

Appendix F

Municipal Transportation Improvement Plans Minimum Requirements

1. Introduction

The Municipal Transportation Improvement Plan (MTIP) program is intended to assist municipalities with developing transportation plans and improvement programs that are based on a quantitative assessment of existing and future needs. It is expected that the MTIP will enable the municipality to qualify for various state and federal capital funding programs. In addition, these plans and programs can serve as an integral part of the transportation element of the municipal comprehensive plan and provide a foundation for the development of traffic impact fee ordinances.

The intent of this Appendix is to assist with the preparation of MTIPs that are customized to the needs of the municipality while at the same time ensuring that a uniform planning process is used to meet the minimum requirements of the VPP grant program.

2. General Requirements

- A. The plan must consider all relevant modes of travel.
- B. A municipality may apply individually, or in concert with other municipalities.
- C. The study area must be a specified corridor, an area within a municipality, or a larger region.
- D. The municipality shall hold at least two public meetings throughout the process to ensure that the public has sufficient opportunity to provide input into the development of the plan. In addition, a public hearing must be held prior to adoption by the municipal governing body.
- E. The municipality must appoint a steering committee to provide technical review and input to the consultant. Suggested members of the steering committee include elected and appointed municipal officials, municipal department heads, residents, business people, emergency service providers, and other appropriate stakeholders. This committee should periodically coordinate its efforts with staff from the Pennsylvania Department of Transportation (PennDOT) and the County Planning Commission.

3. Minimum Scope of Work

A. Statement of Goals and Objectives

- 1) The plan should include a set of transportation and land uses goals for the municipality or region. The goals and objectives will be used to:
 - a) Identify what the municipality or region hopes to accomplish by improving the transportation system;
 - b) Highlight any inconsistencies in the land use and transportation policies of the municipality or region;
 - c) Guide the selection of improvement projects; and

- d) Establish the consistency of the proposed projects with policies contained in *Landscapes*.
- 2) It may be necessary to review and update the existing goals and objectives of the municipality, or to create common goals and objectives in a multi-municipal effort.

B. Inventory of Existing Conditions

- 1) The plan should identify all existing modes of travel in the study area and provide a quantitative description of the current and anticipated use of the different facilities.
- 2) The plan should contain a comprehensive inventory of the physical condition of the various transportation facilities, including roads, bridges, parking, rail, bus, pedestrian, bikeway, and airports, where applicable.
- 3) The plan should characterize the existing travel patterns in and through the study area. Field, resident, or user surveys may be required to document travel patterns.
- 4) A generalized land use inventory should be completed to establish a benchmark for comparison to future land use scenarios.

C. Analysis

- 1) Based on the data and information gathered in the inventory of existing conditions, a series of analyses should be performed on all elements of the transportation system, including, but not limited to:
 - a) Trend analysis of relevant demographics, such as population and employment;
 - b) Analysis of community surveys of transportation needs;
 - c) Land use analyses based on alternative assumptions;
 - d) Analysis of traffic accidents using records from police or PennDOT files;
 - e) Assessment of traffic congestion using standard level of service analysis from the Highway Capacity Manual;
 - f) Analysis of bridge inspection reports;
 - g) Demand analysis for pedestrian and bicycle facilities;
 - h) Demand analysis for bus and rail;
 - i) Access management analysis;
 - j) Parking needs assessment; and
 - k) Travel demand management analysis.
- 2) A future conditions analysis should be completed to identify how the transportation facilities could be impacted by changes in land use that are consistent with the municipal comprehensive plan and *Landscapes*. Travel simulation modeling can be applied to obtain quantitative projections for future travel demand.
- 3) A regional context analysis should be performed to understand the implications of major transportation projects and land development proposals from outside the study area. This qualitative analysis would identify potential transportation and land use impacts within the study area.

D. Conclusions and Recommendations

- 1) Based on the various inventories and analyses, a functional classification of the road network should be developed to establish the intended purpose and function of all roads.

- 2) A composite of all existing and anticipated deficiencies in the transportation system should be prepared.
- 3) A method for establishing priorities should be identified and applied in this plan and for continued updates of the plan.
- 4) A funding and cost analysis should be prepared to identify available sources of funds and total needs.
- 5) A consistency test should be performed to evaluate individual projects and priorities against the established goals. The consistency test will yield preliminary recommendations to be circulated for public and policy review in order to establish the final recommendations.
- 6) In cases where the preliminary recommendations impact state owned roads, the plan must be presented to PennDOT.

E. Transportation Improvement Program

The transportation improvement program is essentially a capital improvements program, and must contain the following elements:

- 1) A specific list of improvement projects for each mode of travel.
- 2) A ranking or prioritization of recommended projects.
- 3) Estimated costs for each project, including separate costs for:
 - a) Engineering (environmental clearance, design and engineering);
 - b) Utility relocation;
 - c) Right-of-way acquisition;
 - d) Construction; and
 - e) Operations and maintenance.
- 4) A funding plan that identifies the intended source of funding for all phases of the higher priority projects.
- 5) An implementation schedule, indicating the starting point and duration of each phase of each project. The schedule should be, at a minimum, a four-year program.
- 6) While the transportation improvement program would be the final element of the overall transportation plan, it should also function as a stand-alone document and be organized in a format conducive to annual updates.