

ARLINGTON MAIN STREET REDESIGN INITIATIVE

MEETING SUMMARY

Purpose: Advisory Committee Kick-Off Meeting (Meeting #1)

Date and Time: July 10, 2019 1:30-3:30 pm

Location: Poughkeepsie Town Hall, 1 Overocker Road, Poughkeepsie

Attendees: See Attached Sign-in

Agenda Item		Key Decisions & Outcomes
<p>Introductions</p>	<p>Mark Debald, Transportation Program Administrator, DCTC, welcomed the group and provided an overview of the Arlington Main Street Redesign Initiative project. Jaclyn Hakes, Director of Planning Services, MJ Engineering, then provided an overview of the purpose of the meeting. The purpose of the meeting was to provide an overview of the project to the Committee and establish Committee roles and responsibilities, as well as provide confirmation on several items, including the goals of the project as identified in the scope, the overall project schedule and the study area proposed for the initiative.</p> <p>The Advisory Committee members include:</p> <ul style="list-style-type: none"> • Mark Debald, Dutchess County Transportation Council • Ann Shershin, Poughkeepsie Town Board • Robert Legacy, Arlington Business Improvement District • Emily Dozier, Dutchess County Transportation Council • Carl Whitehead, Town of Poughkeepsie Planning Board Chairman • Stephen Gill, Dutchess County DPW • Kristen Gaynor, Town of Poughkeepsie Planning Department • Michael Welti, Town of Poughkeepsie Planning Department • Dylan Tuttle, Dutchess County Transportation Council <p>Others Present:</p> <ul style="list-style-type: none"> • Jon Baisley, Poughkeepsie Town Supervisor • Ashley Curtis, Dutchess County Transportation Council <p>MJ Engineering team members present included:</p> <ul style="list-style-type: none"> • Jaclyn Hakes, Director of Planning Services • Andrew Gillcrist, Planner • Chad Schneider, Transportation Engineer 	<p>NA</p>

<p>Advisory Committee Role</p>	<p>Jaelyn Hakes provided an overview of the role of the Advisory Committee and project team roles and responsibilities.</p> <p>The Advisory Committee includes key stakeholder representatives with members from:</p> <ul style="list-style-type: none"> • Dutchess County Transportation Council (DCTC) • Dutchess County Department of Public Works (DCDPW) • Town of Poughkeepsie • Arlington BID <p>The role of the Committee is to provide guidance and direction for the project, review materials and reports and to serve as ambassadors to the community about the project.</p> <p>The project is being led by a team from MJ Engineering and Land Surveying with support from Environmental Design and Research (EDR).</p>	<p>NA</p>
<p>Project Background and Scope</p>	<p>Ms. Hakes then provided an overview of the project background and scope.</p> <p>The origins of the project come from the 2017 Arlington Town Center Pedestrian Plan, with recommendations for improving the following:</p> <ul style="list-style-type: none"> • Main/Grand Intersection • Main/Raymond Intersection • Main/Fairmont/Taft Intersection • Main Street Corridor • Town Center Infrastructure • Bicycle Access • Transit Access • Public Space • Parking <p>The goals of the Arlington Main Street Redesign Initiative are as follows:</p> <ul style="list-style-type: none"> • Create a detailed, implementable conceptual design for CR 114 (Main Street) • Identify issues, costs, and actions needed to make the corridor a Complete Street • Position the Town and County to pursue funding for the design and construction in the next 3-5 years <p>Ms. Hakes asked the committee to confirm the goals stated in the scope to determine any changes or additions. All confirmed.</p> <p>The project scope includes a set of four tasks, including:</p> <ul style="list-style-type: none"> • Task 1: Data collection • Task 2: Existing conditions • Task 3: Public engagement (throughout) • Task 4: Concept evaluation & Final Plan 	<p>The Committee confirmed the goals stated in the original scope.</p>

	<p>Schedule: A 9-month schedule is anticipated beginning July 2019 through March 2020 to be ready for future funding opportunities. The schedule includes three public meetings/workshops anticipated, four Advisory Committee meetings and two Town Board presentations.</p> <p>The Committee confirmed the anticipated project schedule and noted a desire to finished earlier if feasible. The Advisory Committee and Town of Poughkeepsie would like the project completed before the next round of TAP/CMAQ solicitation in 2020.</p> <p>Study Area: The study area for the project has been established along Main Street from North/South Grand Avenue to Taft/Fairmont Avenue.</p> <p>The Committee confirmed the proposed Study Area.</p>	<p>The Committee confirmed the anticipated 9-month Project Schedule.</p> <p>The Committee confirmed the proposed Study Area.</p>
<p>Data Collection plan</p>	<p>Ms. Hakes provided an overview of the data collection plan for the project and the direction moving forward regarding utility work occurring over the summer along Main Street. Data collection will include the following:</p> <ul style="list-style-type: none"> • Traffic data collection <ul style="list-style-type: none"> ○ Traffic volumes, speeds, and classifications ○ Turning movements ○ Bicycle and pedestrian counts • Inventory road and intersection characteristics • Signal timings • Land use information <ul style="list-style-type: none"> ○ Development proposals ○ Zoning <p>Establishing a schedule for traffic data collection will be a challenge due to the unexpected utility work occurring on Main Street over the summer. Due to the utility work, onsite data collection will need to take place in September. This scheduling conflict may be advantageous as Vassar College will be back in session and will allow for data collection during more typical traffic conditions.</p> <p>Traffic Data Collection: DCTC has provided traffic counts for a number of intersections and stretches of Main Street which will be supplemented by traffic counts taken by MJ Engineering. MJ will take vehicle, bicycle and pedestrian counts at three intersections, including Main Street and Grand Avenue, Main Street and Raymond Avenue, and the Main Street-Taft Avenue-Fairmont Avenue intersection. In addition to the traffic counts, screen lines will be established at Fowler Avenue and between Streit Avenue and Lewis Avenue.</p> <p>The Committee confirmed the location of the traffic count locations proposed by MJ.</p>	<p>The Committee confirmed the proposed traffic count and bike/ped screen line locations.</p>

	<p>Data Collection Schedule: Chad Schneider (MJ) explained the proposed data collection schedule and approach. Traffic counts should be collected on typical weekdays and weekends with average driving conditions. It is important that counts not be taken during summer breaks, holidays, special events or during times of road construction. Due to these limitations the following schedule is proposed to collect traffic counts:</p> <ul style="list-style-type: none"> • Saturday, 9/7/19 from 12:00PM-2:00PM (Alternate days: 9/14, 9/21 and 10/5) • Tuesday, 9/17/19 from 8:00 AM-9:00AM (Alternate days: 9/24, 25, 26) • Wednesday, 9/18/19 from 12:00PM -1:00PM • Thursday, 9/19/19 from 4:00PM-5:00PM <p>Notes:</p> <ul style="list-style-type: none"> • Day of actual counts will be dependent on weather. Decision will be made on Friday prior for Saturday counts and Monday prior for mid-week counts. • Arlington School starts 09/05/2019. Wait until second full week of school for traffic to settle back to usual patterns. • Rosh Hashanah on Monday 09/30/2019. No Saturday counts on prior Saturday 09/28/2019. <p>The Town has highway department pick-ups on September 7th and 21st but are finished by noon so should not interfere with a Saturday count.</p> <p>The Town and BID are working with Vassar College, with advice from the County, to establish a GIS-based parking study/student project. There may be a way to coordinate student efforts with traffic data collection. It was suggested that Vassar coordinate with MJ’s planned parking inventory on Main Street.</p> <p>The Central Hudson utility work within the corridor will impact scheduling of traffic counts. The Main Street utility work is anticipated to be complete by the end of August. Steve Gill from the County agreed coordinate a call with the MJ team and Central Hudson to find out work schedule and any work occurring outside of Main Street that could impact data collection. Sean Farrell is the Central Hudson contact.</p>	<p>Mr. Gill (County DPW) to arrange conference call with Central Hudson and MJ team to discuss utility work schedule.</p>
<p>Additional Background Data Requirement</p>	<p>Ms. Hakes provided an overview of additional background data that is available to support the Main Street redesign effort and provided a demonstration of the web map that MJ has developed for this project utilizing our mobile mapping imagery and data from June 2019. The web map provides real time imagery and information such as parcel data, zoning, ownership, etc that can be utilized to further support the project and Committee discussions.</p>	<p>The County DPW to provide existing ROW information to the MJ Team.</p>

	<p>Additional background data includes:</p> <ul style="list-style-type: none"> • GIS mapping <ul style="list-style-type: none"> ○ The MJ team has obtained a significant amount of data from the County and Town to date ○ ROW information will be provided by the County DPW • Planned improvements <ul style="list-style-type: none"> ○ Central Hudson work schedule (see previous discussion) • Future development proposals <ul style="list-style-type: none"> ○ The Town has provided information on development proposals in the pipeline and will continue to update the MJ team as needed. 	<p>The Town to provide information about ongoing development proposals.</p>
<p>Public Engagement Activities</p>	<p>Ms. Hakes provided an overview of the proposed public engagement plan for the project. Proposed public engagement includes:</p> <ul style="list-style-type: none"> • Public Workshops (up to 3 proposed) <ul style="list-style-type: none"> ○ Arlington Reformed Church was identified as a possible venue • Pop-up stations (up to 2 proposed) <ul style="list-style-type: none"> ○ Pop-up stations can be coupled with public workshops or other community events ○ Committee members can host additional pop-up stations if needed ○ Potential locations discussed by the committee include the Farmer’s Market (across from Vassar through October), Arlington Street Fair (September 21st), holiday festival (December 7th), Dunkin Donuts • Project website/webpage <ul style="list-style-type: none"> ○ Page on County or Town website? ○ After discussion, the Committee decided to include a project page on the Town website. Kristen Gaynor (Town) will be the contact to coordinate. The MJ team will provide content for the page. Ms. Gaynor will look into the possibility of project email address to allow for the public to provide comments. ○ The webpage link will be shared with the BID and DCTC to also help share project information • Project online survey <ul style="list-style-type: none"> ○ MJ will prepare an online survey to gather input on preferences related to walking, biking, transit, streetscape amenities, etc. ○ There was a discussion about how to integrate student input and the possibility of a separate survey for college students. 	<p>Committee to provide possible stakeholders to Mr. Debal. MJ will coordinate stakeholder meetings this fall.</p> <p>MJ to prepare materials for project webpage. Ms. Gaynor to coordinate webpage development on Town website.</p> <p>MJ to prepare draft online survey questions for Committee review.</p>

	<ul style="list-style-type: none"> ○ MJ will consider how to incorporate student focused questions into the survey so there is a single survey. ● Stakeholder Interviews <ul style="list-style-type: none"> ○ Stakeholder groups will be identified. Potential groups discussed may include zoning board members, local property owners, business owners (BID members), landlords, Vassar College students, City of Poughkeepsie, Dutchess County Public Transit, and NYSDOT Region 8. ○ Committee will provide contacts and contact information for stakeholders ○ Potential location for interviews may include Vincitore’s Piano; a BID breakfast meeting ● Presentation to Town Board 	
<p>Questions or Comments</p>	<p>The following questions and comments were discussed during the committee meeting:</p> <ul style="list-style-type: none"> ● People are returning to Main Street. ● There is a 90% occupancy rate on Main Street right now. ● People come from all over to shop long-standing businesses. ● There are over 20 restaurants of different nationalities. ● Roadway flooding occurs at Main and Raymond during rain events. Will stormwater be considered as part of this project? <ul style="list-style-type: none"> ○ <i>This study will not directly addressing stormwater infrastructure. However, complete streets elements may include green infrastructure that could assist in reducing stormwater runoff.</i> ● Can the Arlington Main Street Redesign include buried utilities? <ul style="list-style-type: none"> ○ <i>Buried utilities enhance the character of a corridor (College Street example), but can very costly to implement. MJ can provide high level cost estimates for burying utilities during the design phase of the project.</i> ● Public transit: <ul style="list-style-type: none"> ○ Dutchess County Public Transit has put out an RFP for a project to make bus stops ADA accessible. Would be a good stakeholder to be part of the conversation related to Main Street. ○ Buses run every ½ hour along Main Street and run as a flag stop system, but also has some designated stops. ○ The schedule and stop locations in the Arlington Pedestrian Plan have been modified. ○ Mark Debald (DCTC) to provide GIS transit data ● The signals at Raymond and Main Street include an all-pedestrian phase which increases the cycle length and based on observations, it is not particularly effective at this location. Also, there are some missing buttons. ● The signals at Raymond and Taft are state owned signals. ● Accidents occurs at the intersection of Taft and Main Street. 	<p>Mr. Debald to provide MJ with transit data.</p>

	<ul style="list-style-type: none"> • Traffic signal at Grand Avenue and Main Avenue is a semi-actuated signal and is maintained by Town but on a County road. There are no pedestrian signals at Grand and Main. • People tend to bike on the sidewalk along Main Street. • There is a preference by some committee members for wider sidewalks that can also allow for outdoor seating. • Sidewalks along Main Street are within the County ROW but maintained by the Town through an agreement. • How should the Committee funnel information to MJ? <ul style="list-style-type: none"> ○ <i>Mark Debald (DCTC) will serve as the main point of contact for the Committee – all correspondence should go through Mark.</i> 	
<p>Next Steps</p>	<ul style="list-style-type: none"> • Finalize data collection, schedule & scope • Schedule public engagement activities • Schedule next Advisory Committee meeting <p>The next Committee meeting will be scheduled when data collection dates are finalized.</p>	

This meeting summary conveys our understanding of the items discussed and agreements reached at this meeting. Please forward any additions, corrections and/or questions to my attention.

Submitted by:
Andrew Gillcrist

cc: Consultant Team, Advisory Committee