Plan Update, Town of Coeymans:** Provide existing data and base mapping, information on best practices for comprehensive planning, frame a public involvement process and develop a public survey tool.
- **NYS Routes 5 and 50 Traffic Data & Case Study Review, Village of Scotia:** Provide traffic data related to the intersection of state route 5 and route 50 in the Village. Provide case studies of communities working with NYSDOT on traffic calming and walkable community projects.

Other CDRPC Technical Assistance

CDRPC also offers technical assistance related to economic development, water quality, clean energy, and sustainability under other programs. Please contact CDRPC by calling 518-453-0850 or Email: cdrpc@cdrpc.org for more information.

Application Requirements

1) Pre-Submission Contact:

If your community is interested in receiving services under this program, you **must** contact CDRPC and CDTC prior to applying to discuss your request. Send an email to techassist@CDRPC.org and provide your name, phone number and a time convenient for representatives to call you. This will assist CDRPC and CDTC with defining a scope of work that will be provided in the application form and a proposed project cost. Note: This step does not guarantee funding for the project.

2) Submit the Attached Application and Commitment Letter:

Based on the outcome of the pre-submission discussion, complete and submit the attached application and provide a letter of commitment from and signed by the chief elected official of the municipality. At the conclusion of the project, the applicant will be required to document a cash or in-kind match contribution of not less than 25% of the actual project cost. The anticipated source(s) of your match contribution must be indicated on the attached *Match Documentation Worksheet*. All projects must be completed by March 31, 2021.

Submission Deadline

Email the completed application form and a municipal support/commitment letter to techassist@CDRPC.org by 4:00 p.m. on Friday, April 3, 2020.

Project Selection Criteria

- Project must advance the goals of CDTC's New Visions 2040 Regional Transportation Plan.
- Municipal letter demonstrating support, commitment and contributions to the project.
- The role of CDRPC and/or CDTC staff in the project must be well defined and target roughly 75 hours of assistance.
- Intermunicipal or joint projects are viewed favorably.
- Geographic distribution of project proposals will be considered.

Project Review

Projects will be evaluated by CDRPC and CDTC staff within two weeks of submission. Recommendations will be made to CDTC's Planning Committee in May 2020 for funding. Initiation of selected projects will be based on the availability of CDRPC and/or CDTC staff.