

# Union City Borough Active Transportation Plan

Adopted September 2021



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## **Acknowledgements**

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Steering Committee members were actively involved throughout this planning process. They participated in several Steering Committee meetings, answered questions, shared their knowledge of local conditions, completed Walkability Assessments and provided quality input and guidance as the Plan was being prepared. The Steering Committee is credited with identifying Active Transportation Priorities, reviewing and discussing those Priorities with residents, and for bringing together and evaluating different types of information and input to help formulate this Active Transportation Plan.

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Special thank you to Carol L. Reichbaum, MSL, MSP, PA Downtown Center, WalkWorks Project Specialist, for providing relevant educational resources, and ongoing shepherding of development of this plan, keeping it on task, on time, and focused on the betterment of public health.

## Union City Borough Active Transportation Plan

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Union City Borough wishes to thank the Planning Consultants for their efforts on this Project.



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boards of The Allegheny Arboretum, C&I Trail Council, and the League of Women Voters of Indiana County. Barb's love of connecting with people has evolved into community engagement for planning initiatives as municipalities plan for new projects and grant applications. In addition to degrees in Horticulture (Penn State) and Landscape Architecture (City College of New York), Barb is also an ISA

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# **INTRODUCTION**

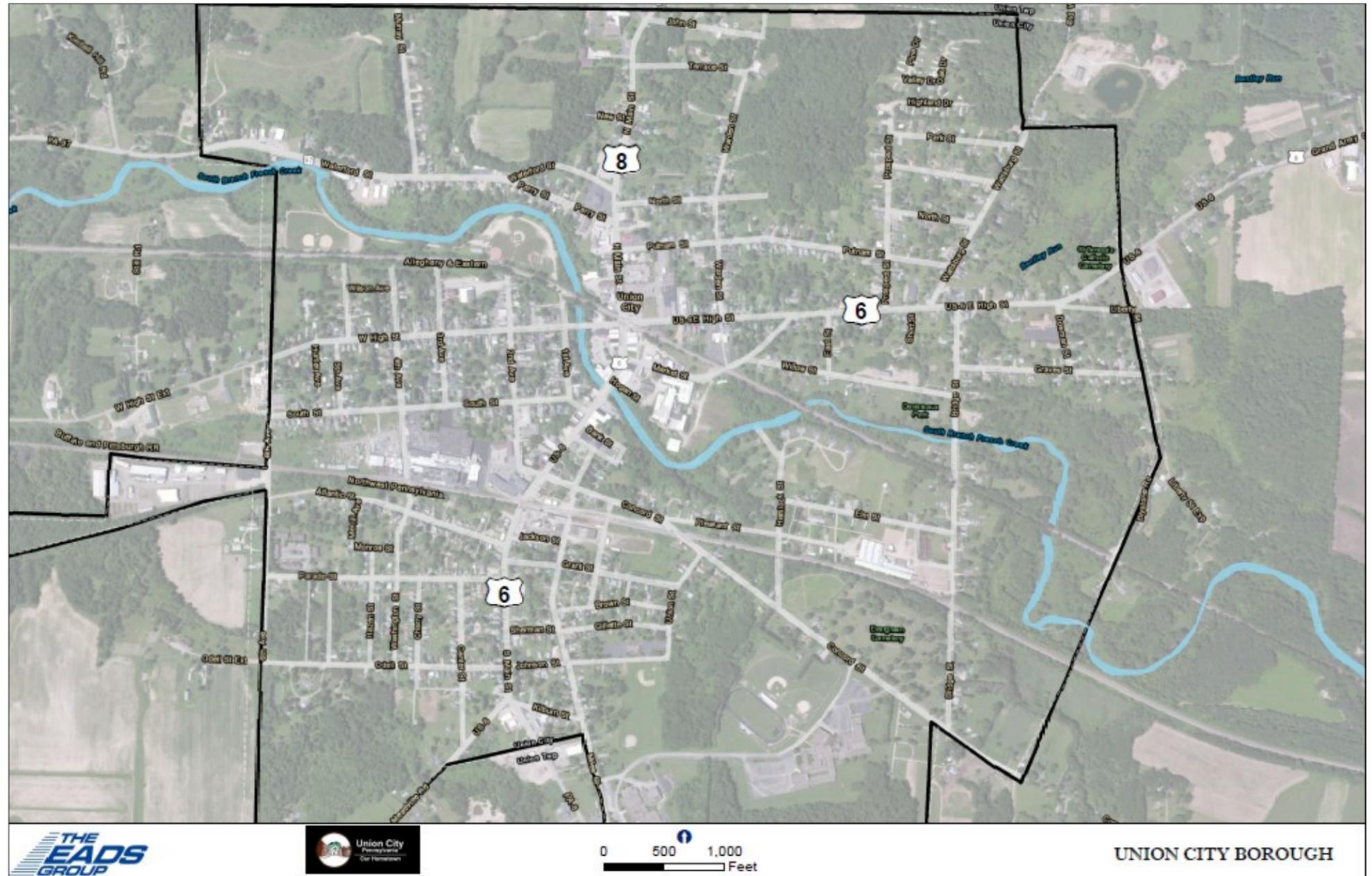
## Union City Borough Active Transportation Plan

Union City Borough is located approximately twenty-two (22) miles southeast of the City of Erie, which is the county seat along the shore of Lake Erie. Unlike the lakeshore municipalities, Union City Borough is located within the French Creek Watershed, specifically the South Branch French Creek Greenway. Union City is named for the land that William Miles founded. Originally named Miles Mills, in 1855 Union City transformed from a conglomerate of saw mills to an oil refinery-based market. Due to a rapidly progressing economies, the town name was changed to Union City Borough in 1871. Union City was one of the many oil refinery and lumbering towns that flourished mainly due to the access to the South Branch of French Creek.

Union City Borough has a geographic and transportation advantage with U.S. Route 6 and Pennsylvania Route 8 intersecting in the Downtown area. In the most recent traffic counts, 8,229 cars and trucks a day use Route 8 in and 7,548 cars and trucks use Route 6, making this these roads the main gateways to the Borough. In addition, there are two active rail lines—the Buffalo and Pittsburgh Railroad Inc. and the Western New York & Pa. Railroad Inc.

### About the Project

Union City Borough has developed this Active Transportation Plan to make active walking, biking and wheeling more accessible, safe and attractive to residents and visitors of all ages and abilities. The Borough relied heavily on the contributions made by their Planning Consultants and from a Project Steering Committee consisting of Borough officials and staff, residents, members of the Parks and Recreation Committee, Erie County Planning and Community Development along with health care, transportation and recreation advocates to guide development of the Plan.



This Plan focuses on developing pedestrian and bike friendly amenities, community walking loops and connections to community destinations. This Plan also includes improving sidewalk conditions on priority routes, installing pedestrian and bike friendly features and other community enhancements such as signage to key community destinations, community walking loops of varying distances, route and distance markers, shaded rest areas, water fountains, bike racks, and bike repair stations. Improving walking and biking in the Borough will improve public health, will create valuable community and economic assets, and will provide quality-of-life benefits to our residents and visitors.

# Union City Borough Active Transportation Plan

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## Project Goals

The overall purpose of this Plan is to increase opportunities for and to encourage physical activity through creation of a safe and reliable active transportation network in Union City Borough and to improve the health status of their residents. The following Goals were established by the Borough early in the planning process. Each has successfully been achieved.

- Identify realistic solutions to address the most important barriers to walking and biking as identified by local residents, officials and other stakeholders.
- Identify a set of recommendations that would improve pedestrian and biking movements in the Borough to make it easy and safe for people to get from one place to another by biking or walking and to boost tourism and tourist-based infrastructure.
- Conduct a multi-faceted public engagement process, including input provided by the Project Steering Committee, as part of the planning process.
- To advance the vision of Erie County Plans such as the *Erie County Comprehensive Plan*, *Long Range Transportation Plan*, and *Parks, Trails and Recreation Plan* as well as community initiatives such as *Destination Erie*.

## Project Approach

An asset-based and issues-oriented planning approach was followed to create an “implementable” Active Transportation Plan. The approach relied on the input and guidance provided by the Borough, residents and members of the Project Steering Committee which included local and regional stakeholders like Union City Pride, Inc., Union City Community Foundation, Erie County Planning and Community Development, Erie Metropolitan Planning Organization, PennDOT, DCNR, LECOM Rural Health Clinic, AHN Saint Vincent Outpatient Center Union City and other health care providers. The public engagement process made it possible to identify implementable solutions to real transportation system issues that exist within the Borough. A simple set of principles underlies the methodologies and the planning approach conducted for this Project.

- **A Focus on Issues, Assets and Solutions** – The planning approach relied heavily on public engagement and collaboration to identify issues, assets and achievable solutions for Union City Borough. The approach included fieldwork by the Planning Consultants, a community survey, results of Walkability and Bikeability Assessments and direct input from Borough residents. Results of the public engagement process were taken into account to identify core issues, assets and solutions. These results were refined during in-depth Steering Committee meetings that further developed a number of specific priorities.
- **Organization of the Plan to Reflect Local Thinking** – The Plan consists of six (6) major sections, including:
  - This Introduction section provides background on the development of the Plan and summarizes its purpose and goals.
  - A Community Engagement section highlights the public involvement efforts completed and summarizes the input received.
  - An Existing Conditions section that highlights existing projects and plans in Union City Borough.
  - A Priorities section that clearly describes the top Active Transportation related priorities.
  - An Implementation section that ties the priorities and recommendations with potential timelines, funding sources and potential partners.
- **Identify a Structure and Capacity to Implement the Plan** – This is an “implementable” Plan, meaning that completion of this document is not the ending point of the planning process but rather the beginning of the ‘doing’ part of the planning process. Union City Borough and members of the Steering Committee were critical to the coordination of follow-up activities and will be critical for the implementation efforts. Partnerships and collaboration with multiple organizations, non-profits, government bodies and agencies at several levels, and other stakeholders and residents involved in the effort must now be activated. It is recommended that engagement with DCNR, PennDOT through their PennDOT Connects initiative, and Erie County Planning and Community Development continue through the implementation.

# COMMUNITY ENGAGEMENT

## Union City Active Transportation Plan

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The Community Engagement process provided Union City Borough an opportunity to help guide and shape the future of active transportation in their community. Information obtained during the process was used to develop an inventory of Active Transportation Priorities and their corresponding action items. The following section describes the Community Engagement process and summarizes and highlights the results.

### Community Engagement Process Overview

Multiple Steering Committee and public engagement initiatives were completed during the planning process. These provided residents and organizations, local officials, and other stakeholders multiple opportunities and options to participate and to provide input. The public engagement process included the following:

#### Project Steering Committee Meetings

Members of the Project Steering Committee were strategically selected to provide input and to educate/communicate with others about the Plan's development. Each Committee member's occupation and/or areas of expertise were among the deciding factors for their being asked to join and serve on the Committee. This allowed valuable information about Union City Borough, projects and plans being conducted at the County level and guidance from State agencies including the Pennsylvania Department of Transportation (PennDOT) and the Pennsylvania Department of Conservation and Natural Resources (DCNR) to be shared during Committee meetings. Committee members also assisted with critical sharing of information directly related to developing the list of Priorities included in the Plan. The original approach was to hold four (4) Steering Committee meetings. Because of the amount of valuable information being shared and discussed and the high level of production resulting from each meeting, it was decided that continuing to hold monthly meetings would bring value to the planning process. In total, five (5) on-line Committee meetings and one (1) dual in-person / on-line workshop meeting were held during the planning process. The meeting dates are provided below. Additional coordination with the Committee was completed using e-mail correspondence. Agendas for the Project Steering Committee meetings can be found in the Appendix.

- Steering Committee Meeting No. 1 – February 24, 2021 – On-line Meeting
- Steering Committee Meeting No. 2 – March 31, 2021 – On-line Meeting
- Steering Committee Meeting No. 3 – April 15, 2021 – In Person workshop with On-line Meeting access
- Steering Committee Meeting No. 4 – June 9, 2021 – On-line Meeting
- Steering Committee Meeting No. 5 – July 26, 2021 – On-line Meeting
- Steering Committee Meeting No. 6 – August 18, 2021 – On-line Meeting

Mapping, data summaries, draft plan sections and other related items were distributed to the Committee members prior to each meeting for their review. Additions and amendments were recorded during the meeting and were used to update plan materials for discussion at the following meeting. All members were individually called upon and given an opportunity to speak and to add their input at each meeting. This helped to facilitate the meetings in an orderly manner. It also helped to capture everyone's perspective on the topic being discussed. This approach resulted in highly productive meetings.

#### Field Tour

A Field tour was held with the Steering Committee on April 15, 2021. The Field Tour was used to evaluate existing conditions in the Borough and to review how to conduct Walkability and Bikeability Assessments using provided assessment forms. An example Walkability Assessment was also conducted along Willow Street as part of the review.

#### Community Workshop

A public Community Workshop was held with the Steering Committee from 5:00 PM - 6:00 PM on April 15, 2021 at the Union City Borough Fire Department's Social Hall. Some members of the Steering Committee attended in person while others participated remotely. Maps highlighting important community destinations, routes and preliminary connection concepts were reviewed with the attendees. The workshop was promoted using direct invitations, public advertising, poster displays and posting via social media.

## Union City Active Transportation Plan

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### Walkability Assessments

Members of the Steering Committee were asked to complete Assessments along identified priority routes in the Borough. Approximately twenty (20) Assessments were completed and evaluated as part of the process. An Assessment was completed for all of the identified priority routes. Results of the Walkability Assessments were used to develop an inventory of sidewalk rehabilitation priorities. A map highlighting these priorities is included in Section 4.0 Priorities.

### Community Survey

Results from an on-line Community Survey that gathered Active Transportation related input directly from residents was used to build an initial set of community priorities. The following summarizes the top priorities identified through the Survey.

1. Create a walking and biking route along West High Street.
2. Improving pedestrian conditions between First Avenue Park and the American Legion Ballfields.
3. Create walking and biking routes that connect to the Borough's five (5) Parks to their surrounding neighborhoods.
4. Provide walking opportunities within Caflisch Park, Devereaux Park and a Nature Park.
5. Create a community walking and biking loop.
6. Create a walking and biking trail along French Creek.
7. Walking and biking connections to health care and other public services providers, public places and to business and retailers in the community.
8. Improve the overall walking and biking environment.

### **Public Review of the Active Transportation Priorities and Action Items**

Three (3) different opportunities were provided to complete a thorough public review of the Active Transportation Priorities. Mapping highlighting the Priorities was display and direct engagement with residents and visitors was completed during the French Creek Festival held in the Borough on July 9-10, 2021. A flyer describing the purpose and importance of Active Transportation planning was distributed at the Festival. The mapping highlighting the Priorities was displayed at the Union City Borough offices. A contactless review of the Priorities was also made available through the Union City Borough website [2021 Active Transportation Plan Priorities | Union City, Pennsylvania \(unioncitypa.us\)](https://www.unioncitypa.us/2021-Active-Transportation-Plan-Priorities). An introduction to the Active Transportation Plan, its areas of focus, and the benefits of being a walkable and bikeable community was posted on the Borough website as part of the contactless review effort. Members of the Steering Committee, Borough Council and residents agree that these priorities and action items are important community improvements that will make Union City Borough a more walkable and bicycle friendly community and will make it a better place to live, work, and visit. walkable and bikeable community was posted on the Borough website as part of the contactless review effort.

# EXISTING PROJECTS AND PLANS

## Union City Borough Active Transportation Plan

The following are brief summary profiles for population, age, commuter, disability, housing and transportation parameters for Union City Borough.

- The 2010 US Census reported that there were 3,320 people residing within Union City Borough. According to the 2019 American Community Survey (ACS) five year estimates, the population in the Borough had declined slightly down to approximately 3,189.
- The median age in the Borough is approximately 40.8 years of age. Approximately 18% of Borough residents are over 65 years of age.
- Nearly 89% of Borough residents work within Erie County. 30% of residents travel less than 10 minutes. 15% travel between 10-20 minutes to their place of work.
- The average travel time to work for Borough residents is 23.3 minutes. Approximately 79% of residents drive alone to their place of work. A relatively high percentage of residents (10%) are able to walk to work and just over 1% work from home.
- Approximately 8% of residents have diagnosed difficulty hearing or have a vision difficulty.
- There are approximately 1,428 housing units in Union City Borough. Approximately 95% of those units are occupied. Just over 63% of the housing units are owner occupied.
- Union City Borough has a geographic and transportation advantage with U.S. Route 6 and Pennsylvania Route 8 intersecting in the Downtown area. There are also two (2) active railroad freight lines aligned through the Borough.

Union City Borough is connected to a designated Pennsylvania and multi-state Bike Route, a Heritage Corridor, a Natural System Greenway, and a Recreation (trail) and Transportation Greenway. The following also highlights other plans, projects, and resources that are relevant to Active Transportation in Union City Borough.

- **Bicycle Routes – PA Route Y and US Bike Route 36**  
PA Route 6 through Union City Borough is PA Bicycle Route Y and US Bike Route 36. BicyclePA Route “Y” is the second longest route in PA at over 400 miles. This route enters Erie County on US Highway 6/19 and follows north to the intersection with PA Route 6 where it turns east going through Union City Borough and Corry, then on to Warren County. PA Bicycle Route Y is also designated as United States Bike Route (USBR) 36. USBR 36 connects cyclists across Pennsylvania, Ohio and New York to Union City Borough.
- **Heritage Corridor – PA Route 6**  
Union City Borough is located within the designated PA Route 6 Heritage Corridor. Pennsylvania’s Route 6 covers over 400 miles within northern Pennsylvania and focuses on efforts to preserve, enhance and promote the transportation heritage of one of the nation’s first transcontinental highways; to sustain and enhance the small rural communities linked by the highway, like Union City Borough; and to preserve and enhance the natural, scenic beauty of one of America’s favorite road trips.

- **PA Route 6 Master Plan Design Guide**  
The Pennsylvania Department of Transportation (PennDOT) recognizes the statewide importance of PA Route 6 and has identified bicycle improvements along the corridor as a high priority initiative. PennDOT, in collaboration with the Pennsylvania Department of Conservation and Natural Resources (DCNR), Department of Community and Economic Development (DCED) and the Pennsylvania Route 6 Alliance, completed a PA Route 6 Bicycle Master Plan Design Guideline to address bicycle safety, accessibility, and connectivity along PA Route 6. The Guide recommends widening the road shoulders to 5’ along sections of Route 6 to the east and west of the Borough and installing shared-lane markings (Sharrows) through the Borough.
- **Erie County Long Range Transportation Plan**  
The Erie County Long Range Transportation Plan (LRTP) addresses local and regional issues related to roads, trails, transit, and rail service. It prioritizes transportation investments in Erie County and develops a financially-constrained project listing based on anticipated funding levels. The County’s existing Plan was adopted in 2017. It is currently being updated to meet current needs and performance measures.
- **Erie County Cultural Heritage Plan**  
This Cultural Heritage Plan for Erie County presents a strategy that will support Countywide historic and cultural preservation efforts.
- **Erie County Parks Trails and Recreation Plan**  
The purpose of the Plan is to set a new direction for the involvement of Erie County government in the planning and support of parks, trails and recreation throughout the county. Specific actions relate to improving the health and well-being of county residents and its overall economy. The county will implement this plan through support in programming, funding and expert assistance to municipalities and organizations
- **Erie County Comprehensive Plan**  
The Plan focuses on improving communities, assisting municipalities and supporting economic development. The Erie County Department of Planning and Community Development maintains the Erie County Comprehensive Plan.
- **Destination Erie Master Plan**  
This regional master plan includes strategies for making Erie County a place where businesses, neighborhoods and families thrive. It focuses on Arts, Culture & Recreation, rural downtowns, the environment and community facilities.
- **South Branch French Creek Greenway and Water Trail**  
Union City Borough is located within the nationally recognized South Branch French Creek Greenway. The total length of the Greenway corridor is nearly 24 miles and varies in width from less than 1,000 feet wide through Union City Borough, to nearly a mile near the City of Corry. An associated Water Trail network is also located through the Borough. French Creek is nationally recognized as one of the most biologically and recreationally important waterways in the entire country.

## Union City Borough Active Transportation Plan

- **Recreation and Transportation Greenway – Trails**

Union City Borough is also located within the Mill Village to Corry Junction Greenway Trail. This inactive Norfolk Southern Railroad Corridor will connect Mill Village, through Union City Borough, to the City of Corry. This 19-mile trail corridor could eventually link into the Erie National Wildlife Refuge in Crawford County.
- **Union City Borough Parks**

The Borough maintains five (5) public parks including Cafilisch Park, Devereaux Park, Willow Street Ball Field, First Avenue Park and Southwest Park. The Borough owns land adjacent to Devereaux Park that is proposed as a public Nature Park. Cafilisch Park, Devereaux Park and the Willow Street Ball Field are clustered together on the eastern side of the Borough and contain a new modern Comfort Station along with pavilions and picnic facilities, play courts, playground equipment and open spaces. Cafilisch Park is the largest of the all the park areas and is heavily used as a gathering place for family reunions, parties and picnics. First Avenue Park is a traditional neighborhood park that contains equipment and play features designed for younger children. Southwest Park is located on the eastern side of the Borough and is primarily used by school aged children living in surrounding neighborhoods.
- **Union City Borough Comprehensive Parks and Recreation Plan**

Union City Borough completed Comprehensive Parks and Recreation Plan in 2021 that will serve as a guide for future development and improvements at the Cafilisch, Devereaux, Willow Street Ball Field, First Avenue and Southwest Parks. The Plan also developed a concept for creating a Nature Park on Borough owned property adjacent to Cafilisch and Devereaux Parks. A Steering Committee consisting of Borough officials and staff, residents and members of the Parks and Recreation Committee guided development of the Plan. Recommended improvements for the Parks include new equipment and play features, restoring existing facilities, and safety and beautification improvements. Improvements also include new walking paths and amenities such as pavilions, picnic areas, seating areas and connections to French Creek and surrounding neighborhoods.
- **American Legion Little League Fields**

Five (5) well-maintained little league baseball and softball fields are provided at the American Legion Little League Field complex. The fields are located in the northwest corner of the Borough and are in close proximity to the Borough's First Avenue Park. Access to these fields is provided off of First Avenue.
- **Union City School District Facilities**

The Union City Borough Elementary and Middle/High school campuses and the Union City Sports Complex are located in the southern portion of the Borough and are in close proximity to the Borough's Cafilisch and Devereaux Parks and the Willow Street Ball Field. The District maintains a variety of large play fields, courts and other types of play equipment adequate for school related purposes.
- **Sidewalk Grant Program**

The Borough offers property owners grants of \$1.50 per square foot to offset the cost of replacing sidewalks. There has been more than 4,450 feet of sidewalk replaced since 2016 through this program.
- **Downtown Historic Preservation Plan**

The Plan was completed in 2019 and included advisement on historically contributing buildings, signage, lighting, seating and public spaces.
- **Multimodal Sidewalk Project**

The Project was completed in 2020 and is located along the south side of Johnson Street between S. Main Street and Miles Street, and along the east side of Miles Street from Johnston Street to the Elementary School. The project consisted of replacing sidewalks, adding new curbing and installing ADA access to the sidewalks.
- **Main Street Improvement Project**

PennDOT completed this Project in 2021. The Project included traffic signal updates and pedestrian crossings on Main Street. It also included a redesign of the Main Street - High Street intersection.
- **Phase I and II of the Cafilisch Park Improvement Project**

The Project was completed in 2021 and included ADA accessibility improvements, constructing an ADA compliant walking path and installing picnic tables, benches, grills, a swing set and a new Comfort Station.
- **Downtown "Gateway"**

This Project will be located at the north downtown entrance at Main and High Streets. The overall design of the gateway project was finalized in 2021. Funding is currently being sought. The project is anticipated to begin in late 2021 or early 2022.
- **French Creek Trail Feasibility Study**

Work on the Study began in 2021 and is anticipated to be completed by spring 2022.
- **Downtown Improvements**

Installation of street trees, a new parking lot, sidewalk history panels and historic markers in the downtown area and installation of residential National Register signage was completed in 2021.
- **Union City Mural**

This mural commemorates the 150th anniversary of the naming of Union City in 1871 by paying tribute to the community's rich cultural heritage and reflecting the town's manufacturing, milling, agricultural, and recreational traditions, as well as its most celebrated natural resource - French Creek. The mural was installed on the south-facing wall of Dai Salon at 28 S. Main St in 2021.

# ACTIVE TRANSPORTATION PRIORITIES

# Union City Borough Active Transportation Plan

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## Active Transportation Vision

Union City Borough's Vision for Active Transportation includes providing walking and biking opportunities that will improve public health, create valuable community and economic assets and offer quality-of-life benefits to residents, visitors and business owners.

## Active Transportation Priority Categories

Input received from members of the Steering Committee, Borough Residents and guidance received from Borough Officials provided locally delivered information that was used to develop an initial set of Active Transportation improvement and enhancement ideas. The Consultant Team and members of the Steering Committee considered existing conditions and trends in the Borough, recent County level planning efforts, known local and state funding opportunities and potential partnerships to evolve the project ideas into a set of Active Transportation Priorities. The set of Priorities was synthesized into four (4) real world 'Priority' categories that both fit the goals of Active Transportation Planning and that resonated with Union City Borough. The priorities equally encourage destinational and recreational walking and biking opportunities in Union City Borough. These Priority Categories include the following:

1. **Destination and Connection Priorities** – identifying important community destinations and priority routes that connect residents and visitors with places in the community.
2. **Walkability Improvement Priorities** – identifying segments along priority routes that need improvements. Improvements include installing new sidewalks to eliminate sidewalk gaps, completing rehabilitation of existing sidewalks and installing new pedestrian crosswalks.
3. **Community Walking Loop Priorities** – designating community walking loops is a low cost method of creating a recognizable community asset that will help establish Union City Borough as a walkable community, will help encourage residents to engage in this physical activity and will help to connect residents and visitors to important community destinations.
4. **Pedestrian and Bike Amenity Priorities** – these include facilities, signage and information kiosks, mapping and other cues that provide directional information, visual improvements and other non-transportation specific community enhancements that will improve the atmosphere and conditions within the Borough that will ultimately encourage and help residents and visitors to actively move around the community.

## Active Transportation Priority Action Items

Approximately 30 individual Action Items were identified within the four (4) main 'Priority' categories. These include providing transportation facilities and amenities that will serve all ages, abilities, races, ethnicities and incomes; providing a safe and reliable pedestrian and bicycling network that connects residents and visitors with destinations and other transportation modes; and working with partners to collaboratively support walking and bicycling. The complete inventory of Active Transportation Priorities and Action Items for Union City Borough is described on the following pages. Summary mapping is provided to highlight the Priorities and to identify locations of the Action Items. The mapping also provides additional context on how many of the priorities connect and support each other.

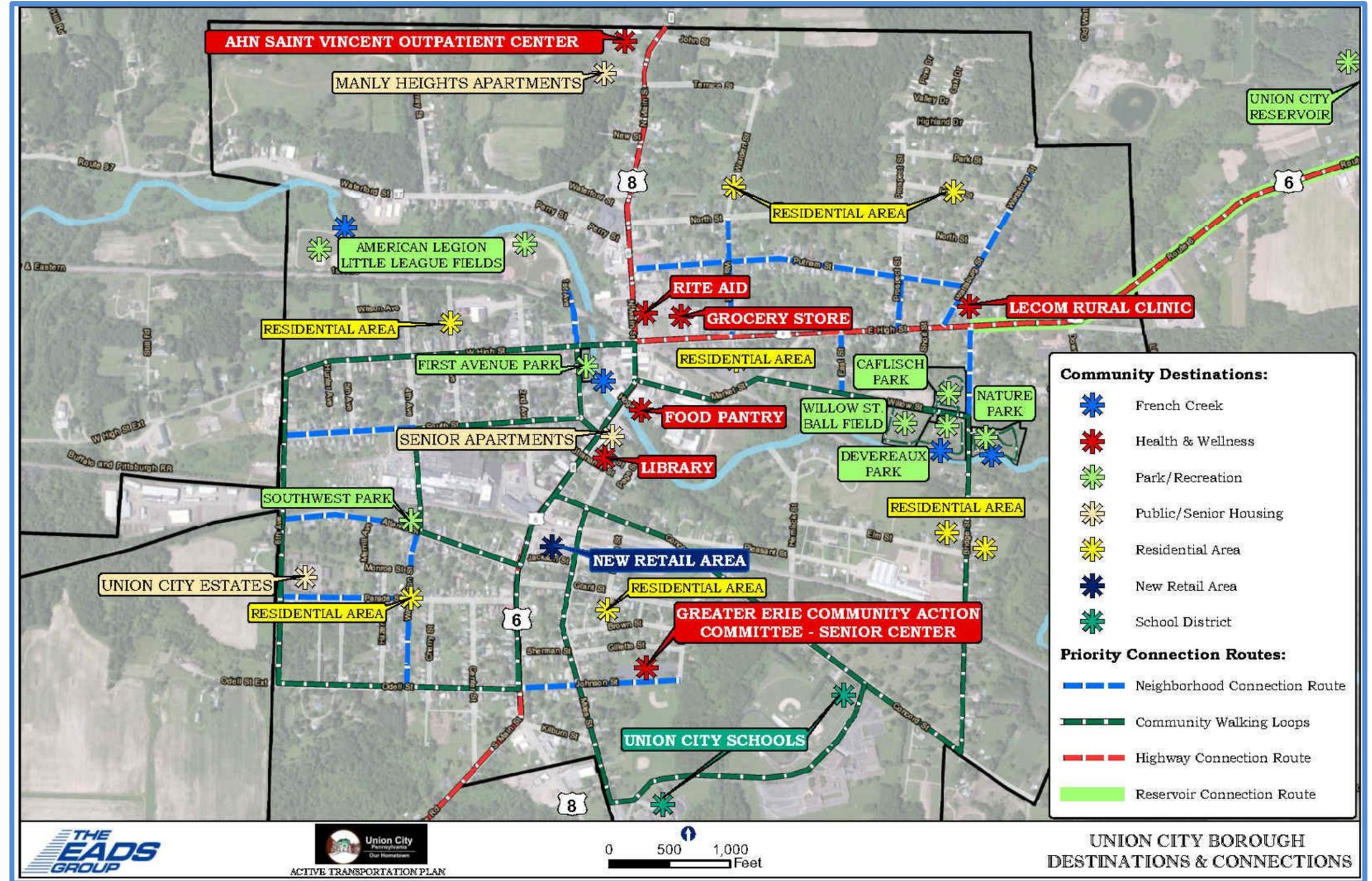
## Union City Borough Active Transportation Plan

### Destination and Connection Priorities:

A grouped set of important community destinations was identified as part of this Active Transportation Plan. These are not meant to represent the entirety of places that residents and visitors can and do walk. Rather, they represent important community assets, places where residents can find health related food and wellness products and places where resident can further engage in outdoor recreation activities. They also represent places where safe and reliable pedestrian and bike access should be provided and maintained. This Plan designates these as important Community Destinations:

- French Creek – multiple places along French Creek where access can be provided
- Health & Wellness – these include the AHN Saint Vincent Outpatient Center Union City, LECOM Rural Health Clinic, the Library, Senior Center and local grocery/pharmacy stores
- Parks and Recreation – existing Park areas, ball fields and the Union City Reservoir
- Public/Senior Housing – Manly Heights Apartments and the Union City Estates.
- Residential and Retail Areas
- Union City School District Facilities

Priority Connection Routes that connect residents and visitors to the Community Destinations were then identified. As shown on the map to the right, Priority Connection Routes include Neighborhood connections, Community wide connections and connections created by the existing highway network. These Neighborhood Routes are intended to connect people to local resources and to the larger Community wide connections. Community Walking Loops link neighborhood areas to resources throughout the Borough. The Highway Connection Routes are aligned along the PA Route 6 and 8 corridors. Although they help with inter-community connections, they also serve to connect the Borough to destinations in the surrounding areas. PennDOT and other regional entities will make future improvements along these routes referenced in this document. A route connecting Union City Borough to the Union City Reservoir is included to emphasize this as an important future community connection goal. This Plan establishes that the Connection Routes should receive a higher level of focus in terms of sidewalk rehabilitation, biking improvements and where bike and pedestrian friendly amenities should be installed.



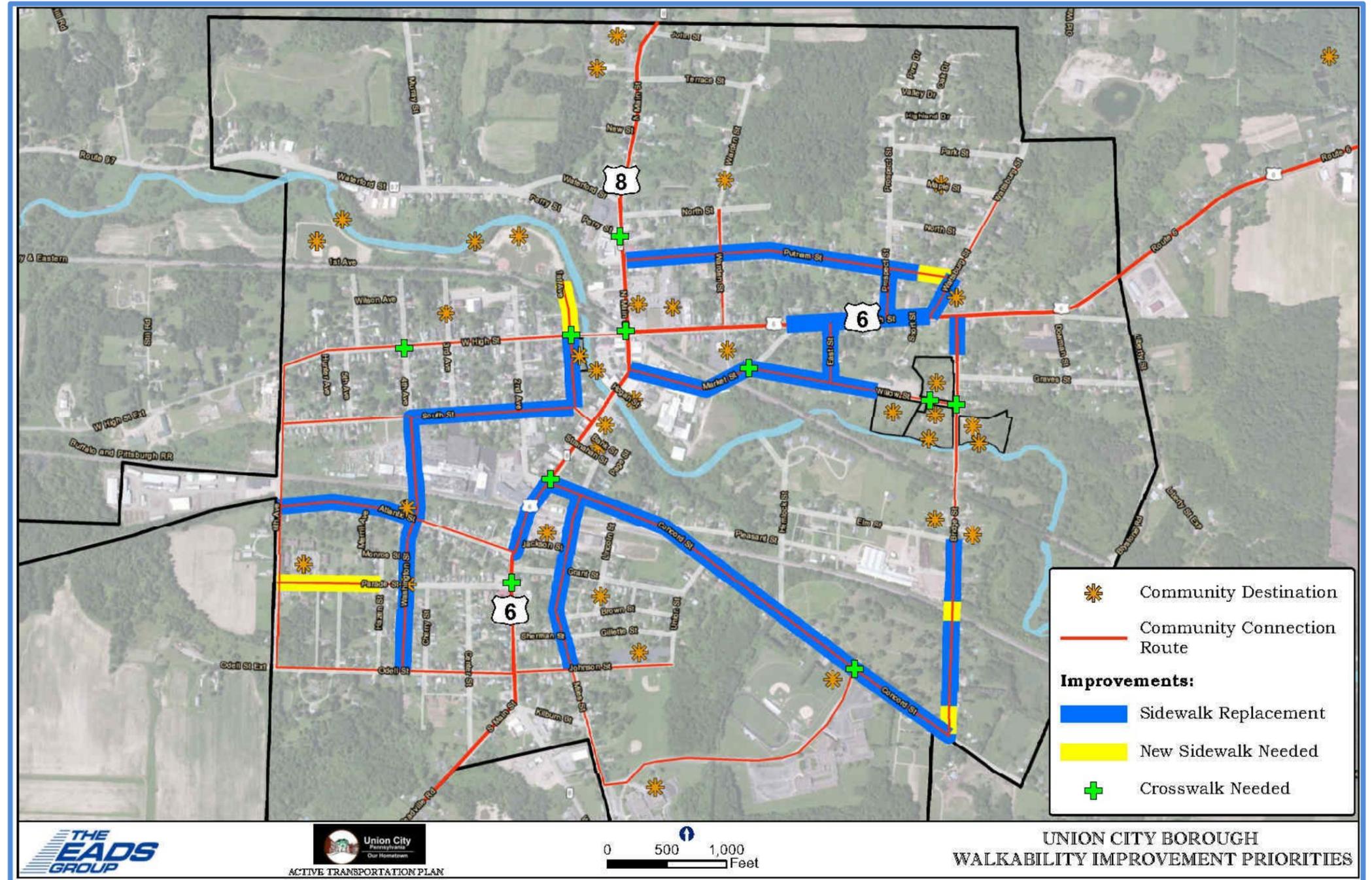
# Union City Borough Active Transportation Plan

## Walkability Improvement Priorities:

Perhaps the most welcomed set of improvements involve improving existing sidewalks in the Borough. Addressing sidewalk conditions was identified as one of the top community priorities. Results of Walkability and Bikeability Assessments completed by members of the Project Steering Committee helped in identifying priority sidewalk improvement areas. These areas are shown on the map to the right. Improvements are grouped into areas needing sidewalk replacement (i.e. rehabilitation), areas where no sidewalk currently exists (i.e. new sidewalks are needed) and areas where new crosswalks area needed. The crosswalk areas also include places where improvements to existing crosswalk road markings and/or signage is needed.

Of particular importance is the need for sidewalk improvements along Concord and Bridge Streets near the Union City Elementary and Junior/Senior High School campuses and along Willow Street. Sidewalks along these streets are heavily used by students who walk to and from the Union City Schools. Field observations during the planning process confirmed that a number of students use these street routes to walk to and from school.

Critical safety issues were observed along Bridge Street. Because of the sidewalk gaps along Bridge Street, students were found to be walking within the roadway in close proximity to vehicle traffic in these areas. Students were also found to cross through the Concord Street / Bridge Street intersection. Completing a Safe Routes to School Project to address sidewalk conditions and missing sidewalks along Concord Street, Bridge Street and Willow Street is a high priority.

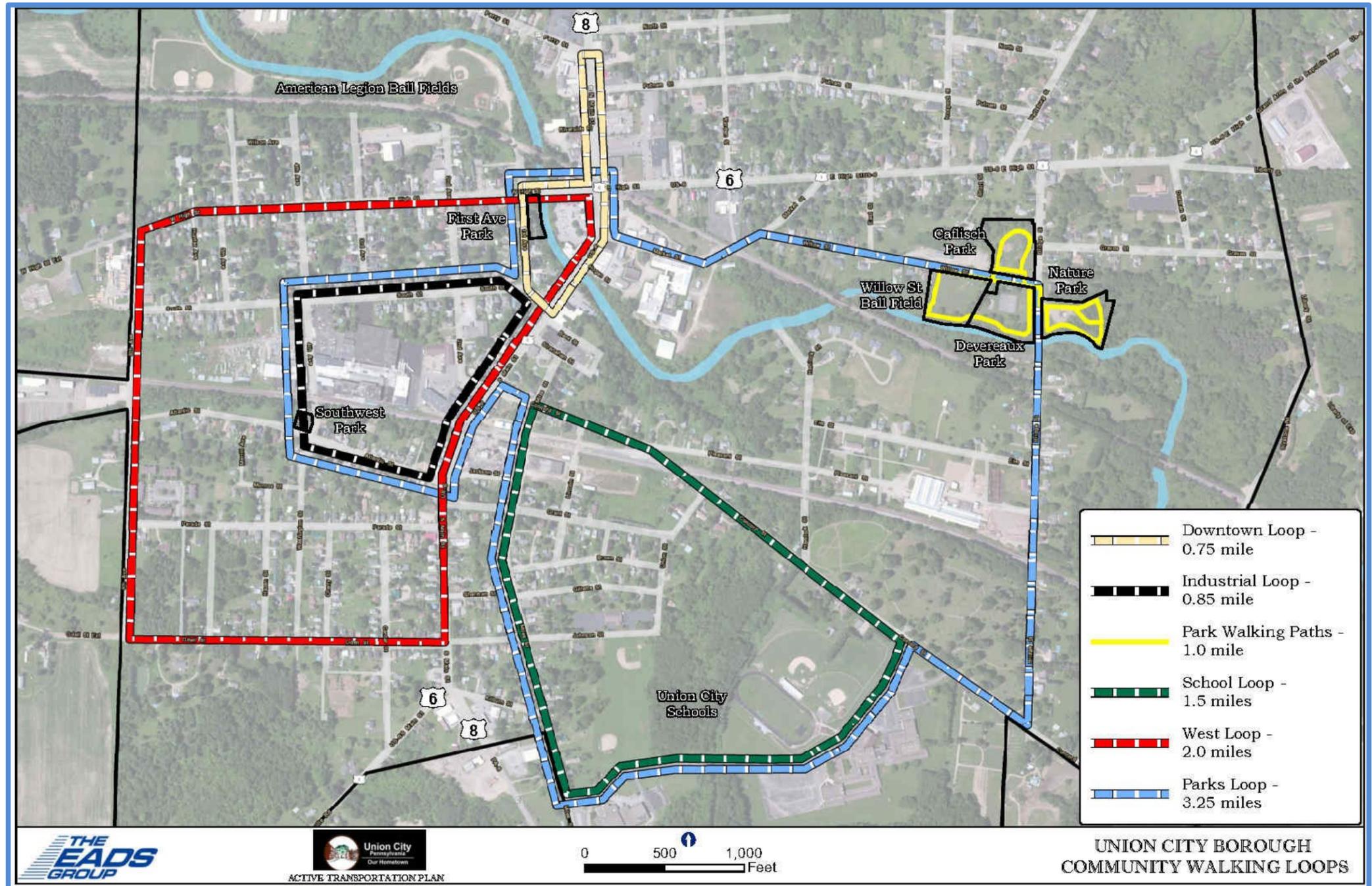


## Union City Borough Active Transportation Plan

### Community Walking Loop Priorities:

Six (6) Walking Loops of various lengths and themes are designated in Union City Borough. Five (5) of the loops will use existing streets and sidewalks while the remaining loop will be located within existing public parks in the Borough. The Walking Loops create safe walking and biking routes within the community. They are also intended to encourage recreation walking and biking for residents. The Walking Loops use portions of the Priority Connection Routes described previously in this section. They are places where bike and pedestrian friendly amenities should be located. The following further describes each of the Walking Loops.

- **Downtown Loop** – 0.75 mile. Uses sections of Main Street, High Street, First Avenue and South Street to take users around a portion of downtown Union City Borough. This Loop connects users to First Avenue Park, Banks, Retail Stores and Restaurants.
- **Industrial Loop** – 0.85 mile. Uses sections of South Street, 4<sup>th</sup> Avenue, Atlantic Street and Main Street to take users around an Industrial Park area. This Loop connects users to Southwest Park.
- **School Loop** - 1.5 miles. As the name implies, the loop incorporates the Union City Junior/Senior High School and Elementary School campuses. This route also connects back to the downtown area.
- **West Loop** - 2.0 miles. This longer Loop extends within the western side of the Borough. This Route passes through residential areas and the downtown area.
- **Parks Loop** – 3.25 miles. This is the longest Walking Loop in the Borough. An important feature of this route is that it connects users to all of Union City Borough existing Parks.



- **Park Walking Paths** – 1.0 miles. Establish safe walking paths within Caffisch Park, Devereaux Park, Willow St Ball Field, and a Nature Park. When completed, the Park Walking Paths will create a continuous ADA compliant walking area within the Borough. This walking path represents an important recreation and community enhancement asset for Union City Borough.

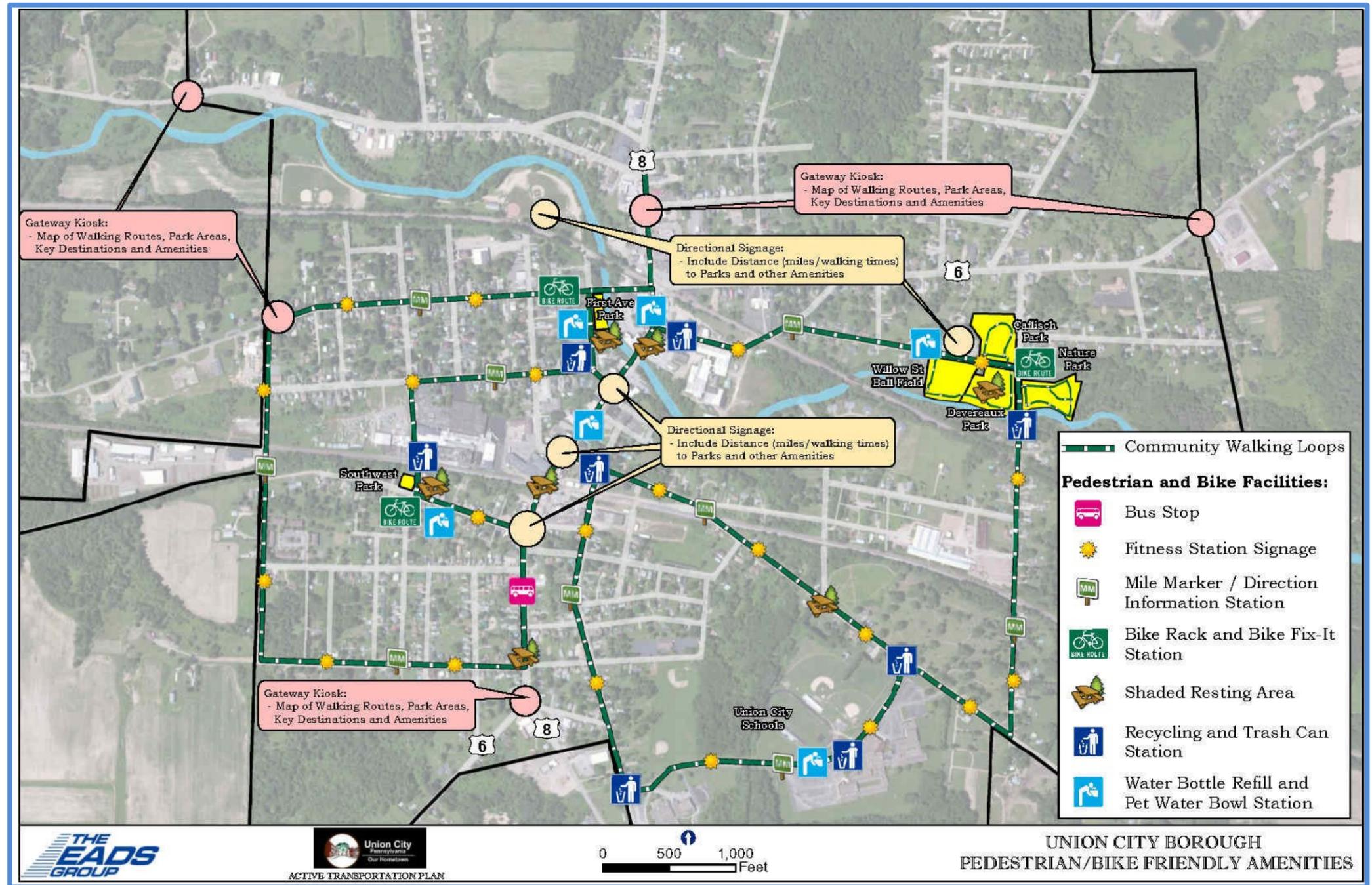
## Union City Borough Active Transportation Plan

### Pedestrian and Bike Amenity Priorities:

Various types of pedestrian and bike friendly amenities should be installed in the downtown area, at the Borough's Park areas and along the six (6) Community Walking Loops described previously. The different kinds of amenities and potential installation locations are shown on the map to the right. The amenities are categorized as Pedestrian and Bike facilities, Community Enhancements and Wayfinding Signage. They are all focused on making active walking, biking and wheeling more accessible, safe and attractive to residents and visitors of all ages and abilities. They will also make Union City Borough a more inviting and enjoyable place to live and visit.

**Pedestrian and Bike facilities** – the following types of facilities will improve the active walking and biking experience in the Borough.

- Bike Rack and Repair 'fix-it' Station(s)
- Fitness Station Signage along the Community Walking Loops (example: Complete 10 jumping jacks, Stretch for one (1) minute, Run in place for 30 seconds, etc.). This is a fun way to encourage walking and exercise activities.
- Water Bottle Refill and Pet Water Bowl Stations. Installing Pet Waste Stations should also be considered.
- Create Shaded Resting Areas. Having tree shaded areas with benches will help reduce the local heat index and will advance community beautification efforts.
- Recycling and Trash Can Stations to deter littering by walkers and bikers. The Borough could partner with Union City School District student clubs/organizations to maintain the recycling stations.



**Community Enhancements** - the following types of enhancements should be installed at appropriate locations within the Borough. Completing these types of enhancements will improve the attractiveness of walking and biking in Union City Borough. They will also encourage active walking and biking in the Borough and will help to improve the overall appeal of the community.

- Identify existing Public Restrooms or install Composting Toilets (example: Alameda Park in Butler).
- Highlight walking loops that have access to public parking and public restrooms (preferably at the beginning or turn-around point of a route).

## Union City Borough Active Transportation Plan

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- Add flower gardens throughout town as inviting beautification features.
- Encourage the Erie Metropolitan Transit Authority to evaluate the feasibility of installing a public bus stop within the Borough on South Main Street. This will provide better public transit access for residents in this area of the Borough to the 105 Corry Bus Route.

**Wayfinding Signage** - Mile Markers, Directional Signage and Gateway Kiosks that provide residents and visitors with community resource information, mapping to destinations and distance information (miles/walking times) will be strategically installed within the Borough. The number, locations and design of wayfinding signage should be carefully considered to avoid sign clutter. Developing hard copy and digital mapping highlighting the community walking loops should also be created to help emphasize community destinations, route alignments and distances. This is a low cost way to encourage destination and recreational walking and biking opportunities and to encourage walking as an exercise activity.

- Gateway Kiosks will be located at the major entry ways into the Borough and will be sized so they can be read from a moving vehicle.
- Directional Signage should provide destination names, distance and walking time information. This will help to provide resource information and will help to orient residents and visitors. They should have coordinated colors (by theme or type) to create a uniform look and should be large enough to be understandable to pedestrians. These types of signs should be installed at Borough Park areas, along Main Street and elsewhere in the downtown area. They will help families determine if younger children can safely walk to a destination unaccompanied. Directional Marker signs can be pole mounted, attached to an existing structure or embedded/painted onto the sidewalks.
- Distance Markers (miles or feet lengths) can be installed along the Community Walking Loops and will be designed to provide walkers with information on how far they have travelled and how far they still need to walk to complete the loop. Mile Marker signs can be pole mounted, attached to an existing structure or embedded/painted onto the sidewalks. Teachers can use the Community Walking Loops and the Mile Markers for out of classroom math lessons and to encourage school age students to exercise.

Union City Borough Council  
Union City Parks & Recreation Committee  
Union City Community Foundation  
Union City Pride, Inc (UCPI)  
Union City Borough Residents  
Erie County Department of Planning and  
Community Development  
Erie County Council of Governments  
AHN Saint Vincent Outpatient Center

Corry Hospital - Lake Erie College of  
Osteopathic Medicine (LECOM)  
Pennsylvania Department of Transportation  
(PennDOT) Engineering District 1-0  
Pennsylvania Department of Conservation and  
Natural Resources (DCNR)  
Pennsylvania Department of Community and  
Economic Development (DCED)

# **IMPLEMENTATION AND FUNDING STRATEGY**

## Union City Borough Active Transportation Plan

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The Priorities included in this Active Transportation Plan are oriented towards developing and maintaining safe, accessible streets, sidewalks and other transportation facilities that support all modes of transportation, all potential users including vulnerable and underserved populations, such as low-income residents, people of color, children, persons with disabilities and older adults. They are also oriented towards making Union City Borough a more livable and attractive place for residents of all ages and abilities, visitors and business owners.

### Implementation Summary Matrix

A Matrix summarizing the Active Transportation priorities and action items, implementation time frames, suggested costs, partnerships, and applicable funding sources is provided on the following pages. The Plan provides flexibility and allows those involved with implementation to have a level of control over developing the final project specifications and on the implementation process. Some projects will naturally take longer to get started, while others, like the walking path in Caflisch Park, are already underway. The Borough has also already begun completing the following Early Actions Items and related project design to improve the transportation system in the Borough.

- Presentations and review of the Active Transportation Priorities with residents and local partners including the Union City Community Foundation and the Union City Pride organization.
- Coordination with the Western Pennsylvania Conservancy to complete tree plantings and related beautification projects.
- Completion of a Comprehensive Parks and Recreation Plan that will further emphasize the need for connectivity and active recreation improvements in the Borough.
- Beginning a Trail Feasibility Study for the proposed French Creek Trail and related community connections.
- Installation of sidewalk historic panels and downtown historic markers.
- Completion of Main Street PennDOT improvements, including traffic signal updates, pedestrian crossings, and intersection redesign at Main-High Streets.

The information provided in this Plan and in the following Summary Matrix provides Union City Borough, members of the Project Steering Committee and other local partners with guidance for project development and implementation efforts. Maintaining flexibility and capitalizing on opportunities will be key to successfully implementing this Active Transportation Plan. Unforeseen opportunities, the identification of grant funding options not identified in this Plan, unsolicited donations, and offers of in-kind services will often dictate the order that projects or project components are implemented.

Time Frames - Implementation time frames are noted in the following manner in the summary matrix. Implementation time frames are difficult to categorize and may change over time.

- Short-term: 1 - 2 years - these projects can be completed immediately and are critical as small “wins” to build momentum, establish culture, and provide successes that medium and long-term priorities can reference and build on. These projects are considered “low hanging fruit” that have either already begun or will soon begin.
- Mid-term: 3 - 4 years – will take a longer time to complete and typically require higher funding levels or several partnerships.
- Long-term - These typically require more than five years to complete and tend to require multiple partnerships and grant sources. They also represent projects that naturally need to be completed over time. An example of this is the sidewalk rehabilitations. This type of project can be started but will be an on-going effort to finish.

Project Costs - Costs to implement a Priority are illustrated as an order of magnitude using the \$ symbol in the summary matrix. Most projects will require a detailed cost estimate to be prepared as part of the Grant Application submission process.

Partnerships – The Active Transportation Priorities are designed to be further evolved and developed through partnerships and collaboration with local organizations and groups such as Union City Pride and the Union City Community Foundation as well as larger entities such as Erie County Department of Planning and Community Development, the Erie Community Foundation (ECF) and the Pennsylvania Department of Conservation and Natural Resources (DCNR), Department of Community and Economic Development (DCED) and the Department of Transportation (PennDOT). Completing the Active Transportation Priorities included in this Plan will lead to better Active Transportation in Union City Borough regardless of the order they are implemented. This ultimately gives Union City Borough and its local partners freedom to implement the Plan as priorities shift, as funds are available and as future conditions require.

Union City Borough representatives and other stakeholders closely associated with the Borough were a critical part of the active transportation planning process. This level of support will be needed to successfully implement this Plan. Successful implementation of these priorities will involve many different participants and steps and will rely on obtaining public, private and local funding and support. The Union City Borough Council may need to authorize direct funding for a project, may need to provide a local match commitment for grant applications or will need to direct Borough staff and employees to complete activities on an in-kind basis. In some cases, the Borough will need to be willing to execute maintenance agreements or will need to provide documentation of their acknowledgement and support of projects if they are moved forward by non-Borough entities and agencies. In other cases Union City Borough Council will need to provide Letters of Support for grant applications, will need to commit to having regular discussions regarding active transportation efforts and will need to advocate for transportation improvement projects to be completed.

## Union City Borough Active Transportation Plan

Union City Borough will not be able to implement the Priorities alone. Many local partners and community organizations, local businesses and residents will need to take ownership of projects and will need to carry the momentum forward towards implementation. The Erie County Department of Planning and Community Development should also be relied on for implementation support. In addition, favorable grant funding consideration from DCNR; DCED, PennDOT; the Route 6 Alliance and others will be vital to successful implementation. The Planning Consultants who assisted the Borough with preparing this Active Transportation Plan and members of the Project Steering Committee will need to work with the Borough to support, facilitate and coordinate implementation efforts. Union City Borough can rely on the expertise and capacity of the Planning Consultants to essentially “keep things moving” and to encourage implementation actions. It is also anticipated that members of the Project Steering Committee will actively volunteer and partner with the Borough on implementation tasks.

Many members of the Project Steering Committees for this Active Transportation Plan also serve on the Steering Committees for the Borough’s Comprehensive Parks and Recreation Plan and the Borough’s French Creek Trail Study. These Plans are allied in part to each through their support of walking and biking improvements, community enhancements, and other outdoor facility/amenity improvements in the Borough. Therefore, it is recommended that the Project Steering Committees be combined into a collective stakeholders group. Members of this larger group will be actively involved with supporting the Borough with implementation efforts. This larger group should also meet at least two (2) times a year to evaluate progress and implementation status of each Plan. The group should also discuss funding opportunities, other plans and projects being completed locally and in the surrounding region and also changing conditions in the Borough that can aid with implementation actions.

Project Funding - Potential funding options for the Priorities are provided in the Summary Matrix. Options generally include direct grant funding from State and Regional sources, direct municipal funding including in-kind services, and local donors providing financial contributions and volunteer support. This is not a complete list of funding options. Various local and regional grants, other ‘non-state grants’, foundations and other sources should be explored and considered during implementation. The Priorities may need to be funded in stages (i.e. Design/Engineering then follow up submissions for construction) or in phases (completion of a walking path segment including installation of signage followed by the next segment, etc.), based on funding available. Due to ever changing grant funding requirements, availability of funding and the variety of funding levels, it is difficult to predict with certainty or to describe an exact funding path for each project. What can be said with certainty is that Union City Borough and its partners must relentlessly seek funding from multiple sources/options. What can also be said with certainty is that funding sources will require a level of local match (cash), in-kind service contributions, maintenance agreement(s) and/or other documentation and the Borough will need to creatively combine and match multiple types of funding awards with multiple priorities.

### STATE GRANT SUMMARY

Criteria	DCNR – C2P2	DCNR - PRT	DCED CFA - GTRP	PennDOT – TA-Set Aside	PennDOT – MTF	CFA– MTF
Grant Award Amounts	Over \$100,000	Up to \$100,000	Up to \$250,000	\$50,000 – \$1,000,000	\$100,000 – \$3,000,000	\$100,000 – \$3,000,000
Funding Level	single source	supplemental	supplemental	supplemental	single source	single source
Local Match Requirement	50%	20%	15%	All Pre-Construction Activities	30%	30% (The 30% match requirement may be waived)
Typical Submission Cycle	Annually April	Annually April	Annually May	2-yr cycle 2021	Annually Fall	Annually Spring

PennDOT - Pennsylvania Department of Transportation  
 DCNR - Department of Conservation and Natural Resources  
 DCED - Department of Community and Economic Development

CFA - Commonwealth Financing Agency  
 C2P2 - DCNR's Community Conservation Partnerships Program  
 PRT – DCNR's Pennsylvania Recreational Trails Program

TA-Set Aside – PennDOT’s Transportation Alternatives Program  
 GTRP – CFA’s Greenways, Trails and Recreation Program  
 MTF – Multimodal Transportation Fund

Common among potential grant funding sources is the requirement of a local cash or in-kind service match. Ultimately a local source of funding or contribution of services will need to be documented prior to submitting grant applications. The responsibility for providing local match funding will fall to Union City Borough, if other sources of leverage match from another funding source are not readily available. Local organizations and groups must be prepared to contribute financially and/or with services to cover the match requirement.

## Union City Borough Active Transportation Plan

### Destination and Connection Priorities

Action Items	Implementation	Costs	Partnerships	Funding Source
Designate French Creek as an important Natural Resource destination to the community	Short Term	\$	<ul style="list-style-type: none"> <li>• Union City Borough Council</li> </ul>	-
Designate grocery stores and food pantries, the library, medical supply retailers, patient care and rehabilitation centers and related service providers as important Health and Wellness destinations to the community	Short Term	\$	<ul style="list-style-type: none"> <li>• Union City Borough Council</li> </ul>	-
Designate Cafilisch Park, Devereaux Park, First Avenue Park, Southwest Park, a Nature Park, Willow Street Ball Field, the American Legion Ball Fields, and the Union City Reservoir as important outdoor recreation areas to the community	Short Term	\$	<ul style="list-style-type: none"> <li>• Union City Borough Council</li> </ul>	-
Designate the Manly Heights Apartment, the Union City Estates and other residential areas as places where safe and reliable walking and biking connections need to be established and maintained	Short Term	\$	<ul style="list-style-type: none"> <li>• Union City Borough Council</li> </ul>	-
Designate the Union City School District campus and associated facilities as an important public asset where safe and reliable walking and biking connections need to be established and maintained	Short Term	\$	<ul style="list-style-type: none"> <li>• Union City Borough Council</li> </ul>	-
Prioritize maintenance activities and local funding for pedestrian and biking improvements along the identified Neighborhood Connection Routes and the Designated Community Walking Loop Routes	Mid Term	\$\$	<ul style="list-style-type: none"> <li>• Union City Borough Council</li> </ul>	<ul style="list-style-type: none"> <li>• Borough Funds</li> </ul>
Coordinate with PennDOT and the PA Route 6 Alliance to implement transportation improvements as recommended in the Pennsylvania Route 6 Bicycle Master Plan Design Guide.	Long Term	\$\$\$	<ul style="list-style-type: none"> <li>• Union City Borough, Community Foundation &amp; Union City Pride</li> <li>• PennDOT</li> <li>• PA Route 6 Alliance</li> </ul>	<ul style="list-style-type: none"> <li>• DCED – GTRP</li> <li>• PennDOT / DCED (CFA) – Multimodal Transportation Fund</li> <li>• PennDOT – TA Set-Aside</li> </ul>
Work with various partners to establish a non-motorized connection between Union City Borough and the Union City Borough Reservoir	Long Term	\$\$\$	<ul style="list-style-type: none"> <li>• Union City Borough Council</li> <li>• Union City Community Foundation &amp; Union City Pride</li> <li>• PennDOT &amp; PA Route 6 Alliance</li> <li>• Erie County Department of Planning and Community Development</li> </ul>	<ul style="list-style-type: none"> <li>• DCED – GTRP</li> <li>• DCNR – PRT</li> <li>• PennDOT / DCED (CFA) – Multimodal Transportation Fund</li> <li>• PennDOT – TA Set-Aside</li> <li>• Erie County Gaming Revenue Authority</li> </ul>

## Union City Borough Active Transportation Plan

### Walkability Improvement Priorities

Action Items	Implementation	Costs	Partnerships	Funding Source
Union City Borough encourages residents and property owners within the sidewalk rehabilitation priority areas to voluntarily apply for funding through the Borough's Sidewalk Grant program to rehabilitate/replace their sidewalks	Short Term	\$	<ul style="list-style-type: none"> <li>• Union City Borough Council</li> <li>• Property Owners</li> </ul>	<ul style="list-style-type: none"> <li>• Property Owner contributions</li> <li>• Union City Borough Sidewalk Grant</li> <li>• Community Development Block Grant funds (CDBG)</li> </ul>
Union City Borough may choose to proactively enforce Sidewalk Ordinance No. 1110 by actively inspecting sidewalks within the sidewalk rehabilitation priority areas and notifying property owners that repairs are necessary. The Ordinance notes that the Borough may make or cause repairs to be completed at the owner's expense if the property owner fails to make repairs in an applicable period of time	Short Term	\$	<ul style="list-style-type: none"> <li>• Union City Borough Council</li> <li>• Property Owners</li> </ul>	<ul style="list-style-type: none"> <li>• Property Owner contributions</li> <li>• Union City Borough Sidewalk Grant</li> <li>• Community Development Block Grant funds (CDBG)</li> </ul>
Union City Borough uses existing Sidewalk Grant program funding to directly complete sidewalk rehabilitation/replacement projects in the sidewalk rehabilitation priority areas	Mid Term	\$\$	<ul style="list-style-type: none"> <li>• Union City Borough Council</li> <li>• Union City Community Foundation</li> <li>• Union City Pride, Inc.</li> </ul>	<ul style="list-style-type: none"> <li>• Union City Borough Sidewalk Grant</li> <li>• Community Development Block Grant funds (CDBG)</li> </ul>
Union City Borough completes sidewalk rehabilitation/replacement projects, constructs sections of new sidewalks and installs crosswalks as part of Safe Routes to School projects, multi-modal transportation improvement projects and/or other transportation enhancement projects	Long Term	\$\$\$	<ul style="list-style-type: none"> <li>• Union City Borough Council</li> <li>• Union City Community Foundation</li> <li>• Union City Pride, Inc.</li> <li>• PennDOT</li> <li>• DCED/CFA</li> </ul>	<ul style="list-style-type: none"> <li>• PennDOT / DCED (CFA) – Multimodal Transportation Fund</li> <li>• DCNR – PRT</li> <li>• DCED – GTRP</li> <li>• PennDOT – TA Set-Aside</li> <li>• Erie County Gaming Revenue Authority</li> </ul>
The Borough shall annually assess sidewalk conditions within the sidewalk rehabilitation priority areas to document progress made and to document changing conditions	Long Term	\$	<ul style="list-style-type: none"> <li>• Union City Borough</li> </ul>	-

## Union City Borough Active Transportation Plan

### Community Walking Loop Priorities

Action Items	Implementation	Costs	Partnerships	Funding Source
Formally designate the Community Walking Loops identified in this Plan as part of the Borough's infrastructure system	Short Term	\$	<ul style="list-style-type: none"> <li>• Union City Borough Council</li> </ul>	-
Promote the existence of the Walking Loops by preparing hard copy and digital mapping highlighting the loops by name, alignments and distances. Information on community resources along each route should be included on the mapping	Mid Term	\$	<ul style="list-style-type: none"> <li>• Union City Borough Council</li> <li>• Union City Community Foundation</li> <li>• Union City Pride, Inc.</li> <li>• Other Stakeholders</li> <li>• Visit Erie</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• PA WalkWorks Program</li> <li>• Visit Erie</li> <li>• Erie County Gaming Revenue Authority</li> </ul>
Union City Borough applies for funding through the PA WalkWorks Program to formally establish the Community Walk Loops as official WalkWorks routes. WalkWorks funding will assist with signage and development of hard copy and digital maps of the routes. It will also help to identify and describe key community resources along the routes	Mid Term	\$\$	<ul style="list-style-type: none"> <li>• Union City Borough Council</li> <li>• Union City Community Foundation</li> <li>• Union City Pride, Inc.</li> <li>• Visit Erie</li> <li>• Union City Historical Society</li> </ul>	<ul style="list-style-type: none"> <li>• PA WalkWorks Program</li> <li>• Visit Erie</li> </ul>
Union City Borough continues to actively seek funding to complete the Walking Path network recommended for Caflisch Park, Deveraux Park, a Nature Park and the Willow Street Ball Field	Long Term	\$\$\$	<ul style="list-style-type: none"> <li>• Union City Borough Council</li> <li>• Union City Community Foundation</li> <li>• Union City Pride, Inc.</li> <li>• DCNR</li> <li>• PennDOT</li> <li>• DCED/CFA</li> </ul>	<ul style="list-style-type: none"> <li>• PennDOT – TA Set-Aside</li> <li>• PennDOT / DCED (CFA) – Multimodal Transportation Fund</li> <li>• DCED – GTRP</li> <li>• DCED (CFA) – Multimodal Transportation Fund</li> <li>• DCNR – Rivers Conservation Program</li> <li>• Appalachian Regional Commission (ARC) - Northwest Commission is offering assistance for those applying for funding for ARC funding.</li> </ul>

## Union City Borough Active Transportation Plan

### Pedestrian and Bike Amenity Priorities

Action Items	Implementation	Costs	Partnerships	Funding Source
Install a Bike Repair ‘fix-it’ Station at Deveraux Park, First Avenue Park and Southwest Park. The Stations should include a bike repair stand, an air pump and all the tools necessary to perform basic repairs and maintenance including changing a flat tire, tightening brakes and adjusting derailleurs.	Short Term	\$	<ul style="list-style-type: none"> <li>• Union City Borough</li> <li>• Union City Community Foundation</li> <li>• Union City Pride, Inc.</li> </ul>	<ul style="list-style-type: none"> <li>• Union City Borough</li> <li>• DCNR</li> <li>• DCED – GTRP</li> <li>• Erie County Gaming Revenue Authority</li> </ul>
Install Fitness Station Signage at regular intervals along the Community Walking Loops. The Signage will give instructions for completing a fitness activity including jumping jacks, stretches and running in place. The Stations can be modeled after the Walk for Wellness at the Millcreek Mall in Erie.	Mid Term	\$	<ul style="list-style-type: none"> <li>• Union City Borough</li> <li>• Union City Community Foundation</li> <li>• Union City Pride, Inc.</li> <li>• LECOM Rural Health Clinic</li> </ul>	<ul style="list-style-type: none"> <li>• Union City Borough</li> <li>• Union City Community Foundation</li> <li>• Union City Pride, Inc.</li> <li>• Erie County Gaming Revenue Authority</li> </ul>
Install at least one (1) combined Water Bottle and Pet Water Refill Station on each Community Walking Loop. A Pet Waste Station should also be installed near the Water Refill Station.	Mid Term	\$	<ul style="list-style-type: none"> <li>• Union City Borough</li> <li>• Union City Community Foundation</li> <li>• Union City Pride, Inc.</li> <li>• LECOM Rural Health Clinic</li> </ul>	<ul style="list-style-type: none"> <li>• Union City Borough</li> <li>• Union City Community Foundation</li> <li>• Union City Pride, Inc.</li> <li>• LECOM</li> <li>• Erie County Gaming Revenue Authority</li> </ul>
Install at least two (2) Recycling and Trash Can Stations on each Community Walking Loop. Install one of the Stations near a Water Refill Station described above. The Borough could partner with Union City School District student clubs/organizations to maintain the recycling stations. In exchange for removing the deposited trash and recycling items, the students could keep the proceeds from the recycling.	Mid Term	\$	<ul style="list-style-type: none"> <li>• Union City Borough</li> <li>• Union City Community Foundation</li> <li>• Union City Pride, Inc.</li> <li>• Union City School District</li> </ul>	<ul style="list-style-type: none"> <li>• Union City Borough</li> <li>• Union City School District</li> <li>• Erie County Gaming Revenue Authority</li> </ul>
A Shaded Resting Area intended for walkers and bikers should be created at each Borough Park. At least one (1) additional Shaded Resting Area should be created along each Walking Route. The Shaded Resting Area should include trees and benches. They should also contain a Water Refill and a Trash Can Station as described above.	Long Term	\$\$\$	<ul style="list-style-type: none"> <li>• Union City Borough</li> <li>• Union City Community Foundation</li> <li>• Union City Pride, Inc.</li> <li>• LECOM Rural Health Clinic</li> <li>• Union City School District</li> </ul>	<ul style="list-style-type: none"> <li>• Union City Borough Council</li> <li>• Union City Community Foundation</li> <li>• Union City Pride, Inc.</li> <li>• Erie County Gaming Revenue Authority</li> </ul>

## Union City Borough Active Transportation Plan

### Pedestrian and Bike Amenity Priorities (cont.)

Action Items	Implementation	Costs	Partnerships	Funding Source
<p>Public Restrooms and Public Parking areas available to walkers and bikers should be identified and promoted for public uses.</p> <p>The Borough could consider installing a Composting toilet (or similar) type of public restroom facility to address a community need if identified.</p>	Short Term	\$  \$\$\$	<ul style="list-style-type: none"> <li>• Local Restaurants and Businesses</li> </ul>	<ul style="list-style-type: none"> <li>• PennDOT / DCED (CFA) – Multimodal Transportation Fund</li> <li>• SPC – SMART Transportation</li> <li>• DCED – GTRP</li> <li>• DCED (CFA) – Multimodal Transportation Fund</li> </ul>
Flower gardens, potted flowers, vegetative planting and other beautification projects like mural paintings on buildings will be encouraged throughout town.	Short Term	\$	<ul style="list-style-type: none"> <li>• Local artists</li> <li>• Union City School District</li> <li>• Western PA Conservancy</li> </ul>	<ul style="list-style-type: none"> <li>• Dripped on The Road – Artist Residency Program</li> </ul>
Encourage the Erie Metropolitan Transit Authority to evaluate the feasibility of installing a public bus stop within the Borough on South Main Street. This will provide better public transit access for residents in this area of the Borough to the 105 Corry Bus Route.	Mid Term	\$\$	<ul style="list-style-type: none"> <li>• Erie Metropolitan Transit Authority</li> </ul>	<ul style="list-style-type: none"> <li>• Erie Metropolitan Transit Authority</li> </ul>
Distance Markers (miles or feet lengths) should be installed along the Community Walking Loops to provide walkers with information on how far they have travelled and how far they still need to walk to complete the loop. The Distance Marker signs can be pole mounted, attached to an existing structure or embedded/painted onto the sidewalk.	Mid Term	\$\$	<ul style="list-style-type: none"> <li>• Union City Borough</li> <li>• Union City Community Foundation</li> <li>• Union City Pride, Inc.</li> <li>• LECOM Rural Health Clinic</li> </ul>	<ul style="list-style-type: none"> <li>• PA WalkWorks Program</li> </ul>
Directional Signage will be installed at the Borough Park areas and along Main Street in the downtown area. They will identify by name and location the Walking Loops, Park areas and other important community destinations. They will give direction and distance (miles/feet) information and approximate walking time information. They should have coordinated colors to create uniform look.	Mid Term	\$\$	<ul style="list-style-type: none"> <li>• Erie County Council of Governments (via the Erie County Signing Region Trust)</li> </ul>	<ul style="list-style-type: none"> <li>• Union City Borough</li> <li>• Union City Community Foundation</li> <li>• Union City Pride, Inc.</li> <li>• Erie County Gaming Revenue Authority</li> </ul>
Gateway Kiosks should be installed at the major entry ways into the Borough. These will be large so they can be read from vehicles. The Gateway Signs will identify and visually show the location of pedestrian and outdoor recreation resources in the Borough.	Long Term	\$\$\$	<ul style="list-style-type: none"> <li>• Erie County Council of Governments (via the Erie County Signing Region Trust)</li> </ul>	<ul style="list-style-type: none"> <li>• Union City Borough</li> <li>• Union City Community Foundation</li> <li>• Union City Pride, Inc.</li> <li>• Erie County Gaming Revenue Authority</li> </ul>

# Union City Borough Active Transportation Plan

## APPENDIX

Adopted September 2021



Funding to prepare this Active Transportation Plan was provided by the Pennsylvania Department of Health through the State Physical Activity and Nutrition Grant and Preventive Health and Health Services Block Grant from the Centers for Disease Control and Prevention.

## Steering Committee Meeting Agendas



**Union City Borough Active Transportation Plan  
Steering Committee Meeting No. 1 - February 24, 2021**

**Goal: To begin developing an Active Transportation Plan for Union City Borough**

**Key Definitions: 5 minutes**

Active Transportation: any self-propelled, human-powered mode of transportation, such as walking, bicycling, using a wheelchair, pushing a stroller.

Physical Inactivity: a major contributor to the steady rise in rates of obesity, diabetes, heart disease, stroke, and other chronic health conditions in the United States.

Destinations: Places people would want to go by Active Transportation. Common categories of destinations include: Schools, Parks, Groceries, Restaurants, Coffee, Bars, Shopping, Entertainment, Errands, Cultural, etc.

Barriers: Things preventing people from engaging in active transportation. Can be physical (busy road, lack of curb cuts) or social (not enough time, does not feel safe).

<b>1. Project Team and Steering Committee Introductions</b>	<b>10 minutes</b>
<b>2. Plan Expectations and Timetable</b>	<b>10 minutes</b>
<b>3. Data to be Collected</b>	<b>10 minutes</b>
<ul style="list-style-type: none"> <li>▪ Borough, Steering Committee and Community Input:                             <ul style="list-style-type: none"> <li>◦ Monthly Steering Committee Meetings</li> <li>◦ Public Engagement Session/Field Tour – March/April</li> <li>◦ Community Survey or Interactive Comment Mapping – April</li> <li>◦ Open House gathering to review the draft Plan – August</li> <li>◦ Two (2) Week Public Review of final Plan - September</li> </ul> </li> <li>▪ Incorporate Citizen Survey results from Recreation Plan</li> <li>▪ Existing Conditions Inventory (traffic volumes, speed limits, facilities and barriers)</li> <li>▪ Sidewalk Survey (locations/conditions) and Walkability/Bikeability Assessments</li> </ul>	
<b>4. Active Transportation Priorities – from the Recreation Plan</b>	<b>20 minutes</b>
<ul style="list-style-type: none"> <li>▪ Create Walking/Biking Opportunities – to/from/within existing Parks, along West High Street and designate a community walking/biking loop</li> <li>▪ Utilize the French Creek Corridor</li> <li>▪ Programming – develop activities/opportunities to create physical movement</li> </ul>	
<b>Schedule Next Meeting/Public Engagement Session/Field Tour</b>	<b>5 minutes</b>






**Union City Borough Active Transportation Plan  
Steering Committee Meeting No. 2 – March 31, 2021**

**Goal: Move Forward with Data Collection for the Active Transportation Plan**

**Key Definitions:**

Active Transportation: any self-propelled, human-powered mode of transportation, such as walking, bicycling, using a wheelchair, pushing a stroller.

Physical Inactivity: a major contributor to the steady rise in rates of obesity, diabetes, heart disease, stroke, and other chronic health conditions in the United States.

Destinations: Places people would want to go by Active Transportation. Common categories of destinations include: Schools, Parks, Groceries, Restaurants, Coffee, Bars, Shopping, Entertainment, Errands, Cultural, etc.

Barriers: Things preventing people from engaging in active transportation. Can be physical (busy road, lack of curb cuts) or social (not enough time, does not feel safe).

1. Review Citizen Survey Results from Recreation Plan	10 minutes
2. Review Connection Concept Plan	10 minutes
3. Review Walking/Biking Recommendations for the Parks	10 minutes
4. Committee Input on Connectivity – ▪ Destinations/Missing Sidewalks/Barriers	20 minutes
5. Discuss Public Engagement Session & Field Tour – April 15 <sup>th</sup>	5 minutes






## Union City Borough Active Transportation Plan Steering Committee Meeting No. 4 – June 9, 2021

**Goal: Move Forward with Data Collection and Input for the Active Transportation Plan**

**Key Definitions:**

Active Transportation: any self-propelled, human-powered mode of transportation, such as walking, bicycling, using a wheelchair, pushing a stroller.

Physical Inactivity: a major contributor to the steady rise in rates of obesity, diabetes, heart disease, stroke, and other chronic health conditions in the United States.

Destinations: Places people would want to go by Active Transportation. Common categories of destinations include: Schools, Parks, Groceries, Restaurants, Coffee, Bars, Shopping, Entertainment, Errands, Cultural, etc.

Barriers: Things preventing people from engaging in active transportation. Can be physical (busy road, lack of curb cuts) or social (not enough time, does not feel safe).

- |  |            |
|--|------------|
| 1. Discuss the Outline of the Active Transportation Plan   | 5 minutes  |
| <ul style="list-style-type: none"> <li>▪ Input/Data Collection</li> <li>▪ Existing Conditions</li> <li>▪ Priorities – outcomes; resources; partnerships</li> <li>▪ Implementation – action steps; responsibilities; timelines</li> </ul> |            |
| 2. Final Review of Destinations and Connections Map  | 5 minutes  |
| 3. Status of Walkability / Bikeability Assessments   | 5 minutes  |
| 4. Review Walkability Improvement Priorities Map   | 10 minutes |
| 5. Discuss other Active Transportation Improvement Priorities  | 20 minutes |
| <ul style="list-style-type: none"> <li>▪ Wayfinding Signage</li> <li>▪ Bike and Pedestrian Friendly Amenities</li> <li>▪ Community Enhancements</li> </ul>   |            |
| 6. Other Committee Input and Next Steps  | 5 minutes  |



## Union City Borough Active Transportation Plan Steering Committee Meeting No. 3 – April 15, 2021

**Goal: Review draft sections of the Active Transportation Plan**

**Key Definitions:**

Active Transportation: any self-propelled, human-powered mode of transportation, such as walking, bicycling, using a wheelchair, pushing a stroller.

Physical Inactivity: a major contributor to the steady rise in rates of obesity, diabetes, heart disease, stroke, and other chronic health conditions in the United States.

Destinations: Places people would want to go by Active Transportation. Common categories of destinations include: Schools, Parks, Groceries, Restaurants, Coffee, Bars, Shopping, Entertainment, Errands, Cultural, etc.

Barriers: Things preventing people from engaging in active transportation. Can be physical (busy road, lack of curb cuts) or social (not enough time, does not feel safe).

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|---|------------|
| 1. Field Tour Results   | 20 minutes |
| 2. Review Draft Mapping   | 20 minutes |
| <ul style="list-style-type: none"> <li>▪ Destinations</li> <li>▪ Community Destinations</li> <li>▪ Connection Concepts</li> <li>▪ Park Walking Paths</li> </ul> |            |
| 3. Discuss Walkability Assessments  | 10 minutes |
| <ul style="list-style-type: none"> <li>▪ Willow Street Examples</li> <li>▪ Priority Locations</li> <li>▪ Schedule</li> </ul>                                    |            |
| 4. Other Committee Input and Next Steps   | 10 minutes |





## Union City Borough Active Transportation Plan Steering Committee Meeting No. 5 – July 26, 2021

**Goal: Move Forward with preparing the Active Transportation Plan**

**Key Definitions:**

Active Transportation: any self-propelled, human-powered mode of transportation, such as walking, bicycling, using a wheelchair, pushing a stroller.

Physical Inactivity: a major contributor to the steady rise in rates of obesity, diabetes, heart disease, stroke, and other chronic health conditions in the United States.

Destinations: Places people would want to go by Active Transportation. Common categories of destinations include: Schools, Parks, Groceries, Restaurants, Coffee, Bars, Shopping, Entertainment, Errands, Cultural, etc.

Barriers: Things preventing people from engaging in active transportation. Can be physical (busy road, lack of curb cuts) or social (not enough time, does not feel safe).

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|--|------------|
| 1. Final Review of Priority and Recommendations Maps         | 20 minutes |
| 2. Discuss the Outline of the Active Transportation Plan     | 20 minutes |
| ▪ Input/Data Collection                                      |            |
| ▪ Existing Conditions  |            |
| ▪ Priorities – outcomes; resources; partnerships             |            |
| ▪ Implementation – action steps; responsibilities; timelines |            |
| 3. Discuss Completion Schedule                               | 10 minutes |
| ▪ Draft Plan   |            |
| ▪ Public Review  |            |
| ▪ Adoption   |            |
| 4. Other Committee Input and Next Steps                      | 10 minutes |



## Union City Borough Active Transportation Plan Steering Committee Meeting No. 6 – August 18, 2021

**Goal: Review draft sections of the Active Transportation Plan**

**Key Definitions:**

Active Transportation: any self-propelled, human-powered mode of transportation, such as walking, bicycling, using a wheelchair, pushing a stroller.

Physical Inactivity: a major contributor to the steady rise in rates of obesity, diabetes, heart disease, stroke, and other chronic health conditions in the United States.

Destinations: Places people would want to go by Active Transportation. Common categories of destinations include: Schools, Parks, Groceries, Restaurants, Coffee, Bars, Shopping, Entertainment, Errands, Cultural, etc.

Barriers: Things preventing people from engaging in active transportation. Can be physical (busy road, lack of curb cuts) or social (not enough time, does not feel safe).

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|---|------------|
| 1. Review Draft Plan Sections           | 40 minutes |
| ▪ Acknowledgements                      |            |
| ▪ Introduction                          |            |
| ▪ Community Engagement                  |            |
| ▪ Priorities                            |            |
| ▪ Implementation                        |            |
| ▪ WalkWorks Metrics Summary             |            |
| 2. Discuss Completion Schedule          | 10 minutes |
| ▪ Draft Plan                            |            |
| ▪ Public Review                         |            |
| ▪ Adoption                              |            |
| 3. Other Committee Input and Next Steps | 10 minutes |



# Union City Borough Active Transportation Plan

## WalkWorks Metrics Summary

### Metrics Templates for Potential Linear Miles (sidewalks, bike lanes, multi-use paths), New/Enhanced Destinations (crosswalks, intersections and other destinations) and Programs/Policies

As was indicated in the Funding Opportunity Announcement to which you responded, grant recipients are required to provide information with their final plans and, in subsequent years, to provide similar data as projects are implemented. The following templates are those on which you are to log the *potential* new/improved linear miles of new/improved routes or means of transportation, *potential* destinations that will be connected due to the new or improved routes, and *potential* new and/or enhanced sites as prioritized in your adopted plans or policies. Each table, to which you can add cells, must be completed as part of or as an accompaniment to your active transportation plan. Similar reporting will be requested through September 2023.

#### Active Transportation Plan Implementation Metrics - Sidewalks

**Map or Page No.:** Indicate the map or page number on which each priority is reflected in your plan.

**Priority:** Indicate the ranking of each priority (e.g., by number or "high, medium, low").

**Potential linear miles:** Linear miles of proposed sidewalk, rounded to the nearest tenth of a mile.

**Connected destinations:** Name the destinations that will be connected with implementation of each project.

Map or Pg. No.	Priority	Project Location	Potential Linear Miles	Connected Destinations
Walkability Improvements Priorities	High	Sidewalk Rehabilitation	3.8	See Destinations & Connections Map – French Creek; Health & Wellness retailers/services; Parks & Recreation areas; Public/Senior Housing; Residential Areas; School District campuses
Walkability Improvements Priorities	High	New Sidewalks	0.38	See Destinations & Connections Map – French Creek; Health & Wellness retailers/services; Parks & Recreation areas; Public/Senior Housing; Residential Areas; School District campuses
Walkability Improvements Priorities	High	Safe Routes to School – Concord St, Bridge St, Willow St	0.75	Union City Elementary and Junior/Senior High School campuses

#### Active Transportation Plan Implementation Metrics - Crosswalks and Intersections

**Map or Page No.:** Indicate the map or page number on which each priority is reflected in your plan.

**Priority:** Indicate the ranking of each priority (e.g., by number or "high, medium, low").

**Project description:** Describe project location and what improvements are being made.

**Connected destinations:** Name the destinations that will be connected with implementation of each project.

Map or Page No.	Priority	Project Description	Connected Destinations
Walkability Improvements Priorities	High	New Crosswalk – W High St and 4 <sup>th</sup> Ave	See Destinations & Connections Map
Walkability Improvements Priorities	High	New Crosswalk– Parade St and S. Main St	Residential neighborhood to Main St, the Downtown area and the Union City Elementary School
Walkability Improvements Priorities	High	New Crosswalk– W High St and 1 <sup>st</sup> Ave	1 <sup>st</sup> Avenue Park and American Legion Ballfields
Walkability Improvements Priorities	High	New Crosswalk(s) – on Willow St	Caflich Park and Devearux Park
Walkability Improvements Priorities	High	New Crosswalk – Willow St and Market St.	Residential neighborhood to the Downtown Area
Walkability Improvements Priorities	High	New Crosswalk – on Concord St	Union City School District Campuses
Walkability Improvements Priorities	High	New Crosswalk – PA Rt 97 and Main St	First Avenue Park, Banks, Retail Stores and Restaurants
Walkability Improvements Priorities	High	New Crosswalk – Concord St and Main St.	Caflich Park and Devearux Park to the Downtown Area
Walkability Improvements Priorities	High	New Crosswalk – Main St and High St	The Downtown Area

# Union City Borough Active Transportation Plan

## Active Transportation Plan Implementation Metrics - Transit Stops, Connections and Routes

**Map or Page No.:** Indicate the map or page number on which each priority is reflected in your plan.

**Priority:** Indicate the ranking of each priority (e.g., by number or "high, medium, low").

**Project description:** Describe project location and what improvements are being made. *Examples: New bus route, new stop along existing transit route, new bus shelter, etc.*

**Potential linear miles:** Linear miles of proposed new transit routes (if applicable), rounded to the nearest tenth of a mile.

**Connected destinations:** Name the destinations that will be connected with implementation of each project.

Map or Page No.	Priority	Project Description	Potential Linear Miles	Connected Destinations
Bike/Pedestrian Friendly Amenities	High	Encourage the Erie Metropolitan Transit Authority to evaluate the feasibility of installing a public bus stop within the Borough on South Main Street. This will provide better public transit access for residents in this area of the Borough to the 105 Corry Bus Route.	One (1) Bus Stop  0.40 miles distance to next closest Bus Stop	Residential neighborhoods on western and southern sides of the Borough

## Active Transportation Plan Implementation Metrics - Bicycle Infrastructure Improvements

**Map or Page No.:** Indicate the map or page number on which each priority is reflected in your plan.

**Priority:** Indicate the ranking of each priority (e.g., by number or "high, medium, low").

**Project description:** Describe project location and what improvements are being made. *Examples: low-speed shared streets, bicycle boulevards, buffered bicycle lanes, conventional bicycle lanes, protected bicycle lanes, and signed bicycle routes, bicycle racks, and bike share stations.*

**Potential linear miles:** Linear miles of proposed bicycle lanes, bicycle boulevards, and low-speed shared streets (if applicable), rounded to the nearest tenth of a mile.

**Connected destinations:** Name the destinations that will be connected with implementation of each project.

Map or Page No.	Priority	Project Description	Potential Linear Miles	Connected Destinations
Bike/Pedestrian Friendly Amenities	High	Install Public Bike Repair 'fix-it' Station(s)	Three (3) minimum - Deveraux Park, First Avenue Park and Southwest Park	Community Walking Loops Deveraux Park, First Avenue Park and Southwest Park
Bike/Pedestrian Friendly Amenities	High	Create Shaded Resting Areas. Having tree shaded areas with benches will help reduce the local heat index and will advance community beautification efforts.	Six (6) minimum - one per each Community Walking Loop	Community Walking Loops
Bike/Pedestrian Friendly Amenities	High	Install Water Bottle Refill	Six (6) minimum - one per each Community Walking Loop	Community Walking Loops
Bike/Pedestrian Friendly Amenities	High	Identify existing Public Restrooms or install Composting Toilets	One (1) Public Restroom	Community Walking Loops

# Union City Borough Active Transportation Plan

## Active Transportation Plan Implementation Metrics - Multi-Use Paths

**Map or Page No.:** Indicate the map or page number on which each priority is reflected in your plan.

**Priority:** Indicate the ranking of each priority (e.g., by number or "high, medium, low").

**Potential linear miles:** Linear miles of proposed paths, rounded to the nearest tenth of a mile.

**Connected destinations:** Name the destinations that will be connected with implementation of each project.

Map or Page No.	Priority	Project Location	Potential Linear Miles	Connected Destinations
Community Walking Loops	High	Downtown Loop	0.75	Uses sections of Main Street, High Street, First Avenue and South Street to take users around a portion of downtown Union City Borough. This Loop connects users to First Avenue Park.
Community Walking Loops	High	Industrial Loop	0.85	Uses sections of South Street, 4 <sup>th</sup> Avenue, Atlantic Street and Main Street to take users around an Industrial Park area. This Loop connects users to Southwest Park.
Community Walking Loops	High	School Loop	1.5	As the name implies, the loop incorporates the Union City Junior/Senior High School and Elementary School campuses. This route also connects back to the downtown area.
Community Walking Loops	High	West Loop	2.0	This longer Loop extends within the western side of the Borough. This Route passes through residential areas and the downtown area.
Community Walking Loops	High	Parks Loop	3.25	This is the longest Walking Loop in the Borough. It overlays with portions of the other Walking Loops. An important feature of this route is that it connects users to all of Union City Borough existing Parks.
Community Walking Loops	High	Park Walking Paths	1.0	Caflich Park, Devereaux Park, Willow Street Ball Field, Nature Park
Destinations	High	Neighborhood	2.52	Residential areas within the

& Connections		Connection Routes		Borough
Destinations & Connections	High	Highway Connection Route	2.05	PA Route 6 and PA Route 8 within Union City Borough
Destinations & Connections	High	Union City Reservoir Route	0.80	Union City Borough and the Union City Reservoir

## Active Transportation Plan Implementation Metrics - Programmatic and Policy Improvements

**Policy/Project:** Project policy or plan development or improvements. *Examples: Development of a Complete Streets Policy; Amendment to Ordinance; Evaluation of progress/status of implementation of Active Transportation Plan.*

Policy/Project	Description
Evaluation of progress/status of implementation of Active Transportation Plan.	Project Steering Committees for this Active Transportation Plan, the Comprehensive Parks and Recreation Plan and the French Creek Trail Study will be combined and meet at least two (2) times a year. The purpose will also be to discuss implementation progress, funding opportunities and changing conditions. The combined Committees will actively support the Borough with implementation actions.

revised: January 2021

## Funding Application Support:



### NOTIFICATION OF APPLICATION TO STATE AGENCY

*WalkWorks Grant Recipient:*

*WalkWorks is interested in supporting your applications for funds to State Agencies – Department of Community and Economic Development (DCED), Department of Conservation and Natural Resources (DCNR), and the Department of Transportation (PennDOT). The Agencies are supportive of WalkWorks and, especially, your efforts with regard to active transportation. Given the collaboration and synergistic impact of your plans/policies developed with the assistance of WalkWorks funding and our mutual hope for implementation, we want to assist by calling your applications to the attention of our colleagues at the respective agencies.*

*If you have plans to submit or have recently submitted an application to any of the above Agencies, please advise WalkWorks by completing this form and sending to [carolr@pitt.edu](mailto:carolr@pitt.edu).*

Your name or contact name on application to agency:

Borough/Township/City:

Funding agency (i.e., application for funds submitted to):  DCED;  DCNR;  PennDOT

Date of submission:

Name of grant program:

Brief description of proposal (2-3 sentences):

Amount requested: \$