

Agenda Item 3. Approve Planning Committee Minutes of February 3, 2011

PACTS Planning Committee Meeting February 3, 2011 9:00 A.M.

Present: Brooks More (Windham), Sara Devlin (MTA), Tom Reinauer (SMRPC), Peter Morelli (Saco), Robert Kahn (Trainriders Northeast), Peggy Killmer (Yarmouth), Alex Jaegerman (Portland), Elizabeth Trice (Cumberland County), Tex Haeuser (South Portland)

Staff/guests: Carl Eppich (PACTS), Lynne Powers (GPCOG), Rebeccah Schaffner-Tousignant (GPCOG), Stephanie Carver (GPCOG), Paul Niehoff (PACTS), Art Handman (consultant)

1. Call to order

Brooks More called the meeting to order at 9:12 A.M.

2. Minutes of the November 4, 2010 planning committee meeting

Peter Morelli moved to approve the minutes of the November 4 Planning Committee meeting, and Peggy Killmer seconded. It was pointed out that the minutes contained a spelling error and should have read Mallison Falls rather than Mollison Falls. The motion passed unanimously.

3. Changes in August at DOT, and an upcoming transportation bill

Paul Niehoff provided the update that David Bernhardt has been nominated as the new MaineDOT commissioner; he comes from the maintenance end of DOT and PACTS staff have worked with him in the past. Carl Eppich discussed the federal authorization bill, saying that unless there are drastic changes in the way that transportation is considered (currently it's often thought of as a cost, not an investment), there is unlikely to be a great deal of funding. He provided information on potential authorization and funding for Amtrak.

4. Transit focused region initiative: March 24 and 25 workshop (invitee list ideas and refinement)

Carl said that this event is designed as the first step for a regional transit plan, gathering and sharing information on all of the different transit initiatives going on in the region and forming a unified vision. The hope is that more planning of this sort will follow. There is an invitation list (which includes economic development professionals, boards of transit systems, local elected officials, municipal officials, and state officials), but it is open to the public with an estimated attendance of 200 people. Carl said that staff would like committee members to attend if possible, and asked who else should be invited.

Peter Morelli suggested inviting transit riders and Robert Kahn suggested housing authorities; Peggy Killmer brought up bicycle commuters and enthusiasts. Tex Haeuser and Sara Devlin mentioned the possibility of holding a Gorham East-West study meeting at the same time as this event, as they are trying to draw the same guests and a similar meeting was held when the Destination Tomorrow and Gorham East-West studies were presented together.

Carl made the point that this is about education and trying to communicate a regional vision to key figures and decision makers. Sara suggested inviting the transportation committee and legislative committee, as well as the congressional delegation. Elizabeth

Trice mentioned that it is a lengthy time commitment and that it could be difficult to interest people who aren't interested in transit or don't think that it is relevant to their town. She suggested making presentations to town/city councils; Rebecca Schaffner-Tousignant made the point that that would take a long time to schedule and carry out, but that materials could be provided to councils.

Several other suggestions for public relations work were made. Tex Haeuser said that if committee members followed up on the invitation letter with a phone call or two that would probably be the most effective way to convince local elected officials to attend. Rebecca suggested identifying key community leaders and sending them a letter that is an invitation but also encouragement to ask councilors/selectpersons to be sure to attend. Peter expressed concern that it sounded like the group wanted to influence conduct in a way that is only pro-transit. Several committee members responded that the goal is to convince people to attend to hear the discussion, not to indoctrinate.

There were concerns about the length of the program. Alex Jaegerman said that presentation of ideas would happen in the evening, and in the morning, small groups would try to brainstorm and translate those ideas to our region. The next day session is optional. Elizabeth suggested filming an hour or 45 minutes of the evening session and having it played on local access channels. Committee members recommended inviting education institutions like the University of Southern Maine, as well as major employers in the area.

Rebecca brought up the idea of giving people the opportunity to present on what is happening in their communities, transit-wise. Tom Reinauer suggested staying away from "101"-type language, and instead leaning toward something like "we need your input" with an emphasis on engagement and discussion of local knowledge.

5. New study proposals due this Friday, February 4

Carl reminded the group that new study proposals will be due on Friday, February 4, and that they will be ranked on a number of set criteria, including the bicycle/pedestrian plan and Destination Tomorrow. He said that there will be less funding than has been available in the past. During the last round of proposals, there was \$370,000; this time, a lot of money went into other projects so these proposals will be competing for \$160,000 - \$170,000. Communities and transit providers are eligible to apply, and the Planning and Transit Committees will be discussing proposals. PACTS staff can also submit ideas such as orthoimagery or the regional signalization project; the Policy Committee has to sign off.

Paul mentioned that \$15,000 has been programmed for bicycle/pedestrian transit wayfinding signage, but that struck him as something that PACTS could be doing – with some assistance – instead of hiring a consultant. He is working on several ideas with the Bicycle Coalition of Maine, which has outreach resources that PACTS does not necessarily have. Tex said that he saw some danger of seeing cars become more aggressive against bicyclists on roads that don't have "shared route"/"share the road signs."

6. Updates from other committees

This was information provided within the meeting packet; PACTS staff invited questions. Paul said that PACTS has assembled a cost-comparison team (including staff, representatives from PACTS member communities, and consultants) to look at the cost to develop, administer, and construct infrastructure projects, with an eye to working out why it costs so much. That group will be meeting on Tuesday morning before the Executive

Committee meeting. Its next step is to sit down and meet with the new MaineDOT commissioner to talk about those issues and try to form more of a partnership with the DOT to figure out how to do more with less.

7. Public comment

There was no public comment.

8. Next meeting: March 9, 8:30 AM, joint with transit

The information as printed on the agenda was incorrect. The next joint Planning/Transit Committee meeting will be on **March 3**, not the 9th. The group will be discussing the trans-focused region initiative and there may be more information about Gorham East-West.

9. Adjourn

The meeting adjourned at 10:30 A.M.

Agenda Item 4. 2012-2013 Budgeted Studies and Revised PACTS Studies Time Clock Policy

Through the budget process we now project approximately \$230,000 in the Studies Budget. The Policy Committee approved the ranked list below of all member study proposals at its April 21st meeting.

Should funds be freed up or come available over the biennium, additional studies down the list will be considered for funding.

PACTS Studies Scoring for FY 2012 and 2013 PACTS Consultant Study Proposals													
Scores average on a 5 point scale													
Proposer	Request	Function/Study	Maintain	Crit. Intersections	Expand	Avoid New Highway	Trans/Land Use	Access Mgt.	Pass. Transportation	Liability/Redevelop.	Special Credit	Total	FINAL RANK
Portland													
Portland													
Scarborough													
South Portland													
Westbrook	\$50,000	Gorham East West Land Use Planning	4.5	0	1.5	2.5	5	2.5	4	4.5	4.5	29	1
Portland	\$35,000	Brighton/Deering/Falmouth intersection	2	4	0.5	0.5	3.5	1	0.5	5		17	2
S. Portland	\$15,000	Bike/Ped routes	1	1	2	1.5	3	0	2	4.5		15	3
Bidd.+Saco	\$30,000	Saco and Biddeford Wayfinding Study	2	1.5	0	0	1.5	1	1	4.5	3	14.5	4
Portland	\$100,000	Libbytown traffic circulation and streetscape	1.5	3.5	1	0.5	2.5	1	0.5	2.5		13	5
Portland	\$50,000	Peninsula vehicular wayfinding	4	1	0	0	1	1	1	4		12	6
S. Portland	\$12,000	SMCC bus satellite parking	1	0	0.5	1	3.5	0	2	3		11	7
Windham	\$20,000	Alternative funding study	2	3.5	0	0	0	1.5	0	2		9	8
S. Portland	\$7,500	Broadway roadway capacity	1	3	1.5	0	0	1	0.5	1.5		8.5	9
Scarborough	\$20,000	Eastern Trail railroad crossing	1	0	1	0.5	0.5	0	0	3		6	10
Total requests	\$339,500												
Total available	~\$230,000												
* May be funded in separate Bike-Ped Plan implementation line item.													

PACTS Studies Time Clock Revised April 21, 2011

On April 21, 2011, in response to continued slow performance of some studies, the Policy Committee tightened the time constraints in a “studies time clock” policy. Here is the revised policy.

1. After the adoption of each new biennial PACTS planning budget (UPWP), study proponents will start each PACTS-funded study within six (6) months. The 6-month clock starts on July 1st. The definition of “start” is the signing of a contract with a consultant.
2. The Policy Committee will withdraw the funding if 6 months passes without the signing of a consultant contract. After the withdrawal of funds, the study proponent is eligible to submit the study proposal for funding in the next PACTS planning budget.

3. This 6-month clock policy (starting at the time of addition to the UPWP) also applies to consultant studies added to the PACTS planning budget at other times during a biennium.
4. All studies – including those added to the UPWP during the biennium – lose all unspent funds at the end of the biennium.
5. The Policy Committee may make exceptions to this policy for good cause.

If you have a proposal that is ranked within the \$230K budget, we recommend beginning development of your scopes and rfps as soon as possible. You will need to be under contract by the end of December. You will also need to provide your 20% match before the contractor can proceed. Carl will be anticipating helping in the development of your RFPs over the summer and early Fall.

Schedule here forward:

- May 10th: Executive Committee recommends final UPWP budget and tasks to Policy Committee.
- May 12th: Transit Committee puts final touches on FTA-funded budget.
- May 19th: Policy Committee final action.
- May 27th: Staff submits draft 60-page UPWP to MaineDOT, FHWA and FTA for comment.
- June: Staff finalizes UPWP. Policy Committee Chair and MaineDOT Chief Planner sign agreement.

Agenda Item 5. Form-Based Codes work in Maine: Damariscotta and Yarmouth

The concept of Form Based Codes (FBC) is quickly gaining momentum in New England, and there is much interest in Greater Portland and the PACTS region. Two of PACTS' study scopes include an analysis of the potential of FBC in redevelopment -- in Portland in the **Forest Avenue Integrated Transportation and Land Use Plan**, and in Windham in the **Transportation Plan for North Windham**.

Vanessa Farr, Planning Director in Yarmouth, and Kara Wilbur, Director of the New England office of Town Planning and Urban Design Collaborative (TPUDC) will be here to present and discuss Form Based Codes from the small town perspective. Vanessa will share Yarmouth's experiences, speaking about how existing regulations and a good set of design guidelines adopted almost ten years ago have not "guaranteed the results", the direction the community desires to move in, and some of the interim challenges, such as conflicting views regarding future functionality of Route One, current by-contract-only new Village development, and residential density in the suburban fringe. Kara, both a native of Damariscotta and a member of the design Charrette team for the "Heart and Soul" project, will describe why Damariscotta chose the path of Form Based Code, the multi-day Charrette planning process, and what steps and where Damariscotta Planning and Advisory Committee is at with its calibration of the Smartcode.

Considering the varying knowledge of the topic, the presentation will incorporate a brief overview of Form Based Codes including what a Form Based code is (and is not), the framework of a code, and new technical vocabulary, such as regulating plans, transects, modules, sector plans, and illustrative master plans. Concluding the presentation, we will discuss how Maine communities can develop and adopt form based codes, and what PACTS participants can do to ensure that the most important step in local smart growth planning is taken: sector planning on the regional level.

Form Based Codes Institute will be holding the following training sessions in Portland:

The ABC's of Form-Based Codes, May 2, 2011;

FBC 301: Legal Considerations, May 3 – 4, 2011.

Go to www.formbasedcodes.org for more information.

Useful FBC Links:

Center for Applied Transect Studies www.transect.org

Congress for the New Urbanism www.cnu.org

www.streetfilms.org lots of useful bike, ped, street, park, etc. films

www.tpudc.com

Agenda Item 6. Implementation of PACTS Bike and Pedestrian Plan and Bicycle Education

Background:

In 2009 PACTS updated the Regional Bicycle & Pedestrian Plan. The intent of the plan was not only to assess what amenities exist, what amenities are proposed, but to implement the plan bringing consistency for alternative transportation modes and lessen the potential duplication of efforts. Provide for PACTS to expand knowledge, assistance and guidance for development and use of the plan including infrastructure improvements, encouragement, and education. An additional component is a continued effort to update the regional plan as capital projects are completed and encouragement and educational plans are implemented.

There has been an upswing in interest in bicycle and pedestrian projects in the PACTS region. Many towns, including Cape Elizabeth, Yarmouth, South Portland, Freeport, Portland, Windham and Saco are actively pursuing bicycle/pedestrian initiatives which include creating facilities and/or educating users about how to safely utilize bike/pedestrian infrastructure. If not considered a coordinated effort, the projects and initiatives will often lack regional coordination of connections or consistently applied design guidelines.

Budget in current UPWP – \$5,000

Budget proposal for next UPWP –\$25,000

Lead staff involved – Paul Niehoff, Carl Eppich assisting

Local match required -- \$5,000 (from PACTS assessment)

Municipalities involved – All 15 PACTS municipalities

Work Done in Current UPWP – PACTS entered into a contract with the Bicycle Coalition of Maine in February 2011 to assist in education efforts, assist in the development and implementation of the Plan and to develop bike/pedestrian resource persons at the community level.

Work Proposal for Next UPWP – To continue the efforts referenced above, continue updating the Regional Plan, implement way finding initiatives, perform bike/pedestrian counts, and broaden encouragement and educational efforts.

Rationale for Regional Bicycle and Pedestrian Project Coordination

Intent: To place additional emphasis on implementation and continual updating of the regional Bicycle Pedestrian Plan to make appropriate physical and conceptual connections with consistency of infrastructure installation. To initiate regional safety, encouragement and education programs.

Groups outside the PACTS region increasingly play a role in providing bicycle and pedestrian education and guidance to their towns. For example, the Cumberland County Government has contracted with the Bicycle Coalition of Maine to help increase bicycle mode share in the region through a combination of education and encouragement efforts in towns which may lack the knowledge or expertise for how to develop a plan. PACTS has begun this process by also

contracting with BCM to assist PACTS a broader range of bike and pedestrian outreach and this proposed funding will enable continuation of this important effort.

As the regional transportation planning organization, PACTS provides continuity and coordination of bicycle/pedestrian projects proposals for PACTS or DOT funding. PACTS also offers expertise and assistance during project development and during the construction phase. When possible PACTS also assists in the development of projects funded at the local level. PACTS staff is well positioned for this role, and has some, but not all of the resources needed to guide regional bicycle/pedestrian transportation initiatives as outlined in the updated in 2009 PACTS Regional Bicycle/Pedestrian plan.

The PACTS work plan should include funding to implement key priorities in the plan and to fund a mechanism for working with towns to:

- Implement the PACTS Regional Bike/Pedestrian Plan, to ensure regional connectivity and functionality
- Work closely with our member communities to assist in developing consistent implementation plans and capital improvement projects.
- Develop and implement the design guidelines of the PACTS Regional Bike/Pedestrian Plan
- Educate law enforcement agencies, motorists, pedestrians, and bicyclists on state and locate statutes and the safe best practice uses of bike/pedestrian facilities
- Continually update the Plan as projects develop and are completed
- Develop a consistent and intuitive way finding tool box
- Determine strategic locations for utilizing “Bikes May Use Full Lane” signs
- Convene bike and pedestrian focus groups
- Conduct bike pedestrian counts in conjunction with traffic counts

Attached:

Please re-familiarize yourself with the two related attachments from the PACTS Regional Bicycle and Pedestrian Plan Update (2009):

- 1. D. Top Cost and Time Effective Regional Improvements**
- 2. E. Top Areas/Issues of Concern for Follow Up**

These section form the base-line for beginning implementation, but it is possible that there has been headway on many of these, we just are not aware.

PACTS and the Bike Coalition of Maine (BCM) will be scheduling grouped meetings with the PACTS towns similar to in the 2009 plan update process.

PACTS and BCM will coordinate with the towns on implementation and education, as desired by communities as individually or collectively requested.

Agenda Item 7. Information and Other Business

Staff Updates:

- Carl is busy with all PACTS '10-'11 studies now underway and with a deadline of June 30th to be completed:

Regionwide: Greater Portland Transit Focused Region:

- 3rd and 4th presentations were held at the Merrill Auditorium Rehearsal Hall at 8:30 Friday April 8th morning. Well attended and included a legislator, Rep. Bradley Moulton (R – York). Rep. Moulton had sponsored the ZOOM bus expansion bill this session.
- The consultants are developing a draft report that should be available later in the month.

In Biddeford and Saco: PACTS Regional Traffic Management System (RTMS) (Phase2)

- Second meeting was 4/26. Consultants have almost completed their inventory, and brought up that 19 of the 24 controllers for the intersections in the study are already equipped with Emergency Pre-emption equipment. This is the same equipment you need for bus priority as well.
- Next meeting is 10:00-12:00am on May 17th at Biddeford City Hall

In Scarborough: Oak Hill Pedestrian Plan

- A second meeting was held on April 26th, and included a walk and bus field Audit of the existing pedestrian, crosswalk, and should/bicycle infrastructure. The next meeting is at 5:30 on April 26th

In Portland:

1. Forest Avenue Integrated Transportation and Land Use Plan

- The first “Transforming Forest Avenue” Advisory Committee meeting will be April 28th.

2. Congress Street Bus Priority Corridor Feasibility and Implementation

- The first meeting with the corridor stakeholders was April 27th at the Institute for Contemporary Art on Congress St., beginning at 4PM. Lightly attended but there was also a corridor site walk during the day.

In Windham: Transportation Plan for North Windham

- The first public meeting is scheduled for Thursday, May 12th. The meeting will be held at 6:30 p.m. at the Manchester Elementary School on Route 302. The school is located on the right side of the road just before the intersection with Route 35/115 (Booty’s Corner).

In Yarmouth: Route 1 Corridor Study: Phase 3

- Alternatives presented to Gateway Committee. Preferred alternative to be developed after a Public Information Meeting on Wednesday, May 11, 7:00 P.M. Log Cabin, 196 Main Street, Yarmouth
- The conceptual plan by PACTS/Cape Elizabeth known as the Shore Road Path was awarded \$729,000 in federal funds for the 2-mile path. The local match has been raised primarily through private sources (20%).
- Paul and John met on 4/28 with Joyce Taylor, Director of Project Development, and Peggy Duval, Acting Planning Chief of Maine DOT about efficiencies to be found in project delivery. This is an ongoing process.
- The Veterans Memorial Bridge replacement project is on schedule. Last week the first of over 200 pre-cast segments began to arrive See: <http://www.VeteransMemorialBridge.org>
- Paul and Carl met with Tex Haeuser and Dan Stewart, as well as others from Maine DOT, and the TY LIN engineers on the funded bicycle and pedestrian improvements for the South Portland approaches to the new Veterans Bridge. There is a Public Meeting to Discuss the Bicycle/Pedestrian facility proposed at the S. Portland end of the new Veterans Bridge on May 3rd

Agenda Item 8. Next Planning Committee meeting and other DATES:

Next **Planning Committee** Meeting **June 2nd at 9:00am**

*****PACTS Annual Meeting** **June 23rd noon to 1:30**

At the USM Library (7th floor) for the PACTS annual meeting.

We will email invitations in May and ask for RSVP's then.

MaineDOT **Commissioner David Bernhardt will be our speaker.**

***** Maine Association of Planners (MAP) Annual Meeting: June 17th**

Downtown Brunswick (location TBA)

9:00-12:00 **Session 1 Economic Case for Downtowns**

12:00 – 1:00 Lunch & Awards

1:30 – 3:30 **Session 2 Private Perspective on Downtown Development**

4:00 – 5:00 Downtown Walking Tour of Downtown Art Walk

<http://www.meplan.org>

***** NNECAPA Annual Conference** **September 8th and 9th** Burlington, VT

<http://www.nnecapa.org> <http://nnecapa.org/resources/2011-annual-conference/>