

VICTOR STREET CONNECTIVITY AND ACCESS PLAN KICK OFF MEETING MINUTES

Location: Victor Town Hall

Date: September 14, 2021

Time: 4:00 PM

Attendees: See sign in sheet

AGENDA AND DISCUSSION ITEMS

A kick off and coordination meeting was held for the Victor Study. Topics of discussion were as follows:

1. Welcome & Introductions

- Introduced project team members and roles.
- LaBella will prepare and distribute meeting minutes.
- Steering Committee will provide oversight and study direction.
- Organizational points of contact:
 - Town of Victor - Kathy Rayburn
 - GTC - Joe Bovenzi
 - LaBella Associates - Lorenzo Rotoli (cc Tom Miller)
 - Highland Planning - Susan Charland
 - Ontario County Planning Department - Tom Harvey
 - Town of Victor Parks - Adam Reitz
 - Village of Victor - Gary Hadden
 - NYSDOT - Paul Spitzer (cc Lora Leon)
 - Victor Hiking Trails - Scott Reinhart
- Study Goal - Improve mobility, safety and access; enhance the transportation network and connectivity; promote active transportation; prioritize and recommend road projects; and implementation and positioning for grants.
- Project area is along the Route 96 corridor.

2. Scope Overview & Schedule

- Project scope has a September, 2021 start and an August 2022 completion.
- Identified dates for major task items, Steering Committee and Public meetings.

3. Inventory

- Use the Victor Access Management Plan as the benchmark for inventory data; it has most current data and incorporates all previous studies.
- LaBella will review available record plans, previous studies, current projects, planned projects, and anecdotal information.
- LaBella requested any new plans or studies be provided by the Steering Committee members.



- LaBella has a line item for new traffic counts, if required.
 - Technical Memo #1 (Inventory) is scheduled for the end of October.
4. Key Considerations
- Improve and enhance network for all users
 - Build from Victor Access Management Plan recommendations
 - Provide a street network master plan with concept level plans and costs.
 - Provide for multi-modal usage (pedestrians and bicyclists).
 - Provided initial conceptual roadway plan and three potential sections for the new local road on the railroad.
 - Provided active transportation techniques and samples.
5. Public Engagement
- Outlined public engagement plan that will have early engagement, clear messaging, capture community concerns, identify opportunities, and provide a transparent & inclusive process.
 - Engagement plan goal is to discover issues early, manage public opposition, mitigate risks, and create a durable decision.
 - There will be two rounds of public engagement:
 - Round #1 - Identify stakeholder issues, goals and objectives.
 - Round #2 - Use feedback for draft recommendations to develop alternatives and make decisions.
 - Engagement can be virtual or in-person dependent on the most current COVID protocols.
 - A draft Engagement Plan will be distributed to the Steering Committee for review.
 - Consultant team requested the Steering Committee provide names of key stakeholders for early engagement.
 - Public Meeting #1 is scheduled for mid-December.
6. Needs
- LaBella will identify initial a needs assessment based on inventory and Steering Committee feedback. The needs assessment will include:
 - Initiate assessment of physical, operational, and safety conditions.
 - Identify gaps and limitations.
 - Identify needs and opportunities.
 - Gather business and public input.
 - Technical Memo #2 (Needs) is scheduled for the end of January, 2022.
7. Draft Alternative Development
- Circulation, access, and connectivity will be the key drivers to develop alternatives.
 - Initial roadway connection areas identified in the Victor Access Management Plan that will be progressed include:
 - New local road on existing railroad corridor.
 - Anthony/Brace road realignment.
 - Develop project profile sheets for identified alternatives that include descriptions, costs, funding options, and permit requirements.
8. Draft & Final Report
- Compile Technical Memos to prepare a draft report.
 - Identify implementation plans.
 - Prioritize alternatives.



- Identify funding sources.
- Prepare an executive summary.

9. Other

- Preferred future Steering Committee meetings will be held on Tuesdays at 4:00 PM.
- Victor Hiking Trails is developing a master plan; available plan information will be forwarded to LaBella to integrate into the Victor Connectivity Plan.
- LaBella to provide a 1-page project narrative for public distribution.
- Ontario County will provide LaBella with their most current GIS files for use in the project.
- Request Steering Committee participation form the School District; start with the Superintendent.
- Consider development of a “Brand & Title” to help promote the project.
- New local road alignment in the Victor Access Management Plan concept may need to be altered to account for the Auburn Creek development which is very close to the railroad tracks. Additionally, the western terminus of the new local road may need to be realigned due to proximity of Route 251 with Route 96.
- Ontario County will provide Route 332 access study materials to integrate into the project’s eastern terminus.
- Identified two bike groups (Rochester Bicycling Club and Genesee Regional Off-road Cyclists) which should be included for public engagement.
- Add Bill Wright from Ontario County to the Steering Committee.
- Next steps:
 - Steering Committee to provide new studies and/or projects.
 - Submit draft Engagement Plan
 - Initiate inventory task

10. Action Items

- See action item table.

If there are any errors or significant omissions, please contact me at (585) 402-7041 or Lrotoli@labellapc.com. Please reply with comments within one week at which point these minutes will be considered final.

Respectfully Submitted by:

LaBella Associates, D.P.C.

Lorenzo Rotoli
Senior Project Manager



NEW ACTION ITEMS	TASK OWNER(S)	DEADLINE	STATUS
1. Provide recent project plans, studies, and developments to include in the Connectivity Study	Steering Committee	9/23/21	Initiate
2. Draft engagement plan	LaBella/Highland	9/30/21	Initiate
3. Identify key stakeholders to include in early engagement	Steering Committee	9/23/21	Initiate
4. Provide pedestrian & bicycle master plan	Victor Hiking Trails	9/23/21	Initiate
5. Provide 1-page project narrative for public distribution	LaBella/Highland	9/23/21	Initiate
6. Ontario County GIS files to LaBella	Ontario County	9/23/21	Initiate
7. Ask Victor Central School District's Superintendent for a representative on Steering Committee	Town of Victor	9/23/21	Initiate
8. Ask Bill Wright to join Steering Committee	Town of Victor	9/23/21	Initiate
9. Technical Memo #1 (Inventory)	LaBella	10/29/21	Initiate

OLD ACTION ITEMS	TASK OWNER(S)	DEADLINE	STATUS

SIGN-IN SHEET

Victor Street Connectivity and Access Plan

STEERING COMMITTEE MEETING #1 - KICK OFF

DATE: September 21, 2021 TIME: 4:00 pm

Name:	Organization:	Phone & Email:
Mark Years	T/O Victor	P. 585-742-5094 E. myears@town-victor-ny.us
John Turner	V of Victor	P. 585. 370-7544 E. DPW Director @ Village of Victor.org
Scott Reinhart	Victor Hiking Trails	P. 585-738-7341 E. trocshart@gmail.com
Joe Bovenci	GTC	P. 585-232-8240 E. jbovenci@gtcmpo.org
Mary Hadden	Village of Victor	P. 585-748-5113 E. gary.hadden@villageofvictor.org
Paul Spitzer	NYSDOT	P. 585 272 4890 E. paul.spitzer@dot.ny.gov
Sue Charland	Highland Planning	P. E.
Thomas Miller	LaBella	P. E.
Thomas P. Henry	D.A. Co. Planning	P. (585) 396-4456 E. thomas.henry@ontariocounty.gov
Adam Reitz	Victor Parks + REC	P. 585-309-1847 E. Areitz@town-victor-ny.us
Kim Kinsella	T. of Victor	P. 585-742-5040 E. Kkinsella@town-victor-ny.us
		P. E.