PROSPECTUS 2024

Erie County Regional Planning
Metropolitan Planning Organization
2900 Columbus Avenue
Sanduky, OH 44870

RESOLUTION NUMBER 2024-12 OF THE METROPOLITAN PLANNING ORGANIZATION POLICY COMMITTEE OF THE ERIE REGIONAL PLANNING COMMISSION

ADOPTING THE REVISED 2024 PROSPECTUS TO COVER THE SANDUSKY-PORT CLINTON URBAN AREA WITH THE ERIE REGIONAL PLANNING COMMISSION METROPOLITAN PLANNING ORGANIZATION

WHEREAS, this Committee previously served as the Metropolitan Planning Organization (MPO) for Erie County and the Lorain County portion of the City of Vermilion; and

WHEREAS, the Erie Regional Planning Commission (ERPC) MPO is mandated by 23 CFR 450.312 to adopt an agreement with the Governor of Ohio to carry out the federal transportation planning process for the expanded Sandusky-Port Clinton Urban Area and contiguous areas expected to become urbanized with a 20 year forecast period; and

WHEREAS, ERPC MPO has updated its Metropolitan Planning Area (MPA) boundary based on the 2020 Census designated Sandusky-Port Clinton Urban Area and other census data in coordination with the current ERPC MPO members and the jurisdictions of expanded areas; and

WHEREAS, the updated ERPC MPO MPA includes all of Erie County and the City of Vermilion in Lorain County, and includes the City of Port Clinton, villages of Put-In-Bay and Marblehead, and Bay, Erie, Portage, Danbury, Catawba, and Put-In-Bay Townships within Ottawa County, as presented on the attached map; and

WHEREAS, ERPC MPO has coordinated with stakeholders in Ottawa County to determine the planning area and representation on the Metropolitan Planning Policy Committee and Technical Advisory Committee (TAC), and to review the revised Prospectus for concurrence on Committee Bylaws and structures; and

WHEREAS, ERPC MPO TAC and Policy Committee have reviewed the updated Prospectus revisions for accuracy and found it to be consistent with the Long Range Plan of the Erie Regional Planning Commission; and

WHEREAS, Ottawa County Commissioners have entered into a Memorandum of Understanding with ERPC recognizing ERPC MPO as the Metropolitan Planning Organization for the planning area where ERPC MPO will staff and coordinate statewide planning processes across the planning area, and ERPC will serve as the handling agency; and

WHEREAS, the Ohio Department of Transportation (ODOT) in cooperation the ERPC MPO, have reviewed the updated ERPC MPO MPA boundary; and

WHEREAS, The Prospectus guarantees continued compliance with state laws governing open meetings and public access to MPO documents, and

WHEREAS, All jurisdictions within the updated MPA, comprising all or portions of Erie, Lorain and Ottawa Counties, will look to participate in the metropolitan planning process, including serving on its committees and participating in statewide planning processes, and abiding by the Prospectus and Bylaws as adopted by the ERPC MPO Policy Committee.

NOW THEREFORE BE IT RESOLVED:

1) That the ERPC MPO Policy Committee adopts the 2024 Prospectus and expands the Metropolitan Planning Area to include portions of Ottawa County to be included into the metropolitan transportation planning process.

2) Policy Committee and Technical Advisory Committee membership will be expanded to reflect membership in the Prospectus.

3) That this Committee authorizes Erie Regional Planning Commission staff to provide copies of this Resolution and updated Prospectus to the appropriate agencies as evidence of action by the Erie Metropolitan Planning Organization.

Pat Shenigo, 2024 Chairperson
Metropolitan Planning Organization Policy Committee
Erie Regional Planning Commission
November 21, 2024

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INTRODUCTION

The Policy Committee of the Erie County Regional Planning Metropolitan Planning Organization (ERPC MPO) is designated by the Governor of Ohio, acting through the Ohio Department of Transportation (ODOT), as the MPO for all of Erie County, the eastern half of Ottawa County, and the Lorain County portion of the City of Vermilion.

The Federal Surface Transportation Assistance Act of 1973 required the formation of an MPO for any urbanized area with a population greater than 50,000. Parts of Erie County were declared an urbanized area after the US Census 2000. The urbanized area in Erie County had a population of 50,693 people, and thus received its MPO designation in 2003.

Following the 2020 Decennial Census, the urbanized area was expanded to include portions of Ottawa County. ERPC MPO expanded its metropolitan planning area to cover these areas including the City of Port Clinton, villages of Marblehead and Put in Bay, and townships of Bay, Erie, Portage, Catawba, Danbury and Put in Bay.

As the certified MPO, ERPC MPO is responsible for the continuing, comprehensive and cooperative transportation planning process for the MPO region. This Prospectus was prepared to ensure the efficient use of planning resources. The Prospectus describes the MPO's organizational structure and membership of the committees, committee by-laws and membership voting representation, overview of the planning area, applicable agreements, public involvement policy, and activities to be performed in conducting the transportation planning process. Since the original Prospectus was written in 2005 transportation legislation has changed once more as SAFETEA-LU was replaced with Moving Ahead for Progress in the 21st Century, or MAP-21 which was passed in 2012. In 2015, the Fixing America's Surface Transportation Act, or FAST Act, was signed into law building upon and improving the goals from MAP-21. As a result of this, new goals were created for the MPO to follow. The ERPC MPO strives to focus on the following seven federal planning factors as highlighted in the MPO's Long Range Transportation Plan:

Figure 1: Map-21 Goals

Goal area	National goal
Safety	To achieve a significant reduction in traffic fatalities and serious injuries on all public roads
Infrastructure condition	To maintain the highway infrastructure asset system in a state of good repair
Congestion reduction	To achieve a significant reduction in congestion on the National Highway System
System reliability	To improve the efficiency of the surface transportation system
Freight movement and economic vitality	To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development
Environmental sustainability	To enhance the performance of the transportation system while protecting and enhancing the natural environment
Reduced project delivery delays	To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices

[1]

[1] https://www.fhwa.dot.gov/map21/factsheets/pm.cfm

REGIONAL OVERVIEW

The MPO Planning Area covers all of Erie County, and portions of Ottawa and Lorain County. In Erie County, this covers 17 political subdivisions – the three (3) cities of Huron, Sandusky, and Vermilion; the five (5) villages of Bay View, Berlin Heights, Castalia, Kelleys Island, and Milan; and the nine (9) townships of Margaretta, Perkins, Huron, Berlin, Vermilion, Groton, Oxford, Milan, and Florence. In Ottawa County, this covers 9 political subdivisions - the City of Port Clinton; the two (2) villages of Put in Bay and Marbleahead; and six (6) townships of Bay, Erie, Portage, Catawba, Danbury and Put in Bay. In Lorain County, the MPO covers the portion of the City of Vermilion within the county. According to the 2020 US Census, nearly 100,623 reside in the MPO planning area.

The MPO's transportation system includes approximately 1490 miles of roadway, including Interstate miles down to local roads. Understanding peoples travel patterns and behaviors is essential to understanding how the transportation system is used. The following provides a summary of data provided by the US Census 2023 American Community Survey Five Year Estimate. Nearly 92% of the planning areas residents reported generally using a private vehicle to get to work in 2022; of those, almost 84% drove by themselves and about 8% carpooled with at least one other person on a regular basis. Less than 1% reported regularly using public transit to commute to work. 1% reported regularly walking and 1% reported utilizing a taxicab, motorcycle, bike or other method to get to work. 5% reported working from home. The mean travel time to work for residents is 23.8 minutes.

The Sandusky Transit System (STS) and Ottawa County Transit Agency (OCTA) provide demand response transit service in the Sandusky-Port Clinton urbanized area. STS offers five (5) fixed routes available in the City of Sandusky, City of Huron, and Perkins Township, and is available seven (7) days a week. STS also offers demand responsive, curb-to curb, advance reservation, shared ride transportation service that is provided within Erie County Monday through Saturday. The Sandusky Transit System is open to the general public including persons with disabilities. There are no restrictions on the purpose or number of trips which may be taken on a time-and-space available basis. Additionally, STS operates a contract service for the Erie County Board of MR/DD. Last year STS transported 1,856 MR/DD clients to and from the agency's sheltered workshop. The service is open to the general public and there are no restrictions on trip purpose. OCTA also provide specialized curb-to-curb transportation within Ottawa County and neighboring counties, and accommodate all riders. The service is available for Ottawa County residents seven (7) days a week. The Greyhound Bus Corporation offers a full service stop in the City of Sandusky.

There are two commerical lake ports located in the MPO region: Marblehead and Sandusky. The Port of Sandusky is a deep draft commercial harbor and handles large volumes of bulk commodities, especially importing coal. In the Village of Marblehead, the Marblehead Stone Dock services the LaFarge Quarry in transporting local limestone via commercial freighters. The Ports of Vermilion, Huron, Port Clinton, Put In Bay and Kelleys Islands are not active commercial ports, but are still accessible by small boats. Ferry services to to the region’s islands are accessed in the Village of Marblehead, Sandusky, Port Clinton, and in Catawba Township.

All active rail lines in the region are owned by the Norfolk Southern Corporation (NS). On average, there are approximately 120 trains per day on the NS rail lines through the MPO region.

Daily passenger rail service is provided to the MPO region via AMTRACK which is located in Sandusky.

Port Clinton is home to the Erie-Ottawa International Airport, and is a collaborative partnership between Ottawa County and Erie County for servicing a variety of commercial and chartered flights. Each island in Lake Erie has its own airfield, including North Bass Island, Middle Bass Island, Put in Bay, and Kelley's Island. Additional airfields in the MPO include Hinde in Huron, and the Ortner Airport in Wakeman.

The region's location on Lake Erie also makes it an attractive destination for tourists as well. More than 12 million trips are made to Lake Erie Shores and Islands each year, making it one of the most popular tourist destinations in the Midwest. Each year more than 3.5 million people visit Cedar Point Amusement Park. The result is more than 14,000 jobs in the tourism industry, and an economic impact of $2.6 Billion in the Erie and Ottawa County region.[2]

[2]Shores & Islands Tourism Economics 2021 Ohio Visitor Economy Report

Figure 2: ERPC MPO Boundary Map

ORGANIZATIONAL STRUCTURE

Various committees associated with the MPO were created and meet on a regular basis to give guidance to those projects and policies implemented through the MPO. These committees also work to ensure greater public outreach and comment as a component of future MPO projects. **The Policy Committee** is designated by the State of Ohio as the Metropolitan Planning Organization (MPO). The Committee is responsible for all area-wide transportation planning, the review and approval of the transportation portion of the annual Unified Planning Work Program (UPWP), the review and maintenance of the Transportation Improvement Program (TIP) and the adoption of the Long Range Transportation Plan. The Committee also reviews and approves/adopts all policies, plans and resolutions as part of the MPO process. In addition, all of the projects listed on the TIP were reviewed and approved by the Policy Committee. The by-laws are also included in this document. Policy Committee Members are as follows:

Table 1: Policy Committee Membership

Erie County Commissioner	Erie County Engineer	City Manager, Sandusky
Ottawa County Commissioner	Ottawa County Engineer	Public Works Director, Sandusky
Federal Highway Representative	Erie County Sheriff	City Chief Planner, Sandusky
ODOT Central Office Representative	Transit Operations Manager, Sandusky Transit Systems	Ex-Oficio Mayor, Sandusky
ODOT District 2 Representative	Mayor, City of Vermilion	Mayor, City of Huron
ODOT District 3 Representative	Mayor, City of Port Clinton	Perkins Township Trustee

The **Technical Advisory Committee (TAC)** meets each month and represents a cross section of technical expertise that evaluates and review policies and applications before they appear before the Policy Committee. All projects listed on the Transportation Improvement Plan (TIP) begin with the review and recommendation from the TAC. TAC Members are as follows:

Table 2: Technical Advisory Committee Membership

FHWA Representative	Erie County Soil and Water Conservation District	Sandusky Transit System Administrator	ODOT D2 Representative
City of Sandusky Engineer	Erie County Economic Development Corporation Executive Director	ODOT D3 Representative	City of Port Clinton Representative
Erie County Highway Engineer	Utility Industry Representative	Perkins Township Representative	Ottawa County Highway Engineer
Erie County Department of Environmental Services	City of Huron Representative	Erie County Health Department Representative	Ottawa County Parks District Representative
Erie County Regional Planning Commission Representative	City of Vermilion Services Director	Erie Metro Parks Representative	Ottawa County Regional Planning Commission Representative
Any Affected Township Trustee or Village Rep (for ERPC MPO Agenda Items)			

The **Project Selection Committee** was created in order to review potential projects in the effort of developing the MPO's TIP (Transportation Improvement Program). The Project Selection Committee is comprised of various representatives from local jurisdictions and were appointed by members of the Policy Committee. The Project Selection Committee completes site visits to each of the proposed project locations and ranks the projects based upon various MPO defined factors. The ranked projects are then presented to the Citizens Advisory Committee and the Technical Advisory Committee for recommendations to the Policy Committee.

The **Citizens Advisory Committee (CAC)** serves as the primary body representing public opinion on the goals, objectives, policies, and system plans/programs relating to improvement in transportation. The CAC ensures that all plans and programs give adequate consideration to possible social, economic, energy, and environmental issues. Moreover, the CAC guarantees public involvement in all aspects of the MPO process. The CAC also ensures appropriate and timely advice to the Policy Committee as defined in the Public Involvement Policy (PIP). Each member of the MPO Policy Committee appoints one member to the Committee. Any volunteers representing themselves, the area, or groups within the Erie County Region are welcome to participate on the CAC.

The **Safety Committee** is comprised of representatives from Police and Fire Departments from the MPO political jurisdictions, the Erie County Sheriff's Department, State Highway Patrol, Sandusky and Erie County Engineering Departments, and MPO staff. This Committee is involved in assisting with safety issues related to transportation facilities within the MPO planning region.

The **Bicycle and Pedestrian Advisory Committee (BPAC)** is comprised of local planning practitioners, active transportation advocates, and the MPO staff. The committee is serves to promote active transportation in the region through education and engagement, project review and programming, as well as community focused audits. The committee will work to promote state policies for active transportation at a local level.

The **Freight Advisory Committee (FAC)** is compromised of local planning practitioners, engineers and local freight transportation advocates working to implement plans consistent witht eh ERPC Fireght Plan and any statewide initiatives. The Committee will be involved with data review and accuracy, project review and programming, and as a built in response team to future freight challenges.

The **MPO staff** completes the technical work of the agency and develops transportation plans and programs as directed by the Policy Committee. Areas of staff experience include transportation engineering and planning, data processing, GIS and mapping, municipal finance and community involvement.

The Policy Committee can designate and form additional subcommittees as it sees fit. Members shall be appointed by members of the Policy Committee.

Bi-County Agreement (MOU)

In 2024, ERPC and Ottawa County established a Memorandum of Understanding detailing the planning boundaries and overview of the work to be provided in participation with the ERPC MPO. As part of the agreement, Ottawa County, Erie County and the local elected officials within the planning boundary will serve on the Policy Committee that serves as the MPO and any subsequent subcommittees as determined by the Policy Committee. Erie and Ottawa County projects of regional significance and/or receiving federal funding will be maintained within the Long Range Transportation Plan, Transportation Improvement Program, and Unified Planning Work Program, as is consistent with the federal transportation planning process. ERPC will serve as the monetary handling agency and provide technical staffing and coordinate with ODOT on statewide planning processes across the planning region. Reviews of the MOU, MPO policies, and any other planning efforts should be ongoing by all parties to ensure equity across the planning areas.

The 10% Local Match for Consolidated Planning Grant funds will be split between the Erie County and Ottawa County Board of Commissions. The funding split will be based on planning area population as determined by the most recent U.S. Census, and will be for communities within each respective county. Erie County will cover costs for the City of Vermilion within Lorain County. Future handling of contracts and invoicing as approved by the Policy Committee will be handled by the ERPC staff. For approved planning studies and services by the policy board utilizing CPG funds, the ERPC Transportation Director and Policy Committee Chairperson will be able to enter into agreements for the execution of the contracts.

BYLAWS OF THE METROPOLITAN PLANNING ORGANIZATION (MPO)

POLICY COMMITTEE OF THE ERIE REGIONAL PLANNING COMMISSION

ARTICLE I

MPO Policy Committee (MPO POLICY COMMITTEE)

Section 1. NAME

The name of this committee shall be the Metropolitan Planning Organization (MPO) Policy Committee of the Erie Regional Planning Commission.

Section 2. ORIGIN

The MPO Policy Committee is provided for in the Prospectus to the annual transportation work program.

Section 3. PURPOSE

The purpose of the MPO Policy Committee is to guide the development and implementation of a coordinated, comprehensive and continuing urban transportation planning program for all the Sandusky-Port Clinton Urbanized Area and surrounding region, in cooperation with the cities, villages and townships therein, the U.S. Department of Transportation, the U.S. Environmental Protection Agency and the Ohio Department of Transportation.

Section 4. MEMBERSHIP

Membership shall consist of a designated representative or their designated alternate from the organizations listed below:*

Federal Highway Administration (FHWA) – non-voting
Ohio Department of Transportation (ODOT), Central Office – non-voting
Ohio Department of Transportation (ODOT), District Two
Ohio Department of Transportation (ODOT), District Three
Sandusky Transit System Transit Administrator
Erie County Commissioner
Erie County Engineer
Erie County Sheriff
Ottawa County Commissioner
Ottawa County Engineer
City of Sandusky, Chief Engineer
City of Sandusky, Chief Planner
City of Sandusky, City Manager
City of Sandusky, Ex-Officio Mayor
City of Huron Mayor
City of Vermilion Mayor

City of Port Clinton Mayor
Perkins Township Trustee

Each member of the MPO Policy Committee shall have one vote. Designated alternates will need to be assigned by their Representative in advance of Policy Committee meetings.

Section 5. DUTIES AND RESPONSIBILITIES

1. Direct the conduct of an urban transportation planning process, consistent with the provisions of 23 USC 134, for the Sandusky-Port Clinton Urbanized Area.
2. Exercise general management of transportation planning activities in accordance with all Agreements of Cooperation, State and Federal regulations, the Erie Regional Planning Commission Prospectus and Work Program and Budget as amended.
3. Appoint members of the Citizens Advisory Committee. The Citizens Advisory Committee is provided for in the ERPC Prospectus and involves the public in transportation decision making.
4. Direct the Director of the Erie Regional Planning Commission to report technical progress and financial status, monthly, to the Technical Advisory Committee and to the MPO Policy Committee.
5. Oversee regional transportation system improvement projects financed with federal funding the Ohio Department of Transportation annually suballocates to the MPO. The MPO, in coordination with local government project sponsors, is responsible for identifying and overseeing the development and delivery of a fiscally constrained annual program of projects financed with these suballocated federal Surface Transportation Block Grant Program (STBG) and Transportation Alternative (TA) funds and any additional funds that may be federally allocated.
6. Provide direction for the development and approval of the biennial MPO Transportation Improvement Program (TIP). The TIP identifies and prioritizes regional transportation improvement projects consistent with the region's transportation system goals and needs established in the adopted Transportation Plan. The TIP will record a four-year program of Federal, State and locally funded transportation system improvement projects scheduled for implementation within the MPO planning area boundary.
7. Each member of the Committee is expected to exercise the previous mentioned duties and responsibilities in accordance with the policies of the agency or organization he or she represents but remain cognizant of the needs of the total planning area.

Section 6. ACCESS TO FUNDS/FINANCIAL TARGETS

The access to funds policy of the Erie Regional Planning Commission MPO Policy Committee states that all project sponsors and geographical areas in the region should have sufficient access to funds in order to improve and maintain the transportation infrastructure. The MPO Policy Committee strives to plan, program and prioritize projects on an equitable basis. Therefore, the Policy Committee has set financial funding targets for the urbanized area within Erie County, Ottawa County, and for the Lorain County side of the City of Vermilion.

The targets are intended to assist the Board in providing and monitoring access to funds over time. The targets are **not** a guaranteed level of funding each year and are not a suballocation to political subdivisions, and will be updated with each Decennial Census. Table 3 below shows the financial targets based on each political subdivision's relative share of the urbanized area's population.

Table 3: Population Per Political Subdivision[2]

Political Subdivision	Population	Funding Targets
City of Sandusky	25095	25%
Perkins Township	12390	12%
City of Vermilion	10659	11%
City of Huron	6922	7%
City of Port Clinton	6025	6%
Vermilion Township	4857	5%
Margaretta Township	4258	4%
Danbury Township	4059	4%
Huron Township	3802	4%
Catawba Township	3711	4%
Berlin Township	2799	3%
Florence Township	2470	2%
Milan Township	2209	2%
Groton Township	1379	1%
Village of Milan	1371	1%
Portage Township	1217	1%
Erie Township	1147	1%
Bay Township	1142	1%
Oxford Township	1140	1%
Village of Marblehead	865	1%
Village of Castalia	774	1%
Put-In-Bay Township	659	1%
Village of Berlin Heights	651	1%
Village of Bay View	608	1%
Kelley's Island Township	256	0.3%
Put-In-Bay Village	154	0.2%
City of Bellevue	4	0.0%
Total	**100623**	

[2] Percentage of funding targets for ERPC MPO based on Population Distribution 2020 US Decennial Census.

ARTICLE II

Organization

Section 1. OFFICERS

The officers shall consist of a Chair, Vice-Chair and a Secretary.

Section 2. ELECTION OF OFFICERS

The Chair, Vice-Chair and Secretary of the committee shall be elected at a meeting during the last quarter of the calendar year. Term of office shall start at the first meeting of the new year and shall be for one year and/or until a successor is elected and takes office. The Secretary need not be a member of the MPO Policy Committee.

Section 3. DUTIES OF OFFICERS

1. Chair...To preside at all meetings of the MPO POLICY COMMITTEE and to appoint subcommittees as needed.

2. Vice-Chair...To perform the duties of the chair in their absence.

3. Secretary...To record the minutes and attendance, prepare required reports, notify members of meetings and such other duties as required or directed by the MPO POLICY COMMITTEE.

4. Temporary Chair...In the absence of the Chair and Vice-Chair a temporary chair shall be selected by the members present.

ARTICLE III

Meetings

Section 1. REGULAR MEETINGS

The MPO Policy Committee shall meet regularly on a monthly basis with regular meeting times to be established by agreement of the Committee.
The Chair or the Director of the Erie Regional Planning Commission may call special meetings as required to review the Transportation Plan and the development of the Transportation Improvement Program.

Section 2. NOTICE

Notice of meetings shall be sent at least one week in advance of meeting date, whenever practical.

Section 4. AGENDA

Members desiring to add an item to the agenda should forward a list of such items and related handouts to the secretary on or before the first of each month to

be included as part of the monthly mailing. All other items and handouts by the members shall be discussed at the MPO Policy Committee's prerogative.

Section 5. QUORUM

The quorum shall consist of six voting members. This number shall be revised as the membership increases or decreases. A majority vote of a quorum of the voting membership shall be required for committee action.

ARTICLE IV

Subcommittees

Section 1. FORMATION

Subcommittees may be formed to provide supplemental technical information/advice on specific phases of the transportation planning process. These committees shall be responsible to the MPO Policy Committee.

Section 2. MEMBERSHIP

Subcommittee members and chair shall be appointed by the Chair of the MPO Policy Committee and shall be composed of any persons with recognized competence in the specific subject in question.

Section 3. DUTIES

Subcommittee will perform the specific tasks assigned to it and will report their advice and recommendations to the MPO Policy Committee.

Section 4. MEETINGS

Subcommittee shall meet as determined by the chair of the subcommittee.

ARTICLE V

Conflict Resolution

Section 1. SUBCOMMITTEES

If conflict should arise between the staff and a subcommittee regarding procedure, methodology, projections, assumptions, recommended plans or any other technical aspect which cannot be resolved, a full report expressing the subcommittee and staff's viewpoints will be presented to the MPO Policy Committee by the chair of the subcommittee.

Section 2. TAC

If conflict should arise between the staff and TAC regarding procedure, methodology, projections, assumptions, recommended plans or any other issue

which cannot be resolved, a full report expressing TAC's viewpoints will be presented to the Policy Committee by the chair of TAC. Staff viewpoints should be presented by the Director of the Erie Regional Planning Commission if there is a conflict.

ARTICLE VI

Bylaws and Rules of Order

All questions of parliamentary procedure, order of business or other matters not covered by the bylaws shall be decided according to Robert's Rules of Order, Newly Revised.

ARTICLE VII

Amendment to the Bylaws

Section 1. HOW AMENDED

These articles may be amended by a majority vote of committee subject to approval of the Policy Committee.

BYLAWS OF THE METROPOLITAN PLANNING ORGANIZATION (MPO)

TECHNICAL ADVISORY COMMITTEE OF THE ERIE REGIONAL PLANNING COMMISSION

ARTICLE I

Technical Advisory Committee (TAC)

Section 1. NAME

The name of this committee shall be the Technical Advisory Committee of the Erie Regional Planning Commission.

Section 2. ORIGIN

The Technical Advisory Committee is provided for in the bylaws of the Erie Regional Planning Commission and in the Prospectus to the annual transportation work program.

Section 3. PURPOSE

The purpose of the Technical Advisory Committee is to provide technical advice to the Policy Committee of the Erie Regional Planning Commission as defined under Section 4 of the Agreement between the Erie Regional Planning Commission and the State of Ohio for the continuation of the Urban Transportation Planning Process for the original Sandusky Urbanized Area dated May 8th, 2003. The TAC shall also provide technical advice on land use planning matters to the entire Regional Planning Commission.

Section 4. MEMBERSHIP

Membership shall consist of a designated representative or their designated alternate from the organizations listed below:*

Federal Highway Administration (FHWA) – non-voting
City of Sandusky Engineer or his/her designee
Erie County Highway Engineer or his/her designee
Ottawa County Highway Engineer or his/her designee
Erie County Sanitary Engineer of his/her designee
City of Huron Representative
City of Vermilion Representative
City of Port Clinton Representative
Sandusky Transit System Administrator
ODOT District 2 Representative
ODOT District 3 Representative
Erie Regional Planning Commission Representative
Ottawa County Regional Planning Commission Representative

Economic Development Representative
Utility Industry Representative
Erie County Soil and Water Conservation District Representative
Perkins Township Representative
Erie County Health Department Representative
Erie Metroparks Representative
Park District of Ottawa County Representative
Any Affected Township Trustee (for ERPC Agenda Items)

* One representative from each of the organizations unless otherwise noted.

The Policy Committee may appoint other such members whose broad technical knowledge and experience in transportation and/or land use planning or related field would enhance the transportation/land use planning process.

Section 5. DUTIES AND RESPONSIBILITIES

1. Provide general technical advice for the Erie Regional Planning Commission and the Metropolitan Planning Organization Policy Committee as required.

2. Review the procedures for the various phases of the Transportation Planning Process: methodology, projections, assumptions, analyses, and recommended plans and programs before submission to the Policy Committee.

3. On request, advise and assist the Director of the Erie Regional Planning Commission and/or the Policy Committee in implementing the planning process as related to the functions of TAC.

4. Establish special subcommittees as may be required to provide supplemental technical personnel and advice necessary for the development and carrying out the intent of the plan and promote implementation of the program.

5. Monitor and track MPO suballocated fund usage, the project development process, and the implementation of projects.

6. Provide general technical advice to the Erie Regional Planning Commission on land use planning matters including subdivision approvals, rezoning recommendations, etc.

ARTICLE II

Organization

Section 1. OFFICERS

The officers shall consist of a Chair, Vice-Chair and a Secretary. These officers are the same as those for the Erie Regional Planning Commission.

Section 2. DUTIES OF OFFICERS

1. Chair...To preside at all meetings of TAC and to appoint subcommittees as needed.

2. Vice-Chair...To perform the duties of the Chair in their absence.

3. Secretary...To record the minutes and attendance, prepare required reports, notify members of meetings and such other duties as required or directed by TAC.

4. Temporary Chair...In the absence of the Chair and Vice-Chair a temporary chair shall be selected by the members present.

ARTICLE III

Meetings

Section 1. REGULAR MEETINGS

The Technical Advisory Committee (TAC) shall meet as necessary on the third Friday of every month or regularly in conjunction with Policy Committee meetings on the fourth Thursday of the monthly meeting of the Erie Regional Planning Commission. The chair or the Director of the Erie Regional Planning Commission may also call meetings as required to review the Transportation Plan, the Transportation Improvement Program development, as well as call special meetings as needed.

Section 2. NOTICE

Notice of meetings shall be sent at least one week in advance of meeting date, whenever feasible.

Section 4. AGENDA

Members desiring to add an item to the agenda should forward a list of such items and related handouts to the secretary on or before the first of each month to be included as part of the monthly mailing. All other items and handouts by the members shall be discussed at TAC's prerogative.

Section 5. QUORUM

The quorum shall consist of a simple majority of the voting members present. A majority vote of a quorum of the voting membership shall be required for committee action.

ARTICLE IV

Subcommittees

Section 1. FORMATION

Subcommittees may be formed to provide supplemental technical advice on specific phases of the transportation planning process. These committees shall be responsible to TAC.

Section 2. MEMBERSHIP

Subcommittee members and chair shall be appointed by the chair of TAC and shall be composed of any technical person with recognized competence in the specific subject in question.

Section 3. DUTIES

Subcommittee will perform the specific tasks assigned to it and will report their advice and recommendations to TAC.

Section 4. MEETINGS

Subcommittee shall meet as determined by the chair of the subcommittee.

ARTICLE V

Conflict Resolution

Section 1. SUBCOMMITTEES

If conflict should arise between the staff and a subcommittee regarding procedure, methodology, projections, assumptions, recommended plans or any other technical aspect which cannot be resolved, a full report expressing the subcommittee and staff's viewpoints will be presented to TAC by the chair of the subcommittee.

Section 2. TECHNICAL ADVISORY COMMITTEE

If conflict should arise between the staff and TAC regarding procedure, methodology, projections, assumptions, recommended plans or any other issue which cannot be resolved, a full report expressing TAC's viewpoints will be presented to the Policy Committee by the chair of TAC. Staff viewpoints should be presented by the Director of the Erie Regional Planning Commission if there is a conflict.

ARTICLE VI

Bylaws and Rules of Order

All questions of parliamentary procedure, order of business or other matters not covered by the bylaws shall be decided according to Robert's Rules of Order, Newly Revised.

ARTICLE VII

Amendment to the Bylaws

Section 1. HOW AMENDED

These articles may be amended by a majority vote of the Committee subject to approval of the Policy Committee.

TRANSPORTATION PLANNING ACTIVITES

Two of the major transportation planning activities ERPC MPO completes are its **Long Range Transportation Plan (LRTP)** and a **Transportation Improvement Program (TIP).** Additionally, ERPC MPO completes various activities as a service to local communities. Each of these activities is described in this section.

Federal transportation legislation established in the Moving Ahead for Progress in the 21st Century (MAP-21) requires that a **Long Range Transportation Plan** be completed by Metropolitan Planning Organizations (MPOs) at least every five years as a condition for receiving federal transportation funds. MAP-21 was passed in 2012, establishing required performance measures that were included in the 2020 LRTP. The performance measures will be included in the next plan update in 2025. The planning process is aimed at developing programs and policies to meet the region's transportation needs by analyzing the existing system, forecasting future conditions, and analyzing potential improvement alternatives. The plan serves as a planning tool to guide decision-making related to the region's transportation system and therefore, community support of the plan is essential. Key steps involved in developing the LRTP include data collection, existing conditions analysis, development and evaluation of transportation and land use scenarios, developing plan recommendations, funding alternatives and implementation strategies. Data collected is comprehensive in that various transportation modes are collected (roadway, transit, bicycle, pedestrian facilities, rail operations, and airports). Other examples of data to be reviewed include: Current year and 20 year project socio-economic data (population, households, and employement), Existing land use plans for area communities, Roadway data (crash statistics, pavement and bridge conditions, and traffic lane inventory), Transit data (historic ridership, fleet inventory, and operating efficiencies), Bicycle/Pedestrian facilities data (trail conditions, system gaps, and safety problems areas), Rail data (identification of at-grade crossings, train operations), and Airport data (historic levels of aircraft operation, existing and planned airport improvements). Also, travel models are utilized to forecast travel. The Office of Technical Services at the Ohio Department of Transportation completes the models for ERPC MPO. The models are reviewed by estimating current trip making, and then comparing the traffic volumes generated by the models to the existing traffic counts on area roadways. This is called model validation and aides in the forecasting of traffic for the LRTP. Using the projected travel forecast, future transportation problems and opportunities for improvements are identified. Once alternatives are recommended, a financial plan is prepared to ensure sufficient funding is available to implement the recommendations. A forecast of federal and other source funding for the ERPC region is completed to develop the plan. Public involvement is also another important component to the development of the plan. Interviews with Stakeholders, open public houses, and special presentations are conducted to collect information about existing conditions as well as transportation needs.

Coordinating the **Transportation Improvement Program (TIP)** represents one of the ERPC MPO's major responsibilities as the Metropolitan Planning Organization (MPO) for the Sandusky-Port Clinton Urbanized Area. The TIP provides a four-year prioritized listing of a bikeway/pedestrian walkway, bridge, and highway projects utilizing federal funding. The TIP is

developed from short range and long range planning processes, which identify location and type of improvements needed across the MPO region. The four-year TIP has primarily two elements, an Annual Element, which are projects programmed for the first year, and a multi-year element, which are projects that have been identified for future years. The TIP document needs to be approved by both the Governor and ERPC so that it becomes part of the State Transportation Improvement Program (STIP). The STIP then goes to the U.S. Department of Transportation for approval.

Important to the TIP is a financial assessment. A financial plan is prepared that demonstrates fiscal constraint. Also, public involvement is important to the development of the TIP. Opportunity for the public to review is provided and documented in the TIP itself as well as the agency's public involvement policy.

The service activities of the ERPC MPO staff are documented and outlined in its **Annual Planning Work Program**. These technical activities include: review of planning and zoning proposals, subdivision and site plan reviews, intersection and traffic signal studies, and traffic count data collection. The recommendations produced by these activities are valuable and effective ways of promoting area wide transportation goals and objectives. Additionally, they are an important component to the short range planning process.