



Solano Transportation Authority

SOLANO TRANSPORTATION AUTHORITY

Member Agencies:

Benicia ♦ Dixon ♦ Fairfield ♦ Rio Vista ♦ Suisun City ♦ Vacaville ♦ Vallejo ♦ Solano County

... working for you!

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BICYCLE ADVISORY COMMITTEE (BAC) MEETING AGENDA

6:30 – 8:00 p.m.

Thursday, September 03, 2009
Solano Transportation Authority Conference Room 1
One Harbor Center, Suite 130
Suisun City, CA 94585

ITEM	ADMINISTRATOR
I. CALL TO ORDER	Barbara Wood, Chair
II. OPPORTUNITY FOR PUBLIC COMMENT	Barbara Wood, Chair
III. APPROVAL OF AGENDA	Barbara Wood, Chair
IV. MINUTES FROM MEETING OF JULY 2, 2009 Pg. 1	Barbara Wood, Chair
V. PRESENTATIONS – Jim Antone, Yolo-Solano Air Quality Management District (YSAQMD) Clean Air Fund (CAF) Program (6:32 – 6:40)	Jim Antone, YSAQMD Planner
VI. ACTION ITEMS	
A. Solano Countywide Bicycle Plan Goals and Objectives <u>Recommendation:</u> <i>Forward a recommendation to the STA Board to adopt the purpose statement, goals, and objectives for the Solano Countywide Bicycle Plan. (6:40 – 7:00 p.m.)</i> Pg. 4	Sara Woo, Planning Assistant

BAC MEMBERS

<u>Barbara Wood</u>	<u>Larry Mork</u>	<u>JB Davis</u>	<u>James Fisk</u>	<u>Randall Carlson</u>	<u>Michael Segala</u>	<u>Ray Posey</u>	<u>Mick Weninger</u>	<u>Glen Grant</u>
Chair Member at Large	Vice Chair City of Rio Vista	City of Benicia	City of Dixon	City of Fairfield	City of Suisun City	City of Vacaville	City of Vallejo	County of Solano

VII. INFORMATIONAL ITEMS- Pg 12

- A. State Route (SR) 12 Jameson Canyon Road Bicycle and Pedestrian Plan**
Informational
(7:00 – 7:10 p.m.) Sara Woo, Planning Assistant
- B. Comprehensive Transportation Plan (CTP) Call for Projects Submittal Deadline: 09/04/09**
Informational
(7:10 – 7:15 p.m.) Robert Guerrero, Senior Planner
- C. Bicycle Plan Update**
Informational
(7:15 – 7:20 p.m.) Sara Woo, Planning Assistant
- D. 2009 BAC Work Plan**
Informational
(7:20 – 7:25 p.m.) Sara Woo, Planning Assistant
- E. Committee Membership**
Informational
(7:25 – 7:30 p.m.) Robert Guerrero, Senior Planner
- F. MTC Complete Streets/Routine Accommodations Policy**
Informational
(7:30 – 7:35 p.m.) Sara Woo, Planning Assistant
- G. Regional Bicycle Working Group Meeting Summary**
Informational
(7:35 – 7:40 p.m.) Sara Woo, Planning Assistant
- H. Benicia-Martinez Bridge Bicycle and Pedestrian Path**
Informational
(7:40 – 7:45 p.m.) Sara Woo, Planning Assistant

VIII. COMMITTEE MEMBER COMMENTS

IX. ADJOURNMENT

The next meeting of the STA BAC is proposed to be scheduled October 1, 2009 at a time to be determined.



STA ACRONYMS LIST OF TRANSPORTATION TERMS

A		P	
ABAG	Association of Bay Area Governments	PAC	Pedestrian Advisory Committee
ADA	American Disabilities Act	PCC	Paratransit Coordinating Council
AVA	Abandoned Vehicle Abatement	PCRPP	Planning and Congestion Relief Program
APDE	Advanced Project Development Element (STIP)	PDS	Project Development Support
AQMD	Air Quality Management District	PDT	Project Delivery Team
B		PMP	Pavement Management Program
BAAQMD	Bay Area Air Quality Management District	PMS	Pavement Management System
BABC	Bay Area Bicycle Coalition	PNR	Park and Ride
BAC	Bicycle Advisory Committee	POP	Program of Projects
BATA	Bay Area Toll Authority	PPM	Planning, Programming and Monitoring
BCDC	Bay Conservation and Development Commission	PSR	Project Study Report
BT&H	Business, Transportation & Housing Agency	PTA	Public Transportation Account
C		PTAC	Partnership Technical Advisory Committee (MTC)
CAF	Clean Air Funds	R	
CALTRANS	California Department of Transportation	RABA	Revenue Alignment Budget Authority
CARB	California Air Resources Board	REPEG	Regional Environmental Public Education Group
CCCC (4'Cs)	City County Coordinating Council	RFP	Request for Proposal
CCCTA (3CTA)	Central Contra Costa Transit Authority	RFQ	Request for Qualification
CEQA	California Environmental Quality Act	RM 2	Regional Measure 2
CHP	California Highway Patrol	RRP	Regional Rideshare Program
CIP	Capital Improvement Program	RTEP	Regional Transit Expansion Policy
CMA	Congestion Management Agency	RTIP	Regional Transportation Improvement Program
CMAQ	Congestion Mitigation and Air Quality	RTMC	Regional Transit Marketing Committee
CMP	Congestion Management Program	RTP	Regional Transportation Plan
CNG	Compressed Natural Gas	RTPA	Regional Transportation Planning Agency
CTA	County Transportation Authority	S	
CTC	California Transportation Commission	SACOG	Sacramento Area Council of Governments
CTEP	County Transportation Expenditure Plan	SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act – a Legacy for Users
CTP	Comprehensive Transportation Plan	SCTA	Sonoma County Transportation Authority
D		SHOPP	State Highway Operations and Protection Program
DBE	Disadvantaged Business Enterprise	SJCOG	San Joaquin Council of Governments
DOT	Federal Department of Transportation	SNCI	Solano Napa Commuter Information
E		SOV	Single Occupant Vehicle
EIR	Environmental Impact Report	SMAQMD	Sacramento Metropolitan Air Quality Management District
EIS	Environmental Impact Statement	SP&R	State Planning and Research
EPA	Environmental Protection Agency	SR2S	Safe Routes to School
F		SR2T	Safe Routes to Transit
FHWA	Federal Highway Administration	SRITP	Short Range Intercity Transit Plan
FST	Fairfield-Suisun Transit	SRTTP	Short Range Transit Plan
FTA	Federal Transit Administration	STA	Solano Transportation Authority
G		STA	Spare the Air
GARVEE	Grant Anticipation Revenue Vehicle	STAF	State Transit Assistance Fund
GIS	Geographic Information System	STIA	Solano Transportation Improvement Authority
H		STIP	State Transportation Improvement Program
HIP	Housing Incentive Program	STP	Surface Transportation Program
HOV	High Occupancy Vehicle	T	
I		TAC	Technical Advisory Committee
ISTEA	Intermodal Surface Transportation Efficiency Act	TAM	Transportation Authority of Marin
ITIP	Interregional Transportation Improvement Program	TANF	Temporary Assistance for Needy Families
ITS	Intelligent Transportation System	TAZ	Transportation Analysis Zone
J		TCI	Transportation Capital Improvement
JARC	Jobs Access Reverse Commute	TCM	Transportation Control Measure
JPA	Joint Powers Agreement	TCRP	Transportation Congestion Relief Program
L		TDA	Transportation Development Act
LS&R	Local Streets & Roads	TDM	Transportation Demand Management
LTA	Local Transportation Funds	TEA	Transportation Enhancement Activity
LEV	Low Emission Vehicle	TEA-21	Transportation Efficiency Act for the 21 st Century
LIFT	Low Income Flexible Transportation	TFCA	Transportation Funds for Clean Air
LOS	Level of Service	TIF	Transportation Investment Fund
LTF	Local Transportation Funds	TIP	Transportation Improvement Program
M		TLC	Transportation for Livable Communities
MIS	Major Investment Study	TMA	Transportation Management Association
MOU	Memorandum of Understanding	TMP	Transportation Management Plan
MPO	Metropolitan Planning Organization	TMTAC	Transportation Management Technical Advisory Committee
MTC	Metropolitan Transportation Commission	TOS	Traffic Operation System
MTS	Metropolitan Transportation System	TRAC	Trails Advisory Committee
N		TSM	Transportation Systems Management
NEPA	National Environmental Policy Act	U, V, W, Y, & Z	
NCTPA	Napa County Transportation Planning Agency	UA	Urbanized Area
NHS	National Highway System	VTA	Valley Transportation Authority (Santa Clara)
NVTA	Napa Valley Transportation Authority	W2W	Welfare to Work
O		WCCCTAC	West Contra Costa County Transportation Advisory Committee
OTS	Office of Traffic Safety	YSAQMD	Yolo/Solano Air Quality Management District
		ZEV	Zero Emission Vehicle

Helpful Definitions for Bicycle Advisory Committee Members

Below is a list of terms and acronyms that you may encounter in technical reports, plans, data, informational materials, or conversations when working with STA staff.

<u>Acronyms</u>	(Note: These acronyms have not yet been added to the “STA Acronyms List of Transportation Terms”)
ARB:	Air Resources Board
ARRA:	American Recovery and Reinvestment Act
PDA:	Priority Development Area
RBWG:	Regional Bicycle Working Group
RPC:	Regional Pedestrian Committee
RBP:	Regional Bicycle Program
SBPP:	Solano Bicycle and Pedestrian Program

Planning Agencies

MTC (MPO):	The transportation planning, coordinating, and financing agency for the nine-county Bay Area
STA (CMA):	The transportation planning, coordinating and financing agency for the seven-city County of Solano

MPO:	Metropolitan Planning Agency; regional planning agency
CMA:	Congestion Management Agency; local countywide planning agency

Committees

BAC:	Advisory committee to STA for implementing the Countywide Bicycle Plan
RBWG:	Ad hoc advisory committee to MTC for implementing the Regional Bicycle Plan
PAC:	Advisory committee to STA for implementing the Countywide Pedestrian Plan
RPC:	Ad hoc advisory committee to MTC for addressing pedestrian-related issues in the Bay Area

Bicycle Advisory Committee
Meeting Minutes
August 6, 2009

BICYCLE ADVISORY COMMITTEE CALL TO ORDER

The Bicycle Advisory Committee (BAC) meeting was called to order by Committee Chair, Barbara Wood, at approximately 6:45 p.m.

Committee Members Present:	Barbara Wood Jim Fisk Randy Carlson Mike Segala Ray Posey Mick Weninger	Chair (Member-at-Large) City of Dixon City of Fairfield City of Suisun City City of Vacaville City of Vallejo
Committee Members Not Present:	Larry Mork J.B. Davis Glen Grant	Vice-chair (City of Rio Vista) City of Benicia Solano County
Others Present:	Garland Wong James Loomis Matt Tuggle Judy Leaks Robert Guerrero Sara Woo	City of Fairfield Public Works City of Vacaville Public Works Solano County Public Works STA STA STA

- I. CALL TO ORDER–SELF INTRODUCTIONS
Participants exchanged introductions.
- II. OPPORTUNITY FOR PUBLIC COMMENT
None presented.
- III. APPROVAL OF THE AGENDA: July 2, 2009
On a motion by Member Segala, and second by Member Carlson, the STA BAC unanimously approved the agenda.
- IV. APPROVAL OF MINUTES FROM PREVIOUS MEETING: May 7, 2009
On a motion by Member Carlson, and second by Member Fisk, the STA BAC unanimously approved the minutes.
- V. ACTION ITEMS
 - A. Comprehensive Transportation Plan (CTP) State of the System – Alternative Modes Element Report

Robert Macaulay provided an overview of the CTP State of the System – Alternative Modes Element Report. He stated that the report provides a snapshot of the current system and that the element goals represent the long-term vision of what the Alternative Modes Committee (AMC) would like the future of the alternative modes system to look like. He explained the three parts of the Alternative Modes Element: 1) bicyclists and pedestrians 2) alternative fuels 3) transit oriented development. Mr. Macaulay also commented that the Alternative Modes Committee suggested favor toward the development of the goals to guide users of the document toward action.

Member Randy Carlson commented that if the data is available, collision and accident data not involving vehicles will be important to include in the data beginning on page 13 of the report. Mr. Macaulay commented that STA staff will follow up to research if this data is available.

Member Randy Carlson commented that indexing information regarding pavement conditions for bicyclists would be a useful tool for developing the bicycle plan. He noted that the level of service information for alternative modes will be just as critical for bicycle and pedestrian planning/construction as it is for level of service for cars. Matt Tuggle explained that this information is possible to obtain and would not be difficult. He further explained that pavement conditions index information could be provided for class II and class III routes.

Member Mike Segala commented that detailed information regarding the conditions for routes used by bicyclists is vital to developing the best projects possible. He provided examples such as: storm drains, bicycle lane condition, # of personnel access holes, obstacles, pavement condition, frequency of street cleanings).

Recommendation:

Forward a recommendation to the STA Board to adopt the State of the system report for the Alternative Modes Element.

On a motion by Member Carlson, and second by member Segala, the STA BAC unanimously approved the recommendation.

VI. INFORMATIONAL ITEMS

- A. Fairfield and Suisun City Transit (FAST) Bicycle Policy Update
Scott Butler provided a brief status update regarding the feedback provided by the BAC at their July 2, 2009 meeting. He explained to the committee that the comments to revise the FAST policies regarding bicycle racks and the accommodation of bicyclists were well taken by his supervisors. Mr. Butler further explained that the adjustments to the policies are currently in progress and that Route 90 will be able to accommodate bicyclists.
- B. CTP Call for Projects: Solano Countywide Bicycle Plan Projects
Mr. Macaulay explained the CTP call for projects process and notified the committee of the September 4, 2009 project submittal deadline. He encouraged the committee members to contact their public works staff with suggestions for bicycle projects and commented that STA staff would be able to provide the contact information for the public works departments to the committee.
- C. California State Budget Update
Sara Woo discussed the current status of the State Budget and explained that the STA legislative advocacy group is working on researching more detailed information. She explained that the majority of the Solano Bicycle and Pedestrian Program (SBPP) are federal funds and would not directly be impacted by the State Budget. She further explained that she would follow up with additional information at a future meeting. Member Segala commented that many cities are faced with economic challenges and that it will be important to carefully plan so that projects can be ready to take advantage of funding when it becomes available.
- D. Benicia-Martinez Bridge Bicycle-Pedestrian Path Ribbon Cutting Ceremony
Sara Woo discussed the status of the Benicia Bridge bicycle-pedestrian path and notified the committee that the event would be held on Saturday August 29, 2009. She invited the committee members to attend the event and encouraged anyone interested in volunteering for bicycle related outreach to assist at the bicycle rodeo.
- E. Safe Routes to School (SR2S) Program Update
Sara Woo provided a brief overview of the previous SR2S Advisory Committee meeting. She commented that the program would be initiating a mapping project for preferred routes as well as hiring two SR2S coordinators. Member Segala provided additional details regarding the SR2S program and discussed the methodology implemented for the mapping project. He commented

that Anna Kyle Elementary School would take place on August 28th. He requested that the product of the SR2S efforts be presented to the BAC when they are completed.

VII. INFORMATIONAL ITEMS – NO DISCUSSION
None presented.

VIII. COMMITTEE MEMBER COMMENTS & FUTURE AGENDA TOPICS
Member Carlson commented that there are routes that traverse railroad crossings that are dangers to bicyclists. He provided the example of Park Road slightly past Bay Shore Drive in Benicia. He commented that it would be important to find a way to improve railroad crossings with a bump in the road by better markings. STA staff will follow up.

IX. ADJOURNMENT
With a motion by Member Fisk, and a second by Member Carlson, the BAC meeting was adjourned at approximately 8:10 p.m. The next regularly scheduled meeting of the BAC is Thursday September 3, 2008 at the Solano Transportation Authority.

Minutes Prepared By: STA staff, Sara Woo



DATE: August 27, 2009
TO: STA BAC
FROM: Sara Woo, STA Planning Assistant
RE: Solano Countywide Bicycle Plan Purpose Statement, Goals, and Objectives

Background:

The Solano Countywide Bicycle Plan was first developed in 1995 through the guidance of the Bicycle Advisory Committee (BAC). The development of the plan was in response to the need for a long-range plan to guide the future development of bicycle facilities as well as the legal requirement to claim Transportation Development Act Article 3 funds. The Solano Countywide Bicycle Plan compliments local city plans for bicycle facilities with a proposed network of regional routes for the local routes to connect to. The Solano Countywide Bicycle Plan also an important component of the Comprehensive Transportation Plan (CTP) Alternative Modes Element. Work by the Alternative Modes Committee is underway to develop an element that will not only inventory current practices, but also prepare a guiding foundation for accommodating Solano County's future multimodal¹ transportation needs.

Discussion:

At the July 2, 2009 BAC meeting, the committee tabled the item and requested that STA staff evaluate the bicycle goals and objectives through a subcommittee before taking an action. The current structure of the CTP has incorporated a new "Purpose Statement, Goals, and Objectives" framework. The 2009 update to the Solano Countywide Bicycle Plan will require a purpose statement as well as a set of goals to provide a better context for the already established objectives. The comments made by the BAC at their May 7, 2009 and July 2, 2009 meetings were to reword the purpose statement to capture the emphasis of daily use of a bicycle without using the word "integral," reorganize the goals and objectives, and remove duplicative objectives. Since then, STA staff has reevaluated the goals and objectives to reflect the comments made by the BAC. The following draft Bicycle Plan purpose statement has been developed by STA staff for input and approval by the subcommittee:

"To enable safe and efficient travel by bicycle as a regular mode of transportation in Solano County"

¹ A system or corridor that accommodates all modes of surface transportation including bicycles, pedestrians, transit vehicles, ferries, trains and personal vehicles

The purpose statement and goals for the Countywide Bicycle Plan have also been reevaluated by STA staff to clarify the goals and objectives that are meant to guide STA staff and its member agencies toward the accomplishment of the long-term vision represented by the goals. Based on comments from the BAC, STA staff prepared a revision for a BAC subcommittee to review.

The BAC subcommittee met on Thursday August 27, 2009 to review and comment on the Purpose Statement, Goals, and Objectives document. Some of the comments provided include:

- A larger emphasis on programs like Safe Routes to School and Safe Routes to Transit;
- Including input from bicyclists for transportation projects; and
- Developing objectives to address the inclusion of bicycle travel in all new transportation projects

Based on comments made by the BAC subcommittee, a draft of the Bicycle Plan purpose statement, goals, and objectives has been revised by STA staff for input from the BAC (see Attachment A).

Fiscal Impact:

None

Recommendation:

1. Forward a recommendation to the STA Board to adopt the purpose statement, goals, and objectives for the Solano Countywide Bicycle Plan.

Attachments:

- A. STA Solano County Bicycle Plan draft purpose statement, goals, and objectives

**SOLANO COUNTYWIDE BICYCLE PLAN
DRAFT PURPOSE STATEMENT, GOALS, AND OBJECTIVES**

ALTERNATIVE MODES ELEMENT PURPOSE STATEMENT: One County, Many Choices for Mobility ~ To establish program and facilities for the transition toward sustainable transit-oriented communities with integrated multimodal² transportation choices for Solano’s residents, workers, and visitors. This will be accomplished by incorporating alternative modes as a central part of travel to ensure accessible, convenient, healthy, safe, efficient and cost-effective travel options to enhance connectivity, and will be compatible with local land use planning.

DRAFT BICYCLE PLAN PURPOSE STATEMENT:

“To enable safe and efficient bicycle travelling as an everyday means of transportation in Solano County”

GOALS: Goals are the milestones by which achievement of the Purpose Statement are measured. The Goals also represent the vision for Solano County’s bicycle system in the future. In order to implement the Purpose of the Solano Countywide Bicycle Plan, the following goals are/will be established:

DRAFT GOALS:

1. Plan and maintain a current Countywide Bikeway Network.
2. Build the bicycle transportation network by planning, designing, constructing and managing transportation facilities that will meet the needs of the cycling public.
3. Improve bicyclist safety in Solano County.
4. Increase the use of bicycles as a viable alternative to the automobile.
5. Develop an integrated and coordinated transportation system that connects bicycling with other modes of transportation, which includes, but is not limited to, driving, walking, and taking public transportation.
6. Provide safe access for bicyclists to all points in Solano County.
7. Develop a bicycle network that connects to northern California’s alternative modes system.
8. Develop the Countywide Bicycle Plan to serve as a bicycle master plan or a foundation for local agencies to use in the development of a local bicycle plan.

OBJECTIVES: Objectives are the actions by which achievement of the Goals are measured.

DRAFT OBJECTIVES:

Goal #1: Plan and maintain a current Countywide Bikeway Network.

² A system or corridor that accommodates all modes of surface transportation including bicycles, pedestrians, transit vehicles, ferries, trains and personal vehicles

Objective 1 - Establish Selection Criteria for the Countywide Bikeway Network to include (but not limited to) the following criteria:

- a. Safety and Access (gap closures, accessibility, safety)
- b. Quality of Life (health benefits, reduction of vehicle usage, best practices in design)
- c. Implementation (community participation, long-term plans/policies, cost-benefit calculations, strategically funded project)

Objective 2 - Maintain the Countywide Bicycle Plan, which identifies existing and future needs, and provides specific recommendations for facilities and programs to be phased in over the next 20 years.

- a. Update the Countywide Bicycle Plan every three to five years, or as necessary to maintain eligibility for state and federal funds.
- b. Review the projects identified in the Countywide Bicycle Plan annually to identify projects that have been completed.
- c. Ensure that the Countywide Bicycle Plan is consistent with all existing regional, state, and federal bicycle documents, and is consistent with current adopted local bikeway master plans.
- d. Develop the Countywide Bicycle Plan as a resource and coordinating document for local jurisdictions while utilizing existing /planned local bikeway facilities to the extent possible

Objective 3 - Develop detailed and ranked improvements in the Countywide Bicycle Plan

- a. Identify the top ten to twenty bikeway segments to be completed in the short-term (2010-2015), mid-term (2015-2020), and long-term (2020-2035), based on a variety of objective and subjective criteria, including (but not limited to) number of activity centers served, closure of critical gaps, immediate safety hazards, existing and potential bicycle use, support from the public and local jurisdictions, and availability of funding.
- b. Develop detailed implementation information on each recommended segment, including length, classification, adjacent traffic volumes and speeds, proximity to activity centers, cost, and overall feasibility.
- c. Develop education and maintenance programs that may be adopted by local jurisdictions.

Goal #2: Build the bicycle transportation network by planning, designing, and maintaining transportation facilities that will meet the needs of the cycling public.

Objective 4 - Maximize the amount of state and federal funding for bikeway improvements that can be received by Solano County

- a. Identify current regional, state, and federal funding programs, along with specific funding requirements and deadlines
- b. Encourage multi-jurisdictional funding applications of the regional bikeway system
- c. Develop a prioritized list of countywide improvements along with detailed cost estimates, and identify appropriate funding sources for each proposal
- d. Encourage the formation of reliable local, regional, and state funding sources which can be used to leverage federal funds

- e. Encourage the local jurisdictions to identify and include countywide bikeway improvements in their Capital Improvement Plans
- f. Develop education and maintenance programs that may be adopted by local jurisdictions
- g. Update and maintain the Solano Bicycle and Pedestrian Program (SBPP) to strategically fund the construction of projects

Objective 5 - Build upon the existing bikeway facilities and programs in Solano County

- a. Develop an implementation plan for the Solano Bicycle and Pedestrian Plan
- b. Inventory the existing system
- c. Identify existing and proposed bike paths, lanes, and routes, and design regional system to maximize use to the extent feasible
- d. Identify and implement gap closure projects
- e. Include bicycle facilities in the development of all new road, and roadway improvement projects
- f. Encourage the use of existing natural and manmade corridors such as creeks, railroad rights of way, and corridors for future bike path alignments
- g. Identify existing bicycle education programs, and target future expansion as need warrants
- h. Conduct before and after bicycle counts at specific locations and times to measure the relative effectiveness of various investments. Submit all data to the STA for review and storage
- i. Ensure that new roadways, transportation projects, and developments improve bicycle travel and system continuity
- j. Work with local agencies to improve maintenance of existing bikeways and roadway shoulders
- k. Identify guidelines for best practices in bicycle project planning that local agencies may adopt
- l. Develop a Safe Routes to Transit (SR2T) plan
- m. Maintain the Safe Routes to School (SR2S) plan and implementation of the program

Objective 6 - Encourage public participation and continuation of the Bicycle Advisory Committee (BAC)

- a. Continue regular meetings of the BAC; BAC members should help member agencies develop local bikeway master plans and submit them for approval to local City Councils
- b. Identify a Bicycle Coordinator in each jurisdiction who is a staff member whose responsibility is to (a) provide support to the BAC, (b) act as a liaison to the City, (c) complete funding applications, and (d) provide inter-departmental coordination
- c. Public involvement in the planning process should be maximized through workshops and other means

Goal #3: Improve bicyclist safety in Solano County.

Objective 7 - Improve bicycle safety conditions

- a. Monitor and track bicycle-related collision levels through available data sources
- b. Develop a system for reporting and responding to maintenance problems on the existing bikeway system

- c. Incorporate bicycle safety curriculum into existing motorist education and training
- d. Include lighting and emergency call boxes along Class I bike paths carrying high numbers of commuters as they are eligible for a variety of regional, state, and federal funding sources
- e. Identify bicycle routes located in agricultural spraying zones, and warn bicyclists through signing about the potential hazard and the typical spraying periods
- f. Incorporate provisions for safe bicycle travel and/or detours in traffic control plans and through construction zones

Objective 8 - Coordinate with other safety programs (i.e. Safe Routes to School (SR2S), Safe Routes to Transit (SR2T))

- a. Develop a comprehensive bicycle education program with opportunities to be taught to all school children in Solano County
- b. Develop a bicycle education program for adults in Solano County

Goal #4: To increase the use of bicycles as a viable alternative to the automobile, with an emphasis on Safe Routes to School and Safe Routes to Transit programs.

Objective 9 - Develop a regional bikeway system which meets the needs of commuter and casual bicyclists, helps reduce vehicle trips, and links residential neighborhoods with regional destinations countywide

- a. Develop a commuter bikeway system which provides direct routes between residential neighborhoods and regional employment areas, schools, and universities
- b. Identify connections to lower volume streets, off-street bike paths, as well as regional and natural destinations countywide
- c. Develop a countywide bikeway system which is connected to proposed local and regional bikeway systems, and which is a maximum of two (2) miles from any residential neighborhood in Solano County
- d. Develop a bikeway network which balances the need for directness with concerns for safety and user convenience. Where needed, develop a dual system which serves both the experienced and inexperienced bicyclist
- e. Strive to develop Class I (bike paths) and Class II (bike lanes) over Class III (bike routes)

Objective 10 - Develop a coordinated marketing strategy to encourage bicycling in Solano County.

- a. Develop a series of promotional/marketing incentives to encourage employees to use bicycles to reach work. Quantify the estimated future benefits of bicycling in terms of air quality, congestion, and health
- b. Encourage and expand the Solano Napa Commuter Information (SNCI) bicycle incentives program
- c. Periodically update the BikeLinks map for public distribution to reflect new bicycle facilities and information
- d. Sponsor and support annual bicycle events such as Bike to Work Week, countywide bicycle tours, and adult safety courses in conjunction with other congestion management efforts
- e. Encourage the coordination of a bicycling advocacy groups, such as cycling clubs and coalitions

Goal #5: To develop an integrated and coordinated transportation system that connects bicycling with other modes of transportation, which includes, but is not limited to, driving, walking, and taking public transportation.

Objective 11 - Solicit input from bicyclists and pedestrians for all transportation projects

Objective 12 - Maximize the multi-modal connections to the Bikeway System

- a. Ensure that the countywide bikeway system serves all multi-modal stations, ferry terminals, and park-and-ride lots in Solano County
- b. Work with local and regional transit agencies to install bike lockers at terminals, bike racks on all buses, and designated storage areas on Capitol Corridor trains and ferries serving Solano County
- c. Develop an intermodal transportation system that serves the transportation needs of Solano County's residents, workers, and visitors in a manner that is compatible with characteristics of natural, economic, and social resources
- d. Encourage review of projects by the BAC

Objective 13 - Implement Caltrans Context-Sensitive Solutions and Metropolitan Transportation Commission's (MTC) Complete Streets policies as an approach to plan, design, construct, and operate a comprehensive multimodal transportation system

- a. Refer to Caltrans Context Sensitive Solutions resources:
<http://www.dot.ca.gov/hq/oppd/context/index.htm>
- b. Fill out and submit a complete streets checklist with all applications for funds administered by STA:
http://www.mtc.ca.gov/planning/bicyclespedestrians/routine_accommodations.htm

Goal #6: Provide safe access for bicyclists to all points in Solano County

Objective 14 - Plan and implement a bikeway network that enables bicyclists to reach all areas in Solano County

Objective 15 - Inventory areas that are not safely accessible by bicycle

Goal #7: Develop a bicycle network that connects to northern California's alternative modes system

Objective 16 – Implement the projects identified in the 2004 California Cross State Bicycle Route Study that are within Solano County

Objective 17 - Maintain current policies that are consistent with MTC's regional bikeway network

- a. Review Regional Bikeway Network projects

Objective 18 - Plan and implement intercounty bikeway connections (i.e. Yolo County, Napa County, Sacramento, other)

Goal #8: Develop the Countywide Bicycle Plan to serve as a bicycle master plan or foundation for local agencies to use in the development of a local bicycle plan

Objective 19 - Encourage the City Council adoption of the Countywide Bicycle Plan by all STA member agencies

Objective 20 - Make the Countywide Bicycle Plan available for adoption by local agencies that do not have a bicycle master plan



*Agenda Item VII
September 3, 2009*

DATE: August 27, 2009
TO: STA BAC
FROM: Sara Woo, Planning Assistant
RE: Informational Items – Discussion

VII.A State Route (SR) 12 Jameson Canyon Road Bicycle and Pedestrian Plan – (Sara Woo, STA)

In July 2008, SR12 Jameson Canyon Road Bicycle and Pedestrian Plan project was selected for a \$55,000 grant from the Bay Area Ridge Trail Council with California Coastal Conservancy bond funds. In August 2008, the development of the plan was initiated to identify a Class I connection between Solano County and Napa County along the SR12 Jameson Canyon Road corridor between Red Top Road and SR29, respectively. However, due to the bond freezes that occurred in November 2008, the project was requested to stop work until further notice that funding for the plan would be available.

On July 9, 2009, the California Coastal Conservancy notified the Solano Transportation Authority (STA) staff that funds would be available to resume work on the development of the bicycle-pedestrian connections plan. Since then, STA staff has convened the plan's Partnership Working Group, which consists of participants representing Solano County, Fairfield, STA, Napa County, Napa County Transportation and Planning Agency (NCT&PA), the Bay Area Ridge Trail Council, and local users. The partnership working group will be meeting on September 3, 2009 at the Solano Transportation Authority to kick-off the development of the plan. The BAC representatives for this working group are Glen Grant and Mick Weninger. Further details about the meeting will be provided at the September 3, 2009 BAC meeting. No attachments.

VII.B Solano Comprehensive Transportation Plan (CTP) Call for Projects Submittal Deadline: 09/04/09 – (Robert Guerrero, STA)

On June 10, 2009, the STA Board authorized the Planning Director to execute a call for projects for the Comprehensive Transportation Plan (CTP). As part of this effort, STA planning staff will be working with the BAC and Pedestrian Advisory Committee to identify appropriate bicycle and pedestrian projects. A list of projects has been prepared by STA staff for the BAC members to consider (**Attachment VII.B**). This list was presented to the BAC at their July 2, 2009 meeting. Projects on this list include all projects from the 2005 Alternative Modes Element and 2004 Bicycle Plan. The goal of the 2008/2009 update will be to consolidate both lists into one list to be included in the Alternative Modes Element. This list of bicycle projects will be mapped and used in the Countywide Bicycle Plan as well. Since the July BAC meeting, STA staff has received proposals by some BAC members and encourage those who would like to provide

comments to do so. **Proposals for bicycle projects are due to STA staff no later than Friday September 4, 2009.** A subcommittee will meet in late September 2009 to conduct a preliminary review of the projects submitted by agency staff as well as BAC members and develop criteria for selecting regional bicycle projects. The criteria for selecting regional bicycle projects will be further reviewed and developed by the BAC at their October 2009 meeting.

VII.C Solano Countywide Bicycle Plan Update – (Sara Woo, STA)

The Solano Countywide Bicycle Plan is the primary planning tool for countywide bicycle connections in Solano County. The plan is intended to capture the long-term vision for the countywide bicycle network as well as the short-term strategies needed to accomplish the longer term goals. A BAC subcommittee consisting of Members Davis, Grant, and Mork met on September 27, 2009 to review and refine the bicycle plan’s purpose statement and goals. The purpose statement, goals, and objectives document will assist STA staff and the BAC in the development of criteria for selecting countywide bicycle projects. At the October 2009, meeting, the committee will review projects for the bicycle plan.

VII.D 2009 BAC Work Plan – (Sara Woo, STA)

The 2009 BAC work plan consists of various tasks including the Solano Countywide Bicycle Plan update, review of the Alternative Modes Element, and learning about various aspects of transportation planning and construction. Developed in late 2008, the majority of the tasks on the work plan have since been completed (**Attachment VII.D**). The BAC will need to develop a work plan for 2010 at their October 2009 meeting.

VII.E Committee Membership – (Robert Guerrero, STA)

The following is a list of BAC member terms and expiration dates:

Jurisdiction	Member	Appointed	Term Expires
Benicia	J.B. Davis	Jan-07	Dec-09
Dixon	Jim Fisk	Jan-08	Dec-10
Fairfield	Randy Carlson	Jan-07	Dec-09
Rio Vista	Larry Mork	Jan-07	Dec-09
Suisun City	Mike Segala	Jan-07	Dec-09
Vacaville	Ray Posey	Jan-07	Dec-09
Vallejo	Mick Weninger	Jan-08	Dec-10
Solano County	Glen Grant	Jan-07	Dec-09
Member-at-Large	Barbara Wood	Jan-07	Dec-09

There are no term limits for BAC members. Therefore, committee members are welcome to reapply for their position for another three-year term. Agencies will be notified of the vacancy of these positions. STA staff will be available to coordinate and provide information on the appointment procedures to anyone who wishes to apply for BAC membership. No attachments.

VII.F MTC Complete Streets/Routine Accommodations Policy – (Sara Woo, STA)

The MTC Complete Streets/Routine Accommodations policy is evolving to become a more integral part of bicycle and pedestrian planning and construction. MTC’s policy requires that a checklist be submitted with all applications for regional funding. The

checklist was applied for the first time this year with the American Reinvestment and Recovery Act (ARRA). Although STA staff and project sponsors were able to submit the checklists to fulfill the requirement for funding, there were challenges with the implementation process that will need to be addressed. STA staff is developing strategy to improve the process for collecting checklists as well as notifying the BAC and PAC for comments. The STA Technical Advisory Committee met on September 26, 2009 and provided a recommendation to direct staff to continue the development of an improved process for the Complete Streets/Routine Accommodations checklist policy (**Attachment VII.F**).

VII.G Joint Regional Bicycle Working Group & Regional Pedestrian Committee Meeting Summary: 08/20/09 – (Sara Woo, STA)

The MTC Regional Bicycle Working Group met to discuss their STP/CMAQ proposal, Transportation for Livable Communities (TLC) Best Practices Guidelines, Bicycle Lane Pavement Markings, and the Regional Pedestrian Conference. MTC staff solicited suggestions for TLC best practices from Congestion Management Agency (CMA) staff. A guest speaker from Flint Trading Inc. was present to discuss the thermoplastic markings and its use as a compliment to vertical wayfinding signage³. The Regional Pedestrian Committee will be held on December 1, 2009. No attachments.

VII.H Benicia-Martinez Bridge Bicycle and Pedestrian Path – (Sara Woo, STA)

The connection by bicycle and walking between the cities of Benicia and Martinez has been completed. The ribbon cutting ceremony will be held on Saturday August 29, 2009. The BAC and PAC are invited to attend with their friends and family. Various residents of the local committees will be volunteering at the bicycle rodeo. A ribbon cutting ceremony will take place at the northbound entrance in Martinez at approximately 8:30 AM. A separate ribbon cutting ceremony will take place for southbound users at an overlook near the entrance in Benicia at approximately 10:00 AM. A bicycle rodeo coordinated by the STA and the City of Benicia Police Department will take place at 10:45 AM. No attachments.

³ http://apps.mtc.ca.gov/meeting_packet_documents/agenda_1331/Bike_Lane_Brochure_01-08.pdf

Local Agency Alternative Modes Projects Listed in 2005 CTP

Benicia:

Widen State Park Road Overcrossing I-780 with Bike/Ped Access
Construct Benicia Bridge Bike Path and Walkway Improvements
Construct Park Road (Adams to Oak) Bike Path and Walkway Improvements
Construct First Street Streetscape Project
Construct 3 New Park-n-Ride Facilities
Install Bike and Walkway Connections to the Historic Arsenal, Clocktower and Camel Barn Facilities
Install Bay Trail Shoreline Connections Between Vallejo and the Benicia Bridge
Install Citywide Bike Path Improvements Per General Plan/ CIP
Install Citywide Walkway Improvements Per General Plan/ CIP
Install Citywide Traffic Calming Improvements
Construct Benicia Intermodal Transportation Station
Provide Ferry Service to Benicia

Dixon:

City Bikeway Plan
Provide a grade separated pedestrian crossing of the Union Pacific Railroad tracks to replace the existing at-grade crossing at West B Street adjacent to the Multi-modal Center
Intercity Bike Routes (to Vacaville)
Downtown Streetscape Project (Phases 2 & 3)
Dixon Multimodal Transportation Center
Alternative vehicle partnerships
Air quality projects
Add additional park and ride lots along the I-80 Corridor

Fairfield:

Fairfield/Vacaville Multi-modal Rail Station
Expand Fairfield Transportation Center
Acquire Land and Develop Transit Operations Center
Commuter Information Systems (GPS)
ADA Access at bus facilities
Expand local bus service
Expand express bus service
Construct N. Texas Bus Transfer Facility
Provide change of mode facilities

Rio Vista:

Waterfront Bikeways
General Plan Pedestrian/Bike System
SR 12 Pedestrian Underpass
Riverfront Access Signage Project
SR 12/Church Park-and-ride lot
SR 12/Waterfront Streetscape Project
Community Design Program

Solano County:

Old Town Cordelia Improvement Project
Pleasants Valley Road Bike Route
Jepson Parkway Bike Path and Landscaping Project
Green Valley Corridor Landscaping Project
Reopening of McGary Road
Vacaville-Dixon Bike Route
Fulton Avenue Sidewalk
Solano County Bridge Replacements to Provide Pedestrians and Bicycles

Suisun City:

SR 12 Pedestrian/Bike Gap Closure Path
Driftwood Waterfront Pedestrian Plaza
Petersen Road Bike Path
Blossom/UPRR Pedestrian Grade Separation
SR 12 Pedestrian Path (south side)
Suisun Marsh Pedestrian/Bike Path
Park-and-ride lot Landscape Project
Eastern Suisun City Park-and-ride lot
Main Street Improvements (Phase 2)
Rail Station Improvements
Union Pacific Railroad Sound Walls
Kellogg Street Waterfront Improvements

Vacaville:

Ulatis Creek and Alamo Creek Bike Routes
Centennial Park Bike Route
Bicycle signage and markings
Bicycle route landscaping
Downtown Multi-Family Housing Program
Electric Vehicle Subsidy Program
Electric Vehicle Charging Station Program
Fleet replacement with alternative fuels

Vallejo:

Bay Trail Completion
I-80/Turner Overcrossing Bike Lanes
Blue Rock Springs Pedestrian/Bike Path
Columbus Parkway Pedestrian/Bike Path
I-780 Pedestrian/Bike Grade Separation
Fairgrounds Drive Pedestrian/Bike Path
Broadway Pedestrian/Bike Path
Mare Island Pedestrian & Bike System
Curtola Park-and-ride lot expansion
Ferry transit-oriented development
Investigate water taxi stops at Mare Island
Sonoma Blvd/ SR29 TLC Corridor

Bicycle Projects Listed in 2004 Countywide Bicycle Plan

Benicia
Benicia Rd – Solano Ave to Rose Dr (CII) – Vallejo to Benicia
Interstate 780 Overcrossing – Rose Dr to Benicia State Recreation Area (CI) – Vallejo to Benicia
Military East – Park Rd to 1 st St (CII) – Benicia to Martinez
First St – Military West St to West I St (CII) – Benicia to Martinez
West I St – First St to West 9 th St (CII) – Benicia to Martinez
2nd St – Military East St to Lake Herman Rd (CII) – Benicia to Martinez
Lake Herman Rd – Benicia city limit to Lopes Rd (CII)

Dixon
Porter Rd – Hawkins Rd to Adams St (CII) – Vacaville Dixon Route
Adams St – Porter Rd to SR113 (CII) – Vacaville Dixon Route

Fairfield
Dover Rd – Paradise Valley Rd to Fairfield Linear Park Pthwy (CII) – Fairfield Vacaville Route
Cement Hill Rd – Peabody Rd to Walters Rd (CI) – Jepson Pkwy
Walters Rd – Cement Hill Rd to Air Base Pkwy (CI) – Jepson Pkwy
Walters Rd – Air Base Pkwy to East Tabor Ave (CII) – Jepson Pkwy
Linear Park Pathway Extension – North Texas St to Cement Hill Rd (CI) – Solano Bikeway
Red Top Rd – Linear Park Pthwy to McGary Rd (CII) – Solano Bikeway
McGary Rd – Red Top Rd to American Canyon Rd (CII) – Solano Bikeway*

*fully funded

Rio Vista
Multi-use pathway on north side of SR 12 – Azevedo Rd to Rio Vista Bridge (CI)
Rio Vista Loop

Solano County
Hawkins Rd – Leisure Town Rd to Pitt School Rd (CII) – Vaca Dixon Bike Route
Pitt School Rd – Hawkins Rd to Porter Rd (CII) – Vaca Dixon Bike Route
Vanden Rd – Leisure Town Rd to Peabody Rd (CI) – Jepson Pkwy
Shoulder improvements on SR12 (CII) – Central County Bikeway
SR 29 – Curtola Pkwy to Maritime Academy Dr (CII) – Vallejo to Carquinez Bridge
Lopes Rd – Lake Herman Rd to Mangels Blvd (CIII) – Benicia to Cordelia
Pleasants Valley Rd – Cherry Glen Rd to Yolo County Line (CII) – Pleasants Valley Route
Cherry Glen Rd – Nelson Rd to Pleasants Valley Rd (CII) – Pleasants Valley Route
Lake Herman Rd – Vallejo city limit to Benicia city limit (CII)
Suisun Valley Rd – Mangels Blvd to Napa County line (CII)
Mankas Corner Rd – Suisun Valley Rd to Abernathy Rd (CII) – Abernathy/Mankas Corner Rte
Abernathy Rd – Mankas Corner Rd to Rockville Rd (CII) – Abernathy/Mankas Corner Rte
Abernathy Rd – Rockville Rd to Linear Park (CI) – Abernathy/Mankas Corner Rte
SR12 BikePed Overcrossing – Red Top Rd to North Connector (CI)
Gibson Canyon Rd – Vacaville city limit to Cantelow Rd (CII)
Class I Bike Bridge using abandoned RR – Solano County to Yolo County (CI) – Putah Creek Bridge

Suisun City
Walters Rd – East Tabor Ave to SR 12 (CI) – Jepson Pkwy
Multi-use pathway on north side of SR 12 – Marina Blvd to Amtrak Station (CI) – Central County Bikeway

Pintail Drive – Sunset Dr to Walters Rd (CIII)
McCoy Creek Path – SR 12 to Pintail Dr (CI) - COMPLETED
McCoy Creek Path Cackling Dr – Pintail Dr to Canvasback Dr (CI) – McCoy Creek Trail
McCoy Creek Path Canvasback Dr – Cackling Dr to 0.1 mile east of Sunset Drive (CI) – McCoy Creek Trail
McCoy Creek Path Sunset Dr – Canvasback Dr to Blossom Ave (CI) – McCoy Creek Trail

Vacaville
Elmira Rd Pathway – Meridian Rd to Alamo Creek east of Leisure Town Rd (CI) – Fairfield Vacaville Route
Stevenson St – Davis St to Merchant St (CI) – Fairfield Vacaville Route
Nelson Rd Pathway – Pena Adobe to Paradise Valley Rd (CI) – Fairfield Vacaville Route
Merchant St – Stevenson St to Alamo Dr (CI) – Fairfield Vacaville Route
Leisure Town Rd – I-80 to Ulatis Creek Pkwy (CI) – Jepson Pkwy
Leisure Town Rd – Ulatis Creek to Alamo Dr (CI) – Jepson Pkwy
Leisure Town Rd – Alamo Dr to Vanden Rd (CI) – Jepson Pkwy
Gibson Canyon Rd – East Monte Vista Ave to Vacaville city limit (CII)
Ulatis Creek Bicycle Path – Allison Dr to Ulatis Dr (CI) – Ulatis Creek Bike Path
Centennial Bikeway – Vaca Valley Pkwy to Browns Valley Pkwy (CI) – Centennial Bikeway

Vallejo
Columbus Pkwy – I-80 to Georgia St (CII) – Solano Bikeway
Admiral Callaghan Ln – Columbus Pkwy to Redwood St (CII) – Solano Bikeway
Fairgrounds Dr – Turner Pkwy to Redwood St (CII) – Solano Bikeway
Mariposa St – Claremont St to Solano Ave (CII) – Solano Bikeway
Solano Ave – Mariposa St to Sonoma Blvd (CII) – Solano Bikeway
SR 37 multi-use path – SR 29 @ Mini Dr to Sonoma County Line (CI) – Vallejo to Sonoma County
Valle Vista Ave – Redwood Blvd to Sacramento St (CII) – Vallejo to Sonoma County
Sacramento St – Valle Vista to SR 37 (CII) – Vallejo to Sonoma
Mare Island Wy – Vallejo Ferry Terminal to Curtola Pkwy (CII) – Vallejo to Benicia
Curtola Pkwy – Mare Island Wy to Sonoma Blvd (CII) – Vallejo to Benicia
Sonoma Blvd – Curtola Pkwy to Solano Ave (CII) – Vallejo to Benicia
Solano Ave – Benicia Rd to Sonoma Blvd (CIII) – Vallejo to Benicia
Alameda St – Solano Ave to Broadway Blvd (CII) – Vallejo to Napa
Broadway – Alameda St to Napa County Line (CII) – Vallejo to Napa
Lake Herman Rd – Columbus Pkwy to Vallejo city limit (CII)

STA and Other
Business Center Drive (North Connector) – SR 12 West to Abernathy Rd (CII)
SR 12 – Napa County Line to Red Top Rd (Alternative A, CI) – Update for Jameson Canyon
SR 12 – Napa County Line to Red Top Rd (Alternative B, CII) – I-80/I-680/SR12 Interchange project (designed)
Various Projects for Cross State Bicycle Route (Tahoe to Bay Area)

Bicycle Projects Listed in the 2001 South County Bicycle Plan

1. Develop an I-80 Gap Closure Project connecting the Solano Bikeway and eastern portion of Vallejo with central and western Vallejo and to the Sonoma County line.
2. Ensure bicycle access is maximized with the scheduled programmed improvements to State Route 37
3. Identify a feasible alignment for the San Francisco Bay and Ridge Trails in both Benicia and Vallejo, especially the connections across I-80 and Hwy 12
4. Develop plans to enhance the bikeway connection over I-780 into the Benicia State Recreation Area
5. Ensure that the new Carquinez Bridge with its programmed bikeway provides connectivity to the community
6. Ensure that the new Benicia-Martinez Bridge with its programmed bikeway provides connectivity to the community
7. Develop plans for a trail along the I-680 frontage roads between Goodyear and Ramsey Roads

2009 BICYCLE ADVISORY COMMITTEE WORK PLAN

Introduction

The Solano Transportation Authority (STA) Bicycle Advisory Committee (BAC) acts to advise the STA on the development of bicycle facilities as an alternative mode of transportation. The BAC shall review and prioritize Transportation Development Act (TDA) Article 3 bicycle projects, Solano Countywide Bicycle and Pedestrian Program (SBPP) projects, and participate in the development and review of local and regional bicycle plans.

*taken from STA Bicycle Advisory Committee By-Laws

Legal Mandate

The Metropolitan Transportation Commission requires the review of Transportation Development Act Article 3 funds by a bicycle advisory committee⁴ and supporting resolutions from the City Council of the project sponsor.

Scope of Work

The Committee's 2009 work scope will address the following areas:

1. Improve data collection and analysis with respect to bicycle counts, bicycle collisions, and quality of service measures
2. Promote bicycle planning and policies throughout Solano County
3. Provide input to STA staff on how bicyclist needs fit into the Solano Comprehensive Transportation Plan vision and policy strategies
4. Review the Solano Bicycle and Pedestrian Program
5. Review priority bicycle transportation projects that address bicyclist needs Review state and federal legislation, projects, and programs that affect bicyclists

2009 Work Plan

ACTIVITY	DATE
Approve 2009 Work Plan	March 5, 2009
Bike to Work Day Activities	May 14, 2009
Develop 2010 Work Plan	November 5, 2009
CTP – Review Alternative Modes Element	Winter 2009
CTP – Update Countywide Bicycle Plan	Summer – Winter 2009
Implement MTC Routine Accommodations Policy	Continuous
Presentations: <ul style="list-style-type: none"> • Project Implementation Process (Guest Speaker) • STA Committees – Roles and Responsibilities • MTC Bicycle and Pedestrian Committee Roles and Responsibilities (Guest Speaker) • Caltrans Bicycle Advisory Committee (Guest Speaker) • Bicycle Counting Process 	Continuous
Provide feedback to STA staff on bicyclist issues: <ul style="list-style-type: none"> • Review opportunities to fit bicyclist interests into STA's existing programs • Provide resources to implement projects that address bicyclist needs 	Continuous
Review legislative and funding developments	Continuous
Other tasks to be determined	TBD

⁴ MTC Resolution 875



DATE: July 24, 2009
TO: STA TAC
FROM: Sara Woo, Planning Assistant
RE: Metropolitan Transportation Commission (MTC) Complete Streets/Routine Accommodations Checklist and Policy for Bicycle and Pedestrian Transportation in the Bay Area

Background:

Walking and bicycling are cost effective and healthy forms of transportation. In recent years, law makers, transportation planning and design professionals, and other interest groups have exhibited an increased awareness of the importance of incorporating these forms of travel into the transportation project development process. The concept of accommodating non-motorized travel is currently referred to as “Complete Streets” by MTC and other San Francisco Bay Area regional agencies. The policies related to Complete Streets that are being implemented or expect to be implemented are (in order of adoption):

- MTC Complete Streets/Routine Accommodations Policy (June 2006)
- Solano Transportation Authority (STA) Funding Policy for all applications for STA recommended funds (December 2007)
- California Complete Streets Act of 2008 (September 2008)
- Caltrans Deputy Directive 64: Complete Streets – Integrating the Transportation System, (October 2008)
- Federal Complete Streets Act (in review by Congress)

The focus of these policies is to integrate non-motorized vehicle, transit, and motor vehicle travel. Earlier this year, MTC implemented the Complete Streets/Routine Accommodations Checklist for the first time on the American Reinvestment and Recovery Act (ARRA) project submittals. Checklists were completed by Solano County project sponsors in the month of May 2009 and submitted to STA staff. The checklists were entered by STA staff into a database managed by MTC.

Discussion:

Solano County has not fully implemented the goals and expectations of MTC’s Complete Streets/Routine Accommodations Policy. MTC’s Complete Streets/Routine Accommodations checklist policy calls for CMA agencies to complete a checklist online for each project that requests funding, and, to post a link to the checklist database on their agency’s website. This would assist MTC staff in beginning a process to involve the bicycle and pedestrian advisory

committees with all transportation projects. By making the checklists available for review, projects have an opportunity to be reviewed by non-motor vehicle travelers of facilities through the STA Bicycle Advisory Committee (BAC) and Pedestrian Advisory Committee (PAC). MTC's Complete Streets/Routine Accommodations policy requires the checklists as an eligibility criterion for all call for projects and requests for funding submitted to MTC. To comply with MTC's policy, STA adopted the following policy on December 12, 2007:

“All applications for STA recommended funds must complete a STA Project Delivery Form and complete a MTC Routine Accommodations checklist for bicyclists and pedestrians.”

To execute the completion of the checklists, STA staff is required to direct project sponsors to complete a two-page downloadable PDF form online from MTC's website. These were static forms that project sponsors completed by hand and submitted to STA staff for transference of the data written on the paper forms to an online checklist with active fields. STA staff worked with project sponsors to submit a Complete Streets checklist by May 20, 2009 for all federal stimulus projects. The opportunity to provide notice to the BAC and PAC, however, has been delayed. STA staff will be placing a link to the checklists on the Projects and Construction page to comply with MTC's requirement.

The improvement of the Complete Streets Checklist implementation process will be a subject of discussion over the next few months. Providing a method of collecting questions and comments, improving the PDF checklist form to enable active checkbox fields, and other considerations brought up by the sponsors and committees will need to be addressed. Attachment A is a summary of preliminary comments provided by the Solano Project Delivery Working Group (PDWG) at their June 23, 2009 meeting.

To provide a better system of implementing the Complete Streets Checklist, STA staff will review the Complete Streets related policies and legislation, survey project sponsors for feedback, and discuss the implementation of the review of the checklists with the BAC and PAC, TAC, and Solano PDWG. STA staff has prepared a draft of items that will need to be addressed in the short term (within 1-2 weeks) and longer term (within 4-6 months) (Attachment B). STA staff's goal is to outline the longer term implementation strategy by the December TAC. The immediate task for STA staff is to update the website to include the routine accommodations link.

Recommendation:

Forward a recommendation to the STA Board to authorize staff to develop and implement a long term Complete Streets policy implementation strategy for Solano County.

Attachments:

- A. Preliminary comments regarding Complete Streets/Routine Accommodations checklist implementation
- B. Draft follow up items for Complete Streets/Routine Accommodations checklist implementation

MTC Complete Streets Checklist Process Review
STA PDWG Feedback

CMA Questions

1. Are the checklist questions appropriate for the projects?

Further development of Complete Streets is needed to address projects that are construction-ready. Some questions on the checklist are appropriate for the projects depending on the type of project, other questions were not appropriate without more specific policy requirements. For example, maintenance projects are not funded to design and construct additional accommodation for bicyclists or pedestrian users. It is challenging for project sponsors and for advocacy/user groups to implement the checklist at the project construction phase of a project. The current checklist implemented at the construction phase may suggest that a sponsor has the ability stop and go back to change the design for the project. A clearer regional checklist policy that specifies appropriate requirements for bicycle and pedestrian accommodation for each phase of delivering transportation projects is needed.

Recommendation: Implement the Complete Streets Checklist during the planning and/or preliminary engineering ONLY. Otherwise, work with CMAs to develop a “checklist system” that provides appropriate and specific questions that can be applied at each phase of the project delivery process (i.e. planning, preliminary design, final design, construction). Some questions may be repeated on checklists to track that a project continues to address the need for bicycle and/or pedestrian access for projects.

2. Was the process to complete the checklist clear?

The process to complete the checklist could have been made clearer for both the CMAs and the project sponsors. The MTC Routine Accommodations Checklist page (http://www.mtc.ca.gov/planning/bicyclespedestrians/routine_accommodations.htm) provides the following link regarding the checklist: “[Routine Accommodations checklist — print version](#) (PDF) Note: actual checklist will be completed online”

Based on this information, it is undetermined who will complete the checklist (CMA agency or project sponsor). The PDF version is not as user-friendly as the online version. The PDF version of the checklist also did not have all of the checkboxes that were available on the online version. The process for completing the checklist could be more efficient by enabling project sponsors to submit checklists directly through MTC's website (with this approach, CMAs can provide a more useful link from their website for sponsors to access the checklist). It was a challenge for STA staff to interpret handwritten forms that were submitted by various project sponsors; some checklists were incomplete or unclear. In addition, some sponsors have multiple projects, and therefore multiple checklists.

Recommendation: Provide direct online access for project sponsors to fill out the Complete Streets Checklist. If direct online access for each project sponsor is not

feasible at this time, project sponsors suggested that MTC develop a working form (via Adobe Acrobat) where sponsors can check off fields as they would online. This would make sponsor submittals to the STA more convenient and accurate.

3. MTC requires that project sponsors make the checklist available to Bicycle and Pedestrian Advisory Committee (BPAC) members. Please describe the process in place to notify the BPACs that the checklists are available for review.

STA did not have a process in place to notify the Bicycle Advisory Committee or the Pedestrian Advisory Committee. STA staff mainly worked to develop a process to collect and submit checklists during the request for submittals period. STA staff is undergoing a similar process as MTC to improve the implementation for the Complete Streets Checklist policy.

Recommendation: Clarify the role of reviewers of the checklist for projects. For example, the checklist is intended to include BAC/PAC as part of the planning process. Therefore, it will be helpful to 1) implement the checklist during the planning phase 2) note that BAC/PACs are encouraged to review the checklists and provide comments as appropriate to their county

4. Please describe how questions from the BPAC members on specific projects are addressed

In the future, questions from the BAC/PAC about projects will be addressed through a comment submittal box or e-mail link on the STA website.

5. Is there a link from the CMA webpage to the checklist page? MTC hosts the checklist webpage at: <http://rac.mtc.ca.gov/racchecklist>

The link will be posted in the next few weeks. STA staff is developing policies and stronger provisions for a page dedicated to “Complete Streets” policy implementation.

6. How are comments from BPACs on specific projects addressed?

Comments from the BAC and PAC will be addressed through compiling comments and providing them to the project sponsors after filtering the questions for duplicates and unclear questions. STA will also assist with coordinating meetings between BAC/PAC members and project sponsors if needed.

7. Please provide any additional comments about the checklist process or the checklist form.

As this was the first time a new process was being implemented, these questions or a similar guide would have been beneficial to the CMAs before the Routine Accommodations policy was implemented live. Many CMA staff had questions that maybe have been answered through a “checklist” of policy compliance questions.

The Solano Project Delivery Working Group (PDWG) met on June 23, 2009 to discuss their experience with filling out the Checklist. The following recommendations were provided:

- **Implement the checklist for projects applying for funds to be used for planning or preliminary engineering ONLY and/or develop questions that are appropriate to a project during the final design/construction**

phase (i.e. Will bike/pedestrian signage be provided, will detours for bike and ped travel be provided?)

- The checklist is ineffective at the construction phase of the project implementation process
- Develop an appropriate checklist for each major phase of project implementation (i.e. planning checklist, preliminary design checklist, final design checklist, construction checklist).
- It would be easier to fill out the Checklists directly if the project sponsors were provided with individual logins
 - If this is not feasible, please develop a working PDF form with Adobe Acrobat

BAC/PAC Questions

1. How are the BAC and PAC notified that a checklist was completed and ready for review?

The BAC and PAC have not been notified that the checklists were completed and ready for review.

2. If you have specific questions about the project, how are those questions addressed?

Questions were not provided by the BAC or PAC per answer to question #1. However, STA staff is developing a better way to notify the committees and provide a forum for comments. Questions about the project will be addressed through an online forum, to be developed by STA staff. In the interim, STA staff will collect comments written comments, e-mailed comments, and comments provided over the phone.

3. Can you easily find the checklists for your county on the website?

No checklist available at this time. STA staff will be placing a link to the MTC checklist link on the STA website in the next few weeks.

4. Is there any additional information on the checklist that would help in your review of the project?

Clarify the definition of “trip generator” (question #2). Add a footnote or use another phrase (i.e. destination).

5. Please provide any additional comments about the checklist process or the checklist form.

A more specific Complete Streets policy could be more useful if it held more weight in terms of eligibility for funding.

Recommendation: Require the checklist to be completed and reviewed by BAC/PAC when sponsors are applying for planning and design funding only. “Shovel-ready” projects should have already been reviewed for accommodation of bike/ped users if the checklist is implemented appropriately at the early stages of project delivery.

Other BAC/PAC Comments:

- **The Complete Streets checklist is a valuable tool, but should be placed in the right time frame of project delivery (which is the planning/design funding phase). City and agency staff involved do not have unlimited staff or funding resources to fulfill requests to achieve the checklist requirement and address comments by the public when a project is already funded and designed.**
- Bike/Ped improvements are often not the same thing and the checklist should provide separate questions for bicycle and pedestrian accommodation.
 - What has been done to accommodate bicyclists?
 - Include a sub-checklist of best practice options that can be applied (i.e. sharrows, signage, other pavement markings, bicycle racks)
 - What has been done to accommodate pedestrians?
 - Include a sub-checklist of best practice options that can be applied (i.e. water fountains, rest areas, landscaping, lighting)
- Keep #6. STA will need enough advanced notice to have the sponsor fill out the checklist in advance to be reviewed by the BAC/PAC.
- What are trip generators?

ATTACHMENT B

STA COMPLETE STREETS POLICY/PROGRAM

Short Term – Create a new section under “Projects and Construction” titled “Complete Streets Checklist.” Under this section, create a new link to the MTC complete streets/routine accommodations checklist webpage. This section will include following language:

“In transportation planning, urban planning, and highway engineering, *complete streets* are roadways designed and operated to enable safe and comfortable access for all users. To accomplish this, policies at the state and regional level have been developed to provide general guidelines to help project sponsors consider complete streets elements.

The Metropolitan Transportation Commission (MTC) requires that a Complete Streets Checklist be filled out and submitted with all applications for funding administered by MTC. This provides the STA’s Bicycle Advisory Committee (BAC) and Pedestrian Advisory Committee (PAC) with a forum to address project sponsors with comments or considerations for bicycle and pedestrian accommodation as part of the project.

The implementation process of Complete Streets policies is still in development by STA and changes are in progress to improve the ability of STA to assist project sponsors to accomplish the directives proposed by complete streets policies. A summary of adjustments to better implement the Complete Streets policy will be developed in a report to STA’s advisory committees (i.e. BAC, PAC, PDWG, and TAC) to review in August.

To view submitted Complete Streets checklists, please click [here](#).”

Long Term (to be further developed and implemented fully by January 2010) – Create a page on the STA website for information related to STAs bicycle and pedestrian efforts as well as links to related planning resources. This page will provide further information about any policies and new information specifically pertaining to bicycle and pedestrian planning/funding (i.e. MTC Complete Streets Policy, call for projects, other).

On this page, develop a link to a blog for bicycle and pedestrian planning resources. The blog will provide extra flexibility in providing more real-time information about bike/ped resources for project sponsors to utilize. A mock-up for the STA page for the Bicycle and Pedestrian information and blog will be developed and managed by STA staff.

NEXT STEPS

- Develop an implementation plan to address an improved long-term process for submitting the complete streets/routine accommodations checklists to STA
 - Include comments from the PDWG, BAC, and PAC
 - Analysis of how to implement Complete Streets Policies
 - Goals STA wants to/will accomplish through new STA policy; how it will meet and go beyond the requirements of regional policies
- Forward comments/suggestions to MTC staff