

The Honeoye Hamlet Active Transportation Plan

UPWP Task #8767

Scope of Work

A. Goals & Objectives

The overall goal of this project is to develop a comprehensive transportation plan element for the hamlet of Honeoye to become part of the Town's comprehensive plan. It is intended to identify, recommend and prioritize physical improvements and local development code (regulatory) changes necessary to provide convenient, functional, safe, and efficient multi-modal circulation within the hamlet of Honeoye with connectivity beyond.

Objectives of the project are to:

- improve and pedestrian and bicycle circulation, parking management, and safety within the Hamlet and improve accessibility to services, recreational amenities, and adjacent amenities, trails, and population centers such as Honeoye Lake Park (aka the Times Union Tract).
- assess a complete street approach for the hamlet and integrate into project recommendations as found appropriate.
- develop a concept level plan showing a well-connected, attractive bike and pedestrian network incorporating parking management in the hamlet, which is safe, convenient and user-friendly for people of all ages and abilities, that will also support the growth of tourism business in the hamlet.
- evaluate traffic volumes and composition, motor vehicle lanes and geometry, signage, and intersection and curb cut spacing especially on Main St. Honeoye (U.S. Route 20A) with an eye toward pedestrian and bicycle safety and handling of heavy truck traffic serving local industry to identify any improvements that may be recommended.
- develop and prioritize implementation recommendations for physical projects as well as recommendations for changes to the town's zoning and development laws and regulations.
- provide a foundation for working with County and State entities in the planning of future road reconstruction and improvement projects.
- Quantify potential project cost and potential sources of funding for implementing the plan's recommendations.

B. Background

The hamlet of Honeoye, in the Town of Richmond, is the 'metropolitan' center of southwestern Ontario County with industrial, retail and services, government offices, recreation facilities, and education (Honeoye Schools & Library) facilities. It encompasses an area at the north end of Honeoye Lake. Within the hamlet, US Route 20A is officially named 'Main St. Honeoye' with major intersections at County Road 33 (the later also known as East Lake Road), CR 36 (aka West Lake Road), and CR 37. The hamlet/project study area stretches from the entrances to the town parks on the south, on the east from County Road 33 and Allens Hill Road west to County Road 37, all of U.S. Route 20A (aka Main St. Honeoye) through the hamlet, and from ¼ to ½ mile north of U.S. 20A.

The hamlet of Honeoye has a year round population of 580 according to the 2010 Census, yet serves as the metropolitan center for the Towns of Bristol, Canadice, and Richmond with a

combined population of 7,340. Its grocery, restaurant, and service business center are remote enough from larger regional centers such as Canandaigua or Victor to be sustainable and important to the local community. During summer months, the Town of Richmond's population soars by several thousand as the nearly 900 seasonal housing units surrounding Honeoye Lake are occupied as second homes and vacation rentals. The campus of Honeoye Central School District (HCSD) is located at the east end of the hamlet on Main St. Honeoye, significant local industries are located on the north side of the street west of the school campus, and the south end of the hamlet includes Sandy Bottom Town Park with a public swimming beach, and a newly acquired 54 acre park property. While the Town of Richmond's poverty rate is low (2.2%) the hamlet contains the only apartment complexes within the town and the only sizable mobile home park not on the lake front; thus it is likely home to a disproportionate number of those living in poverty in the community.

While providing cultural, recreational, community services, employment, and governmental services, the hamlet lacks a coordinated transportation plan encompassing sidewalks, recreational and bicycle trails, vehicular circulation, parking, & access management. Local businesses believe they are thwarted due to lack of parking or rights to parking on Main St. Honeoye. Residents and the HCSD are concerned that sidewalks are limited, many major intersections lack crosswalks, yet many children walk to school, and there is a lack of bicycle lanes on Main St. Honeoye. Residents and the town note pedestrian linkages to local recreational facilities and recreational trails are lacking.

In summary, this project is intended to lay the foundation for both physical and regulatory improvements to increase transportation options for local residents and visitors to enable them to better access and utilize local recreational, educational, cultural, commercial, and governmental services and resources within the hamlet of Honeoye. As such, it is expected to remove some of the barriers that exist to the growth of tourism based business growth within the hamlet as well.

C. Tasks

1. The County Planning Department will work with the Town to convene a project Steering Committee to review, comment on, and guide the work of a consultant that specializes in preparing active transportation plans. The Steering Committee will be comprised of representation from the Town of Richmond, Ontario County, New York State Department of Transportation, the Genesee Transportation Council (GTC), local stakeholders (e.g., business owners, community groups), and other relevant parties.
2. County Planning will work with GTC staff and members of the Steering Committee to issue a Request for Proposals (RFP) and have GTC engage a consultant to conduct and coordinate the study per the approved scope of work.
3. County Planning will coordinate a project kick-off meeting with the Steering Committee and the chosen consultant to clarify roles, responsibilities, expectations, deliverables, and project schedule.
4. The Consultant shall work with the County Planning Department to inventory existing and planned pedestrian, bicycle, and vehicular infrastructure including intersection and driveway spacing in the study area, identifying gaps and linkages to adjoining facilities outside the study area where relevant, as well as municipal codes, design standards, policies, and studies and programs pertinent to pedestrians, bicyclists, access

management, and the management of parking especially in the downtown commercial areas. Studies shall include the town's current comprehensive plan, park utilization and improvement plan, the results of the town's recent survey of and 2013 Historic Waterfront Guide.

5. The Consultant shall evaluate bicycle and pedestrian level of service (LOS), conditions (e.g., shoulder and sidewalk width), and safety performance (i.e., generalized crash distribution) of existing bicycle and pedestrian infrastructure.
6. The Consultant shall develop a needs assessment and identify opportunities to enhance active transportation, address parking needs, and identify issues with access management that impact safety within the hamlet and identify opportunities to improve access to adjacent amenities.
7. Conduct a Public Meeting seeking input on Issues and Opportunities pertinent to active transportation, relating to and building on the results of the preceding tasks 4, 5, and 6. County Planning will provide an education session on the need for and some techniques for access management
8. The Consultant shall develop alternatives and recommendations to address the physical, programmatic and regulatory issues relevant to the Issues and Opportunities identified in the preceding tasks by the project Steering Committee and by members of the public and other stakeholders.
9. The Consultant shall develop a complete streets policy for the hamlet, including zoning and subdivision revisions to support the community's vision and goals.
10. The Steering Committee will schedule and host a Second Public Meeting for the Consultant to present the draft alternatives and recommendations to receive public input in order to refine and prioritize the Recommendations for inclusion in the Draft Report developed per the preceding tasks.
11. The Consultant shall develop a Draft Report including a list of recommendations and illustrative projects (with planning-level cost estimates) to guide future investment and programming decisions in the hamlet for consideration by the public, other stakeholders, and the Steering Committee.
12. Develop a Final Plan Document in a user-friendly format including narrative description and analysis, graphics, maps, charts and other content intended to be recommended to the Town for inclusion as a section of the Comprehensive plan.
13. The Steering Committee will schedule a Third Public Meeting for the Consultant to present The Final Plan reviewing the final recommendations and priorities to the public and the Town's special committee working on the update to the Town's Comprehensive Plan

D. Products

1. A standalone photocopy-ready executive summary of the project report and its findings and recommendations in Microsoft Word file format suitable for the County to convert to Adobe Acrobat portable file format (*.pdf) to be used for posting on the County's and Town's web sites.
2. Draft Report with maps and appendices in digital Microsoft Word file format suitable for the County to convert to Adobe Acrobat portable file format (*.pdf) with consultant providing 12 hard copies.

3. Final report, incorporating the executive summary, with maps and appendices in electronic Microsoft Word file format suitable for the County to convert to Adobe Acrobat portable file format (*.pdf) format; consultant providing 15 hard copies.

Maps, handouts, meeting notes and agendas, public meeting presentation materials, sign-in sheets; and all other ancillary materials needed for the project.

E. Public Participation Plan

The Consultant will develop a Public Participation Plan to guide the development of the Study. Per the GTC Public Participation Policy public involvement will include a local Steering Committee, one public meeting early in the process to solicit public input on the opportunities and issues related to the project, and one public meeting to solicit public input on the Draft report prior to finalizing the project. The production and delivery of the Final Report at a Third Public Meeting completes the consultant's and steering committee's work under this project. It is anticipated and intended that once the Final Report is presented to the Town's special committee formed to update the Comprehensive plan, the Final Report will be integrated into the Town's comprehensive plan update process. That process will involve the special committee conducting a formal public hearing prior to recommending adoption of the town's new comprehensive plan, followed by the Town Board scheduling a public hearing prior to adoption of the Town's new comprehensive plan.

F. Schedule

The project will commence in May of 2019 and conclude in January of 2021.

May 2019	Scope of work approved
August 2019	Consultant selection completed
September 2019	Project initiation meeting
October-November 2019	Inventory of existing/planned conditions completed
November 2019	First public meeting (solicitation of issues/perception)
December 2019	Inventory and assessment completed
January-March 2020	Project alternatives developed
April 2020	Consultant/Steering Committee review recommendations
May-June 2020	Produce a complete streets policy
July 2020	Second public meeting (feedback on recommendations)
August 2020	Implementation strategy completed
September 2020	Draft report completed
November 2020	Third Public Meeting (Draft Report presented)
December 2020	Final report completed and submitted to town
January 2021	Financial closeout

A work scope timeline will be requested as a component of the RFP

G. Project Budget

Sources of Funds		Uses of Funds	
	<u>FY 2019-20</u>		<u>FY 2019-20</u>
<u>Federal Funds</u>		<u>GTC</u>	
FHWA	\$74,000.00	Staff	\$0
FTA	0	Contractual	0
Subtotal	\$74,000.00	Subtotal	\$0
<u>Matching Funds</u>		<u>Other Agency</u>	
State (In-kind)	\$0	Staff	0
Local (In-kind)	\$2,000.00	Contractual	\$80,000.00
Local (Cash)	\$6,000.00	In-kind Exp.	\$2,000.00
Subtotal	\$8,000.00	Subtotal	\$0
<u>Total</u>	<u>\$82,000.00</u>	<u>Total</u>	<u>\$82,000.00</u>