From:	Mau, Adrienne
To:	commissionstreamlining
Subject:	Metropolitan Transportation Requires Bicycle Advisory Committee for Funding
Date:	Wednesday, December 17, 2025 12:01:01 PM
Attachments:	image001.png MTC_Administrative_Guidance_for_Complete_Streets_Checklist.pdf Resolution-4493_approved.pdf Routine_Accommodation_checklist_FINAL.pdf

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Hello all,

I'm reaching out ahead of today's meeting to provide an update to your recommendation to eliminate the Bicycle Advisory Committee:

The Metropolitan Transportation Commission (MTC) Resolution 4493 established the Complete Streets Policy (Resolution 4493) (1st PDF attached, pages 4 and 5) to ensure transportation projects accommodate all users. While it doesn't define a specific MTC BPAC, it mandates local BPACs (or equivalent) review project checklists to ensure regional active transportation goals (walking, biking, rolling) are met for federally funded projects.

Note – I've also included the MTC Resolution 4493 and Checklist attached.

Best,

Adrienne Mau, AICP
Transportation Planner
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Review our latest 2024 Annual Report - Next Stop: A Thriving San Francisco | SFMTA
Schedule time to chat - Book time with Mau, Adrienne

Report Street or Sidewalk Cleaning, Muni Feedback, Traffic Sign Repairs, and more at SF311.org

Date: March, 2022
W.I.: 1125
Referred by: PLNG

ABSTRACT
MTC Resolution No. 4493

This Resolution sets forth MTC's regional policy for provision of Complete Streets, which are transportation facilities that provide safe mobility and improved connectivity to community destinations for all road users, and especially for people biking, walking, rolling and taking transit. The policy applies to transportation project planning, design, funding, construction, reconstruction, and maintenance activities, and supersedes Resolution 3765.

Further discussion of the policy for provision of Complete Streets is contain in the Joint MTC Planning with the ABAG Administration Committee summary sheet dated March 11, 2022.

Date: March 23, 2022
W.I.: 1125
Referred by: PLNG

Re: Adoption of revised Complete Streets (CS) Policy and update on the regional Active Transportation (AT) Network.

METROPOLITAN TRANSPORTATION COMMISSION

RESOLUTION NO. 4493

WHEREAS, the Metropolitan Transportation Commission (MTC) is the regional transportation planning agency for the San Francisco Bay Area pursuant to Government Code Section 66500 et çq.; and

WHEREAS, MTC adopted Resolution No. 3765 in 2006, which states that agencies applying for regional discretionary funds shall consider bicycle and pedestrian facilities during project planning, design, funding and construction; and

WHEREAS, Resolution No. 3765 established the Routine Accommodation checklist and the role of Congestion Management Agencies (CMAs) and Bicycle/Pedestrian Advisory Committees (BPACs) in reviewing projects for compliance; and

WHEREAS, many law and adopted policies, including the California Global Warming Solutions Act of 2006, the Sustainable Communities and Climate Protection Act of 2008 (SB 375), and Plan BayArea 2050 requires significant increases in travel by public transit, bicycling, and walking to meet emissions, VMT and other metrics, and

WHEREAS, in 2015, MTC approved Resolution No. 4402, which required that jurisdictions demonstrate their Complete Streets compliance to be eligible for One Bay Area Grant Program (OBAG), Cycle 2 grant funding; and all 109 local Bay Area jurisdictions are required to demonstrate compliance through resolutions, general plan compliance or ordinance; and

WHEREAS, the State of California continues to elevate the importance of Complete Streets since by enacting the California Complete Streets Act of 2008 and Caltrans Director's Policy 37 (2021), and in state budget priorities and other policies and plans such as the Climate Action Plan for Transportation Infrastructure; and

WHEREAS, California law governing gas tax revenue (CA Streets and Highways Code Section 2030(f): Road Maintenance and Rehabilitation) was adopted to encourage integration of Complete Streets by Caltrans and cities and counties receiving funds; and

WHEREAS, federal legislation currently requires that bicycle and pedestrian needs must be given due consideration under Federal Surface Transportation law (23 U.S.C. 217(g)(1)), and this should include, at a minimum, a presumption that bicyclists, pedestrians, and persons with disabilities will be accommodated in the design of new and improved transportation facilities. In the planning, design, and operation of transportation facilities, bicyclists, pedestrians, and persons with disabilities should be included as a matter of routine, and the decision to not accommodate them should be the exception rather than the rule; and

WHEREAS, in 2020, MTC Resolution 4400 established the Regional Safety/ Vision Zero (VZ) Policy to encourage and support actions towards eliminating traffic fatalities and serious injuries in the Bay Area by 2030; and

WHEREAS, "Vision Zero (VZ)" is defined as a strategy to eliminate traffic fatalities and severe injuries, while increasing safe, healthy, equitable mobility for all. Effective VZ strategies must be data-driven, and must consider equity and community concerns in all stages; and

WHEREAS, in 2021, MTC unanimously adopted Plan Bay Area 2050, which contains a strategy to develop a Complete Streets Network to help meet regional mode shift, safety, equity, health, resilience and climate goals; and

WHEREAS, recognizing that coordinated development of pedestrian and bicycle infrastructure offers cost savings in the long term and opportunities to create safe and convenient bicycle and pedestrian travel; and

WHEREAS, integrating safety and accessibility into all stages of transportation infrastructure, from planning and construction, and onwards in operations and maintenance, including access to transit facilities improves access to and from transit; now, therefore, be it

RESOLVED, that MTC adopts the 2022 Complete Streets Policy, developed, as detailed in Attachment; A, attached hereto and incorporated herein as though set forth at length.

METROPOLITAN TRANSPORTATION COMMISSION

Alfredo Pedroza, Chair

The above resolution was entered into by the Metropolitan Transportation Commission at a duly called and noticed meeting held in San Francisco, California and at other remote locations, on March 23, 2022

Attachment A

Date: March 23, 2022
W.I.: 1125
Referred by: PLNG

Attachment A
MTC Resolution No. 4493

COMPLETE STREETS POLICY

GOAL

The goal of MTC's Complete Streets (CS) Policy is to ensure people biking, walking, rolling and taking transit are safely accommodated within the transportation network. This policy works to advance regional Plan Bay Area policies including mode shift, safety, equity, VMT and greenhouse gas emission reductions, as well as support local compliance with applicable CS-related laws, policies and standards. This is primarily accomplished by requiring a Complete Streets checklist from projects seeking discretionary funding or funding endorsements from MTC. MTC regional discretionary funds include, but are not limited to, federal, state, and regionally administered programs such as Surface Transportation Block Grant Program (STBGP) funding, Congestion Mitigation and Air Quality Improvement Program (CMAQ) funding, Transportation Alternatives (TA) set-aside/Active Transportation Program (ATP) funding, regional bridge tolls and Regional Transportation Improvement Program (RTIP) funding.

DEFINITION

Complete Streets are planned, designed, constructed, reconstructed, operated, and maintained to be safe and comfortable for everyone, regardless of age, ability, ethnicity, race, sex, income, disability or chosen transportation mode. Complete Streets provide safe mobility and improved connectivity to community destinations for all users, and especially for people walking, rolling, biking and riding transit, while maximizing the use of the existing public right-of-way by prioritizing space-efficient forms of mobility (walking, cycling, shared mobility and public transit) over space intensive modes (single occupancy auto travel).

Plan Bay Area 2050 Strategy *T8* calls for development of a Complete Streets Network, enhancing streets to promote walking, biking and other micro-mobility options through sidewalk improvements, car-free slow streets, and 10,000 miles of bike lanes or multi-use paths. MTC's Active Transportation Plan (AT Plan) defines an Active Transportation Network (AT Network), made up of regionally significant segments of local active transportation networks and regional trails, based on traffic safety, user comfort, equity and connectivity to transit, Priority Development Areas, Equity Priority Communities, and Mobility Hubs. To acknowledge and allow for context-sensitive implementation at the local level, jurisdictions can determine how best to advance AT Network implementation, such as choice of roadway(s), trail alignment, and facility type within AT Network corridors.

DESIGN PRINCIPLES & STANDARDS

Projects on the AT Network shall incorporate design principles based on designing for "All Ages and Abilities[1]," contextual guidance provided by the National Association of City Transportation Officials (NACTO), and consistent with state and national best practices. A facility that serves "all ages and abilities" is one that effectively serves the mobility needs of children, older adults, and people with disabilities and in doing so, works for everyone else. The all ages and abilities approach also strives to serve all users, regardless of age, ability, ethnicity, race, sex, income, or disability, by embodying national and international best practices related to traffic calming, speed reduction, and roadway design to increase user safety and comfort. This approach also includes the use of traffic calming elements or facilities separated from motor vehicle traffic, both of which can offer a greater feeling of safety and appeal to a wider spectrum of the public. Using the "All Ages and Abilities" design principles on the AT Network, projects should optimize comfort and safety, acknowledge context sensitivity, prioritize safety and regional connectivity, and encourage access to transit. Design best practices for safe street crossings, pedestrian and Americans with Disabilities Act (ADA) accessibility at transit stops, and

[1] Designing for All Ages & Abilities: https://nacto.org/wp content/uploads/2017/12/NACTO_Designing-for-All-Ages-Abilities.pdf

bicycle/micromobility[2] facilities on the AT Network should be incorporated throughout the entirety of the project. The Proposed Public Rights-of-Way Accessibility Guidelines (PROWAG)[3] by the U.S. Access Board should also be referenced during design.

SAFETY

Safety shall be prioritized for all modes, especially the safety of vulnerable road users, that includes people biking, walking and rolling. The safety of vulnerable roadway users should not be compromised to achieve improved level of service for people driving personal automobiles. Projects are encouraged to utilize MTC's Vision Zero safety analyses, High-Injury Network (HIN) and Bay Area Vision Zero tools, as completed, and to include traffic calming or speed management features as needed to reduce drivers' vehicle speed through physical design, and encourage safe vehicle speeds along roadways, particularly on local, state and MTC identified HINs.

EQUITY

Projects enhancing active transportation in Equity Priority Communities (EPC) and/or implementing recommendations from Community-Based Transportation Plans shall be given priority consideration in applicable regional discretionary funding programs. Projects located in EPCs should document the meaningful community engagement that has occurred within the community to advance the project.

RESILIENCE

To the extent practicable, local agencies should integrate green infrastructure into planned public road right-of-way improvements to manage flooding of transportation facilities, stormwater/ urban runoff, protect watershed health, improve water quality, and foster climate resilience.

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[2] Micromobility encompasses small fully or partially human-powered vehicles (both personal and shared-use fleets) such as bikes, e-bikes and e-scooters, as well as specialized vehicle types such as cargo bikes, mobility-assistance devices, wheelchairs, accessible bikes and scooters.

[3] "(Proposed) Public Rights-of-Way *Accessibility Guidelines."* U.S. Access Board, https://www.access-board.gov/prowag/

FUNDING

Projects funded all or in part with regional discretionary funding or receiving MTC endorsements shall adhere to this policy. All projects must implement CS as recommended in recently adopted local or countywide plans, such as bicycle, pedestrian, active transportation, Vision Zero or other systemic safety plan, Community Based Transportation Plans, or transit plan. If a project is on the regional Active Transportation Network, it should incorporate design principles based on "All Ages and Abilities," contextual guidance issued by NACTO, as well as PROWAG issued by the U.S Access Board. Projects not located in the AT Network or included in a local plan should utilize federal, state, and local guidelines to determine appropriate CS accommodations.

Projects funded all or in part with regional discretionary funding or receiving MTC endorsements for state or federal funding programs shall not degrade or remove existing bicycle or pedestrian access, including bicycle parking or storage, within the project. Bicycle or pedestrian enhancements associated with new roadway or transit construction projects shall be included in project funding submittals. Bicycle and pedestrian enhancements shall be completed within a timeframe consistent with other mode enhancements.

COORDINATION

When designing a project that serves a destination point, including but not limited to a school, recreation facility, shopping center, hospital, office complex, or transit facility, the project shall facilitate safe and convenient bicycle and pedestrian access to the destination in coordination with the property owner. A project is considered to "serve" a destination if that destination directly abuts the project limits. Bicycle parking or storage is also strongly encouraged to be included in this access planning and implementation.

IMPLEMENTATION

The CS Policy shall be implemented by requiring submittal of a Complete Streets Checklist as projects request MTC discretionary funding or endorsement. The CS Checklist helps to ensure that CS elements have been sufficiently incorporated and that coordination with appropriate stakeholders has occurred. All projects in the public right-of-way and seeking $250,000 or more in regional discretionary funding or endorsement must complete a Complete Streets Checklist. Project sponsors shall coordinate with their respective County Transportation Agency (CTA) and its Bicycle and Pedestrian Advisory Committee (BPAC) (or equivalent) to complete and review the CS Checklist. Checklists must be reviewed by the county BPAC (or equivalent) prior to submittal to MTC. If a project includes a transit stop/station or is located along a transit route, the checklist must be signed by the transit agency(ies) to confirm transit agency coordination and acknowledgement of the project.

After the Complete Streets Checklist is completed, submitted online and reviewed, it will be made available to the public through MTC website and possibly the CTA websites. Project sponsors shall retain maintenance, operations and (where they control the Public Right-of-Way) ultimate control over the property or facilities related to or resulting from projects funded by MTC subject to the CS Policy.

CONSTRUCTION, OPERATIONS and MAINTENANCE

Active transportation access and safety shall be addressed throughout the entire life cycle of a project, including planning, design, construction, operations and maintenance. This includes providing accommodations for people using all modes of transportation to continue to use roadways safely and efficiently during any construction or repair work that infringes on the public right-of-way and/or sidewalk. The AT Network will be included in MTC's StreetSaver software to aid planning and cost estimation to prioritize maintenance on bikeways and trails. Implementing agencies will also be able to incorporate local active transportation assets into StreetSaver Plus.

EXCEPTIONS

The CS policy shall apply to all phases of project development except under one or more of the following conditions:

1. Bicyclists and pedestrians are prohibited by law from using the roadway, in which case a greater effort shall be made to accommodate those specified users elsewhere, including parallel or intersecting routes; or
2. The costs of providing accommodation are excessively disproportionate to the need or probable use. Excessively disproportionate is defined by FHWA[4] as bicycle and pedestrian facilities together exceeding twenty percent of the cost of the larger transportation project. If the cost of preferred accommodation is considered excessively disproportionate, project sponsors shall consider alternatives that represent a feasible share of the total project cost but still provide for safe accommodation of vulnerable road users.
3. There is an alternate plan to implement Complete Streets elements of a project, either during a subsequent implementation phase of the project or within a close parallel route.
4. Conditions exist in which policy requirements may not be able to be met, such as fire and safety specifications, spatial conflicts on the roadway with transit or environmental concerns, defined as abutting conservation land or severe topological constraints.

To receive an exception, project sponsors must provide documentation in the Complete Streets Checklist detailing how the project meets one or more of the exception conditions above. Exceptions must be documented and signed by the agency's Director of Public Works, Transportation Department (or equivalent), or their designee, and not the Project Manager. A Complete Streets Checklist seeking an exception follows the same BPAC review process as stated above.

[4] "Accommodating Bicycle and Pedestrian Travel: A Recommended Approach," FHWA, https://www.fhwa.dot.gov/environment/bicycle_pedestrian/guidance/design.cfm

TRACKING AND EVALUATION

MTC, in coordination with CTAs, will develop project evaluation metrics to routinely track progress toward closing gaps and completing projects on the AT Network and in the AT Plan generally, as well as meeting Vision Zero and equity goals. MTC staff will produce a report every 4 years, in coordination with CTAs, to summarize funded projects, provide key performance indicators, and make recommended changes to the CS Policy, if any.

TECHNICAL ASSISTANCE

MTC will provide tools to project sponsors and implementing agencies, such as Complete Streets design principles and standards, to provide guidance for determining appropriate Complete Streets treatments based on roadway conditions, completing the Complete Streets Checklist, and other topics as resources allow.

METROPOLITAN TRANSPORTATION COMMISSION

MTC Administrative Guidance: Complete Streets Policy

Guidance for Public Agency Staff Implementing Metropolitan Transportation Commission Resolution 4493

May 2022

Background

In March 2022, MTC adopted Resolution 4493 updating the Bay Area's regional Complete Streets (CS) Policy, first adopted in 2006. The goal of MTC's Complete Streets (CS) Policy is to ensure people biking, walking, rolling, and taking transit are safely accommodated within the transportation network. This policy works to advance Plan Bay Area 2050 objectives of achieving mode shift, safety, equity, and vehicle miles traveled and greenhouse gas emission reductions, as well as state & local compliance with applicable CS-related laws, policies, and standards, specifically the California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302) and locally adopted Complete Streets resolutions.

Definition

Complete Streets are planned, designed, constructed, reconstructed, operated, and maintained to be safe and comfortable for everyone, regardless of age, ability, ethnicity, race, sex, income, disability or chosen transportation mode. Complete Streets provide safe mobility and improved connectivity to community destinations for all users, and especially for people walking, rolling, biking, and riding transit, while maximizing the use of the existing public right-of-way by prioritizing space-efficient forms of mobility (walking, cycling, shared mobility, and public transit) over space-intensive modes (single occupancy auto travel).

Plan Bay Area

Plan Bay Area 2050 Strategy T8 calls for development of a Complete Streets Network, enhancing streets to promote walking, biking and other micromobility1 options through sidewalk improvements, car-free slow streets, and up to 10,000 miles of bike lanes or multi-use paths. MTC's Active Transportation Plan (AT Plan) defines an Active Transportation Network (AT Network), made up of regionally significant segments of local active transportation networks and regional trails, based on traffic safety, user comfort, equity, and connectivity to transit. The planned geographies of Priority Development Areas, Equity Priority Communities, and Mobility Hubs were used to focus on these principles.

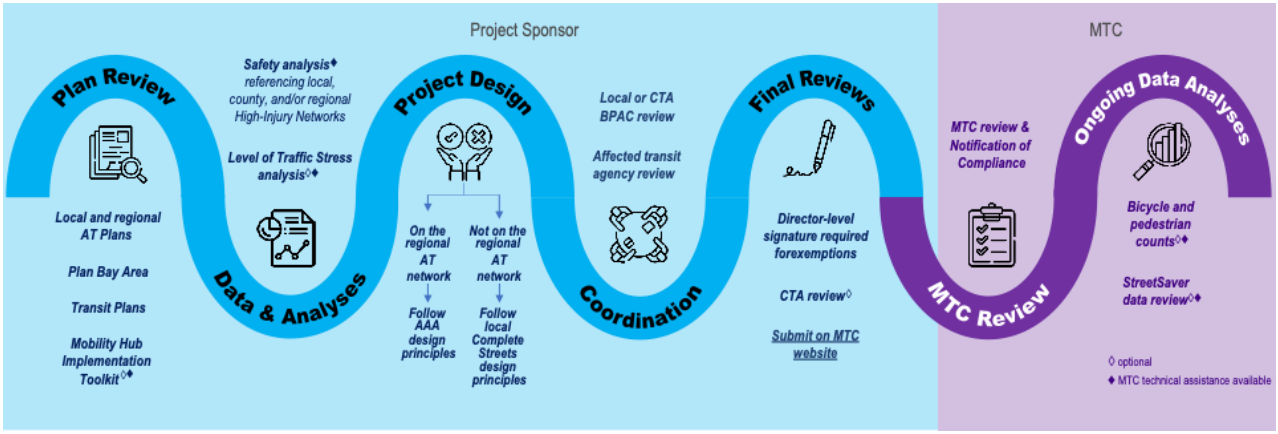
Policy

MTC's CS Policy is made up of two main components. Projects funded all or in part with regional discretionary funding or receiving MTC endorsements shall adhere to the policy.

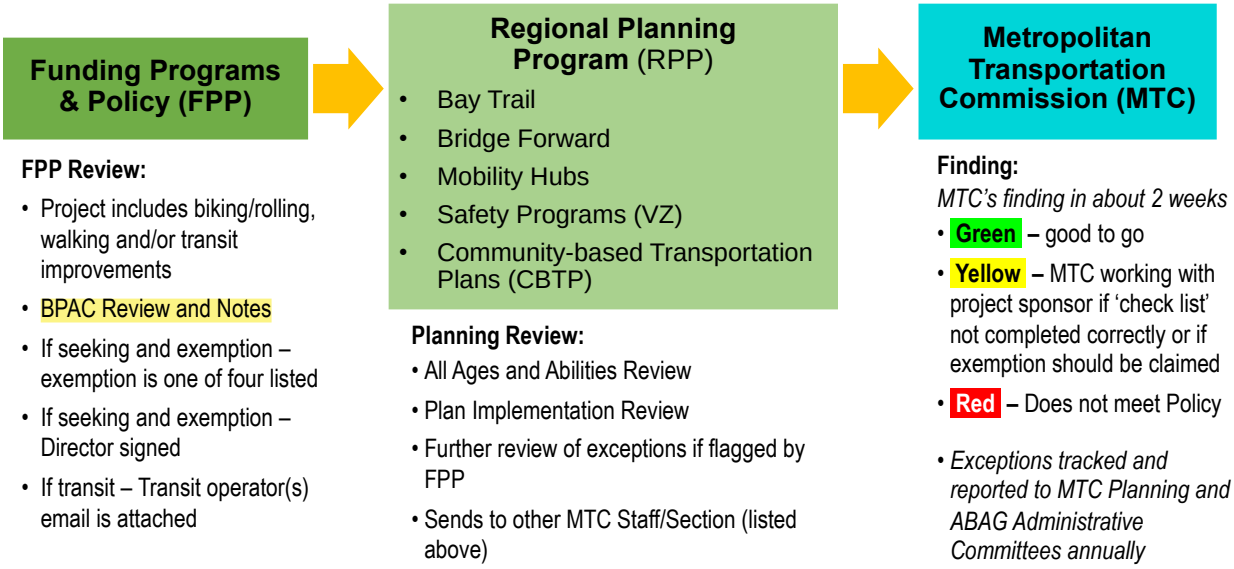
1. All projects must implement CS as recommended in adopted local and countywide plans, such as bicycle, pedestrian, active transportation, Vision Zero or other systemic safety plan, transit plans, and MTC-funded Community-Based Transportation Plans.

2. Projects on the AT Network shall incorporate design principles based on designing for "All Ages and Abilities," contextual guidance provided by the National Association of City Transportation Officials (NACTO), and consistent with state and national best practices. A facility that serves "all ages and abilities" is one that effectively serves the mobility needs of children, older adults, and people with disabilities and in doing so, works well for everyone else. Design best practices for safe street crossings, pedestrian, and Americans with Disabilities (ADA) accessibility at transit tops, and bicycle/micromobility facilities on the AT Network should be incorporated throughout the entire project. The Proposed Public Rights-of-Way Accessibility Guidelines (PROWAG) by the U.S. Access Board should also be referenced during design.

Complete Streets Policy and Checklist Process



MTC Internal CS Checklist Review Process



Complete Streets Checklist Overview

CS Policy requires that all projects with a total project cost of $250,000 or more applying for regional discretionary transportation funding or endorsement from MTC (such as, but not limited to, the One Bay Area Grant program (OBAG) or the Active Transportation Program (ATP)) submit a Complete Streets Checklist.

The Complete Streets Checklist (Checklist) is a form to help ensure local compliance with CS Policy and applicable laws. It is submitted to MTC online as part of a grant application process.

The Complete Streets Checklist consists of the following fields for project sponsors to complete:

- Project Name
- Project Location
- Project Description – 300-word limit, document upload allowed
- Contact Info - Name/Email/Phone/Agency
- Yes/No choices related to project characteristics with a "Required Description" text field and ability to upload supporting documents.
- Statement of Compliance
- Claim of Exception statements (if applicable)
- Signature - Exceptions must have signatory approval from a Dept. Director-level (or above)

Note that project materials attached to the Checklist are not considered part of the formal Project Submittal or other grant application. If a grant application asks for the same materials, it is the responsibility of the applicant to provide them to the grant manager, as instructed in the Call for Projects, or equivalent.

Who Should Complete the CS Checklist?

- It is preferable for the sponsoring agency's project manager to complete the Checklist, or other staff who have managed elements of the project.
- As detailed below, the Checklist requires project collaboration with affected transit agencies and review by a local (city or county) Bicycle and Pedestrian Advisory Committee (BPAC). It is incumbent upon the project sponsor to review each relevant grant application process to ensure that BPAC review is completed before application submittal deadlines.
- If a project is claiming an exception, the Checklist must be signed by the agency's Director of Public Works, Transportation Department (or equivalent), or their designee (and not the Project Manager).

Complete Streets Checklist Content

Question 1: Bicycle, Pedestrian and Transit Planning

Is the project consistent with relevant Plans or other adopted policies?

All projects must implement CS as recommended in recently-adopted local or countywide plans, such as bicycle, pedestrian, active transportation, Vision Zero or other systemic safety or transit plan, or MTC-funded Community-Based Transportation Plans. In the Checklist, jurisdictions should list the plan, plan date, and plan recommendation of the project that is seeking funding. The county or local BPAC can help to assist in compliance of past plan implementation.

For example, if a plan calls for a Class IV separated bike lane and a raised crosswalk, and the project is seeking funding for a Class II with no raised crosswalk, this would not be implementing CS as recommended in local plan(s).

Please provide detail on local plans that include recommendations affecting the project area, including the local plan adoption date. If the project is inconsistent, provide explanation.

Question 2: Active Transportation (AT) Network

Use MTC's AT Network map to determine if the project area contains segments of the AT Network. For OBAG 3, project sponsors may use the interactive pdf map available through MTC staff and the MTC Complete Streets webpage and CTAs. (Final adoption of the AT Network is anticipated in July 2022)

If a project is on the regional AT Network, it should incorporate design principles based on "All Ages and Abilities," contextual guidance issued by NACTO, as well as PROWAG issued by the U.S, Access Board, as described above and detailed in the CS policy.

Jurisdictions may determine how best to advance AT Network implementation, such as choice of roadway(s), trail alignment, facility type, and roadway treatment type within defined AT Network corridors - ¼ mile in incorporated communities, 1,000 ft. on the Bay Area Trails Collaborative Corridor and ½ mile in all other areas. These corridor widths vary by land use and facility type and are further defined/detailed on the AT Network map. See "Contextual Guidance for Selecting All Ages & Abilities Bikeways" below, and in the CS Checklist.

Local agency staff should collaborate with respective CTA staff when a project modifies or implements a segment on the AT Network. CTA staff will be responsible for compiling local AT Network updates for transmission to MTC. The Network will be updated every 2 years or as needed.

Designing for All Ages & Abilities, Contextual Guidance for High-Comfort Bicycle Facilities, National Association of Transportation Officials, December 2017

Contextual Guidance for Selecting All Ages & Abilities Bikeways

Roadway Context				All Ages & Abilities Bicycle Facility
Target Motor Vehicle Speed*	Target Max. Motor Vehicle Volume (ADT)	Motor Vehicle Lanes	Key Operational Considerations	
Any		*Any*	*Any of the following:* high curbside activity, frequent buses, motor vehicle congestion, or turning conflicts‡	**Protected Bicycle Lane**
< 10 mph	Less relevant	No centerline, or single lane one-way	Pedestrians share the roadway	**Shared Street**
≤ 20 mph	≤ 1,000 – 2,000		< 50 motor vehicles per hour in the peak direction at peak hour	**Bicycle Boulevard**
≤ 25 mph	≤ 500 – 1,500			
	≤ 1,500 – 3,000	Single lane each direction, or single lane one-way	Low curbside activity, or low congestion pressure	**Conventional or Buffered Bicycle Lane, or Protected Bicycle Lane**
	≤ 3,000 – 6,000			**Buffered or Protected Bicycle Lane**
	Greater than 6,000			**Protected Bicycle Lane**
	Any	Multiple lanes per direction		
Greater than 26 mph†	≤ 6,000	Single lane each direction	Low curbside activity, or low congestion pressure	**Protected Bicycle Lane, or Reduce Speed**
		Multiple lanes per direction		**Protected Bicycle Lane, or Reduce to Single Lane & Reduce Speed**
	Greater than 6,000	*Any*	*Any*	**Protected Bicycle Lane, or Bicycle Path**
High-speed limited access roadways, natural corridors, or geographic edge conditions with limited conflicts		*Any*	High pedestrian volume	**Bike Path with Separate Walkway or Protected Bicycle Lane**
			Low pedestrian volume	**Shared-Use Path or Protected Bicycle Lane**

* While posted or 85th percentile motor vehicle speed are commonly used design speed targets, 95th percentile speed captures high-end speeding, which causes greater stress to bicyclists and more frequent passing events. Setting target speed based on this threshold results in a higher level of bicycling comfort for the full range of riders.

† Setting 25 mph as a motor vehicle speed threshold for providing protected bikeways is consistent with many cities' traffic safety and Vision Zero policies. However, some cities use a 30 mph posted speed as a threshold for protected bikeways, consistent with providing Level of Traffic Stress level 2 (LTS 2) that can effectively reduce stress and accommodate more types of riders.[18]

‡ Operational factors that lead to bikeway conflicts are reasons to provide protected bike lanes regardless of motor vehicle speed and volume.

Note: The above table can be found on page 4 of the linked document https://nacto.org/wp-content/uploads/2017/12/NACTO_Designing-for-All-Ages-Abilities.pdf

Question 3: Safety and Comfort

Safety shall be prioritized for all modes, especially the safety of vulnerable road users, including people biking, walking and rolling. The safety of vulnerable roadway users should not be compromised to achieve improved level of service for people driving personal *automobiles. Projects are encouraged to utilize MTC's Vision Zero safety analyses, High Injury Network (HIN) and other technical assistance, and to include traffic calming or other speed management features to reduce motor vehicle speed through physical design.*

Question 3A:

Is the Project on a known High Injury Network (HIN) or has a local traffic safety analysis found a high incidence of bicyclist/pedestrian crashes within the Project area?

Please list the project's traffic safety measures and describe the Systemic Safety Analysis Report, Vision Zero Action Plan, High Injury Network, or other analysis of the project area. The Bay Area Vision Zero system [https://bayviz.mysidewalk.com] can help to identify local and regional HINs.

Level of Traffic Stress/Facility Suitability

Question 3B:

Does the project seek to improve bicyclist and/or pedestrian conditions? If the project includes a bikeway, was a Level of Traffic Stress (LTS), or similar user experience analyses conducted? Level of Traffic Stress (LTS) is an approach that quantifies the amount of discomfort that people feel when they bicycle close to traffic. The methodology was developed in 2012 by the Mineta Transportation Institute and San Jose State University.

If yes, please describe how the project seeks to provide low-stress transportation facilities or reduces a facility's LTS.

Question 4: Transit Coordination

If a project includes a transit stop/station, or is located along a transit route, the Checklist must include written documentation (e.g., email) by the affected transit agency(ies) to confirm transit agency coordination and acknowledgement of the project.

Question 4A:

Are there existing public transit facilities (stop or station) abutting or within the project ROW? List transit facilities (stop, station, or route) and all affected agencies.

Question 4B:

Have all potentially affected transit agencies had the opportunity to review this project?

If yes to 4A, please reference the list of Transit Agency Contacts. The project sponsor shall communicate and coordinate with all transit agencies with operations affected by the proposed project. The project sponsor should save email communication documenting transit agency communication/coordination for submittal with the Checklist.

Question 4C:

Is there a Mobility Hub within the project area? If yes, please describe improvements and any coordination efforts with affected mobility providers, incl. bike share, scooters, car share.

Mobility Hubs are places in a community that bring together public transit, bike share, car share and other ways for people to get where they want to go without a private vehicle. Mobility hubs offer a safe, comfortable, convenient, and accessible space to seamlessly transfer from one type of transportation to another. Built around frequent

and high-capacity transit, mobility hubs offer a safe, comfortable, convenient, and accessible space to seamlessly transfer from one type of transportation to another.

Mobility Hubs offer access to many different ways of getting around. MTC coordinates, funds, and provides technical assistance for new Mobility Hubs to support first and last mile connections through access to multiple travel options.

Where are Bay Area Mobility Hubs?

Mobility hubs can be located where transit services already come together, or in communities and locations where transportation is needed the most. MTC has prioritized pilot investments for regionally significant mobility hubs. MTC's Mobility Hub Locations can be found on the Mobility Hub website.

Question 5: Design

Does the project meet professional design standards or guidelines appropriate for bicycle and/or pedestrian facilities?

Examples of applicable design guidance documents include (but are not limited to):

American Association of State Highway and Transportation Officials (AASHTO) - A Policy on Geometric Design of Highway and Streets, Guide for the Development of Bicycle Facilities, Guide for the Planning, Design, and Operation of Pedestrian Facilities; Public Right-of-Way Accessibility Guide (PROWAG); Manual on Uniform Traffic Control Devices (MUTCD); Americans with Disabilities Act Accessibility Guidelines (ADAAG); National Association of City Transportation Officials (NACTO) - Urban Bikeway Design Guide.

Please provide Class designation for bikeways. Cite design standards used.

Question 6: Equity

At MTC, equity means "inclusion into a Bay Area where everyone can participate, prosper, and reach their full potential." MTC's Equity Platform is based on a commitment to meaningfully reverse disparities in access and dismantle systemic exclusion. For MTC's CS Policy, projects enhancing active transportation in Equity Priority Communities (EPC) and/or implementing recommendations from Community-Based Transportation Plans shall be given priority consideration in applicable regional discretionary funding programs. Projects located in EPCs should document the meaningful engagement that has occurred within the community to advance the project.

MTC's Community-Based Transportation Plans (CBTPs) take a grass-roots approach to addressing transportation issues facing low-income communities around the Bay Area. Community-Based Transportation Plans (CBTPs) bring local residents, community organizations and transportation agencies together to improve mobility options for low-income communities. These community-led plans identify the most important transportation challenges in low-income neighborhoods and develop strategies to overcome them. Completed CBTPs often include a high proportion of active

transportation recommendations to address community identified transportation issues. The project sponsor should identify whether the project is implementing or addressing an active transportation solution included in a CBTP.

Question 7: BPAC Review

The goal of the Bicycle and Pedestrian Advisory Committee (BPAC) review requirement is to ensure a level of public review of projects affecting the public right-of-way, with a particular emphasis on accessibility, bicycle and pedestrian safety, and connectivity.

The required BPAC review of the Checklist is typically conducted during the grant application process.

Has a local (city or county) Bicycle and Pedestrian Advisory Commission (BPAC) reviewed this checklist (or for OBAG 3, this project)? If yes, please include meeting date(s) and a summary of the BAPC comments as state in meeting minutes.

Statement of Exception

The CS policy shall apply to all phases of project development except under one or more of these four exception conditions:

1. The affected roadway is legally prohibited for use by bicyclists and/or pedestrians.

2. The costs of providing Complete Streets improvements are excessively disproportionate to the need or probable use (defined as more than 20 percent for Complete Streets elements of the total project cost).

3. There is a documented Alternative Plan to implement Complete Streets and/or on a nearby parallel route.

4. Conditions exist in which Complete Streets policy requirements cannot be met, such as fire and safety specifications, spatial conflicts on the roadway with transit, or environmental concerns such abutting conservation land or severe topological constraints.

PW/DOT Director Signature for Exception

To claim an exception, project sponsors must provide documentation in the Checklist detailing how the project meets one or more of the exception conditions. Exceptions must be signed by the agency's Director of Public Works, Transportation Department (or equivalent), or their designee, and not the Project Manager. The project sponsor shall collect the PW or DOT Director (electronic or signed) signature on the CS Checklist. A Complete Streets Checklist claiming an exception must still be reviewed by a local BPAC review, as stated above.

Checklist Submittal

MTC staff are automatically notified when Checklists are emailed to completestreets@bayareametro.gov. MTC staff review the checklist for completeness and compliance and communicate findings to the applicant and MTC grant managers. In the case of exceptions, MTC staff may engage with the project sponsor to discuss whether modifications to the project may better achieve compliance with the CS Policy.

Complete Streets Compliance Tracking & Reporting

MTC will produce an annual summary of CS Checklists received from all projects that were awarded regional discretionary funding or endorsement. The report will also include a list of all exceptions claimed, by jurisdiction. The report will be provided as an information item on a forthcoming meeting agenda of the Joint MTC Planning Committee with the ABAG Administrative Committee.

Additionally, MTC staff, in partnership with CTAs, will provide the Joint MTC Planning Committee with the ABAG Administrative Committee a Complete Streets Policy Implementation Report aligned with the development of One Bay Area Grant Program (OBAG) funding cycles. The first such report will be provided in advance of OBAG 4 Program Guidelines. The report will reflect on the evaluation of Complete Streets Policy implementation (Complete Streets projects implemented from local plans and All Ages and Abilities facilities on the AT Network), as well as the Checklist review process, and may recommend program modifications as needed.

COMPLETE STREETS CHECKLIST

Project title:

County:

Jurisdiction/agency:

Project location:

Contact name:

Contact phone:

Contact e-mail:

Preamble

Recent federal, state and regional policies call for the routine consideration of bicyclists and pedestrians in the planning, design and construction of all transportation projects. These policies—known as "Routine Accommodation" guidelines—are included in the federal surface transportation act (SAFETEA-LU), Caltrans Deputy Directive 64, and MTC Resolution 3765, which calls for the creation of this checklist.

In accordance with MTC Resolution 3765, agencies applying for regional transportation funds must complete this checklist to document how the needs of bicyclists *and* pedestrians were considered in the process of planning and/or designing the project for which funds are being requested. For projects that do not accommodate bicyclists *and* pedestrians, project sponsors must document why not. According to the resolution, the checklist is intended for use on projects at their earliest conception or design phase.

This guidance pertains to transportation projects that could in any way impact bicycle and/or pedestrian use, whether or not the proposed project is designed to accommodate either or both modes. Projects that do not affect the public right-of-way, such as bus-washers and emergency communications equipment, are exempt from completing the checklist.

I. Existing Conditions

❶ PROJECT AREA

a. What accommodations for bicycles and pedestrians are included on the current facility and on facilities that it intersects or crosses?

b. If there are no existing pedestrian or bicycle facilities, how far from the proposed project are the closest parallel bikeways and walkways?

c. Please describe any particular pedestrian or bicycle uses or needs along the project corridor which you have observed or of which you have been informed.

d. What existing challenges could the proposed project address for bicycle and pedestrian travel in the vicinity of the proposed project?

❷ DEMAND

What trip generators (existing and future) are in the vicinity of the proposed project that might attract walking or bicycling customers, employees, students, visitors or others?

❸ COLLISIONS

In the project design, have you considered collisions involving bicyclists and pedestrians along the route of the facility? If so, what resources have you consulted?

II. Plans, Policies and Process

❹ Plans

a. Do any adopted plans call for the development of bicycle or pedestrian facilities on, crossing or adjacent to the proposed facility/project? If yes, list the applicable plan(s).

b. Is the proposed project consistent with these plans?

❺ Policies, Design Standards & Guidelines

a. Are there any local, statewide or federal *policies* that call for incorporating bicycle and/or pedestrian facilities into this project? If so, have these policies been followed?

b. If this project includes a bicycle and/or pedestrian facility, have all applicable *design standards* or *guidelines* been followed?

❻ Review

If there have been BPAC, stakeholder and/or public meetings at which the proposed project has been discussed, what comments have been made regarding bicycle and pedestrian accommodations?

III. The Project

❼ Project Scope

What accommodations, if any, are included for bicyclists and pedestrians in the proposed project design?

❽ Hindering Bicyclists/Pedestrians

a. Will the proposed project remove an existing bicycle or pedestrian facility or block or hinder bicycle or pedestrian movement? If yes, please describe situation in detail.

b. If the proposed project does not incorporate both bicycle and pedestrian facilities, or if the proposed project would hinder bicycle or pedestrian travel, list reasons why the project is being proposed as designed.

- Cost (What would be the cost of the bicycle and/or pedestrian facility and the proportion of the total project cost?)
- Right-of-way (Did an analysis lead to this conclusion?)
- Other (Please explain.)

❾ Construction Period

How will access for bicyclists and pedestrians be maintained during project construction?

❿ Ongoing Maintenance

What agency will be responsible for ongoing maintenance of the facility and how will this be budgeted?