

*Active Transportation Plan Narrative
Elizabethtown Borough
PA Walkworks Grant
June 29, 2018*

Introduction

In 2014, Elizabethtown Borough adopted a Complete Streets Policy with an accompanying checklist. With the Complete Streets Policy in place, every street presented for resurfacing in the annual paving program is evaluated for safe, convenient, and appropriate vehicle, pedestrian, bicycle, ADA, and public transportation activity. The Elizabethtown Borough was awarded funding, through a PA Walkworks grant, to help develop and adopt an Active Transportation Plan (ATP) that will support the Complete Streets Policy of the Borough. With the PA Walkworks funding, the Borough has been able to concentrate on the creation of complete streets concepts for street slated for resurfacing in the future.

Complete Streets Policy

On August 7, 2014, Borough Council approved a resolution to adopt a Complete Streets Policy. The resolution focuses on integrating physical activity into the daily lives of residents and visitors to Elizabethtown Borough through an emphasis on various active transportation modes. The various active transportation modes will ultimately contribute to improved health, create an economically vibrant community, and reduced traffic congestion, which will improve air quality and reduce harmful environmental impacts. The Complete Streets Policy resolution and accompanying checklist are attached to this narrative as Attachment A and B.

Since the adoption of the Complete Streets Policy, Elizabethtown Borough has provided conveniently located bicycle racks and bike fix it stations, installed sidewalks on streets that lacked pedestrian access, improved ADA ramps on sidewalks, increased seating at bus stops, and placed sharrows on a main state road (Market Street) that runs through the Borough.

Methodology

As part of its annual paving program, the Elizabethtown Borough identified four streets to be resurfaced in the next five years that lack complete streets elements; particularly safe and convenient pedestrian and bicycle accommodations. The streets identified were East Willow Street, South Mount Joy Street, Highlawn Avenue, and Groff Avenue. The four streets present certain challenges to achieving complete streets such as utility poles and mature trees in the right-of-way, on-street parking, and decades-old ordinances waiving sidewalk installation. They were the original focus of the ATP.

After receiving the PA Walkworks grant, Elizabethtown Borough hired a consultant to help develop design options that could transform the streets to be safe and convenient for all users, no matter their mode of transportation. Specifically, Ben Craddock of Lancaster Civil Engineering, was hired to provide engineering, conceptual designs, architectural renderings, and facilitate input during meetings, both with the public and with staff.

To begin the ATP, Elizabethtown Borough staff provided Mr. Craddock with street width and right-of-way information for the subject streets and the GIS data necessary for the project. Mr. Craddock created basemaps using the information provided by Borough staff and then performed field visits to confirm dimensions and to visually identify challenges. This information helped him to create a draft ATP that could be presented to Borough staff for review and feedback.

Mr. Craddock presented a number of design options to Borough staff. Almost all of the designs proposed consisted of extensive line paint work on the street cartway, designating separate bicycle lanes or pedestrian pathways. Some designs proposed sharrows if a separate bike lane would not fit within the forty foot wide cartway. The construction costs for all the designs were relatively similar due to the nature of the proposed scope of work. Elizabethtown Borough staff estimated that the line painting would cost approximately \$0.50 per foot.

After much discussion, weighing the positives and negatives of each design, the options were narrowed down to two conceptual drawings for each of the four streets.

Stakeholder Group

As part of this project, a group of stakeholders was formed to give feedback and recommendations about the ATP. The stakeholders group consisted of Borough staff and members of the public who have a vested interest in projects that have an impact on walkability in and surrounding Elizabethtown Borough. The members of the group are listed below.

Brenda Buescher, Lancaster General Health
Justin Evans, Mount Joy Township Manager
Caroline Lalvani, Elizabethtown College
Roni Ryan, Elizabethtown Borough Manager
Pamela Craddock, Elizabethtown Borough Planning & Zoning Director
Wayne DeVan, Elizabethtown Borough Public Works Director

The stakeholders group and consultant met to review the draft ATP and to go over any revisions they felt were necessary for the project to be successful. The group discussed things such as which direction would be best for the dedicated bicycle lane to travel and which side of the street to remove parking. Their expertise was extremely helpful in finalizing the draft ATP, which was then presented to the public at an open house.

Public Feedback

On May 3, 2018, the Elizabethtown Borough held an open house for all residents who live on the subject streets of the ATP. A letter was sent to every property owner inviting them to the event on May 3rd. The open house had a very large turnout with approximately 40 people attending. The majority of those who attended live on Groff Avenue, although there were representatives from every street.

There were a number of concerns discussed during the open house. The largest concern for almost all of the residents who attended dealt with the removal of parking from one side of the street. Property owners were concerned about having to cross the street to their home or having all of the neighbors' cars parked in front of their house. It was very clear to Borough staff and Mr. Craddock that limiting parking would be overwhelmingly opposed by residents.

Another concern frequently voiced was specifically about the narrowing of the travel lanes. Residents believed that narrowing the lanes would lead to more accidents and create dangerous situations. Borough staff and Mr. Craddock discussed studies which have shown that the narrowing of travel lanes helps to slow down traffic. Drivers unconsciously travel with more caution when the lane is narrow.

After the open house, Mr. Craddock and Borough staff met to revise the draft STP to include the input given at the open house. Parking was added back to both sides of the street and the overall structure and layout of the ATP was changed. In order to make the ATP more flexible, the different design options were no longer tied to specific streets. Based on public input and research, Borough staff and Mr. Craddock decided on four design options that would be able to address the needs of most streets within the Borough. The ATP is attached to this narrative as Attachment C.

Borough Council and Public Meetings

On May 17, 2018, Borough staff and Mr. Craddock gave an introduction presentation to Borough Council and the public who attended the meeting. Many of the people in the audience had previously attended the open house. Roni Ryan, Borough Manager, began the presentation by explaining the Borough's Complete Streets Policy and the work that has already been done in association with Complete Streets. Mr. Craddock then spoke about the ATP and gave detailed information about the revisions that had been made since the open house.

Mr. Craddock and Borough staff answered a number of questions from both Borough Council and members of the public. Borough Council then heard comments from the public in regards to the project. Many were concerned with how the ATP will impact their homes. A large majority of the residents who live on Groff Avenue also had general concerns about speeding on their street.

At their meeting on June 21, 2018, Borough Council voted to accept the Complete Streets ATP developed with PA Walkworks funding for future consideration of street layout options when streets are resurfaced through the Borough's paving program. Minutes from the meeting are attached to this narrative as Attachment D.

Next Steps for the Active Transportation Plan

The ATP will be a pivotal part of the Complete Streets Policy and annual paving program. The ATP will help guide the Borough and provide design options for streets that lack access for all modes of transportation before they are resurfaced.

Before a street in Elizabethtown Borough is planned to be resurfaced, the Public Works Department evaluates the street using the Complete Streets Checklist (Attachment B). During the evaluation, items such as bicycle and pedestrian access will be taken under consideration.

If a street is found to be lacking complete streets elements, the Borough will use the ATP to possibly address the concerns. Staff members will recommend to Borough Council which of the four design options from the ATP would best suit the street in question. Borough Council will then decide if the design will be implemented when the street is resurfaced.

Conclusion

The Elizabethtown Borough, Council, and staff are excited to have an Active Transportation Plan that will support the Borough's Complete Streets Policy for many years to come. The ATP has provided the options that will assist the Borough in transforming the street network to be safe for all users, including bicycles and pedestrians, and will help to develop facilities to accommodate healthy lifestyles and enhance the quality of life for the community as a whole.

Attachment A

THE BOROUGH OF ELIZABETHTOWN,
LANCASTER COUNTY, PENNSYLVANIA

RESOLUTION NO. 2014-12

A RESOLUTION OF THE BOROUGH OF ELIZABETHTOWN,
LANCASTER COUNTY, PENNSYLVANIA, ADOPTING A COMPLETE
STREETS POLICY TO BETTER INTEGRATE PHYSICAL ACTIVITY
INTO THE DAILY LIVES OF THOSE WHO LIVE IN AND VISIT
THE BOROUGH OF ELIZABETHTOWN THROUGH AN INCREASED
EMPHASIS ON VARIOUS ACTIVE TRANSPORTATION MODES WHICH
WILL ULTIMATELY CONTRIBUTE TO IMPROVED HEALTH, REDUCED
TRAFFIC CONGESTION WHICH WILL IMPROVE AIR QUALITY, REDUCE
HARMFUL ENVIRONMENTAL IMPACTS AND CREATE AN ECONOMICALLY
VIBRANT TWENTY-FIRST CENTURY COMMUNITY

WHEREAS, "Complete Streets" are streets within the Borough of
Elizabethtown that are safe and convenient for all users,
including pedestrians, bicyclists, public transportation riders
and motor vehicle drivers of all ages and abilities; and

WHEREAS, the Borough of Elizabethtown recognizes that streets
are a key factor in the way people experience the public realm
and play a vital role in promoting economic development, public
safety, health, recreation, community connectivity, and quality
of life; and

WHEREAS, the design and function of streets has often favored
the motorist over the needs and safety of other users of the
transportation network, particularly pedestrians, bicyclists,
transit users and persons with disabilities; and

WHEREAS, the Borough of Elizabethtown is committed to providing
increased mobility choices and improved safety for all its
residents, as embodied in the goals and policies of the Borough
of Elizabethtown's most recent Comprehensive Plan, Official
Maps, Downtown Master Plan and Regional Strategic Plan; and

WHEREAS, investments in pedestrian, bicycle and transit
infrastructure will help promote "active transportation" and
bring physical activity into the daily lives of the citizens of
the Borough of Elizabethtown which will improve their health,
reduce the incidence of diseases related to inactivity such as
obesity and heart attacks, improve air quality and limit and or
reduce negative impacts on the environment from traffic
congestion; and

WHEREAS, the Borough of Elizabethtown seeks to create an interconnected network of transportation facilities that accommodate all modes of travel in a manner consistent with the community context and goals and that incorporate green infrastructure measures where appropriate.

NOW THEREFORE BE IT RESOLVED that the Borough Council of the Borough of Elizabethtown, Lancaster County, Pennsylvania commits to a Complete Streets Policy that will incorporate Complete Streets into the planning, design and operation of all future municipal street, sidewalk, trail, pedestrian and bicycle pathway[s] and other transportation projects, whether new construction, reconstruction, rehabilitation or pavement maintenance; and

BE IT FURTHER RESOLVED that the Borough Council of the Borough of Elizabethtown, Lancaster County, Pennsylvania hereby directs municipal staff to review and update, as needed, language in the Elizabethtown Borough Code of Ordinances which shall include the Subdivision and Land Development Ordinance, Zoning Ordinance, Existing Structures and Property Maintenance Code and other applicable codes. Staff shall incorporate the intent of the Complete Streets Policy in all recommended revisions to any code as set forth in the attached Elizabethtown Complete Streets Policy, known as "Attachment A," which shall be effective immediately upon the enactment by the Borough Council of the Borough of Elizabethtown, Lancaster County, Pennsylvania, assembled in open session this 7th day of August 2014.

THE BOROUGH OF ELIZABETHTOWN

ATTEST:

R. Ryan
Secretary

By: [Signature]
Council (Vice) President

ATTACHMENT A

ELIZABETHTOWN BOROUGH COMPLETE STREETS POLICY

COMPLETE STREETS POLICY STATEMENT

It is the policy of the Borough of Elizabethtown to establish an interconnected network of streets that is planned, designed and maintained in a manner that provides safe and convenient access for users of all modes of travel, including pedestrians, bicyclists and transit riders of all ages and abilities.

Purpose

The Borough of Elizabethtown seeks through this Complete Streets Policy to create an interconnected network of streets, sidewalks, trails and pathways that accommodate users of all ages and abilities within all modes of travel, including pedestrians, bicyclists and transit users, in a manner consistent with community context, comprehensive plan, Downtown Master Plan, community goals and the most current edition of the Regional Strategic Plan and Official Maps. Furthermore, the intent of this Policy is to better integrate physical activity into the daily lives of those who live in and visit the Borough of Elizabethtown through increased emphasis on active transportation modes which will contribute to improved health, reduced traffic congestion, improved air quality and reduce negative impacts on the environment, and create a more economically vibrant twenty-first century community.

Goals

- A. Create an efficient and interconnected multi-modal transportation system that ensures that the safety and convenience of all users of the transportation system are accommodated
- B. Support the Borough of Elizabethtown Comprehensive Plan, Official Maps, Downtown Master Plan, and Regional Strategic Plan, and, in particular, its transportation elements, and efforts to create a more walkable, livable community
- C. Incorporate the principles in this Policy into all aspects of the transportation project development process, including project identification, scoping procedures, design and all phases of construction
- D. Ensure the use of the latest and best design standards, policies and guidelines

- E. Provide flexibility for different types of streets, areas, and users
- F. Ensure that the Complete Streets are designed to be context-sensitive and meet the values and design of the communities in which they are located

Directives

1. This Complete Streets Policy applies to all street, sidewalk, trail and pathway projects, including new construction, reconstruction or rehabilitation projects to accommodate users of all ages and abilities, including pedestrians, bicyclists, transit users, motorists, emergency responders and other road users. It applies to all street projects whether public or private and all improvements regardless of funding sources.
2. Accommodations for all users of the surface transportation network shall be in accordance with the latest and best "Complete Streets" standards, principles, policies and guidelines and shall be consistent with the context and character of the surrounding built and natural environment and enhance the appearance of such.
3. Roadways, sidewalks, shared-use paths, street crossings, pedestrian signals, signs, street furniture, transit stops and facilities and all connecting pathways shall be designed, constructed, operated and maintained so that all users of the surface transportation network can travel safely, reliably and independently.
4. Complete Streets will be designed, built and maintained in accordance with accepted federal, state and local standards and guidelines that represent state-of-the-art design standards and best practices innovative and/or non-traditional design options will also be considered, as appropriate.
5. Reasonable efforts shall be made to identify adjacent alternative routes and or methods of travel to provide a safe, reliable and interconnected surface transportation network where accommodations for all users cannot be made.

Implementation

The Borough of Elizabethtown will establish a Complete Streets Program that includes the following elements:

1. Borough staff will review and update, as needed, language in the Borough of Elizabethtown comprehensive plan, regional strategic plan, Subdivision and Land Development Ordinance, Zoning Ordinance and other codes to incorporate the intent of this Complete Streets Policy. The Borough of Elizabethtown will update the Capital Improvement Program (CIP) that will provide the financial mechanism and commitment to support Complete Streets projects.
2. Design Guidelines on how to build Complete Streets will be adopted and implemented.
3. Workshops will be designed and offered to Borough Council members, Planning Commission members and Borough staff to provide information on the design and implementation of Complete Streets.
4. A system of performance measures will be implemented and data collected and analyzed to determine the increased use of active transportation modes and the success of this policy.
5. The Borough of Elizabethtown Planning Commission, in coordination with Borough staff, shall prepare and provide to the Borough Council of the Borough of Elizabethtown an annual report on the Borough's consistency with this Complete Streets Policy with respect to all street construction, reconstruction, rehabilitation and pavement maintenance projects.

Exemptions

Exemptions from the directives and design guidelines within the Complete Streets Policy are reviewed and approved by Borough Officials. Borough officials shall include Borough Council and staff. Exemptions shall not include modifications or waivers from the Zoning and Subdivision and Land Development Ordinances and other applicable Borough ordinances. Exemptions shall be considered by Borough Officials under the following conditions:

- Written justification, to be reviewed and approved by Borough Officials, that inclusion of such new facilities would create a public safety risk for users of the public right-of-way;
- Written justification, to be reviewed and approved by Borough Officials, that there is insufficient space within the right-of-way to safely accommodate such new facilities;
- Borough Officials determine that pedestrians and bicyclists are prohibited by law from using the facility;

- The project is deemed by Borough Officials to be limited to routine or seasonal maintenance activities such as mowing, sweeping or spot pavement repairs.

The Borough of Elizabethtown Complete Streets Policy shall be in effect immediately upon adoption by the Borough Council of the Borough of Elizabethtown. Surface transportation projects in the final stages of design or under construction at the time of adoption are exempt from this Policy.

Adopted by the Borough Council of the Borough of Elizabethtown, duly assembled in lawful session via Resolution 2014-12 dated August 7, 2014.

Attachment B

ELIZABETHTOWN BOROUGH COMPLETE STREETS CHECKLIST

Project Name _____ Date _____

Project Location _____

Project Description _____

EXISTING CONDITIONS				
Checklist Consideration	YES	NO	N/A	Description
Pedestrian				
Are sidewalks provided along the street?				
Are sidewalks provided on both sides of the street?				
Has a sidewalk and curbing study been completed?				
Is the sidewalk well lit?				
Are there marked crosswalks?				
Are curb ramps provided at each corner?				
Are there pedestrian signals?				
Are the ramps within the project ADA compliant?				
Are detectable warnings (truncated domes) properly installed and ADA compliant?				
Are all crosswalk within the project limits ADA compliant?				
Are all accessible pedestrian signals (pushbuttons) within the project limits ADA compliant?				
Are all sidewalks constructed within the project limits ADA compliant?				
Are there benches along the sidewalk?				
Bicycle				
Are there bicycle lanes or sharrows?				
Is there 5' or more on the street to install a bicycle lane?				
Is there at least 3' on the street to install shared road marking?				
Is there bicycle parking in the project area?				
Is there 5 or more clear feet on the sidewalk to install bicycle parking?				
Pavement				
Is there parking available on one or both sides of the street?				
If there is parking, is there a large amount of turnover?				
Is the street well maintained? (Free from potholes, debris, and visible lane markings)				
Is the street well lit?				
Can pavement markings be seen during day and night?				
What is the width of the roadway?				

ELIZABETHTOWN BOROUGH COMPLETE STREETS CHECKLIST

EXISTING CONDITIONS				
Checklist Consideration	YES	NO	N/A	Description
USE				
Checklist Consideration	YES	NO	N/A	Description
Does the project warrant survey of residents directly affected by proposed improvements?				
Is the street a primary travel street during all hours of the day?				
Is the street a primary travel street only during AM and PM peak periods?				
Does the street connect to one or more primary travel streets?				
Is the street a cul-de-sac?				
Is the street a primary street for trucks?				
Is the street a primary route for bicyclists?				
Is the street a primary route for all pedestrians?				
Is the street a primary route to walk to school?				
Does the project fill gaps in the sidewalk network?				
Does the project fill gaps in the bicycling network?				
CONTEXTUAL FACTORS				
Is the project within ½ mile of a school?				
Is the project within ½ mile of the train station?				
Is the project within bicycling distance to the downtown or recreational area?				
Are there existing environmental or historical/cultural resources (wetlands, floodplains, streams, significant trees, historical/cultural resources) in the project area?				
Is the project within walking distance to a main shopping or recreational area?				
SAFETY				
Is the primary focus of the project to address an overwhelming safety need?				
Do existing driveways inhibit safe walking along the sidewalk?				
Are there conflicts between pedestrians and bicycles on the street?				
Are there conflicts between pedestrians and bicyclists on the sidewalk?				
Do motorists yield to pedestrians?				
Do 85% of the motoring vehicles travel at the posted speed limits?				
Are pedestrians visible at crossings?				
Do pedestrians have enough time to cross the street?				
Is the project area considered a safe place to walk?				
Is the project area considered a safe place to bike?				

ELIZABETHTOWN BOROUGH COMPLETE STREETS CHECKLIST

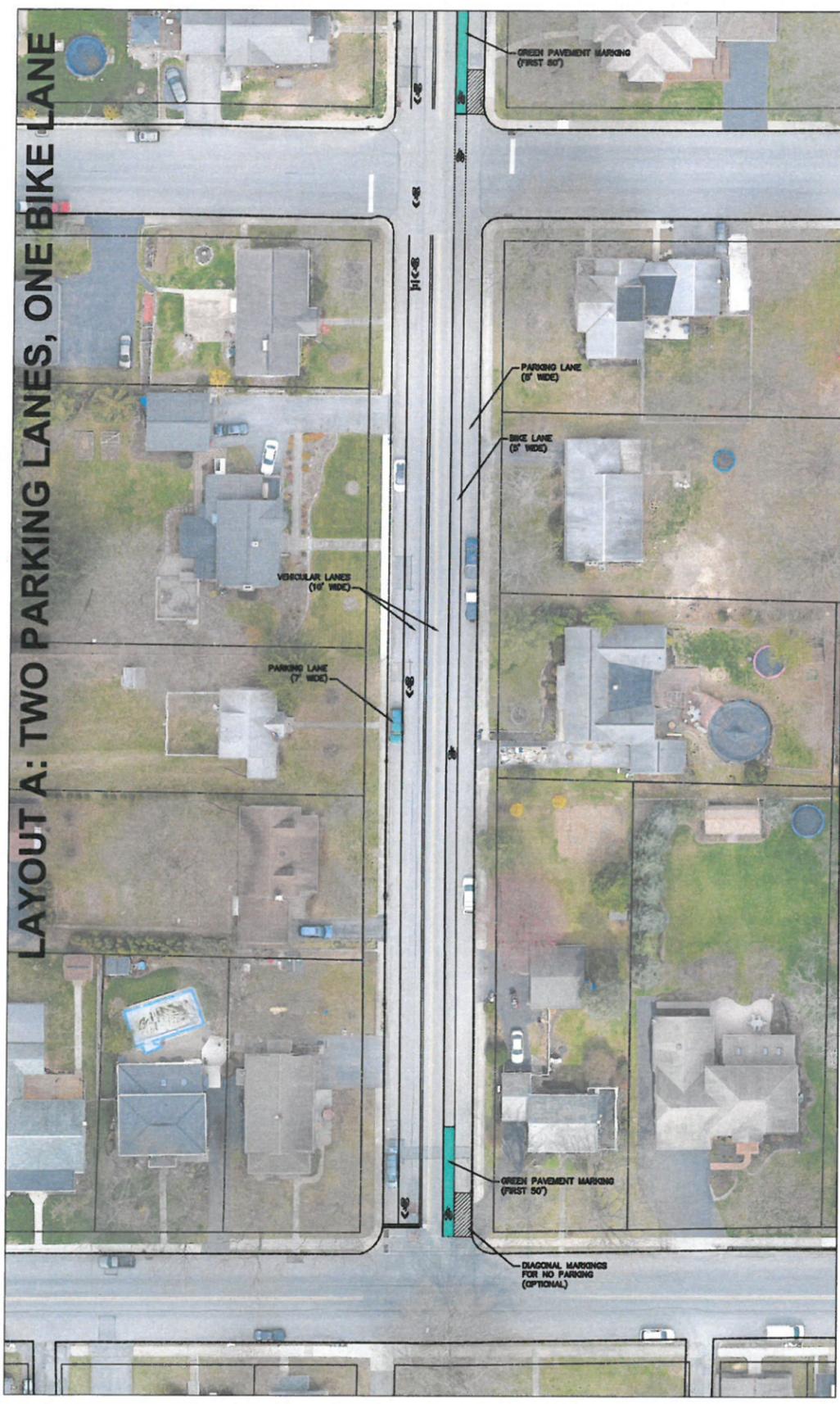
PROPOSED DESIGN				
Checklist Consideration	YES	NO	N/A	Description
Complete Street Design				
Bicyclist accommodations?				
Pedestrian accommodations?				
Access and Mobility accommodations?				
Truck/Freight accommodations?				
Streetscape elements?				

Bicycle Facilities	YES	NO	N/A
Off-road bike accommodations			
Dedicated bike lane			
Shared-use lane			
Shoulder			
Acceptable actuated traffic signal bike detection, including turn lane			
Do signals allow adequate minimum green time for bicyclist to safely cross intersection			
Signage and pavement markings specific to proposed bike facility			
Bicycle safe grates			
Bicycle parking			
Access and Mobility Facilities			
Adequate sidewalks or paved path			
Acceptable consideration/provision for accessible pedestrian traffic signal features			
Curb ramps including detectable warning surface			
Acceptable slope and cross-slope for driveway ramps, sidewalks and crossings			
Have conflicts been reduced between pedestrian, bicyclists and motor vehicles			

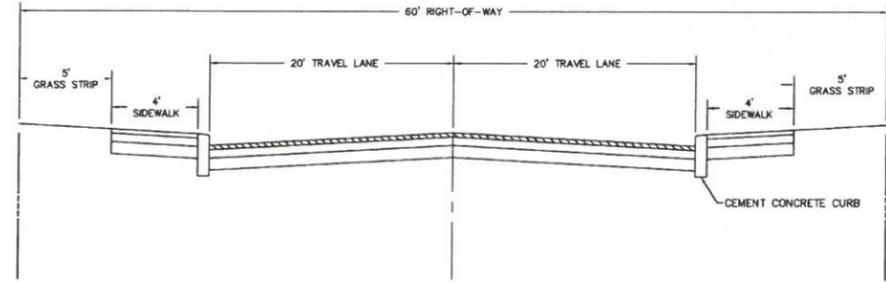
Pedestrian Facilities	YES	NO	N/A
Sidewalks on both sides of the street			
Striped crosswalks			
Pedestrian signage for crossing			
Geometric modifications to reduce crossing distances such as curb extensions			
Enhanced supplemental pedestrian treatments at uncontrolled marked crossings			
Acceptable provisions for pedestrian traffic signal features			
Connectivity			
Are the proposed connections to other bike paths and or pedestrian facilities			
Are the proposed connections to any key destinations?			
Are the proposed connections to neighborhoods?			
Streetscape Elements			
Are streetscape elements proposed such as landscaping, street trees, planters, buffer strips, ect			
Pedestrian-level lighting			
Public seating or benches			

Additional Comments

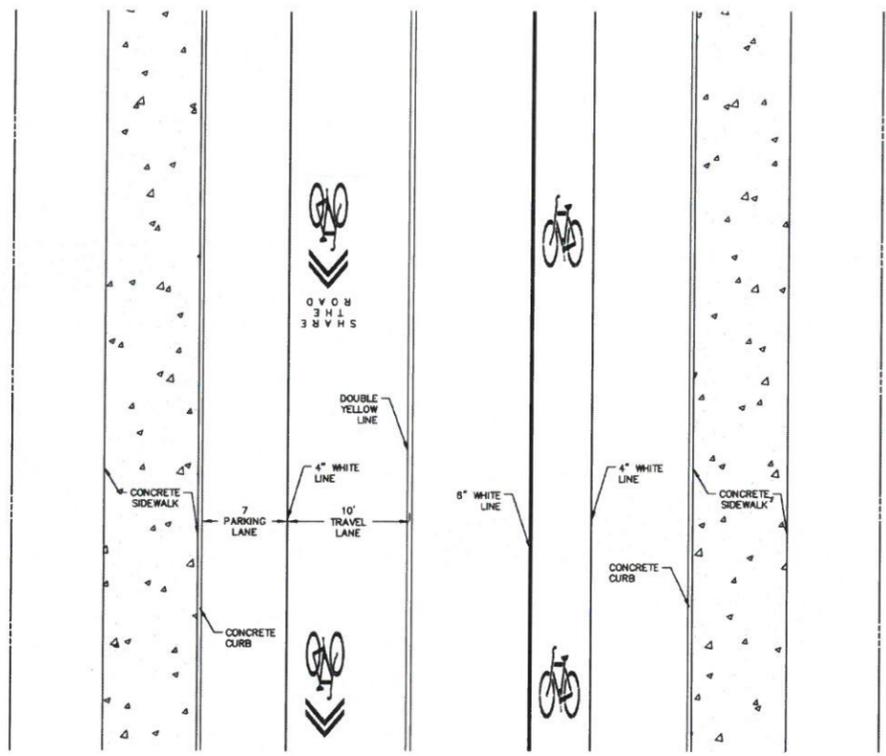
Attachment C



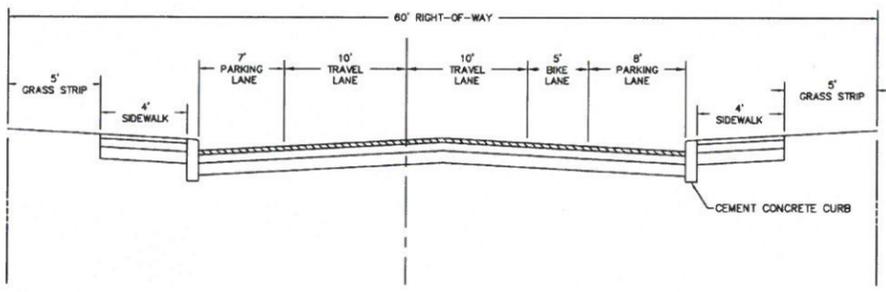
LAYOUT A: TWO PARKING LANES, ONE BIKE LANE



EXISTING STREET CROSS SECTION



PROPOSED STREET PLAN VIEW LAYOUT A



PROPOSED STREET CROSS SECTION LAYOUT A

PREPARED BY:
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 www.lanastercivil.com

DESIGNED BY: BSC
 DRAWN BY: BSC
 CHECKED BY:

PLAN DATE: MAY 13, 2018
 DWG FILE: 2018-05-13 - ETOWN CONCEPT.DWG

SEAL

NORTH ARROW

SCALE
 GRAPHIC SCALE
 (IN FEET)
 1 INCH = 30 FT

- ADVANTAGES**
1. PROVIDES ON-STREET PARKING ON BOTH SIDES OF THE STREET.
 2. PROVIDES COMBINED BIKE/PARKING LANE ON UPHILL SIDE OF STREET.
 3. PROVIDES 10' WIDE TRAVEL LANES - ADEQUATE FOR VEHICLES AND LIKELY TO LOWER SPEEDS.
 4. PAINTING THE FIRST 50' OF BIKE LANE GREEN WILL ALERT TURNING VEHICLES TO THE POSSIBLE PRESENCE OF BICYCLES.
 5. BIKE LANES ARE CARRIED THROUGH INTERSECTIONS WITH DASHED LINES AND A BICYCLE PAVEMENT MARKING. THESE THRU LANES CAN BE PAINTED GREEN FOR ADDITIONAL VISIBILITY.
 6. SNOW REMOVAL IS SIMILAR TO CURRENT CONDITIONS.
- DISADVANTAGES**
1. SHARED BICYCLE/VEHICLE LANE OFFERS LESS PROTECTION FOR CYCLISTS.

OWNER:
 ELIZABETHTOWN BOROUGH
 600 SOUTH HANOVER STREET
 ELIZABETHTOWN, PA 17022

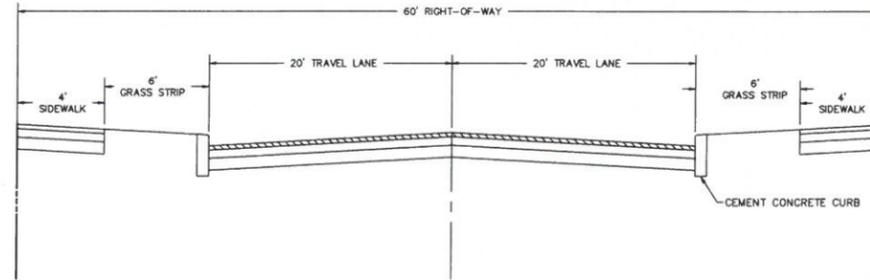
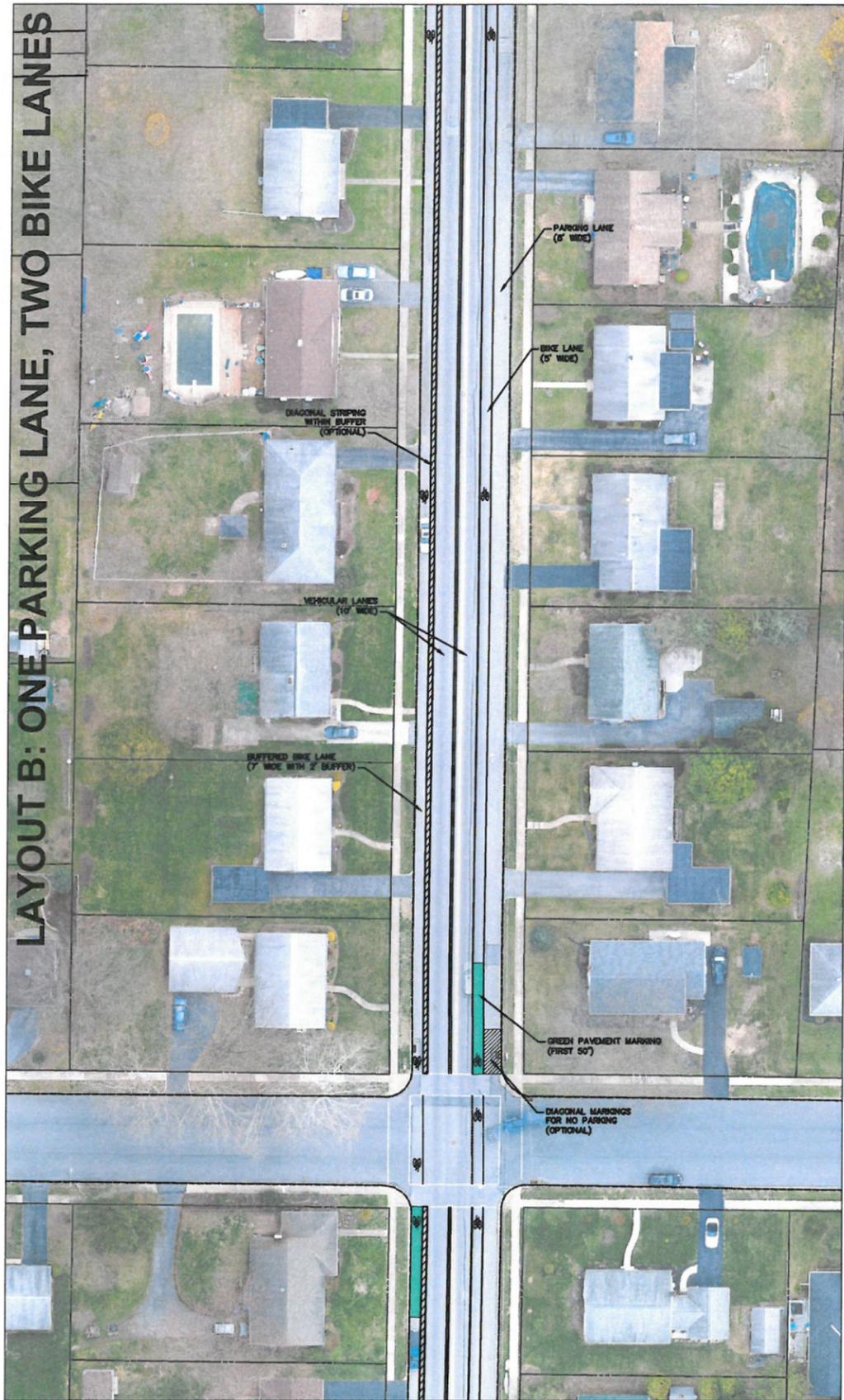
NAME AND LOCATION OF PROJECT
ELIZABETHTOWN BOROUGH FIVE-YEAR TRANSPORTATION PLAN
 VARIOUS STREETS
 LANCASTER COUNTY
 ELIZABETHTOWN BOROUGH, PA

PROJECT NO.
 38-1

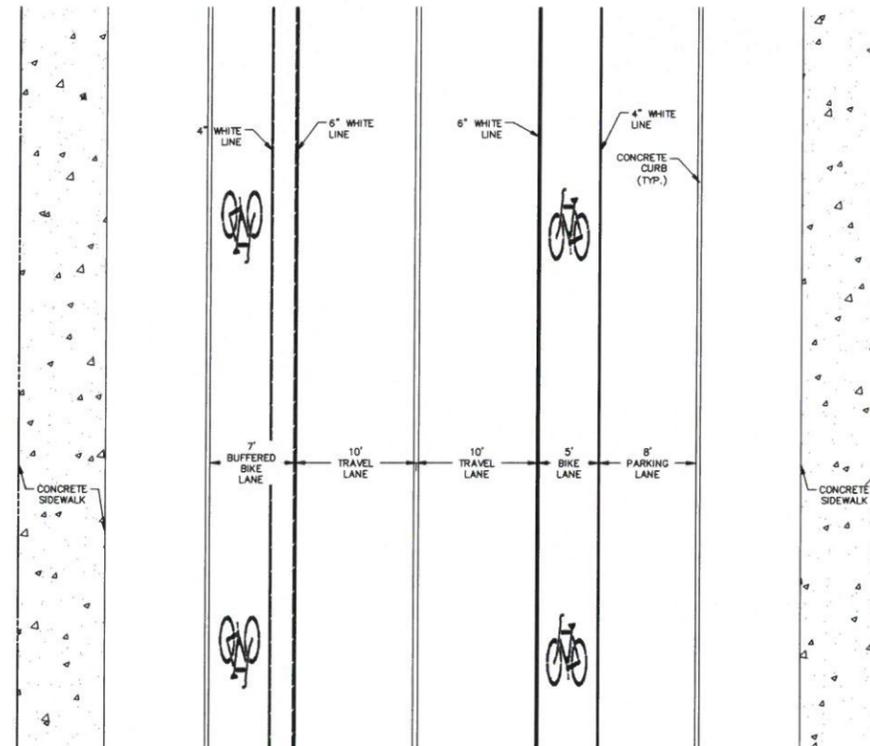
COMPLETE STREET OPTIONS
 (LAYOUT A)
 SHEET 1 OF 4 SHEETS

SHEET NO.
 C-200

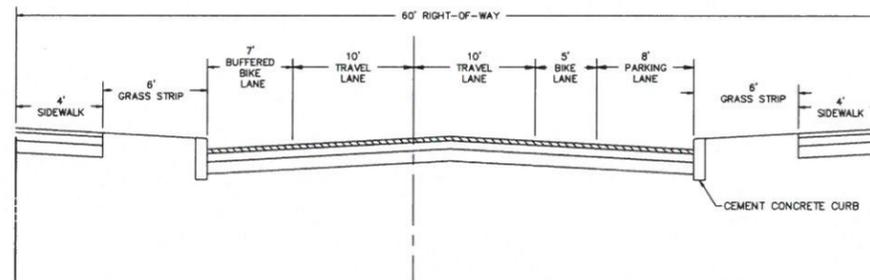
LAYOUT B: ONE PARKING LANE, TWO BIKE LANES



EXISTING STREET CROSS SECTION



PROPOSED STREET PLAN VIEW LAYOUT B



PROPOSED STREET CROSS SECTION LAYOUT B

PREPARED BY:

SEAL

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DESIGNED BY: BSC

PLAN DATE: MAY 13, 2018

DRAWN BY: BSC

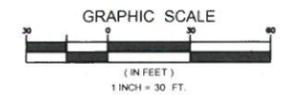
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CHECKED BY:

NORTH ARROW



SCALE



ADVANTAGES

1. PROVIDES ON-STREET PARKING ON UPHILL SIDE OF STREET WITH A STANDARD 5' BIKE LANE.
2. PROVIDES BUFFERED BIKE LANE ON DOWNHILL SIDE OF STREET. NO PARKED CARS AVOIDS CONFLICTS WITH OPEN DOORS.
3. PROVIDES 10' WIDE TRAVEL LANES - ADEQUATE FOR VEHICLES AND LIKELY TO LOWER SPEEDS.
4. PAINTING THE FIRST 50' OF BIKE LANE GREEN WILL ALERT TURNING VEHICLES TO THE POSSIBLE PRESENCE OF BICYCLES.
5. BIKE LANES ARE CARRIED THROUGH INTERSECTIONS WITH DASHED LINES AND A BICYCLE PAVEMENT MARKING. THESE THRU LANES CAN BE PAINTED GREEN FOR ADDITIONAL VISIBILITY.
6. SNOW REMOVAL IS SIMILAR TO CURRENT CONDITIONS, EXCEPT THAT THE PARKING RESTRICTION ON THE WEST SIDE WILL ALLOW FOR LESS CONFLICTS WITH PARKED CARS.

DISADVANTAGES

1. ON-STREET PARKING IS RESTRICTED ON THE DOWNHILL SIDE.
2. THE UPHILL BIKE LANE IS SUSCEPTIBLE TO CONFLICTS FROM OPENING VEHICLE DOORS.

LAYOUT B

OWNER:
 ELIZABETHTOWN BOROUGH
 600 SOUTH HANOVER STREET
 ELIZABETHTOWN, PA 17022

VARIOUS STREETS

NAME AND LOCATION OF PROJECT

ELIZABETHTOWN BOROUGH FIVE-YEAR TRANSPORTATION PLAN

LANCASTER COUNTY

ELIZABETHTOWN BOROUGH, PA

PROJECT NO.

38-1

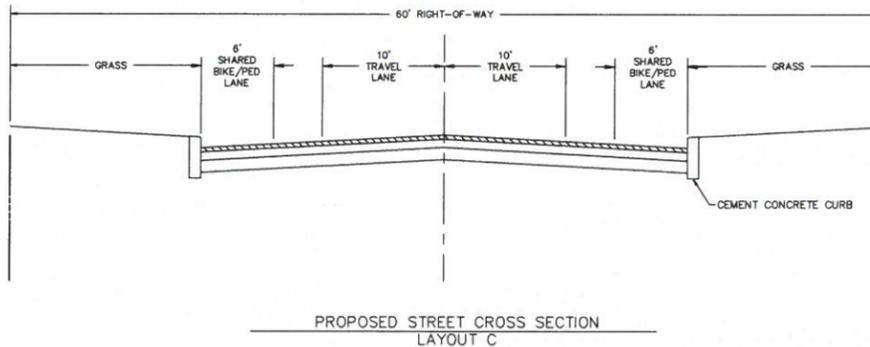
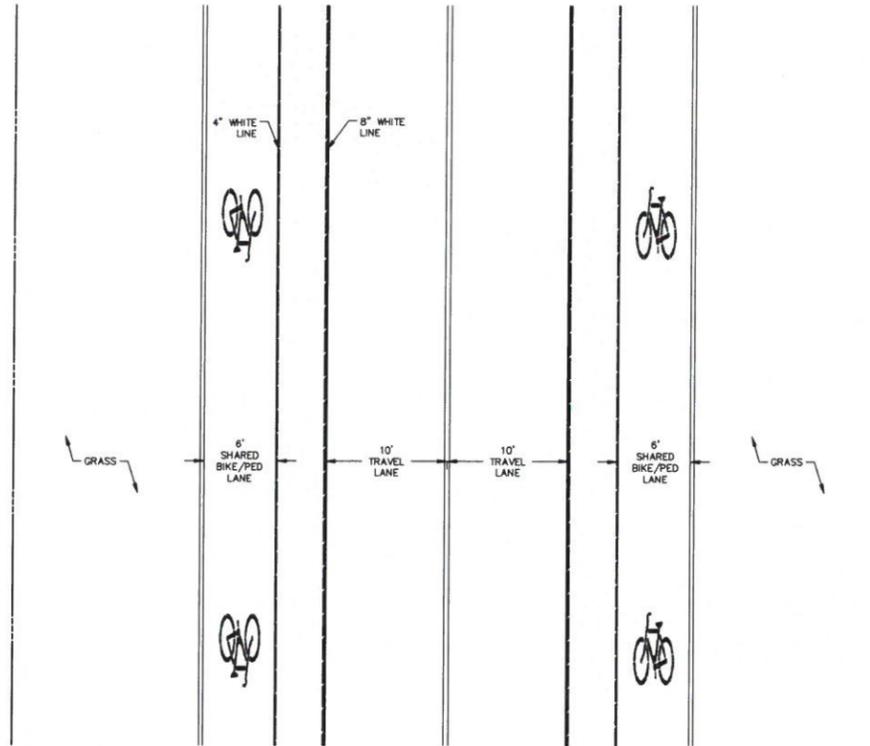
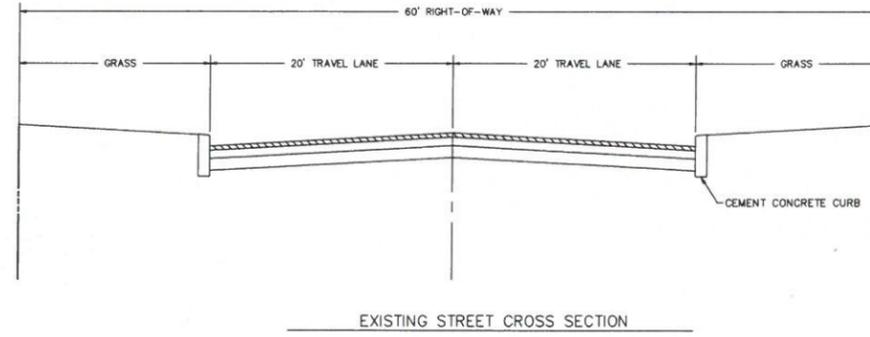
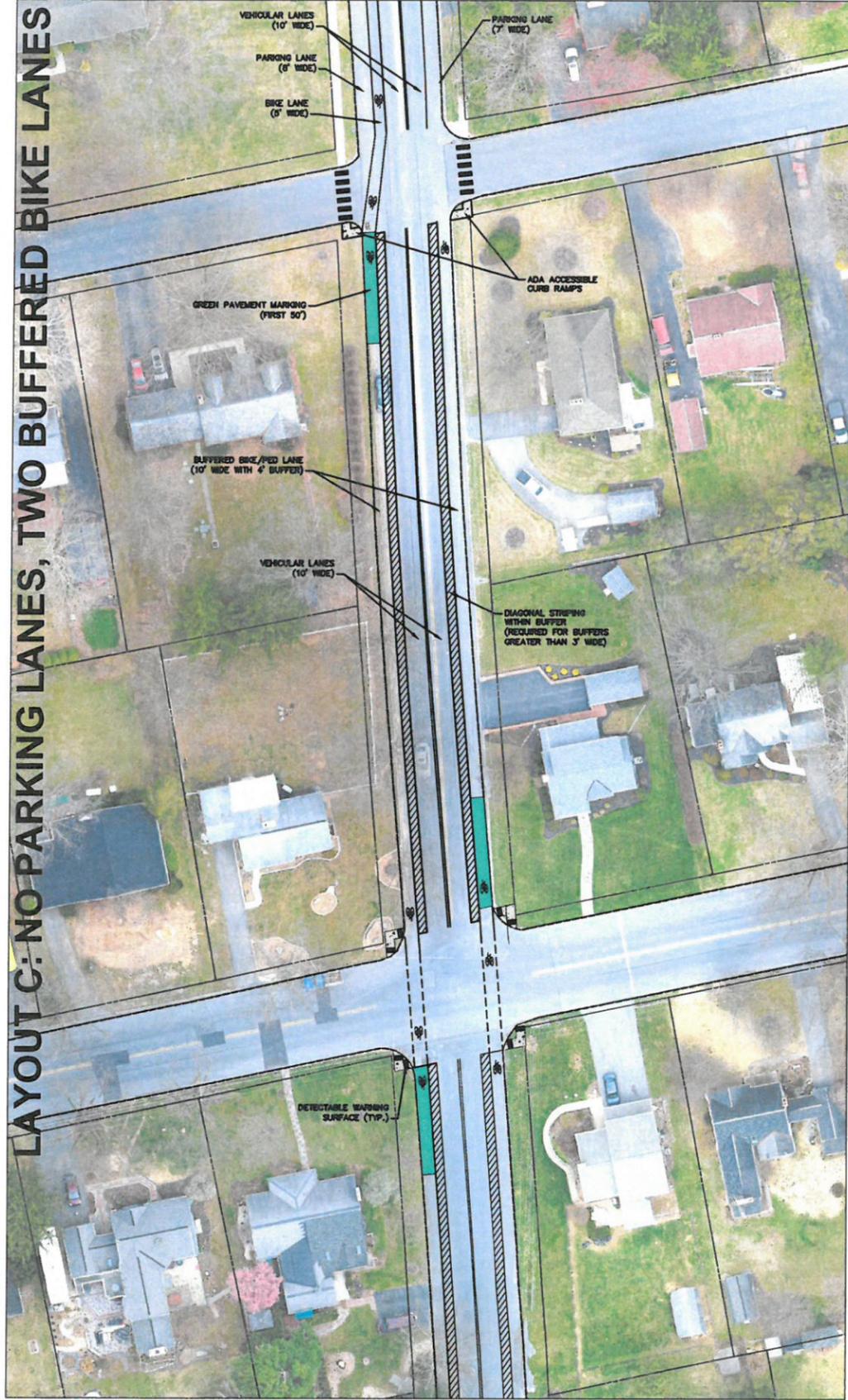
**COMPLETE STREET OPTIONS
 (LAYOUT B)**

SHEET 2 OF 4 SHEETS

SHEET NO.

C-201

LAYOUT C: NO PARKING LANES, TWO BUFFERED BIKE LANES



PREPARED BY:
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 www.lancastercivil.com

DESIGNED BY: BSC
 DRAWN BY: BSC
 CHECKED BY:

PLAN DATE: MAY 13, 2018
 DWG FILE: 2018-05-13 - ETOWN CONCEPT.DWG

NORTH ARROW

SCALE
 GRAPHIC SCALE
 (IN FEET)
 1 INCH = 30 FT.

SEAL

- ADVANTAGES**
1. PROVIDES A BUFFERED BIKE LANE ON THE BOTH SIDES OF STREET.
 2. PEDESTRIANS MAY USE BIKE LANE (A GENEROUS BUFFER LANE IS PROVIDED).
 3. PROVIDES 10' WIDE TRAVEL LANES - ADEQUATE FOR VEHICLES AND LIKELY TO LOWER SPEEDS.
 4. PAINTING THE FIRST 50' OF BIKE LANE GREEN WILL ALERT TURNING VEHICLES TO THE POSSIBLE PRESENCE OF BICYCLES.
 5. BIKE LANES ARE CARRIED THROUGH INTERSECTIONS WITH DASHED LINES AND A BICYCLE PAVEMENT MARKING. THESE THRU LANES CAN BE PAINTED GREEN FOR ADDITIONAL VISIBILITY.
 6. SNOW REMOVAL IS SIMILAR TO CURRENT CONDITIONS.
 7. PEDESTRIAN ACCESS IS PROVIDED WITHIN EXISTING RIGHT-OF-WAY.
- DISADVANTAGES**
1. NO ON-STREET PARKING IS PROVIDED ON EITHER SIDE OF THE STREET.
 2. NO DEDICATED PEDESTRIAN WALKWAYS ARE PROVIDED.

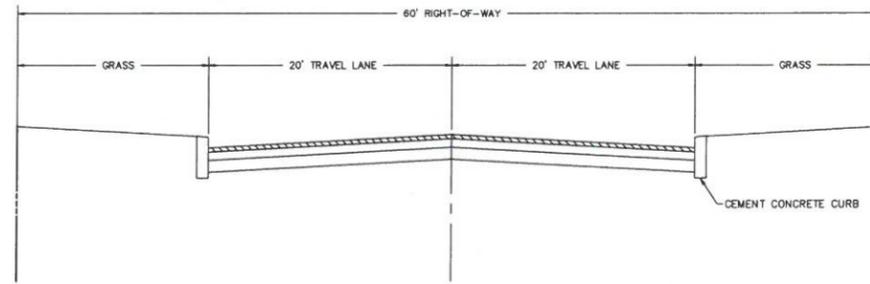
OWNER:
 ELIZABETHTOWN BOROUGH
 600 SOUTH HANOVER STREET
 ELIZABETHTOWN, PA 17022

NAME AND LOCATION OF PROJECT
ELIZABETHTOWN BOROUGH FIVE-YEAR TRANSPORTATION PLAN
 VARIOUS STREETS
 LANCASTER COUNTY
 ELIZABETHTOWN BOROUGH, PA

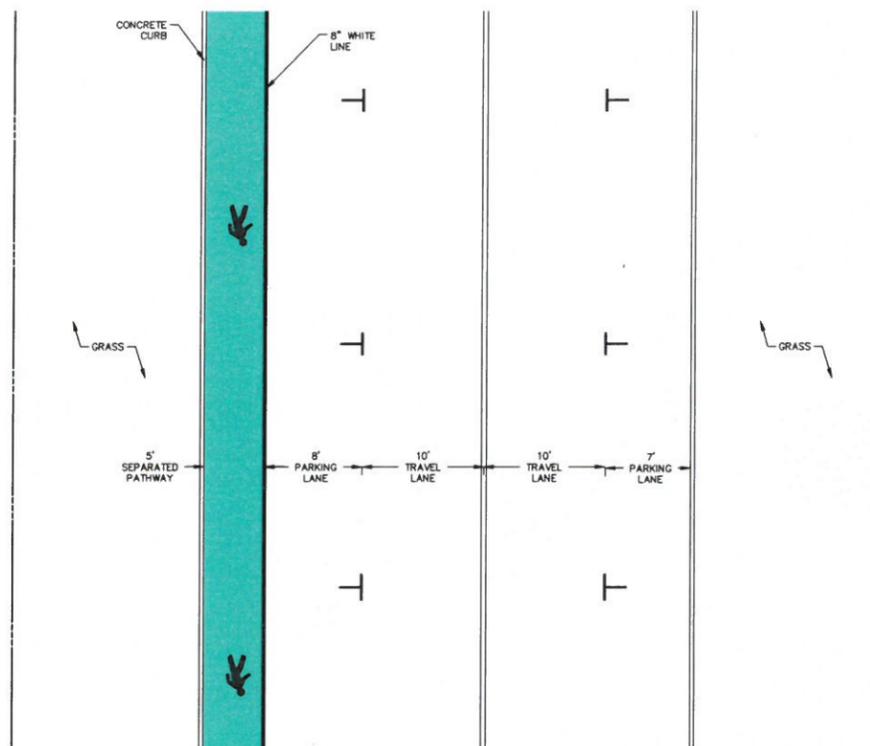
PROJECT NO.
 38-1

COMPLETE STREET OPTIONS
 (LAYOUT C)
 SHEET 3 OF 4 SHEETS

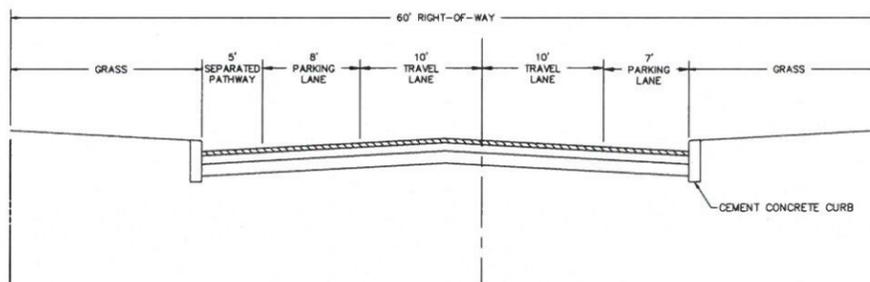
SHEET NO.
 C-203



EXISTING STREET CROSS SECTION



PROPOSED STREET PLAN VIEW LAYOUT D



PROPOSED STREET CROSS SECTION LAYOUT D

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 CHECKED BY:

PLAN DATE: MAY 13, 2018
 DWG FILE: 2018-05-13 - ETOWN CONCEPT.DWG

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NORTH ARROW

SCALE
 GRAPHIC SCALE
 (IN FEET)
 1 INCH = 30 FT.

- LAYOUT D**
- ADVANTAGES**
1. PROVIDES ON-STREET PARKING ON BOTH SIDES OF THE STREET.
 2. PROVIDES A 5' WIDE PROTECTED PEDESTRIAN LANE.
 3. PAINTING THE PEDESTRIAN LANE GREEN WILL ALERT PARKED VEHICLES TO THE PRESENCE OF THE PEDESTRIAN LANE.
 4. SNOW REMOVAL IS SIMILAR TO CURRENT CONDITIONS.
 5. PEDESTRIAN ACCESS IS PROVIDED WITHIN EXISTING RIGHT-OF-WAY.
- DISADVANTAGES**
1. NO DEDICATED BICYCLE FACILITIES ARE PROVIDED.

OWNER:
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 600 SOUTH HANOVER STREET
 ELIZABETHTOWN, PA 17022

NAME AND LOCATION OF PROJECT
ELIZABETHTOWN BOROUGH FIVE-YEAR TRANSPORTATION PLAN
 VARIOUS STREETS
 LANCASTER COUNTY
 ELIZABETHTOWN BOROUGH, PA

PROJECT NO.
 38-1

COMPLETE STREET OPTIONS
 (LAYOUT D)
 SHEET 4 OF 4 SHEETS

SHEET NO.
 C-204

Attachment D

DRAFT

**ELIZABETHTOWN BOROUGH COUNCIL
REGULAR MEETING
June 21, 2018
Minutes**

The regular meeting of Elizabethtown Borough Council was held on Thursday, June 21, 2018 at 7:00 p.m. at the Borough Office. Present were Councilmembers, Bill Troutman, Tom Shaud, J. Neil Ketchum, Jr., Phil Clark and Jeff McCloud. Also present were Borough Manager Roni Ryan, Assistant Borough Manager Ann Roda, Planning and Zoning Director Pamela Craddock and Chief Cunningham. Absent was Council member J. Marc Hershey and Mayor Chuck Mummert.

Vice-President Ketchum called the meeting to order at 7:00 p.m.

Public Comment

1. **Robert Yahara, 207 Masonic Drive**, commented on two items. The first item related to the structure of Borough Council meetings and how public comment is handled. It was suggested that the meeting format be altered to be similar to the Elizabethtown Area School District meeting format which allows public comment at the beginning and conclusion of the meeting. The second item related to the requirements and responsibilities the Borough places on land developers and how those requirements may impact developments.

Presentation

1. Lou Faretti, Director of the PennDOT Local Technical Assistance Program (LTAP), and Karen Atkinson, PSATS LTAP Manager, presented an award to the Elizabethtown Borough Streets Crew for winning LTAP's Build a Better Mousetrap contest. The crew designed and built the Super Puller XP which is a truck attachment to pull sign channels. With the Super Puller XP sign channels are replaced faster, safer and with the flow of traffic. The 25 contest submissions were evaluated for cost savings and benefits to the community, ingenuity, transferability to others, and effectiveness.

Approval of Minutes

After a motion by Clark, second by McCloud, minutes of the following meetings were unanimously approved:

1. Regular Meeting – May 17, 2018
2. Regional Elected Officials Meeting – May 31, 2018
3. Work Session Meeting – June 7, 2018

Reports

1. The Financial Report was unanimously approved after a motion by Clark and second by Shaud.
2. There were no questions on the Code Enforcement reports.

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3. The Fire Company responded to 69 calls during the month of May, 28 of which were in the Borough, with an average response time of 6 minutes 03 seconds.
4. Northwest EMS responded to 99 Borough calls during the month of May bringing the year-to-date total for Borough calls to 551.

Old Business

1. It was motioned by Shaud, seconded by McCloud, to the Conoy Crossing Phase III Final Land Development Plan with the following modifications and conditions:

Modifications:

1. SALDO Section 303 – Preliminary Plan
2. Stormwater Ordinance Section 302.A.1 – Volume Control
3. Stormwater Ordinance Section 302.A.2(c) – Loading Ratios
4. Stormwater Ordinance Section 302.D – Infiltration Dewatering Time
5. Stormwater Ordinance Section 303.C – Rate Control Dewatering Time

Conditions:

1. Response and compliance with the comments of Hanover Engineering dated May 31, 2018.

Motion carried unanimously.

Prior to the motion, council members discussed the entrance and exit of the driveways. In particular the eyebrows of Phase I and Phase II have been modified to single entrance / exit eyebrows in Phase III. The reasoning for the eyebrows on previous phases was to minimize the number of driveways onto Masonic Drive but still provide adequate access to the individual driveways for the dwelling units. Council members discussed if a condition should be added that a second access (a means of ingress / egress) be provided for all driveways (or eyebrows) or those building groups that have 4 or more units. Given that there are no underground utilities planned for areas by the driveways the HOA could seek to extend the eyebrows if needed so an additional condition was not provided.

2. Aaron Bricker, RGS Associates presented an introduction to the Preliminary / Final Land Development Plan for Sycamore Square. As part of the introduction Mr. Bricker reviewed the waiver and modification requests that have been made for the development. No formal action was taken following the introduction.
3. It was motioned by Clark, seconded by Troutman, to approve an extension to the Sycamore Square Preliminary / Final Land Development Plan review period for a new expiration date of August 16, 2018. The motion carried unanimously.
4. Serena Wray with Beers & Hoffman provided an update to Borough Council on the Public Works Garage. This presentation included a review of the draft architectural design and the site design. Ms. Wray also presented preliminary cost estimates and discussed the anticipated timeline for the project. Following the update, council members asked questions related to the garage bays, how the bays would be heated, how

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the estimated costs range with the costs from previous work, and the type of pavement between the garage and the storage bays.

- 5. Gene Galeschewski introduced himself to council and outlined his interest in the regional EMA Coordinator position. Mr. Galeschewski is seeking to replace Warren Mueller upon his resignation. It was motioned by Troutman, seconded by McCloud, to recommend Mr. Galeschewski be the regional EMA Coordinator. The motion carried unanimously.

Borough Manager Ryan will continue to work with the managers in Mount Joy Township and West Donegal Township on the replacement process.

New Business

- 1. It was motioned by Shaud, seconded by Troutman, to approve the request from GEARS to waive the zoning permit fee in the amount of \$100 and the building permit fee of \$50. The permits will be submitted for the construction of a porch roof at the Community Center. The motion carried unanimously.
- 2. It was motioned by Troutman, seconded by McCloud, to accept the Complete Streets Transportation Plan.

Prior to the motion council members discussed the need for accepting the Complete Streets Transportation Plan and what that specifically meant. Borough Manager Roni Ryan explained that the Complete Streets Transportation Plan (Plan) was developed with funding from Pa Walk Works and provides conceptals that could potentially be used on streets slated to be resurfaced in the future through the Borough’s paving program. The Plan does not require the conceptals to be used on particular streets but provides the Borough street layout options to consider that meet AASHTO and NACTO guidelines.

The motion to accept the Complete Streets Transportation Plan was not unanimous. Council member Clark opposed.

- 3. It was motioned by McCloud, seconded by Troutman, to approve Resolution 2018-8 for the disposal of certain records in accordance with the Pennsylvania Historical and Museum Commission Bureau of Archives and History Municipal Records Manual as amended July 23, 2009. The motion carried unanimously.
- 4. It was motioned by McCloud, seconded by Troutman, to approve Resolution 2018-9 authorizing Borough Manager Roni Ryan to sign and submit the permit applications to modify the Borough’s traffic signal permits with the Pennsylvania Department of Transportation. The motion carried unanimously.

Bills Payable

Motion by McCloud, second by Ketchum, to pay the bills and budgeted transfers as presented:

General Fund.....	\$228,475.06
Sewer Fund	\$81,847.63
Capital Reserve Fund.....	\$1,739.79
Construction Projects Fund.....	\$8,233.52

DRAFT

Train Station Fund	\$1,733.39
Subdivision Escrow Fund	\$6,703.25
Parks Fund	\$9,146.68

Motion carried unanimously.

Vice-President Ketchum announced that following the adjournment of the meeting Council would hold an Executive Session to discuss a personnel matter.

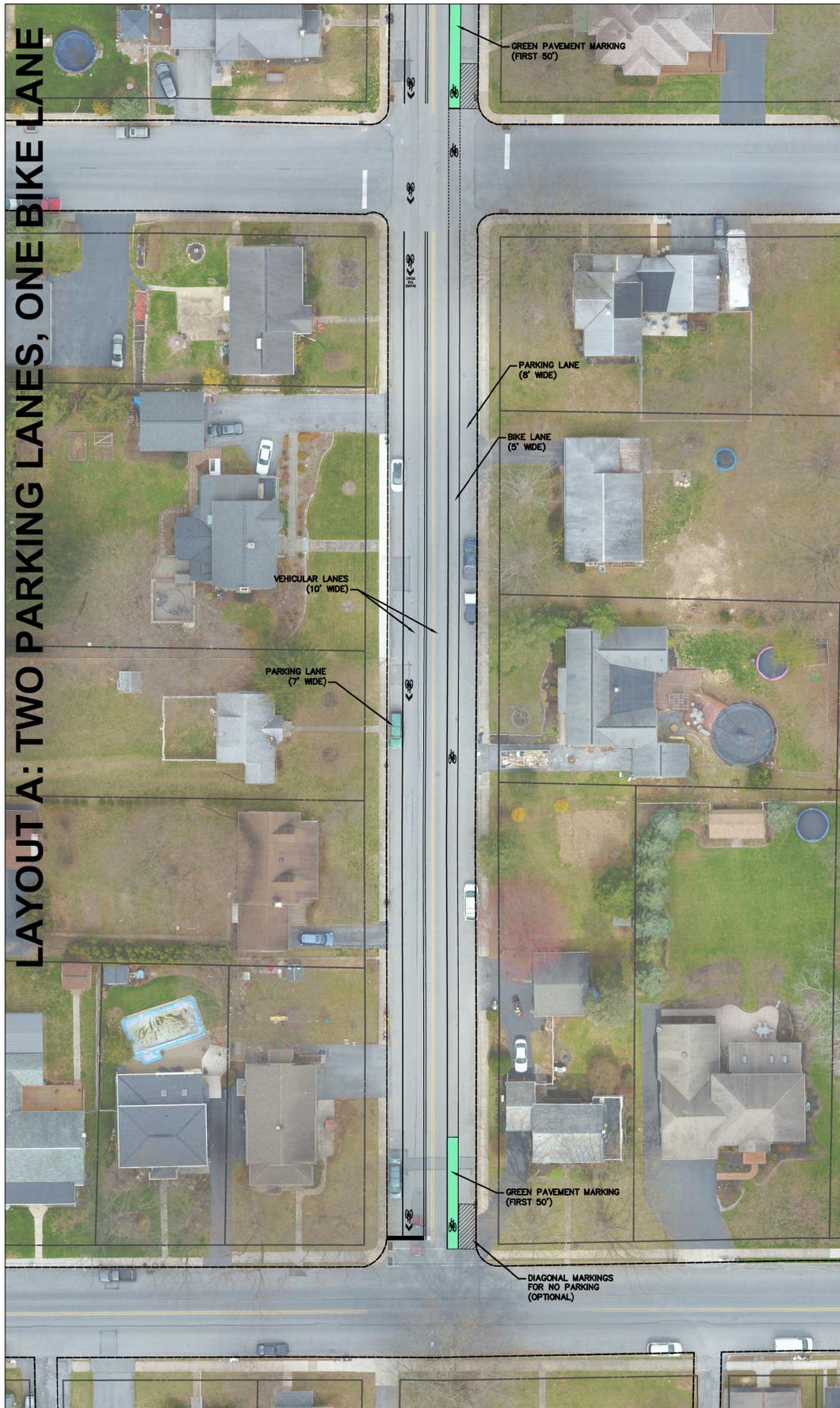
Adjourn

Following a motion by Shaud, second by Clark, the meeting unanimously adjourned at 8:16 p.m.

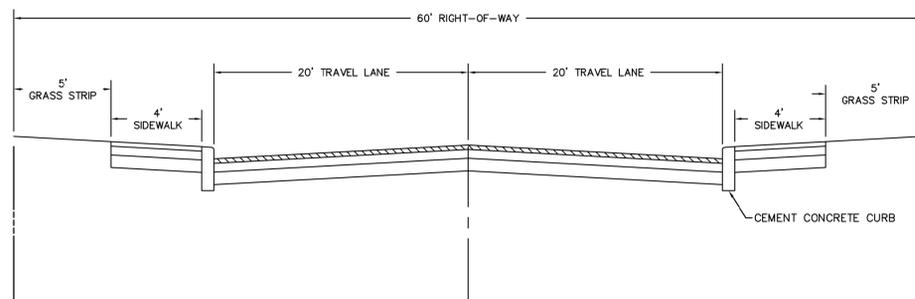
Respectfully Submitted,

Roni Ryan
Borough Manager

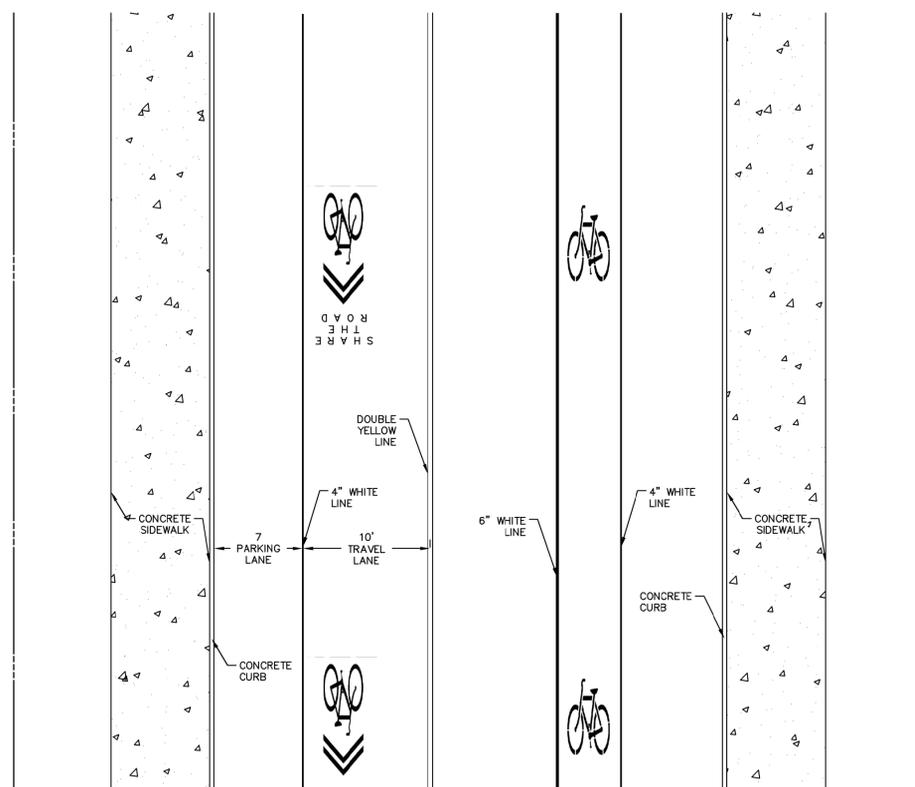
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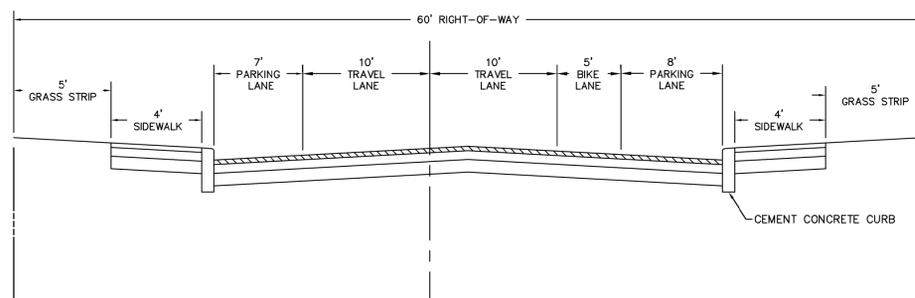
LAYOUT A: TWO PARKING LANES, ONE BIKE LANE



EXISTING STREET CROSS SECTION



PROPOSED STREET PLAN VIEW LAYOUT A



PROPOSED STREET CROSS SECTION LAYOUT A

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DESIGNED BY: BSC
DRAWN BY: BSC
CHECKED BY:

PLAN DATE: MAY 13, 2018
DWG FILE: 2018-05-13 - ETOWN CONCEPT.DWG

SEAL

NORTH ARROW

SCALE

GRAPHIC SCALE
(IN FEET)
1 INCH = 30 FT.

- LAYOUT A
- ADVANTAGES**
1. PROVIDES ON-STREET PARKING ON BOTH SIDES OF THE STREET.
 2. PROVIDES COMBINED BIKE/PARKING LANE ON UPHILL SIDE OF STREET.
 3. PROVIDES 10' WIDE TRAVEL LANES - ADEQUATE FOR VEHICLES AND LIKELY TO LOWER SPEEDS.
 4. PAINTING THE FIRST 50' OF BIKE LANE GREEN WILL ALERT TURNING VEHICLES TO THE POSSIBLE PRESENCE OF BICYCLES.
 5. BIKE LANES ARE CARRIED THROUGH INTERSECTIONS WITH DASHED LINES AND A BICYCLE PAVEMENT MARKING. THESE THRU LANES CAN BE PAINTED GREEN FOR ADDITIONAL VISIBILITY.
 6. SNOW REMOVAL IS SIMILAR TO CURRENT CONDITIONS.
- DISADVANTAGES**
1. SHARED BICYCLE/VEHICLE LANE OFFERS LESS PROTECTION FOR CYCLISTS.

OWNER:
ELIZABETHTOWN BOROUGH
600 SOUTH HANOVER STREET
ELIZABETHTOWN, PA 17022

NAME AND LOCATION OF PROJECT

ELIZABETHTOWN BOROUGH FIVE-YEAR TRANSPORTATION PLAN

VARIOUS STREETS LANCASTER COUNTY ELIZABETHTOWN BOROUGH, PA

PROJECT NO.
38-1

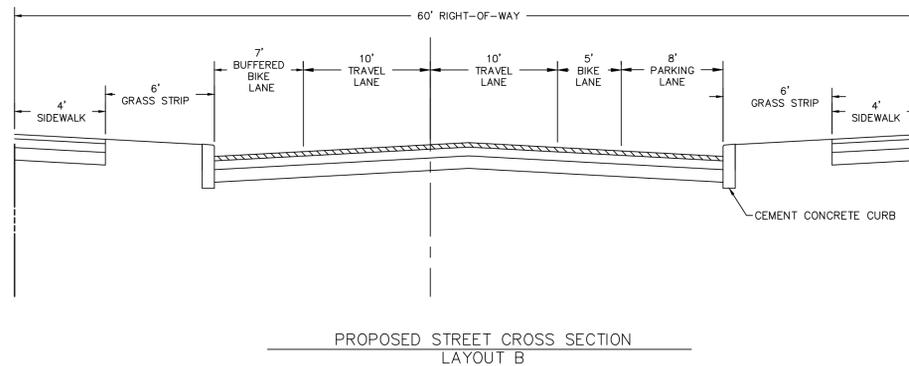
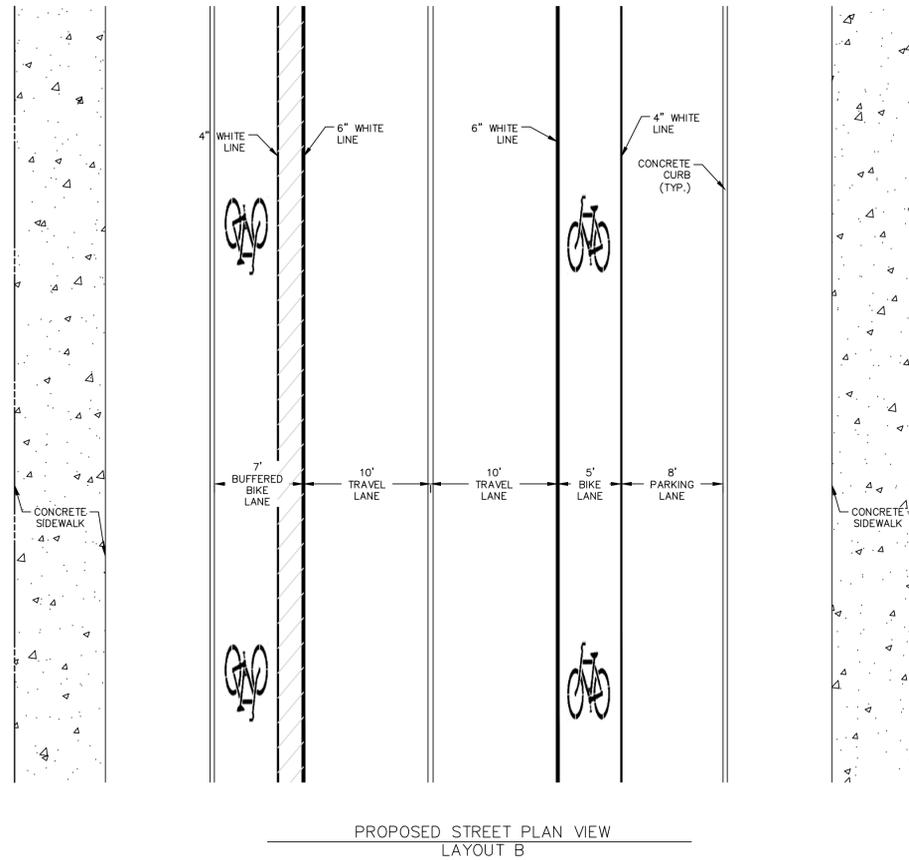
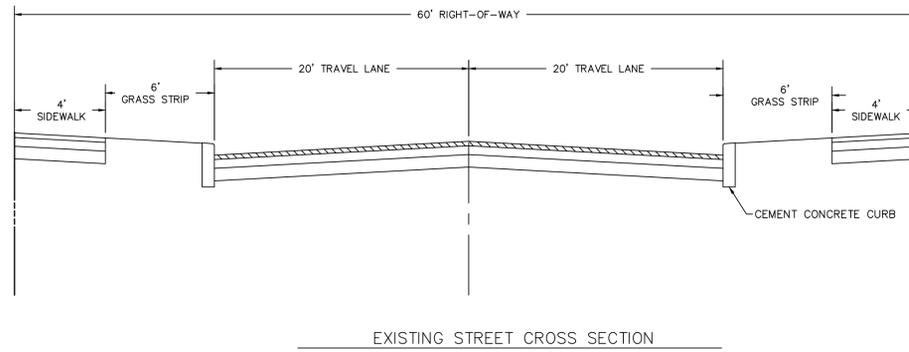
**COMPLETE STREET OPTIONS
(LAYOUT A)**

SHEET 1 OF 4 SHEETS

SHEET NO.
C-200



LAYOUT B: ONE PARKING LANE, TWO BIKE LANES



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NORTH ARROW

SCALE

GRAPHIC SCALE
(IN FEET)
1 INCH = 30 FT.

- LAYOUT B**
- ADVANTAGES**
1. PROVIDES ON-STREET PARKING ON UPHILL SIDE OF STREET WITH A STANDARD 5' BIKE LANE.
 2. PROVIDES BUFFERED BIKE LANE ON DOWNHILL SIDE OF STREET. NO PARKED CARS AVOIDS CONFLICTS WITH OPEN DOORS.
 3. PROVIDES 10' WIDE TRAVEL LANES - ADEQUATE FOR VEHICLES AND LIKELY TO LOWER SPEEDS.
 4. PAINTING THE FIRST 50' OF BIKE LANE GREEN WILL ALERT TURNING VEHICLES TO THE POSSIBLE PRESENCE OF BICYCLES.
 5. BIKE LANES ARE CARRIED THROUGH INTERSECTIONS WITH DASHED LINES AND A BICYCLE PAVEMENT MARKING. THESE THRU LANES CAN BE PAINTED GREEN FOR ADDITIONAL VISIBILITY.
 6. SNOW REMOVAL IS SIMILAR TO CURRENT CONDITIONS, EXCEPT THAT THE PARKING RESTRICTION ON THE WEST SIDE WILL ALLOW FOR LESS CONFLICTS WITH PARKED CARS.
- DISADVANTAGES**
1. ON-STREET PARKING IS RESTRICTED ON THE DOWNHILL SIDE.
 2. THE UPHILL BIKE LANE IS SUSCEPTIBLE TO CONFLICTS FROM OPENING VEHICLE DOORS.

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NAME AND LOCATION OF PROJECT

ELIZABETHTOWN BOROUGH FIVE-YEAR TRANSPORTATION PLAN

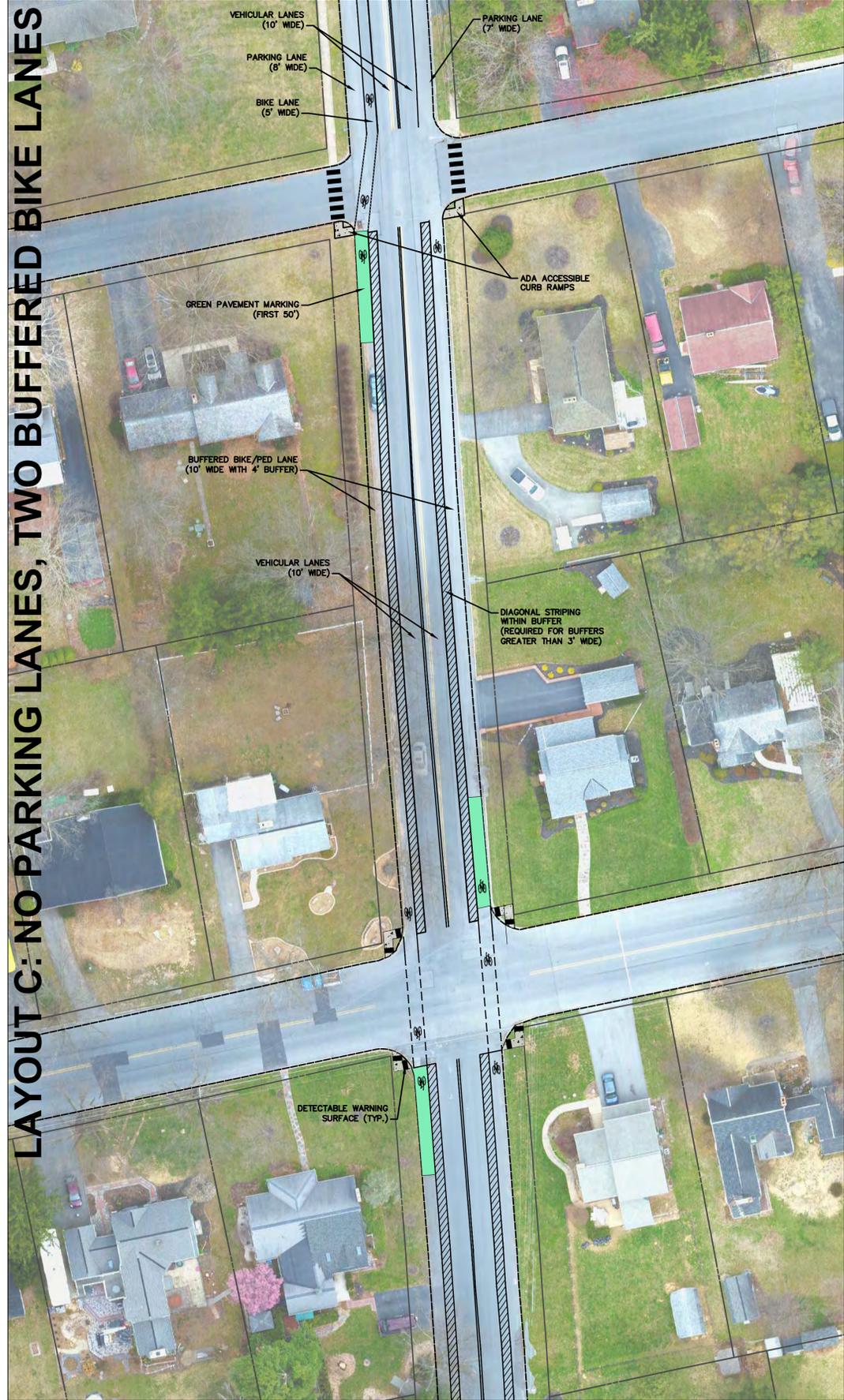
VARIOUS STREETS LANCASTER COUNTY ELIZABETHTOWN BOROUGH, PA

PROJECT NO.
38-1

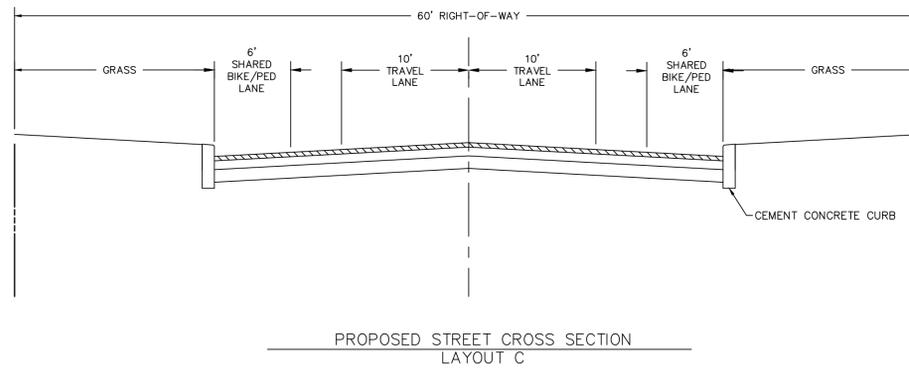
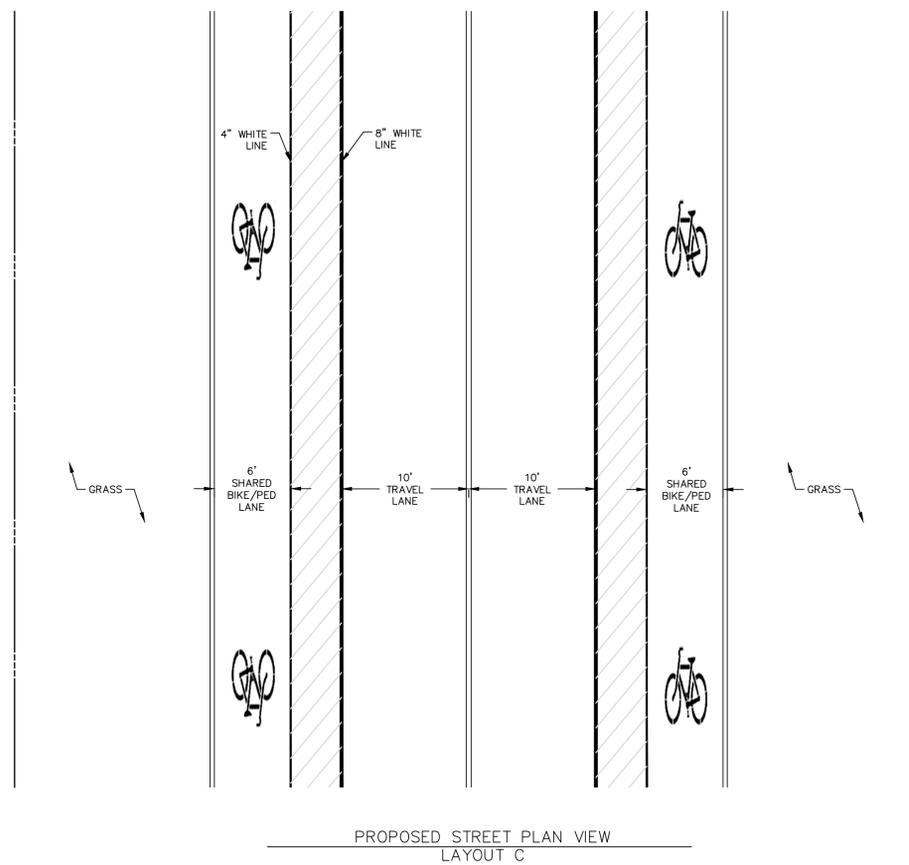
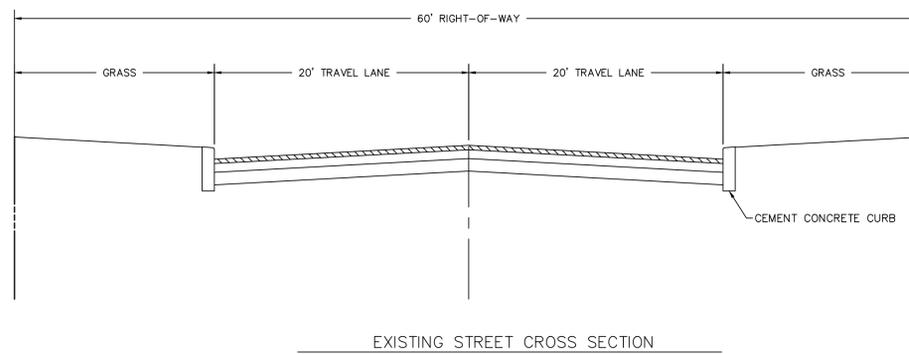
**COMPLETE STREET OPTIONS
(LAYOUT B)**

SHEET 2 OF 4 SHEETS

SHEET NO.
C-201



LAYOUT C: NO PARKING LANES, TWO BUFFERED BIKE LANES



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 CHECKED BY:

NORTH ARROW

SCALE

GRAPHIC SCALE
 (IN FEET)
 1 INCH = 30 FT.

- LAYOUT C**
- ADVANTAGES**
1. PROVIDES A BUFFERED BIKE LANE ON THE BOTH SIDES OF STREET.
 2. PEDESTRIANS MAY USE BIKE LANE (A GENEROUS BUFFER LANE IS PROVIDED).
 3. PROVIDES 10' WIDE TRAVEL LANES - ADEQUATE FOR VEHICLES AND LIKELY TO LOWER SPEEDS.
 4. PAINTING THE FIRST 50' OF BIKE LANE GREEN WILL ALERT TURNING VEHICLES TO THE POSSIBLE PRESENCE OF BICYCLES.
 5. BIKE LANES ARE CARRIED THROUGH INTERSECTIONS WITH DASHED LINES AND A BICYCLE PAVEMENT MARKING. THESE THRU LANES CAN BE PAINTED GREEN FOR ADDITIONAL VISIBILITY.
 6. SNOW REMOVAL IS SIMILAR TO CURRENT CONDITIONS.
 7. PEDESTRIAN ACCESS IS PROVIDED WITHIN EXISTING RIGHT-OF-WAY.
- DISADVANTAGES**
1. NO ON-STREET PARKING IS PROVIDED ON EITHER SIDE OF THE STREET.
 2. NO DEDICATED PEDESTRIAN WALKWAYS ARE PROVIDED.

OWNER:
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 600 SOUTH HANOVER STREET
 ELIZABETHTOWN, PA 17022

NAME AND LOCATION OF PROJECT

ELIZABETHTOWN BOROUGH FIVE-YEAR TRANSPORTATION PLAN

VARIOUS STREETS LANCASTER COUNTY ELIZABETHTOWN BOROUGH, PA

PROJECT NO. 38-1

COMPLETE STREET OPTIONS (LAYOUT C)

SHEET 3 OF 4 SHEETS

SHEET NO. C-203



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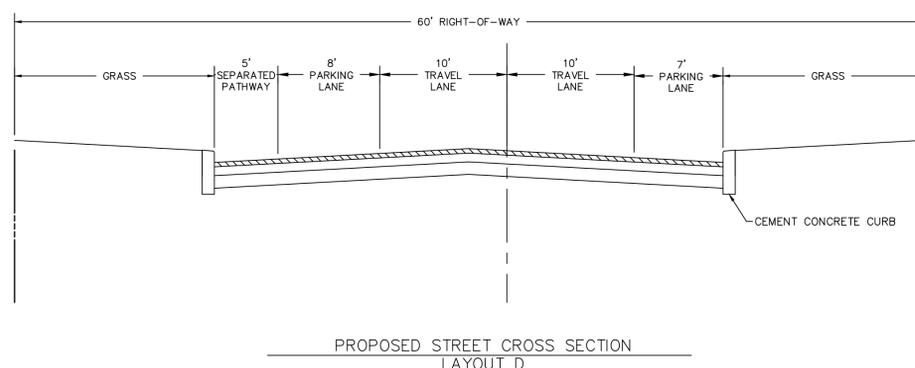
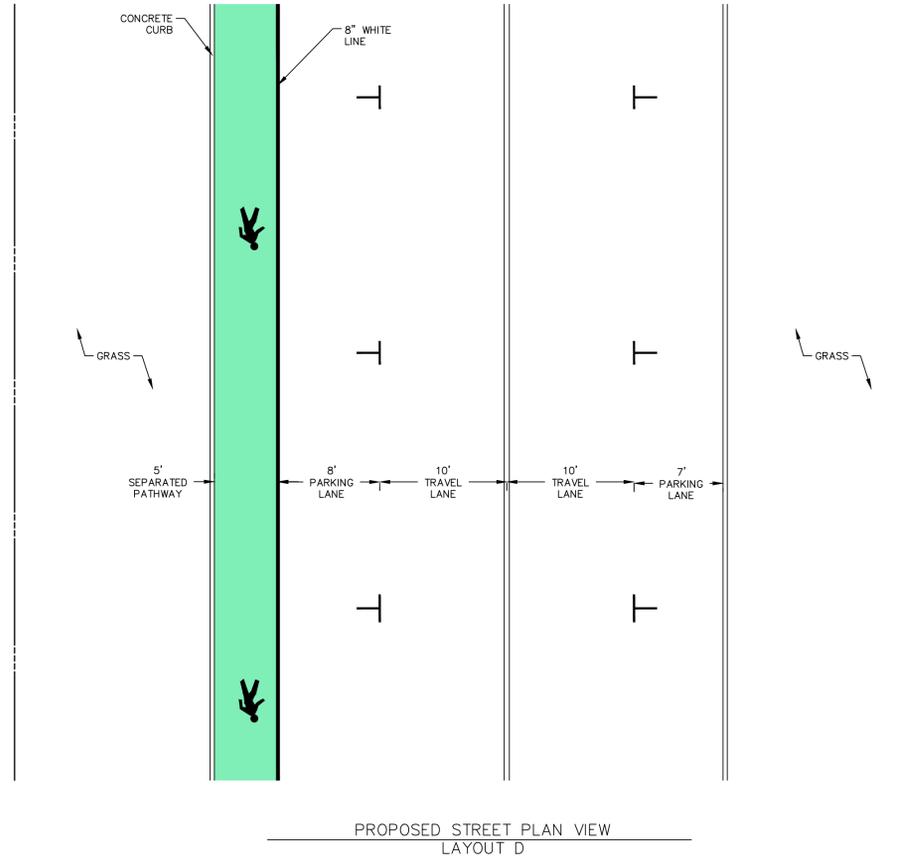
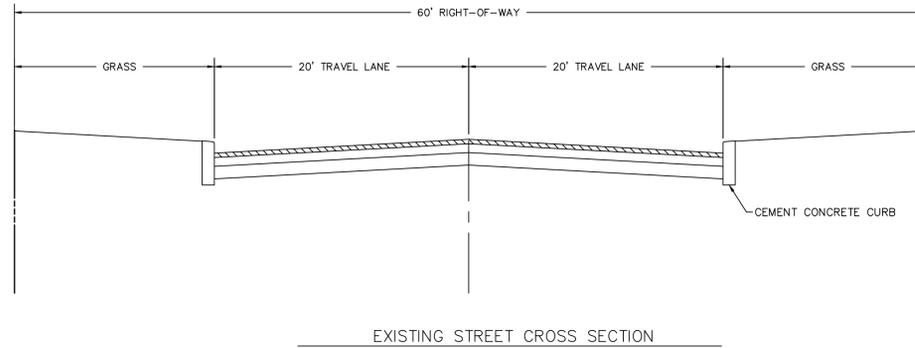
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NORTH ARROW

SCALE

GRAPHIC SCALE
 (IN FEET)
 1 INCH = 30 FT.



- LAYOUT D
- ADVANTAGES**
1. PROVIDES ON-STREET PARKING ON BOTH SIDES OF THE STREET.
 2. PROVIDES A 5' WIDE PROTECTED PEDESTRIAN LANE.
 3. PAINTING THE PEDESTRIAN LANE GREEN WILL ALERT PARKED VEHICLES TO THE PRESENCE OF THE PEDESTRIAN LANE.
 4. SNOW REMOVAL IS SIMILAR TO CURRENT CONDITIONS.
 5. PEDESTRIAN ACCESS IS PROVIDED WITHIN EXISTING RIGHT-OF-WAY.
- DISADVANTAGES**
1. NO DEDICATED BICYCLE FACILITIES ARE PROVIDED.

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 600 SOUTH HANOVER STREET
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NAME AND LOCATION OF PROJECT

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VARIOUS STREETS LANCASTER COUNTY ELIZABETHTOWN BOROUGH, PA

PROJECT NO.
38-1

COMPLETE STREET OPTIONS
(LAYOUT D)
SHEET 4 OF 4 SHEETS

SHEET NO.
C-204