

Pedalcycle and Pedestrian Advisory Committee Meeting Minutes

Meeting Date: March 14, 2023, 1:00 pm – 3:00 pm
In Person Keystone Building, Conference Room 8N-1, Harrisburg, PA
and Virtual via Teams

Member Roll Call

Meeting was called to order at 1:03 pm by Sarah Stuart. Roll was taken and a quorum was declared.

Committee members in attendance: Nolan Ritchie (alternate for Senator Langerholc), Blade Kline (alternate for Representative Neilson), James Bowes (alternate for Representative Benninghoff), Trish Meek (alternate for Secretary Michael Carroll), Alex MacDonald (alternate for Secretary Cindy Dunn), Julie Fitzpatrick, Clifford Kitner, Ben Guthrie, Sarah Stuart, Scott Bricker, Joseph Capers, Fred Richter, William Hoffman, and Chandra Kannan

Others in attendance: Joe Stafford, Natasha Manbeck, Keith Chase, Dick Norford, Laura Heilman, Dennis Hurley, Louis Searles, Tim Phelps, Sean Otto, April Hannon, Charles Richards, Courtney Plocinski, Quentin Clapper, Justin Lehman, Andrew Merkel, Patrick Osei, Teresa Wagner, Stephanie Spang, Paula Devore, Jacob Zerby, Robert Diehl, Tim Phelps, Jamie Biblehimer, Justin Cambic, Anne Messner, Nidhi Mehra, Ben Dinkel, Travis Siegel, Lucas Oshman, Leann Chaney, Tracey Barusuvicius, Lyndsie DeVito, Ruth McClelland, Andrew Bomberger, Janet Flynn, Chris Metka, Janet Flynn, Matt Bjorkman, Dylan Casper, Asley Sulon, Kristin McLaughlin, Brian Hite, Sean Connelly, Maureen Farrell, Jon Fitzkee, Chris Chapman, Leann Chaney, Mike Golembiewski, Lynn Manion, Robert Kenney, Jonathan Shaw, John Meisel, Christian Martinez, and Ashley Sulon

Approval of Minutes

A motion to approve the minutes of the December 14, 2023, PPAC meeting was made by William Hoffman and a second was made by Julie Fitzpatrick. The motion passed by unanimous voice vote.

Legislative and Agency Updates

A Legislative Update (Attachment 1), Department of Health Update (Attachment 2) and Department of Conservation and Natural Resources (Attachment 3) were provided with the agenda for review prior to the meeting.

Justin Lehman updated PPAC on the availability of Walk Works funding for Active Transportation Plans. Information of the funding will be released soon via the WalkWorks website and email blasts.

Trish Meek reported that the Twelve Year Program public comment period is open, and a link will be sent out following the meeting.

PPAC Membership Appointment Process

Trish Meek provided an update on the PPAC membership appointment process. Letters of interest have been requested from existing members and a process is being developed to solicit interest. She emphasized that appointments are made by the governor and a meeting will be scheduled with staff to coordinate and the timeframe for appointments has not yet been finalized.

Justin Lehman asked about the potential to expand membership to include the Department of Health. Ms. Meek clarified that membership is defined by legislation and expanding membership could be discussed further via the legislative strategic initiative.

PPAC Assessment and Direction-Setting

Trish Meek introduced Natasha Manbeck and Keith Chase who will facilitate the PPAC Assessment and Direction Setting Work Session. Ms. Manbeck reviewed the process to date which included a PPAC Assessment and Direction Setting activity. Draft Technical Memorandums for both activities were provided prior to the meeting. She explained that input was received via a PPAC survey, key stakeholder interviews, focus groups and at the December PPAC meeting and the information collected was used to draft the Direction Setting Technical Memorandum.

She explained that the focus of the meeting is to talk about opportunities to move PPAC forward. Overarching themes including Direction Setting, Performance, Education and Outreach, and Resources.

Mr. Chase reviewed the initial potential strategies focused on Meeting Management; Roles and Responsibilities; PennDOT Interface; Social Event; Annual Progress Report and Long-Range Planning; and Work Program. He also presented the following strategic initiatives recommendations: Advise on Legislation and Policy; Recommend Performance and Best Practices for Asset Management; Review Updates to the PennDOT Design Manual Part 2 (DM2); and Increase Awareness of the Safe Systems Approach. He also reviewed the PPAC expectations that were identified as part of the process.

In response to his presentation Mr. Ritchie stated that it is important to allow both in-person and virtual meeting participation. Ms. Stuart asked for clarification on what is intended related to PPAC work groups. Mr. Hoffman stated responded that PPAC has had similar groups in the past including the BicyclePA Subcommittee and Cycling Education in PA. Ms. Manbeck stated that the intent is to form small work groups to work on issues that cannot be performed during the quarterly meetings.

Ms. Stuart commented that PPAC needs issues to talk about and a two-way dialogue at the meetings to allow PPAC members to raise issues. Mr. MacDonald added that setting a direction will help PPAC move forward

Ms. Fitzpatrick stated that only PPAC has been mentioned and the us should be both PPAC and PennDOT.

Mr. Guthrie stated that it is hard to have a dialogue in a large group and breaking into smaller groups focused on tackling a single issue will be good for teambuilding and productivity.

Ms. Fitzpatrick emphasized that knowledge transfer needs to include both the willingness to learn, and the knowledge members bring to PPAC. She stressed that we are creating a process and the general public needs to be included and there needs to be a mechanism for that type of communication.

Mr. Richter talked about the expertise brought to the table by the members of PPAC and how sometimes the information brought to the table is conflicting. Mr. Chase said that the goal is to build consensus on issues among members.

Mr. Chase discussed the PennDOT Interface work task. Ms. Stuart asked why there isn't more focus on PennDOT. Ms. Manbeck stated that the intent is to identify PPAC expectations of which PennDOT is a member.

Mr. Chase reviewed the recommended Committee Improvement Effectiveness work task including the proposed work group members and completion timeframes and he asked PPAC for concurrence on the information presented.

Mr. Richter asked for clarification on the number of members on PPAC in relation to the survey response. Ms. Meek replied that there are seventeen PPAC members and the work groups will provide an opportunity for members to brainstorm ideas and bring them back to the full committee for consideration. She added that the work group activities will require minimal time and are high impact to move PPAC forward.

Mr. Hoffman asked if any other legislatively created committees have gone through a similar process. Mr. Chase replied that the Transportation Advisory Committee (TAC) did a self-evaluation, and the Aviation Committee went through a similar process. Ms. Manbeck added that the New Jersey Bicycle and Pedestrian Advisory Committee also went through a similar process. Ms. Stuart added that other committees have consultant support, and this is the first time PPAC has used this type of consultant services.

Mr. Chase reviewed the four strategic initiatives and asked PPAC to provide input on what has been proposed and what needs to be added. Ms. Stuart proposed including Vulnerable Roadway User and E-bike classification legislation that have been proposed previously discussed. Mr. Hoffman added that PPAC provided input on these issues previously.

Mr. Richter asked where the legislative representatives on PPAC fit into the process. He also pointed out that PA passed a 4-foot pass law for bicyclists, but other states have passed similar legislation for pedestrians. Mr. Chase asked if benchmarking what other states have done would be beneficial. Ms. Stuart voiced concern about PPAC's ability to perform this task. Mr. Richter stated he has researched and compiled a list of things that other states are doing related to Vulnerable Roadway Users (VRU) which include: passing requirements for pedestrians, task forces to evaluate bicyclist fatalities, and adding lateral protective devices on trucks.

Ms. Fitzpatrick asked the question about the difference between advisory and advocacy. Mr. Chase stated PPAC can advise on policy and legislation, but advocacy is done as individuals or as a non-profit. Mr. MacDonald suggested getting a legal opinion related to advocacy and lobbying. DCNR consulted legal related to the PA Trails Advisory Committee and the direction was members can individually write letters to legislators but not as a committee. Ms. Stuart suggested PPAC write a letter to the Chairs of the PA House and Senate at the beginning of each legislative session about issues that should be prioritized. Ms. Fitzpatrick asked about adding a research team element.

Mr. Guthrie mentioned the process used to rank the top ten trail gaps from a statewide level and asked if that process could be used for Transportation Improvement Program projects to rank and identify high priority areas.

Ms. Stuart asked what PennDOT is doing to address bicycle and pedestrian deaths and severe injuries that are on the rise. Mr. Guthrie suggested that the response in the form of memo may be an effective way to request a response based on meeting time constraints.

Ms. Stuart asked about what performance measures are and voiced concern about the amount of time at meetings for presentations rather than dedicating more time for PPAC to provide input.

Ms. Meek asked about PPAC's involvement in development of the Active Transportation Plan (ATP). Mr. Hoffman stated some PPAC members sat on the committee that developed the ATP and there were other plans that PPAC members were included in. Ms. Stuart added that PPAC was involved, and they met with the consultant and had the opportunity to review the ATP. She added that several members participated in meetings and submitted comments on the Strategic Highway Safety Plan. Ms. Stuart stated there is a need for updates on how plans are being implemented. Mr. MacDonald asked the consultant team to add a bullet related to how PPAC can help implement plans.

Mr. Chase stated that the PennDOT Transportation Advisory Committee issues a performance report every other year and PPAC may want to recommend the inclusion of bicycle and pedestrian performance measures in the statewide report.

Mr. Chase reviewed opportunities to provide input on PennDOT Design Manual Chapters. Ms. Meek added that PPAC recently provided comments on the Mid-Block Crosswalk and Trail Crossing Policy. Ms. Stuart confirmed PPAC was provided an opportunity to provide input on the Design manual 2 Bicycle Chapter.

Mr. Chase reviewed the Safe Systems Approach. Ms. Stuart suggested a review of existing Pennsylvania Safe System/Vision Zero policies, plans, and initiatives as an action item. Ms. Manbeck suggested a guest speaker to talk about national trends on safe systems approach. Ms. Fitzpatrick asked if this was already happening at the PennDOT level. Ms. Meek stated that as the design manual chapters are being updated the safe systems approach is being incorporated into the chapters. She added that PennDOT has started collecting information on existing Complete Streets and Vision Zero policies. It was emphasized by Ms. Stuart that there needs to be a balance between presentations and input at the PPAC meetings. Ms. Manbeck stated that the PennDOT is working on a Vulnerable Roadway User Assessment and PPAC will have an opportunity to provide input.

Ms. Meek asked about the outcome of this direction setting activity. Ms. Manbeck clarified that the final product will be a meeting outcome report that will be provided to PPAC members.

Tim Phelps, a commissioner appointed by the Governor to the Learning Investment Commission, asked who PPAC makes recommendations to. Ms. Meek stated it will depend on the issue and Mr. Chase added that the legislation defines PPAC as advisors to PennDOT and state agencies, but it is not narrowly defined and there is some latitude but speaks to state agencies and state departments. Ms. Stuart added that in the past PPAC has sent letters to the Secretary and legislators and it was dependent upon the topic.

Ms. Meek responded to questions in the chat. The PPAC Bylaws are on the PPAC website, and the Bylaws outline the process and that appointments are made by the Governor. Current PPAC members have been asked to submit letters of interest for reappointment and a process for appointment is being finalized.

Public Comments and Open Discussion

Dick Norford stated that the biggest question is the difference between advisory and advocacy and asked if this is a quasi-advocacy group that advises or a quasi-advisory group that advocates. Mr. Chase responded that the Transportation Advisory Committee (TAC) has a similar composition, and they advise the Secretary and the State Transportation Commission (STC). Last year the TAC did an in-depth report on aviation. The report went to STC as an advisory body, but members may be advocating as individuals.

Justin Lehman stated that the bipartisan infrastructure law will be providing billions of dollars over the next 5 years and will provide funding for active transportation plans. He asked how we can better support communities to develop comprehensive plans so they can apply for the infrastructure projects to reduce fatalities and provide connectivity equitably. Mr. Chase acknowledged the infrastructure bill will provide opportunities for communities. Ms. Stuart added that the transition team discussed these types of issues and information is currently provided to municipalities, counties, metropolitan planning organizations and rural planning organizations but many municipalities do not have the capacity to apply for funding and may not have the required matching funds.

Shawn Otto from Lancaster County, offered to provide information to the committee on personal electric vehicles which include: ebikes, scooters, electric unicycles, and one wheels. Ms. Stuart added that the state does not have legislation to handle all these vehicles.

A motion to adjourn the meeting was made by Bill Hoffman and a second by Alex MacDonald. The motion passed by unanimous voice vote. The chair adjourned the meeting at 2:58 pm.

Next Meeting

The next Pedalcycle and Pedestrian Advisory Committee Meeting is scheduled for Tuesday, June 13, 2023, from 1:00 pm to 3:00 pm in the Keystone Building Forest Room Plaza Level.

Respectfully submitted,

FRED RICHTER

Fred Richter
PPAC Secretary

ATTACHMENT 1

**2023-24 Legislation of Interest to the
Pedalcycle and Pedestrian Advisory Committee (PPAC)**

Distracted Driving

[SB 37](#) (Brown):

- **Overview:** Prohibits hand-held interactive wireless communications devices while the vehicle is in motion. Creates a primary offense with no points and a \$100 fine.
 - **Status:** Pending introduction. Senator Brown convened a [press conference](#) on 2/28/23.
-

e-Scooters

[SB ####](#) (Laughlin):

- **Overview:** Establishes a permanent e-scooter program in Pittsburgh and provides the option for Scranton and 3rd Class Cities to implement an e-scooter program. An “electric low-speed scooter” will be governed under the Vehicle Code similar to pedalcycles.
 - **Status:** Pending introduction. PPAC Members were engaged to provide feedback on the draft legislation. Key questions for further review are: 1) How to deal with new micromobility inventions beyond e-scooters?, 2) How to address private ownership and use of e-scooters?, and 3) How to expand beyond 3rd class cities?
-

Protected Bike Lanes

[HB 35](#) (Maloney):

- **Overview:** Creates “Susan’s and Emily’s Law” to allow a vehicle to park more than 12 inches from the curb to accommodate protected bike lanes and pedestrian plazas.
 - **Status:** Pending introduction.
-

Radar for Local Police

[SB 459](#) (Rothman):

- **Overview:** Equips local police with radar for speed enforcement purposes following a local ordinance, police officer training, traffic signs, etc. The State Police is authorized to use moving radar and the Delaware River Port Authority is empowered with radar.
 - **Status:** Passed Senate Transportation (14-0) on 3/1/23.
-

Other:

- **Safety Cameras in Active Work Zones and Philadelphia’s Roosevelt Boulevard**
- **Vulnerable Highway Users**
- **e-Bikes**

ATTACHMENT 2

Department of Health Updates

WalkWorks is a program, in collaboration with the Pennsylvania Downtown Center, focused on increasing physical activity opportunities through the development of Active Transportation Plans or Vision Zero Action Plans. The aim of the plans is to guide the establishment of activity-friendly routes that connect to everyday destinations through active transportation and land use plans and policies at the local and regional levels. To date, 41 communities have developed and adopted a plan or policy.

1. 8 communities are in the process of developing 7 Active Transportation Plans and 1 CS Policy.
 - Bethlehem Township, Northampton County
 - Delmont Borough, Westmoreland County
 - Huntingdon County
 - Linesville Borough, Crawford County (Complete Streets Policy)
 - Borough of Mechanicsburg, Cumberland County
 - City of Monongahela, Washington County
 - Borough of Oxford, Chester County
 - Susquehanna Township, Dauphin County

2. WalkWorks anticipates releasing a new Funding Opportunity Announcement, open to municipalities or similar entities, any day. The application is for funding and technical assistance to assist with the development of an Active Transportation Plan or Complete Streets Policy to guide the establishment of activity-friendly routes that connect to everyday destinations.

3. The Centers for Disease Control and Prevention (CDC) released the State Physical Activity and Nutritional (SPAN) grant in February, which focuses on strategies for nutrition; physical activity; breastfeeding continuity of care; and integrating nutrition, physical activity, and breastfeeding national standards and advancing Farm to Early Care and Education (ECE) programs into statewide ECE systems. This grant helps to support WalkWorks. The physical activity strategy is to implement state level policies and activities to connect pedestrian, bicycle, or transit transportation networks to everyday destinations. The PA Department of Health, Division of Nutrition and Physical Activity, is applying for the 5-year grant and expects to be notified of selection in late summer.

4. In October 2022, Pennsylvania was one of three states selected to participate in the Safe Routes to Parks Accelerator Program through Safe Routes Partnership. The multi-agency team consists of colleagues from DOH (Justin Lehman), DCED, DCNR, PennDOT, and the Pennsylvania Downtown Center. The application stood out for creative approaches and a commitment to improving safe, convenient, and equitable walking and biking to parks and open spaces throughout the state.

5. Safe Routes Partnership recently announced 4 Pennsylvania communities were selected to develop Safe Routes to Parks action plans. Each grantee will develop a Safe Routes to Parks action plan that aims to improve safe and equitable access to local parks. Each grantee will receive training, individualized consultation, technical assistance, an in-person workshop, and a \$10,000 grant to begin implementing their action plan. Following are the four communities selected for PA:
 - Bayfront East Side Task Force (Erie, PA)
 - Downtown Bellefonte, Inc. (Bellefonte, PA)
 - NeighborWorks Northeastern Pennsylvania (Scranton, PA)
 - Schuylkill County's VISION (Shenandoah, PA)

ATTACHMENT 3

DCNR Report – Pedestrian & Pedalcycle Advisory Committee, March 14, 2023

- DCNR’s Community Conservation Partnership Program (C2P2) grant applications are open now, due April 5th at 4pm. <https://apps.dcnr.pa.gov/grants/>
- Final DCNR Pedalcycle (Bike and E-Bike) Policy is posted here, <https://www.dcnr.pa.gov/Pages/EBikePolicy.aspx>
- [2023 Trail of the Year](#): Mount Jewett to Kinzua Bridge Trail in McKean County. The Mount Jewett to Kinzua Bridge Trail is a 7.8-mile-long section of the larger 74-mile Knox and Kane Rail Trail. The Pennsylvania Trails Advisory Committee designates the Trail of the Year in cooperation with DCNR. The purpose of the designation is to help build enthusiasm and support for trails across the state, and to raise public awareness about the value of the Pennsylvania’s land and water trail network.
- The 2023 [PA Greenways & Trails Summit](#) will be held in Scranton, Sept. 17-19. Seeking session proposals at the link provided. Proposals due April 12, 2023.

ATTACHMENT 4

ASSESSMENT

Technical Memorandum #1

Prepared for

**Pennsylvania Pedalcycle and
Pedestrian Committee (PPAC)**

and



Prepared by



Agreement E04805 – Work Order 7

FINAL March 6, 2023

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Appendix 1-A: PPAC Survey Results

Appendix 1-B: PPAC Work Session Notes

Background

PPAC Overview

Pennsylvania's Pedalcycle and Pedestrian Advisory Committee (PPAC) was established in 1995 by Act 72 of the State Legislature and the legislation was amended in 2001. The legislation provides that the "powers and duties of the committee shall be to **advise and comment** on all phases of bicycling and pedestrian program activities being undertaken or financially assisted by the department [PennDOT] and agencies of State government."

PPAC has 17 voting members. Membership reflects a cross-section of stakeholders concerned with bicycle and pedestrian mobility, and include the:

- Secretary of Transportation (PennDOT)
- Secretary of Conservation and Natural Resources (DCNR)
- Majority Chair and Minority Chair from both the Senate Transportation Committee and the House Transportation Committee
- 11 members appointed by the Governor representing specified geographic, organizational, and subject-matter constituencies, and two at-large members representing the general public

PPAC's bylaws were updated and adopted in March 2022 addressing membership, meetings, and other requirements as to how the committee carries out its functions.

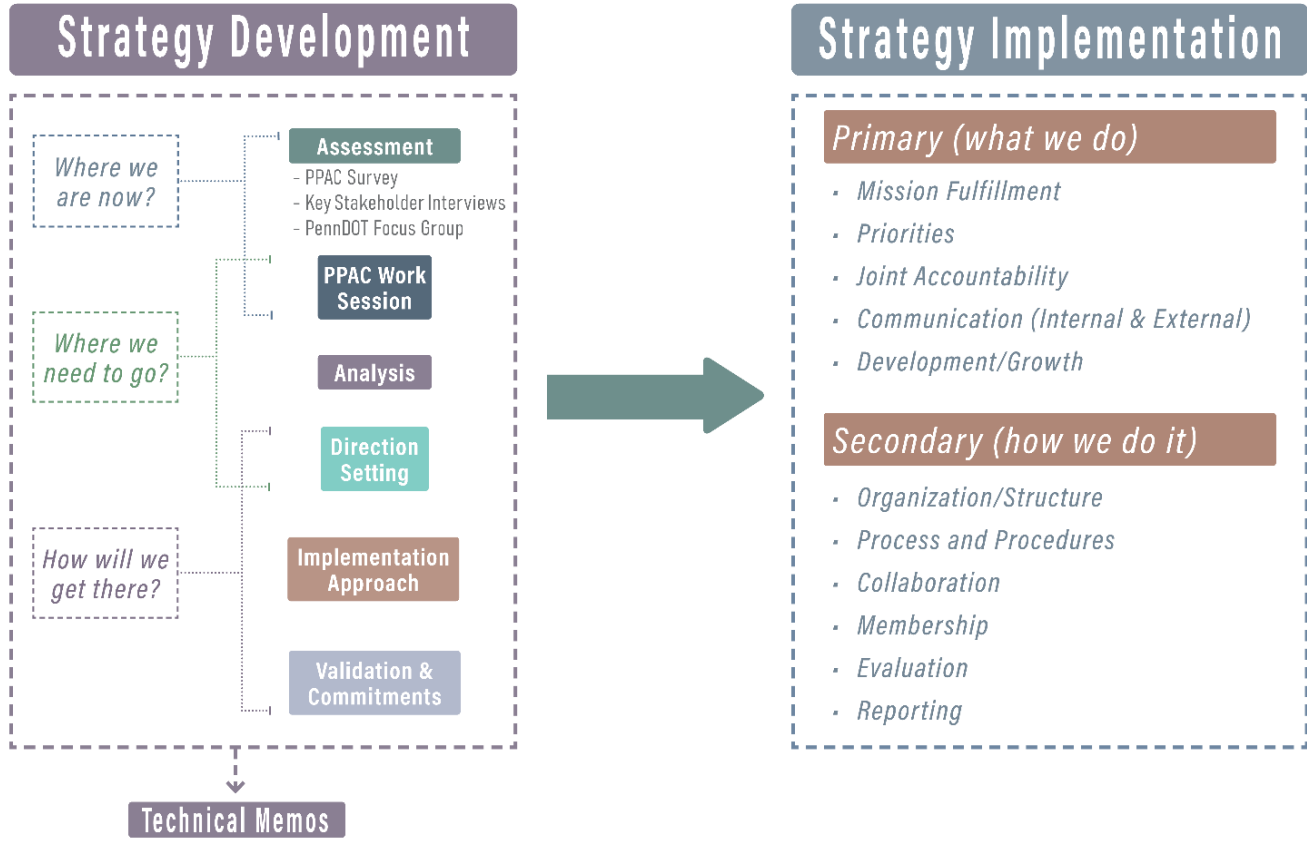
The committee, like other advisory bodies (e.g., the State Transportation Advisory Committee) is legislatively required to meet at least once a year, though PPAC typically schedules meetings quarterly.

PPAC and PennDOT are interrelated, as is reflected in this document. PPAC is one of 13 public advisory committees, boards, and commissions for which PennDOT provides staff support. The Secretary also serves as a member of PPAC as noted above, and PennDOT solicits advisory input from the larger PPAC membership.

PPAC Assessment and Strategic Direction-Setting Overview

PPAC’s broad statutory purpose is to advise various state entities on a wide range of topics and issues related to bicycling and walking.¹ This expansive role makes it essential that PPAC prioritize and focus on select topics and issues to be effective as an advisory body.

PPAC members and alternates undertook an assessment and strategic direction-setting process between November 2022 and February 2023 with the support of PennDOT and a consultant team for facilitation and documentation. The graphic below provides an overview of the process.



This technical memo presents a summary of the assessment process and key findings, corresponding to the “Where are we now?” phase of strategy development depicted above.

A separate technical memo (Direction-Setting, Technical Memorandum #2) presents a summary of the direction-setting approach that was developed based on the key findings and input received during the assessment process (“Where do we need to go?” above).

¹ The term “walking” is used in this document to encompass all forms of pedestrian mobility and access.

Methodology

PPAC Survey

PennDOT staff and the consultant team developed and disseminated an online survey to all PPAC members and alternates. There are currently 17 PPAC members and seven alternates. The online survey, which was open between November 22, 2022, and December 2, 2022, had 15 questions to gather perceptions regarding various aspects of PPAC in the fulfillment of its advisory function. A total of 15 responses were received from PPAC members and alternates. The results of the survey are provided in Appendix 1-A.

Stakeholder Interviews and Focus Group

During the survey period, the consultant team facilitated five individual and small group stakeholder interviews and one focus group meeting with PennDOT staff. The participants in the stakeholder interviews and meetings are listed below. Overall, participants provided input to assess the role of PPAC to date and to generate ideas for improvement and greater impact within its statutory role. The meetings were designed to foster a wide-ranging discussion drawing from the topics listed below.

PPAC Members and Alternates Interviewed

Name	Organization
Scott Bricker	BikePGH
Sarah Clark Stuart	Bicycle Coalition of Greater Philadelphia
Julie Fitzpatrick	PA Downtown Center
Ben Guthrie	Pedestrian Constituencies Representative
Sam Pearson	PA Downtown Center
Nolan Ritchie	Senate Transportation Committee Staff

Metropolitan Planning Organization/ Rural Planning Organization (MPO/RPO) Staff Interviewed

Name	Organization
Emily Aloiz	Erie County MPO
Kristiana Barr	Lancaster County MPO
Amy Bernknopf	Delaware Valley Regional Planning Commission (DVRPC)
Andrew Bomberger	Harrisburg Area Transportation Study (HATS)
Cassidy Boulan	Delaware Valley Regional Planning Commission (DVRPC)
Mike Golembiewski	Reading Area Transportation Study (RATS)
Zachary Lee	Southern Alleghenies Planning and Development Commission (SAPDC)
Kate McMahon	Northeastern Pennsylvania Alliance (NEPA)
Brandon Peters	Southern Alleghenies Planning and Development Commission (SAPDC)

PennDOT District Staff Interviewed

Name	Organization
Lyndsie DeVito	PennDOT District 1-0
April Hannon	PennDOT District 4-0
Cristy Shumac	PennDOT District 9-0
Anne Stich	PennDOT District 9-0

PennDOT Central Office Staff Interviewed

Name	Organization
Jason Bewley	PennDOT – Highway Admin
Justin Cambric	PennDOT – Planning
Jessica Clark	PennDOT – Planning
Janet Flynn	PennDOT – Planning
Tom Glass	PennDOT – Highway Admin
Jackie Koons-Felion	PennDOT – Planning
Trish Meek	PennDOT – Multimodal
Bob Pento	PennDOT – Highway Admin
Danielle Spila	PennDOT – Multimodal

Topics for Discussion During Stakeholder Interviews

PPAC Broadly...	PPAC in relation to transportation plans and modes...	Other...
<ul style="list-style-type: none"> a) Awareness b) Performance/value c) Advisory function (in relation to statutory role) d) Leadership value (primarily the value of PPAC to executive leadership and the PA Legislature) e) Communication f) Composition g) Comparisons to other advisory bodies 	<ul style="list-style-type: none"> h) Active Transportation Plan i) Coordination with other transportation policy, planning, and programs j) Land use, recreation, public health, and other non-transportation planning k) Interagency/intergovernmental (federal, state, local) l) Bicycle transportation m) Pedestrian transportation 	<ul style="list-style-type: none"> n) Measures of Success/Measures of Effectiveness—and in a few words what does improvement look like in one year, two years, and beyond o) Other opportunities for improvement

Research on Other Similar Advisory Bodies

The consultant team identified and conducted limited research on ways that four other similar statewide advisory committees are organized and conduct business. Two of the selected committees are supported by PennDOT and two of the committees are statewide bicycle and pedestrian advisory committees in other states. The following profiles provide an overview of each committee and highlight potential areas of applicability for PPAC.

Pennsylvania Transportation Advisory Committee (TAC)

talkpatransportation.com/key-partners/TAC

Core Purpose

To provide advice to the PennDOT Secretary of Transportation and the State Transportation Commission (STC) on all matters of transportation as deemed appropriate (modes, programs, policies, emerging issues, etc.).

Items of Note

Composition

- 27 members (ex officio and appointed by Governor)
- Subcommittees
 - No standing subcommittees
 - Study task forces based on topics selected for study (as proposed by members, STC, and PennDOT)

Roles & Responsibilities

- Provide advice (as established in legislation)
 - Secretary of Transportation
 - State Transportation Commission
- TAC is the focal point for the biennial Pennsylvania Transportation Performance Report
- No annual report, but there is a formal annual meeting as established in law

Meetings/Management

- Four to five per year (one required)
- Open to public
- Virtual and hybrid meetings (pre-COVID in-person meetings)
- Meeting Structure
 - Status reports on projects
 - Actions on completed projects – if accepted refer on to the STC for consideration
 - Departmental updates
 - Special presentations

Resources

- PennDOT staff (Program Center)
- TAC members on task forces, as well as non-TAC members invited to serve on study task forces based on expertise
- Consultants

Potential Applicability to PPAC

- Similar self-evaluation process completed in 2010s.
- Member taskforces (TAC members, PennDOT staff, other agencies, or individuals with expertise) established issue by issue.
- Handbook resource created for members.
- Potential to develop a connection with PPAC (and other modal committees) to come under TAC umbrella (formally or informally).

Motor Carrier Safety Advisory Committee (MCSAC)

penndot.pa.gov/about-us/Pages/Motor-Carrier-Safety-Advisory-Committee.aspx

Core Purpose

To assess, evaluate, and recommend standards for the safe operation of motor carriers in the Commonwealth.

Items of Note

Composition

- 28 members (20 public members)
- Non-voting chair to keep meetings on track
- Subcommittees
 - No current subcommittees
 - Technology, Education subcommittees were established in the past but nothing actionable resulted from them

Roles & Responsibilities

- Serve as sounding board to PennDOT
- Annual Report (required by legislation)
- Review studies and offer recommendations
- Assist State Police in organizing annual vehicle safety symposium

Meetings/Management

- Quarterly
- Open to public
- Virtual/In-person (lunch provided)
- Meeting structure
 - Legislative update
 - New business
 - Open discussion
 - Ad-hoc items brought up in discussion added to next agenda

Resources

- PennDOT staff
- Consultant support (new in 2022)

Potential Applicability to PPAC

- In-person meetings with lunch (beginning at 12:00 p.m.) provide a forum for socialization, discussion, and information-sharing prior to the formal meeting start at 1:00 p.m.
- Open discussion portion of meeting allows for members to bring up hot-button issues and facilitates discussion. Feedback provided to PennDOT.
- Ad-hoc subcommittee format provides flexibility.
- Looking to expand education resource-sharing capabilities to members of the public.
- The Pennsylvania Motor Truck Association (PMTA) is a statewide advocacy organization, separate from MCSAC, that works with the legislature and others to promote, preserve, and strengthen the trucking industry.

New Jersey Bicycle and Pedestrian Advisory Council (BPAC)

njbikeped.org/about-nj-bpac

Core Purpose

To advise, coordinate, and collaborate with NJDOT and other state, regional, and local agencies and organizations on policies, programs, initiatives, and best practices that advance walking, bicycling, transit, and micro-mobility as safe and essential forms of transportation and recreation for people of all ages and abilities, with a focus on meeting equity, safety, public health, and resiliency goals.

Secondary Missions

- BPAC is the steward of the New Jersey Bicycle & Pedestrian Master Plan and monitors its implementation, serving as both a resource and key stakeholder in existing and future statewide transportation planning efforts, such as the implementation of the Bicycle and Pedestrian Emphasis Area of the Strategic Highway Safety Plan.
- BPAC is a forum for information exchange, engagement, and coordination among experts and entities across the state, providing opportunities for resource-sharing and education on emerging issues, including citizen access to experts in the field of bicycle and pedestrian safety, education, and design.

Items of Note

Composition

- Up to 25 members of the Executive Council
- Non-voting Chair (appointed by NJDOT Bureau of Safety, Bicycle and Pedestrian Programs)
- Subcommittees
 - Four current standing subcommittees
 - Design & Infrastructure
 - Legislation & Policy
 - Safety
 - Education & Outreach
 - Ad-hoc subcommittees as needed

Roles & Responsibilities

- Advisory role to NJDOT
- Resource-sharing (website)
- Develop/track/report metrics for statewide planning efforts:
 - Bicycle & Pedestrian Master Plan
 - Strategic Highway Safety Plan

Meetings/Management

- Between four and six per year (virtual)
- Annual report
- Open to public
- Non-members welcome to participate in subcommittees
- Meeting structure
 - NJDOT updates
 - Topic presentations
 - Subcommittee breakouts
 - Subcommittee reports
 - Public comments and announcements

Resources

- Coordinated by the Alan M. Voorhees Transportation Center on behalf of the NJDOT and in conjunction with the NJ Bicycle and Pedestrian Resource Center

Potential Applicability to PPAC

- Similar self-evaluation refocusing process completed in 2020-2021.
- Subcommittee format with designated time in agenda for internal meeting and report to membership.
- Subcommittees may include affiliate members, including “professionals, citizens, advocates, and experts.” (Chair of the subcommittee is an appointed member of the Executive Council.)
- Provide informational and educational resources for professionals and public.
- Produce Annual Work Plan to identify BPAC priorities and resources and measurable metrics to support implementation of statewide planning efforts.

Maryland Bicycle and Pedestrian Advisory Committee (MBPAC)

mdot.maryland.gov/tso/pages/index.aspx?PageId=140

Core Purpose

To advise state government agencies on issues directly related to bicycling and pedestrian activity including funding, public awareness, safety, and education.

Focus Areas

- **Mode of Transportation** – Promote non-motorized modes as healthy, efficient, and environmentally friendly ways to travel for work and for fun.
- **Education and Awareness** – Promote activities, programs, and policies that foster bicycle and pedestrian safety education across all age groups; promote greater awareness of the mission and work of the MBPAC.
- **Tourism and Recreation** – Promote and protect Maryland's off-road trail system and on-road facilities, providing guidance to Maryland state agencies, and providing guidance on program strategies that promote Maryland's trails, infrastructure, and tourism resources.

Items of Note

Composition

- 22 members (Governor-appointed)
 - Combination of citizens and government representatives
 - Includes up to six citizen members which must include one visually impaired and one mobility impaired.
- Subcommittees
 - No current standing subcommittees
 - Ad-hoc subcommittees as needed, such as:
 - Pedestrian (2021)
 - Eastern Shore (2021)
 - Disability (2021)

Roles & Responsibilities

- Advisory role to MDOT
- Annual Report
- Resource-sharing (website)

Meetings/Management

- Between four and six per year (virtual)
- Open to public
- Meeting structure
 - Topic presentations
 - MDOT updates
 - State agency/member updates

Resources

- MDOT Staff support

Potential Applicability to PPAC

- Representation from the disabled community.
- Produce an annual report that summarizes activities for the year and presents focus areas for the next year.
- Ad-hoc subcommittee format provided flexibility to address emerging issues and reassess needs on a continual basis. Past ad-hoc subcommittee have also been created to review specific projects and provide recommendations to the formal membership.
- Have a Procedures Manual, which is used to help new committee members understand the work of MBPAC and helps ensure consistent compliance with the statutory charge.

PPAC Work Session

A PPAC work session was facilitated by the consultant team during PPAC’s December 13, 2022, meeting. It was a regularly scheduled PPAC hybrid meeting (with participation both in-person and via Microsoft TEAMS) and open to the public. The work session portion of the agenda included a brief presentation and discussion of the preliminary results from the consultant team’s December 2022 assessment. Additionally, the work session included facilitated discussion to gather members’ feedback on areas for the committee to focus (referred to as “priority tracks” during the work session) and potential specific efforts (referred to as “strategic actions” during the work session). PPAC members were given a brainstorm list of potential strategic actions that was based on review of the Pennsylvania Active Transportation Plan (ATP) and input received during the initial assessment phase. After refining and expanding the list, each PPAC member identified their top three strategic actions. The summary of the selected priorities is documented below. The intent of the exercise was simply to form a starting point for direction-setting in 2023 and beyond. The full brainstorm list and other notes from the work session are included in Appendix 1-B.

PPAC Feedback on Areas of Focus (Strategic Actions)

Initiative	Number of “Votes”
Protected/separated bicycle lanes	8
“Safe System” approach	7
Funding and resources	7
PennDOT Design Manual Part 2 (DM2) review and updates	5
Education/training program(s)	5
Maintenance issues / agreements	4
Institutional capacity	3
PennDOT Connects, scoping, bike/ped checklist	3
PennDOT Publication 95 – Driver’s Manual updates	2
Other PennDOT design policies	2
Vulnerable road users assessment	2
Advise on legislative priorities	2
PA bicycle routes / US bicycle routes	2
PennDOT Publication 380 – Bicycle Driver’s Manual updates	1
Emerging mobility / micro-mobility	1
Promote Bike Month, Bike to School Day, Walk to School Day, and other national events	1
Guidance for creating bike/ped-related GIS inventories	1
Guidance for entities creating bike/ped/trail plans (including PennDOT’s potential role)	1

Initiative	Number of "Votes"
Tools, approaches, and/or research for bicycle and pedestrian treatments for rural areas	1
Trail gaps	1
Invite guest speakers to meetings	1

Note: The number of votes tally may include input from non-members who provided feedback via the chat.

Key Takeaways / Cross-Cutting Themes

Below are several key takeaways from the PPAC work session.

- Recognition that bicycle and pedestrian improvements and accommodations are far too important for the committee not to be achieving its full potential as an advisory body.
- Recognition of the benefit (for both PPAC and PennDOT) of clarifying PPAC's advisory role and expectations moving forward.
- Recognition that PPAC's role is to advise PennDOT and DCNR on policy (legislative and other), and that PennDOT and DCNR are to consider PPAC's recommendations.
- General support from members to focus on a small number of specific initiatives.
- Identification of the need for a structured process to ensure PPAC is addressing important issues for which its advisory function can be beneficial.
- Identification of the need to distinguish PPAC's performance and capacity from PennDOT's performance and capacity.
- Identification of the need to adjust the structure of PPAC and/or the meetings to effectively address key strategic initiatives.
- Strong interest in the meeting from non-members and identification of the need to clarify the participation and contributions of public / non-members during regular PPAC meetings. (Note: There might be an opportunity to offer other forums for further involvement of non-members.)

Assessment Results

The PPAC survey, stakeholder interviews and focus group, and research on other advisory committees revealed that PPAC has unrealized potential. Although PPAC has been an active committee and had some previous accomplishments of note, PPAC members (those who participated in the assessment phase) acknowledged and identified opportunities for the committee to be more effective and productive. PPAC members also expressed an interest in and willingness to make greater contributions. Based on synthesis of data from the assessment phase, the following potential areas for improvement were identified.

Potential Opportunities for Improvement

Mission, Meetings, & Members

- + Clarify the committee’s mission (consistent with the establishing statute).
- + Distinguish advisory from advocacy activities:
 - “Advisory” in the context of PPAC is to share expertise and knowledge with agencies responsible for implementing policy.
 - “Advocacy” is to promote policy decisions (e.g., legislation, budgets, etc.) directly with policy-makers. This activity is to be through the open forum of PPAC’s public meetings (which are attended by legislators and/or their staff) and directed to the state agencies to inform their respective legislative priorities.
- + Educate new members on roles, responsibilities, and the way PPAC functions.
- + Encourage increased participation, particularly by state senators, state representatives, and ex officio members.
- + Facilitate productive, inclusive, and valuable meetings.
- + Form subcommittees or focused work groups on an assignment basis.

Tangible Progress and Performance

- + Focus on priority areas, key topics, or tasks (possibly reviewed and revisited annually).
- + Establish realistic, strategic, and meaningful metrics. This could include measures of success, measures of effectiveness, or various targets to accomplish.
- + Monitor activities, measure progress, and document accomplishments.
- + Establish a basic framework of shared accountability between PPAC and the Commonwealth that is consistent with effective functioning of an advisory body.

Communication & Coordination

- + Increase overall awareness of PPAC among stakeholders and the public.
- + Embrace education as a component of PPAC’s advisory role. For example:

- Routinely invite guest speakers to PPAC meetings to address a wide range of bike-ped topics.
 - Make recommendations for expanding and enhancing bike-ped education among multiple audiences and groups, including transportation professionals, education organizations, and the general public.
- + Document and promote major activities and achievements.
 - + Increase communication among members, both during and outside of meetings.
 - + Strengthen communication and coordination with PennDOT (Central Office and Districts), MPOs/RPOs, and other state departments.

Scope and Emphasis

- + Align PPAC's work with the state Active Transportation Plan (ATP).
- + Consider the needs and interests of both bicyclists and pedestrians.
- + Consider the varying needs and contexts of urban, rural, and suburban communities across the state.
- + Consider new treatments, devices, and technologies that will positively impact walking and biking.

Consultant Observations

The ultimate effectiveness of PPAC depends, in part, on a constructive understanding and recognition of the present culture and climate of PPAC, and the working relationship with the Commonwealth generally and PennDOT specifically.

The following observations are intended to establish and reinforce that constructive understanding. Clarity and constructive candor around these points can provide the springboard for making steady progress. That will include a transparent discussion around these points, their root causes, and the solutions to address each.

- 1. PPAC's constructive role as an advisory body must be clarified, further defined, and mutually accepted for the execution of that role to realize its potential.**
- 2. With its role better clarified, PPAC will be equipped to resume a proactive approach to fulfilling its mission, enhancing its effectiveness.**
- 3. In the near term, PPAC would benefit from renewal—a recommitment to its core purpose with positive, productive engagement of all members. Long-term direction-setting is unlikely to be successful or achieved without first investing in the renewal of the committee.**
- 4. Tangible steps must be taken to steadily improve the relationship between PPAC and PennDOT (as the primary state agency receiving PPAC's advisory input).**

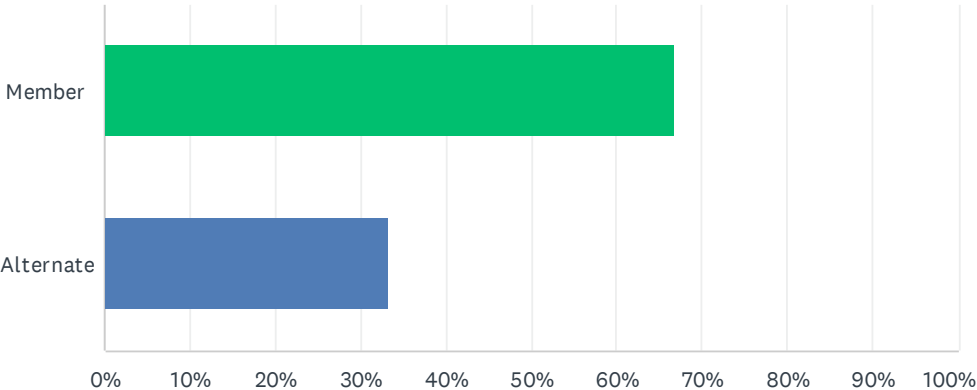
The above straightforward statements are offered with the assumption that the shared goal for all is improved bicycle and pedestrian modes for Pennsylvania. Transformation is necessary and it depends on a receptive understanding of these observations as the starting point for renewal.

PPAC's mission is vital and the time to move down a path of positive change is now. Delay would only make the needed ultimate changes more difficult and would add to the missed opportunities associated with remaining in a status quo mode of operation.

APPENDIX 1-A - PPAC SURVEY RESULTS

Q1 What is the status of your PPAC membership:

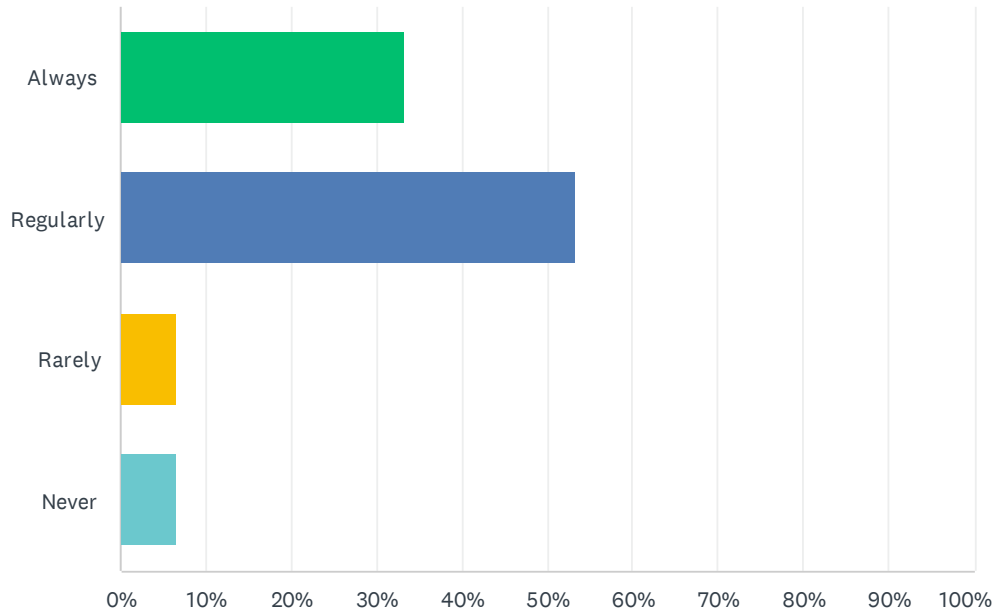
Answered: 15 Skipped: 0



ANSWER CHOICES	RESPONSES
Member	66.67% 10
Alternate	33.33% 5
TOTAL	15

Q2 How often do you attend PPAC meetings?

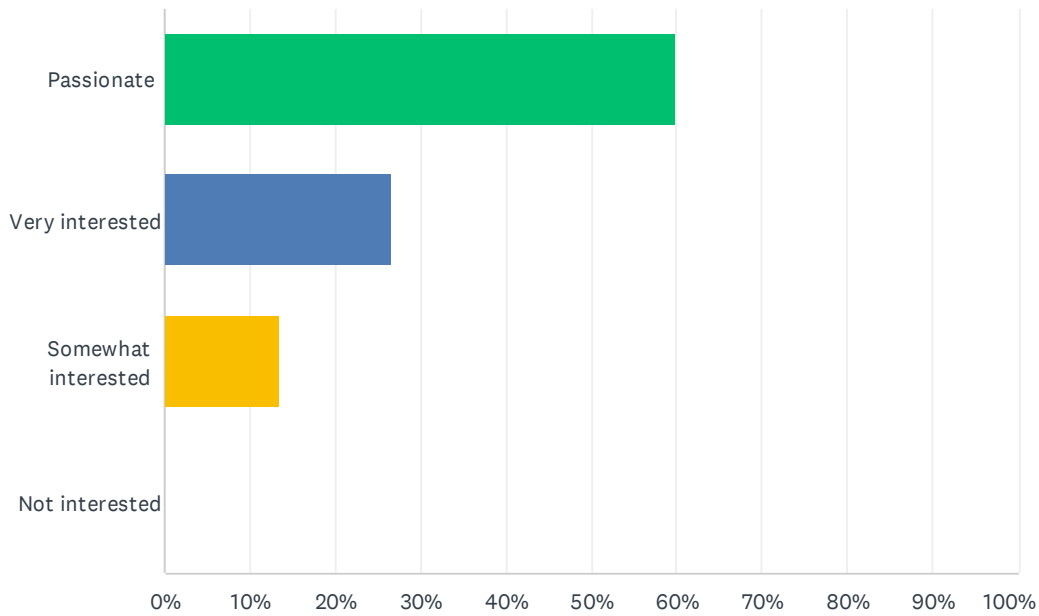
Answered: 15 Skipped: 0



ANSWER CHOICES	RESPONSES
Always	33.33% 5
Regularly	53.33% 8
Rarely	6.67% 1
Never	6.67% 1
TOTAL	15

Q3 What is your interest level in bicycle and pedestrian transportation?

Answered: 15 Skipped: 0

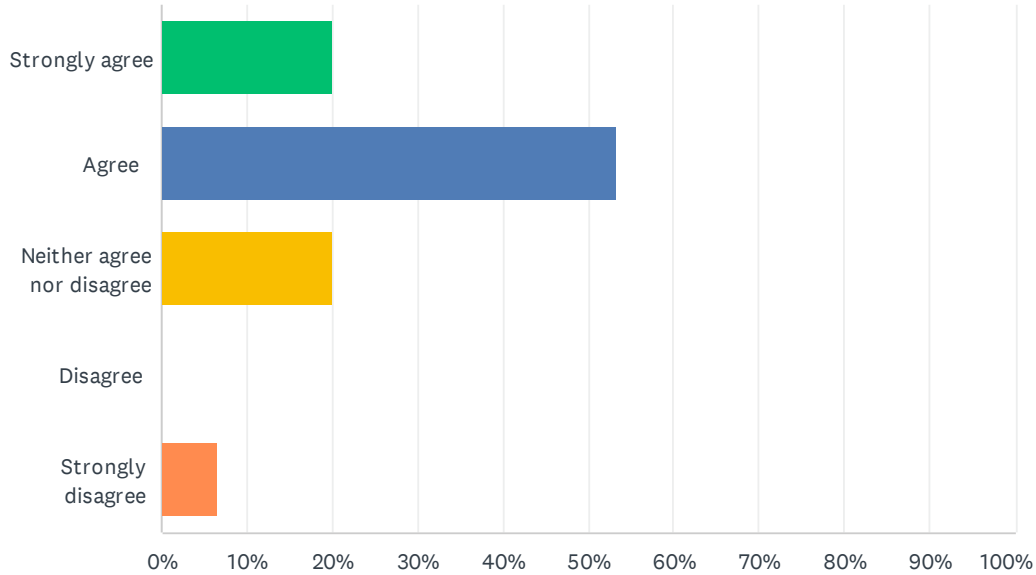


ANSWER CHOICES	RESPONSES
Passionate	60.00% 9
Very interested	26.67% 4
Somewhat interested	13.33% 2
Not interested	0.00% 0
TOTAL	15

#	COMMENT	DATE
1	Not only on PPAC but in my county and town I strongly advocate for pedestrians and cyclists. I believe creating safe pedestrian and cycling infrastructure is good for the community, good for the nation and good for the person cycling or walking.	11/30/2022 3:27 PM
2	It is what I do for a living	11/30/2022 9:02 AM
3	It is important to me personally and professionally	11/29/2022 11:43 PM
4	Passionate about cycling, less so (and less knowledgeable) about pedestrians.	11/25/2022 12:32 PM

Q4 I have a clear understanding of PPAC's mission, roles, and responsibilities:

Answered: 15 Skipped: 0

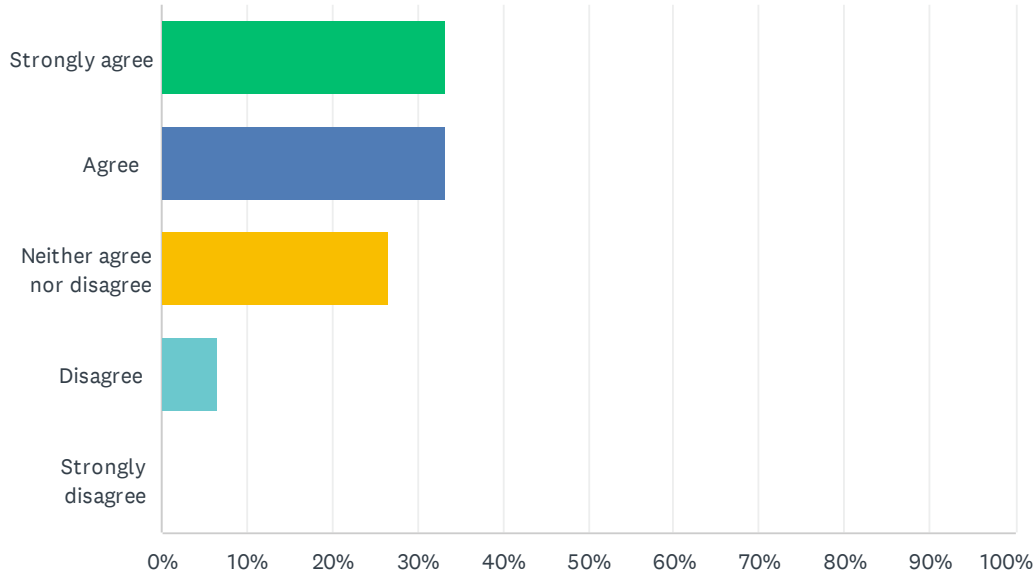


ANSWER CHOICES	RESPONSES
Strongly agree	20.00% 3
Agree	53.33% 8
Neither agree nor disagree	20.00% 3
Disagree	0.00% 0
Strongly disagree	6.67% 1
TOTAL	15

#	COMMENT	DATE
1	I have read the Title 75 paragraphs but have a hard time connecting that to a productive agenda.	11/30/2022 4:25 PM
2	Of course, COVID impacted the decision to meet or not but the frequent meeting cancellations seemed to mitigate whatever role PPAC played.	11/30/2022 3:27 PM
3	Newer to the Committee	11/30/2022 9:02 AM

Q5 I understand my roles and responsibilities as a PPAC member or alternate:

Answered: 15 Skipped: 0

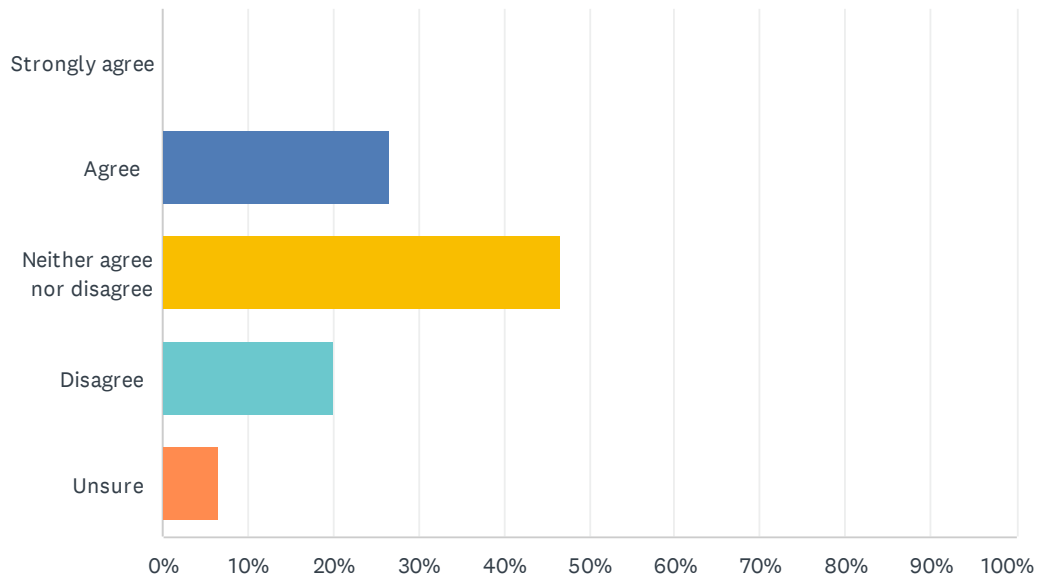


ANSWER CHOICES	RESPONSES
Strongly agree	33.33% 5
Agree	33.33% 5
Neither agree nor disagree	26.67% 4
Disagree	6.67% 1
Strongly disagree	0.00% 0
TOTAL	15

#	COMMENT	DATE
1	There's lots of potential, but not a lot of direction. Also lots of constraints.	11/30/2022 4:25 PM
2	I know my role but wonder if state decision makers know their role.	11/30/2022 3:27 PM
3	Newer to the Committee	11/30/2022 9:02 AM

Q6 PPAC is effective in carrying out its mission:

Answered: 15 Skipped: 0

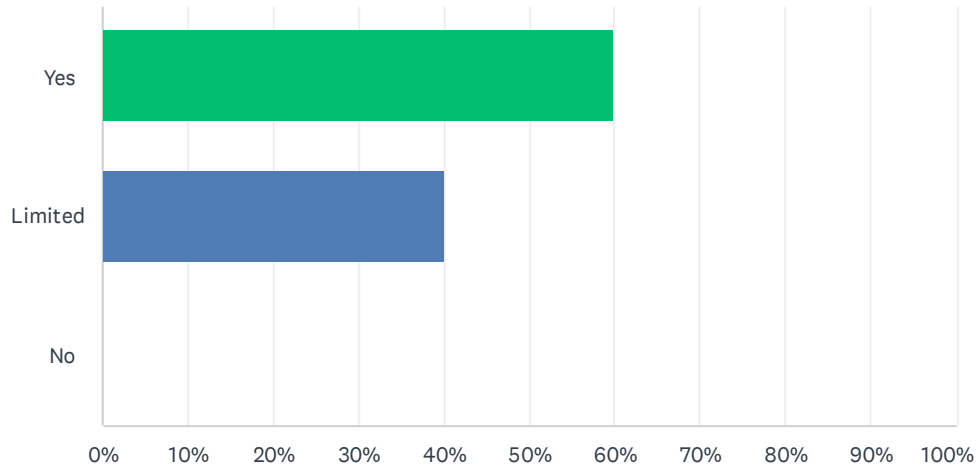


ANSWER CHOICES	RESPONSES
Strongly agree	0.00% 0
Agree	26.67% 4
Neither agree nor disagree	46.67% 7
Disagree	20.00% 3
Unsure	6.67% 1
TOTAL	15

#	COMMENT	DATE
1	When legislation like on PDDs gets presented to the committee after passage, that does not inspire confidence in the process. Also the mission has inherent contradictions, being about Bike/Ped but only in an advisory capacity and only for some situations.	11/30/2022 4:25 PM
2	If influencing legislation is part of PPAC's mission, we fall short. Despite some nice work in revising PennDOT road requirements, adding bicycle and pedestrian elements to any road project requires on-site advocates. PennDOT is not a leader in advocating for vulnerable road users.	11/30/2022 3:27 PM
3	I think there has been progress made towards some PennDOT directive and legislative activity, but I think there is much more that needs to be done. Additionally, I don't believe there is 100% alignment among board members.	11/29/2022 11:43 PM
4	The mission seems to be more of dealing with the crisis of the day than with longer-term goals.	11/25/2022 12:32 PM

Q7 PPAC provides opportunities for me to contribute my experience, knowledge, and skills:

Answered: 15 Skipped: 0

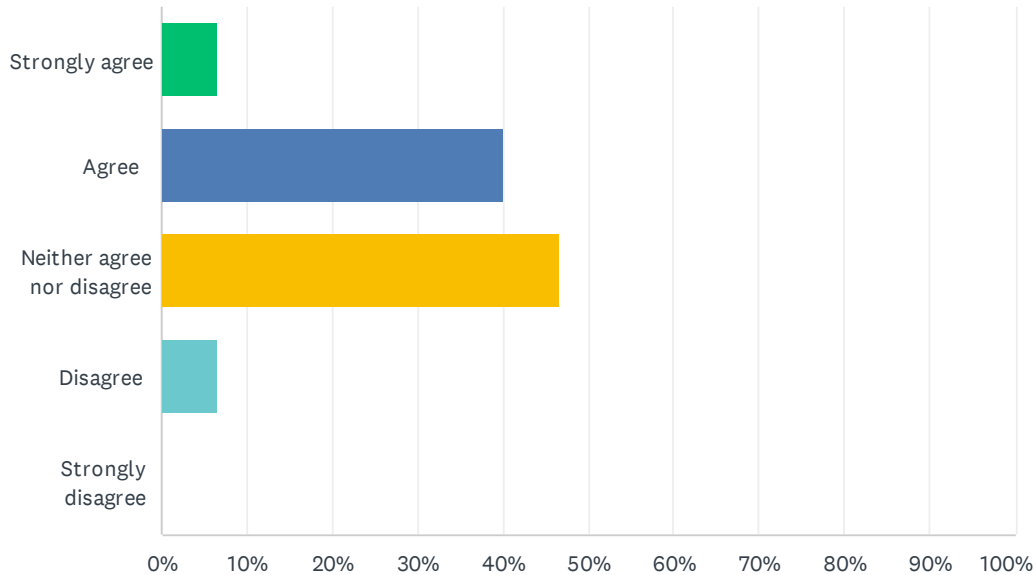


ANSWER CHOICES	RESPONSES
Yes	60.00% 9
Limited	40.00% 6
No	0.00% 0
TOTAL	15

#	COMMENT	DATE
1	Largely unrealized opportunities.	11/30/2022 4:25 PM
2	At them meeting I do get to share my knowledge and question presenters, what impact it ultimately has is questionable.	11/30/2022 3:27 PM
3	I contribute questions and comments when I have felt it was appropriate, but somewhat hesitant as bike/ped issues are one of many focus areas of my organization, not the only focus.	11/29/2022 11:43 PM
4	Neither agree nor disagree	11/22/2022 2:27 PM

Q8 PPAC meetings are well-organized, productive, and a valuable use of time:

Answered: 15 Skipped: 0

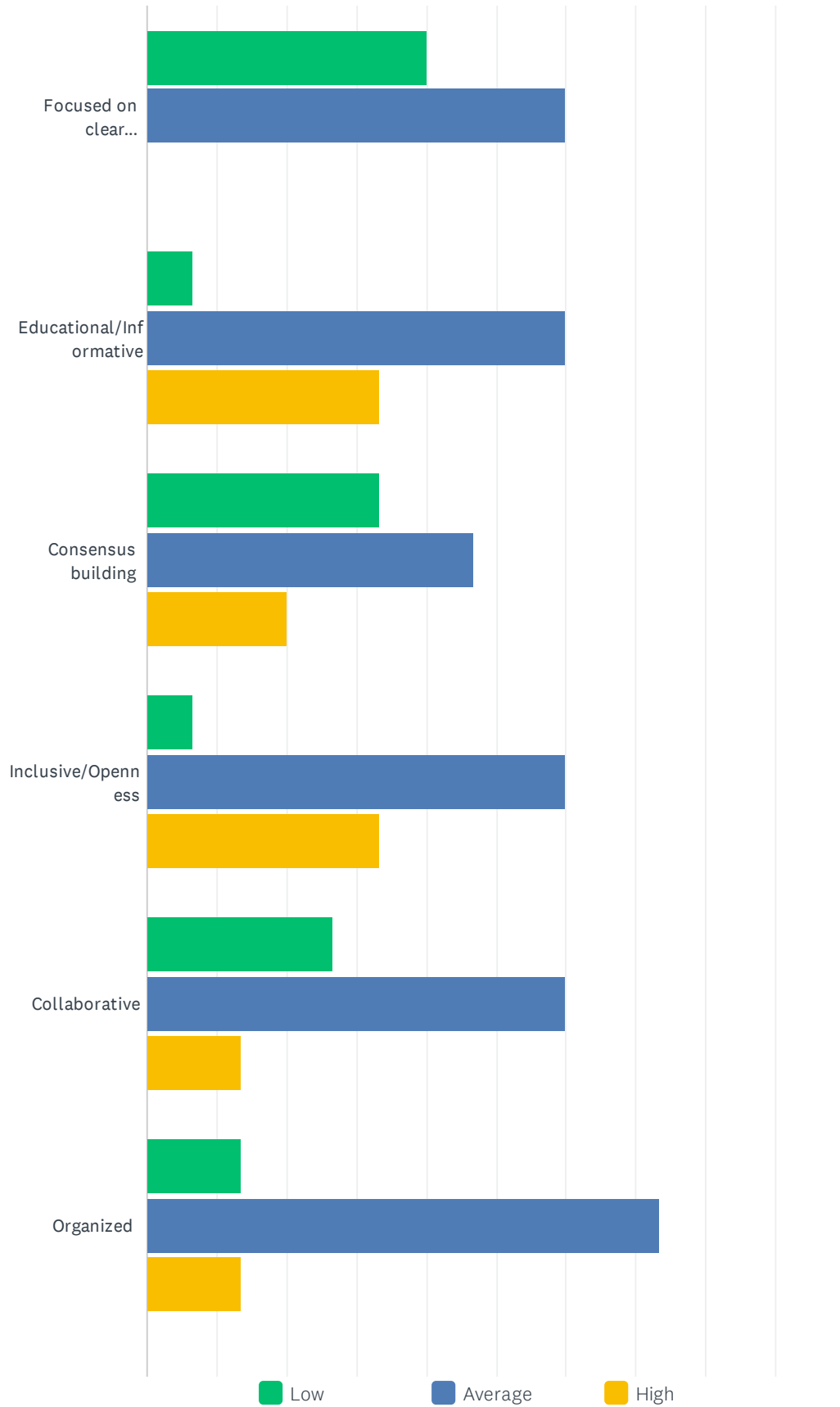


ANSWER CHOICES	RESPONSES
Strongly agree	6.67% 1
Agree	40.00% 6
Neither agree nor disagree	46.67% 7
Disagree	6.67% 1
Strongly disagree	0.00% 0
TOTAL	15

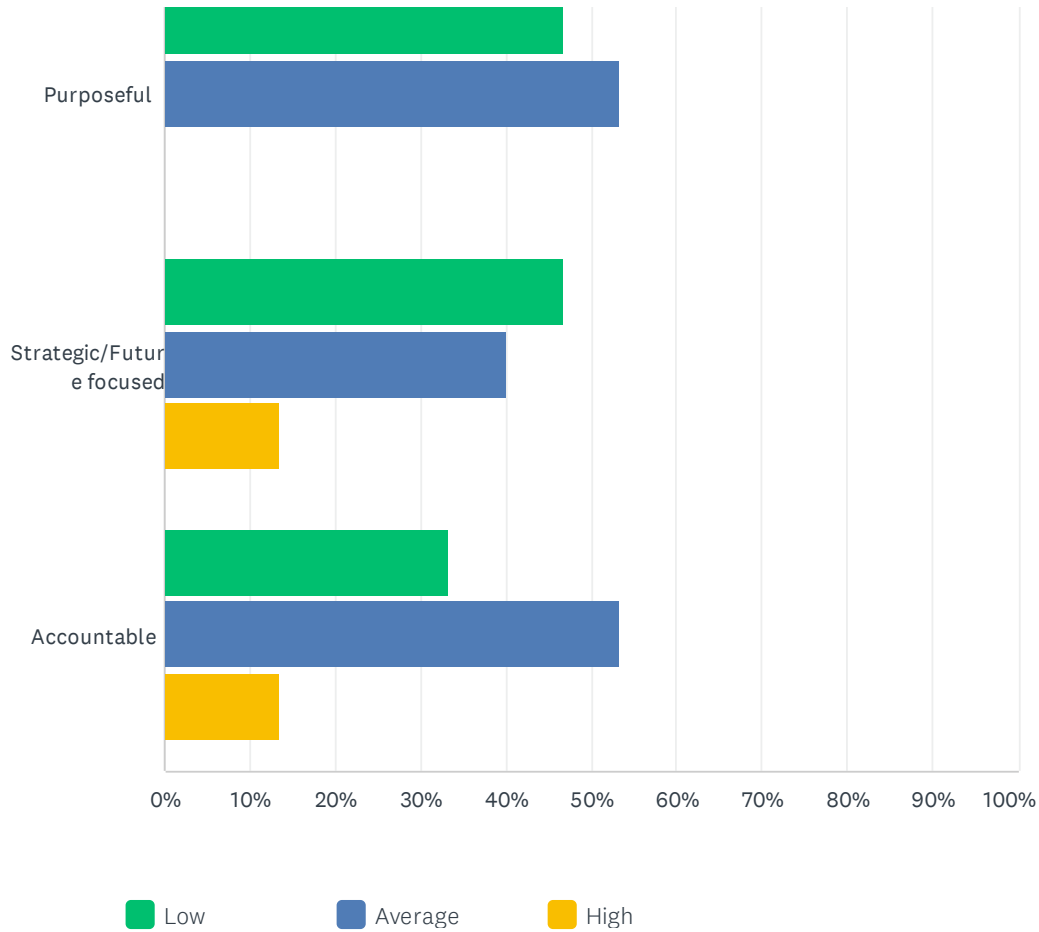
#	COMMENT	DATE
1	Over time there have been many presentations that are educational for members/attendees, but do not necessarily lead to action.	11/30/2022 5:54 PM
2	They are useful, but could be so much more; ideally they would be the tip of the iceberg of a great deal more activity.	11/30/2022 4:25 PM
3	I enjoy the meetings. Hearing presenters proves to be a good learning experience as well as talking to attendees who are knowledgeable.	11/30/2022 3:27 PM
4	I appreciate that time and attention is being given to a strategic planning conversation, as I have felt as though our meetings have either been reactive/reactive to the current issues or we had presenters that was not as relevant to PPAC as I would have hoped.	11/29/2022 11:43 PM
5	They are well organized, but I don't think they are very productive. I think of limited value. It's good to have face time with individuals, but I don't fee like we get a lot done.	11/29/2022 4:19 PM
6	The agendas are well organized but some of the presentations don't closely relate to what PPAC does.	11/25/2022 12:32 PM

Q9 Rate PPAC presently in terms of the following attributes:

Answered: 15 Skipped: 0



PPAC Survey for Members and Alternates



	LOW	AVERAGE	HIGH	TOTAL
Focused on clear priorities	40.00% 6	60.00% 9	0.00% 0	15
Educational/Informative	6.67% 1	60.00% 9	33.33% 5	15
Consensus building	33.33% 5	46.67% 7	20.00% 3	15
Inclusive/Openness	6.67% 1	60.00% 9	33.33% 5	15
Collaborative	26.67% 4	60.00% 9	13.33% 2	15
Organized	13.33% 2	73.33% 11	13.33% 2	15
Purposeful	46.67% 7	53.33% 8	0.00% 0	15
Strategic/Future focused	46.67% 7	40.00% 6	13.33% 2	15
Accountable	33.33% 5	53.33% 8	13.33% 2	15

#	COMMENTS	DATE
1	Given that the group only meets quarterly, it would be more impactful to focus on fewer items	11/30/2022 5:54 PM

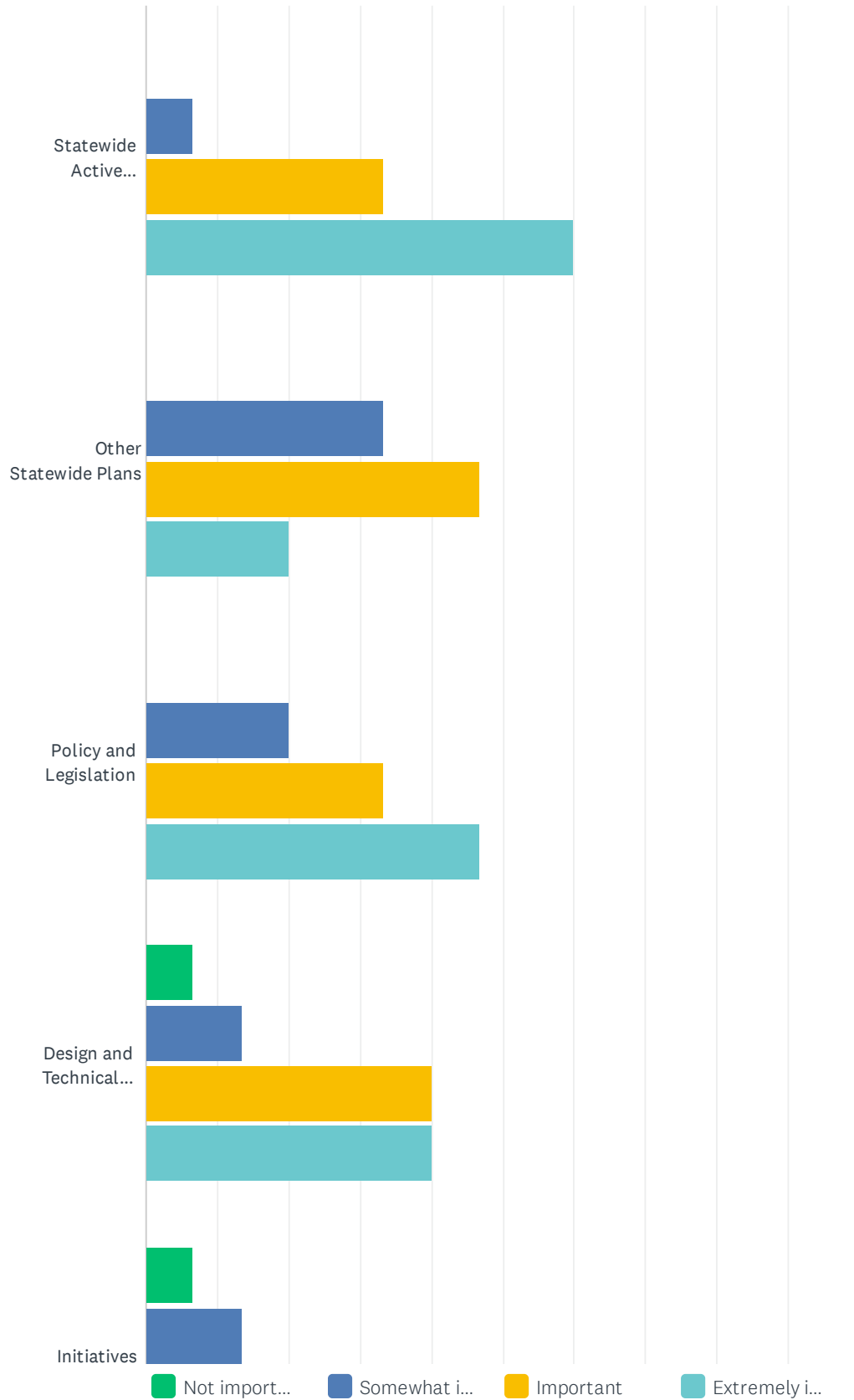
PPAC Survey for Members and Alternates

and seek out specific results.

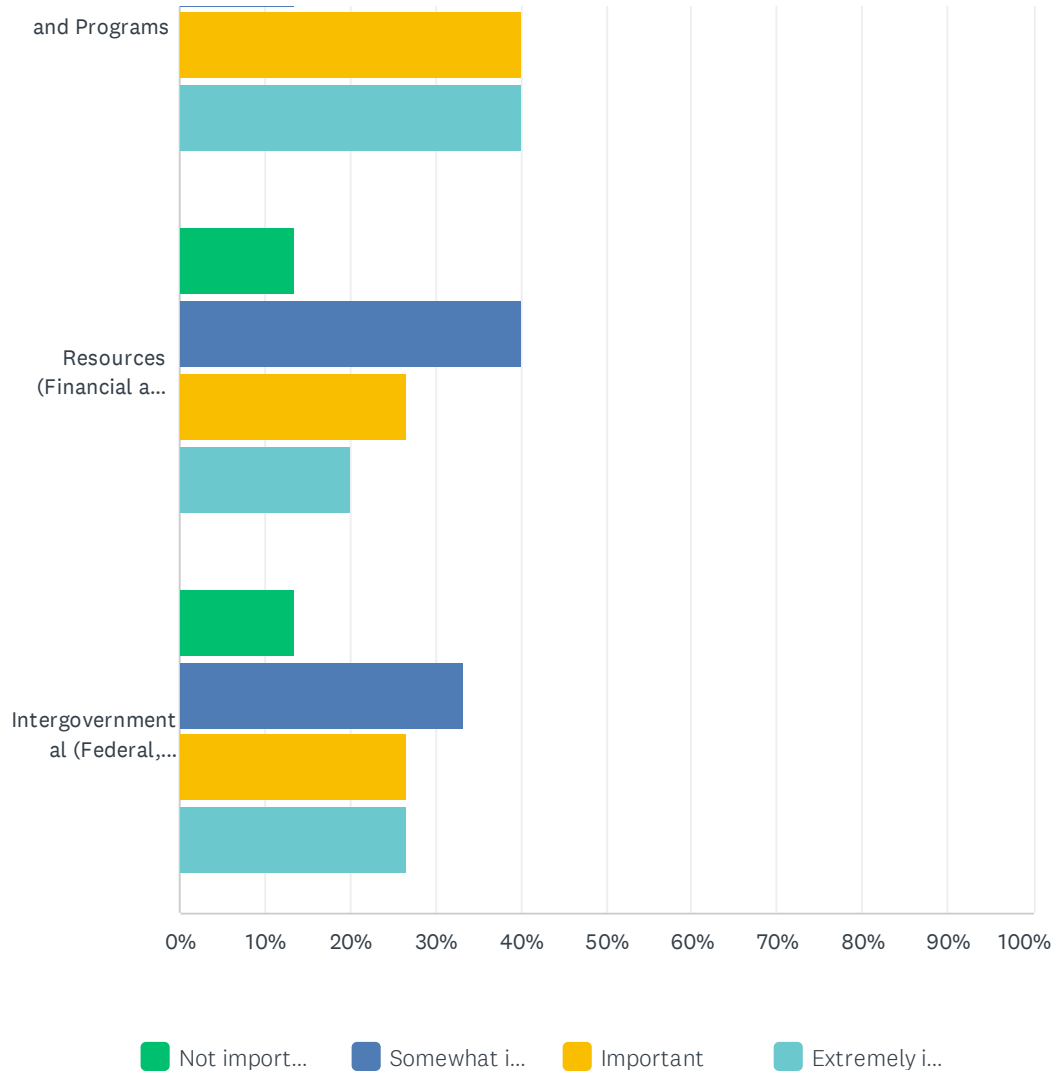
2	There's a great deal of unmet potential. For example, having lots of people in the room from different areas but then not giving them something productive to work on doesn't really qualify as collaborative.	11/30/2022 4:25 PM
3	Despite the conversation, I wonder what the long term impact of our work is. Accountable to whom?	11/30/2022 3:27 PM
4	Again new to the Committee	11/30/2022 9:02 AM
5	In previous years, PPAC has prepared joint letters of support on issues such as legislative priorities, the Bicycle Occupany Permit and other issues. That is a good example of being collaborative.	11/29/2022 4:19 PM
6	Unknown -- forced to click something on survey	11/22/2022 2:27 PM

Q10 Rate the importance of PPAC's advisory role for the following topics related to walking and biking:

Answered: 15 Skipped: 0



PPAC Survey for Members and Alternates



	NOT IMPORTANT	SOMEWHAT IMPORTANT	IMPORTANT	EXTREMELY IMPORTANT	TOTAL
Statewide Active Transportation Plan	0.00% 0	6.67% 1	33.33% 5	60.00% 9	15
Other Statewide Plans	0.00% 0	33.33% 5	46.67% 7	20.00% 3	15
Policy and Legislation	0.00% 0	20.00% 3	33.33% 5	46.67% 7	15
Design and Technical Standards	6.67% 1	13.33% 2	40.00% 6	40.00% 6	15
Initiatives and Programs	6.67% 1	13.33% 2	40.00% 6	40.00% 6	15
Resources (Financial and Other)	13.33% 2	40.00% 6	26.67% 4	20.00% 3	15
Intergovernmental (Federal, State, Local)	13.33% 2	33.33% 5	26.67% 4	26.67% 4	15

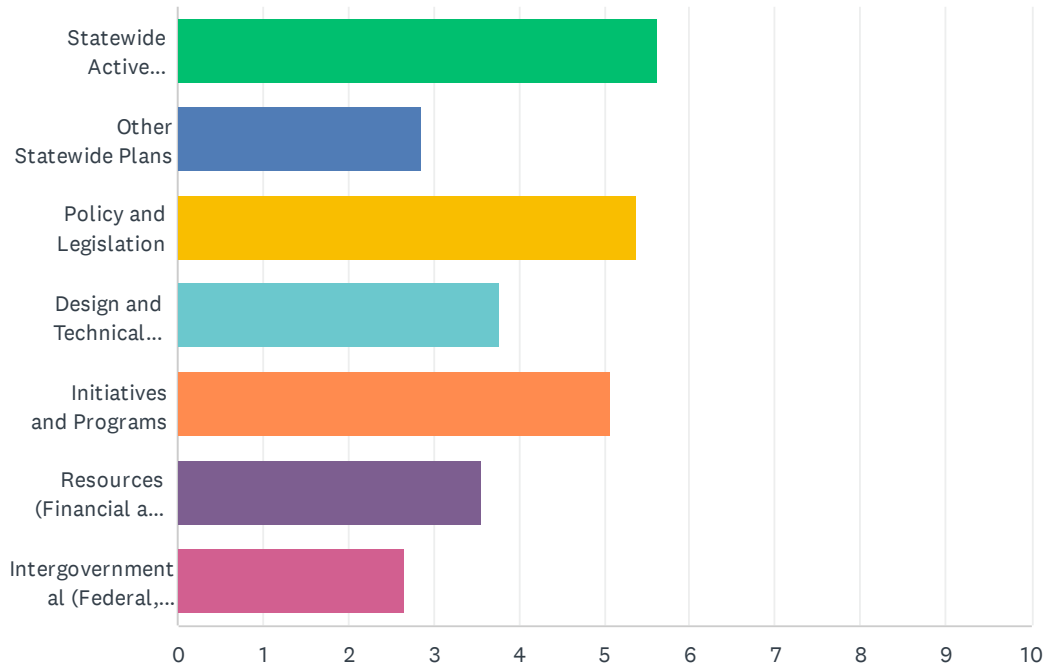
#	COMMENTS	DATE
1	Since PennDOT has very few staff members dedicated to biking and walking, PPAC has an	11/30/2022 5:54 PM

PPAC Survey for Members and Alternates

	important role as a subject matter expert.	
2	Again, this is unrealized importance. Lots of potential.	11/30/2022 4:25 PM
3	There is a difference between what I think is important and what PennDOT decision makers do with PPAC's decisions.	11/30/2022 3:27 PM
4	Yes! If PPAC could assist in being a conduit between PennDOT (Districts and Central Office) and local partners, that would be a great addition that has not seemed to have been focused on as of yet.	11/29/2022 11:43 PM
5	I have the impression that the G.A. pays little if any attention to PPAC's stated priorities.	11/29/2022 4:19 PM

Q11 Rank the following topics in priority order in relation to PPAC's advisory role with 1 being the top priority:

Answered: 15 Skipped: 0



	1	2	3	4	5	6	7	TOTAL	SCORE
Statewide Active Transportation Plan	38.46% 5	30.77% 4	7.69% 1	7.69% 1	7.69% 1	7.69% 1	0.00% 0	13	5.62
Other Statewide Plans	0.00% 0	0.00% 0	7.69% 1	30.77% 4	23.08% 3	15.38% 2	23.08% 3	13	2.85
Policy and Legislation	38.46% 5	30.77% 4	7.69% 1	0.00% 0	7.69% 1	7.69% 1	7.69% 1	13	5.38
Design and Technical Standards	0.00% 0	15.38% 2	23.08% 3	15.38% 2	30.77% 4	0.00% 0	15.38% 2	13	3.77
Initiatives and Programs	28.57% 4	14.29% 2	28.57% 4	7.14% 1	7.14% 1	14.29% 2	0.00% 0	14	5.07
Resources (Financial and Other)	7.14% 1	7.14% 1	7.14% 1	35.71% 5	14.29% 2	14.29% 2	14.29% 2	14	3.57
Intergovernmental (Federal, State, Local)	0.00% 0	13.33% 2	13.33% 2	0.00% 0	6.67% 1	33.33% 5	33.33% 5	15	2.67

Q12 List up to three ideas for improving PPAC's effectiveness:

Answered: 15 Skipped: 0

ANSWER CHOICES	RESPONSES	
Idea 1:	100.00%	15
Idea 2:	93.33%	14
Idea 3:	60.00%	9

#	IDEA 1:	DATE
1	More senior administrative input	12/2/2022 3:48 PM
2	Develop a manual similar to the TAC Bylaws and Standard Operating Procedures	12/2/2022 2:01 PM
3	Narrow focus - focus on one to three policy issues per year	11/30/2022 5:54 PM
4	Outreach and Inreach -- educating the committee itself, state leadership, and agency employees about active transportation	11/30/2022 4:25 PM
5	DOT decision makers truly take PPAC input seriously	11/30/2022 3:27 PM
6	Encourage regular participation from Highway Administration	11/30/2022 3:06 PM
7	More education for new members	11/30/2022 1:58 PM
8	Funding Sources	11/30/2022 9:02 AM
9	establish workgroups or subcommittees	11/30/2022 8:27 AM
10	Since I have been part of PPAC, we have never really been given a chance to get to know other committee members, other than during lunch or post-meeting conversations. Hosting a meeting out in a community, and/or with an activity (preferably walking or biking), and social activities would be appreciated.	11/29/2022 11:43 PM
11	Facilitate annual goal setting/focus areas	11/29/2022 4:19 PM
12	constant communication	11/29/2022 1:56 PM
13	Encourage more members to attend meetings in person.	11/25/2022 12:32 PM
14	N/A	11/22/2022 2:27 PM
15	get rid of personal agendas and focus on committee mission	11/22/2022 11:56 AM
#	IDEA 2:	DATE
1	More presence in meeting. By aenirt government officials	12/2/2022 3:48 PM
2	Initiate a Subcommittee structure to evaluate and advance critical issues to	12/2/2022 2:01 PM
3	Assign action items to members between meetings or consider subcommittees that hold separate (virtual) meetings.	11/30/2022 5:54 PM
4	Acknowledging sidewalks as a legitimate and essential part of the transportation network	11/30/2022 4:25 PM
5	Getting direct feedback from DOT on PPAC input	11/30/2022 3:27 PM
6	Provide more advice to Press Office on how to craft safety messages	11/30/2022 3:06 PM
7	State Policies	11/30/2022 9:02 AM
8	The Committee should strive to accomplish very small, focused tasks	11/30/2022 8:27 AM
9	Having a better sense of the strengths that each cmte. member can bring to the table may	11/29/2022 11:43 PM

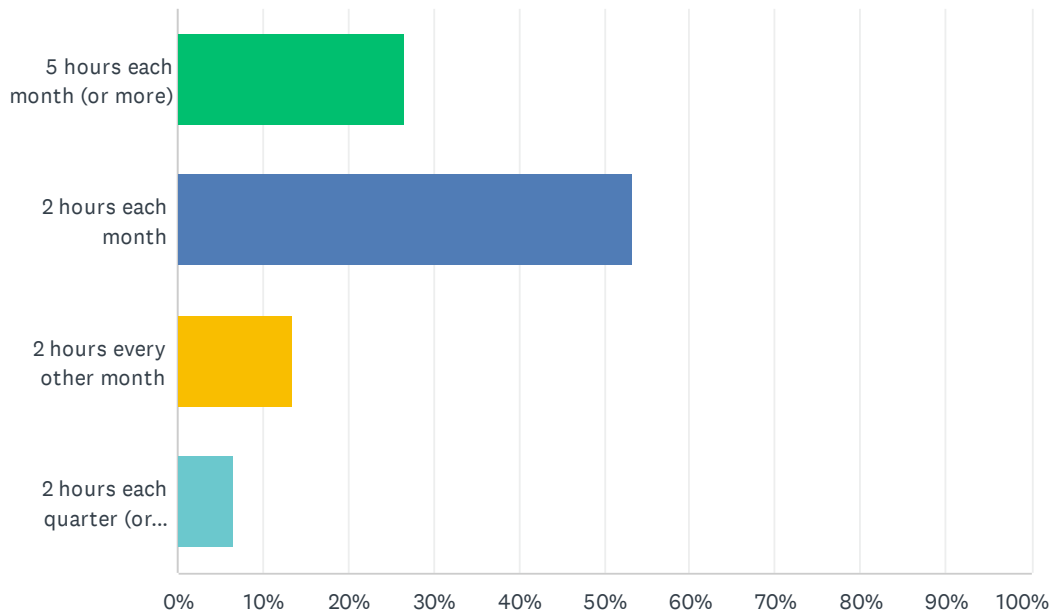
PPAC Survey for Members and Alternates

help us work better as a cohesive unit, rather than disparate members.

10	Devote each meeting to one issue to allow for deep dives; eliminate lengthy departmental updates	11/29/2022 4:19 PM
11	define roles of members/alternates to new members/alternates	11/29/2022 1:56 PM
12	Give PPAC more influence on PennDOT decision making.	11/25/2022 12:32 PM
13	N/A	11/22/2022 2:27 PM
14	focus on strategic goals tied to state plan	11/22/2022 11:56 AM
#	IDEA 3:	DATE
1	Develop a 5-year strategic plan with realistic and achievable goals	12/2/2022 2:01 PM
2	Adopting a true/updated statewide Complete Streets Policy	11/30/2022 4:25 PM
3	Clearly list, refer to and note progress of annual priorities each mtg	11/30/2022 3:27 PM
4	Focus on emerging trends, such as micromobility	11/30/2022 3:06 PM
5	Is it possible to create multiple sub-committees/working groups/task forces that could focus on some of the specific issues? It could be a way to get to know each other and our strengths and could it be a way to bring new people/perspectives/skills into the work of PPAC?	11/29/2022 11:43 PM
6	Collaborate on issues that will both inform PPAC members and allow PennDOT to receive feedback	11/29/2022 4:19 PM
7	involve more legislative staff	11/29/2022 1:56 PM
8	N/A	11/22/2022 2:27 PM
9	Serve all areas of the Commonwealth	11/22/2022 11:56 AM

Q13 How much time can you reasonably dedicate to serving PPAC?

Answered: 15 Skipped: 0



ANSWER CHOICES	RESPONSES	
5 hours each month (or more)	26.67%	4
2 hours each month	53.33%	8
2 hours every other month	13.33%	2
2 hours each quarter (or less)	6.67%	1
TOTAL		15

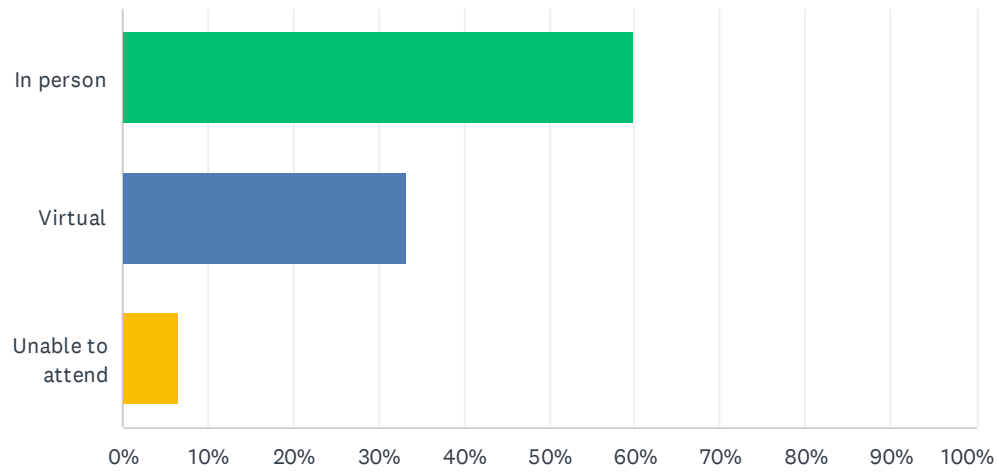
Q14 Any additional perspectives:

Answered: 9 Skipped: 6

#	RESPONSES	DATE
1	Clearly distinguish the difference between Advisory and Advocacy and establish operating policies in line with what PPAC is empowered to do based on legislation.	12/2/2022 2:01 PM
2	Certain fundamental topics do not currently fit within the PPAC mission and cannot be incorporated unless state leaders learn more about what is needed; education must be part of the advising so that those limitations can be recognized and redressed.	11/30/2022 4:25 PM
3	If I felt what I was doing was positively impacting pedestrian and biking I would gladly give 5 hrs+ /month.	11/30/2022 3:27 PM
4	n	11/30/2022 1:58 PM
5	I feel as though the meetings become a time for some to air their grievances. Which is not productive.	11/30/2022 8:27 AM
6	PPAC needs to move from being a burden on PennDOT to being a resource	11/29/2022 4:19 PM
7	n/a	11/29/2022 1:56 PM
8	In my years on PPAC it has seemed more like a discussion group than a true policy-making body.	11/25/2022 12:32 PM
9	Not at this time	11/22/2022 2:27 PM

Q15 How will you participate in the PPAC Meeting on December 13th?

Answered: 15 Skipped: 0



ANSWER CHOICES	RESPONSES	
In person	60.00%	9
Virtual	33.33%	5
Unable to attend	6.67%	1
TOTAL		15

Appendix 1- B - PPAC Work Session Notes

PPAC Work Session Held December 13, 2022

Notes from meeting are provided in red text.

Ways to Focus: Discussion on Priority Tracks

Potential Priority Track	Brief Summary of PPAC’s Advisory Role
Education and Outreach	<p>To advise on ways for improving bicycle and pedestrian education, awareness, and outreach for multiple organizations and the public.</p> <p>To advise on ways to increase walking and biking in the state.</p> <p>Education & outreach for professionals Education & outreach for the public</p> <p>Can’t solve problems, but is a way to address them.</p>
Policy, Planning, and Programs	<p>To advise how federal, state, and regional/local policy, planning, and programs can be strengthened and/or updated for the accommodation of bicyclists and pedestrians.</p> <p>Legislation is the most important. Should be included in the priority tracks. Have legislation prioritized by PennDOT and other agencies. (ex. E-scooters, pilot ending, potential expansion)</p>
Infrastructure Design and Maintenance	<p>To advise on ways in which infrastructure design and project development can be enhanced for walking and biking.</p> <p>To advise how maintenance and operations for the various transportation modes can integrate walking and biking.</p> <p>This is important: Particularly to increase walking and biking. We need more infrastructure.</p>
Safety	<p>To advise on the wide range of ways to enhance safety for bicyclists, pedestrians, and other users of the transportation system and trails.</p>
Recreation and Economic Benefit	<p>To advise as to how biking and walking can best compliment the state’s recreation and economic well-being.</p> <p>Add health and environmental. There is a relationship to Education and Outreach.</p>

Partnerships and Collaboration	To advise as to the opportunities for partnerships, strategic alliances, and other collaborations among the state and other partners.
Capacity Building	<p>To advise as to methods and approaches for improving bicycle and pedestrian knowledge and skills among transportation professionals and others.</p> <p>Institutional / Organizational Capacity</p> <p>PennDOT, DCNR, DOH, DCED: Look at the capacity of <u>agencies</u> to improve and increase walking and biking. How could the agencies complement each other/work together? Need to build a team. (Ex. CA DOT, MassDOT, Minnesota)</p>
Committee Organization and Effectiveness	To collaborate with PennDOT and other state agencies to determine the various means necessary to ensure the effectiveness of the committee.

General Comments

- Funding and Resources: Need more resources
 - o What is the role of planning, MPOs/RPOs
 - Federal performance metrics: Drive maintain existing infrastructure
- Tracks seem to cover everything. Start with something small (and concrete) and move it forward. (Example: DCNR advisory committee & e-bike policy.)
- Ex. Promote Complete Streets policies at the local level.
- Possibly provide a menu of potential goals

Areas to Focus: Discussion on Strategic Actions

The “Votes” represent the tally marks of input from PPAC members (and others) on their top three priority strategic actions.

Strategic Actions Brainstorm List	“Votes”
a. DM2 Review and Updates	
b. PennDOT Publication 95 – Driver’s Manual Updates	
c. PennDOT Publication 380 – Bicycle Driver’s Manual Updates	
d. PennDOT Connects, Scoping, Bike/Ped Checklist	
e. Other PennDOT Design Policies	
f. PA Bicycle Routes / US Bicycle Routes	
g. Protected/Separated Bicycle Lanes	
h. “Innovative” Bicycle/Pedestrian Treatments	
i. Tactical Urbanism/Pop-up/Light Construction	
j. Emerging mobility / Micromobility	
k. Connected / Autonomous Vehicles	
l. Vulnerable Road Users Assessment	
m. Safe System Approach	
n. Safe Routes to School Programs and Hazardous School Routes	
o. Promote Bike Month, Bike to School Day, Walk to School Day, and other national events	
p. Education/Training Program(s): <i>Possibly focusing local government</i>	
q. Guidance for creating bike/ped related GIS inventories	
r. Guidance for entities creating bike/ped/trail plans (including PennDOT’s potential role)	
s. Best practices hub	
t. Tools, approaches, and/or research for bicycle and pedestrian treatments for rural areas	
u. Funding and Resources	
v. Maintenance Issues / Agreements	
w. Trail gaps	

Potential Strategic Actions Related to the Committee Effectiveness Priority Track	
x. Hold meetings or host field visits to view bicycle/pedestrian infrastructure, projects, challenges, etc.	
y. Coordinate PPAC's participation in Bike to Work Day / Walk to School Day events	
z. Coordinate or participate in a bike/ped related summit/symposium	
aa. Invite guest speakers to present at meetings	I
bb. Have a non-member facilitate meetings	
cc. Develop a new member handbook and/or hold a new member orientation meeting	
dd. Develop an annual report	
ee. Institutional capacity	III
ff. Advise on legislative priorities	II

General Comments

- There are some things that should be done.
- What of this list does the committee have a role in?
- What of this list should this committee stay out of?
- High quality bike/ped infrastructure: Goes beyond protected bike lanes. Includes sidewalks, crosswalks, and much more.
- Performance measures
 - o Fatalities and serious injuries. Separate bike/ped from other fatalities and serious injuries.
 - o Ex. PPAC develop performance measures / methodology for reducing bike/ped fatalities and serious injuries.
 - o PennDOT Highway Safety Plan relationship.
 - o Ex. Potential sub-committee to advise PennDOT.

Sub-committees and/or Ad-hoc

- DCNR Trails Advisory
 - o Has a couple of standing
 - o Moved to more ad hoc
- Ad-hoc: Haven't had enough participation and/or capacity to form sub-committees.
- Ex. TAC
 - o Augment committee with others that are interested
- General support for ad-hoc

Closing Comments

- Training and education focused to reduce serious injuries and fatalities.
- Manage expectations of this committee and what the committee can work on and accomplish.
 - o Identify 3 strategic items for 2023
 - o (Can easily get watered down)
- Must have accomplishments.
- Important to remember the magnitude of the issues and scale up.
- Need to look both at near term and long term.
- What are PPAC's goals? (one or two)
 - o Increase percentage of mode share
 - o Reverse trend of serious injuries and fatalities
- TROC (Transportation Funding and Reform Commission) report
 - o Multimodal rolled up into a big bucket (transit is a big component...active transportation wasn't separate)
 - o Ex. Aviation recommended a funding analysis to TAC
 - o Possibly focus on funding for active transportation...possibly a study for TAC
 - o Make recommendations for funding if the gas tax goes away
- Education
 - o Education to legislators
- Growing Outdoor Recreation within Pennsylvania (GORP)
- Urban vs Rural
- Education for users

Public comment

- Need for the documentation of history of bicycle advocacy in PA

ATTACHMENT 5

DIRECTION-SETTING

Technical Memorandum #2

Prepared for

**Pennsylvania Pedalcycle and
Pedestrian Committee (PPAC)**

and



Prepared by



Agreement E04805 – Work Order 7

March 6, 2023

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Appendix 2-A: PPAC Member Comments – Overarching Themes

Appendix 2-B: Strategic Initiative Considerations

Background

PPAC Overview

Pennsylvania's Pedalcycle and Pedestrian Advisory Committee (PPAC) was established in 1995 by Act 72 of the State Legislature and the legislation was amended in 2001. The legislation provides that the "powers and duties of the committee shall be to **advise and comment** on all phases of bicycling and pedestrian program activities being undertaken or financially assisted by the department [PennDOT] and agencies of State government."

PPAC has 17 voting members. Membership reflects a cross-section of stakeholders concerned with bicycle and pedestrian mobility, and include the:

- Secretary of Transportation (PennDOT)
- Secretary of Conservation and Natural Resources (DCNR)
- Majority Chair and Minority Chair from both the Senate Transportation Committee and the House Transportation Committee
- 11 members appointed by the Governor representing specified geographic, organizational, and subject-matter constituencies, and two at-large members representing the general public

PPAC's bylaws were updated and adopted in March 2022 addressing membership, meetings, and other requirements as to how the committee carries out its functions.

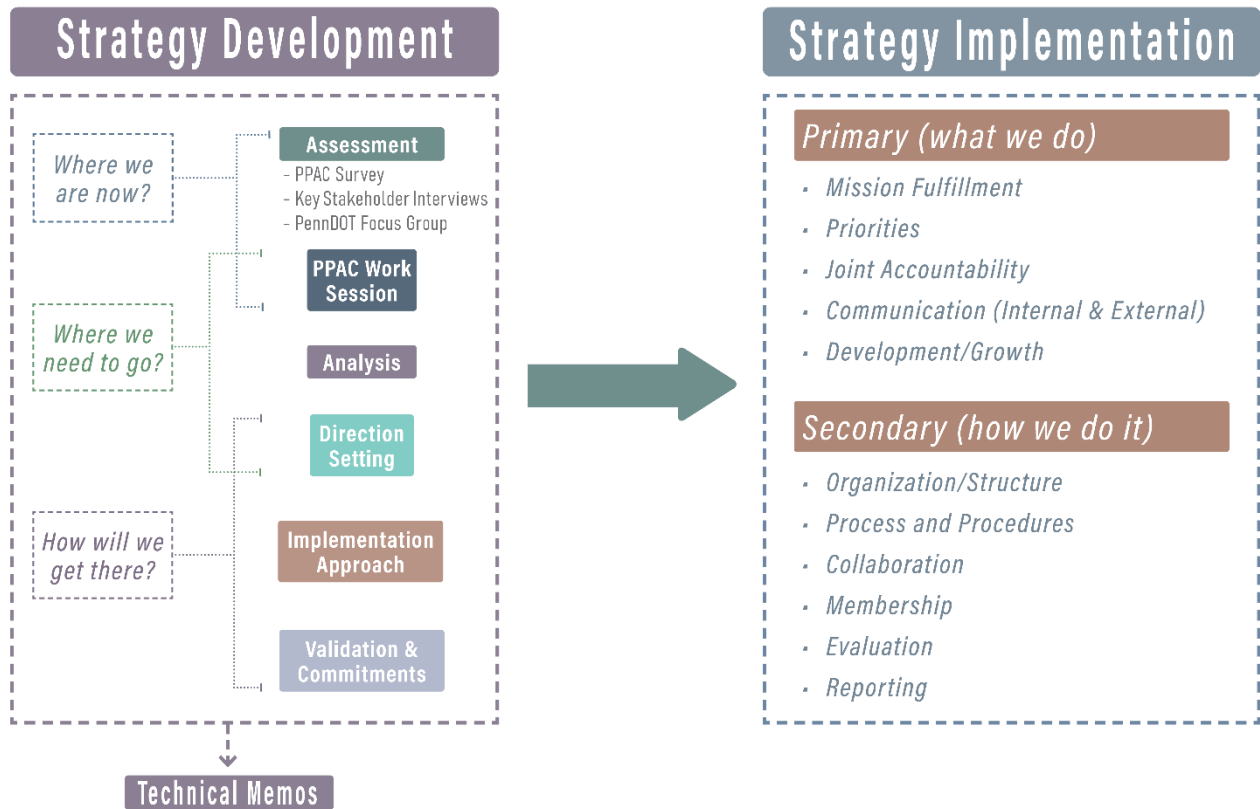
The committee, like other advisory bodies (e.g., the State Transportation Advisory Committee) is legislatively required to meet at least once a year, though PPAC typically schedules meetings quarterly.

PPAC and PennDOT are interrelated, as is reflected in this document. PPAC is one of 13 public advisory committees, boards, and commissions for which PennDOT provides staff support. The Secretary also serves as a member of PPAC as noted above, and PennDOT solicits advisory input from the larger PPAC membership.

PPAC Assessment and Strategic Direction-Setting Overview

PPAC’s broad statutory purpose is to advise various state entities on a wide range of topics and issues related to bicycling and walking.¹ This expansive role makes it essential that PPAC prioritize and focus on select topics and issues to be effective as an advisory body.

PPAC members and alternates undertook an assessment and strategic direction-setting process between November 2022 and February 2023 with the support of PennDOT and a consultant team for facilitation and documentation. The graphic below provides an overview of the process.



The results of the assessment process (“Where are we now?” in the above graphic) are summarized in a separate technical memo (Assessment – Technical Memorandum #1), which included the following elements:

- PPAC Online Survey, November 22, 2022 – December 2, 2022
- Stakeholder Interviews and Focus Groups, November 22, 2022 – December 2, 2022
- Research on Other Similar Advisory Bodies
- Summary of PPAC Work Session on December 13, 2022

This direction-setting technical memo presents a summary of the approach that was developed based on key findings and input received during the assessment process (“Where do we need to go?” in the above graphic).

PPAC members provided comments on drafts of Technical Memorandum #1 and #2 in February 2023 and overarching themes based on the comments received are summarized in Appendix 2-A.

¹ The term “walking” is used in this document to encompass all forms of pedestrian mobility and access.

Direction-Setting

Foundation

Based on findings from the assessment process, PPAC should focus initially on ways to function optimally as a committee. The effort invested in renewal, recommitment, and a refocusing of individual members and the committee as a whole will pay long-term dividends for non-motorized modes. PPAC will be more energized and productive and will raise its profile as a trusted advisor, with a slate of tangible accomplishments.

The activities listed below are initial steps for enhancing PPAC's effectiveness and its operation as a committee in line with Tech Memo #1, Assessment. These ideas are not intended to be prescriptive. Rather, they are a starting point for PPAC to define its own actions going forward.

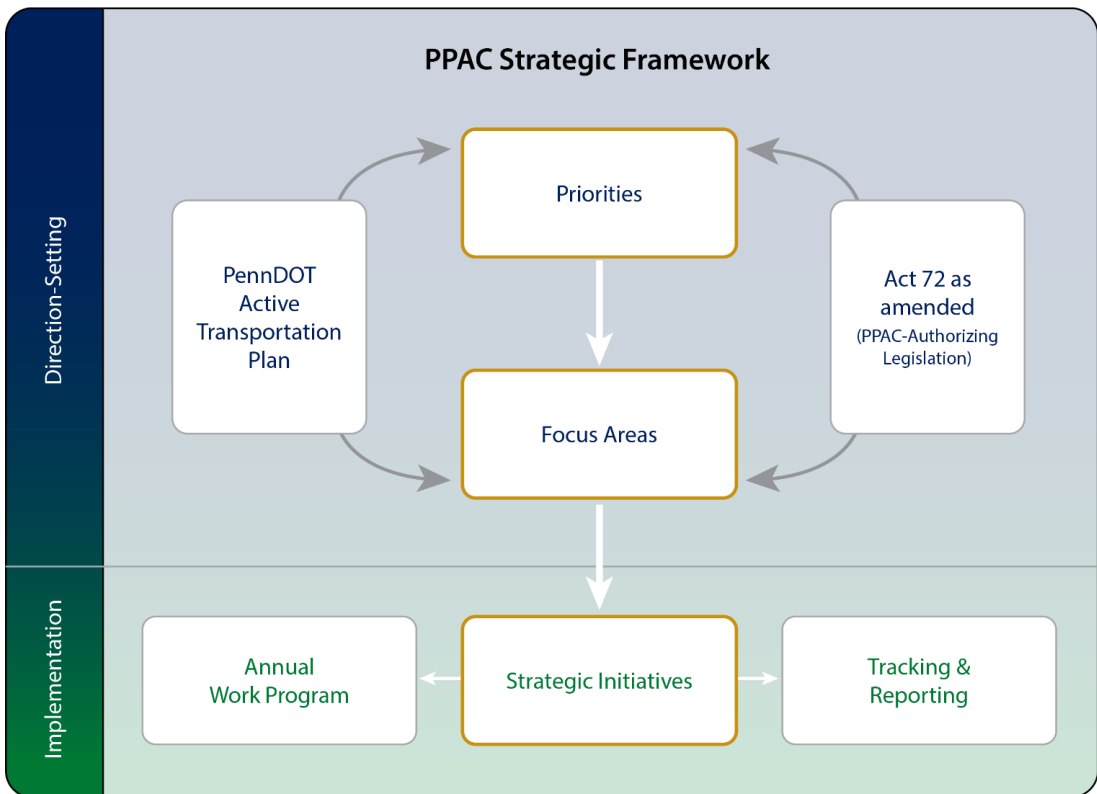
- **Meeting Management:** Identify strategies/methods to improve the structure and participation of PPAC members during meetings (e.g., using an external facilitator; training PPAC members in meeting facilitation skills such as techniques to draw participants into the discussion for balanced input; establishing standing agenda items along with open forum time for new items; meeting time management; managing public comments and participation).
- **Roles and Responsibilities:** Draft a PPAC members' roles and responsibilities document for adoption, issuance to new members, and periodic reference (as part of ongoing self-assessment) and to clarify expectations.
- **PennDOT Interface:** Identify strategies/methods to improve the interface between PPAC and PennDOT, starting with simple, concrete, and achievable actions. Strengthening the advisor/advisee relationship requires periodic review and adjustment. PPAC and those it advises need to constructively discuss and consider how this relationship can be mutually improved. Strategies may include having a joint discussion on key topics for the next PPAC work program, and PennDOT presentations on topics directly or indirectly related to walking and biking.
- **Social Events:** Plan one event for members to get to know one another, possibly before or after a quarterly meeting.
- **Work Program and Annual Progress Report:** Develop a specific, attainable work program for 2023 as described in the following sections, and commit to preparing an annual progress report (one to two pages) that summarizes PPAC's activities and accomplishments in 2023 in relation to this work program and planned strategic initiatives for 2024.
- **Longer-Range Planning:** Following some initial success in 2023, develop a 2024 Work Program and possibly consider a longer-term (three- to five-year) outlook.

Organizing Framework

Part of ensuring that any organization, including PPAC, is achieving its potential is to establish a strategic direction and framework for making steady progress. The following pages summarize the PPAC Strategic Framework based on the assessment process, including input obtained during and following the PPAC work session and input by PennDOT.

Organizing Framework Tier	Summary Description
Priorities	<ul style="list-style-type: none"> PPAC’s “big-picture” purpose consistent with its statutory mission as an advisory body.
Focus Areas	<ul style="list-style-type: none"> Angles from which to advance PPAC’s priorities. Four focus areas have been identified based on committee input. The focus areas will guide PPAC’s work and serve as a framework to establish ad hoc work groups and potentially future sub-committees or task forces.
Strategic Initiatives	<ul style="list-style-type: none"> Items that PPAC commits to addressing annually. For each initiative, specific action steps will be identified by PPAC to flesh out its work program. Each action will include roles and responsibilities, schedule, and progress milestones. Strategic initiatives and the related action steps are reviewed and updated each year as needed.

The following graphic depicts the framework for PPAC’s strategic direction-setting and implementation. The framework is designed to provide a consistent, flexible, and accountable process consistent with the committee’s statutory role and supporting the implementation of the [Pennsylvania Active Transportation Plan \(ATP\)](#) (2020). The implementation of the ATP can be challenging, and requires support from partners, strategic alliances, advisory bodies, etc. PPAC can support the ATP implementation through its advisory role, including selection of strategic initiatives and actions that are closely related to the ATP.



Priorities and Focus Areas

Priorities

The following table presents PPAC priorities identified by PPAC members during the assessment process as high-level desired outcomes for PPAC’s work. The priorities are consistent with PPAC’s role as established by law and the ATP, which provides a framework for PPAC’s advisory role. All PPAC activities should be aligned with one or more of these three priorities.

PPAC Priorities	Corresponding PA Active Transportation Plan Themes
P-1: Increase walking and biking	<ul style="list-style-type: none"> • Connect Walking and Bicycling Networks² • Improve Public Health • Increase Economic Mobility • Provide Transportation Equity
P-2: Reduce fatalities and injuries of bicyclists and pedestrians	<ul style="list-style-type: none"> • Enhance Safety
P-3: Promote partnerships and collaboration	<ul style="list-style-type: none"> • Leverage Partnerships

Focus Areas

Listed below are the four PPAC focus areas—the general methods by which the priorities will be advanced.

Focus Area	Summary Description
F-1: Education and Outreach	Advise on ways to improve bicycle and pedestrian education, awareness, and outreach for multiple organizations, professionals, and the public.
F-2: Policy, Planning, and Programs	Advise on how federal, state, regional and local policy (including legislation), planning, and programs can be strengthened and/or updated for the accommodation of bicyclists and pedestrians.
F-3: Infrastructure Design and Maintenance	<p>Advise on how infrastructure design and project development can be enhanced for walking and biking.</p> <p>Advise on how maintenance and operations for various transportation modes can integrate walking and biking into other modes.</p>
F-4: Resources and Funding	Advise on matters related to expanding resources (of all types), funding, and institutional capacity and capabilities ³ to support bicycle and pedestrian mobility.

² It is important to note that “walking” and “bicycling” include considerations for all Vulnerable Road Users (VRUs), which may include people walking, biking, or rolling.

³ Institutional capacities and capabilities, depending upon its use, refers to advising PennDOT, state agencies, and regional/local organizations in these areas or the committee’s own capacities and capabilities.

Strategic Initiatives and 2023 Work Program

Four strategic initiatives with potential corresponding actions make up the 2023 PPAC Work Program. An annual work program provides PPAC with an effective means for planning, organizing, and executing its efforts in attainable action steps. Considerations for establishing strategic initiatives are provided in Appendix 2-B.

Note that most strategic initiatives and their supporting actions will align with more than one focus area and more than one priority, as indicated on the matrix below. Additionally, each of the strategic initiatives are aligned with one or more strategies included in the ATP. Such multifaceted activity strengthens overall progress and increases PPAC’s value-adding impact.

Strategic Initiative	Addresses Which Focus Areas?				Aligns with Which Priorities?		
	F-1: Education and Outreach	F-2: Policy, Planning, and Programs	F-3: Infrastructure Design and Maintenance	F-4: Resources and Funding	P-1: Increase Walking and Biking	P-2: Reduce Fatalities and Injuries of Bicyclists and Pedestrians	P-3: Promote Partnerships and Collaboration
S-1: Advise on Legislation and Policy – Actions TBD as part of Work Program	●	●	●	●	●	●	●
S-2: Recommend Performance and Best Practices for Asset Management – Actions TBD as part of Work Program	●	●	●	●	●	●	●
S-3: Review Updates to the PennDOT Design Manual Part 2 (DM2) – Actions TBD as part of Work Program	●	●	●	○	●	●	●
S-4: Increase awareness of the Safe Systems Approach – Actions TBD as part of Work Program	●	●	●	●	●	●	●

In the near term, it is important that PPAC confirms strategic initiatives for 2023 and develops supporting action steps (i.e., the 2023 PPAC Work Program) to gain traction and build momentum. The final annual work program, complete with action steps, will be agreed upon with PennDOT. Ultimately, PPAC should lay out a strategic direction for a three-to-five-year period to effectively advance initiatives.

More detail on the strategic initiatives follows, with starting discussion topics listed below. PPAC can use the discussion topics to help establish a few concise, attainable action steps as part of its initial implementation activity. It is recommended that each action have a designated PPAC Chair or Lead and a designated PennDOT support staff person.

S-1: Advise on Legislation and Policy

Advise on new areas of potential legislation related to walking and biking, with a particular focus on topics that have not previously been discussed or reviewed by PPAC.

Addresses Which Focus Area(s)?	Aligns with Which Priority Area(s)?
<ul style="list-style-type: none"> ● F-1: Education and Outreach ● F-2: Policy, Planning, and Programs ● F-3: Infrastructure Design and Maintenance ● F-4: Resources and Funding 	<ul style="list-style-type: none"> ● P-1: Increase walking and biking ● P-2: Reduce fatalities and injuries of bicyclists and pedestrians ● P-3: Promote partnerships and collaboration

Aligns with Which ATP Elements/Strategies?
<ul style="list-style-type: none"> ● P1.3. Partner with other state agencies, planning partners, and advocacy groups to identify legislation and policies to support bicycling and walking. ● P4.1. Determine new policies and practices to integrate new mobility solutions such as e-bicycles, e-scooters, and other emerging transportation technologies into the existing transportation network. <i>(Based on topics listed below.)</i>

Topics may include:

- Micro-mobility policy, given upcoming expiration of legislation for the e-scooter pilot program in Pittsburgh.
- Recommendations for reauthorizing speed cameras on Roosevelt Blvd. in Philadelphia (see [TAC study](#)).
- Evaluation of committee structure for potential modification.
- Automated vehicle interaction with bicyclists and pedestrians.

S-2: Recommend Performance and Best Practices for Asset Management

Recommend ways of improving bicycle- and pedestrian-related performance that could be used for regional planning or other purposes (e.g., general progress reporting, etc.). This includes advising on the need and best practices for tracking and managing bicycle and pedestrian related facilities. The scope of this effort would need to be carefully targeted.

Addresses Which Focus Area(s)?	Aligns with Which Priority Area(s)?

<ul style="list-style-type: none"> ● F-1: Education and Outreach ● F-2: Policy, Planning, and Programs ● F-3: Infrastructure Design and Maintenance ● F-4: Resources and Funding 	<ul style="list-style-type: none"> ● P-1: Increase walking and biking ● P-2: Reduce fatalities and injuries of bicyclists and pedestrians ● P-3: Promote partnerships and collaboration
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Aligns with Which ATP Elements/Strategies?
<ul style="list-style-type: none"> ● “Measure Success” section ● S1.3. Implement an active transportation counting program. ● S1.5. Identify crashes involving bicycles and pedestrians and prioritize safety improvements. ● P3.1. Improve and standardize data collection and data management. ● C1.1. Develop online resource center that provides a comprehensive inventory of bicycle and pedestrian infrastructure. ● M3.1. Track return-on-investment for active transportation infrastructure projects.

The scope of this effort can be further defined in 2023 with the goal of PPAC input on the most important performance measures as an ongoing activity throughout the year. This would be done in increments, building the overall recommended approach to performance measurement.

Listed below are initial topics for PPAC’s consideration.

- Learn about various types of performance measures and how are they used:
 - Review federal and state presentations on performance, including federal requirements, and how performance measures are currently used by FHWA, FTA, PennDOT, and metropolitan / rural planning organizations (MPOs/RPOs).
 - Evaluate and discuss how performance measures could be used in relation to PPAC priorities and ATP goals.
- How are PennDOT and MPO/RPOs prioritizing and quantifying vulnerable roadway users (VRUs) in the project selection process for the LRTP?
 - Review performance measures related to VRUs through regional partner education and outreach.
 - Review performance related to VRUs with regional and statewide applicability.
 - Review local and regional plans and policies (Complete Streets, Vision Zero, Safe Streets) to gain an understanding of studies for implementation.
- Other potential topics relative to performance:
 - Review details for an understanding of FHWA cost/benefit analysis for awareness and benefits specific to VRUs and concept improvements.
 - Review current guidelines and best practices from other state and regional partners for the development of GIS inventories relative to VRUs and facilities.
 - Discuss topics for consideration that could be a future TAC study.
 - Provide advisory support for competitive funding programs.
 - Consider indicators of public health and air quality outcomes.

S-3: Review Updates to the PennDOT Design Manual Part 2 (DM 2)

Review and provide written chapters of the PennDOT Design Manual Update related to walking and biking.

Addresses Which Focus Area(s)?	Aligns with Which Priority Area(s)?
<ul style="list-style-type: none"> ● F-1: Education and Outreach ● F-2: Policy, Planning, and Programs ● F-3: Infrastructure Design and Maintenance ○ F-4: Resources and Funding 	<ul style="list-style-type: none"> ● P-1: Increase walking and biking ● P-2: Reduce fatalities and injuries of bicyclists and pedestrians ● P-3: Promote partnerships and collaboration

Aligns with Which ATP Elements/Strategies?
<ul style="list-style-type: none"> ● S1.4: Maintain PennDOT Design Manuals and policies to improve active transportation.

Listed below are examples of key chapters of the Contextual Roadway Design Manual that are in development and can be provided to the committee for review, as they are available.

- Chapter 13 – Pedestrian Facilities
- Chapter 17 – Plain People Community Considerations
- Chapter 18 – Traffic Calming

Consideration should also be given to other areas of PennDOT’s activities that could benefit from PPAC review and advice. This could include other PennDOT statewide plans, publications, policies, and programs. Additionally, this strategic initiative can be refined over time based on timely topics to include land use and other areas that significantly impact walking and biking.

S-4: Safe Systems Approach

Increase the awareness and identify possible applications of the Safe Systems approach for Pennsylvania

Addresses Which Focus Area(s)?	Aligns with Which Priority Area(s)?
<ul style="list-style-type: none"> ● F-1: Education and Outreach ● F-2: Policy, Planning, and Programs ● F-3: Infrastructure Design and Maintenance ● F-4: Resources and Funding 	<ul style="list-style-type: none"> ● P-1: Increase walking and biking ● P-2: Reduce fatalities and injuries of bicyclists and pedestrians ● P-3: Promote partnerships and collaboration

Aligns with Which ATP Elements/Strategies?

- S1.4: Maintain PennDOT design manuals and policies to improve active transportation.
- S1.5: Identify crashes involving bicycles and pedestrians and prioritize safety improvements.
- S3.2: Establish a PennDOT clearinghouse for active transportation safety education materials.
- P1.3: Partner with other state agencies, planning partners, and advocacy groups to identify legislation and policies to support bicycling and walking.

Listed below are potential topics for PPAC's consideration.

- Learn about the Safe System approach principles and elements.
- Understand how Federal Highway Administration (FHWA) supports the Safe System approach.
- Understand how other states consider and apply the Safe Systems approach on a statewide level.
- Review existing Pennsylvania Safe System/Vision Zero policies, plans, and initiatives.

Moving Forward Summary

PPAC direction-setting implementation will require a well-organized and coordinated effort with PennDOT in 2023. It is an opportunity and necessary for establishing the foundation for greater long-term effectiveness. This section summarizes the primary steps for being intentional in moving forward. The steps are not strictly linear; some are in tandem as indicated.

- 1. Finalize the Assessment and Direction-Setting Documents** – Finalization entails joint acceptance of both documents by PPAC and PennDOT. General consensus reflects acceptance of the overall direction for moving forward. Expectations of members would be specified in the recommended Roles and Responsibilities document (page 3) as well as the annual work program to be developed by PPAC (see below).
- 2. Engage in Committee Renewal Based on the Assessment** – This first year of direction implementation should launch with constructive work on enhancing committee function. PPAC should consider routinely monitoring, and adopting as appropriate, some of the best practices of interest of comparable advisory bodies.
- 3. Flesh Out the 2023 Work Program** – With the structure and direction established, this step involves developing and assigning incremental actions that will help achieve each strategic initiative.
- 4. Review Progress for Priority Initiatives Quarterly** – Each quarterly PPAC meeting should include a simple progress report on strategic actions to promote accountability and celebrate accomplishments.
- 5. Establish Priority Initiatives for 2024 (and potentially beyond)** – In the last quarter of 2023, PPAC with PennDOT should repeat the cycle for establishing priority initiatives for the ensuing year.
- 6. Prepare and Issue a 2023 Annual Progress Report** – At its last quarterly meeting PPAC should share a draft progress report of its work for that year and formally approve the report at the next meeting. The approved report should be shared with interested parties such as stakeholders, legislators, Planning Partners, and the public.

PPAC members have expressed a strong interest in bringing about bold, beneficial change. Incremental, strategic steps as identified in this document are the means of steadily bringing about longer-term and more substantive changes for the benefit of Pennsylvania bicyclists and pedestrians.

Appendix 2 – A

PPAC Member Comments – Overarching Themes

PPAC members were given an opportunity to review and comment on the February 2, 2023, drafts of Technical Memo #1, Assessment, and Technical Memo #2, Direction-Setting. The March 6, 2023, final technical memo documents reflect that feedback. In addition, several themes emerged that warrant further future discussion among PPAC members. Some overarching themes based on comments from several reviewers are summarized below.

- Posed questions that reflect the need for greater awareness and understanding of this phase of work and how it will be used going forward.
- Requested examples for further clarification in the Direction Setting – Technical Memo #2.
- Sought further understanding of PPAC’s specific role and responsibilities.
- Sought further clarification regarding PPAC’s role as an advisory body and the difference between advisory and advocacy activities.
- Sought continued coordination with PennDOT and other public entities regarding their role as advisees.
- Sought terminology understanding and affirmation of the source for “Priorities,” “Focus Areas,” and “Strategic Initiatives.”
- Raised questions aimed at achieving a greater shared understanding of “performance” vis-à-vis PPAC.
- Sought clarification as to the scope and range of the targeted audiences for “education” and “outreach” efforts and initiatives.
- Continued dialogue regarding what PPAC, as an advisory body, can accomplish or influence.
- Continued to express concern regarding resources available to PPAC and the capacity of PPAC to develop and implement a work program.

Appendix 2 – B

Strategic Initiatives Considerations

PPAC's effectiveness will be impacted by the selection of strategic initiatives and actions that generally align with the kinds of considerations listed below, specifically the relationship to PPAC's Priorities and Focus Areas. These considerations can be used to develop a process for PPAC's screening and prioritization of potential strategic initiatives and actions.

- 1. Relationship to PPAC's Priorities and Focus Areas** – The strategic initiative and associated actions are related to one or more of PPAC's Priorities and consistent with one or more Focus Areas.
- 2. Statewide Scale and Scope** – The strategic initiative is related to an issue, opportunity or problem that is generally statewide in nature or impacts a significant portion of the state.
- 3. Related to the ATP or other state plan/priority** – The strategic initiative is related to implementation of the Active Transportation Plan (ATP), another state plan related to walking and biking, or another documented state priority.
- 4. Leadership** – The strategic initiative has support of leadership.
- 5. Unique** – The strategic initiative has not been adequately addressed by others.
- 6. Timing** – The strategic initiative can be addressed in a timely way.
- 7. Timeliness** – There is a need and sense of urgency to address the issue or topic and/or an opportunity to coordinate with other processes.
- 8. Relevance and Value to State Departments, Stakeholders, and the Public** – The strategic initiative will benefit PennDOT, DCNR, DOH, other state Departments, MPOs/RPOs, counties, local governments, bicyclists, pedestrians, and all Pennsylvanians.
- 9. Available Data, Information, and Resources** – The issue or topic can be addressed through a cost-effective approach given available data, information, and other resources.
- 10. Implementation Feasibility** - The result of PPAC's work and implementation of advisory recommendations can likely make a difference to improve or expand walking and biking or provide new important insights through research, etc.