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**Active Transportation Advisory Committee
(ATAC)**

AGENDA

******* SPECIAL MEETING *******

**April 28, 2014
5:00 p.m.**

**625 Burnell Street
Napa CA 94559**

General Information

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Members of the public may speak to the ATAC on any item at the time the ATAC is considering the item. Please complete a Speaker's Slip, which is located on the table near the entryway, and then present the slip to the ATAC Secretary. Also, members of the public are invited to address the ATAC on any issue not on today's agenda under Public Comment. Speakers are limited to three minutes.

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ITEMS

1. Call to Order
2. Introductions
3. Approval of Meeting Minutes

4. Public Comments
5. ATAC Member and Staff Comments

REGULAR AGENDA ITEMS

RECOMMENDATION

6.	Countywide Pedestrian Master Plan – Scope of Work (Diana Meehan) (<i>Pages 6-11</i>)	INFORMATION/ DISCUSSION
ATAC will discuss the scope of work and planning for the upcoming Countywide Pedestrian Master Plan.		
7.	Countywide Transportation Plan - Update (Eliot Hurwitz) (<i>Pages 12-15</i>)	INFORMATION
Staff will provide ATAC with an update on the goals and objectives for the Countywide Transportation Plan.		
8.	Topics for Next Meeting <ul style="list-style-type: none"> o Discussion of topics for next meeting by ATAC members. 	DISCUSSION
9.	Approval of Next Regular Meeting Date of May 19, 2014 and Adjournment	APPROVE

Napa County Transportation and Planning Agency (NCTPA)

Active Transportation Advisory Committee

MEETING MINUTES

Monday, March 24, 2014

ITEMS

1. Call to Order

Meeting was called to order at 5:15 p.m.

2. Roll Call

Members Present:

Mike Costanzo
Anne Darrow
Dieter Deiss
Brett Risley
Joel King
Paul Wagner
Richard Warren Jr.

Members Absent:

Barry Christian
Gabriela Gonzalez McNamara
Joe Tagliaboschi

3. Approval of Meeting Minutes

MSC KING / COSTANZO for **APPROVAL** and unanimously carried.

4. Public Comments

None

5. ATAC Members and Staff Comments

Committee member Mike Costanzo introduced the April Fools Challenge. This is a fundraising program linked to local charities through pledges for miles logged

through a website: www.aprilfoolschallenge.org . Prizes will be given to those who log the most miles at the Napa Bike Fest on Sunday April 27, 2014.

Napa Bike Fest will be held at 500 First St., south parking lot, from 8:30 a.m.-3:00 p.m., and will include booths, activities, food, and entertainment. Mike Costanzo thanked the Air District for sponsoring the Kidical Mass Ride this year.

Committee member Anne Darrow mentioned Bike to School Day which will be held on May 9, 2014. A suggestion was made to switch the day to May 8, 2014 which is Bike to Work Day since energizer stations will already be set up throughout the area and both students and commuters could benefit.

6. Active Transportation Program Update

Staff gave an update on the Active Transportation Program. NCTPA will take the lead on submission of the Vine Trail Oak Knoll segment to the first statewide call for projects.

All projects submitted to the statewide call, but not awarded funding are automatically entered into the regional call for projects. Applications for the statewide call are due May 21, 2014 with regional applications are due July 24, 2014. There are three additions to the application for the regional call for projects.

- Add evaluation criteria for previously adopted regional priorities, such as bike share expansion, Bay Trail and Regional Bike Network build out etc.
- Use MTC's Communities of Concern definition to meet the 25% requirement for projects benefitting disadvantaged communities.
- Waive local match for construction if pre-construction phases are funded entirely with non-federal and non-ATP funds.

7. Transportation Development Act Article 3 (TDA-3) Project Review

ATAC reviewed the project submissions for TDA-3. Out of 14 submissions, After discussion, four projects were recommended for approval;

- SR 29 Undercrossing Project-\$147,000
- American Canyon Gap Closure Study-\$45,000
- N. Yountville Bike Route- \$66,000
- Calistoga Riverside Pedestrian Project: \$125,000

The committee realizes that the project list maintains a significant shortfall in funding, and review by the Technical Advisory Committee on April 3rd will take these recommendations into account.

Member of the Public, Genji Schmeder, commented on the SR 29 undercrossing project and noted that the substandard existing trail is used primarily by students and community members from the Westwood area. He discussed the importance

of bringing this crossing up to current safety standards, as the best way to improve safety and access for pedestrians and cyclists for crossing the highway.

8. Bicycle Summit Report

Committee member Joel King gave a report on his visit to the League of American Bicyclists Summit in Washington DC. During a lobby day on Capitol Hill, discussions revolving around funding were geared towards transportation and active transportation. The DOT has a primary interest in programs and projects that are transportation related, with secondary interest in recreational trail projects.

Also noted were:

- Mayors are great advocates
- Attracting a great workforce to your community requires quality transit along with bike and pedestrian infrastructure.
- Community Health Assessments and the relationship with active transportation.

9. Topics for Next Meeting

- Caltrans D-4 Update
- Pedestrian Issues
- Law Enforcement-Safety Programs

10. Approval of Next Regular Meeting Date of April 28, 2014

MSC Darrow / Risley for APPROVAL and unanimously carried.



April 28, 2014
ATAC Agenda Item 6
Continued From: NEW
**Action Requested: INFORMATION/
DISCUSSION**

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY ATAC Agenda Letter

TO: Active Transportation Advisory Committee (ATAC)
REPORT BY: Diana Meehan, Assistant Program Planner/Administrator
(707) 259-8327 / Email: dmeehan@nctpa.net
SUBJECT: Countywide Pedestrian Master Plan Scope of Work

RECOMMENDATION

That the ATAC review the Countywide Pedestrian Master Plan scope of work, comment and revise as needed.

EXECUTIVE SUMMARY

To identify and prioritize pedestrian projects, programs and planning efforts of countywide significance, NCTPA will coordinate the effort to create a Countywide Pedestrian Master Plan. The plan will provide the background, direction and tools needed to encourage pedestrian/walking trips in Napa County and improve pedestrian safety for all users.

FISCAL IMPACT

None.

BACKGROUND AND DISCUSSION

To maintain consistency throughout the County, and to better assist jurisdictions with improvements to their pedestrian systems and to take advantage of new funding sources NCTPA has identified the need to create a Countywide Pedestrian Master Plan. The plan will be an important component for the coordination of planning and programming pedestrian projects throughout all Napa County jurisdictions. The plan will be similar to the countywide bicycle plan which was completed in 2011, but with specific focus on pedestrians. Once complete, both the Countywide Bicycle Plan and Pedestrian Master Plan could be combined to form a complete active transportation plan for Napa County.

With funding programs such as the Active Transportation Program (ATP) looking at communities with a particular level of plan consistency for their projects and programs, having a pedestrian master plan should improve the efforts towards funding projects throughout the County.

SUPPORTING DOCUMENTS

Attachments: (1) Countywide Pedestrian Master Plan Scope of Work

**NAPA COUNTYWIDE PEDESTRIAN PLAN
INCLUDING PLANS FOR THE
CITIES OF NAPA, AMERICAN CANYON, ST. HELENA, CALISTOGA AND THE
TOWN OF YOUNTVILLE**

SCOPE OF WORK

Task 1: Evaluate Existing Conditions

- a. Review existing plans in Napa County, Cities and Town; analyze adequacy of existing plans especially relative to regional plans and state/federal funding opportunities including requirements of the Active Transportation Program, ADA guidelines and the Complete Streets Act of 2008.
- b. In particular review all current General Plans, Circulation elements and existing pedestrian plans.
- c. Inventory existing facilities and programs
 - 1) Status of existing pedestrian facilities, paths, and trails
 - i. Location
 - ii. Condition
 - iii. Create GIS
 - 2) Inventory pedestrian programs including school programs, local clubs, government programs and school-based programs (especially "Safe Routes to School")
- d. Review and analyze pedestrian accident statistics

- Deliverables:*
1. Provide existing conditions report, including inventory and description of pedestrian infrastructure and current conditions.
 2. Provide GIS layer of all current and currently planned facilities keyed to Napa County and Cities' base maps, including attributes describing, status of un-built segments (in existing plans, funded, under construction) condition and associated image files, integrated with MTC GIS system if available.
 3. Procedure manual for NCTPA update of GIS system

Task 2: Project future demand for pedestrian facilities and programs including

- a. resident, employee and tourist use

- Deliverables:*
1. Provide a report outlining expected future demand for pedestrian facilities

Task 3: Standards

- a. Identify best practices and standards for all pedestrian facilities using ADA Guidelines and Complete Streets Criteria
- b. Describe urban/rural variation

Task 4: Meetings, Workshops, Presentations

- a. Meet three times with 8-member Project Steering Committee (NCTPA, Napa County, City of St. Helena, City of Napa, City of American Canyon, City of Calistoga, Town of Yountville, Active Transportation Advisory Committee)
- b. Meet twice with ATAC, and other city committees/Commission, including participation by Stakeholders (Napa County Bicycle Coalition, Napa Valley Vine Trail Coalition)
- c. Public – 3 public meetings: kick off to gather input and concern and a second meeting to present draft plan for further comment

Deliverables: 1. Agendas, attendance lists, and summary minutes of meetings

Task 5: Pedestrian Master Plan incorporating plans for County, and all Cities

- a. Evaluate usefulness of creating three principal planning zones for Napa County pedestrian activities and, if deemed useful, use such a frame of reference for subsequent sub tasks
 - 1) North County (Calistoga, St. Helena, Yountville and surrounding unincorporated areas plus rural northern and eastern Napa County)
 - 2) City of Napa
 - 3) South County (Unincorporated County between City of Napa and City of American Canyon, Southeastern Napa County and the City of American Canyon.
- b. Identify all significant pedestrian destinations and origins, identify proposed corridors of connection and evaluate current status and future opportunities/challenges to development of workable corridors (information from city/county staff)
- c. Provide rough cost estimates for construction of proposed system segments
- d. Describe relationships with relevant regional plans, such as the Bay Trail and Bay Area Ridge Trail including links to Solano and Sonoma Counties – what are *their* recommendations for linking?
- e. Create new set of GIS-based maps
- f. Describe necessary program to upgrade and maintain the system
- g. Working separately and distinctly with each jurisdiction to identify a complete inventory of ADA upgrades required to meet current statutory requirements and identify known schedules where jurisdictions may have to make various upgrades because of planned street and road improvements. For smaller jurisdictions, this may involve some site visitations and manual inventory methods.
- h. Propose objectives and key policies in support of the system to be adopted by Cities/County
- i. Meet with ATAC and TAC to review proposed Master Plan
- j. Design a promotional/educational plan to increase pedestrian mode share to of all short trips countywide
- k. Describe system wide safety plan

- Deliverables:*
1. Pedestrian Master Plan for Napa County should include:
 - connections indicated between all Napa communities
 - major countywide north-south spine multi-use trail connecting the five Cities/Town from Calistoga to the City of American Canyon.
 - new comprehensive plans in all Napa County jurisdictions.
 - reference to existing plans in other Napa County jurisdictions.
 2. GIS layers of system components
 3. New user-friendly pedestrian map including all currently built or in-active-development system segments in two scales: a) countywide and b) detailed segments for 5 Cities/Town
 4. List of potential City/County objectives and policies that will support the implementation of the plan.

Task 6: Planning Process, Prioritization and Financial Plan

- a. Outline of available fund sources to finance construction of proposed system segments and of system maintenance
- b. Scoring process for prioritization of projects
- c. Optimize the plan to take advantage of available funding sources
- d. Create a template with guidelines for updating city pedestrian plans to remain consistent with the countywide plan

- Deliverables:*
1. Provide a report describing funding sources available for construction of proposed segments of the system and for maintenance of the system as a whole.
 2. Provide a countywide list of projects
 3. Provide an outline of project approval process

Task 7: Create necessary documents for formal approvals and assist in adoption by Councils

- a. CEQA analysis
- b. Napa, American Canyon, Calistoga, Town of Yountville and St. Helena City Councils and Napa County Board of Supervisors
- c. NCTPA Board of Directors
- d. MTC – amendment
- e. Caltrans: approval of plan by as an official “Countywide Pedestrian Master Plan” (CPMP) for purposes of Active Transportation Program funding

- Deliverables:*
1. Draft staff reports, council resolutions as necessary
 2. Present plan to:
 - a. NCTPA Board
 - b. Napa City Council
 - c. American Canyon City Council
 - d. St. Helena City Council
 - e. Calistoga City Council
 - f. Town of Yountville Council
 2. CEQA analysis

3. Draft application to Caltrans for approval of the plan as a “CPMP”

DRAFT



April 28, 2014
ATAC Agenda Item 7
Continued From: NEW
Action Requested: INFORMATION

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY TAC Agenda Letter

TO: Active Transportation Advisory Committee (ATAC)
FROM: Kate Miller, Executive Director
REPORT BY: Eliot Hurwitz, Planning Manager
(707) 259-8782 / Email: ehurwitz@nctpa.net
SUBJECT: 2015 Countywide Transportation Plan Update

RECOMMENDATION

That the ATAC receive the draft updated goals and objectives in response to Board comments at its January 15, 2014, 2015 Countywide Transportation Plan (CWTP) kick-off retreat.

EXECUTIVE SUMMARY

NCTPA staff and its consulting team developed a new set of goals and objectives based on the NCTPA Board feedback received at its CWTP kick-off retreat. This memo presents the existing vision and goals from the 2009 plan, and a draft set of proposed goals and objectives for the 2015 CWTP.

FISCAL IMPACT

Is there a Fiscal Impact? None

BACKGROUND AND DISCUSSION

Staff presented the 2009 transportation plan goals for the Board's consideration with two (2) amendments at the CWTP kick-off retreat to elicit the Board's feedback. In response, the Board requested that the number of goals be limited to five (5). The Board supported expanding the goals to ensure all users were served and that safety should be paramount for all modes. They further suggested refining the goals to separate goals from objectives. A new goal was added, *Use Taxpayer Dollars Efficiently*, to recognize that there are effective, less costly solutions to address traffic congestion.

The 2009 goals, proposed amendments, and 2015 refined goals and objectives are outlined below.

1 Vision and Goals from 2009 Napa's Transportation Future

1.1 Vision

For Napa County in 2035 we envision an attractive, flexible, fully integrated transportation system, with a broad range of options and modes, enabling individuals and goods to move throughout the county in an efficient manner.

1.2 Goals

1. Reduce/restrain growth of automobile vehicle miles traveled (VMT)
2. Spread the travel load from peak times to non-peak times
3. Improve the quality and safety of our street and road infrastructure
4. Shift travel from Single-Occupancy Vehicles to other modes
5. Reduce overall energy use and greenhouse gas (ghg) emissions

2 Additional Goals Presented to Board 1/15/14

6. Create a transportation system that supports a healthy economy throughout Napa County.
7. Create a transportation network that provides access and mobility to all Napa County residents, workers and visitors.

3 Proposed Goals and Objectives for 2015 CWTP

Preamble:

The goals and objects for the 2015 Napa Countywide Transportation Plan are based on the following key facts.

- Napa County has a number of constraints that prevent and/or limit expanding the highway and road system as a means to eliminate congestion.
 - Peak travel in Napa County is often associated with visitors, and commuters that travel through Napa to/from adjacent counties, rather than employees or residents.
 - The County's senior population is expected to double over the next 30 years.
 - In 2010, approximately 1% of Napa County commuters biked to work, and approximately 4% walked to work, while 76% drove alone.¹
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- Housing costs in Napa make it a challenge to provide sufficient housing stock for its growing work force.

Goal 1: Serve the transportation needs of the entire community regardless of age, income or physical ability.

Objectives:

1. Provide safe access to jobs, schools, recreation and other daily needs for Napa's residents and visitors.
2. Endeavor to serve the special transportation needs of seniors, children and the disabled.
3. Coordinate transportation services for disabled persons, seniors, children and other groups so each serves as many people as possible.
4. Provide affordable transportation solutions to ensure access to jobs, education, goods, and services for all members of the community.

Goal 2: Improve system safety in order to support all modes and serve all users.

Objectives:

1. Design roadways and other transportation facilities to enhance coexistence of users of all modes.
2. Educate all roadway users so they may safely coexist.
3. Work with Napa jurisdictions to adopt complete streets policies to meet the Metropolitan Transportation Commission's funding eligibility requirements.²
4. Ensure Measure T roadway funds are maximized to benefit all transportation modes to the extent possible under the ordinance.
5. Prioritize f projects that expand travel options for cyclists and pedestrians.

Goal 3: Use taxpayer dollars efficiently.

Objectives:

1. Continue to prioritize local streets and road maintenance, consistent with Measure T.
2. Invest in fast and reliable bus service and infrastructure, so public transit is an attractive alternative to driving alone.
3. Identify alternative solutions that minimize costs and maximize system performance.
4. Provide real-time traffic and transportation information via MTC's 511 or similar system by 2017.
5. Explore new transportation funding sources, including fees associated with new development.
6. Develop partnerships with Caltrans, California Transportation Commission (CTC), Metropolitan Transportation Commission (MTC) and Napa's state legislators to support expanded transportation funding.

Goal 4: Support Napa County's economic vitality.

Objectives:

1. Identify and improve key goods movement routes.
2. Work with employers to improve access to employment centers, as well as dispersed agricultural employment sites.
3. Improve transportation services aimed at visitors, including alternatives to driving.
4. Use transportation demand management techniques to shift travel from peak to non-peak times.

Goal 5: Minimize the energy and other resources required to move people and goods.

Objectives:

1. Reduce transportation-related energy use in Napa County and associated greenhouse gas (ghg) emissions by 7% by 2020 and 15% by 2035.³
2. Increase mode share for transit, walking, and bicycling to 10% by 2035.⁴
3. Reduce the growth of automobile vehicle miles traveled (VMT) by shifting trips to other modes.
4. Encourage the provision of alternative fuel infrastructure.
5. Invest in improvements to the transportation network that serve land use, consistent with SB 375.⁵

SUPPORTING DOCUMENTS

Attachments: None

¹ U.S. Census Bureau, 2010-2012 American Community Survey.³

² MTC requires that jurisdictions adopt a complete streets policy and update their general plans to be consistent with the Complete Streets Act of 2008 in order to receive funding after FY 2015-16 OBAG programming cycle.

³ Based on Plan Bay Area target. <http://onebayarea.org/plan-bay-area/targets.html>, accessed on 2/10/14. Compared to 2008 energy use and emissions.

⁴ Based on Plan Bay Area target. <http://onebayarea.org/plan-bay-area/targets.html>, accessed on 2/10/14. Compared to 2008 mode share.

⁵ SB 375 requires California's 18 metro areas to integrate transportation, land-use and housing as part of an SCS to reduce greenhouse gas emissions from cars and light-duty trucks. Source: <http://onebayarea.org/about/faq.html>, accessed on 2/21/14.