

NYSMPO/NYS DOT

Bicycle and Pedestrian Planning Staff Meeting Notes

Thursday, January 19, 2012

Conference Call

ATTENDEES

MPOs:

A/GFTC - Kate Mance

BMTS - Scott Reigle

CDTC - Jason Purvis, Sam Piper

ECTC - Jim Arey

GBNRTC - Kelly Dixon

GTC - Bob Torzynski

GTSC - Jen Hogan

HOCTS - Matt VanSlyke

PDCTC - Emily Dozier

SMTC - Danielle Krol

A/GFTC - Kate Mance

Mario Colone, SMTS

NYS DOT:

Main Office - Gerardo Mendoza, Jim Ercolano,
Eric Ophardt, Marty Neveu, Edwin Kaliku,
Michael Paris

Reg 1 John Franchini, Susan Olsen

Reg 2 - Bob Hensler

Reg 4 - Steve Beauvais

Reg 5 - Greg Szewczyk , Chris Church

Reg 6 - Jeff Spencer

Reg 9 - Mark Bowers

Reg 10 - Lanny Wexler

NYS GTSC- Jennifer Hogan

NYS DOH - Elaine Troy, Jeannie Killaley [?]

NYBC - Brian Kehoe

RSG - Steven Gayle, Corey Mack

MEETING NOTES

1. Introductions

2. Revisions to September 18 Meeting Notes

- Jason noted there were some corrections to the past set of meeting notes. Revised notes will be sent out with the notes from this meeting.

3. Governor's Traffic Safety Committee

- Jen Hogan briefly explained the purpose of the Governor's Traffic Safety Committee (GTSC). The program is intended to address property damage, injuries, and fatalities resulting from traffic collisions. Their core function is to administer safety programs addressing factors contributing to crashes, including vehicles, drivers and the environment through education and engineering. Several of the fundable program areas coordinated by the committee include: Buckle-Up New York, Selective Traffic Enforcement Program (STEP), Drowsy Driving, Impaired Driving, and bicycle and pedestrian programs. 40% of the program funding must go to local sources, and no more than 10% may be used for program administration. The Committee operates on the federal fiscal year from October 1 through September 30. Jen is a regional representative serving the Capital Region, NYC-5 Boroughs, and Long Island; the other regional representatives, as well as additional information regarding the committee, can be found on the committee's website: <http://www.safeny.ny.gov/staff.htm>.

- **Update to the Strategic Highway Safety Plan:** Jen stated the GTSC 2011 Strategic Highway Safety Plan (SHSP) will be updated beginning late March. She requested comments from this working group on the Pedestrian, Bicycle and Wheel-Sport Safety section of that document. The 2011 SHSP can be found here: https://www.dot.ny.gov/divisions/operating/osss/highway-repository/2011_GTSC_HSSP.pdf.

Jen requested that comments be sent to Jennifer.Hogan@dmv.ny.gov – (518) 473-7786 by mid-March.

4. HOCTS / Region 2 – Bicycle Route Sign Strategy

- Matt introduced the two sign styles being used on bicycle routes in the HOCTS region:

- Traditional oval state designated routes, used when the route travels between two DOT or MPO regions.



- Herkimer / Oneida County sign on county route symbol, for routes wholly within the HOCTS region.



- Matt discussed Bicycle Route 8 as an example of an unclear application of the two signs. Bicycle Route 8 follows NY Route 8 from US-20 north through Clayville. North of Clayville, NY-8 becomes a limited access highway, and Bicycle Route 8 diverges from NY-8 following a mix of local, county, and state highways until intersecting with NYS Bike Route 5. As this route is totally within the HOCTS region, Matt was proposing using the county sign (above, right) for the route. Matt was interested in receiving comments on this proposed sign strategy.
 - Wexler: cited concerns over maintenance and replacement duties off the state highway system. It can be difficult to get all Towns and Villages on board with the required maintenance and replacement responsibility. The working group suggested that when the signs are initially purchased, extra replacement signs, including supplementary signs and arrows, should be purchased at that time for later distribution.
 - Additional concerns were brought up in signing routes with no logical end points or connections. Bicycle routes should have a clear destinations or connections to other routes to ensure a continuous network. There are no minimum length requirements for signed and numbered bicycle routes.
 - Ophardt suggested that all signed bicycle routes should be evaluated by an engineer to limit the liability to the Towns. Additionally, an engineer’s analysis may improve the likelihood of Town approval.
 - Beauvais: when a bike route uses a local road/street, must be a resolution/formal agreement from the local government. May leverage use of state or federal funds by local government. Understands that NYSDOT is responsible for Scenic Byway sign maintenance on local system.

- Mendoza proposed that a statewide bicycle route signing policy be pursued building upon this Region 2 work, with additional input from the other regions, the Traffic and Safety Division, and MPOs. This group can help designate the inter-regional NYS Bicycle Routes, with all other intra-regional routes being designated similar to the Region 2 / HOCTS sign proposal. VanSlyke to follow up with Mendoza.

5. Working Group Goals / Work Plan for 2012

- The Working Group Goals were compiled in September and recently reordered and cleaned up. The work plan and four primary goals for 2012 are summarized below:
 1. Hold quarterly meetings to discuss regional issues.
 2. Expand outreach beyond MPO and NYSDOT staff
 3. Provide support to NYSDOT through the Complete Streets legislation process
 4. Assist the DOT in implementing the GIS website data acquisition
- Steve mentioned that there will be a Working Group Chairs Strategic Planning session with MPO directors, NYSDOT staff, and other key WG members in April held in Binghamton. The work plan will assist in communicating the working group's goals at this meeting.

6. Complete Streets Legislation

- Purvis: Complete Streets legislation takes effect Feb 15.
- Mendoza: Design Bureau is reviewing the policies and checklists to verify what provisions are already in place, what additional measures are needed to comply with the law, and what types of projects will and will not be covered. Addressing cost-effectiveness provision in the law is challenging. Gerardo offered to send around what information is available on the provisions of the law.
- Bowers: this type of project feature would need to be implemented in the early stages of a project, and requested that design review documentation for complete street features is included in the agency's policy.

7. Safe Routes to School (SRTS)

- Mary Harding was unable to attend the meeting, but Mendoza was able to pass on the latest information as reported by Mary:
 - The release of a second round of SRTS funding is pending, in Executive Management review. Applications and revised guidebook expected in February.
 - Workshops should be held in late February through March with applications due late April or early May. The applications will be reviewed over the summer and awards will likely be announced in early October.
 - Wexler, Beauvais: Scheduling the workshops will be challenging in such a short timeframe. Also would like to know total available funding, as this program can create a large workload for the award of few projects.
 - Purvis: has the role of MPOs and Regions in application process been defined?
- Mendoza: The month of May is designated as Bike Month. Bike to School/Work Day, a national event coordinated by the National SRTS Center, is scheduled for May 9, 2012. Main

Office is evaluating information that was just received, will be developing a plan for NYSADOT participation.

- Purvis: are any local activities are being coordinated with this national event?
 - Reigle: BMTS does not have any specific coordinated activity planned, but walking and biking safety information and bike raffle at their annual Baseball Education Day held that month.
 - Arey: ECTC coordinates with Southern Tier Bicycle League
 - Purvis: National SRTS Center has resources available for activities coordinated with national events. Asks WG members to report back at March meeting.

8. Signal Timing Fact Sheet

- Three fact sheets have been prepared by RSG:
 1. Timing Traffic Signals to Accommodate Pedestrians. Technically oriented for MPOs and municipalities to use when setting signal timings; reviewed, approved, and available on website.
 2. Designing Signalized Intersections to Accommodate All Users. Non-technical and oriented to department managers and decision makers; reviewed, approved, and available on website.
 3. Complete Streets. The audience on this fact sheet is still undecided; the first draft has been prepared and was distributed to the working group subsequent to the meeting. Graphics will be added when the language is approved. Working group members are invited to review and comment on content.
- Fact sheets 1 and 2 can be downloaded from the NYSAMPO website:
http://www.nysmpos.org/pdf/Ped%20Signal%20Timing%20Fact%20Sheet_Final.pdf
http://www.nysmpos.org/pdf/NYSAMPO_fact_sheet_designing_intersections-FINAL.pdf

9. NYSDOT Bicycle / Pedestrian Website

- A webinar was held December 15 to assist and train the MPO staff in inputting the attribute data into the web based map tool. Some data is still missing, including the attribute data from Regions 1, 2, 3, 4, and 5, and the GIS shape file from Region 5.
- A second webinar will be held February 9, 2012 from 9 AM – 12 PM. This webinar will be the same as the December 15 webinar. 16 terminals will be available at the District Office to for any interested parties to bring their information and input the data during the meeting with assistance from staff. Otherwise, the offsite attendees will only be receiving training.
- Ophardt: MPO data has to be input at Regional offices. IT has provided a step-by-step instruction sheet.
 - Olsen, Beauvais: Manpower is an issue at Regions; freeing up the necessary hours for data input can be difficult.
 - Purvis: not all MPOs agreed to assist with data input.
 - Torzynski: Can MPOs get direct access, as with ALIS?

- Mendoza: NYSDOT IT always has issues with external user accounts; not possible for this application.
- Ophardt: Can distribute spreadsheet to each MPO with missing data elements highlighted.
 - Mance: This would be helpful.
- Purvis: will send out the required data fields and manual to the working group.
- Mendoza: Any changes to website (links, etc) to him and Ophardt promptly. This site has received good coverage in press and trade journals.

10. SPR Funds for State Bike Route Map Printing

- Purvis: previous map printing efforts focused on hard copies. This latest map distribution effort will focus on electronic circulation and fewer hard. Unclear if the map will be one single, statewide map, or many separate, individual route maps. All bicycle routes should be signed all routes prior to printing. Every effort should be made to get Routes signed prior to issuance of RFP.
- Mendoza: RFP for printing is being prepared to meet the latest DOT requirements; decision pending on number of copies. A draft of this RFP should be circulated to the working group in February.

11. NYSAMPO Website

- Gayle: RSG wants to update Working Groups page on website. Needs guidance from all working groups. Purvis, Misiewicz, and O'Neill had drafted a template, which has been circulated.
- Purvis: does not feel uniformity is important, as each working group is different. Perhaps retain uniformity in top layer. Comments to him and Gayle.

12. Other Comments

- Purvis: Has anyone deployed Sharrows on State Highways?
 - Beauvais: Region 4 will be placing on Bike Route 19.
 - Wexler: Region 10 intends to install some sharrows on several bicycle routes in the next pavement marking IPP.
- Dozier: status of rumble strip EI?
 - Mendoza: will distribute Draft EI for comment next week.
- Action item from last meeting: Dozier is still seeking good local photos of various bicycle facilities for use in a Dutchess County Planning Department Greenway Guide on Planning for Bicycles.

13. Meeting Calendar for 2012

- Thursday, March 15 – 10:00 AM in person at CDTC in Albany
- Thursday, June 21 – 10:00 AM conference call
- Thursday, September 20 – 10:00 AM in person at BMTS
- Thursday, December 20 – 10:00 AM conference call

ACTION ITEMS

- Purvis to send out revised notes from September 15, 2011 meeting.
- Working Group to review Pedestrian, Bicycle and Wheel-Sport Safety section of 2011 Strategic Highway Safety Plan. Plan can be downloaded here:
https://www.dot.ny.gov/divisions/operating/oss/highway-repository/2011_GTSC_HSSP.pdf
Comments are requested to be sent to Jennifer by March 15, 2012.
- Statewide Bicycle Route Signing Policy:
 - VanSlyke to contact Mendoza to discuss specifics of HOCTS sign strategy and application to a statewide bicycle route sign policy.
 - Additional comments to Mendoza
- Mendoza to send working group the latest status of the NYSDOT Policy and Procedures to implement Complete Streets legislation [via Purvis].
- Mendoza or Harding to send Safe Routes to School Round 2 funding level and schedule to working group [via Purvis].
- Complete Street Fact Sheet:
 - Gayle to send the draft Complete Streets Fact Sheet text to working group for review/comment.
- NYSDOT Bicycle/Pedestrian website:
 - NYSDOT website instructions, GIS data attributes, manual to WG [via Purvis]
 - All remaining MPOs to provide shapefiles and attribute data to NYSDOT by February 9, 2012.
 - NYSDOT to coordinate hands-on training and webinar training session on February 9, 2012.
- Ophardt to circulate a draft of the Bicycle Map Printing RFP to the working group.
- Mendoza to circulate draft Rumble Strips EI for comment next week

Meeting notes prepared by Corey Mack, P.E. (RSG) on January 20, 2012.