



625 Burnell Street, Napa CA 94559

Napa County Transportation and Planning Agency (NCTPA)

Active Transportation Advisory Committee (ATAC)

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

AGENDA

Monday, December 8, 2014
5:00 PM

NCTPA/NVTA Conference Room
625 Burnell Street
Napa CA 94559

General Information

All materials relating to an agenda item for an open session of a regular meeting of the Active Transportation Advisory Committee (ATAC) which are provided to a majority or all of the members of the ATAC by ATAC members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, on and after at the time of such distribution, in the office of the Secretary of the ATAC, 625 Burnell Street, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for NCTPA holidays. Materials distributed to a majority or all of the members of the ATAC at the meeting will be available for public inspection at the public meeting if prepared by the members of the ATAC or staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

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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Note: Where times are indicated for agenda items they are approximate and intended as estimates only, and may be shorter or longer, as needed.

ITEMS

1. Call to Order
2. Introductions
3. Public Comments
4. ATAC Member and Staff Comments
5. Routine Accommodations/Complete Streets Checklist Review

Note: Where times are indicated for agenda items they are approximate and intended as estimates only, and may be shorter or longer, as needed.

6.	<u>CONSENT ITEMS (6.1)</u>	<u>RECOMMENDATION</u>	<u>TIME</u>
6.1	Approval of Meeting Minutes of October 27, 2014 (Diana Meehan) <i>(Pages 4-6)</i>	APPROVE	5:20 PM
7.	<u>REGULAR AGENDA ITEMS</u>	<u>RECOMMENDATION</u>	<u>TIME</u>
7.1	Countywide Pedestrian Master Plan Overview (Diana Meehan) <i>(Pages 7-15)</i> The ATAC will receive an overview by Fehr & Peers of the process and timeline to complete the Pedestrian Master Plan.	INFORMATION	5:20 PM
7.2	Active Transportation Advisory Committee (ATAC) Member Appointment (Diana Meehan) <i>(Pages 16-22)</i> The ATAC will recommend that the NCTPA Board approve the appointment of James Eales to the ATAC as the representative for the Town of Yountville.	APPROVE	5:40 PM
7.3	Active Transportation Advisory Committee (ATAC) 2015 Work Plan (Diana Meehan) <i>(Pages 23-25)</i> The ATAC will review and approve the 2015 work plan.	APPROVE	5:45 PM

7.4 Draft Methodology for Bicycle and Pedestrian Counts and Surveys (Diana Meehan) (*Pages 26-63*) APPROVE 6:00 PM

ATAC will review and recommend approval of the Draft Methodology for performing Bicycle and Pedestrian Counts and Surveys.

7.5 Napa Countywide Transportation Plan: Vision 2040 *Moving Napa Forward* Update (Danielle Schmitz) (*Pages 64-67*) INFORMATION 6:20 PM

Staff will provide an update on the Countywide Transportation Plan: Vision 2040.

8. **FUTURE AGENDA ITEMS** 6:40 PM

9. **ADJOURNMENT** **RECOMMENDATION** 6:45 PM

9.1 Cancellation of Meeting Date of Monday December 22, 2014, Approval of next Regular Meeting Date of January 24, 2015 and Adjournment APPROVE

I hereby certify that the agenda for the above stated meeting was posted at a location freely accessible to members of the public at the NCTPA offices, 625 Burnell Street, Napa, CA, by 5:00 p.m., Monday, December 1, 2014.

Karalyn E. Sanderlin, NCTPA Board Secretary

Napa County Transportation and Planning Agency (NCTPA)

Active Transportation Advisory Committee

MINUTES

Monday, October 27, 2014

ITEMS

1. Call to Order

Meeting was called to order at 5:05 pm

2. Roll Call

Members Present:

Barry Christian
Mike Costanzo (Vice Chair)
Joel King
Paul Wagner (Chair)
Eric Hagyard

Members Absent:

Joe Tagliaboschi (resigned)
Brett Risley (resigned)
Anne Darrow
Gabriela Gonzalez McNamara

3. Approval of Meeting Minutes

MSC KING / CHRISTIAN for **APPROVAL** with **amendment as noted** and unanimously carried

4. Public Comments

Lorien Clark, City of Napa Transportation Planner commented on the bike commuter path between Vallejo St. and Lincoln Ave. noting that it may soon re-open. The building damaged in the August 24th earthquake is being inspected and if determined safe, the path will re-open by the end of the week.

5. **ATAC Members and Staff Comments**

Committee member Barry Christian announced the dedication of a small section of trail opening at Soscol Ferry Road, crossing under the Butler Bridge. This section of trail is an important gap closure for the Vine Trail, Bay Trail and Napa River Trail

Also in American Canyon will be a small celebration in honor of the life of Myrna Abramowicz, a long-time trail advocate and founding director Ward 5 of the Napa County Regional Park and Open Space District. A boulder and plaque have been placed in her honor along the Wetlands View Trailhead. A walk to the site will take place on Saturday November 8th at 10am.

Mike Costanzo attended a meeting of the recently formed St. Helena Active Transportation Advisory Committee and encouraged members to apply for the open position as representative from St. Helena on the NCTPA ATAC committee.

Other events reported by committee member Costanzo:

- Biking workshop held at Napa Library on Oct. 25 was successful and plans for another workshop on November 15th are underway.
- Napa Bike event: Ride with Andy Talanksy, Professional Cyclist and Tour de France participant. Fundraising ride will take place on November 14th. Proceeds from the ride will benefit Napa Bike.
- Ride with Kathryn Bertine, director of "Half the Road" a film about the world of women's professional cycling showing at the Napa Valley Film Festival on Sunday November 16th.

6. **Lifeline Transportation Program Call for Projects-Information Only**

Staff presented the application guidelines and program information for the Lifeline Transportation Program Call for Projects. The program funds projects that improve mobility for low-income communities and is funded through multiple sources, both State and Federal.

7. **Complete Streets Checklist Procedure**

The committee reviewed the draft Routine Accommodations/Complete Streets Checklist procedure and recommended the following revisions:

- Add language to ensure committee sees project checklist in advance of the project construction.
- Form a subcommittee for expedited review if necessary
- Have a special meeting for review if necessary (review is allowed via email according to MTC policies).

There was a motion by the committee to approve the procedure as amended.

MSC KING / COSTANZO for Amendment, unanimously carried

MSC - Motioned, Seconded, and Unanimously Carried

8. Bicycle and Pedestrian Safety Campaign Update

Staff presented the committee with an update on funding for a Countywide Traffic Safety Campaign. The campaign will be directed towards motorists, cyclists and pedestrians by providing media messaging regarding sharing the roads. The campaign will be modeled after the Bike Pittsburg Campaign, which emphasizes riders as those familiar to people; their physician, teacher, daughter etc.

The Office of Traffic Safety (OTS) provides grant funding for all forms of traffic safety. Grants for 2015 have already been determined. The OTS website will put out a call for projects in November. Staff will keep watch for the call. Grants are often given to local law enforcement and a there is potential to form a partnership with local law enforcement to promote the campaign.

Staff is also meeting with the Safe Routes to School coordinators at Napa County Office of Education to discuss ways of improving efforts and teaming up on the campaign.

9. Topics for Next Meeting

- Updated Checklist Procedure for Approval
- Bicycle and Pedestrian Counts/Surveys
- Funding for Safety Campaign
- Countywide Transportation Plan Update

10. Approval of Meeting Date of November 24, 2014 and Adjournment

Next meeting date was discussed and due to several members anticipated absence during the Thanksgiving Holiday and Christmas/New Year Holidays, it was decided to hold a special meeting in early December and cancel both November 24th and December 22nd regular meetings. Staff will send out a doodle poll for best dates.

The meeting was adjourned at 6:25 PM



December 8, 2014
ATAC Agenda Item 7.1
Continued From: NEW

Action Requested: INFORMATION

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY ATAC Agenda Letter

TO: Active Transportation Advisory Committee
FROM: Kate Miller, Executive Director
REPORT BY: Diana Meehan, Associate Planner
(707) 259-8327 / Email: dmeehan@nctpa.net
SUBJECT: Countywide Pedestrian Master Plan

RECOMMENDATION

The Active Transportation Advisory Committee will receive an overview by Fehr & Peers of the process and timeline to complete the Pedestrian Master Plan.

EXECUTIVE SUMMARY

NCTPA Staff and Fehr & Peers met on November 7th for the Pedestrian Plan kick-off meeting to review the goals and timeline of the Pedestrian Master Plan. Fehr & Peers will present an overview of the process and timeline to TAC.

FISCAL IMPACT

Is there a Fiscal Impact? No

BACKGROUND AND DISCUSSION

To identify and prioritize pedestrian projects, programs and planning efforts of countywide significance, NCTPA has contracted with Fehr and Peers to prepare a Countywide Pedestrian Master Plan. The Plan will provide the background, direction, and tools needed to improve the active transportation network to encourage pedestrian/walking trips in Napa County and improve pedestrian safety for all users. The plan will be an important component for the coordination of planning and programming pedestrian projects for all Napa County jurisdictions, and help draw new grant funding to support Napa's high priority bicycle and pedestrian projects.

The plan will be similar to the countywide bicycle plan which was completed in 2011, but with specific focus on pedestrians. Once completed, both the Countywide Bicycle Plan

and Pedestrian Master Plan will be combined to form a complete active transportation plan for Napa County.

At its October 15th meeting, the NCTPA Board approved Work Authorization No. 2 to NCTPA Agreement No. 12-18 with Fehr & Peers. Key Fehr & Peers staff from on the project include:

- Steve Crosley, AICP Associate, Project Manager
- Meghan Mitman, AICP Senior Associate
- Kendra Rowley, EIT Transportation Planner

The Fehr & Peers team will present the project timeline and review the process for working with the TAC as an advisory committee for creating a comprehensive Pedestrian Master Plan for Napa County.

Additional Upcoming Pedestrian Plan-related Meetings

- ATAC meeting: December 8th, 5:00 pm
- Jurisdiction meetings: December 8th, midday before ATAC meeting and December 9th
- Public Workshops: January 21st, 22nd, 27th, 28th, and 29th, 6-8 pm – locations TBD

SUPPORTING DOCUMENTS

Attachment: (1) Fehr & Peer Staff Resumes



Meghan Mitman, AICP

Senior Associate

about

Meghan Mitman has over twelve years of transportation planning and engineering experience, which has included Pedestrian and Bicycle Planning, Safety, and Research; Transportation Demand Management Planning and Assessment; Greenhouse Gas Estimation and Climate Action Planning; Community, Neighborhood, and Station Area Planning; Public Involvement; Senior Mobility Planning; Traffic Calming; and Transportation Impact Assessments. She is an expert in active transportation planning and safety, having co-authored the multi-award winning *California Pedestrian Safety Assessments Technical Guidebook* and served as the project manager for numerous pedestrian and bicycle safety assessments in cities across California and Nevada. She is a national instructor for the FHWA's pedestrian planning, safety, and design courses.

Meghan has published five articles based on her pedestrian-related research in TRB's *Transportation Research Record*, which have included a specific focus on crosswalk behavior, safety, and countermeasures as well as pedestrian demand forecasting. She is a co-author for the draft ITE Recommended Practice on *Accommodating Pedestrians and Bicyclists at Interchanges*.

Meghan is the Operations Manager for Fehr & Peers' San Francisco office in addition to her role as a senior project manager and Associate-in-Charge on many interesting and challenging projects. She was honored as the 2010 Member of the Year for the WTS San Francisco Bay Area chapter, and serves on the board of directors for the chapter. She is also a member of the TRB Pedestrian Committee and Research Subcommittee, and the Chair of the ITE Pedestrian/Bicycle Council.

Meghan has a bachelor's degree with high honors in Operations Research and Financial Engineering from Princeton University. She also holds dual master's degrees in Transportation Engineering and City and Regional Planning from the University of California at Berkeley. In graduate school she received the prestigious Eno and Eisenhower Fellowships.

education

- Master of Science in Civil (Transportation) Engineering, University of California, Berkeley, 2007
- Master of City and Regional Planning, University of California, Berkeley, 2007
- Bachelor of Science in Operations Research and Financial Engineering, Princeton University, 2002

registrations

AICP

professional affiliations

- Institute of Transportation Engineers
- American Planning Association
- Women's Transportation Seminar
- Transportation Research Board
- Association of Pedestrian and Bicycle Professionals

expertise

- Complete Streets
- Pedestrian and Bicycle Safety
- Active Transportation Planning
- Station Area Planning
- Transportation Demand Management

honors and awards

- APA Northern California Project of Merit, *SFMTA's WalkFirst Capital Projects Prioritization Outreach and Program*, 2014
- ITE Bicycle and Pedestrian Council Best Technical Project - *Utah Department of Public Health Bicycle and Pedestrian Master Plan Handbook*, 2012
- Member of the Year, WTS San Francisco Chapter, 2010
- California Pedestrian Safety Assessments: Best Program 2009, ITE Planning Council; Best Practice 2009, APA California
- MacArthur BART Access Feasibility Study, Northern California APA Project of Merit, 2008
- Eno Fellow, Eno Transportation Foundation, 2007
- 2005-2007 Eisenhower Graduate Fellow, National Highway Institute
- 2005-2006 University of California Transportation Center Fellow

publications and presentations

- Mitman, M. and M. Ridgway (2014), "Draft Recommended Practice on Accommodating Pedestrians and Bicyclists at Interchanges," ITE.
- Mitman, M. (2014), "Tactical Urbanism Case Studies and Considerations for ITE Members," ITE Technical Meeting, Miami, FL
- Mitman, M. (2013), "Finding or Building the Right Tool for the Job: Familiar and Cutting-Edge Tools for Transportation Demand Management Evaluation," Presented at the TRB Annual Meeting.
- Schneider, R., et al (2012), "Development and Application of the San Francisco Pedestrian Intersection Volume Model," *Transportation Research Record: Journal of the Transportation Research Board*, No. 2299, Transportation Research Board of the National Academies, Washington, D.C., 2012, pp. 65-78.
- Mitman, M. (2012), "ITE Pedestrian/Bicycle Council's Separated Bikeways Informational Report," presented at the ITE Annual Meeting, Atlanta, GA.
- Mitman, M., D. Cooper, and B. DuBose (2010), "Driver and Pedestrian Behavior at Uncontrolled Crosswalks in the Tahoe Basin Recreation Area," *Transportation Research Record: Journal of the Transportation Research Board*, No. 2198, Transportation Research

- Board of the National Academies, Washington, D.C., 2010, pp. 23-31.
- Feldman, M., J. Manzi, and M. Mitman (2010), "An Empirical Bayesian Evaluation of the Safety Effects of High-Visibility School (Yellow) Crosswalks in San Francisco," *Transportation Research Record: Journal of the Transportation Research Board*, No. 2198, Transportation Research Board of the National Academies, Washington, D.C., 2010, pp. 8-14.
- Mitman, M. (2009), "Pedestrian Safety Assessments: Sharing Lessons Learned from California's New Program," APBP Webinar.
- Mitman, M. (2009), "Crossing the Complete Street," Presented at the Sacramento Complete Streets Workshop.
- Mitman, M. and S. Reynolds (2008), "Pedestrian Crosswalk Policies: New Tools & Treatments," ITE Webinar, July 17, 2008 and November 12, 2008
- Mitman, M. and M. Ridgway (2008), "Re-envisioning Access to the MacArthur BART Station," Presented at the 2008 ITE Annual Meeting, Anaheim, CA
- Mitman, M., D. Ragland, and C. Zegeer (2008), "Some Missing Links in a 35-Year Debate: Marked and Unmarked Crosswalks," *Transportation Research Record: Journal of the Transportation Research Board*, No. 2073, Transportation Research Board of the National Academies, Washington, D.C., 2008, pp. 86-93.
- Mitman, M. and D. Ragland (2007), "Crosswalk Confusion More Evidence Why Pedestrian and Driver Knowledge of the Vehicle Code Should Not Be Assumed." *Transportation Research Record: Journal of the Transportation Research Board*, No. 2002, Transportation Research Board of the National Academies, Washington, D.C., 2007, pp. 55-63.

project experience

Federal Highway Administration Pedestrian Safety, Planning, and Design Courses, National Instructor

Meghan leads national training courses on pedestrian safety on behalf of the Federal Highway Administration. Courses focus on policies, planning, design, operations, countermeasure identification, community engagement, and evaluation for active transportation promotion and injury prevention. The target audience ranges from engineers and planners to public health professionals, advocates, and elected officials.

WalkFirst San Francisco, Associate-in-Charge

Meghan oversaw the award-winning San Francisco WalkFirst project as the Associate-In-Charge of the consultant team. This project proposed a Pedestrian Safety Capital Improvement Program for San Francisco (CIP), a set of projects and programs that San Francisco will implement over five years to help achieve the City's Vision Zero pedestrian safety goal. Projects address pedestrian safety issues on the City's High Injury Network, streets and intersections that represent just six percent of San Francisco's street miles but account for 60 percent of severe and fatal injuries. To develop the CIP, Fehr & Peers led a multi-agency, charrette-based collaboration process; coordinated with an extensive public outreach process; conducted GIS-based analysis for the data driven approach; and produced well-received infographics.

San Pablo Avenue Complete Streets, Project Manager

The San Pablo Avenue Complete Streets Study focused on improving multimodal access, safety and connections along the San Pablo corridor in the City of San Pablo by identifying needs and prioritizing improvements that will facilitate pedestrian, bicycle and transit trips. At the heart of this process was a public outreach effort that brought together surrounding residents, business owners, partner agencies, and other key stakeholders to ensure that the final plan recommendations are both relevant to, and supported by, the local community. As a result of the community collaboration and the high quality work product, the design and construction of the preferred alternative received full funding from MTC through the OBAG grant process. Meghan oversaw a multi-firm team for this project and directed all technical, outreach, and management components.

Nevada County Pedestrian Improvement Plan, Project Manager

Meghan was the project manager for this multi-agency-spanning Pedestrian Master Plan. The Plan was intended to guide and influence pedestrian infrastructure, policies, programs, and development standards to make walking in Nevada County more safe, comfortable, convenient, and enjoyable for all pedestrians. The ultimate goal of this Plan was to increase the number of persons in Nevada County that walk for both utilitarian and recreational purposes. The Pedestrian Improvement Plan was developed to complement the general plans of all Nevada County jurisdictions: Nevada County, the City of Grass Valley, the City of Nevada City, and the Town of Truckee. Meghan led

all technical, management, and public outreach tasks for this effort, including direct coordination with the local jurisdiction and advocacy group representatives.

NCHRP 20-05: Traffic Control Device Application at Pedestrian Crossings of Streets and Highways, Panel Member

Meghan is serving as the nominated representative for the international consultant community on this panel. The synthesis study will look at the safety and operational considerations for crossing treatments to reduce pedestrian/motor vehicle crashes at intersections.

FHWA Evaluation of the Rectangular Rapid Flashing Beacon, Project Panel Member

Meghan is serving as a nominated review panel member for this project, representing the practitioner's perspective. The national study is investigating characteristics of flashing beacons as relates to safety and driver/pedestrian behavior to inform future MUTCD adoption of this critical safety device.

Albany Active Transportation Plan, Project Manager

Recognizing walking and bicycling as healthy, accessible, and green forms of transportation, the City of Albany embarked on developing its first Pedestrian Master Plan, and an update to the Bicycle Master Plan in 2010. These Plans will be blueprints for the future of walking and bicycling in Albany, laying out the policies, programs, practices, and infrastructure projects, as determined through a collaborative outreach process. Meghan led this project, which included technical oversight, policy development, subconsultant management, and coordination all community involvement activities.

California Pedestrian and Bicycle Safety Assessments Program, Office of Traffic Safety, Lead Evaluator and Project Manager

On behalf of the California Office of Traffic Safety (OTS) and the UC Berkeley Institute for Transportation Studies Technology Transfer Program (Tech Transfer), Fehr & Peers developed technical guides to conduct pedestrian safety assessments (PSAs) and Bicycle Safety Assessments (BSAs) in California. The guide incorporates best practices in pedestrian safety engineering, planning, and policy. Meghan was a lead author of the manuals and is also one of the expert evaluators for this program. She has managed PSAs and BSAs throughout California since the project's inception in 2008.



Steve Crosley, AICP

Associate

about

Steve has over eight years of project management experience in transportation planning, and one of his key geographical focus areas is Napa County. He is currently managing Fehr & Peers' effort on the American Canyon Town Center Project, Napa Pipe Project, the NCTPA SR 29 Corridor Project, and various other studies in the County of Napa and City of American Canyon. As a companywide transit expert, he is currently managing Fehr & Peers' on SamTrans El Camino BRT Phasing Plan, SFCTA Geneva-Harney BRT Feasibility Study Project, Emery Go Round Service Evaluation, and the Fresno-Yosemite Transit Service Plan. His focus is also on pedestrian planning and needs as every transit trip starts or ends with a walk trip.

education

Master of Arts, Urban Planning,
University of California, Los Angeles, 2006

Bachelor of Arts, Economics,
University of California, Berkeley, 1999

registrations

American Institute of Certified Planners (023436)

professional affiliations

American Planning Association (APA)

honors and awards

Council of University Transportation Centers Neville A. Parker Award for Best Non-Thesis Masters Paper in Policy & Planning in Transportation, 2006

project management experience

Highway 29 Gateway Corridor Improvement Plan

This planning project, led by the Napa County Transportation and Planning Agency (NCTPA) is seeking to develop a community-driven vision and improvement strategy for the portion of California State Route 29 (SR 29) between SR 37 in the City of Vallejo and Trancas Street in the City of Napa. The vision includes multi-modal transportation improvements that meet the needs of all users, including motorists, transit riders, pedestrians and bicycles. Fehr & Peers played an integral role in modeling the proposed improvements using the Napa-Solano Travel Demand model, updated to reflect the latest land use projections developed by ABAG (MTC Plan Bay Area) and City of American Canyon (Circulation Element Update). Additional support was provided during development of existing conditions, future baseline conditions, stakeholder and community outreach, corridor BRT evaluation, and documentation of policies, plans, and programmed improvements that would affect or guide the corridor visioning process. Follow on work completed by Fehr & Peers included a microsimulation analysis of the Boulevard and modified Boulevard concepts using Vissim software.

Napa Pipe EIR

Fehr & Peers conducted the transportation impact analysis for the redevelopment of the Napa Pipe brownfield industrial site. The project proposes a mixed-use neighborhood containing housing, neighborhood-serving retail and restaurants, research and development (R&D), light industrial and office space, a hotel and extensive parks and public open space. Due to the unique designs of the Napa Pipe project, advanced methods of mixed-use (MXD) trip generation analysis were used to account for such characteristics as the design, density, diversity of land uses, and distance to transit.



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Napa County HHSA Campus Project EIR

Fehr & Peers applied a highly tailored approach for this project to address key concerns of Napa County, the HHSA, the City of Napa, and the community at large as part of the HHSA Campus project. The transportation impact analysis included the assessment of impacts to the roadway network, transit, pedestrians, bicycles and site access/circulation. Trip generation and parking demand were developed using empirical data collected on site.

Firestone and Atlantic Station Area Plan

This plan established a preferred alternative for the City of South Gate's Firestone and Atlantic station area. The vision is rooted in the policy goals of the City's General Plan and vetted by the community at large and the City's Planning Commission. Fehr & Peers assisted with analysis of the transportation infrastructure in the station area, including enhanced pedestrian and bicycle facilities that are safe, convenient, and appealing and encourage non-motorized travel within the TOD area and to/from the Orange Line Station; a roadway network that considers all modes (non-motorized, auto, transit) which encourages sustainability and connectivity between area amenities; and improvements to intermodal transit connectivity between existing bus routes and the Orange Line Station via a well-designed and accessible bus transit center and passenger drop off; and order of magnitude cost estimates.

19th Avenue Transit Corridor Investment Study

The 19th Avenue Transit Study builds on recent planning efforts to develop transit and non-motorized improvements to address existing needs and support future land use changes on 19th Avenue in San Francisco. The study considered realignment and grade-separation of the M-Ocean View LRT line, non-motorized improvements, and improved BART connections. Fehr & Peers prepared the existing and future (baseline) multi-modal transportation and land use assessment. Fehr & Peers conducted an assessment of the transportation effects of the M-Ocean View LRT line realignment and grade-separation, including multi-modal corridor performance (reliability, time savings, safety).

South Los Angeles Transportation Master Plan

Fehr & Peers prepared the South Los Angeles Transportation Master Plan (SLATMP) for the City of Los Angeles. The report provided the City of Los Angeles with recommendations for multi-modal transportation improvements in South Los Angeles that are competitive

candidates for grant funding opportunities. The report makes three key recommendations to improve mobility, safety, and quality of life in South Los Angeles: a Rapid Bus Stop Improvement Toolbox; Bus shelter and streetscape improvements; and a renewed focus on maintenance of future transit and pedestrian facilities. Potential benefits from improvements in these locations were weighed in the context of several factors, including demographics, existing and future traffic congestion, pedestrian activity, commercial density, and travel demand model forecasts. The report serves as a blueprint for similar improvement efforts in other South Los Angeles locations, including the Community Plan update process.

San Rafael Lifeline Transportation Program – Phase II

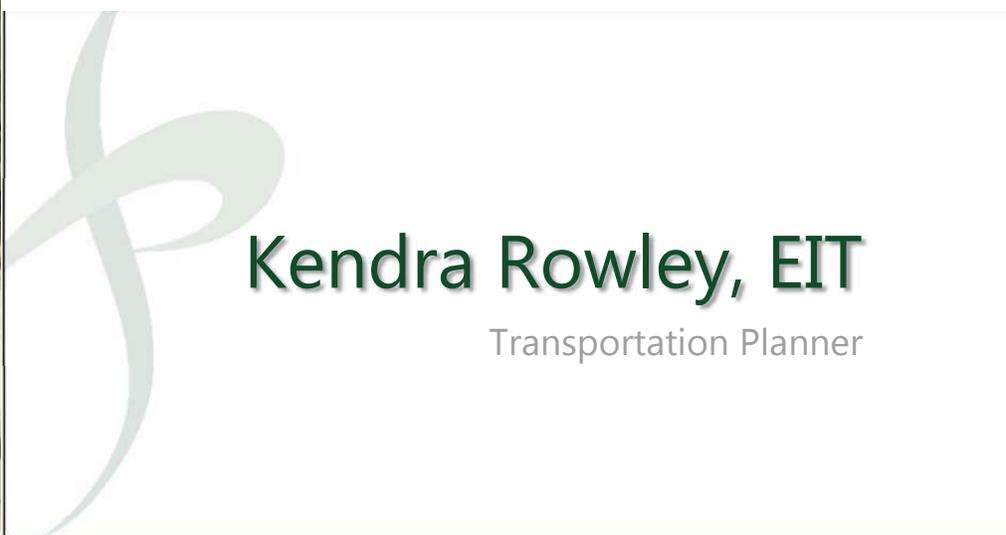
Fehr & Peers completed Multi-Modal and Lighting analyses for the Canal Neighborhood in the City of San Rafael. The Multi-Modal Analysis included observations of deficiencies related to pedestrian, transit, and bicycle access and mobility and recommended strategies to address those deficiencies. The Lighting Analysis included detailed observations and descriptions of deficiencies throughout the study area.

Metro Westside Subway Extension AA/DEIS/FEIS

The Westside Subway Extension would dramatically improve access and mobility to one of the densest regions, both in terms of population and jobs, in the country. Fehr & Peers played a key role in the Alternatives Analysis, developing the Purpose & Need. For the DEIS/DEIR, Fehr & Peers was responsible for evaluating all surface transportation effects of the Metro Westside Subway Extension project, including transit, pedestrian, bicycle, traffic circulation, and parking. A smart growth evaluation of the potential station locations predicting vehicle trip reductions and ridership was also conducted. Fehr & Peers is currently supporting the FEIS/FEIR. Examples of current work tasks include a station circulation analysis, direct ridership forecasting, traffic impact analysis, and updates to the transportation chapter of the report.

Alexander Crossing EIR

Fehr & Peers prepared a transportation impact analysis and the Transportation Chapter of the EIR for the now completed Alexander Crossing project in the City of Napa. The analysis evaluated the transportation-related impacts of the proposed project on traffic, transit, bicycle, and pedestrian movements as well as site circulation and parking.



Kendra Rowley, EIT

Transportation Planner

about

Kendra Rowley has four years of transportation planning and engineering experience in the San Luis Obispo and San Diego region, including Pedestrian Master Plans, Traffic Calming, Bicycle Facility Improvements, Vehicle Miles Traveled Reduction Studies, Transit Route Redesign, Transportation Impact Assessments, Conceptual Design for Planning Documents as well as Signal Design and Signing and Striping. She is passionate about bicycle and pedestrian planning and engineering and is a member of the Fehr & Peers' Bicycle & Pedestrian Discipline Group of companywide experts. Kendra is a car-free resident of San Francisco, is a bicycle enthusiast and advocate, and has a lifetime of experience bicycling for recreational and utilitarian purposes. Biking and walking in her everyday life creates a connection to her work and a real desire to see effective improvements.

Kendra joined Fehr & Peers' San Francisco office in July 2014 as a Transportation Engineer/Planner and has already worked on a variety of challenging and exciting planning and engineering assignments. She served on the Active Transportation Committee at RBF Consulting and is the founder and former Chair of the San Diego Chapter of the Association of Pedestrian and Bicycle Professionals.

Kendra has a bachelor's degree with honors in Civil Engineering from Cal Poly San Luis Obispo.

education

- Bachelor of Science in Civil Engineering, California Polytechnic State University at San Luis Obispo, 2010

registrations

EIT, candidate for PE: October Exam 2014

professional affiliations

- Institute of Transportation Engineers, Member
- Women's Transportation Seminar, Member
- Association of Pedestrian and Bicycle Professionals, Founder of San Diego Section

expertise

- Pedestrian Studies and Long Range Planning
- Bicycle Facility/Intersection Treatments
- Signing & Striping

project experience

City of San Diego Pedestrian Master Plan – Phase 4, Project Planner *RBF Consulting*

Kendra was responsible for preparing pedestrian recommendations for the seven communities included in Phase 4 of the Master Plan. The project team worked closely with the communities of College Area, Kensington-Talmadge, Old Town, Ocean Beach, Pacific Beach, Midway-Pacific Highway and San Ysidro. Community presentations were made at the individual planning group meetings and Open Houses were held to present the recommendations for each community. The improvement areas define routes within each focus area that are in need of safety, connectivity, accessibility, or walkability improvements. The project team identified a minimum of 10 improvements in each of the seven Phase 4 communities.



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Silver Strand Traffic Calming, Project Planner *RBF Consulting*

Kendra prepared concepts for Traffic Calming in the Silver Strand community in Ventura County. Various traffic calming tools were considered for the narrow streets and the best options were chosen based on an effort to preserve parking while enhancing safety for pedestrians and bicyclists. Recommended features included narrowed lanes and new bike lanes where space allowed. Recommendations were tailored to the adjacent land use.

Area 14 Pedestrian Study at Camp Pendleton, Project Planner *RBF Consulting*

Kendra prepared a study that evaluated pedestrian connectivity, walkability, access and safety along Vandegrift Boulevard along the Marine Corps Air Station in Southern California. Existing conditions were documented and reviewed to identify current paths of travel and address issues with pedestrian visibility, walking conditions along the corridor and access to the Air Station from various housing facilities and parking locations. Design concepts and cost estimates were developed and prioritized based on a ranking system that considered the projects' success in addressing certain safety, access, and connectivity measures.

MCI West Traffic Study, Project Planner *RBF Consulting*

Kendra developed design concepts for four locations on the Marine Corps Base Camp Pendleton (MCBCP) to address safety concerns with existing pedestrian facilities and locations where there was an identified need for future facilities. Existing conditions were reviewed and alternative improvements were provided to improve the travel environment for pedestrians. Kendra led multiple client meetings to discuss various alternative solutions and their associated effectiveness and cost.

Armorlite Drive Cycle Track *RBF Consulting*

Kendra assisted in the review of alternative concepts for a two-way cycle track on Armorlite Drive as part of the Armorlite Drive Smart Growth Corridor Enhancement Project in San Marcos, CA. She developed concepts for a transition to Class II bike lanes at a major intersection including bike turning boxes and a bicycle signal phase with bike crosswalks.

Individual Pedestrian / Bicycle Safety and Circulation Plans for Eight Public Schools (K-8) (SRTS), Project Planner *RBF Consulting*

Kendra assisted in preparing Safe Routes to School plans for Bathgate Elementary and Phillip J Reilly schools. RBF Consulting prepared Safe Routes to School master plans for seven schools within the Capistrano Unified School District and one charter school. The project was managed by the City of Mission Viejo and required extensive collaboration with the School District, school representatives, and local Sheriff department. Extensive outreach to students, parents, and faculty occurred at each school to identify and develop solutions to barriers to active transportation by students. In addition to the plans, RBF prepared mobility graphics for distribution to parents and children for safe and efficient travel to each school by car, bike, or foot. With the master plans prepared, the City and School District were able to pursue future state and regional funding opportunities for implementation of improvements.

Citywide Traffic Calming Study and Master Plan, Project Planner *RBF Consulting*

Kendra created plans for identified traffic calming measures for study areas to reduce congestion, high speeds, and cut-through traffic. She also assisted with public involvement/community outreach in gathering community feedback regarding traffic calming measures and areas of concern. RBF Consulting, a company of Michael Baker Corporation, provided traffic planning and engineering services to the City to support their efforts to develop a comprehensive vision and plan to establish a toolbox of traffic calming devices, evaluation and prioritization criteria, and a Master Plan to implement them. Working in concert with residents, the plan analyzed primary problem areas and intersections, and identified traffic calming measures for each to reduce congestion, high speeds and cut-through traffic. The plan was developed in consideration of these mobility issues, as well as the Bicycle Master Plan and pedestrian mobility issues, to provide a complete look at the city's overall mobility improvement needs. RBF's scope of work included data collection and analysis, establishment of thresholds and corridor evaluations.



December 8, 2014
ATAC Agenda Item 7.2
Continued From: NEW
Action Requested: APPROVE

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY ATAC Agenda Letter

TO: Active Transportation Committee (ATAC)
FROM: Kate Miller, Executive Director
REPORT BY: Diana Meehan, Associate Planner
(707) 259-8327 / Email: dmeehan@nctpa.net
SUBJECT: Active Transportation Advisory Committee (ATAC) Member Appointment

RECOMMENDATION

That the Active Transportation Advisory Committee (ATAC) recommend that the Napa County Transportation and Planning Agency (NCTPA) Board approve the appointment of James Eales to ATAC to fill the vacancy as representative for the Town of Yountville.

EXECUTICVE SUMMARY

Mr. James Eales, a teacher at Vintage High School commutes by bicycle from his home in the Town of Yountville to Napa. His commute has given him great insight to the challenges and concerns of both bicyclists and pedestrians within the community. Mr. Eales has interest in promoting and encouraging safe bicycling and walking by serving on the NCTPA Active Transportation Advisory Committee.

The Yountville Town Council recommended the appointment of Mr. Eales to serve as representative on the NCTPA Active Transportation Advisory Committee at their November 18, 2014 Town Council meeting.

FINANCIAL IMPACT

Is there a Fiscal Impact? No

BACKGROUND AND DISCUSSION

The Active Transportation Advisory Committee is made up of eleven members with representation that mirrors the voting structure of NCTPA Board. Committee structure consists of: five members from the City of Napa, two from Napa County and one

member from each remaining jurisdiction. Mr. Eales appointment to the ATAC would fill a vacancy on the committee.

The Yountville Town Council appointed Mr. Eales at their November 18, 2014 meeting.

SUPPORTING DOCUMENTS

Attachment: (1) Town of Yountville Cover Letter and Application



Town of Yountville
"The Heart of the Napa Valley"

November 20, 2014

Diana Meehan
Napa County Transportation & Planning Agency
625 Burnell Street
Napa, CA 94559

Re: NCTPA – Active Transportation Advisory Committee
Yountville Representative

Dear Diana:

At the Town Council Meeting held November 18, 2014, Council unanimously appointed James Eales to serve as the Yountville Representative to the NCTPA – Active Transportation Advisory Committee.

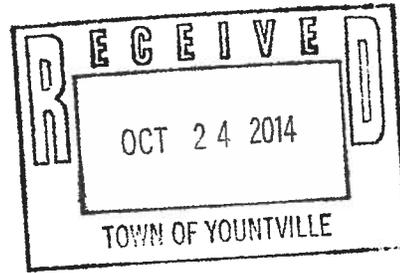
I have enclosed Mr. Eales' application for consideration and confirmation by the NCTPA Board. Please advise when you anticipate this item will be scheduled for consideration by the NCTPA Board.

Please contact me by telephone at 944-8851 or by email at mdahme@yville.com should you have any questions or need additional information.

Sincerely,

Michelle Dahme
Town Clerk

Enclosure



6468 Washington St., Spc. 170
Yountville, CA 94599
707-225-7020 (Home)
707-815-0086 (Cell)

October 24, 2014

Greetings!

With this letter I wish to express an interest in representing the citizens of Yountville as a member of the NCTPA Active Transportation Advisory Committee. I recently learned of the desire to fill such a position from Mike Costanzo, Executive Director of the Napa County Bicycle Coalition.

In November, 2013, my wife and I moved from Napa to Yountville. Since August, 2003, I have been employed as a teacher of U.S. History and World History courses at Napa's Vintage High School. From both Napa and Yountville, I have commuted to and from my workplace and home by bicycle, and during the past few years I have become somewhat knowledgeable of issues and concerns of both bicyclists and pedestrians of local communities within Napa County. I have reviewed the list of duties assigned to members of the NCTPA Active Transportation Advisory Committee, and I would be honored to serve local residents by spending time and effort promoting and encouraging safe bicycling and walking in Napa County as a member of the Committee.

I enthusiastically support the goal of making Napa County an even more bicycle- and pedestrian-friendly community. Toward that end, I look forward to meeting with members of Yountville's Town Council to learn more about how I may contribute.

Sincerely,

James Lee Eales



Napa County
Transportation
Planning Agency

Return Completed Application to:
Michelle Dahme, Town Clerk
Town of Yountville
6550 Yount Street
Yountville, CA 94599
Fax: 944-9619
email: mdahme@yville.com

APPLICATION FOR APPOINTMENT

**Town of Yountville Representative to the
NCTPA Active Transportation Advisory Committee**

1. Application for (Committee/Commission): NCTPA Active Transportation Advisory Committee.
2. Name: JAMES EALES
3. Address: YOUNTVILLE CA 94599
4. Mailing Address: (SAME)
5. Occupation: TEACHER, VINTAGE HIGH SCHOOL
6. Business Address: 1375 TROWER AVE., NAPA CA 94558
7. Home Telephone: _____ Business Telephone: _____
8. Educational and occupational background: B.A. SECONDARY EDUCATION,
M.A. HISTORY (MONTANA STATE UNIVERSITY)
9. Please list previous Committee/Commission experience and community participation (nature of activity and community location):
I AM AN AVID BICYCLIST, HIKER AND RUNNER.
I COMMUTE TO/FROM WORK BY BICYCLE - OFTEN -
AND I RIDE, WALK, RUN FOR FITNESS.
10. Please explain your reasons for wishing to serve on this committee/commission and how you feel that you can contribute.
I SHARE THE GOAL OF MANY RESIDENTS OF
NAPA COUNTY — TO MAKE OUR COMMUNITY AN EVEN
MORE BICYCLE/PEDESTRIAN FRIENDLY COMMUNITY AND TO
PROMOTE BICYCLE AND WALKING
SAFETY.

Signature: [Handwritten Signature] Date: 10/24/2014

6468 Washington St., Spc. 170
Yountville, CA 94599
(707) 225-7020

JAMES LEE EALES

Occupational Background

VINTAGE HIGH SCHOOL - Napa CA

8/2003 - Present

Social Studies Teacher

Taught United States History, World History, World Geography and Language Arts courses. Activities included History Day Judge, Reading Across the Curriculum Committee, Literacy Committee, Design Team, NVEA School Site Representative, Master Teacher for a student teacher, Teacher Representative for Parent-Faculty-Student Organization (PFSO) and elected faculty representative on the Site Committee.

B. GALE WILSON MIDDLE SCHOOL – Fairfield CA

9/2002 - 6/2003

Social Studies/Language Arts Teacher

Taught World History and English electives courses. Activities included Geography Bee and Grade Level Coach for Reciprocal Teaching.

ALTIMIRA MIDDLE SCHOOL – Sonoma CA

8/2001 – 8/2002

Social Studies Teacher

Taught World History and United States History courses. Activities included Geography Bee.

EGAN INTERMEDIATE SCHOOL – Los Altos CA

8/1999 - 8/2001

Social Studies/Language Arts Teacher

Taught fully integrated CORE courses (Social Studies/Language Arts). Activities included Geography Bee, Track and Field, Six Traits Writing Seminar, Los Altos Academy (summer school).

ACTIS JUNIOR HIGH SCHOOL – Bakersfield CA

8/1991 - 6/1999

Social Studies Teacher

Taught World History, Reading, and English Grammar courses. Served as Master Teacher for four student teachers, as Track and Field Coach, and as a member of the Principal's Leadership Council.

SAN BENITO HIGH SCHOOL – Hollister CA

1996, 1997

Social Studies Teacher

Taught World History courses during the summer sessions of 1996 and 1997.

MOUNT VERNON JUNIOR HIGH SCHOOL – Los Angeles CA

8/1989 – 6/1991

Social Studies Teacher

Taught World History and World Geography Courses. Coached the school's Academic Pentathlon team, served as a tutor for Chapter One students, and helped implement the Social Studies Department's Computer Studies Program.

NORTH POLE HIGH SCHOOL – Fairbanks AK

8/1985 – 5/1987

Social Studies Teacher

Taught World History, World Geography, and Alaska History courses. Served as Head Track and Field Coach, and a member of the school board's K-12 Curriculum Committee and Alaska History Task Force.

EDUCATION

- MONTANA STATE UNIVERSITY – Bozeman MT** 6/1984
Master of Arts in History
Program of study emphasized pre-1860 American history, the frontier American West, and historical methods and research.
- MONTANA STATE UNIVERSITY – Bozeman MT** 8/1982
Bachelor of Arts in Secondary Education
Social Studies broadfield and teaching minors in English and History.

AWARDS/ACHIEVEMENTS

- 1 Completed Cross Cultural, Language and Academic Development Certificate Program 1998
- 2 Completed Specially Designed Academic Instruction in English Certificate Program 1997
- 3 Biography included in Who's Who Among America's Teachers 1996,2000,2005,2006
- 4 Professional Clear Single Subject Teaching Credential – Authorized Field: Social Science
- 5 Supplementary Authorization: Introductory English
- 6 Teamsters Union Scholarship for Teachers 1986



December 8, 2014
ATAC Agenda Item 7.3
Continued From: NEW
Action Requested: APPROVE

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY ATAC Agenda Letter

TO: Active Transportation Advisory Committee (ATAC)
FROM: Kate Miller, Executive Director
REPORT BY: Diana Meehan, Assistant Program Planner/Administrator
(707) 259-8327 / Email: dmeehan@nctpa.net
SUBJECT: Active Transportation Advisory Committee (ATAC) Draft 2015 Work Plan Draft

RECOMMENDATION

That the Active Transportation Advisory Committee (ATAC) review and adopt the Draft 2015 ATAC Work Plan

EXECUTIVE SUMMARY

The ATAC is an advisory committee to the NCTPA Board on active transportation related policies, projects and programs. The Draft 2015 ATAC Work Plan will provide the framework for timely review and recommendation for anticipated projects and programs in 2015.

The 2014 Work Plan is provided as reference.

FISCAL IMPACT

Is there a Fiscal Impact? No

SUPPORTING DOCUMENTS

Attachments: (1) ATAC Draft 2015 Work Plan
(2) ATAC 2014 Work Plan

NCTPA Active Transportation Advisory Committee (ATAC)
 Draft 2015 Work Plan

Item	Period
1. Review Complete Street Checklists as required	As Needed
2. Partner in the Development of the NCTPA Countywide Master Pedestrian Plan	As Needed
3. Review progress on development of the Napa Valley Vine Trail	Monthly
4. Review Active Transportation Grant Programs and Project Submittals for NCTPA	As needed
5. Receive updates on the NCTPA Countywide Transportation Plan	As Needed
6. Receive updates from Regional Active Transportation Advisory and Working Groups	Quarterly
7. Review and recommend Transportation Development Act, part 3 (TDA-3) call for projects and project selection	January-February
8. Coordinate in applying for various Active Transportation "call for projects"	As needed
9. Appoint chair and vice-chair for 2016	January 2015
10. Review Bicycle and Pedstrian Plan Programs	Quarterly
11. Monitor 511.org interface	Monthly
12. Collaborate and Review bicycle map updates	As needed
13. Review Safe Routes to School Projects and Programs	As needed
14. Review and provide feedback on Countywide Pedestrian Plan	Quarterly
15. Attend NCTPA committee meetings (TAC, PCC, VCAC) to discuss active transportation issues	As needed
16. Attend NCTPA Board meetings	As needed
17. Other items as required	As needed

ATAC 2014 DRAFT WORK PLAN

CATEGORY	ITEM	PERIOD
Planning	Countywide Transportation Plan	TBD
	District 4-Pedestrian Advisory Group	Quarterly
	Regional Active Transportation Working Group	Bi-Monthly-3rd Thurs.
	TAC	Monthly-1st Thursday
Project Review	Complete Streets Checklist	As required
	TDA-3	January/February
	TFCA-Bike/Ped related projects & programs	As required
Projects & Fund Programming	Vine Trail	Monthly
	Funding Opportunities-all sources	As needed
	Countywide Bicycle Plan Programs	Quarterly
Maps	511.org Interface	Monthly
	Bicycle Map Updates	As needed



December 8, 2014
NCTPA Agenda Item 7.4
Continued From: New
Action Requested: APPROVE

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY ATAC Agenda Letter

TO: Active Transportation Advisory Committee (ATAC)
FROM: Kate Miller, Executive Director
REPORT BY: Diana Meehan, Associate Planner
(707) 259-8327 / Email: dmeehan@nctpa.net
SUBJECT: Draft Methodology for Bicycle and Pedestrian Counts and Surveys

RECOMMENDATION

That the Active Transportation Advisory Committee (ATAC) review and approve the Draft Methodology for performing Bicycle and Pedestrian Counts and Surveys.

DISCUSSION

Bicycle and pedestrian counts and surveys are key tools to assess progress towards meeting mode share goals. Collecting data about active transportation infrastructure usage and demand can also provide feedback on the effectiveness of bicycle and pedestrian improvements. Have this data further improves NCTPA and Napa's jurisdictions competitiveness in grant programs such as the Active Transportation Program.

NCTPA is concurrently working on the Countywide Pedestrian Master Plan. Part of the plan scope includes performing pedestrian counts and surveys to determine priority areas for improvements and enhancements. Bicycle counts and surveys could also take place in conjunction with the pedestrian counts and surveys providing there are volunteers available to help with this task.

FINANCIAL IMPACT

Is there a Fiscal Impact? No

BACKGROUND AND DISCUSSION

Counts and surveys should be conducted on a periodic basis to help identify areas of significant priority, to establish baselines and modal shifts to assess progress and effectiveness of infrastructure improvements. Solid data will further enhance grant applications..

Both manual and automated counting can be used dependent upon the location and data needs. Best practices include infrared counters in conjunction with imbedded loop counters to improve accuracy and to determine direction of travel. Cord counters are ideal if equipment is to be moved to various locations for counting.

Surveys can offer a more detailed and robust look at what influences biking and walking and are therefore also important to use in conjunction with counts.

The Metropolitan Transportation Commission (MTC) has an established methodology for bicycle and pedestrian count and survey data collection (Attachment 2).

Staff is proposing a similar methodology modified to suit count and survey needs for Napa County.

Staff is proposing using the following count and survey methodology:

1. Determine Count Calendar and Time Periods
 - a. April/July/September
 - b. Tuesday/Wednesday/Thursday, non-holiday/non-event
 - c. AM Peak (7am-9am)/PM Peak-(4pm-6pm)
 - d. 15 minute intervals at each location
 - e. Identify key locations/times/seasons to understand visitor/resident splits.
2. Establish Count Locations
 - a. Use locations from previous counts/surveys-Annual (Attachment 1, survey and Attachment 3 count locations)
 - b. Consider locations established in Countywide Bicycle and Pedestrian Plans-Permanent/Semi-Annual/Quarterly (Attachments 4 and 5, 2 and 3), and possible other locations.
 - c. Determine count type per location-mechanical/manual or both
3. Staffing and Equipment
 - a. Designate count supervisor and count technicians for manual count days
 - b. Create count forms (Attachment 2, Appendix A MTC Handbook)
 - c. Purchase and Install counters in key locations for ongoing data collection
4. Site Inspection
 - a. Follow procedures in 3.1-Preliminary Site Inspection of MTC handbook

-
5. Create and Maintain Database
 - a. Create database for collection and analysis
 - b. Create and provide summary reports annually or as needed for grants and planning

 6. Surveys
 - a. Create Survey using previous questions from MTC survey (MTC surveys were performed in 2002 and although counts were updated in 2012, surveys were not, see Attachment 1) and consider additional survey questions.
 - b. Distribute surveys on manual count days
 - c. Ongoing survey through website-Annual evaluations

SUPPORTING DOCUMENTS

- Attachments: (1) MTC Bicycle and Pedestrian Data Collection Project Survey
(2) MTC Handbook
(3) MTC Previous Count Locations 2012
(4) Proposed Count Locations - Unincorporated
(5) Proposed Count Locations - Jurisdictions

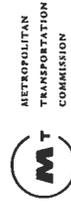
BAY AREA PEDESTRIAN & BICYCLIST SURVEY

Thank you for taking a survey form for pedestrians and bicyclists. We hope you will complete and return the form — it should take only a few minutes to complete. Once you've completed the survey, you can leave it with the person who gave it to you or drop it in the mail. Please be sure the survey is sealed and mailed back by **October 9, 2002.**

For more information on this project, please contact: Trent Lethco at (510) 464-7737 — tlethco@mtc.ca.gov or Nancy Okasaki at (510) 464-7759 — nokasaki@mtc.ca.gov

Purpose of the Pedestrian and Bicyclist Survey

The Metropolitan Transportation Commission (MTC) is the transportation planning, funding and coordinating agency for the nine-county San Francisco Bay Area. MTC is interested in learning more about how people travel on foot and by bicycle. Your responses to our survey will provide important information that MTC will use in planning for pedestrian and bicyclist needs in our region.



101 Eighth Street Oakland, CA 94607 (510) 464-7700

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Metropolitan Transportation Commission
 Attn: Trent Lethco
 Joseph P. Bort MetroCenter
 101 Eighth St.
 Oakland, CA 94607-9965

ABOUT YOU.....

1. Gender Male Female
2. Age Under 16 16 - 39 40 - 64 65+
3. Household Income Under \$25,000 \$25,000 - \$49,999 \$50,000-74,999 \$75,000+
4. Do you own a car? Yes No

ABOUT YOUR TRIP TODAY....

5. What is the primary purpose of your trip today? Check one.
 Work Commute School Commute Other
 Recreation/Exercise Shopping/Errands/Food
6. Which other modes of transportation will you use on your trip today? Check all that apply.
 Walk Motorcycle Bus Other Rail
 Bicycle Auto BART Ferry
7. Where did you start your trip today?
 Home Work School Other: _____
 What city? _____ Nearest Intersection: _____

8. Where did you end your trip today?

- Home Work School Other: _____
 What city? _____ Nearest Intersection: _____

ABOUT YOUR ACCIDENT EXPERIENCE.....

9. Have you ever been involved in a crash or accident with a vehicle while walking or bicycling?
 Yes No
10. If yes, what was the extent of the injury?
 None/Property Damage Only Minor Physical Injury Serious Physical Injury
11. If yes, was the accident reported to the police?
 Reported Not Reported

COMMENTS.....

(continue survey on the inside...)

IF YOU ARE WALKING TODAY...

The following questions refer to walking or jogging on public streets, including sidewalks and shoulders

W1. Roughly how many times per week do you walk for...

- Less than 10 minutes? 1 - 2 3 - 4 5+
 10 - 30 minutes? 1 - 2 3 - 4 5+
 Over 30 minutes? 1 - 2 3 - 4 5+

W2. On a scale of 1 to 10, how safe do you feel when crossing the street?

- (1 = not safe at all and 10 = very safe) Circle one.
 1 2 3 4 5 6 7 8 9 10

W3. At a traffic light, what is the meaning of a flashing red hand symbol? Check one.

- ___ Don't start to cross the street.
 ___ Hurry up! The light is about to turn red.
 ___ Not sure

W4. When is it ok to cross the street mid-block*?

- Check one.
 ___ Never
 ___ Only when there is a marked crosswalk
 ___ When there is no marked crosswalk, but you've looked to make sure there is no oncoming traffic
 ___ Pedestrians can cross wherever they want
 ___ No response

*Mid-block refers to locations on a street which are in between intersections.

W5. Should the police issue tickets to pedestrians for unlawful behavior?

- ___ Yes ___ No

W6. When is it ok to cross against a red light?

- Check one.
 ___ Never
 ___ When there is no oncoming traffic
 ___ When there is no oncoming traffic and you know the light is about to turn green
 ___ When other people are doing it
 ___ No response

W7. Do you jaywalk? Check one.

- ___ Never ___ Often ___ No response
 ___ Sometimes ___ All the time

W8. Which of following statements best describes your behavior when you cross the street at a traffic light? Check one.

- ___ I generally don't pay attention to the Walk/Don't Walk signal and just cross whenever I think it's safe.
 ___ I wait for the Walk signal before I start crossing and continue to remain watchful of oncoming vehicles for as long as I'm in the crosswalk.
 ___ I wait for the Walk signal before I start crossing but sometimes fail to watch for oncoming vehicles.

W9. At intersections with pedestrian signals, do you feel that pedestrians are generally given enough time to cross the street?

- ___ Yes ___ No

IF YOU ARE BICYCLING TODAY...

B1. Why did you bicycle on this trip?

Check all that apply.

- ___ No car available
 ___ Saves time
 ___ Parking not available at the start or end this trip
 ___ Parking is too expensive
 ___ Exercise/recreation
 ___ More convenient
 ___ Protect the environment
 ___ For my health

B2. How often do you use your bicycle?

Check one.

- ___ 2 or more times per day
 ___ Several times a week
 ___ Several times a month
 ___ Several times a year

B3. Roughly how far did you ride your bicycle on this trip?

Check one for either distance or time.

- ___ 0 - 2 miles ___ less than 10 minutes
 ___ 3 - 5 miles ___ 10 - 20 minutes
 ___ 6 - 8 miles ___ 21 - 30 minutes
 ___ Over 9 miles ___ Over 30 minutes

B4. How often do you use public transit? Check one.

- ___ Never ___ A few times a week
 ___ A few times a month ___ Every day

B5. Do you take your bicycle on public transit?

Check one.

- ___ Never
 ___ Yes, a few times a month
 ___ Yes, a few times a week
 ___ Yes, every day



B6. I prefer to ride my bike:

(Rank in order of preference 1 = most preferred, 4 = least preferred)

- ___ On any city street
 ___ On streets with signs identifying a bike route
 ___ On streets with a painted bike lane
 ___ Off street on bicycle trails

B7. If you did not have a bicycle, would you or someone in your household own an additional car?

- ___ Yes ___ No

B8. Do you generally wear a helmet when you bicycle?

- ___ Yes ___ No

B9. On a scale of 1 to 10, how safe do you feel when biking?

(1 = not safe at all and 10 = very safe) Circle one.

- 1 2 3 4 5 6 7 8 9 10

B10. What would make you feel safer when bicycling?

(Rank the following, with 1 being the safest & being least safe)

- ___ A bicycle lane on the street
 ___ More bicycle trails or paths
 ___ Motorists following the rules of the road
 ___ Slower-moving cars
 ___ Other: _____

B11. Should the police issue tickets to bicyclists for unlawful behavior?

- ___ Yes ___ No

B12. How often do you stop at stop signs? Check one.

- ___ Never ___ Often ___ No response
 ___ Sometimes ___ All the time

B13. Are the following statements true or false?

- A bicyclist must obey all traffic laws that apply to motor vehicles. ___ True ___ False
 In California, all roadways are open to bicyclists unless otherwise expressly prohibited. ___ True ___ False

HANDBOOK FOR BICYCLIST AND PEDESTRIAN COUNTS

prepared by



Metropolitan Transportation Commission

in association with



Wilbur Smith Associates

and

Traffic Research & Analysis, Inc.

April 9, 2003

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INTRODUCTION

This Handbook For Bicyclist and Pedestrian Counts presents the methodology used to conduct bicyclist and pedestrian counts for the *Bicyclist and Pedestrian Data Collection and Analysis Project* for the Metropolitan Transportation Commission (MTC). This methodology represents standard guidelines typically used when conducting counts of bicycle and pedestrian activity. Using the procedures outlined in this Handbook would ensure consistent results in future MTC counting efforts, and would ensure that counting efforts conducted by other jurisdictions could be incorporated into the database developed for the project.

It should be noted that bicyclist and pedestrian information is often used as input into design and traffic engineering efforts. The procedures outlined in the Handbook can be applied to other bicyclist and pedestrian counting efforts. Since the Handbook was developed for a specific project, some of the guidelines may not be applicable. However, the general approaches and methodologies would be consistent.

The purpose of the study to be conducted will dictate the methodologies to be used in the data collection effort, such as the amount of data needed, the days of the week and the time periods to be counted, and how the data should be summarized. In addition to bicycle and pedestrian counts, additional information may also be required, such as bicycle turning movements, pedestrian walking speeds, and other physical features at the count locations. Since the procedures and forms to collect this information are not included in this Handbook, they would need to be developed separately. To expand the information available to MTC and other jurisdictions, these new procedures and forms should be added to future versions of the Handbook.

The Handbook is organized into five sections:

- **Section 1** presents the development of the count calendar.
- **Section 2** discusses the staffing, stationing of staff, the equipment and the forms for the counting effort.
- **Section 3** includes the schedule of activities, including the steps during the week and day of the counts.
- **Section 4** discusses how the data should be summarized.
- **Section 5** presents the procedures for conducting a survey of bicyclists and pedestrians.

In addition, samples of the data collection forms can be found in Appendix A, and a sample count database can be found in Appendix B.

1 – DEVELOPMENT OF THE COUNT CALENDAR

This section presents the development of the count calendar, including when the counts should be conducted, a discussion of the outside factors that may influence the counts, and the creation of a master count schedule.

1.1 – TIME ELEMENTS

The scheduling for the counting effort includes the months, days and hours when the counts can be conducted.

Months of the Year: The bicyclist and pedestrian counts can be conducted during three different times of the year: fall, spring and summer. In general, the winter months should be avoided due to poor weather conditions and extended holiday-related vacations. To capture bicycle and pedestrian activity near schools, counts in the fall should start after Labor Day and end before the end of daylight savings time (at the end of October), whereas counts in the spring should start after the beginning of daylight saving time (at the beginning of April) and end before Memorial Day. School districts and/or institutions within each county should be contacted to verify when schools will be in session, to avoid spring and winter breaks and special school events. Counts at locations that are not near schools can be accurately conducted during the summer months. However, the summer months often have somewhat lower peak period volumes due to the increased number of vacations and tourists/recreational activity. It should be noted that the counting period should be as condensed as possible to ensure the most consistent conditions.

Days of Week: The counts should be conducted on Tuesdays, Wednesdays or Thursdays during non-holiday weeks. If counts must be conducted during holiday weeks, the actual holiday day should be avoided, and the Tuesday after Monday holidays and the Thursday before Friday holidays should be avoided.

Hours of the Day: The counts should be conducted during the two-hour peak period in the morning (7:00 to 9:00 AM) and evening (4:00 to 6:00 PM).

Extended Counts: The evening period can be expanded at specific locations (from 2:00 to 4:00 PM) to capture the additional bicycle and pedestrian activity associated with schools. The selection of school count locations should focus on middle schools, high schools or junior colleges located near the count locations (in general, elementary schools are typically smaller and do not generate substantial bicycle and pedestrian traffic and colleges have classes throughout the day and do not have the same peaking of student activity in the afternoon).

Other Counts: Depending on the purpose of the study, it may be appropriate to conduct bicyclists and pedestrian counts during other time periods. For instance, counts can be conducted during the weekday midday or weekend midday periods (usually 1:00 AM to 1:00 PM or 1:00 to 3:00 PM), to capture recreational or other non-commute activity.

1.2 – OTHER FACTORS

Other factors, including weather conditions, traffic and transit conditions, events and construction/detours can influence the results of the counts. These factors need to be taken into consideration when scheduling the counts.

Weather Conditions: Since bicycle and pedestrian activity can be influenced by weather conditions, the weather forecasts for each week should be examined for the locations scheduled to be counted that week. The counts should be canceled for any day that inclement weather (e.g., rain or high winds) is forecasted to occur (even if it doesn't occur). In addition, the weather forecasts should be reconfirmed at the start of each day.

Traffic/Transit Conditions: Traffic and transit conditions can also influence bicyclist and pedestrian volumes. For example, a serious incident on the San Francisco-Oakland Bay Bridge may cause more commuters to use transit, which may increase the bicycle and pedestrian counts in the vicinity of transit stops. Daily traffic reports should be reviewed to ensure that any major traffic or transit incidents do not affect the scheduled count locations. If an incident does occur during the count duration, the count results should be discarded.

Events: Bicycle and pedestrian activity may also be influenced by large events. For example, a major event, such as a county fair or a baseball game at Pacific Bell Park, may result in unusual activity levels in the nearby vicinity. As such, event calendars for each week should be examined for the locations scheduled to be counted.

Construction/Detours: The partial or full closure of roads due to construction, or the detouring of other nearby roads, can affect the travel patterns of bicyclists and pedestrians. The conditions of the adjacent roadways should be checked prior to the counts, either during the preliminary site inspection or through direct contact with the local jurisdiction.

Based on weather, event and road construction/closure information, it may be necessary to reschedule the counting efforts for the affected locations. In addition, if it is determined that poor weather or traffic/transit incidents occurred while a count was being conducted, the count should be postponed and rescheduled.

1.3 – MASTER COUNT SCHEDULE

Based on the anticipated months and weeks of the count effort, and taking into consideration any known events and roadway construction/detours, a master count schedule should be developed. This schedule is helpful with implementing the count effort and informing the staff of their specific locations and responsibilities. The schedule should list the count locations that are to be conducted on each day and the staffing necessary to conduct the counts (see Section 2). In addition, the schedule should be updated weekly to account for any postponed and rescheduled counts. Figure 1 presents a sample of the count schedule.

October 2002

Count Calendar

October 2002

November 2002

S	M	T	W	T	F	S	S	M	T	W	T	F	S
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

Monday	Tuesday	Wednesday	Thursday	Friday
	October 1	2	3	4
	#1 AM/PM -2 #2 AM/PM -1 #3 AM/PM -1	#4 AM/PM -1 #5 AM/PM -1 #6 AM -1 #7 AM -1	#6 PM -1 #7 PM -1 #8 AM/PM -1	
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Key:
Count Location
Time Periods
of Technicians

2 – STAFFING, EQUIPMENT AND FORMS

This section presents the staffing, equipment and forms that should be used to conduct the counts.

2.1 – STAFFING

The data collection effort has two positions: **count supervisor** and **count technician**.

Count supervisors are responsible for overseeing the count technicians and for setting up the counts within their jurisdiction. Supervisors are required to conduct the following tasks:

- Perform preliminary site inspections at each location to observe intersection operations
- Record the intersection profiles (as described below)
- Determine the number of count technicians required to conduct the counts
- Determine the preferred location for the count technician(s) to be stationed
- Develop the count schedule
- Provide the necessary count recording forms and equipment (as described below)
- Check the weather, traffic and event conditions each day
- Ensure that the counts are conducted correctly

The count supervisors need to be available to answer questions and solve problems throughout the day, and can either be positioned at one central location, or can travel between count locations. It is preferable for the supervisors to travel between the count locations to verify the technicians' location, answer questions, provide additional forms or equipment, and monitor accuracy. In addition, the supervisor should pick up the completed *Count Recording Forms* after both the morning and evening counts. If it is not possible for the supervisors to travel between the count locations (e.g., the count locations are too spread out geographically), the supervisors should be stationed at a specific location, and the count technicians should bring the completed forms to the supervisors.

The number of supervisors is dependent upon the geographic area to be counted each day. With closely spaced counts, each supervisor can typically oversee about 10 count locations at one time. However, if the counts cover a larger area, each supervisor may be only able to oversee four or five count locations at one time.

Count technicians are responsible for conducting the bicyclist and pedestrian counts at each location. Count technicians are required to perform the following tasks:

- Count the number of bicyclists and/or pedestrians at each intersection approach
- Record counts onto the appropriate forms (as described below)
- Observe general operations to check if any local incidents or change in conditions occur that may affect bicycle and pedestrian activity

As noted above, the count supervisors will determine the number of count technicians needed at each location. At locations with low to moderate activity levels, each count technician should be able to accurately count both bicyclists and pedestrians at the same time. However, at locations with high levels of bicycle and pedestrian activity (such as those within downtown areas), two count technicians may be required to conduct the counts.¹ In addition, it may be necessary to have additional count technicians if the intersection is wide, has more than four approaches, or has limited visibility.

The count technicians should be stationed at each intersection based on the locations identified during the count supervisor's preliminary site inspection. All locations should not interfere with passing pedestrians or block access to nearby business establishments. If one count technician is stationed at the intersection, they should be positioned to have a clear view of the entire intersection so that all bicyclist and pedestrian activity can be observed. Typically, the count technician is located at one corner of the intersection. If two count technicians are stationed at the intersection, they can be positioned at the same location or diagonally across the intersection.

The count technicians should be provided with a standard statement to explain the purpose of the project, either verbal or on a postcard, if they are asked questions by the public. In addition, the count technicians should wear some form of identification, such as an orange safety vest.

2.2 – EQUIPMENT

Both bicyclists and pedestrians should be counted with a count recording device. These can be either manual (mechanical) or electric. Although electric count recording devices are not necessary, they have the capability of downloading the data directly to a computer spreadsheet. The count recording devices should have at least eight data records, to allow bicyclist and pedestrian volumes to be counted separately.

In addition, each count technician should have a timepiece (such as a watch or stopwatch) so that the 15-minute intervals can be accurately monitored, and the counts can be accurately recorded.

Although it may be possible to record bicyclists and pedestrians using other technologies, such as hose counts or videotaping, they are not recommended. In general, hose counts are best used for motorized traffic counts, since they may not be sensitive enough to record bicycles or differentiate between bicycles and motorized vehicles. In addition, video recorders need to be monitored and require substantial data reduction efforts.

2.3 – FORMS

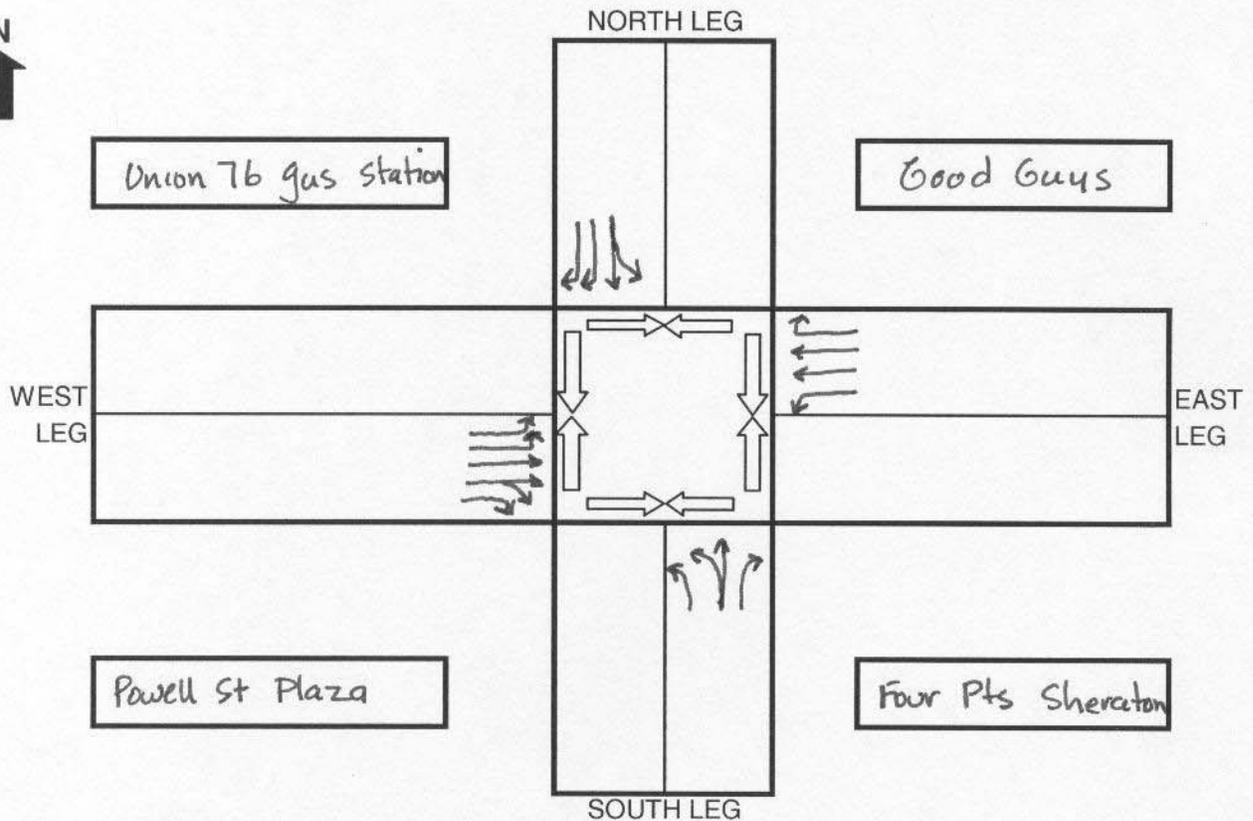
Two forms should be completed for the counting effort: the *Intersection Profile Form* and the *Count Recording Form*.

The *Intersection Profile Form* is a visual representation of the intersection being counted, including the intersection geometry and operation. Figure 2 presents a sample of the *Intersection Profile Form* (a blank copy of the form is included in Appendix A.)

¹ At each count location, the count supervisor could perform a 5- to 15-minute sample count to determine the number of count technicians needed to accurately complete the bicyclist and pedestrian counts.

BICYCLE-PEDESTRIAN COUNT INTERSECTION PROFILE

DATE: 9/24/02 NAME: A. Maehler
INT #: AL05
N/S STREET: Christie Ave
E/W STREET: Powell St
CITY: Emeryville COUNTY: Alameda



NOTE: Include names of residential or commercial buildings or land uses in boxes

PAGE TWO - INTERSECTION PROFILE

INT #: AL05

		NORTH LEG		SOUTH LEG		EAST LEG		WEST LEG	
PHYSICAL FEATURES		YES-#	NO	YES-#	NO	YES #	NO	YES-#	NO
	SIDEWALKS		X	X			X	X	
	CROSSWALKS		X	X			X	X	
	BIKE LANES		X		X		X		X
	RAISED MEDIAN		X	X		X		X	
	RAISED MEDIAN-WHEELCHAIR RAMP		X		X		X		X
	PAINTED MEDIAN		X		X		X		X
	CURB CUTS		X	X			X	X	
INTERSECTION CONTROLS		YES-#	NO	YES-#	NO	YES #	NO	YES-#	NO
	STOP SIGNS		X		X		X		X
	SIGNALS	X		X		X		X	
LANE CONFIGURATION-PHASING		YES-#	NO	YES-#	NO	YES #	NO	YES-#	NO
	DEDICATED LEFT TURN LANE		X	1		1		2	
	PROTECTED LEFT TURN SIGNAL	X		X		X		X	
	DEDICATED RIGHT TURN LANE	2		1		1		1	
	PROTECTED RIGHT TURN SIGNAL	X			X		X	X	
	SHARED LANES (T-L, T-R OR L-T-R)	TL-1		TL-1			X	TR-1	
	# OF EXCLUSIVE THRU LANES		X		X	2		1	
	TOTAL NUMBER OF LANES	3		3		4		5	
PEDESTRIAN/BICYCLE SIGNALS		YES-#	NO	YES-#	NO	YES #	NO	YES-#	NO
	WALK/DON'T WALK		X		X		X		X
	PEDESTRIAN SYMBOLS		X	X			X	X	
	PEDESTRIAN SCRAMBLE		X		X		X		X
	PEDESTRIAN COUNTDOWN		X	X			X	X	
	AUDIBLE SIGNAL (NON COUNTDOWN)		X	X			X		X
	ADA PUSH BUTTON (LARGER)		X	X			X	X	
	NON ADA PUSH BUTTON		X		X		X		X
	BICYCLE PUSH BUTTON		X		X		X		X

The first page of the form includes the date of the count, the name of the person filling out the form and a diagram of the intersection. The diagram should be filled in as follows:

- Street names should be shown at the end of each leg in the appropriate directional orientation
- Directional lane arrows should be drawn to illustrate the number of lanes and turning movements allowed for each lane (through, left, right or shared)
- The names and/or types of buildings (i.e., residential or commercial) located at the intersection should be noted for each corner, and recorded in the boxes at each corner of the intersection diagram. If possible, major nearby attractions should also be noted (including distance from the intersection).

The second page of the form identifies the intersection features on each of the four legs of the intersection. The features that should be noted include:

- Physical Features (presence of sidewalks, crosswalks, bicycle lanes and medians)
- Intersection Controls (stop signs or signal control, protected left-turn or right-turn phases)
- Pedestrian and Bicycle Signals (presence of pedestrian signal heads, type of pedestrian control, pedestrian/bicycle push buttons and ADA compliance)

This form should be filled out by the count supervisors during their preliminary site inspection.

The ***Count Recording Form*** is used to record the number of bicyclists and/or pedestrians. Figure 3 presents a sample of the *Count Recording Form* (a blank copy of the form is included in Appendix A.) The form includes the location and date of the count, plus the name of the counter conducting the count. The forms include separate sections for the morning and evening periods, with divisions for each 15-minute interval and each intersection leg.

Both bicyclist and pedestrians should be counted by intersection leg. Bicyclists should be recorded as they approach the intersection and counted for the leg on which they approach the intersection (e.g., a bicyclist traveling southbound towards the intersection should be recorded on the north leg), including bicyclists on the street and on the sidewalk. For the *Bicyclist and Pedestrian Data Collection and Analysis Project*, bicycle turning movements are not recorded; however, they could be added for other studies. Pedestrians should be counted as they cross the intersection and recorded for the leg which they crossed (e.g., a pedestrian crossing the street on the north side should be recorded on the north leg). For the *Bicyclist and Pedestrian Data Collection and Analysis Project*, the direction of travel of the pedestrians are not recorded, but could be added for other studies.

For each leg, the number of bicyclists and/or pedestrians should be recorded at 15-minute intervals. The numbers recorded on the form can either be for each 15-minute interval or the cumulative total (the approach uses should be noted). At the end of the two-hour period, the total number of bicyclists and/or pedestrians should be entered at the bottom of the form.

TRAFFIC RESEARCH & ANALYSIS, INC.
BICYCLE-PEDESTRIAN COUNT SUMMARY

DATE: 10/8/2002 **NAME:** G. Thomas **INT #:** SC08 **N/S STREET:** University
COUNTY: Santa Clara **CITY:** Palo Alto **E/W STREET:** Emerson

TIME	NORTH LEG		SOUTH LEG		EAST LEG		WEST LEG	
	PED.	BICYCLE	PED.	BICYCLE	PED.	BICYCLE	PED.	BICYCLE
7:00	4	4	15	0	4	1	6	1
7:15	9	2	10	1	10	3	5	6
7:30	7	2	8	4	11	6	10	4
7:45	15	2	4	3	20	2	5	5
8:00	5	3	10	5	16	6	3	4
8:15	10	1	14	0	13	2	15	3
8:30	5	5	8	1	13	0	9	1
8:45	5	1	13	0	8	0	5	2
A/M TOTAL	60	20	82	14	95	20	58	26

4:00	14	0	19	0	13	1	18	0
4:15	18	2	23	2	14	3	13	1
4:30	12	0	16	2	15	1	20	2
4:45	18	2	12	0	20	2	19	1
5:00	25	3	16	1	18	4	16	1
5:15	19	2	19	0	19	0	16	3
5:30	15	1	12	1	13	1	20	2
5:45	23	0	20	0	24	3	18	1
P/M TOTAL	144	10	137	6	136	15	140	11

2:00	20	2	25	3	29	3	20	4
2:15	13	1	20	1	15	4	20	3
2:30	14	2	9	3	13	2	17	1
2:45	12	1	16	5	14	3	20	2
3:00	20	1	14	3	11	2	19	1
3:15	14	2	12	4	17	6	13	4
3:30	18	0	10	0	18	0	9	0
3:45	19	0	19	0	21	0	18	0
MID TOTAL	130	9	125	19	138	20	136	15

3 – SCHEDULE OF ACTIVITIES

This section presents the activities and procedures that should be scheduled prior to and on the day of the counts.

3.1 – PRELIMINARY SITE INSPECTION

After the selection of the count locations, the supervisors should perform site inspections at each location. Tasks during the site inspections include:

- Complete the *Intersection Profile Form*
- Determine the number of count technicians required to conduct the counts
- Determine the best position for the count technician(s) to be stationed (see Section 2)
- Record any nearby road closures or detours
- Record any nearby land uses that may affect the counts

3.2 – AT THE BEGINNING OF THE WEEK

At the beginning of the week, the supervisors should meet with the count technicians and:

- Assign the scheduled locations for each day
- Indicate where the count technicians should be stationed at each intersection
- Provide *Count Recording Forms* and counting equipment
- Review the count procedures
- Provide the count technicians with the supervisor's contact information

In addition, the supervisors should check the weekly weather forecasts, events calendar and the roadway conditions (as described in Section 1).

3.3 – ON THE DAY OF THE COUNTS

On the day of the counts, the count technicians can either be transported to their locations, or can be made responsible for their own travel. However, the count technicians should arrive at the count locations at least 15 minutes prior to the start of the counts to ensure sufficient set-up time.

The supervisors should check the daily weather forecasts and monitor the traffic and transit conditions (as described in Section 1) throughout the day. If any weather or traffic/transit problems are reported which may affect the results of the counts, the supervisor should determine if the counts should be postponed. The supervisors are responsible for informing the count technicians of any changes to the count schedule.

Throughout both the morning and evening periods, the supervisors should monitor the count technicians and the counting effort, by ensuring that the count technicians are in the correct location and the counts are being conducted properly, and by collecting the completed *Count Recording Forms*.

4 – SUMMARIZING THE DATA

This section presents the methodology for summarizing the count data.

4.1 – COUNT DATABASE

The information from the *Intersection Profile Forms* and the *Count Recording Forms* should be entered into a relational database program. In such programs, like Microsoft Access, separate records are developed for each count location. Therefore, summaries can easily be created by peak hour, location, county, region or intersection characteristic. The data can also be readily accessed for other purposes, such as for input into traffic modeling software. If a relational database program is not possible, then a computer spreadsheet model can be used.

Copies of the database developed for the *Bicyclist and Pedestrian Data Collection and Analysis Project* are included in Appendix B. The database includes a separate record for each count location (which present the information from the *Intersection Profile Form*, the day and date the counts were performed and the 15-minute and total period counts), the bicycle/pedestrian count summaries by county, and the bicycle/pedestrian count summaries for the entire nine-county region. In addition, the extended school-related counts have been entered separately. The database was designed to be expandable. If additional counts are conducted, the results can be entered into the database, and these results will be included in the county and region summaries. This would allow for historic bicyclist and pedestrian volume trends to be tracked.

5 – USER SURVEY PROCEDURES

This section presents the procedures that should be used to conduct surveys of bicyclists and pedestrians (if applicable).

5.1 – ADMINISTRATION/DISTRIBUTION

In addition to the bicyclist/pedestrian counts, a survey of bicyclists and pedestrians was conducted for the *Bicyclist and Pedestrian Data Collection and Analysis Project*. The following survey procedures were developed for the administration of a pre-paid mail-back survey, which is handed out to passing bicyclists and pedestrians. If a different form of survey is to be administered, such as an intercept survey, new procedures would need to be developed.

For each location where surveys are to be distributed, an additional **survey technician** should be assigned. The survey technicians are responsible for handing out surveys to passing bicyclists and pedestrians, and for providing a brief explanation of the project to potential respondents.

The survey technicians should be involved in the weekly supervisor meetings in order to be instructed on the survey administration procedures and their station at the intersection. In addition, the supervisors should provide the survey technicians with a brief explanation of the project and the goal of the survey effort to discuss with potential survey respondents.

As part of the preliminary site inspection, the supervisors should note the count locations with the highest perceived activity levels. To increase the efficiency of the survey effort, surveys should be distributed at the highest activity locations within each county.

At the beginning of each day, the survey technicians should be provided with a specific number of surveys to distribute (based on the observed activity levels at their specific location). Although the number of surveys to be distributed at each location can vary, a minimum and maximum amount should be established to allow for a relatively equal geographic representation of potential respondents.

Approximately half of the surveys should be distributed in the morning period and the other half should be distributed in the evening. At the end of the day, any unused surveys should be returned to the supervisors, and the total number surveys handed out should be recorded.

The survey technicians should be stationed at the busiest corner of the intersection and should ask passing bicyclists and pedestrians if they would be interested in filling out a brief survey for the agency/project. Only those bicyclists and pedestrians who are interested in filling out the survey should be handed a copy of the survey. In addition, the survey technicians should walk around the intersection if the survey location is not very active, in order to capture more bicyclists and pedestrians.

5.2 – RESULTS AND ANALYSIS

The data from the completed survey forms should also be entered into a computer database for analysis and reference. The results of each question should be summarized by question. In addition, to determine if there is any correlation among the survey responses, cross-tabulations should be performed. For instance, cross-tabulations can be developed between the respondent demographics (i.e., gender, age and income) and other survey questions (i.e., trip purpose, frequency of bicycling or walking, bicycle trip length, or use of a helmet).

APPENDIX A:
SAMPLE FORMS

BICYCLE-PEDESTRIAN COUNT INTERSECTION PROFILE

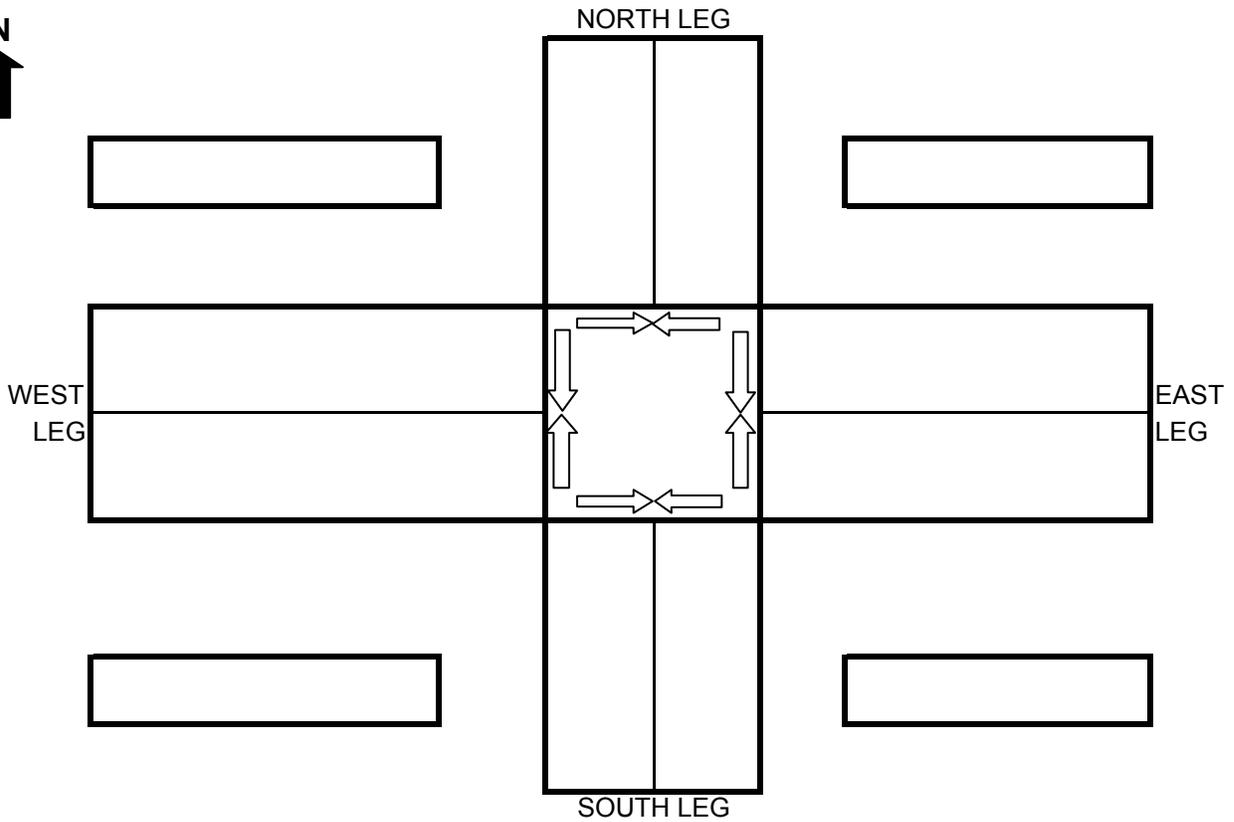
DATE: _____ NAME: _____

INT #: _____

N/S STREET: _____

E/W STREET: _____

CITY: _____ COUNTY: _____



NOTE: Include names of residential or commercial buildings or land uses in boxes

PAGE TWO - INTERSECTION PROFILE

INT #: _____

		NORTH LEG		SOUTH LEG		EAST LEG		WEST LEG	
PHYSICAL FEATURES		YES-#	NO	YES-#	NO	YES #	NO	YES-#	NO
	SIDEWALKS								
	CROSSWALKS								
	BIKE LANES								
	RAISED MEDIAN								
	RAISED MEDIAN-WHEELCHAIR RAMP								
	PAINTED MEDIAN								
	CURB CUTS								
INTERSECTION CONTROLS		YES-#	NO	YES-#	NO	YES #	NO	YES-#	NO
	STOP SIGNS								
	SIGNALS								
LANE CONFIGURATION-PHASING		YES-#	NO	YES-#	NO	YES #	NO	YES-#	NO
	DEDICATED LEFT TURN LANE								
	PROTECTED LEFT TURN SIGNAL								
	DEDICATED RIGHT TURN LANE								
	PROTECTED RIGHT TURN SIGNAL								
	SHARED LANES (T-L, T-R OR L-T-R)								
	# OF EXCLUSIVE THRU LANES								
	TOTAL NUMBER OF LANES								
PEDESTRIAN/BICYCLE SIGNALS		YES-#	NO	YES-#	NO	YES #	NO	YES-#	NO
	WALK/DON'T WALK								
	PEDESTRIAN SYMBOLS								
	PEDESTRIAN SCRAMBLE								
	PEDESTRIAN COUNTDOWN								
	AUDIBLE SIGNAL (NON COUNTDOWN)								
	ADA PUSH BUTTON (LARGER)								
	NON ADA PUSH BUTTON								
	BICYCLE PUSH BUTTON								

TRAFFIC RESEARCH & ANALYSIS, INC.
BICYCLE-PEDESTRIAN COUNT SUMMARY

DATE: _____ NAME: _____ INT #: _____ N/S STREET: _____
 COUNTY: _____ CITY: _____ E/W STREET: _____

TIME	NORTH LEG		SOUTH LEG		EAST LEG		WEST LEG	
	PED.	BICYCLE	PED.	BICYCLE	PED.	BICYCLE	PED.	BICYCLE
7:00								
7:15								
7:30								
7:45								
8:00								
8:15								
8:30								
8:45								
A/M TOTAL								

4:00								
4:15								
4:30								
4:45								
5:00								
5:15								
5:30								
5:45								
P/M TOTAL								

2:00								
2:15								
2:30								
2:45								
3:00								
3:15								
3:30								
3:45								
MID TOTAL								

APPENDIX B:
SAMPLE COUNT DATABASE

MTC Pedestrian / Bicycle Data Collection

Select a County for Intersection Details

- Alameda
- Contra Costa
- Marin
- Napa
- San Francisco
- San Mateo
- Santa Clara
- Solano
- Sonoma

[Click here for County and Regional Summaries](#)

[Click here to Add New Intersection](#)

[To Edit an Existing Intersection](#)

Enter Intersection Number [Click Here](#)



Prepared by Wilbur Smith Associates in association with Traffic Research and Analysis, Inc.

Tahoma

Summary of Alameda County

Int. Number	Jurisdiction	Location	Count Date	AM Total		PM Total		School Count	View Details	
				Ped	Bike	Ped	Bike		Counts	Intersection
AL01	Alameda	Park Street @ Otis Drive	9/26/2002 Thu	85	20	272	58	<input type="checkbox"/>	Counts	Intersection
AL02	Berkeley	Oxford Street @ Hearst Street	9/26/2002 Thu	398	111	412	124	<input type="checkbox"/>	Counts	Intersection
AL03	Berkeley	San Pablo Avenue @ Virginia Street	9/26/2002 Thu	78	59	103	69	<input type="checkbox"/>	Counts	Intersection
AL04	Dublin	Iron Horse Parkway @ Dublin Boulevard	10/3/2002 Thu	19	11	25	17	<input type="checkbox"/>	Counts	Intersection
AL05	Emeryville	Christie Avenue @ Powell Street	9/26/2002 Thu	20	9	68	7	<input type="checkbox"/>	Counts	Intersection
AL06	Fremont	Mowry Avenue @ Fremont Boulevard	10/3/2002 Thu	127	50	205	90	<input type="checkbox"/>	Counts	Intersection
AL07	Hayward	Amador Street @ West Winton Avenue	10/3/2002 Thu	126	20	94	18	<input type="checkbox"/>	Counts	Intersection
AL08	Livermore	ConcannonBlvd/Wente Road @ S. Livermore	10/2/2002 Wed	8	1	2	16	<input type="checkbox"/>	Counts	Intersection
AL09	Oakland	Staten Avenue @ Grand Avenue	9/26/2002 Thu	387	52	571	48	<input type="checkbox"/>	Counts	Intersection
AL10	Oakland	66th Street @ San Leandro Street	9/26/2002 Thu	143	67	91	63	<input type="checkbox"/>	Counts	Intersection
AL11	Pleasanton	Main Street @ Bernal Avenue	10/3/2002 Thu	44	26	165	11	<input checked="" type="checkbox"/>	Counts	Intersection

Exit

View Intersection Details for this County

View Count Details for this County

Return to Start Menu

Record: 1 of 13 (Filtered)

Form View

FLTR NUM

Count Details

Int #: AL05 County: Alameda Jurisdiction/City: Emeryville
 Date: 9/26/2002 Day of Week: Thursday Location: Christie Avenue @ Powell Street

Time	North Leg		South Leg		East Leg		West Leg		TOTAL	
	PED	BIKE	PED	BIKE	PED	BIKE	PED	BIKE	PED	BIKE
7:00	0	1	3	0	0	0	3	2	6	3
7:15	0	0	1	0	0	0	0	0	1	0
7:30	0	0	0	0	0	0	2	0	2	0
7:45	0	0	0	2	0	0	0	0	0	2
8:00	0	0	4	0	0	0	0	1	4	1
8:15	2	1	1	0	0	0	0	1	3	2
8:30	0	0	0	0	0	0	0	0	0	0
8:45	0	0	3	1	0	0	1	0	4	1
AM Total	2	2	12	3	0	0	6	4	20	9
4:00	0	0	7	0	2	0	0	0	9	0
4:15	0	0	15	1	0	0	0	0	15	1
4:30	0	0	7	0	0	0	6	0	13	0
4:45	0	0	1	1	2	0	3	0	6	1
5:00	1	0	4	0	0	2	3	0	8	2
5:15	2	0	1	0	0	0	0	1	3	1
5:30	1	0	3	0	0	0	3	2	7	2
5:45	0	0	6	0	0	0	1	0	7	0
PM Total	4	0	44	2	4	2	16	3	68	7

Return to County Summary
 Return to Start
 View Intersection Details
 Exit

Afternoon Counts (where applicable)

2:00				
2:15				

Tahoma

Intersection Details

Int #: AL05 County: Alameda Jurisdiction/City: Emeryville Location: Christie Avenue @ Powell Street
 Date: 9/26/2002 Day of Week: Thursday

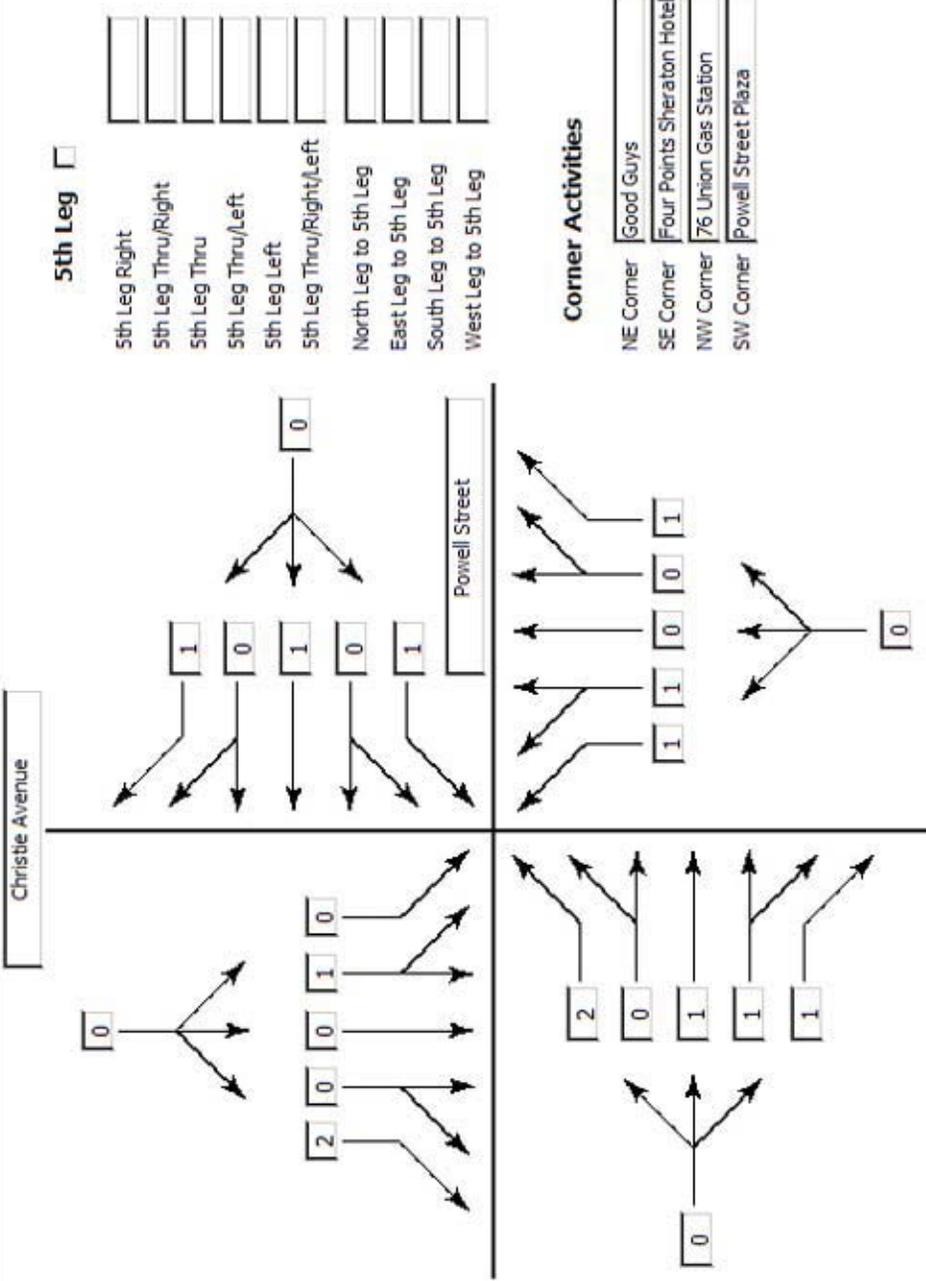
	North Leg	South Leg	East Leg	West Leg	
Physical Features					
Sidewalks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Return to County Summary"/>
Crosswalks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Return to Start"/>
Bike Lanes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="View Count Details"/>
Raised Median	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Exit"/>
Raised Median-Wheelchair Ramp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Painted Median	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Curb Cuts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Intersection Controls					
Stop Signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Signals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Protected Left Turn Signal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Protected Right Turn Signal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Pedestrian/Bicycle Signals					
Walk/Don't Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pedestrian Symbols	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Pedestrian Scramble	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pedestrian Countdown	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Audible Signal (non-countdown)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ADA Push Button (larger)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Non-ADA Push Button	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Record: 1 of 1 (Filtered)

Form View

Intersection Details

Int #: AL05 County: Alameda Jurisdiction/City: Emeryville
 Date: 9/26/2002 Day of Week: Thursday Location: Christie Avenue @ Powell Street



MTC Count Locations 2012		
North/South	East/West	City/Town
Highway 29	American Canyon Rd.	American Canyon
Lincoln St.	Washington St.	Calistoga
Dry Creek Rd.	Orchard Ave.	Napa
Old Sonoma Rd.	Highway 121	Napa
Jefferson St.	Lincoln Ave.	Napa
School St.	First St.	Napa
Silverado Trail	Oakville Cross Rd.	Oakville
Main Street	Adams Street	St. Helena
Yountville St.	Finnell Rd.	Yountville

Note: In the following table, italicized text indicates a proposed facility.

Table 9
Unincorporated County of Napa – Proposed Bicycle Count Locations

#	Primary Street	Facility Classification	Cross Street	Facility Classification	Community/Service Area	Count Priority	Notes
1	SR 128	Class II	Tubbs Ln	Class II	Calistoga	High	Intersection of primary north-south and east-west routes
2	SR 29	Class III	Tubbs Ln	Class II	Calistoga	High	Intersection of primary north-south and east-west routes, access to Calistoga from the north
3	SR 128-St. Helena Hwy	Class II	Dunaweal Ln	Class II	Calistoga	High	Intersection of primary north-south and east-west routes, access to Calistoga from the south
4	Washington St Bike Path	Class I	Dunaweal Ln	Class II	Calistoga	Medium	Access to Calistoga from the south, intersection of primary routes. Count priority would increase upon buildout of trail network.
5	SR 29-St. Helena Hwy	Class II	Larkmead Ln-Bothe State Park	Class II	Calistoga	High	Access to Bothe State Park, reassurance count along SR 29
6	Silverado Trail	Class II	Larkmead Ln	Class II	Calistoga	High	Intersection of primary north-south and east-west routes, reassurance count along Silverado Trail
7	Yountville Cross Rd	Class II	Finnell Rd	Class II	Yountville	High	Intersection of primary north-south and east-west routes
8	Berryessa-Knoxville Rd	Class III	Pope Canyon Rd	Class III	Berryessa	Medium	Intersection of major routes in Berryessa, primarily recreational activity (conduct counts in summer/fall)
9	Howell Mountain Rd	Class III	College Ave	Class III	Angwin	Medium	School and recreation activity in Angwin
10	SR 121-Monticello Rd	Class III	SR 128-Capell Valley Rd	Class III	Berryessa	Medium	Intersection of major routes in Berryessa, primarily recreational activity (conduct counts in summer/fall)
11	Silverado Trail	Class II	Deer Park Rd	Class III	St. Helena	High	Intersection of primary north-south and east-west routes, commute and recreational activity to Angwin and Pope Valley
12	SR 29	Class II	Zinfandel Ln	Class II	St. Helena	High	Intersection of primary north-south and east-west routes, reassurance count along SR 29
13	Silverado Trail	Class II	Zinfandel Ln	Class II	St. Helena	High	Intersection of primary north-south and east-west routes, reassurance count along Silverado Trail
14	Silverado Trail	Class II	Con Creek Rd	Class III	St. Helena	High	Intersection of primary north-south and east-west routes, reassurance count along Silverado Trail

**Table 9
Unincorporated County of Napa – Proposed Bicycle Count Locations**

#	Primary Street	Facility Classification	Cross Street	Facility Classification	Community/Service Area	Count Priority	Notes
3	SR 128	Class III	None – Yolo County Line		Unincorporated Area/Berryessa	Low	Future county location at the Napa/Yolo County Line. Currently, it is anticipated that activity would be recreation related. There may be an opportunity to coordinate record keeping with Yolo County. For example, each agency could alternate count periods and share their findings to reduce the workload
4	SR 12/Jameson Canyon Rd	Class I	None – Solano County Line		Unincorporated Area/Napa/American Canyon	Medium	Future county location at the Napa/Solano County Line. Currently, it is anticipated that activity would be recreation related. There may be an opportunity to coordinate record keeping with Solano County. For example, each agency could alternate count periods and share their findings to reduce the workload
5	Duhig Rd	Class III	Ramal Rd	Class III	Unincorporated Area	Medium	Recreational route along the Bay, inter-County connection to Sonoma County.
6	SR 12/Careros Hwy	Class III	SR 12/Freemont Dr	Class II	Unincorporated Area	Medium	Inter-County connection to Sonoma County
7	Lovall Valley Rd	none	Sonoma County Line	none	Unincorporated Area	Low	Rural inter-County connection between the City of Napa and City of Sonoma
8	Dry Creek Rd	none	Trinity Rd/Sonoma County Line	none	Unincorporated Area	Low	Rural inter-County connection between Napa and Sonoma Counties. Popular recreation and race route.
9	Spring Mountain Rd	none	St. Helena Rd	none	Unincorporated Area	Low	Rural inter-County connection between Napa and Sonoma Counties.
10	Petrified Forest Rd	Class III	Petrified Forest Rd	Class III	Unincorporated Area	Medium	Rural inter-County connection between Napa and Sonoma Counties.
11	Franz Valley School Rd	none	Franz Valley School Rd/ Sonoma County Line	none	Unincorporated Area	Low	Rural inter-County connection between Napa and Sonoma Counties.

Notes: *Italics* = Proposed Facility

**Table 9
Unincorporated County of Napa – Proposed Bicycle Count Locations**

#	Primary Street	Facility Classification	Cross Street	Facility Classification	Community/ Service Area	Count Priority	Notes
15	Silverado Trail	Class II	SR 128-Sage Canyon Rd	Class III	St. Helena	High	Intersection of primary north-south and east-west routes, reassurance count along Silverado Trail
16	SR 29	Class II	Oakville Grade Rd		Oakville/ Yountville	High	Intersection of primary north-south and east-west routes, reassurance count along SR 29
17	Silverado Trail	Class II	Yountville Cross Rd	Class II	Yountville	High	Intersection of primary north-south and east-west routes
18	SR 29	Class II	Rutherford Rd-SR 128	Class II	Rutherford/ Yountville	High	Intersection of primary north-south and east-west routes, reassurance count along SR 29
19	SR 29	Class II	Oak Knoll Ave	Class III	Napa	Medium	Intersection of primary north-south and east-west routes, reassurance count along SR 29
20	Oak Knoll Ave	Class III	Big Ranch Rd	Class III	Napa	Low	Intersection of rural collectors adjacent to city limits
21	Silverado Trail	Class II	Soda Canyon Rd	(none)	Napa	Low	Reassurance along primary north-south route
22	Silverado Trail	Class II	Trancas St	Class II	Napa	High	Intersection of primary north-south and east-west routes
23	Cuttings Wharf Rd	Class II	Las Amigas Rd	Class II	Napa	Low	Intersection of rural routes, recreational activity
24	Old Sonoma Rd	(none)	Congress Valley Rd	(none)	Napa	Low	Intersection of rural routes, recreational activity
25	Soscal Ferry Rd	Class II	Devlin Rd	Class II	Napa/ American Canyon	Medium	Commute activity to the Airport Industrial Area, recreational activity on weekends
Inter-County Connections							
1	SR 128	Class II	None – Sonoma County Line		Unincorporated Area/Calistoga	Medium	Future count location at Napa/Sonoma County Line. Would capture inter-county activity. Currently, it is anticipated that activity would be recreation related. There may be an opportunity to coordinate record keeping with Sonoma County. For example, each agency could alternate count periods and share their findings to reduce the workload.
2	SR 29	Class III	None – Lake County Line		Unincorporated Area/Calistoga	Medium	Future count location at Napa/Lake County Line. Currently, it is anticipated that activity would be recreation related. There may be an opportunity to coordinate record keeping with Lake County. For example, each agency could alternate count periods and share their findings to reduce the workload.

**Table 7
 Proposed Bicycle Count Locations**

#	Primary Street	Facility Classification	Cross Street	Facility Classification	Use/Activity	Notes
1	American Canyon Rd	Class II	SR 29	Class III	Primary Routes/ School Commute/ Shopping/ MTC Count Station	Location provides the potential to incorporate pathway counts when Vine Trail is constructed
2	Newell Dr	Class I	American Canyon Rd	Class III	Primary Route/ School Commute/ Intercountry Connector	Adjacent to American Canyon High School
3	American Canyon Rd	Class II	Wetlands Edge Rd/ Pathway	Class II	Primary Route/Bay Trail/Recreational Route	Location primarily provides a count of recreational activity along the Bay Trail
4	Donaldson Way	Class II	Elliot Dr	Class II	Local Route/School Commute/ Community Center/ Swim Center	Intersection of local north-south and east-west routes adjacent to major community facilities
5	Broadway	Class I	Napa Junction Rd	Class II	Primary Route/ Shopping/City Hall/ School Commute	Adjacent to Napa Junction Shopping Center and across SR 29 from City Hall, may be able to capture north-south activity along SR 29 as well
6	Vine Trail <i>(Future)</i>	Class I	Southern City Limit	(none)	Primary Route/ Intercountry Connection	Future Location – Would capture commute and recreational activity at the City Limit and County Line upon completion of the Vine Trail
7	Flosden Rd/ Fairgrounds Dr	Class I	Southern City Limit	(none)	Local Route/School Commute/ Intercountry Connection	Would capture inter-county activity, connects to City of Vallejo/Solano County

Notes: *Italics* = Proposed Facility

Origins and Destinations

The following sections identify American Canyon's major origins and destinations for bicycle trips. It is important to identify these facilities in order to understand access needs and existing and potential travel patterns when considering alignments for both the local and primary bikeway networks. Brief descriptions and/or lists of origins and destinations are provided below. Major facilities are mapped on Figure 1, the American Canyon Bikeways Map, to show their relationship to existing and proposed bikeways.

Schools and Safe Routes

Primary and Secondary Schools

The Napa Valley Unified School District oversees the City's public school system. The District consists of 32 schools located on 28 sites serving approximately 17,000 students in grades K-12 and includes schools in American Canyon and the communities of Napa and Yountville. American Canyon's public elementary, middle, and high schools serve approximately 3,300 students. Table 8 lists the schools located in American Canyon.

**Table 8
Napa Proposed Bike Count Locations**

#	Primary Street	Facility Classification	Cross Street	Facility Classification	Use/ Activity	Notes
1	Commuter Bike Path/ Vine Trail	Class I	Main/ Central	(none)	School Commute	Intersection of major cross-town routes, near Napa High School
2	Coombs St	Class II	Division	Class III	Downtown/Library	Downtown location
3	Solano Ave	Class II	Trower Ave	Class II	Community Gateway/School Commute Route	Captures north-south activity near northern city limits, school commute routes
4	Redwood Rd	Class II	Dry Creek Rd	Class II	Primary Routes/Recreational Access/School Commute	
5	Trancas St	Class II	Old Soscol Ave/River Trail	Class II/ Class I		Captures east-west activity at the eastern city limits, shopping, recreational activity on the Napa River Trail
6	Golden Gate Dr	<i>Class II</i>	Imola Ave	<i>Class II</i>	Primary Routes/Community Gateway/Schools/Shopping	Captures north-south activity near southern city limits, adjacent to schools and shopping
7	Freeway Dr	Class II	1 st St	Class II	Primary Routes/School Commute	School commute activity
8	3 rd St	Class II	Soscol Ave	Class II	Downtown/River Crossing/County Administration Center/ New Transit Center/ River Trail	Downtown location, intersection of north-south and east-west bike lanes, adjacent to bridge over Napa River
9	Napa Commuter Bike Path	Class I	California Blvd	<i>Class II</i>	Primary Route/Shopping	Central location, captures north-south commute & recreation activity on the Commuter Bike Path
10	Imola Ave	Class II	Soscol Ave	Class II	Primary Routes/Shopping/Schools/Community Gateway	Intersection of primary north-south & east-west bike lanes
11	Coombsville Rd	Class II	Silverado Trail	<i>Class II</i>	Primary Routes/School Commute/River Crossing/Downtown Access	5-way intersection incl. 3 rd St & East St Class II bike lanes are provided on 3 rd St & East St
12	Napa Commuter Bike Path	Class I	Vallejo St	Class III	Primary Routes/Downtown Access	North-south commute & recreation activity near the entry to downtown
13	Napa River Trail	Class I	River to Ridge Trail (Kennedy Park)	Class I	Recreational Facilities	Recreation activity along the Napa River Trail

Note: *Italics* = Proposed Facility

additional facilities and support requests for funding, enforcement, maintenance, facility enhancements, and other safety improvements.

Proposed count locations in St. Helena and the surrounding unincorporated County were identified through this planning process. The basic criteria used to select count locations included points along and intersections of primary streets in the bikeway network, area coverage, population centers, attractors and generators, and community gateways. Proposed count locations in St. Helena are identified in Table 8 and mapped in Figure 6. Information on standard counting methodologies, recommended count periods, a discussion of ongoing counting efforts at the regional and national levels, and sample standardized count forms from the Metropolitan Transportation Commission and the National Bicycle and Pedestrian Documentation Project are provided in Appendix D.

**Table 8
City of St. Helena – Proposed Bicycle Count Locations**

#	Primary Street	Facility Classification	Cross Street	Facility Classification	Use/Activity	Notes
1	Main St/ SR 29	Class II	Deer Park Rd	Class II	Primary Routes/ Northern City Limit	Intersection of primary north-south and east-west routes, northern gateway to St. Helena
2	Main St/ SR 29	Class III	Adams St	Class II	Primary Route/ Local/Crosstown Route/MTC Count Station	Downtown location adjacent to City Hall
3	Silverado Trail	Class II	Pope St	Class II	Primary Routes	Intersection of primary north-south and east-west routes, eastern gateway to St. Helena
4	Main St/ SR 29	Class II	Chaix Ln	Class III	Primary Route/ Southern City Limit	Intersection of north-south and east-west routes, southern gateway to St. Helena
5	<i>Napa River Trail (Future)</i>	Class I	Pope St	Class II	Primary Route	Future Class I pathway along the Napa River

Notes: *Italics* = Proposed Facility

Origins and Destinations

The following sections identify St. Helena’s major origins and destinations for bicycle trips. It is important to identify these facilities in order to understand access needs and existing and potential travel patterns when considering alignments for both the local and primary bikeway networks. Brief descriptions and/or lists of origins and destinations are provided below. Major facilities are mapped on Figure I, the St. Helena Bikeways Map, to show their relationship to existing and proposed bikeways.

Schools and Safe Routes

Primary and Secondary Schools

The St. Helena Unified School District oversees the City’s public school system. The District includes one primary school, one elementary school, one junior high school, one high school, and a continuation

**Table 4
City of Calistoga – Proposed Bicycle Count Locations**

#	Primary Street	Facility Classification	Cross Street	Facility Classification	Use/ Activity	Notes
1	Silverado Trail	Class II	Brannan Street	Class II	Primary Routes/ Northeast City Limits	
2	<i>Foothill Boulevard (Future)</i>	Class II	Lincoln Avenue	Class II	Primary Routes	
3	Cedar Street	Class III	Berry Street	Class III	Local Route /Crosstown Route	
4	Grant Street	Class II	N. Oak Street	Class II	Primary Route	
5	Washington Street	Class I	Tedeschi Field	Class I	Primary Route	

Notes: *Italics* = Proposed Facility



December 8, 2014
ATAC Agenda Item 7.5
Continued From: NEW

Action Requested: INFORMATION

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY ATAC Agenda Letter

TO: Active Transportation Advisory Committee (ATAC)
FROM: Kate Miller, Executive Director
REPORT BY: Danielle Schmitz, Program Manager - Manager
(707) 259-5968 / Email: dschmitz@nctpa.net
SUBJECT: Countywide Transportation Plan: Vision 2040 *Moving Napa Forward*
Update

RECOMMENDATION

That the ATAC receive a presentation on the Countywide Transportation Plan: Vision 2040 *Moving Napa Forward*.

EXECUTIVE SUMMARY

In January 2014 the NCTPA Board held a Board Retreat to kick-off the Countywide Transportation Plan (CTP). Since that time NCTPA has been working with the CTP consultant team, the CTP Citizens Advisory Committee, stakeholder groups, and jurisdictional staff on the CTP and the Community Based Transportation Plan (CBTP).

FINANCIAL IMPACT

Is there a Fiscal Impact? None

BACKGROUND AND DISCUSSION

In December 2013, the NCTPA Board approved the agreement with ARUP for completion of the Countywide Transportation Plan (CTP) and the Community Based Transportation Plan (CBTP). To be consistent with the regional process, a new countywide transportation plan should be completed every four years. The last NCTPA 25-year Countywide Transportation Plan was adopted in 2009 and used to inform the One Bay Area Plan, the Metropolitan Transportation Commission's long range plan adopted in 2013. The 2015 plan will be completed in time to inform the next regional plan which is scheduled for adoption in 2017. In preparation for the regional

transportation plan, MTC generally solicits projects 18-24 months prior to the adoption of the plan. In order to meet this timeline, a target completion date has been set for June 2015.

Since the Vision 2040: Moving Napa Forward Plan January Board kick-off meeting, NCTPA staff has completed the following tasks:

Public Outreach

- Kick-off public workshops held in spring 2014
- Citizen Advisory Committee Meetings (April and September 2014)
- 13 CBTP stakeholder outreach meetings
- Public outreach efforts via KVON/KBBF and the NCTPA interactive web map
- Additional presentations as invited

Projects and Revenues

- Worked with the NCPA Technical Advisory Committee (TAC) to develop Evaluation Criteria for Projects and Programs
- Conducted a “call for projects” for countywide transportation projects and programs to be included in the Plan
- Round-Robin meetings with TAC to review project and program lists (March and October)
- Compiled preliminary Revenue Projections
- Worked on developing constrained list of projects and programs

Issue Papers

- Created a series of issue and opportunity papers that define challenges and propose solutions for transportation in Napa over the 25 year period of the countywide plan including:
 - Mode shift and Travel Demand Management (TDM)
 - Travel Behavior
 - Transportation, Land Use and Development
 - Communities of Concern
 - Transportation Funding and New Revenue Sources
 - Prospects of Rail Transportation
 - Transportation and the Napa Economy
 - Traffic Operations and Corridor Management
 - Transportation and Environmental Concerns
 - Emerging Technologies
 - Public Outreach

SUPPORTING DOCUMENTS

Attachment: (1) Countywide Transportation Plan: Vision 2040 Moving Napa Forward
Timeline and Meeting Dates

**Countywide Transportation Plan: Vision 2040 *Moving Napa Forward*
Timeline and Meeting Dates**

Date/Time	Meeting	Subject	Location
November 19, 2014 at 1:30 PM	NCTPA Board Meeting	Provide a quarterly update to the Board on the CTP/CBTP	NCTPA
November 2014 -January 2015	CBTP follow-up stakeholder meetings	CBTP additional meetings in AC and with others to refine list of CBTP projects	Various locations
December 2, 2014	CBTP outreach meeting 10 AM in Spanish / 11 AM in English	CBTP outreach	Napa Park Homes 790 Lincoln Ave. Napa, CA 94558
December 5, 2014 at 2:00 PM	TAC Meeting	Standing Item – constrained and unconstrained project and program lists and revenue forecasts	NCTPA
December 9, 2014 at 5:30 PM	Community Advisory Committee Meeting	Review draft project and program lists and revenue sources	NCTPA
January 8, 2015 at 2:00 PM	TAC Meeting	Provide Issue papers for review	NCTPA
February 5, 2015 at 2:00 PM	TAC Meeting	Refine Project and Program Lists and Issue Papers	NCTPA
February 18, 2015 at 1:30 PM	NCTPA Board Meeting	Provide a quarterly update to the Board on the CTP/CBTP	NCTPA

**Countywide Transportation Plan: Vision 2040 *Moving Napa Forward*
Timeline and Meeting Dates**

March 5, 2015 at 2:00 PM	TAC Meeting	Feedback on Issue Papers and Project and Program Constrained List	NCTPA
Date/Time	Meeting	Subject	Location
March 24, 2015 at 5:30 PM	Community Advisory Committee Meeting	Review Issue Papers and Project and Program Lists (Draft Plan)	NCTPA
April 2, 2015 at 2:00 PM	TAC Meeting	CTP update/ Draft plan	NCTPA
April 2015	Public Workshops	Public Workshops to review draft plan and projects and program	American Canyon, Napa, St. Helena
May 7, 2015 at 2:00 PM	TAC Meeting	Draft Plan	NCTPA
May 20, 2015 at 1:30 PM	NCTPA Board Meeting	Draft Plan to NCTPA Board	NCTPA
June 17, 2015 at 1:30 PM	NCTPA Board Meeting	Final Plan Approved by NCTPA Board	NCTPA
July 2015	Anticipated RTP call for projects		

*Dates/Times are subject to change