MEMORANDUM

TO: Bicycle & Pedestrian Advisory Committee (BPAC)

FROM: Robert Bini, AICP
       Director for Transportation Planning

DATE: October 17, 2019

SUBJECT: Next Meeting: Thursday, October 24, 2019

The next meeting of the Bicycle Pedestrian Advisory Committee will be held on
October 24, 2019 at 5:00 p.m., in Conference Room 104, located at 150 North Queen Street,
Lancaster, PA, 17603. Please use the Binn’s Park Entrance. Parking is available at the Prince
Street Garage and Duke Street Garage.

The enclosed agenda includes two action items: Minutes of the May 23, 2019 meeting;
and Confirmation of August Email Ballot.

The agenda also includes the following discussion items: Review of Adopted ATP
Implementation Framework and Related Bylaw Changes; Review of Draft ATP Year 1
Action Items; Discussion of ATP Implementation Funding; Updates on Previous BPAC
Recommendations.

The Lancaster County Transportation Coordinating Committee, and its associated committees,
including BPAC, is committed to compliance with the nondiscrimination requirements of
applicable civil rights statutes, executive orders, regulations, and policies. The meeting location
is accessible to persons with disabilities. Anyone who requires an auxiliary aid or service for
effective communication, or a modification of policies or procedures to participate in this public
meeting, please contact Robert Bini at 717-299-8333 or by email to Rbini@co.lancaster.pa.us,
as soon as possible, but no later than five (5) days before the scheduled event. Thank you.

BB/ar
LANCASTER COUNTY
BICYCLE & PEDESTRIAN ADVISORY COMMITTEE
MEETING AGENDA

Date: October 24, 2019
Place: Conference Room 104
150 North Queen Street, Lancaster, PA 17603

Time: 5:00 p.m.

Order of Business:

1. Call to Order

2. Call to Audience – Public comment
   Any person who wishes to speak about any item NOT on the agenda

3. Minutes of May 23, 2019 Meeting
   See attachment

4. Confirmation of August Email Ballot

5. Review of Adopted ATP Implementation Framework
   and Related Bylaw Changes

6. Review of Draft ATP Year 1 Action Items

7. Discussion of ATP Implementation Funding

8. Updates on Previous BPAC Recommendations

9. Other Business and Public Participation

10. Next Meeting: January 23, 2019 at TBD

11. Adjournment
DATE: May 23, 2019  
PLACE: 150 N. Queen Street, Conference Room 104

Members: Brenda Buescher, Bill Swiernik, George Tobler, William Weismantel  
Staff: Robert Bini, Kristiana Barr  
Guests: Joshua Deering, David Morrison

ORDER OF BUSINESS:

1. **Call to Order** – The meeting was called to order at 5:00 PM.

2. **Call to Audience** – Mr. Deering detailed his experience in Mount Joy Borough with public backlash from residential property owners against paying for the construction of new sidewalks. He expressed concern for local implementation of County plans like the Lancaster Active Transportation Plan (ATP) and places2040. Committee members spoke to prior professional experience with various municipalities as examples of how to overcome obstacles as well as the future role of BPAC in advocating for and potentially assisting municipalities. Mr. Bini noted that this conversation is related to discussion of ATP implementation later in the meeting agenda.

Mr. Morrison expressed an interest in seeing long-term trail connections from the existing Warwick to Ephrata Rail Trail (WERT) to Landisville and then along Swarr Run to Park City Center. He also questioned the lack of considerations for multimodal users in the design for the updated 283 and State Road interchange, which is currently under construction.


   Mr. Swiernik made a motion to approve the minutes as presented, and this motion was seconded by Mr. Tobler.

4. **Review the Role of BPAC** – Mr. Bini and Ms. Barr reviewed the current role of BPAC, as outlined in the adopted mission statement included in the meeting packet.

5. **Discussion of ATP Implementation and BPAC’s Role** – Committee members were asked to review Chapter 7 – Implementation of the Lancaster ATP prior to the meeting. MPO staff would like to hear from Committee members on what recommendations from pages 7-4 to 7-8 they think BPAC has the potential capacity and interest to work on.

   Mr. Swiernik noted the constrained function of BPAC as part of the Lancaster MPO. However, he expressed an interest in not defining every task allowed or to be completed by BPAC in order to provide future flexibility for BPAC to evolve as ATP implementation
occurs. Ms. Buescher identified five recommendations from Chapter 7 that she believes BPAC can accomplish: draft design guidelines based on national standards to create infrastructure uniformity county-wide, recommend the MPO formally adopt, educate consultants and municipalities on these accepted best practices; develop bicycling parking guidelines to address placement and security concerns; encourage municipalities to create and adopt official maps that include multi-modal considerations; provide cost estimates for maintenance of bicycle infrastructure; and, update the county bicycle map to include terrain, facilities, and education. Mr. Tobler stated that he does not want the resurfacing project reviews to suffer if/when BPAC has additional tasks to complete. Mr. Swiernik suggested future BPAC meetings should be held more frequently and scheduled before TTAC meetings.

6. **Discussion of BPAC Membership and Reorganization** – Staff suggested increasing the membership of BPAC from 5 to 9 individuals. Committee members offered additional membership ideas, such as recruiting individuals with particular personal experience like knowledge of Plain Sect communities or non-native English speakers; specific professional affiliation like higher education or school district staff; or, desired skillsets like grant writing. MPO staff also recommend re-branding the group as the Active Transportation Advisory Committee (ATAC) to align with the recent adoption and future implementation of the Lancaster Active Transportation Plan (ATP).

Staff will draft the proposed changes to BPAC as well as a list of first year ‘action items’ for ATP implementation and present them at the next meeting.

7. **Review Lancaster Amtrak Station Parking Improvements** – Committee members discussed how to improve the safety of Amtrak customers crossing McGovern Avenue from the Fulton parking lot. The installation of a staircase on the corner of McGovern Avenue and North Duke Street would encourage people to use the existing crosswalk at the signalized intersection. Otherwise, the creation of a high-visibility pedestrian crossing at McGovern Avenue and North Christian Street should be considered. The City of Lancaster should be consulted regarding any improved pedestrian connections to the train station planned as part of the Christian Street bikeway project. The addition of bicycle storage, preferably bike lockers, should be considered as part of the new north parking lot design.

Currently, pedestrian gateways to the train station are inadequate, especially coming from downtown Lancaster. The experience of walking to and from the train station is not comfortable or welcoming. The Lancaster Amtrak train station was identified in the Lancaster Active Transportation Plan (ATP) as a primary mobility hub. Therefore, any accessibility, connectivity, or mobility improvements should be comprehensive – considerate of all users, not just motorists. Members wondered where people are traveling to and from when using the Lancaster train station because that would provide an insight into the necessity and location of any improvements.

8. **Review Resurfacing Projects** – Ms. Barr and Mr. Bini led the Committee in a discussion of the Horseshoe Road resurfacing project (MPMS ID: 108530). They discussed the existing conditions of the project area and developed recommendations for the various segments.
MPO staff will prepare the recommendations and submit them to the assigned PennDOT District 8-0 project manager for review and feedback. Once that is received, MPO staff will reach out to the municipalities involved to notify them and be sure to include them in future conversations.

9. **Updates on previous BPAC Recommendations** – Mr. Bini updated the Committee on the status of the Centerville Road Interchange and Corridor Improvement project. Ms. Barr discussed the status of the Church Street resurfacing project recommendations, particularly reaching out to East Hempfield Township to ask for their input and involvement.

10. **Other Business & Public Participation** – None.

11. **Next Meeting:** August 22, 2019 at 5:00pm

12. **Adjournment:** The meeting was adjourned at 7:19 PM.
MEMORANDUM

TO: BPAC
FROM: Kristiana Barr, Senior Transportation Planner
DATE: October 8, 2019
SUBJECT: Confirmation of August Email Ballot

On Tuesday August 27, 2019 the following email ballot measure was sent to the Lancaster County Bicycle & Pedestrian Advisory Committee (BPAC) for consideration:

In order to continue the procedural approval process for ATP implementation in a timely manner, I request that BPAC consider the proposed action items from the canceled August 22, 2019 meeting. An electronic ballot via email is allowed for in the MPO bylaws under Article 5 (i). Any actions approved by email ballot shall be reaffirmed by vote at the next regularly scheduled meeting on October 24, 2019. We will postpone the discussion of the draft Lancaster ATP Year 1 Action Items until the October meeting. The meeting packet is attached for reference. Please let me know if you have any questions.

**Action requested:** BPAC recommends the draft Lancaster Active Transportation Plan (ATP) implementation plan and draft Lancaster ATP Year 1 Action Items to TTAC for their recommendation to the MPO for endorsement.

**Action requested:** BPAC recommends the proposed changes regarding an enhanced purpose and improved structure for MPO staff to draft updated bylaws to present at TTAC for their recommendation to the MPO for adoption.

Three BPAC members responded to the email ballot request, and all voted in favor.

Background information provided with the original email ballot request is attached.

Below is a proposed motion to confirm the action taken by BPAC via email ballot on August 27.

**Proposed action:** BPAC recommends the draft Lancaster Active Transportation Plan (ATP) implementation plan and draft Lancaster ATP Year 1 Action Items to TTAC for their recommendation to the MPO for endorsement.

**Proposed action:** BPAC recommends the proposed changes regarding an enhanced purpose and improved structure for MPO staff to draft updated bylaws to present at TTAC for their recommendation to the MPO for adoption.
Oversight
BPAC

Enhance Purpose

The Committee oversees the implementation of the Lancaster ATP.
- Ensure it is successfully carried out county-wide by the ATP Implementation Leads, representatives from the ATP authors – Lancaster County, LIMC, and Lancaster City.
- Review the annual list of ‘action items’ proposed by MPO staff in cooperation with the other ATP Implementation Leads and stakeholder organizations.
- Receive status reports from MPO staff on any ‘action items’ progress at every meeting.
- Work on any approved annual ‘action items’ proposed by MPO staff in collaboration with the current Committee membership that has the individual capacity and interest to deliver.
- Revisit the original plan recommendations every five years to consider changing conditions in the County, incorporate new best practices, and reflect on implementation progress.

Improve Structure

Align the Committee with current MPO focus on active transportation, including its prominent role as oversight of ATP implementation.
- Re-name to Active Transportation Advisory Committee (ATAC).
- Expand membership from 5 to 9 individuals.
- More frequent meetings from 5 to 7 per year.

Responsibility
ATP Implementation Leads

Enlist Authors

ATP Implementation Leads are representatives from the plan authors – Lancaster County, LIMC, and Lancaster City. Selected individuals are employed in a hands-on, related professional position.
- Develop an annual list of ‘action items’ to be reviewed by BPAC.
- Call upon co-workers, other stakeholder organizations, or subject matter experts as needed to create and complete ‘action items’ relevant to their professional position or organization.

Retain Support

Assume an active leadership role to personally implement the plan recommendations.
- Through existing, new, or revised work tasks that encompass or even go beyond the ‘action items’ for which you or your organization are listed as responsible for on the annual list approved by BPAC.
- Report any progress on assigned ‘action items’ at every BPAC meeting.
Proposed Changes to BPAC

Enhanced Purpose

The Committee oversees the implementation of the Lancaster ATP.

- Ensure it is successfully carried out county-wide by the ATP Implementation Leads, representatives from the ATP authors – Lancaster County, LIMC, and Lancaster City.
- Review the annual list of ‘action items’ proposed by MPO staff in cooperation with the other ATP Implementation Leads and stakeholder organizations.
- Receive status reports from MPO staff on ‘actions items’ progress at every meeting.
- Work on any approved annual ‘action items’ proposed by MPO staff in collaboration with the current Committee membership that has the individual capacity and interest to deliver.
- Revisit the original plan recommendations every five years to consider changing conditions in the County, incorporate new best practices, and reflect on implementation progress.

Improved Structure

Align with the current MPO focus on active transportation, including its prominent role in ATP implementation.

- Re-name to Active Transportation Advisory Committee (ATAC).
- Expand membership from 5 to 9 individuals.
- More frequent meetings from 5 to 7 per year.
MEMORANDUM

TO: BPAC

FROM: Kristiana Barr, Senior Transportation Planner

DATE: October 8, 2019

SUBJECT: Review of Adopted ATP Implementation Framework and Related Bylaw Changes

We ask Committee members to please review the ATP Implementation Framework and MPO Bylaws recently adopted at the Lancaster County Transportation Coordinating Committee (MPO) meeting on September 23, 2019.

Individual feedback comments or questions are encouraged at the time of the meeting during Committee discussion.
**Oversight**

**BPAC**

**Enhance Purpose**

The Committee oversees the implementation of the Lancaster ATP.

- Ensure it is successfully carried out county-wide by the ATP Implementation Leads, representatives from the ATP authors – Lancaster County, LIMC, and Lancaster City.
- Review the annual list of ‘action items’ proposed by MPO staff in cooperation with the other ATP Implementation Leads and stakeholder organizations.
- Receive status reports from MPO staff on any ‘action items’ progress at every meeting.
- Work on any approved annual ‘action items’ proposed by MPO staff in collaboration with the current Committee membership that has the individual capacity and interest to deliver.
- Revisit the original plan recommendations every five years to consider changing conditions in the County, incorporate new best practices, and reflect on implementation progress.

**Improve Structure**

Align the Committee with current MPO focus on active transportation, including its prominent role as oversight of ATP implementation.

- Re-name to Active Transportation Advisory Committee (ATAC).
- Expand membership from 5 to 9 individuals.
- More frequent meetings from 5 to 7 per year.

**Responsibility**

**ATP Implementation Leads**

**Enlist Authors**

ATP Implementation Leads are representatives from the plan authors – Lancaster County, LIMC, and Lancaster City. Selected individuals are employed in a hands-on, related professional position.

- Develop an annual list of ‘action items’ to be reviewed by BPAC.
- Call upon co-workers, other stakeholder organizations, or subject matter experts as needed to create and complete ‘action items’ relevant to their professional position or organization.

**Retain Support**

Assume an active leadership role to personally implement the plan recommendations.

- Through existing, new, or revised work tasks that encompass or even go beyond the ‘action items’ for which you or your organization are listed as responsible for on the annual list approved by BPAC.
- Report any progress on assigned ‘action items’ at every BPAC meeting.
BYLAWS
LANCASTER COUNTY TRANSPORTATION COORDINATING COMMITTEE
The Metropolitan Planning Organization
LANCASTER COUNTY, PENNSYLVANIA
With Draft Amendments September 9, 2019

Article 1. Name:

(a) The official name of the metropolitan planning organization shall be Lancaster County
Transportation Coordinating Committee (LCTCC).
(b) The common reference name for the LCTCC shall be the Lancaster County Metropolitan
Planning Organization (MPO) or Lancaster MPO.

Article 2. Authorization and Purpose:

(a) The LCTCC is authorized by Federal law (23 CFR Part 450) and, as established by PennDOT
Agreement No. 32094, revised by Agreement Nos. 57339 and 57339-A. LCTCC shall constitute
the policy board as required by Federal regulation.

(b) LCTCC shall be the policy body to carry out a continuing, comprehensive, and cooperative
transportation planning and decision-making process in accordance with current Federal
regulations. Such process will be carried out for the entire political subdivision known as
Lancaster County, Pennsylvania.

(c) These bylaws shall serve as the document identifying current LCTCC procedures. They will
be reviewed periodically and revised, as necessary.

Article 3. Membership:

(a) Voting membership of LCTCC shall be as follows:

City of Lancaster – five (5) voting members as follows; Mayor and four (4) at-large
members from the City nominated by the Mayor, at least one of which will be a member
of the City Planning Commission;

County of Lancaster – ten (10) voting members as follows; one (1) county commissioner
nominated by the Board of Commissioners; nine (9) members of the Lancaster County
Planning Commission nominated by the Chair of the county planning commission;

Legislative Delegation – two (2) voting members as follows; one (1) member from the
Pennsylvania House of Representatives, and one (1) member from the Pennsylvania
Senate. Nominations shall be made by the respective delegations from Lancaster County;

South Central Transit Authority – one (1) voting member nominated by its board of
directors;

Lancaster Airport Authority – one (1) voting member nominated by its board of directors;
Lancaster County Transportation Authority – one (1) voting member nominated by its board of directors;

Pennsylvania Department of Transportation (PennDOT) – two (2) voting members; one (1) from PennDOT Central Office, Program Center, Bureau Director or designee, and one (1) from PennDOT, District 8-0, District Executive or designee;

Total voting membership is twenty-two (22).

(b) Non-voting membership of LCTCC shall be as follows:

U.S. Department of Transportation, Federal Highway Administration – one (1) non-voting member

U.S. Department of Transportation, Federal Transit Administration – one (1) non-voting member

Pennsylvania Department of Transportation, Bureau of Public Transportation – one (1) non-voting member

Total non-voting membership is three. (3).

(c) Appointment of Members

(d) Membership on LCTCC is by affiliated organization as stated in Article 3 (a) and (b) above. All members, except those representing the legislative delegation from Lancaster County, shall be nominated by the affiliated organization. The Lancaster County legislative delegation shall determine its representative to the LCTCC and notify the Chair. Nominations from affiliated organizations to fill vacancies shall be in writing or by email and addressed to the Chair. Affiliated organizations, including the legislative delegation, shall designate an alternate for each of their members. All alternates must be so designated as the alternate voting member in writing or by email from their respective organization. All nominations shall be recognized by the chair of LCTCC at a public meeting of the committee at which point the nominees are considered to be appointed. Appointments or reappointments of members shall occur in time for the roster of membership to be available for LCTCC use in selecting a Chair and Vice Chair at the last regularly scheduled meeting of the calendar year.
Term of Appointment

Members shall serve for a term not to exceed four (4) years. The recording secretary shall keep a list of members along with the expiration date of each of their terms. Members may be reappointed to subsequent terms upon nomination by their affiliated organization. Terms will begin on January 1 and end on December 31 of the appropriate year.

(e) Removal

Any member who has unexcused absences from three (3) consecutive meetings in any one calendar year may be removed as a member of the LCTCC. Prior to such removal, the chair of the LCTCC shall notify the affiliated organization of such potential removal. Removal shall only occur after such notification and a report by the chair to the full committee.

Article 4. Officers:

(a) The Chair and Vice-Chair of the MPO shall be elected annually by and among the voting members of the LCTCC and shall be responsible for conducting the committee meetings. Nomination and election of officers shall be conducted at the last meeting of each calendar year. The method of nomination shall be determined by the Chair, consistent with Robert’s Rules of Order.

(b) The Chair and Vice-Chair, during their terms, shall have the right to vote on all issues.

(c) A Recording Secretary shall be provided from the staff of the Lancaster County Planning Commission.

Article 5. Meetings and Conduct of Business:

(a) LCTCC shall establish such regular meetings as, from time to time, it deems proper, and shall, in addition, meet upon call of the Chair. Notice of meeting dates and times will be published annually and as otherwise required by law.

(b) Eleven voting members, or their alternates, shall constitute a quorum for the MPO.

(c) Actions of the LCTCC shall be by simple majority vote of the members present and entitled to vote, provided that a quorum is present at the beginning of the meeting.

(d) Alternates attending a meeting in the absence of the voting member shall so notify the Recording Secretary at the start of the meeting. Alternates attending in the absence of a voting member shall be counted towards a meeting quorum.

(e) In the event of a tie vote, the motion shall be considered defeated.

1. At the first meeting of the year next following the adoption date of these bylaws, LCTCC will reconfirm all existing appointments and fix the terms of members for the coming year.
(f) All meetings of the LCTCC, including those of the Transportation Technical Advisory Committee (TTAC) and the Active Transportation Advisory Committee (ATAC), shall be open to the public and copies of any materials considered by a committee shall be available to the public at the time of the meeting or subsequent to a committee meeting. Minutes of the meeting of the committees shall be maintained and shall be available for review in the offices of the Lancaster County Planning Commission, and electronically on the official Lancaster County website. The responsibility for the development of the minutes shall rest with the Recording Secretary.

(g) In general, meetings shall be conducted according to Robert’s Rules of Order.

(h) Special meetings. Special meetings may be called from time to time by the Chair of LCTCC, as circumstances require. Notice of such special meetings shall be published as required by law.

(i) Telephone/email balloting. The LCTCC may conduct telephone or email voting on proposed actions. Such telephone/email voting shall only be conducted when action is needed on an item of regular business and where timely action is needed to meet required deadlines, prevent project delays, avoid cost increases or funding issues, or similar circumstances. Actions approved by telephone/email ballot shall be reaffirmed by vote at the next regularly scheduled LCTCC meeting.

Article 6. Technical Advisory Committee

(a) LCTCC shall maintain a standing advisory committee known as the Transportation Technical Advisory Committee (TTAC).

(b) TTAC shall provide technical advice to LCTCC in its policy role on all matters pertaining to transportation planning and programming as shall be placed before TTAC. Generally, TTAC is tasked to review and comment on agenda items to be considered by LCTCC as well as investigate other transportation matters in detail to inform and improve the ongoing transportation planning process.

(c) Nominations for appointments or re-appointments shall be solicited by the Recording Secretary and forwarded to LCTCC for consideration and appointment. All nominations shall be recognized by the chair of LCTCC at a public meeting of the committee at which point the nominees are considered appointed.

(d) Voting members of TTAC shall be nominated to represent the following interests and such nominations made as follows:

Lancaster County Planning Commission – three (3) voting members, nominated by the chair of the planning commission

Community-wide interests – nine (9) voting members, nominations solicited by the Lancaster County Planning Commission from among the following interests:

- Business and Finance,
- Lancaster County Chamber of Commerce and Industry Transportation Committee,
• Operating Railroads in Lancaster County;
• Active transportation interests,
• Environmental interests,
• Motorized vehicle interests,
• South Central Transit Authority,
• Lancaster Airport Authority,
• Lancaster County Transportation Authority
• Advocate for persons with disabilities

Pennsylvania Department of Transportation – two (2) voting members; one (1) from
PennDoT Central Office, Program Center, Bureau Director or designee, and one (1) from
PennDoT, District 8-0, District Executive or designee

City of Lancaster – one (1) voting member, nominated by the Mayor

Lancaster Inter-municipal Committee – one (1) voting member, nominated by chair of
the LIMC

Municipalities other than LIMC member – one (1) voting member, nominations solicited
by the Lancaster County Planning Commission

Legislative Delegation – one (1) voting member either a State Senator or State
Representative; nominations to be made by the legislative delegation

Total voting members of TTAC is nineteen (19).

(e) Appointments to TTAC shall be for a two-year term. Terms will begin on January 1 and end
on December 31 of the appropriate year.

(f) The Chair and the Vice-Chair of TTAC shall be elected annually by and among the voting
members of TTAC and shall be responsible for conducting the committee meetings.
Nomination and election of officers shall be conducted at the last meeting of each calendar
year. The method of nomination shall be determined by the Chair, consistent with Robert’s
Rules of Order. The Recording Secretary of the LCTCC shall serve as the Secretary of the
TTAC.

(g) Nominating affiliated organizations, including the legislative delegation, may designate an
alternate for each of their members. All alternates must be so designated in writing or by
e-mail from their respective organization.

(h) TTAC shall establish such regular meetings as, from time to time, it deems proper, and
shall, in addition, meet upon call of the Chair. Notice of meeting dates and times will be
published annually and as otherwise required by law.

(i) Ten (10) voting members, or their alternates, shall constitute a quorum for the TTAC.

(j) Actions of the TTAC shall be by simple majority vote of the members present and entitled
to vote, provided that a quorum is present at the beginning of the meeting.
(k) In the event of a tie vote, the motion shall be considered defeated.

(l) Any member who has unexcused absences from three (3) consecutive meetings in any one calendar year may be removed as a member of the TTAC. Prior to such removal, the chair of the LCTCC shall notify the affiliated organization of such potential removal. Removal shall only occur after such notification and a report by the chair LCTCC to the full LCTCC committee.

(m) TTAC may conduct telephone or email voting on proposed actions. Such telephone/email voting shall only be conducted when action is needed on an item of regular business and where timely action is needed to meet required deadlines, prevent project delays, avoid cost increases or funding issues, or similar circumstances. Actions approved by telephone/email ballot shall be reaffirmed by vote at the next regularly scheduled TTAC meeting.

Article 7. **Active Transportation Advisory Committee**

(a) The Active Transportation Advisory Committee (ATAC) is established as an advisory committee to TTAC. The committee shall advise TTAC on all matters pertaining to active transportation, including bicycle and pedestrian transportation.

(b) Nominees may be solicited by staff for consideration by TTAC. Nominations for appointments or re-appointments shall be solicited by the Recording Secretary for consideration by TTAC and forwarded by TTAC to LCTCC for appointment. All nominations shall be recognized by the chair of LCTCC at a public meeting of the committee at which point the nominee is considered appointed.

(c) Appointment shall be for a two-year term. Terms will begin on January 1 and end on December 31 of the appropriate year.

(d) Membership shall consist of nine members and be representative of active transportation interests in Lancaster County. ATAC shall nominate a member for appointment to TTAC.

(e) ATAC shall establish such regular meetings as, from time to time, it deems proper, and shall, in addition, meet upon call of the Chair. Notice of meeting dates and times will be published annually and as otherwise required by law.

(f) **ATAC** may conduct telephone or email voting on proposed actions. Such telephone/email voting shall only be conducted when action is needed on an item of regular business and where timely action is needed to meet required deadlines, prevent project delays, avoid cost increases or funding issues, or similar circumstances. Actions approved by telephone/email ballot shall be reaffirmed by vote at the next regularly scheduled ATAC meeting.

Article 8. **Other Committees**

(a) The Chair of LCTCC may appoint such other committees and their members as deemed necessary and desirable from time to time, set the charge to the committee and set such time limits for commencement and disbandment as necessary.

Article 9. **Staffing**
(a) The Executive Director of the Lancaster County Planning Commission, as appointed by the Lancaster County Board of Commissioners, shall serve as Executive Director of the Lancaster County Transportation Coordinating Committee. The Executive Director shall oversee the work of the staff of LCTCC.

(b) Staff services to the LCTCC and its standing committees shall be provided by the staff of the Lancaster County Planning Commission. Such services are provided pursuant to the appropriate agreements with PennDOT.
On this date, the Lancaster County Transportation Coordinating Committee adopted the foregoing amended Bylaws.

ATTEST:

__________________________________________________________________________  September 23, 2019
Chairperson  Date

ATTEST:

__________________________________________________________________________  September 23, 2019
Vice Chairperson  Date
MEMORANDUM

TO: BPAC

FROM: Kristiana Barr, Senior Transportation Planner

DATE: October 8, 2019

SUBJECT: Review of Draft ATP Year 1 Action Items

We ask Committee members to please review the attached draft ATP Year 1 Action Items in advance of the meeting, if possible. This document was prepared by staff based on the content of the ATP Chapter 7 – Implementation; extensive discussion at the May 23, 2019 meeting of BPAC; and input from other ATP stakeholders, such as Lancaster City staff, Lancaster Inter-Municipal Committee members, and Penn Medicine – Lancaster General Health community wellness staff.

Individual feedback is encouraged at the time of the meeting during Committee discussion.

Based on the input received and additional outreach to ATP stakeholders, staff plan to present a revised version of the draft ATP Year 1 Action Items at the next Committee meeting in January 23, 2020. This will also be the first Committee meeting with full ATAC membership.
<table>
<thead>
<tr>
<th>Ref.</th>
<th>Action Items for Year 1 (April 2019-April 2020)</th>
<th>Responsible Organization</th>
<th>Individual Lead(s)</th>
<th>Status</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>A 1</td>
<td>Coordinate the development of place-based plans for places2040 Part 2 to align corridor plans and priorities</td>
<td>LCPC</td>
<td>Kristiana/Kip</td>
<td>Upcoming</td>
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<tr>
<td></td>
<td>Finalize Old Philadelphia Pike corridor plan</td>
<td>LCPC</td>
<td>Bob</td>
<td>Ongoing</td>
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<td>A 2</td>
<td>Develop mobility hub guidance as part of SCTA's &quot;Design Us In&quot; information packet.</td>
<td>LCPC/SCTA</td>
<td>Kristiana/Jeff</td>
<td>In progress</td>
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<tr>
<td>A 3</td>
<td>Begin construction of Walnut Street protected bicycle lane.</td>
<td>Lancaster City</td>
<td>Cindy/Karl</td>
<td>Upcoming</td>
<td></td>
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<td></td>
<td>Re-evaluate Chestnut Street protected bicycle lane and other GLHP eastbound routes.</td>
<td>Lancaster City</td>
<td>Cindy/Karl</td>
<td>In progress</td>
<td></td>
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<td>Begin construction of Christian Street bicycle boulevard</td>
<td>Lancaster City</td>
<td>Cindy/Karl</td>
<td>Upcoming</td>
<td></td>
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<td>Pre-construction activities for the Conestoga Pines Connection/NE Greenway Trail Pedestrian Bridge as part of GLHP.</td>
<td>Lancaster City</td>
<td>Cindy/Karl</td>
<td>Ongoing</td>
<td></td>
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<tr>
<td>A 4</td>
<td>Study Route 441 trail gaps</td>
<td>Manor Township</td>
<td>Mike</td>
<td>In progress</td>
<td></td>
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<td></td>
<td>Design for Enola Low Grade Trail eastern section</td>
<td>MPO</td>
<td>Mike</td>
<td>In progress</td>
<td></td>
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<td></td>
<td>Permitting for northern 3 miles of the Northwest River Trail</td>
<td>Conoy Township</td>
<td>Mike</td>
<td>In progress</td>
<td></td>
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<td></td>
<td>Design for Safe Harbor Bridge on the Enola Low Grade Trail</td>
<td>MPO</td>
<td>Mike</td>
<td>In progress</td>
<td></td>
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<tr>
<td></td>
<td>Study the repair of the Martic Forge Bridge on the Enola Low Grade Trail</td>
<td>Martic Township</td>
<td>Mike</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>A 5</td>
<td>Coordinate the inclusion of active transportation elements on official maps with places2040 Official Maps implementation team.</td>
<td>LCPC/BPAC</td>
<td>Brad/Bill S.</td>
<td>Upcoming</td>
<td></td>
</tr>
<tr>
<td>A 6</td>
<td>Determine next steps to further study the Route 30 crossing analysis on pages 2-36 and 2-37.</td>
<td>LCPC</td>
<td>Kristiana/Emma</td>
<td>Upcoming</td>
<td></td>
</tr>
<tr>
<td>A 7</td>
<td>Develop design guidance for transit stops as part of SCTA's &quot;Design Us In&quot; information.</td>
<td>LCPC/SCTA</td>
<td>Kristiana/Jeff</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>A 8</td>
<td>Coordinate the Enola Low Grade Trail eastern section design phase with Chester County.</td>
<td>LCPC</td>
<td>Mike</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>B 1</td>
<td>Evaluate knowledge, interest, and barriers to implementing Complete Streets in municipalities with interviews/survey.</td>
<td>LCPC/Lancaster General Health</td>
<td>Kristiana/Serena</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Review results of municipal outreach.</td>
<td>LCPC/Lancaster General Health</td>
<td>Kristiana/Brenda</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Identify which group a Municipality belongs in based on existing conditions - economic, infrastructure, and political climate - and prior engagement with Complete Streets initiatives.</td>
<td>LCPC/Lancaster General Health</td>
<td>Kristiana/Brenda</td>
<td>Upcoming</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Determine a spectrum of municipal &quot;groupings&quot;, ideally 3 groups. Define collective current 'needs' and future 'progress' for each.</td>
<td>LCPC/Lancaster General Health</td>
<td>Kristiana/Alice</td>
<td>Upcoming</td>
<td></td>
</tr>
<tr>
<td>B 2</td>
<td>Identify nationally-recognized multimodal transportation design guidelines for use across Lancaster County's various character zones.</td>
<td>BPAC</td>
<td>Will</td>
<td>Upcoming</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Adopt or endorse the selected nationally-recognized design guidelines.</td>
<td>MPO</td>
<td>Kristiana</td>
<td>Upcoming</td>
<td></td>
</tr>
<tr>
<td>B 3</td>
<td>Develop checklist for incorporating active transportation elements into resurfacing projects.</td>
<td>BPAC</td>
<td>Brenda</td>
<td>Upcoming</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Review resurfacing projects on the TIP and recommend bicycle-pedestrian improvements.</td>
<td>BPAC</td>
<td>N/A - all</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>B 4</td>
<td>Host a second public open house for the Bridgeport Area Transportation Study (2015-2016 SGT project).</td>
<td>MPO/East Lampeter Township</td>
<td>Lauri/Tara</td>
<td>Upcoming</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lancaster City Council adopted the Lancaster Active Transportation Plan (2015-2016 SGT project).</td>
<td>MPO/Lancaster City</td>
<td>Mike/Tara</td>
<td>Completed</td>
<td>4/23/2019</td>
</tr>
<tr>
<td></td>
<td>Lancaster Inter-Municipal Committee (LIMC) Board adopted the Lancaster Active Transportation Plan (2015-2016 SGT project).</td>
<td>MPO/LIMC</td>
<td>Mike/Ralph</td>
<td>Completed</td>
<td>7/10/2019</td>
</tr>
<tr>
<td></td>
<td>Construction of Pathways Project Phase III in Elizabethtown Borough (State TAP funding awarded).</td>
<td>Elizabethtown Borough</td>
<td>Roni</td>
<td>Upcoming</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Secure additional funding for the Main Street Curb and Sidewalk improvements project in West Earl Township (State TAP funding already awarded).</td>
<td>West Earl Township</td>
<td>Candie</td>
<td>Ongoing</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>B 5</td>
<td>Address railroad crossing safety issues for Doe Run Road Pedestrian Safety Improvements in Penn Township (2015-2016 SGT project).</td>
<td>MPO/Penn Township</td>
<td>Lauri/Mark</td>
<td>Upcoming</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Prepare final draft of Downtown Connection Study for Manheim Borough (2017-2018 SGT project).</td>
<td>MPO/Manheim Borough</td>
<td>Lauri/Jim</td>
<td>Upcoming</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Schedule kickoff meeting for Intercourse Village Traffic Safety &amp; Mobility Improvements in Leacock Township (2019-2020 SGT project).</td>
<td>MPO/Leacock Township</td>
<td>Lauri/Frank</td>
<td>Upcoming</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Schedule kickoff meeting for Leola Core Area Main Street/PA 23 Sidewalk Improvements in Upper Leacock Township (2019-2020 SGT project).</td>
<td>MPO/Upper Leacock Township</td>
<td>Lauri/Mike</td>
<td>Upcoming</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Schedule kickoff meeting for Water Street Bike Boulevard in Lancaster City (2019-2020 SGT project).</td>
<td>MPO/Lancaster City</td>
<td>Lauri/Cindy</td>
<td>Upcoming</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Close out contract for completed Charlotte Street two-way conversion in Lancaster City (2017-18 SGT project).</td>
<td>MPO/Lancaster City</td>
<td>Lauri/Cindy</td>
<td>In Process</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Pre-construction activities for Willow Street Traditional Village Project in West Lampeter Township (2017-2018 SGT project).</td>
<td>MPO/West Lampeter Township</td>
<td>Lauri/Joellyn</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Research and develop bicycle parking guidelines applicable for use across Lancaster County's various character zones.</td>
<td>BPAC</td>
<td>Bill H.</td>
<td>Upcoming</td>
<td></td>
</tr>
<tr>
<td>B 6</td>
<td>Update existing bicycle parking map on Commuter Services of PA website.</td>
<td>LCPC/Commuter Services of PA</td>
<td>Kristiana</td>
<td>Upcoming</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>None.</td>
<td></td>
<td></td>
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<tr>
<td>C</td>
<td>None.</td>
<td></td>
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<tr>
<td>C</td>
<td>Conduct aggressive driving police details.</td>
<td>Lancaster City Police</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Enforce pedestrian safety with crossing guards positioned downtown when Central Market is open.</td>
<td>Lancaster City</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>C</td>
<td>None.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Identify funding sources for a new printed bicycle map for Lancaster County.</td>
<td>BPAC</td>
<td>Brenda</td>
<td>Upcoming</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Discuss the desired content of an updated printed Lancaster County bicycle map.</td>
<td>BPAC</td>
<td>N/A - all</td>
<td>Upcoming</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Solicit input from other stakeholders on an updated printed Lancaster County bicycle map.</td>
<td>MPO</td>
<td>Kristiana</td>
<td>Upcoming</td>
<td></td>
</tr>
<tr>
<td>D 1</td>
<td>Market free ride in July promotion for Bike It! Lancaster bike share.</td>
<td>Commuter Services/City of Lancaster</td>
<td>Karl</td>
<td>Complete</td>
<td>7/31/2019</td>
</tr>
<tr>
<td>D</td>
<td>Evaluate Bike It! Lancaster bike share pilot.</td>
<td>PM-LGH</td>
<td>Serena</td>
<td>Complete</td>
<td>8/1/2019</td>
</tr>
<tr>
<td>D</td>
<td>Determine the future of the Bike It! Lancaster bike share.</td>
<td>Bike Share Stakeholder Committee</td>
<td>Karl</td>
<td>Upcoming</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Expand the Bikes for All program for underserved community members to receive a bike.</td>
<td>The Common Wheel</td>
<td>Adriana</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Expand the Earn-a-Bike program for local students to receive a bike.</td>
<td>The Common Wheel</td>
<td>Adriana</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Host an annual Holiday Bike Drive for local children to own a bike.</td>
<td>The Common Wheel</td>
<td>Adriana</td>
<td>Upcoming</td>
<td></td>
</tr>
<tr>
<td>D 2</td>
<td>None.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>D</td>
<td>None.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>D</td>
<td>Host an Open Streets event in Lancaster City.</td>
<td>Lancaster Recreation Commission</td>
<td>Audra</td>
<td>Complete</td>
<td>5/19/2019</td>
</tr>
<tr>
<td>D</td>
<td>Conduct public outreach during National Night Out events</td>
<td>Lancaster Bikes!</td>
<td>Adriana</td>
<td>Complete</td>
<td>8/6/2019</td>
</tr>
<tr>
<td>D 6</td>
<td>Conduct public outreach during Bike Swap event at Covered Bridge Classic</td>
<td>Lancaster Bikes!</td>
<td>Adriana</td>
<td>Complete</td>
<td>8/17/2019</td>
</tr>
<tr>
<td>D</td>
<td>Develop a strategic plan for Lancaster Bikes!</td>
<td>Lancaster Bikes!</td>
<td>Adriana</td>
<td>Upcoming</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Host a Ride of Silence to honor cyclists who have been killed or injured and raise the awareness of motorists, police, and city officials that cyclists have a legal right to the public roadways.</td>
<td>The Common Wheel</td>
<td>Adriana</td>
<td>Complete</td>
<td>5/16/2019</td>
</tr>
<tr>
<td>E</td>
<td>Consider opportunities for ATP implementation and bike/ped project funding in the development of the 2021-2024 TIP and MTP 2040.</td>
<td>TTAC/MPO</td>
<td>Bob/Alice</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>Task</td>
<td>Responsible Parties</td>
<td>Status</td>
<td></td>
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</tr>
<tr>
<td>2</td>
<td>Identify action plan items and collaborating partners for Year 1.</td>
<td>MPO/BPAC Kristiana/Brenda</td>
<td>In progress</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Expand outreach to additional stakeholders for action plan items and collaborating partners for Year 2.</td>
<td>MPO Kristiana</td>
<td>Upcoming</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Education and outreach to LIMC members on relevant ATP content and next steps for involvement in implementation.</td>
<td>MPO/LIMC Kristiana/Ralph</td>
<td>Ongoing</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assist municipalities with 2019-2020 WalkWorks applications for funding the development of active transportation plans and policies.</td>
<td>LCPC Kristiana</td>
<td>Ongoing</td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td>None.</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>4</td>
<td>Integrate municipal needs and local plan recommendations when scoping road improvements.</td>
<td>MPO Lauri</td>
<td>Ongoing</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Host PennDOT Connects meetings with District 8-0 staff to review TIP projects with municipal representatives.</td>
<td>MPO Lauri</td>
<td>Ongoing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Create countywide GIS data for bicycle facilities and infrastructure.</td>
<td>LCPC places2040 implementation Emma</td>
<td>In progress</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Update countywide GIS crosswalk layer.</td>
<td>Lancaster County GIS Rose</td>
<td>Complete 7/24/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Research and draft a countywide bicycle and pedestrian count program.</td>
<td>LCPC Kristiana</td>
<td>In progress</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM

TO:           BPAC

FROM:         Kristiana Barr, Senior Transportation Planner

DATE:         October 8, 2019

SUBJECT:      Discussion of ATP Implementation Funding

The Federal Fiscal Year 2019 to 2022 Transportation Improvement Program (TIP) for Lancaster County includes an ‘Active Transportation Plan Implementation’ reserve line item for “trail-related technical and engineering-related activities, local project delivery technical assistance, and possible matching funds for grants from other agencies”. The available balance is $300,000, which will roll-over if not spent by September 30, 2021.

The entire TIP is available for review on the Lancaster County Planning Commission website: https://lancastercountyplanning.org/148/Transportation-Improvement-Program

Staff would like to hear ideas and preferences from Committee members as to how this funding is utilized to further ATP implementation.

Also, what amount of funding would Committee members like to see programmed for ATP Implementation on the next TIP, FFY 2021-2014?
MEMORANDUM

TO: BPAC

FROM: Kristiana Barr, Senior Transportation Planner

DATE: October 8, 2019

SUBJECT: Updates on Previous BPAC Recommendations

The following project was discussed at the January 24, 2019 meeting:
Other: Centerville Road Interchange and Corridor Improvements Project

As of October 2019, PennDOT District 8-0 is not acquiring right-of-way or planning for a future interchange ramp on a parcel of undeveloped private property located to the northwest. This result is despite persistence from East Hempfield Township and Lancaster MPO staff.

The following project was discussed at the March 28, 2019 meeting:
Resurfacing: Church Street (MPMS ID: 96330)

Mr. Bini and Ms. Barr met with East Hempfield Township representatives at PennDOT District 8-0 to discuss the BPAC recommendations, what can be added to the project design, and what the funding scenario will be. For sidewalk installation and reconstruction to be included in this project, the District asks that the Township provide designs for both existing and new sidewalk. In order to keep the project on schedule, the preliminary engineering should be ready by spring 2020 with final design complete in August 2020. After the Township prepares preliminary designs and a cost estimate for construction, they will discuss funding with MPO staff. East Hempfield Township and PennDOT District 8-0 would need to enter into a reimbursement agreement for the additional work to be completed.

On September 19, 2019 East Hempfield Township manager Cindy Schweitzer updated Mr. Bini and Ms. Barr via email. Ms. Schweitzer reported progress on the project design as well as discussions with Township Board of Supervisors regarding the project. They anticipate little disturbance to private property to replace curb and sidewalk along Church Street between Kauffman Street and Harrisburg Pike. The Board of Supervisors feel that homeowners are ultimately responsible for the cost of curb and sidewalk replacement. Also, the Board of Supervisors sees no value in adding new sidewalk south of Kauffman because there is an existing walking trail already provided by the Hempfield School District. However, if the MPO is willing to fund these improvements they are open to discussing it further.

The following project was discussed at the May 23, 2019 meeting:
Resurfacing: Horseshoe Road (MPMS ID: 108530)

Nothing yet to report.