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Complete Streets Checklist
Implementation of MTC's Complete Streets Policy, Resolution 4493, Adopted 3/25/22

Background

Since 2006, MTC's Complete Streets (CS) Policy has promoted the development of transportation facilities that can be used by all modes. In March 2022, MTC updated its CS policy (Resolution 4493) with the goal of ensuring that people biking, walking, rolling, and taking transit are safely accommodated within the transportation network. This policy works to advance Plan Bay Area 2050 objectives of achieving mode shift, safety, equity, and vehicle miles traveled and greenhouse gas emission reductions, as well as state & local compliance with applicable CS-related laws, policies, and practices, specifically the California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302) and applicable local policies such as the CS resolutions adopted before January 16, 2016 (as part of MTC's OBAG 2 requirements.)

Requirements

MTC's CS Policy requires that all projects (with a total project cost of $250,000 or more) applying for regional discretionary transportation funding – or requesting regional endorsement or approval through MTC - must submit a Complete Streets Checklist (Checklist) to MTC.

Please note that Projects claiming exceptions to CS Policy must complete the Exceptions section on the Checklist and provide a Department Director-level signature.

Additional information and guidance for completing this Checklist can be found at the **MTC Administrative Guidance: Complete Streets Policy Guidance for public agency staff implementing MTC Resolution 4493 at mtc.ca.gov/planning/transportation/complete-streets.**

This form may be downloaded at **mtc.ca.gov/planning/transportation/complete-streets.**

Submittal

Completed Checklists must be emailed to completestreets@bayareametro.gov.

PROJECT INFORMATION	
Project Name/Title:	California Drive Bike & Ped Improvement
Project Area/Location(s): Attach map if available.	California Drive between Oak Grove Ave and Peninsula Ave Refer to Map attached.

PROJECT DESCRIPTION: (300-word limit)

The California Drive Bike and Ped Improvement project targets California Drive, between Oak Grove Avenue and Peninsula Avenue, a 0.76 mile multi-lane, high-stress segment that has been identified by the Burlingame Bicycle/Pedestrian Advisory Committee and the Traffic Safety & Parking Commission, as well as in the City's 2019 General Plan and 2020 Bicycle and Pedestrian Master Plan as a high-priority location.

The existing multilane roadway is 63-ft wide, consisting of four vehicle travel lanes shared by bicyclists and motorists through the provision of sharrows (Class III bicycle facility) between the section of Oak Grove Avenue and Burlingame Avenue. The multilane roadway narrows down to 52-ft wide between Burlingame Avenue and Peninsula Avenue with no bicycle facilities.

The project will provide a Class II or better bicycle facility between Burlingame Avenue and Peninsula Avenue, and a Class I bicycle and pedestrian facility between Burlingame Avenue and Oak Grove Avenue, reconfigure the roadway with traffic calming elements, improve signage and striping to enhance safety, improve access, better connectivity, and attractiveness of bicycling for people of varying ages and abilities.

Please indicate project phase (Planning, PE, ENV, ROW, CON, O&M)

May attach additional project documents, cross sections, plan view, or other supporting materials.

CONTACT INFORMATION

Contact Name & Title:	**Contact Email:**	**Contact Phone:**
Andrew Yang	ayang@burlingame.org	650-558-7271

Agency:
City of Burlingame

Topic	CS Policy Consideration	YES	NO	Required Description	Description
1. Bicycle, Pedestrian and Transit Planning	Does Project implement relevant Plans, or other locally adopted recommendations? Plan examples include: • City/County General + Area Plans • Bicycle, Pedestrian & Transit Plan • Community-Based Transportation Plan • ADA Transition Plan • Station Access Plan • Short-Range Transit Plan • Vision Zero/Systematic Safety Plan	☒	☐	Please provide detail on Plan recommendations affecting Project area, if any, with Plan adoption date. If Project is inconsistent with adopted Plans, please provide explanation.	The project location is identified by the County as part of the countywide backbone network. It is the only backbone route for bicyclists and pedestrians through the City of Burlingame that connects Equity Priority Communities to Schools and Intermodal transit center. The project is the highest priority on the recently adopted Citywide Bicycle and Pedestrian Master Plan. The project will significantly improve safety of the high stress corridor and aligns with regional Vision Zero strategy.
2. Active Transportation Network	Does the project area contain segments of the regional Active Transportation (AT) Network? See AT Network map on the MTC Complete Streets webpage.	☒	☐	If yes, describe how project adheres to the NACTO All Ages and Abilities design principles. See *All Ages and Abilities and Design Guidelines* below.	Yes. The project segment is identified on the regional AT Network map as Planned Bike Facilities. The project proposed future Class I and Class II following NACTO all ages and abilities design principles creating dedicated safe bike and pedestrian facilities for all users.

Topic	CS Policy Consideration	YES	NO	Required Description	Description
2. Active Transportation Network (Cont.)					
3. Safety and Comfort	A. Is the Project on a known High Injury Network (HIN) or has a local traffic safety analysis found a high incidence of bicyclist/pedestrian-involved crashes within the project area?	☒	☐	Please summarize the traffic safety conditions and describe Project's traffic safety measures. The Bay Area Vision Zero System may be a resource.	The project situates directly on a know High Injury Network. The location is identified on San Mateo County Safe Routes to School High Injury Network Report with one of the highest collision numbers for pedestrian and bicyclists.
	B. Does the project seek to improve bicyclist and/or pedestrian conditions? If the project includes a bikeway, was a Level of Traffic Stress (LTS), or similar user experience analyses conducted?	☒	☐	Describe how project seeks to provide low-stress transportation facilities or reduce a facility's LTS.	The project seek to improve bicyclist and pedestrian conditions by adding Class I and Class II bikeways. The LTS and similar user experience analysis was conducted in prior studies and during the development of Citywide Bike and Ped Master Plan. The project segment is considered very high of traffic stress.
4. **Transit Coordination**	A. Are there existing public transit facilities (stop or station) in the project area?	☒	☐	List transit facilities (stop, station, or route) and all affected agencies.	A Caltrain station is adjacent to the project location, but will not be affected by this project.
	B. Have all potentially affected transit agencies had the opportunity to review this project?	☐	☐	Please attach confirmation email from transit operator(s) to email.	N/A. No transit agencies will be affected by this project.

Topic	CS Policy Consideration	YES	NO	Required Description	Description
	C. Is there a MTC Mobility Hub within the project area?	☐	☒	If yes, please describe outreach to mobility providers, and Project's Hub-supportive elements.	
5. Design	Does the project meet professional design standards or guidelines appropriate for bicycle and/or pedestrian facilities?	☒	☐	Please provide Class designation for bikeways. Cite design standards used.	Class I Bike Path and Class II Bike Lanes are being proposed. Design will follow MUTCD guideline and standards.
6. Equity	Will Project improve active transportation in an Equity Priority Community?	☐	☒	Please list EPC(s) affected.	Project is within 1/2 Mile of an Equity Priority Community, which will benefit from the project due to added connectivity and safer bike and pedestrian routes.
7. BPAC Review	Has a local (city or county) Bicycle and Pedestrian Advisory Commission (BPAC) reviewed this checklist (or for OBAG 3, this project)?	☒	☐	Please provide meeting date(s) and a summary of comments, if any.	Due to time constrain, this particular checklist is not reviewed by local BPAC. However, the project was listed as one of the highest priority within the BPAC approved 2020 Bike and Ped Master Plan.

Statement of Compliance	YES
The proposed Project complies with California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302, MTC Complete Streets Policy (Reso. 4493), and locally adopted Complete Streets resolutions (adopted as OBAG 2 (Reso. 4202) requirement, Resolution 4202.)	☒

If no, complete Statement of Exception and obtain necessary signature.

Statement of Exception	YES	Provide Documentation or Explanation	Documentation Explanation
1. The affected roadway is legally prohibited for use by bicyclists and/or pedestrians.	☐	If yes, please cite language and agency citing prohibited use.	
2. The costs of providing Complete Streets improvements are excessively disproportionate to the need or probable use (defined as more than 20 percent for Complete Streets elements of the total project cost).	☐	If claimed, the agency must include proportionate alternatives and still provide safe accommodation of people biking, walking and rolling.	
3. There is a documented Alternative Plan to implement Complete Streets and/or on a nearby parallel route.	☐	Describe Alternative Plan/Project	
4. Conditions exist in which policy requirements may not be able to be met, such as fire and safety specifications, spatial conflicts on the roadway with transit or environmental concerns, defined as abutting conservation land or severe topological constraints.	☐	Describe condition(s) that prohibit implementation of CS policy requirements	

SIGNATURES / NOTIFICATIONS

TRANSIT
The project sponsor shall communicate and coordinate with all transit agencies with operations affected by the proposed project. If a project includes a transit stop/station, or is located along a transit route, the Checklist must include written documentation (e.g. email) with the affected transit agency(ies) to confirm transit agency coordination and acknowledgement of the project. A CS Checklist Transit Agency Contact List is available for reference.

DEPARTMENT DIRECTOR-LEVEL SIGNATURE FOR EXCEPTIONS
Exceptions must be signed by a Department Director-level agency representative, or their designee, and not the Project Manager. Insert electronic signature or sign below :

Full Name:
Title:
Date:
Signature:

All Ages and Abilities and Design Guidelines

All Ages and Abilities

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

Projects on the AT Network shall incorporate design principles based on designing for "All Ages and Abilities," contextual guidance provided by the National Association of City Transportation Officials (NACTO), and consistent with state and national best practices. A facility that serves "all ages and abilities" is one that effectively serves the mobility needs of children, older adults, and people with disabilities and in doing so, works for everyone else. The all ages and abilities approach also strives to serve all users, regardless of age, ability, ethnicity, race, sex, income, or disability, by embodying national and international best practices related to traffic calming, speed reduction, and roadway design to increase user safety and comfort. This approach also includes the use of traffic calming elements or facilities separated from motor vehicle traffic, both of which can offer a greater feeling of safety and appeal to a wider spectrum of the public.

Design best practices for safe street crossings, pedestrian facilities, and Americans with Disabilities Act (ADA) accessibility at transit stops, and bicycle/micromobility facilities on the AT Network should be incorporated throughout the entirety of the project. The Proposed Public Rights-of-Way Accessibility Guidelines (PROWAG) by the U.S. Access Board should also be referenced during design.

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

Design Guidance

Examples of applicable design guidance documents include (but are not limited to): American Association of State Highway and Transportation Officials (AASHTO) - *A Policy on Geometric Design of Highway and Streets, Guide for the Development of Bicycle Facilities, Guide for the Planning, Design, and Operation of Pedestrian Facilities; Public Right-of-Way Accessibility Guide* (PROWAG); *Manual on Uniform Traffic Control Devices* (MUTCD); *Americans with Disabilities Act Accessibility Guidelines* (ADAAG); National Association of City Transportation Officials (NACTO) - *Urban Bikeway Design Guide.*

METROPOLITAN TRANSPORTATION COMMISSION

Complete Streets Checklist

Implementation of MTC's Complete Streets Policy, Resolution 4493, Adopted 3/25/22

Background

Since 2006, MTC's Complete Streets (CS) Policy has promoted the development of transportation facilities that can be used by all modes. In March 2022, MTC updated its CS policy (Resolution 4493) with the goal of ensuring that people biking, walking, rolling, and taking transit are safely accommodated within the transportation network. This policy works to advance Plan Bay Area 2050 objectives of achieving mode shift, safety, equity, and vehicle miles traveled and greenhouse gas emission reductions, as well as state & local compliance with applicable CS-related laws, policies, and practices, specifically the California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302) and applicable local policies such as the CS resolutions adopted before January 16, 2016 (as part of MTC's OBAG 2 requirements.)

Requirements

MTC's CS Policy requires that all projects (with a total project cost of $250,000 or more) applying for regional discretionary transportation funding – or requesting regional endorsement or approval through MTC – must submit a Complete Streets Checklist (Checklist) to MTC.

Please note that Projects claiming exceptions to CS Policy must complete the Exceptions section on the Checklist and provide a Department Director-level signature.

Additional information and guidance for completing this Checklist can be found at the MTC Administrative Guidance: Complete Streets Policy Guidance for public agency staff implementing MTC Resolution 4493 at *https://mtc.ca.gov/planning/transportation/complete-streets*

This form may be downloaded at https://mtc.ca.gov/planning/transportation/complete-streets.

Submittal

Completed Checklists ***must be emailed*** to completestreets@bayareametro.gov.

PROJECT INFORMATION
Project Name/Title: Safe Routes to School Improvement Project
Project Area/Location(s): Attach map if available. 1) White Oaks Elementary – Intersection of Belmont Ave. at Cedar St. 2) Brittan Acres Elementary – Intersections of Belle Ave. at Tamarack Ave. and Cordilleras Ave.

PROJECT DESCRIPTION: (300-word limit)
Please indicate project phase (Planning, PE, ENV, ROW, CON, O&M)

The improvements generally include: installing high-visibility ladder crosswalk markings; reconstructing existing and constructing new curb ramps to meet ADA compliance; constructing curb extensions or bulb-outs to shorten crossing; installing advanced stop pavement markings at all stops; and pavement restoration. The current phase of the Project is PE; there is no ENV or ROW needed.

CONTACT INFORMATION

Contact Name & Title:	**Contact Email:**	**Contact Phone:**
Vatsal Patel, Senior Engineer	VPatel@cityofsancarlos.org	(650)802-4202
Agency: City of San Carlos		

Topic	CS Policy Consideration	YES	NO	Required Description
1. Bicycle, Pedestrian and Transit Planning	Does Project implement relevant Plans, or other locally adopted recommendations? Plan examples include: • City/County General + Area Plans • Bicycle, Pedestrian & Transit Plan • Community-Based Transportation Plan • ADA Transition Plan • Station Access Plan • Short-Range Transit Plan • Vision Zero/Systematic Safety Plan	☒	☐	We are constructing new and reconstructing curb ramps at the existing intersections and crosswalks adjacent to Brittan Acres and White Oaks Elementary Schools to be ADA compliant. This provides a safe path of travel to the schools. The crosswalk markings at the intersections vary and the intersections with markings are not high-visibility thermoplastic. Existing crosswalk markings are painted with the standard parallel lines. Installing and replacing with ladder crosswalk markings with high-visibility thermoplastic provides a clear path for crossing, increases pedestrian safety, increases driver awareness, and reduces potential collisions. We are installing curb extensions as well to

Topic	CS Policy Consideration	YES	NO	Required Description
				make pedestrians more visible to drivers, thus being in line with the Vision Zero Plan.
2. Active Transportation Network	Does the project area contain segments of the regional Active Transportation (AT) Network? [See AT Network map on the MTC Complete Streets webpage.]	☒	☐	This project will make the streets safer for children, people with disabilities, and bicyclists by creating safer infrastructure improvements that encourages walking and bicycling.
3. Safety and Comfort	A. Is the Project on a known High Injury Network (HIN) or has a local traffic safety analysis found a high incidence of bicyclist/ pedestrian-involved crashes within the project area?	☐	☒	There are no collisions noted in the project area. However, the project area has have drivers running stop signs in the past and speeding. By installing advanced stop pavement markings, curb extensions and speed feedback signs, this promotes drivers to slow down. This aligns with the Bay Area Vision Zero of decreasing chances of collisions and preventing accidents.
	B. Does the project seek to improve bicyclist and/or pedestrian conditions? If the project includes a bikeway, was a Level of Traffic Stress (LTS), or similar user experience analyses conducted?	☒	☐	Describe how project seeks to provide low-stress transportation facilities or reduce a facility's LTS. By installing advanced stop pavement markings, curb extensions and speed feedback signs, this promotes drivers to slow down, thus making streets safer for pedestrians and bicyclists.

Topic	CS Policy Consideration	YES	NO	Required Description
4. Transit Coordination	A. Are there existing public transit facilities (stop or station) in the project area?	☐	☒	Although there are no public transit facilities; the Project areas are used by SamTrans for public buses.
	B. Have all potentially affected transit agencies had the opportunity to review this project?	☐	☒	No transit agencies are affected by the Project.
	C. Is there a MTC Mobility Hub within the project area?	☐	☒	There are no MTC Mobility Hub within the Project area.
5. Design	Does the project meet professional design standards or guidelines appropriate for bicycle and/or pedestrian facilities?	☒	☐	This project was designed based on the professional design standards and guidelines adopted within the City of San Carlos Bicycle and Pedestrian Master Plan and the Safe Routes to Schools site assessment best practices.
6. Equity	Will Project improve active transportation in an Equity Priority Community?	☐	☒	There are no priority equity communities near the Project area; however, the areas will significantly improve bicycle and pedestrian safety for all.
7. BPAC Review	Has a local (city or county) Bicycle and Pedestrian Advisory Commission (BPAC) reviewed this checklist (or for OBAG 3, this project)?	☒	☐	Yes, the City Council and Transportation and Circulation Commission have had an opportunity to review and provide comments to the Project.

Statement of Compliance	YES
The proposed Project complies with California Complete Street Act of 2008 (*Gov. Code Sections 65040.2 and 65302, MTC Complete Streets Policy (Reso. 4493*), **and locally adopted Complete Streets resolutions** (*adopted as OBAG 2 (Reso. 4202) requirement, Resolution 4202*).	☒

If no, complete Statement of Exception and obtain necessary signature.

Statement of Exception	YES		Provide Documentation or Explanation
1. The affected roadway is legally prohibited for use by bicyclists and/or pedestrians.	☐		If yes, please cite language and agency citing prohibited use.
2. The costs of providing Complete Streets improvements are excessively disproportionate to the need or probable use (defined as more than 20 percent for Complete Streets elements of the total project cost).	☐		If claimed, the agency must include proportionate alternatives and still provide safe accommodation of people biking, walking and rolling.
3. There is a documented Alternative Plan to implement Complete Streets and/or on a nearby parallel route.	☐		Describe Alternative Plan/Project
4. Conditions exist in which policy requirements may not be able to be met, such as fire and safety specifications, spatial conflicts on the roadway with transit or environmental concerns, defined as abutting conservation land or severe topological constraints.	☐	☐	Describe condition(s) that prohibit implementation of CS policy requirements

SIGNATURES / NOTIFICATIONS

TRANSIT

The project sponsor shall communicate and coordinate with all transit agencies with operations affected by the proposed project. If a project includes a transit stop/station, or is located along a transit route, the Checklist must include written documentation (e.g. email) with the affected transit agency(ies) to confirm transit agency coordination and acknowledgement of the project. A CS Checklist Transit Agency Contact List is available for reference.

DEPARTMENT DIRECTOR-LEVEL SIGNATURE FOR EXCEPTIONS

Exceptions must be signed by a Department Director-level agency representative, or their designee, and not the Project Manager. Insert electronic signature or sign below:

Full Name: _____

Title: _____

Date: _____

Signature: _____

ATTACHMENT 1 – All Ages and Abilities and Guidelines

1. All Ages and Abilities

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

Projects on the AT Network shall incorporate design principles based on designing for "All Ages and Abilities," contextual guidance provided by the National Association of City Transportation Officials (NACTO), and consistent with state and national best practices. A facility that serves "all ages and abilities" is one that effectively serves the mobility needs of children, older adults, and people with disabilities and in doing so, works for everyone else. The all ages and abilities approach also strives to serve all users, regardless of age, ability, ethnicity, race, sex, income, or disability, by embodying national and international best practices related to traffic calming, speed reduction, and **roadway design to increase user safety and comfort. This approach also includes the** use of traffic calming elements or facilities separated from motor vehicle traffic, both of which can offer a greater feeling of safety and appeal to a wider spectrum of the public.

Design best practices for safe street crossings, pedestrian facilities, and Americans with Disabilities Act (ADA) accessibility at transit stops, and bicycle/micromobility facilities on the AT Network should be incorporated throughout the entirety of the project. The Proposed Public Rights-of-Way Accessibility Guidelines (PROWAG) by the U.S. Access Board should also be referenced during design. (See table on next page for guidelines)

2. Design Guidance

Examples of applicable design guidance documents include (but are not limited to): American Association of State Highway and Transportation Officials (AASHTO) – *A Policy on Geometric Design of Highway and Streets, Guide for the Development of Bicycle Facilities, Guide for the Planning, Design, and Operation of Pedestrian Facilities; Public Right-of-Way Accessibility Guide (PROWAG); Manual on Uniform Traffic Control Devices (MUTCD); Americans with Disabilities Act Accessibility Guidelines (ADAAG)*; National Association of City Transportation Officials (NACTO) – *Urban Bikeway Design Guide*.

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Contextual Guidance for Selecting All Ages & Abilities Bikeways

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

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

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

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

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

METROPOLITAN TRANSPORTATION COMMISSION

Complete Streets Checklist

Implementation of MTC's Complete Streets Policy, Resolution 4493, Adopted 3/25/22

Background

Since 2006, MTC's Complete Streets (CS) Policy has promoted the development of transportation facilities that can be used by all modes. In March 2022, MTC updated its CS policy (Resolution 4493) with the goal of ensuring that people biking, walking, rolling, and taking transit are safely accommodated within the transportation network. This policy works to advance Plan Bay Area 2050 objectives of achieving mode shift, safety, equity, and vehicle miles traveled and greenhouse gas emission reductions, as well as state & local compliance with applicable CS-related laws, policies, and practices, specifically the California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302) and applicable local policies such as the CS resolutions adopted before January 16, 2016 (as part of MTC's OBAG 2 requirements.)

Requirements

MTC's CS Policy requires that all projects (with a total project cost of $250,000 or more) applying for regional discretionary transportation funding – or requesting regional endorsement or approval through MTC – must submit a Complete Streets Checklist (Checklist) to MTC.

Please note that Projects claiming exceptions to CS Policy must complete the Exceptions section on the Checklist and provide a Department Director-level signature.

Additional information and guidance for completing this Checklist can be found at the MTC Administrative Guidance: Complete Streets Policy Guidance for public agency staff implementing MTC Resolution 4493 at *https://mtc.ca.gov/planning/transportation/complete-streets*

This form may be downloaded at https://mtc.ca.gov/planning/transportation/complete-streets.

Submittal

Completed Checklists ***must be emailed*** to completestreets@bayareametro.gov.

PROJECT INFORMATION
Project Name/Title: Holly Street/US-101 Pedestrian and Bicyclist Overcrossing
Project Area/Location(s): Approximately 430 feet south of the existing US-101/Holly Street interchange, between Industrial Road and Skyway Drive.

PROJECT DESCRIPTION: (300-word limit)
Please indicate project phase (Planning, PE, ENV, ROW, CON, O&M)
The Holly Street Bridge at U.S. Highway 101 (US-101) serves as a critical east-west link in San Carlos, providing access to vital residential and commercial zones, as well as regionally-significant public transportation points, on either side of the highway. However, the existing Holly Street Bridge provides only limited pedestrian and bicycle connectivity across US-101, creating a break in the City's public transportation infrastructure and deterring active forms of transportation. Along the south side of Holly Street, there is a 5-foot wide sidewalk that is used by bicyclists who do not want to weave with vehicles between the loop ramps or cross the high-speed entrances along the Holly Street interchange.

This project features the construction of a new 12-foot wide, 1500-foot Class I pedestrian and bicycle multipurpose path, including a 1073-foot pedestrian and bicycle overcrossing (POC) over US-101, that will bridge the gap between west and east San Carlos. The new POC will be a grade-separated multipurpose path that will bridge the most substantial gap in San Carlos' active transportation network, providing access to transit centers, the Bay Trail and adjacent parks, regionally-significant employment centers, and a number of schools and densely-populated residential areas. The project will reduce pedestrian and bicycle conflicts with vehicles within the US-101/Holly Street interchange and improve safety for all users by eliminating cross-traffic movements within the interchange. The project addresses the following deficiencies: inadequate and inaccessible sidewalks, lack of bicycle facilities, lack of pedestrian/bicycle connectivity, and lack of curb extensions/crosswalks that link to existing active transportation facilities. The POC will provide a safer and more inviting environment for pedestrians and bicyclists crossing US-101, and it is expected to increase active transportation, particularly with regards to commuters using regional transportation links like Caltrain.

CONTACT INFORMATION		
Contact Name & Title: Grace Le	**Contact Email:** **gle@cityofsancarlos.org**	**Contact Phone:** **650 802-4201**
Agency: City of San Carlos		

Topic	CS Policy Consideration	YES	NO	Required Description
1. Bicycle, Pedestrian and Transit Planning	Does Project implement relevant Plans, or other locally adopted recommendations? Plan examples include: • City/County General + Area Plans • Bicycle, Pedestrian & Transit Plan	☒	☐	Project is consistent with the San Mateo Countywide Transportation Plan, adopted February 2017. Project is a priority project listed in the San Carlos Bicycle and

Topic	CS Policy Consideration	YES	NO	Required Description
	• Community-Based Transportation Plan • ADA Transition Plan • Station Access Plan • Short-Range Transit Plan • Vision Zero/Systematic Safety Plan			Pedestrian Master Plan, adopted June 9, 2020.
2. Active Transportation Network	Does the project area contain segments of the regional Active Transportation (AT) Network? [See AT Network map on the MTC Complete Streets webpage.]	☒	☐	Project will construct a Class I shared use path for bikes and pedestrians suitable for all ages and abilities.
3. Safety and Comfort	A. Is the Project on a known High Injury Network (HIN) or has a local traffic safety analysis found a high incidence of bicyclist/ pedestrian-involved crashes within the project area?	☒	☐	The Class II bike lane and sidewalk on Holly Street is the only existing route for bicyclists and pedestrians to cross US-101, yet it does not offer non-motorized travelers protection from weaving friction and traffic congestion. Existing movements at the interchange loop ramps have weaving friction issues, especially along eastbound Holly Street between Industrial Road and the northbound loop on-ramp due to the existing high traffic volumes and disproportionate use of the single lane leading to the ramp entrance. Bicyclists and pedestrians traveling along Holly Street must maneuver high-speed traffic even at crosswalks between the loop on-and off-ramps. The north side of Holly Street lacks a sidewalk altogether, forcing

Topic	CS Policy Consideration	YES	NO	Required Description
				pedestrians to walk on the shoulder or side of the road. This inadequate safety deters active forms of transportation. Constructing the new bicycle and pedestrian POC creates a safe method of crossing US-101 that completely separates non-motorized and vehicle traffic.
	B. Does the project seek to improve bicyclist and/or pedestrian conditions? If the project includes a bikeway, was a Level of Traffic Stress (LTS), or similar user experience analyses conducted?	☒	☐	This project improves operations and safety for all users by eliminating cross-traffic movements within the interchange. The new POC completely separates non-motorized traffic, and it addresses all of the deficiencies by: eliminating weaving friction, providing adequate and accessible sidewalks and bicycle facilities; providing safe crossings; and installing multiple curb extensions and crosswalks that link to existing pedestrian and bicycle facilities on Industrial Road and Skyway Road.
4. Transit Coordination	A. Are there existing public transit facilities (stop or station) in the project area?	☐	☒	List transit facilities (stop, station, or route) and all affected agencies.
	B. Have all potentially affected transit agencies had the opportunity to review this project?	☐	☐	Not Applicable
	C. Is there a MTC Mobility Hub within the project area?	☐	☒	If yes, please describe outreach to mobility providers, and Project's Hub-supportive elements.

Topic	CS Policy Consideration	YES	NO	Required Description
5. Design	Does the project meet professional design standards or guidelines appropriate for bicycle and/or pedestrian facilities?	☒	☐	Class I pedestrian and bike path per the City of San Carlos standards, best practices and Bicycle and Pedestrian Master Plan.
6. Equity	Will Project improve active transportation in an Equity Priority Community?			The Project is not directly located in a disadvantaged community. Additionally, the project is not located in a census tract that is designated as disadvantaged community, nor is it a low-income community or low-income buffer region. However, the POC will serve low-income people who live in a nearby converted hotel called Shores Landing (https://www.shoreslanding-midpen.com/our-plan.html). As previously stated, this is a 95-unit community of extremely low-income seniors that is funded by Project Homekey. Shores Landing is a new community that opened in June 2021 and is housing the County's most vulnerable residents, extremely low-income senior citizens aged 62 years and older.
7. BPAC Review	Has a local (city or county) Bicycle and Pedestrian Advisory Commission (BPAC) reviewed this checklist (or for OBAG 3, this project)?	☒	☐	The San Carlos Transportation & Circulation Commission reviewed this Project many times over the years, with the most recent dated December 17, 2019 as part of the

Topic	CS Policy Consideration	YES	NO	Required Description
				Bicycle & Pedestrian Master Plan. Additionally,the City of San Carlos sought feedback from the Bicycle and Pedestrian Advisory Committee of San Mateo County in developing this project. The BPAC ranked this as one of its two top projects for San Mateo County among dozens of potential active transportation projects. This fact is notable given that BPAC prioritizes projects that “target seniors, youth, people with disabilities, and low-income communities.”

Statement of Compliance	YES
The proposed Project complies with California Complete Street Act of 2008 (*Gov. Code Sections 65040.2 and 65302, MTC Complete Streets Policy (Reso. 4493*), **and locally adopted Complete Streets resolutions** (*adopted as OBAG 2 (Reso. 4202) requirement, Resolution 4202*).	☒

If no, complete Statement of Exception and obtain necessary signature.

Statement of Exception	YES		Provide Documentation or Explanation
1. The affected roadway is legally prohibited for use by bicyclists and/or pedestrians.	☐		If yes, please cite language and agency citing prohibited use.
2. The costs of providing Complete Streets improvements are excessively disproportionate to the need or probable use (defined as more than 20 percent for Complete Streets elements of the total project cost).	☐		If claimed, the agency must include proportionate alternatives and still provide safe accommodation of people biking, walking and rolling.
3. There is a documented Alternative Plan to implement Complete Streets and/or on a nearby parallel route.	☐		Describe Alternative Plan/Project
4. Conditions exist in which policy requirements may not be able to be met, such as fire and safety specifications, spatial conflicts on the roadway with transit or environmental concerns, defined as abutting conservation land or severe topological constraints.	☐	☐	Describe condition(s) that prohibit implementation of CS policy requirements

SIGNATURES / NOTIFICATIONS

TRANSIT

The project sponsor shall communicate and coordinate with all transit agencies with operations affected by the proposed project. If a project includes a transit stop/station, or is located along a transit route, the Checklist must include written documentation (e.g. email) with the affected transit agency(ies) to confirm transit agency coordination and acknowledgement of the project. A CS Checklist Transit Agency Contact List is available for reference.

DEPARTMENT DIRECTOR-LEVEL SIGNATURE FOR EXCEPTIONS

Exceptions must be signed by a Department Director-level agency representative, or their designee, and not the Project Manager. Insert electronic signature or sign below:

Full Name: _____

Title: _____

Date: _____

Signature: _____

ATTACHMENT 1 – All Ages and Abilities and Guidelines

1. All Ages and Abilities

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

Projects on the AT Network shall incorporate design principles based on designing for "All Ages and Abilities," contextual guidance provided by the National Association of City Transportation Officials (NACTO), and consistent with state and national best practices. A facility that serves "all ages and abilities" is one that effectively serves the mobility needs of children, older adults, and people with disabilities and in doing so, works for everyone else. The all ages and abilities approach also strives to serve all users, regardless of age, ability, ethnicity, race, sex, income, or disability, by embodying national and international best practices related to traffic calming, speed reduction, and **roadway design to increase user safety and comfort. This approach also includes the** use of traffic calming elements or facilities separated from motor vehicle traffic, both of which can offer a greater feeling of safety and appeal to a wider spectrum of the public.

Design best practices for safe street crossings, pedestrian facilities, and Americans with Disabilities Act (ADA) accessibility at transit stops, and bicycle/micromobility facilities on the AT Network should be incorporated throughout the entirety of the project. The Proposed Public Rights-of-Way Accessibility Guidelines (PROWAG) by the U.S. Access Board should also be referenced during design. (See table on next page for guidelines)

2. Design Guidance

Examples of applicable design guidance documents include (but are not limited to): American Association of State Highway and Transportation Officials (AASHTO) – *A Policy on Geometric Design of Highway and Streets, Guide for the Development of Bicycle Facilities, Guide for the Planning, Design, and Operation of Pedestrian Facilities; Public Right-of-Way Accessibility Guide (PROWAG); Manual on Uniform Traffic Control Devices (MUTCD); Americans with Disabilities Act Accessibility Guidelines (ADAAG)*; National Association of City Transportation Officials (NACTO) – *Urban Bikeway Design Guide*.

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Contextual Guidance for Selecting All Ages & Abilities Bikeways

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

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

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

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

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

Complete Streets Checklist
Implementation of MTC's Complete Streets Policy, Resolution 4493, Adopted 3/25/22

Background

Since 2006, MTC's Complete Streets (CS) Policy has promoted the development of transportation facilities that can be used by all modes. In March 2022, MTC updated its CS policy (Resolution 4493) with the goal of ensuring that people biking, walking, rolling, and taking transit are safely accommodated within the transportation network. This policy works to advance Plan Bay Area 2050 objectives of achieving mode shift, safety, equity, and vehicle miles traveled and greenhouse gas emission reductions, as well as state & local compliance with applicable CS-related laws, policies, and practices, specifically the California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302) and applicable local policies such as the CS resolutions adopted before January 16, 2016 (as part of MTC's OBAG 2 requirements.)

Requirements

MTC's CS Policy requires that all projects (with a total project cost of $250,000 or more) applying for regional discretionary transportation funding – or requesting regional endorsement or approval through MTC - must submit a Complete Streets Checklist (Checklist) to MTC.

Please note that Projects claiming exceptions to CS Policy must complete the Exceptions section on the Checklist and provide a Department Director-level signature.

Additional information and guidance for completing this Checklist can be found at the **MTC Administrative Guidance: Complete Streets Policy Guidance for public agency staff implementing MTC Resolution 4493 at** mtc.ca.gov/planning/transportation/complete-streets.

This form may be downloaded at mtc.ca.gov/planning/transportation/complete-streets.

Submittal

Completed Checklists must be emailed to completestreets@bayareametro.gov.

PROJECT INFORMATION	
Project Name/Title:	Rosita Road Pavement Rehab. Project
Project Area/Location(s):	Rosita Road from Adobe Drive to Oddstal Blvd., Pacifica, CA
Attach map if available.	

PROJECT DESCRIPTION: (300-word limit)

The Rosita Road Pavement Rehabilitation Project consists of a 2-inch asphalt overlay along Rosita Road from Adobe Drive to Oddstad Boulevard. This project will also include pavement grinding, base repair, curb ramps, bicycle boulevard, traffic striping, pavement markings, traffic markers and miscellaneous related work.

Please indicate project phase (Planning, PE, ENV, ROW, CON, O&M)

May attach additional project documents, cross sections, plan view, or other supporting materials.

CONTACT INFORMATION

Contact Name & Title:	**Contact Email:**	**Contact Phone:**
Sam Bautista, DPW Deputy Director	sbautista@pacifica.gov	(650) 738-3767
Agency: City of Pacifica		

Topic	CS Policy Consideration	YES	NO	Required Description	Description
1. Bicycle, Pedestrian and Transit Planning	Does Project implement relevant Plans, or other locally adopted recommendations? Plan examples include: • City/County General + Area Plans • Bicycle, Pedestrian & Transit Plan • Community-Based Transportation Plan • ADA Transition Plan • Station Access Plan • Short-Range Transit Plan • Vision Zero/Systematic Safety Plan	☒	☐	Please provide detail on Plan recommendations affecting Project area, if any, with Plan adoption date. If Project is inconsistent with adopted Plans, please provide explanation.	The project will implement recommendations from the City of Pacifica Bicycle & Pedestrian Master Plan and the ADA Transition Plan.
2. Active Transportation Network	Does the project area contain segments of the regional Active Transportation (AT) Network? See AT Network map on the MTC Complete Streets webpage.	☐	☒	If yes, describe how project adheres to the NACTO All Ages and Abilities design principles. See *All Ages and Abilities and Design Guidelines* below.	

Topic	CS Policy Consideration	YES	NO	Required Description	Description
2. Active Transportation Network (Cont.)					
3. Safety and Comfort	A. Is the Project on a known High Injury Network (HIN) or has a local traffic safety analysis found a high incidence of bicyclist/pedestrian-involved crashes within the project area?	☐	☒	Please summarize the traffic safety conditions and describe Project's traffic safety measures. The Bay Area Vision Zero System may be a resource.	This project will also include curb ramps, bicycle boulevard, traffic striping, pavement markings, traffic markers and miscellaneous related work. These improvements will provide a vital link for pedestrians and bicyclists within the southern residential neighborhoods of Pacifica. The project will provide wheelchair-bound residents in the City with a safer route to traverse the neighborhood without having to use the streets as a thoroughfare.
	B. Does the project seek to improve bicyclist and/or pedestrian conditions? If the project includes a bikeway, was a Level of Traffic Stress (LTS), or similar user experience analyses conducted?	☒	☐	Describe how project seeks to provide low-stress transportation facilities or reduce a facility's LTS.	The new curb ramps will provide ADA compliant paths of travel and the Bike Boulevard pavement markings will enhance Rosita Road by promoting biking and other micro-mobility modes of transportation.
4. Transit Coordination	A. Are there existing public transit facilities (stop or station) in the project area?	☐	☒	List transit facilities (stop, station, or route) and all affected agencies.	N/A
	B. Have all potentially affected transit agencies had the opportunity to review this project?	☐	☒	Please attach confirmation email from transit operator(s) to email.	No transit along Rosita Road.

Topic	CS Policy Consideration	YES	NO	Required Description	Description
	C. Is there a MTC Mobility Hub within the project area?	☐	☒	If yes, please describe outreach to mobility providers, and Project's Hub-supportive elements.	
5. Design	Does the project meet professional design standards or guidelines appropriate for bicycle and/or pedestrian facilities?	☒	☐	Please provide Class designation for bikeways. Cite design standards used.	ADA Curb Ramps will be installed per Caltrans Design Standards and Class IIIB Bike Boulevard pavement markings will be installed per CA MUTCD standards.
6. Equity	Will Project improve active transportation in an Equity Priority Community?	☐	☒	Please list EPC(s) affected.	
7. BPAC Review	Has a local (city or county) Bicycle and Pedestrian Advisory Commission (BPAC) reviewed this checklist (or for OBAG 3, this project)?	☒	☐	Please provide meeting date(s) and a summary of comments, if any.	City of Pacifica Bicycle and Pedestrian Advisory Committee reviewed the project on June 22, 2022.

Statement of Compliance	YES
The proposed Project complies with California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302, MTC Complete Streets Policy (Reso. 4493), and locally adopted Complete Streets resolutions (adopted as OBAG 2 (Reso. 4202) requirement, Resolution 4202.)	☒

If no, complete Statement of Exception and obtain necessary signature.

Statement of Exception	YES	Provide Documentation or Explanation	Documentation Explanation
1. The affected roadway is legally prohibited for use by bicyclists and/or pedestrians.	☐	If yes, please cite language and agency citing prohibited use.	
2. The costs of providing Complete Streets improvements are excessively disproportionate to the need or probable use (defined as more than 20 percent for Complete Streets elements of the total project cost).	☐	If claimed, the agency must include proportionate alternatives and still provide safe accommodation of people biking, walking and rolling.	
3. There is a documented Alternative Plan to implement Complete Streets and/or on a nearby parallel route.	☐	Describe Alternative Plan/Project	
4. Conditions exist in which policy requirements may not be able to be met, such as fire and safety specifications, spatial conflicts on the roadway with transit or environmental concerns, defined as abutting conservation land or severe topological constraints.	☐	Describe condition(s) that prohibit implementation of CS policy requirements	

SIGNATURES / NOTIFICATIONS

TRANSIT
The project sponsor shall communicate and coordinate with all transit agencies with operations affected by the proposed project. If a project includes a transit stop/station, or is located along a transit route, the Checklist must include written documentation (e.g. email) with the affected transit agency(ies) to confirm transit agency coordination and acknowledgement of the project. A CS Checklist Transit Agency Contact List is available for reference.

DEPARTMENT DIRECTOR-LEVEL SIGNATURE FOR EXCEPTIONS
Exceptions must be signed by a Department Director-level agency representative, or their designee, and not the Project Manager. Insert electronic signature or sign below :

Full Name: Sam Bautista
Title: DPW Deputy Dir., 6/30/22
Date:
Signature:

All Ages and Abilities and Design Guidelines

All Ages and Abilities

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

Projects on the AT Network shall incorporate design principles based on designing for "All Ages and Abilities," contextual guidance provided by the National Association of City Transportation Officials (NACTO), and consistent with state and national best practices. A facility that serves "all ages and abilities" is one that effectively serves the mobility needs of children, older adults, and people with disabilities and in doing so, works for everyone else. The all ages and abilities approach also strives to serve all users, regardless of age, ability, ethnicity, race, sex, income, or disability, by embodying national and international best practices related to traffic calming, speed reduction, and roadway design to increase user safety and comfort. This approach also includes the use of traffic calming elements or facilities separated from motor vehicle traffic, both of which can offer a greater feeling of safety and appeal to a wider spectrum of the public.

Design best practices for safe street crossings, pedestrian facilities, and Americans with Disabilities Act (ADA) accessibility at transit stops, and bicycle/micromobility facilities on the AT Network should be incorporated throughout the entirety of the project. The Proposed Public Rights-of-Way Accessibility Guidelines (PROWAG) by the U.S. Access Board should also be referenced during design.

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

Design Guidance

Examples of applicable design guidance documents include (but are not limited to): American Association of State Highway and Transportation Officials (AASHTO) - *A Policy on Geometric Design of Highway and Streets, Guide for the Development of Bicycle Facilities, Guide for the Planning, Design, and Operation of Pedestrian Facilities; Public Right-of-Way Accessibility Guide* (PROWAG); *Manual on Uniform Traffic Control Devices* (MUTCD); *Americans with Disabilities Act Accessibility Guidelines* (ADAAG); National Association of City Transportation Officials (NACTO) - *Urban Bikeway Design Guide.*

METROPOLITAN TRANSPORTATION COMMISSION

Complete Streets Checklist

Implementation of MTC's Complete Streets Policy, Resolution 4493, Adopted 3/25/22

Background

Since 2006, MTC's Complete Streets (CS) Policy has promoted the development of transportation facilities that can be used by all modes. In March 2022, MTC updated its CS policy (Resolution 4493) with the goal of ensuring that people biking, walking, rolling, and taking transit are safely accommodated within the transportation network. This policy works to advance Plan Bay Area 2050 objectives of achieving mode shift, safety, equity, and vehicle miles traveled and greenhouse gas emission reductions, as well as state & local compliance with applicable CS-related laws, policies, and practices, specifically the California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302) and applicable local policies such as the CS resolutions adopted before January 16, 2016 (as part of MTC's OBAG 2 requirements.)

Requirements

MTC's CS Policy requires that all projects (with a total project cost of $250,000 or more) applying for regional discretionary transportation funding – or requesting regional endorsement or approval through MTC – must submit a Complete Streets Checklist (Checklist) to MTC.

Please note that Projects claiming exceptions to CS Policy must complete the Exceptions section on the Checklist and provide a Department Director-level signature.

Additional information and guidance for completing this Checklist can be found at the MTC Administrative Guidance: Complete Streets Policy Guidance for public agency staff implementing MTC Resolution 4493 at *https://mtc.ca.gov/planning/transportation/complete-streets*

This form may be downloaded at https://mtc.ca.gov/planning/transportation/complete-streets.

Submittal

Completed Checklists ***must be emailed*** to completestreets@bayareametro.gov.

PROJECT INFORMATION
Project Name/Title: Sharp Park Priority Development Area Pedestrian Improvement Project – OBAG3
Project Area/Location(s): Paloma Avenue, Carmel Avenue, and Santa Maria Avenue, City of Pacifica, California See Attachment "A" for Project Location Map

PROJECT DESCRIPTION: (300-word limit)

Please indicate project phase: CON

The Sharp Park Priority Development Area (PDA) Pedestrian Improvement Project is an essential component within the City of Pacifica's larger Sharp Park Specific Plan (SPSP) and will largely influence mobility in the Sharp Park community and beyond. The Sharp Park PDA Pedestrian Improvement Project will close sidewalk gaps, improve sidewalk to above ADA standards, install new ADA compliant driveways and corner curb ramps, install curb and gutter to improve storm water management, remove and replace failed pavement, slurry seal, and install bicycle and pedestrian striping along Paloma Avenue, Carmel Avenue and Santa Maria Avenue from Francisco Boulevard to Beach Boulevard. The new driveways and sidewalks will provide ADA complaint path of travel in the project area and provide a vital link for pedestrians and bicyclists from the eastern residential neighborhood of Pacifica to the Sharp Park district, Palmetto business area, Pacifica Civic Center, two schools, the Sharp Park Library, and the popular Sharp Park Beach and Pacifica Pier. Furthermore, the pavement improvements will aid bicyclists and pedestrians by remove tripping hazards while also installing up to date and improved pavement striping for a safer overall experience.

CONTACT INFORMATION		
Contact Name & Title: Sam Bautista, P.E., Dep. Dir. of Pub. Works	**Contact Email:** sbautista@pacifica.gov	**Contact Phone:** (650)738-3771
Agency:		

Topic	CS Policy Consideration	YES	NO	Required Description
1. Bicycle, Pedestrian and Transit Planning	Does Project implement relevant Plans, or other locally adopted recommendations? Plan examples include: • City/County General + Area Plans • Bicycle, Pedestrian & Transit Plan • Community-Based Transportation Plan • ADA Transition Plan • Station Access Plan • Short-Range Transit Plan • Vision Zero/Systematic Safety Plan	☒	☐	The project will implement recommendation from the City of Pacifica's Bicycle & Pedestrians Master Plan and the ADA Transition Plan. It will also implement right-of-way improvements recommended in the City's soon to be adopted Sharp Park Specific Plan.
2. Active Transportation Network	Does the project area contain segments of the regional Active Transportation (AT) Network?	☐	☒	

Topic	CS Policy Consideration	YES	NO	Required Description
	[See AT Network map on the MTC Complete Streets webpage.]			
3. Safety and Comfort	A. Is the Project on a known High Injury Network (HIN) or has a local traffic safety analysis found a high incidence of bicyclist/ pedestrian-involved crashes within the project area?	☐	☒	The Sharp Park PDA Pedestrian Improvement Project will close sidewalk gaps, improve sidewalk to above ADA standards, install new ADA compliant driveways and corner curb ramps, install curb and gutter to improve storm water management, remove and replace failed pavement, slurry seal, and install bicycle and pedestrian striping along Paloma Avenue, Carmel Avenue and Santa Maria Avenue from Francisco Boulevard to Beach Boulevard.
	B. Does the project seek to improve bicyclist and/or pedestrian conditions? If the project includes a bikeway, was a Level of Traffic Stress (LTS), or similar user experience analyses conducted?	☒	☐	The new curb ramps and driveways will provide ADA compliant paths of travel and the Bike Boulevard pavement markings will enhance the streets by promoting biking and other micro-mobility modes of transportation.
4. Transit Coordination	A. Are there existing public transit facilities (stop or station) in the project area?	☒	☐	Samtrans buses travel down Palmetto Avenue, which is located in the project area; however, Palmetto Avenue is not affected by this project.
	B. Have all potentially affected transit agencies had the opportunity to review this project?	☐	☒	There is no transit along the affected streets.
	C. Is there a MTC Mobility Hub within the project area?	☐	☒	

Topic	CS Policy Consideration	YES	NO	Required Description
5. Design	Does the project meet professional design standards or guidelines appropriate for bicycle and/or pedestrian facilities?	☒	☐	ADA Curb Ramps will be installed per Caltrans Design Standards and Class IIIB Bike Boulevard pavement markings will be installed per CA MUTCD standards.
6. Equity	Will Project improve active transportation in an Equity Priority Community?		☒	
7. BPAC Review	Has a local (city or county) Bicycle and Pedestrian Advisory Commission (BPAC) reviewed this checklist (or for OBAG 3, this project)?	☒	☐	City of Pacifica's Bicycle and Pedestrian Advisory Committee reviewed the project on June 22, 2022.

Statement of Compliance	YES
The proposed Project complies with California Complete Street Act of 2008 (*Gov. Code Sections 65040.2 and 65302, MTC Complete Streets Policy (Reso. 4493*), **and locally adopted Complete Streets resolutions** (*adopted as OBAG 2 (Reso. 4202) requirement, Resolution 4202*).	☒

If no, complete Statement of Exception and obtain necessary signature.

Statement of Exception	YES		Provide Documentation or Explanation
1. The affected roadway is legally prohibited for use by bicyclists and/or pedestrians.	☐		If yes, please cite language and agency citing prohibited use.
2. The costs of providing Complete Streets improvements are excessively disproportionate to the need or probable use (defined as more than 20 percent for Complete Streets elements of the total project cost).	☐		If claimed, the agency must include proportionate alternatives and still provide safe accommodation of people biking, walking and rolling.
3. There is a documented Alternative Plan to implement Complete Streets and/or on a nearby parallel route.	☐		Describe Alternative Plan/Project
4. Conditions exist in which policy requirements may not be able to be met, such as fire and safety specifications, spatial conflicts on the roadway with transit or environmental concerns, defined as abutting conservation land or severe topological constraints.	☐	☐	Describe condition(s) that prohibit implementation of CS policy requirements

SIGNATURES / NOTIFICATIONS

TRANSIT

The project sponsor shall communicate and coordinate with all transit agencies with operations affected by the proposed project. If a project includes a transit stop/station, or is located along a transit route, the Checklist must include written documentation (e.g. email) with the affected transit agency(ies) to confirm transit agency coordination and acknowledgement of the project. A CS Checklist Transit Agency Contact List is available for reference.

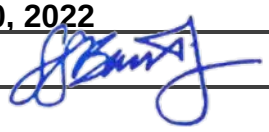
DEPARTMENT DIRECTOR-LEVEL SIGNATURE FOR EXCEPTIONS

Exceptions must be signed by a Department Director-level agency representative, or their designee, and not the Project Manager. Insert electronic signature or sign below:

Full Name: **Sam Bautista, P.E.**

Title: **Deputy Director of Public Works**

Date: **June 30, 2022**

Signature: 

Complete Streets Checklist
Implementation of MTC's Complete Streets Policy, Resolution 4493, Adopted 3/25/22

Background

Since 2006, MTC's Complete Streets (CS) Policy has promoted the development of transportation facilities that can be used by all modes. In March 2022, MTC updated its CS policy (Resolution 4493) with the goal of ensuring that people biking, walking, rolling, and taking transit are safely accommodated within the transportation network. This policy works to advance Plan Bay Area 2050 objectives of achieving mode shift, safety, equity, and vehicle miles traveled and greenhouse gas emission reductions, as well as state & local compliance with applicable CS-related laws, policies, and practices, specifically the California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302) and applicable local policies such as the CS resolutions adopted before January 16, 2016 (as part of MTC's OBAG 2 requirements.)

Requirements

MTC's CS Policy requires that all projects (with a total project cost of $250,000 or more) applying for regional discretionary transportation funding – or requesting regional endorsement or approval through MTC - must submit a Complete Streets Checklist (Checklist) to MTC.

Please note that Projects claiming exceptions to CS Policy must complete the Exceptions section on the Checklist and provide a Department Director-level signature.

Additional information and guidance for completing this Checklist can be found at the **MTC Administrative Guidance: Complete Streets Policy Guidance for public agency staff implementing MTC Resolution 4493 at mtc.ca.gov/planning/transportation/complete-streets.**

This form may be downloaded at **mtc.ca.gov/planning/transportation/complete-streets.**

Submittal

Completed Checklists must be emailed to completestreets@bayareametro.gov.

PROJECT INFORMATION	
Project Name/Title:	School Street/Spruce Avenue and Hillside Boulevard Safety and Access Improvement Project
Project Area/Location(s): Attach map if available.	On School Street/Spruce Avenue between Hillside Boulevard and Beech Avenue and on Hillside Boulevard from School Street/Spruce Avenue to Claremont Avenue in the City of South San Francisco

PROJECT DESCRIPTION: (300-word limit)

The Project would provide street and sidewalk improvements on Spruce Avenue/School Street and on Hillside Boulevard, as part of a community developed and supported Safe Routes to Schools program. Improvements will enhance the safety of students walking or

Please indicate project phase (Planning, **PE,** ENV, ROW, CON, O&M)

May attach additional project documents, cross sections, plan view, or other supporting materials.

CONTACT INFORMATION

Contact Name & Title:	**Contact Email:**	**Contact Phone:**
Matthew Ruble, Princip	Matthew.Ruble@ssf.net	(650) 829-6671

Agency: City of South San Francisco

Topic	CS Policy Consideration	YES	NO	Required Description	Description
1. Bicycle, Pedestrian and Transit Planning	Does Project implement relevant Plans, or other locally adopted recommendations? Plan examples include: • City/County General + Area Plans • Bicycle, Pedestrian & Transit Plan • Community-Based Transportation Plan • ADA Transition Plan • Station Access Plan • Short-Range Transit Plan • Vision Zero/Systematic Safety Plan	☒	☐	Please provide detail on Plan recommendations affecting Project area, if any, with Plan adoption date. If Project is inconsistent with adopted Plans, please provide explanation.	The project implements recommendations and/or goals described in the draft 2022 Active South City plan, the 2011 South San Francisco Bicycle Master Plan, the South San Francisco Pedestrian Master Plan, and Plan Bay Area 2050. The Active South City Plan, recommends
2. Active Transportation Network	Does the project area contain segments of the regional Active Transportation (AT) Network? See AT Network map on the MTC Complete Streets webpage.	☒	☐	If yes, describe how project adheres to the NACTO All Ages and Abilities design principles. See *All Ages and Abilities and Design Guidelines* below.	The project will provide safety improvements at the four uncontrolled crosswalks by installing a traffic signal, new crosswalks, lighting

Topic	CS Policy Consideration	YES	NO	Required Description	Description
2. Active Transportation Network (Cont.)					
3. Safety and Comfort	A. Is the Project on a known High Injury Network (HIN) or has a local traffic safety analysis found a high incidence of bicyclist/pedestrian-involved crashes within the project area?	☒	☐	Please summarize the traffic safety conditions and describe Project's traffic safety measures. The Bay Area Vision Zero System may be a resource.	Between 2013-2017, Spruce Avenue was the site of nine collisions, one involved a pedestrian injury and one involved a bicyclist injury. The project will improve safety by marking crosswalks for
	B. Does the project seek to improve bicyclist and/or pedestrian conditions? If the project includes a bikeway, was a Level of Traffic Stress (LTS), or similar user experience analyses conducted?	☒	☐	Describe how project seeks to provide low-stress transportation facilities or reduce a facility's LTS.	Hillside Boulevard has a Walk Score of 58 out of 100. This location is 'Somewhat walkable"; and its Bike Score is 20 - "Somewhat Bikeable" with minimal infrastructure.
4. **Transit Coordination**	A. Are there existing public transit facilities (stop or station) in the project area?	☐	☒	List transit facilities (stop, station, or route) and all affected agencies.	
	B. Have all potentially affected transit agencies had the opportunity to review this project?	☐	☒	Please attach confirmation email from transit operator(s) to email.	n/a

Topic	CS Policy Consideration	YES	NO	Required Description	Description
	C. Is there a MTC Mobility Hub within the project area?	☐	☒	If yes, please describe outreach to mobility providers, and Project's Hub-supportive elements.	
5. Design	Does the project meet professional design standards or guidelines appropriate for bicycle and/or pedestrian facilities?	☒	☐	Please provide Class designation for bikeways. Cite design standards used.	(AASHTO), (ADAAG), (NACTO), City Standards
6. Equity	Will Project improve active transportation in an Equity Priority Community?	☒	☐	Please list EPC(s) affected.	Plan Bay Area 2050 (2021) identifies the project area as an "Equity Priority Community" (census tract 4602100).
7. BPAC Review	Has a local (city or county) Bicycle and Pedestrian Advisory Commission (BPAC) reviewed this checklist (or for OBAG 3, this project)?	☐	☒	Please provide meeting date(s) and a summary of comments, if any.	The South San Francisco Bicycle and Pedestrian Advisory Committee (BPAC) was provided the Complete Streets Checklist for review on June 28, 2022. The BPAC and Bike East Bay were engaged in the development of the Active SSF Plan. .

Statement of Compliance	YES
The proposed Project complies with California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302, MTC Complete Streets Policy (Reso. 4493), and locally adopted Complete Streets resolutions (adopted as OBAG 2 (Reso. 4202) requirement, Resolution 4202.)	☒

If no, complete Statement of Exception and obtain necessary signature.

Statement of Exception	YES	Provide Documentation or Explanation	Documentation Explanation
1. The affected roadway is legally prohibited for use by bicyclists and/or pedestrians.	☐	If yes, please cite language and agency citing prohibited use.	
2. The costs of providing Complete Streets improvements are excessively disproportionate to the need or probable use (defined as more than 20 percent for Complete Streets elements of the total project cost).	☐	If claimed, the agency must include proportionate alternatives and still provide safe accommodation of people biking, walking and rolling.	
3. There is a documented Alternative Plan to implement Complete Streets and/or on a nearby parallel route.	☐	Describe Alternative Plan/Project	
4. Conditions exist in which policy requirements may not be able to be met, such as fire and safety specifications, spatial conflicts on the roadway with transit or environmental concerns, defined as abutting conservation land or severe topological constraints.	☐	Describe condition(s) that prohibit implementation of CS policy requirements	

SIGNATURES / NOTIFICATIONS

TRANSIT
The project sponsor shall communicate and coordinate with all transit agencies with operations affected by the proposed project. If a project includes a transit stop/station, or is located along a transit route, the Checklist must include written documentation (e.g. email) with the affected transit agency(ies) to confirm transit agency coordination and acknowledgement of the project. A CS Checklist Transit Agency Contact List is available for reference.

DEPARTMENT DIRECTOR-LEVEL SIGNATURE FOR EXCEPTIONS
Exceptions must be signed by a Department Director-level agency representative, or their designee, and not the Project Manager. Insert electronic signature or sign below :

Full Name:
Title:
Date:
Signature:

All Ages and Abilities and Design Guidelines

All Ages and Abilities

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

Projects on the AT Network shall incorporate design principles based on designing for "All Ages and Abilities," contextual guidance provided by the National Association of City Transportation Officials (NACTO), and consistent with state and national best practices. A facility that serves "all ages and abilities" is one that effectively serves the mobility needs of children, older adults, and people with disabilities and in doing so, works for everyone else. The all ages and abilities approach also strives to serve all users, regardless of age, ability, ethnicity, race, sex, income, or disability, by embodying national and international best practices related to traffic calming, speed reduction, and roadway design to increase user safety and comfort. This approach also includes the use of traffic calming elements or facilities separated from motor vehicle traffic, both of which can offer a greater feeling of safety and appeal to a wider spectrum of the public.

Design best practices for safe street crossings, pedestrian facilities, and Americans with Disabilities Act (ADA) accessibility at transit stops, and bicycle/micromobility facilities on the AT Network should be incorporated throughout the entirety of the project. The Proposed Public Rights-of-Way Accessibility Guidelines (PROWAG) by the U.S. Access Board should also be referenced during design.

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Design Guidance

Examples of applicable design guidance documents include (but are not limited to): American Association of State Highway and Transportation Officials (AASHTO) - *A Policy on Geometric Design of Highway and Streets, Guide for the Development of Bicycle Facilities, Guide for the Planning, Design, and Operation of Pedestrian Facilities; Public Right-of-Way Accessibility Guide* (PROWAG); *Manual on Uniform Traffic Control Devices* (MUTCD); *Americans with Disabilities Act Accessibility Guidelines* (ADAAG); National Association of City Transportation Officials (NACTO) - *Urban Bikeway Design Guide.*

Complete Streets Checklist
Implementation of MTC's Complete Streets Policy, Resolution 4493, Adopted 3/25/22

Background

Since 2006, MTC's Complete Streets (CS) Policy has promoted the development of transportation facilities that can be used by all modes. In March 2022, MTC updated its CS policy (Resolution 4493) with the goal of ensuring that people biking, walking, rolling, and taking transit are safely accommodated within the transportation network. This policy works to advance Plan Bay Area 2050 objectives of achieving mode shift, safety, equity, and vehicle miles traveled and greenhouse gas emission reductions, as well as state & local compliance with applicable CS-related laws, policies, and practices, specifically the California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302) and applicable local policies such as the CS resolutions adopted before January 16, 2016 (as part of MTC's OBAG 2 requirements.)

Requirements

MTC's CS Policy requires that all projects (with a total project cost of $250,000 or more) applying for regional discretionary transportation funding – or requesting regional endorsement or approval through MTC - must submit a Complete Streets Checklist (Checklist) to MTC.

Please note that Projects claiming exceptions to CS Policy must complete the Exceptions section on the Checklist and provide a Department Director-level signature.

Additional information and guidance for completing this Checklist can be found at the **MTC Administrative Guidance: Complete Streets Policy Guidance for public agency staff implementing MTC Resolution 4493 at mtc.ca.gov/planning/transportation/complete-streets.**

This form may be downloaded at **mtc.ca.gov/planning/transportation/complete-streets.**

Submittal

Completed Checklists must be emailed to completestreets@bayareametro.gov.

PROJECT INFORMATION	
Project Name/Title:	Kelly Avenue Complete Streets Project
Project Area/Location(s): Attach map if available.	Kelly Avenue between Main Street and the entrance to Half Moon Bay State Beach in the City of Half Moon Bay, San Mateo County, California. Attachment 1 and 2 is a Project Vicinity Map and a Project Location Map.

PROJECT DESCRIPTION: (300-word limit)

The Kelly Avenue Complete Streets Project will provide a safer and accessible access for pedestrians, bicyclists, motorists, and all other modes of transportation to a critical arterial street serving as a link between the Downtown Area (Main Street) and Half Moon Bay State Beach. Expanded access on Kelly Avenue, consistent with Coastal Act policies, will allow for diverse, equitable, and affordable transportation options for low-income families. Kelly Avenue serves as an access point for residents and visitors to the California Coastal Trail, Naomi Patridge Trail, local bus routes, and ultimately to other beaches and parks along the Coastside. This important corridor is currently lacking adequate infrastructure for all users and has been highlighted repeatedly for safety concerns, especially for bicyclists and pedestrians.

Improving access on Kelly Avenue for all users will support climate goals, encourage alternative modes of transport, decrease transportation-related greenhouse gas emissions, and enhance economic mobility. Safer access for all users will support physical and mental health by encouraging active modes of transportation over automobile trips by connecting residents to local jobs and safer access for students. Enhanced access for residents and visitors to the current connectivity afforded by the California Coastal Trail as well as the shopping, dining, and essential services available in downtown area of Half Moon Bay.

Please indicate project phase (Planning, PE, ENV, ROW, CON, O&M)

May attach additional project documents, cross sections, plan view, or other supporting materials.

CONTACT INFORMATION

Contact Name & Title:	**Contact Email:**	**Contact Phone:**
Jonathan Woo, Assistant Engineer	jwoo@hmbcity.com	650-726-8265

Agency:
City of Half Moon Bay

Topic	CS Policy Consideration	YES	NO	Required Description	Description
1. Bicycle, Pedestrian and Transit Planning	Does Project implement relevant Plans, or other locally adopted recommendations? Plan examples include: • City/County General + Area Plans • Bicycle, Pedestrian & Transit Plan • Community-Based Transportation Plan • ADA Transition Plan • Station Access Plan • Short-Range Transit Plan • Vision Zero/Systematic Safety Plan	☒	☐	Please provide detail on Plan recommendations affecting Project area, if any, with Plan adoption date. If Project is inconsistent with adopted Plans, please provide explanation.	The project is consistent with the City's certified Local Coastal Plan (LCP), which serves as the City's General Plan. The project implements projects identified in the Bicycle and Pedestrian Master Plan and will bring the entirety of Kelly Avenue into compliance with the City's ADA Transition Plan.
2. Active Transportation Network	Does the project area contain segments of the regional Active Transportation (AT) Network? See AT Network map on the MTC Complete Streets webpage.	☒	☐	If yes, describe how project adheres to the NACTO All Ages and Abilities design principles. See *All Ages and Abilities and Design Guidelines* below.	The speed limit along the Kelly Avenue corridor is 25 mph which hold an average daily traffic count between 3,000 - 6,000, bidirectional, according to the Streetlight Database. Assuming that each direction produces 50% of trips, the average daily traffic count for a single lane in each direction would be between 1,500 - 3,000 for each direction. With that said, a conventional bicycle lane would be adequate. During the design phase of the project, the City and its consultants will look into addressing low curbside activity and/or low congestion pressure. The project is located within the Coastal Zone and will be subject to Coastal Access Policies which may include competing interests between automobile access/parking and other modes of travel. it is our intent to focus on Pedestrian and Bicycle modes, which may require removal of on-street parking.

Topic	CS Policy Consideration	YES	NO	Required Description	Description
2. Active Transportation Network (Cont.)					
3. Safety and Comfort	A. Is the Project on a known High Injury Network (HIN) or has a local traffic safety analysis found a high incidence of bicyclist/pedestrian-involved crashes within the project area?	☒	☐	Please summarize the traffic safety conditions and describe Project's traffic safety measures. The Bay Area Vision Zero System may be a resource.	According to UC Berkeley SWITRS Database, a total of 22 crashes occurred along the project corridor within the past 10 + years, representing a significant number of incidents within the 4500' corridor.
	B. Does the project seek to improve bicyclist and/or pedestrian conditions? If the project includes a bikeway, was a Level of Traffic Stress (LTS), or similar user experience analyses conducted?	☒	☐	Describe how project seeks to provide low-stress transportation facilities or reduce a facility's LTS.	Project provides new low-stress transportation for both pedestrians and bicyclists west of Alsace Lorraine. Presently, pedestrians are forced to walk in the travel way or compete with bicyclists on the unprotected bike lane. The project seeks to provide safe bicycle connectivity from Main Street to the California Coastal Trail while also ensuring safe and accessible travel by pedestrians or disabled persons on the same corridor.
4. **Transit Coordination**	A. Are there existing public transit facilities (stop or station) in the project area?	☒	☐	List transit facilities (stop, station, or route) and all affected agencies.	SamTrans Bus Routes 17 & 18 travel through Kelly Avenue between Highway 1 and Main Street. Bus Route 294 also has a bus stop at the southeast corner of Main Street and Kelly Avenue.
	B. Have all potentially affected transit agencies had the opportunity to review this project?	☒	☐	Please attach confirmation email from transit operator(s) to email.	City has received a confirmation email and letter from SamTran acknowledging that the project will be within two stops and the routes of two local bus routes. City will continue to work and coordinate with SamTrans throughout the project design and construction. Please see the Attachment 7 and 8 for the support letter from SamTrans along with the email correspondence between SamTrans representatives and the City of Half Moon Bay.

Topic	CS Policy Consideration	YES	NO	Required Description	Description
	C. Is there a MTC Mobility Hub within the project area?	☒	☐	If yes, please describe outreach to mobility providers, and Project's Hub-supportive elements.	The mobility hub located on the database is understood to be generalized to the City of Half Moon Bay and the Highway 1 corridor. The City has initiated contact with and will coordinate with SAMTrans, the main mobility service provider, and local community based-organizations (such as Senior Coastsiders) to ensure the project is supportive of the mobility needs of those that may utilize mobility services such as seniors and those with disabilities.
5. Design	Does the project meet professional design standards or guidelines appropriate for bicycle and/or pedestrian facilities?	☒	☐	Please provide Class designation for bikeways. Cite design standards used.	The project design will meet professional design standards and guidelines adopted by the City including those contained in the contained in the City Bicycle and Pedestrian Master Plan, California Title 24, and ADA Standards.
6. Equity	Will Project improve active transportation in an Equity Priority Community?	☐	☒	Please list EPC(s) affected.	The project is not located with an EPC, however the Kelly Avenue Complete Streets Project is located within two GeoIDs, 0608161301 and 0608163700, both of which are established as a Disadvantaged Indicator and a Resilience Disadvantaged Indicator as shown in Attachment 5.
7. BPAC Review	Has a local (city or county) Bicycle and Pedestrian Advisory Commission (BPAC) reviewed this checklist (or for OBAG 3, this project)?	☒	☐	Please provide meeting date(s) and a summary of comments, if any.	City Staff intends to present the proposed grant application at the July 7, 2022 meeting of the City's Bicycle Pedestrian Advisory Committee. Additionally, the C/CAG BPAC will be reviewing the checklist.

Statement of Compliance	YES
The proposed Project complies with California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302, MTC Complete Streets Policy (Reso. 4493), and locally adopted Complete Streets resolutions (adopted as OBAG 2 (Reso. 4202) requirement, Resolution 4202.)	☒

If no, complete Statement of Exception and obtain necessary signature.

Statement of Exception	YES	Provide Documentation or Explanation	Documentation Explanation
1. The affected roadway is legally prohibited for use by bicyclists and/or pedestrians.	☐	If yes, please cite language and agency citing prohibited use.	
2. The costs of providing Complete Streets improvements are excessively disproportionate to the need or probable use (defined as more than 20 percent for Complete Streets elements of the total project cost).	☐	If claimed, the agency must include proportionate alternatives and still provide safe accommodation of people biking, walking and rolling.	
3. There is a documented Alternative Plan to implement Complete Streets and/or on a nearby parallel route.	☐	Describe Alternative Plan/Project	
4. Conditions exist in which policy requirements may not be able to be met, such as fire and safety specifications, spatial conflicts on the roadway with transit or environmental concerns, defined as abutting conservation land or severe topological constraints.	☐	Describe condition(s) that prohibit implementation of CS policy requirements	

SIGNATURES / NOTIFICATIONS

TRANSIT

The project sponsor shall communicate and coordinate with all transit agencies with operations affected by the proposed project. If a project includes a transit stop/station, or is located along a transit route, the Checklist must include written documentation'(e.g. email) with the affected transit agency(ies) to confirm transit agency coordination and acknowledgement of the project. A CS Checklist Transit A11,encv Contact List is available for reference.

DEPARTMENT DIRECTOR-LEVEL SIGNATURE FOR EXCEPTIONS

Exceptions must be signed by a Department Director-level agency representative, or their designee, and not the Project Manager. Insert electronic signature or sign below :

Full Name: John Dough_ty
Title: 7v b\tc. v'l,c,(' C>1v-ectov--
Date: Jv .30 ,2022
SignaC::::=:::::;k,7 C-= :_--.=---_,...

All Ages and Abilities and Design Guidelines

All Ages and Abilities

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

Projects on the AT Network shall incorporate design principles based on designing for "All Ages and Abilities," contextual guidance provided by the National Association of City Transportation Officials (NACTO), and consistent with state and national best practices. A facility that serves "all ages and abilities" is one that effectively serves the mobility needs of children, older adults, and people with disabilities and in doing so, works for everyone else. The all ages and abilities approach also strives to serve all users, regardless of age, ability, ethnicity, race, sex, income, or disability, by embodying national and international best practices related to traffic calming, speed reduction, and roadway design to increase user safety and comfort. This approach also includes the use of traffic calming elements or facilities separated from motor vehicle traffic, both of which can offer a greater feeling of safety and appeal to a wider spectrum of the public.

Design best practices for safe street crossings, pedestrian facilities, and Americans with Disabilities Act (ADA) accessibility at transit stops, and bicycle/micromobility facilities on the AT Network should be incorporated throughout the entirety of the project. The Proposed Public Rights-of-Way Accessibility Guidelines (PROWAG) by the U.S. Access Board should also be referenced during design.

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Design Guidance

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METROPOLITAN TRANSPORTATION COMMISSION

Complete Streets Checklist

Implementation of MTC's Complete Streets Policy, Resolution 4493, Adopted 3/25/22

Background

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This form may be downloaded at https://mtc.ca.gov/planning/transportation/complete-streets.

Submittal

Completed Checklists ***must be emailed*** to completestreets@bayareametro.gov.

PROJECT INFORMATION
Project Name/Title: Runnymede Street Improvement Project
Project Area/Location(s): City of East Palo Alto between Pulgas Avenue and the Bay Trail

PROJECT DESCRIPTION: (300-word limit)
Please indicate project phase (Planning)
Runnymede Street between Pulgas Avenue and the eastern end is in disrepair and will require reconstruction of the subgrade and road surface. The project will also include drainage, storm drain, sidewalk, driveway, bike lane (Class III), and Safe Route to School (traffic calming and enhanced crossing) Improvements. These improvements will enhance connection to the local school and the Bay Trail and reduce local flooding.

CONTACT INFORMATION		
Contact Name & Title: Adrian Biggs, PE Associate Engineer	**Contact Email:** abiggs@cityofepa.org	**Contact Phone:** (650) 338-8404
Agency: City of East Palo Alto		

Topic	CS Policy Consideration	YES	NO	Required Description
1. Bicycle, Pedestrian and Transit Planning	Does Project implement relevant Plans, or other locally adopted recommendations? Plan examples include: • City/County General + Area Plans • Bicycle, Pedestrian & Transit Plan • Community-Based Transportation Plan • ADA Transition Plan • Station Access Plan • Short-Range Transit Plan • Vision Zero/Systematic Safety Plan	☒	☐	This project would implement sidewalk recommendations outlined in the City of East Palo Alto General Plan 2035.
2. Active Transportation Network	Does the project area contain segments of the regional Active Transportation (AT) Network? [See AT Network map on the MTC Complete Streets webpage.]	☐	☒	If yes, describe how project adheres to the NACTO All Ages and Abilities design principles. See Attachment 1.
3. Safety and Comfort	A. Is the Project on a known High Injury Network (HIN) or has a local traffic safety analysis found a high incidence of bicyclist/ pedestrian-involved crashes within the project area?	☒	☐	The proposed project location falls within MTC's equity priority communities. Portions of Runnymede Street that lead to the proposed project site fall within the

Topic	CS Policy Consideration	YES	NO	Required Description
				San Mateo CountyYouth-Based HIN. Additionally, Runnymede Street is one of the top 5 safety priority corridors in the city. Five collisions occurred on Runnymede between 2014-2020 and three were youth-involved, one was pedestrian involved, and one was fatal or severe. A school categorized by San Mateo County as a priority school is also located on Runnymede Street within the proposed project location.
	B. Does the project seek to improve bicyclist and/or pedestrian conditions? If the project includes a bikeway, was a Level of Traffic Stress (LTS), or similar user experience analyses conducted?	☒	☐	This project would help provide a low-stress facility by adding class III bike lanes and new sidewalk.
4. Transit Coordination	A. Are there existing public transit facilities (stop or station) in the project area?	☐	☒	List transit facilities (stop, station, or route) and all affected agencies.
	B. Have all potentially affected transit agencies had the opportunity to review this project?	☐	☒	N/A
	C. Is there a MTC Mobility Hub within the project area?	☐	☒	If yes, please describe outreach to mobility providers, and Project's Hub-supportive elements.

Topic	CS Policy Consideration	YES	NO	Required Description
5. Design	Does the project meet professional design standards or guidelines appropriate for bicycle and/or pedestrian facilities?	☒	☐	Class III bike lanes will be added in the proposed project area. The design will follow NACTO guidelines.
6. Equity	Will Project improve active transportation in an Equity Priority Community?	☒	☐	The City of East Palo Alto is categorized as an Equity Priority Community. The proposed project includes the installation of new sidewalk and class III bike lanes.
7. BPAC Review	Has a local (city or county) Bicycle and Pedestrian Advisory Commission (BPAC) reviewed this checklist (or for OBAG 3, this project)?	☐	☒	The City of East Palo Alto does not have a Bicycle and Pedestrian Advisory Commission (BPAC).

Statement of Compliance	YES
The proposed Project complies with California Complete Street Act of 2008 (*Gov. Code Sections 65040.2 and 65302, MTC Complete Streets Policy (Reso. 4493*), **and locally adopted Complete Streets resolutions** (*adopted as OBAG 2 (Reso. 4202) requirement, Resolution 4202*).	☒

If no, complete Statement of Exception and obtain necessary signature.

Statement of Exception	YES		Provide Documentation or Explanation
1. The affected roadway is legally prohibited for use by bicyclists and/or pedestrians.	☐		If yes, please cite language and agency citing prohibited use.
2. The costs of providing Complete Streets improvements are excessively disproportionate to the need or probable use (defined as more than 20 percent for Complete Streets elements of the total project cost).	☐		If claimed, the agency must include proportionate alternatives and still provide safe accommodation of people biking, walking and rolling.
3. There is a documented Alternative Plan to implement Complete Streets and/or on a nearby parallel route.	☐		Describe Alternative Plan/Project
4. Conditions exist in which policy requirements may not be able to be met, such as fire and safety specifications, spatial conflicts on the roadway with transit or environmental concerns, defined as abutting conservation land or severe topological constraints.	☐	☐	Describe condition(s) that prohibit implementation of CS policy requirements

SIGNATURES / NOTIFICATIONS

TRANSIT

The project sponsor shall communicate and coordinate with all transit agencies with operations affected by the proposed project. If a project includes a transit stop/station, or is located along a transit route, the Checklist must include written documentation (e.g. email) with the affected transit agency(ies) to confirm transit agency coordination and acknowledgement of the project. A CS Checklist Transit Agency Contact List is available for reference.

DEPARTMENT DIRECTOR-LEVEL SIGNATURE FOR EXCEPTIONS

Exceptions must be signed by a Department Director-level agency representative, or their designee, and not the Project Manager. Insert electronic signature or sign below:

Full Name: _____

Title: _____

Date: _____

Signature: _____

ATTACHMENT 1 – All Ages and Abilities and Guidelines

1. All Ages and Abilities

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

Projects on the AT Network shall incorporate design principles based on designing for "All Ages and Abilities," contextual guidance provided by the National Association of City Transportation Officials (NACTO), and consistent with state and national best practices. A facility that serves "all ages and abilities" is one that effectively serves the mobility needs of children, older adults, and people with disabilities and in doing so, works for everyone else. The all ages and abilities approach also strives to serve all users, regardless of age, ability, ethnicity, race, sex, income, or disability, by embodying national and international best practices related to traffic calming, speed reduction, and **roadway design to increase user safety and comfort. This approach also includes the** use of traffic calming elements or facilities separated from motor vehicle traffic, both of which can offer a greater feeling of safety and appeal to a wider spectrum of the public.

Design best practices for safe street crossings, pedestrian facilities, and Americans with Disabilities Act (ADA) accessibility at transit stops, and bicycle/micromobility facilities on the AT Network should be incorporated throughout the entirety of the project. The Proposed Public Rights-of-Way Accessibility Guidelines (PROWAG) by the U.S. Access Board should also be referenced during design. (See table on next page for guidelines)

2. Design Guidance

Examples of applicable design guidance documents include (but are not limited to): American Association of State Highway and Transportation Officials (AASHTO) – *A Policy on Geometric Design of Highway and Streets, Guide for the Development of Bicycle Facilities, Guide for the Planning, Design, and Operation of Pedestrian Facilities; Public Right-of-Way Accessibility Guide (PROWAG); Manual on Uniform Traffic Control Devices (MUTCD); Americans with Disabilities Act Accessibility Guidelines (ADAAG)*; National Association of City Transportation Officials (NACTO) – *Urban Bikeway Design Guide*.

-

Contextual Guidance for Selecting All Ages & Abilities Bikeways

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

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

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

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

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

Complete Streets Checklist
Implementation of MTC's Complete Streets Policy, Resolution 4493, Adopted 3/25/22

Background

Since 2006, MTC's Complete Streets (CS) Policy has promoted the development of transportation facilities that can be used by all modes. In March 2022, MTC updated its CS policy (Resolution 4493) with the goal of ensuring that people biking, walking, rolling, and taking transit are safely accommodated within the transportation network. This policy works to advance Plan Bay Area 2050 objectives of achieving mode shift, safety, equity, and vehicle miles traveled and greenhouse gas emission reductions, as well as state & local compliance with applicable CS-related laws, policies, and practices, specifically the California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302) and applicable local policies such as the CS resolutions adopted before January 16, 2016 (as part of MTC's OBAG 2 requirements.)

Requirements

MTC's CS Policy requires that all projects (with a total project cost of $250,000 or more) applying for regional discretionary transportation funding – or requesting regional endorsement or approval through MTC - must submit a Complete Streets Checklist (Checklist) to MTC.

Please note that Projects claiming exceptions to CS Policy must complete the Exceptions section on the Checklist and provide a Department Director-level signature.

Additional information and guidance for completing this Checklist can be found at the **MTC Administrative Guidance: Complete Streets Policy Guidance for public agency staff implementing MTC Resolution 4493 at mtc.ca.gov/planning/transportation/complete-streets.**

This form may be downloaded at **mtc.ca.gov/planning/transportation/complete-streets.**

Submittal

Completed Checklists must be emailed to completestreets@bayareametro.gov.

PROJECT INFORMATION	
Project Name/Title:	Bay Road Complete Street Rehabilitation Project
Project Area/Location(s): Attach map if available.	Bay Road, 5th Avenue to 15th Avenue/Spring Street in unincorporated North Fair Oaks (San Mateo County jurisdiction) and City of Redwood

PROJECT DESCRIPTION: (300-word limit)

The County of San Mateo, in partnership with the City of Redwood City, will plan, design and construct the Project to increase safety for

Please indicate project phase (Planning, PE, ENV, ROW, CON, O&M)

May attach additional project documents, cross sections, plan view, or other supporting materials.

CONTACT INFORMATION

Contact Name & Title:	**Contact Email:**	**Contact Phone:**
Ann Stillman	astillman@smcgov.org	650.599.1497
Agency: San Mateo County		

Topic	CS Policy Consideration	YES	NO	Required Description	Description
1. Bicycle, Pedestrian and Transit Planning	Does Project implement relevant Plans, or other locally adopted recommendations? Plan examples include: • City/County General + Area Plans • Bicycle, Pedestrian & Transit Plan • Community-Based Transportation Plan • ADA Transition Plan • Station Access Plan • Short-Range Transit Plan • Vision Zero/Systematic Safety Plan	☒	☐	Please provide detail on Plan recommendations affecting Project area, if any, with Plan adoption date. If Project is inconsistent with adopted Plans, please provide explanation.	2021 San Mateo Countywide Bicycle and Pedestrian Plan - recommends separated bike lane on Bay Road and project is in a Pedestrian Focus Area. 2022 Redwood City Walk Bike Thrive recommends traffic calming and class 2 or 4 bike facility on Bay and class 3 bike route on Haven Avenue.
2. Active Transportation Network	Does the project area contain segments of the regional Active Transportation (AT) Network? See AT Network map on the MTC Complete Streets webpage.	☒	☐	If yes, describe how project adheres to the NACTO All Ages and Abilities design principles. See *All Ages and Abilities and Design Guidelines* below.	Project includes traffic calming to slow the speed of traffic. Project goal is to create a separated bike facility - the design will be informed by the ROW width and traffic study to confirm feasibility of removing the center-turn land and/or parking.

Topic	CS Policy Consideration	YES	NO	Required Description	Description
2. Active Transportation Network (Cont.)					Bus stop improvements, sidewalk repairs, and curb ramps will be ADA-compliant and consistent with PROWAG guidelines.
3. Safety and Comfort	A. Is the Project on a known High Injury Network (HIN) or has a local traffic safety analysis found a high incidence of bicyclist/pedestrian-involved crashes within the project area?	X		Please summarize the traffic safety conditions and describe Project's traffic safety measures. The Bay Area Vision Zero System may be a resource.	16 collisions in the last 5 years - 5 involved peds and 2 involved bikes. Primary collision factors were speeding and failure to yield to pedestrians.
	B. Does the project seek to improve bicyclist and/or pedestrian conditions? If the project includes a bikeway, was a Level of Traffic Stress (LTS), or similar user experience analyses conducted?	X		Describe how project seeks to provide low-stress transportation facilities or reduce a facility's LTS.	Existing Level of Stress is 3 - with no dedicated bicycle facility. Traffic calming elements, bus stop improvements, and new bike facilities will reduce the LTS on Bay Road. Ped crossing improvements will also improve ped conditions.
4. **Transit Coordination**	A. Are there existing public transit facilities (stop or station) in the project area?	X		List transit facilities (stop, station, or route) and all affected agencies.	SamTrans Routes 79 and 270
	B. Have all potentially affected transit agencies had the opportunity to review this project?	X		Please attach confirmation email from transit operator(s) to email.	See attached Letter of Support from SamTrans

Topic	CS Policy Consideration	YES	NO	Required Description	Description
	C. Is there a MTC Mobility Hub within the project area?	☐	☒	If yes, please describe outreach to mobility providers, and Project's Hub-supportive elements.	
5. Design	Does the project meet professional design standards or guidelines appropriate for bicycle and/or pedestrian facilities?	☒	☐	Please provide Class designation for bikeways. Cite design standards used.	TBD (est. Class 2 or Class 4) will use HDM, NACTO Bike Guide, Caltrans Standard Plans and Specifications, CA MUTCD, as applicable
6. Equity	Will Project improve active transportation in an Equity Priority Community?	☒	☐	Please list EPC(s) affected.	See Map B
7. BPAC Review	Has a local (city or county) Bicycle and Pedestrian Advisory Commission (BPAC) reviewed this checklist (or for OBAG 3, this project)?	☒	☐	Please provide meeting date(s) and a summary of comments, if any.	Redwood City's Transportation Advisory Committee supported project application at 6/14/22 meeting

Statement of Compliance	YES
The proposed Project complies with California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302, MTC Complete Streets Policy (Reso. 4493), and locally adopted Complete Streets resolutions (adopted as OBAG 2 (Reso. 4202) requirement, Resolution 4202.)	X☐

If no, complete Statement of Exception and obtain necessary signature.

Statement of Exception	YES	Provide Documentation or Explanation	Documentation Explanation
1. The affected roadway is legally prohibited for use by bicyclists and/or pedestrians.	☐	If yes, please cite language and agency citing prohibited use.	
2. The costs of providing Complete Streets improvements are excessively disproportionate to the need or probable use (defined as more than 20 percent for Complete Streets elements of the total project cost).	☐	If claimed, the agency must include proportionate alternatives and still provide safe accommodation of people biking, walking and rolling.	
3. There is a documented Alternative Plan to implement Complete Streets and/or on a nearby parallel route.	☐	Describe Alternative Plan/Project	
4. Conditions exist in which policy requirements may not be able to be met, such as fire and safety specifications, spatial conflicts on the roadway with transit or environmental concerns, defined as abutting conservation land or severe topological constraints.	☐	Describe condition(s) that prohibit implementation of CS policy requirements	

SIGNATURES / NOTIFICATIONS

TRANSIT
The project sponsor shall communicate and coordinate with all transit agencies with operations affected by the proposed project. If a project includes a transit stop/station, or is located along a transit route, the Checklist must include written documentation (e.g. email) with the affected transit agency(ies) to confirm transit agency coordination and acknowledgement of the project. A CS Checklist Transit Agency Contact List is available for reference.

DEPARTMENT DIRECTOR-LEVEL SIGNATURE FOR EXCEPTIONS
Exceptions must be signed by a Department Director-level agency representative, or their designee, and not the Project Manager. Insert electronic signature or sign below :

Full Name:
Title:
Date:
Signature:

All Ages and Abilities and Design Guidelines

All Ages and Abilities

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

Projects on the AT Network shall incorporate design principles based on designing for "All Ages and Abilities," contextual guidance provided by the National Association of City Transportation Officials (NACTO), and consistent with state and national best practices. A facility that serves "all ages and abilities" is one that effectively serves the mobility needs of children, older adults, and people with disabilities and in doing so, works for everyone else. The all ages and abilities approach also strives to serve all users, regardless of age, ability, ethnicity, race, sex, income, or disability, by embodying national and international best practices related to traffic calming, speed reduction, and roadway design to increase user safety and comfort. This approach also includes the use of traffic calming elements or facilities separated from motor vehicle traffic, both of which can offer a greater feeling of safety and appeal to a wider spectrum of the public.

Design best practices for safe street crossings, pedestrian facilities, and Americans with Disabilities Act (ADA) accessibility at transit stops, and bicycle/micromobility facilities on the AT Network should be incorporated throughout the entirety of the project. The Proposed Public Rights-of-Way Accessibility Guidelines (PROWAG) by the U.S. Access Board should also be referenced during design.

<table>
<tr><th colspan="4">Contextual Guidance for Selecting All Ages & Abilities Bikeways</th></tr>
<tr><th colspan="3">Roadway Context</th><th rowspan="2">All Ages & Abilities Bicycle Facility</th></tr>
<tr><th>Target Motor Vehicle Speed*</th><th>Target Max. Motor Vehicle Volume (ADT)</th><th>Motor Vehicle Lanes</th><th>Key Operational Considerations</th></tr>
<tr><td colspan="2">Any</td><td>Any</td><td>Any of the following: high curbside activity, frequent buses, motor vehicle congestion, or turning conflicts‡</td><td>Protected Bicycle Lane</td></tr>
<tr><td>< 10 mph</td><td>Less relevant</td><td rowspan="2">No centerline, or single lane one-way</td><td>Pedestrians share the roadway</td><td>Shared Street</td></tr>
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<tr><td rowspan="3">Greater than 26 mph†</td><td rowspan="2">≤ 6,000</td><td>Single lane each direction</td><td rowspan="2">Low curbside activity, or low congestion pressure</td><td>Protected Bicycle Lane, or Reduce Speed</td></tr>
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<tr><td>Greater than 6,000</td><td>Any</td><td>Any</td><td>Protected Bicycle Lane, or Bicycle Path</td></tr>
<tr><td colspan="2" rowspan="2">High-speed limited access roadways, natural corridors, or geographic edge conditions with limited conflicts</td><td rowspan="2">Any</td><td>High pedestrian volume</td><td>Bike Path with Separate Walkway or Protected Bicycle Lane</td></tr>
<tr><td>Low pedestrian volume</td><td>Shared-Use Path or Protected Bicycle Lane</td></tr>
</table>

Design Guidance

Examples of applicable design guidance documents include (but are not limited to): American Association of State Highway and Transportation Officials (AASHTO) - *A Policy on Geometric Design of Highway and Streets, Guide for the Development of Bicycle Facilities, Guide for the Planning, Design, and Operation of Pedestrian Facilities; Public Right-of-Way Accessibility Guide* (PROWAG); *Manual on Uniform Traffic Control Devices* (MUTCD); *Americans with Disabilities Act Accessibility Guidelines* (ADAAG); National Association of City Transportation Officials (NACTO) - *Urban Bikeway Design Guide.*

METROPOLITAN TRANSPORTATION COMMISSION

Complete Streets Checklist

Implementation of MTC's Complete Streets Policy, Resolution 4493, Adopted 3/25/22

Background

Since 2006, MTC's Complete Streets (CS) Policy has promoted the development of transportation facilities that can be used by all modes. In March 2022, MTC updated its CS policy (Resolution 4493) with the goal of ensuring that people biking, walking, rolling, and taking transit are safely accommodated within the transportation network. This policy works to advance Plan Bay Area 2050 objectives of achieving mode shift, safety, equity, and vehicle miles traveled and greenhouse gas emission reductions, as well as state & local compliance with applicable CS-related laws, policies, and practices, specifically the California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302) and applicable local policies such as the CS resolutions adopted before January 16, 2016 (as part of MTC's OBAG 2 requirements.)

Requirements

MTC's CS Policy requires that all projects (with a total project cost of $250,000 or more) applying for regional discretionary transportation funding – or requesting regional endorsement or approval through MTC – must submit a Complete Streets Checklist (Checklist) to MTC.

Please note that Projects claiming exceptions to CS Policy must complete the Exceptions section on the Checklist and provide a Department Director-level signature.

Additional information and guidance for completing this Checklist can be found at the MTC Administrative Guidance: Complete Streets Policy Guidance for public agency staff implementing MTC Resolution 4493 at *https://mtc.ca.gov/planning/transportation/complete-streets*

This form may be downloaded at https://mtc.ca.gov/planning/transportation/complete-streets.

Submittal

Completed Checklists ***must be emailed*** to completestreets@bayareametro.gov.

PROJECT INFORMATION
Project Name/Title: Middle Avenue Pedestrian and Bicycle Undercrossing
Project Area/Location(s): Caltrain tracks ~ 300' north of El Camino Real and Middle Avenue intersection. Location map and school boundary maps attached.

PROJECT DESCRIPTION: (300-word limit)
Construct a separated pedestrian and bicycle undercrossing of the Caltrain tracks in Middle Avenue and a raised crossing and flashing beacon across Alma Street to provide a complete connection

Please indicate project phase (Planning, PE, ENV, ROW, CON, O&M)

Concept Design and 35% plans attached. Complete project study report and additional design documents available as needed

CONTACT INFORMATION

Contact Name & Title:	**Contact Email:**	**Contact Phone:**
Hugh Louch, Assistant Public Works Director	hlouch@menlopark.org	650-330-6741
Agency: City of Menlo Park		

Topic	CS Policy Consideration	YES	NO	Required Description
1. Bicycle, Pedestrian and Transit Planning	Does Project implement relevant Plans, or other locally adopted recommendations? Plan examples include: • City/County General + Area Plans • Bicycle, Pedestrian & Transit Plan • Community-Based Transportation Plan • ADA Transition Plan • Station Access Plan • Short-Range Transit Plan • Vision Zero/Systematic Safety Plan	☒	☐	Both the City of Menlo Park's Transportation Master Plan (November 2020) and the El Camino Real and Downtown Specific Plan (2014) specifically identify this project a priority transportation investment to improve pedestrian and bicycle circulation in the City and support developments along El Camino Real.
2. Active Transportation Network	Does the project area contain segments of the regional Active Transportation (AT) Network? [See AT Network map on the MTC Complete Streets webpage.]	☒	☐	The crossing is a completely separate facility that allows all users of ages and abilities to cross the railroad tracks. None of the other crossings in Menlo Park qualify as an all ages and abilities crossing. (Map excerpt of project location on MTC AT Network)

Topic	CS Policy Consideration	YES	NO	Required Description
3. Safety and Comfort	A. Is the Project on a known High Injury Network (HIN) or has a local traffic safety analysis found a high incidence of bicyclist/ pedestrian-involved crashes within the project area?	☒	☐	There have been multiple collisions, including several fatalities at the Caltrain railroad tracks (safety map and data attached). The street network at each and most of the streets leading to them have been identified as a high injury network for youth by the San Mateo County Office of Education. The new crossing, in combination with other investments, would allow students to bicycle to school on routes that bypass these streets.
	B. Does the project seek to improve bicyclist and/or pedestrian conditions? If the project includes a bikeway, was a Level of Traffic Stress (LTS), or similar user experience analyses conducted?	☒	☐	The Menlo Park Transportation Master Plan identifies the street networks, including El Camino Real, Ravenswood, and others as LTS 3 and 4 routes. The new crossing would be LTS 1 as a completely separated facility. In combination with other investments, it would create an LTS 1 and 2 route between residents, schools, and other key destinations (shopping, civic center, downtown).
4. Transit Coordination	A. Are there existing public transit facilities (stop or station) in the project area?	☒	☐	Samtrans ECR bus route stop (~ 300 feet), Menlo Park Caltrain station (1,500 feet).
	B. Have all potentially affected transit agencies had the opportunity to review this project?	☒	☐	See attached letter from SamTrans
	C. Is there a MTC Mobility Hub within the project area?	☒	☐	There is a mobility hub at the Menlo Park

Topic	CS Policy Consideration	YES	NO	Required Description
				Caltrain station. The City has been coordinating with Caltrain and SamTrans on this project. The project would provide enhanced access to the Menlo Park Caltrain station for residents, employees, and visitors who live or are traveling from west of the Caltrain tracks.
5. Design	Does the project meet professional design standards or guidelines appropriate for bicycle and/or pedestrian facilities?	☒	☐	Class I, tunnel is 20' wide (wider than required for path). Ramps include separate bicycle and pedestrian accommodation.
6. Equity	Will Project improve active transportation in an Equity Priority Community?	☐	☒	None directly. An attached Equity Map provides the project location relative to EPCs.
7. BPAC Review	Has a local (city or county) Bicycle and Pedestrian Advisory Commission (BPAC) reviewed this checklist (or for OBAG 3, this project)?	☒	☐	City Complete Streets Commission reviewed crossing concept design in July 2019. Two public meetings were held for this project, as well as seven City Council or Council Subcommittee meetings. A comprehensive public outreach summary is attached.

Statement of Compliance	YES
The proposed Project complies with California Complete Street Act of 2008 (*Gov. Code Sections 65040.2 and 65302, MTC Complete Streets Policy (Reso. 4493*), **and locally adopted Complete Streets resolutions** (*adopted as OBAG 2 (Reso. 4202) requirement, Resolution 4202*).	☒

If no, complete Statement of Exception and obtain necessary signature.

Statement of Exception	YES		Provide Documentation or Explanation
1. The affected roadway is legally prohibited for use by bicyclists and/or pedestrians.	☐		If yes, please cite language and agency citing prohibited use.
2. The costs of providing Complete Streets improvements are excessively disproportionate to the need or probable use (defined as more than 20 percent for Complete Streets elements of the total project cost).	☐		If claimed, the agency must include proportionate alternatives and still provide safe accommodation of people biking, walking and rolling.
3. There is a documented Alternative Plan to implement Complete Streets and/or on a nearby parallel route.	☐		Describe Alternative Plan/Project
4. Conditions exist in which policy requirements may not be able to be met, such as fire and safety specifications, spatial conflicts on the roadway with transit or environmental concerns, defined as abutting conservation land or severe topological constraints.	☐	☐	Describe condition(s) that prohibit implementation of CS policy requirements

SIGNATURES / NOTIFICATIONS

TRANSIT

The project sponsor shall communicate and coordinate with all transit agencies with operations affected by the proposed project. If a project includes a transit stop/station, or is located along a transit route, the Checklist must include written documentation (e.g. email) with the affected transit agency(ies) to confirm transit agency coordination and acknowledgement of the project. A CS Checklist Transit Agency Contact List is available for reference.

DEPARTMENT DIRECTOR-LEVEL SIGNATURE FOR EXCEPTIONS

Exceptions must be signed by a Department Director-level agency representative, or their designee, and not the Project Manager. Insert electronic signature or sign below:

Full Name: _____

Title: _____

Date: _____

Signature: _____

ATTACHMENT 1 – All Ages and Abilities and Guidelines

1. All Ages and Abilities

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

Projects on the AT Network shall incorporate design principles based on designing for "All Ages and Abilities," contextual guidance provided by the National Association of City Transportation Officials (NACTO), and consistent with state and national best practices. A facility that serves "all ages and abilities" is one that effectively serves the mobility needs of children, older adults, and people with disabilities and in doing so, works for everyone else. The all ages and abilities approach also strives to serve all users, regardless of age, ability, ethnicity, race, sex, income, or disability, by embodying national and international best practices related to traffic calming, speed reduction, and **roadway design to increase user safety and comfort. This approach also includes the** use of traffic calming elements or facilities separated from motor vehicle traffic, both of which can offer a greater feeling of safety and appeal to a wider spectrum of the public.

Design best practices for safe street crossings, pedestrian facilities, and Americans with Disabilities Act (ADA) accessibility at transit stops, and bicycle/micromobility facilities on the AT Network should be incorporated throughout the entirety of the project. The Proposed Public Rights-of-Way Accessibility Guidelines (PROWAG) by the U.S. Access Board should also be referenced during design. (See table on next page for guidelines)

2. Design Guidance

Examples of applicable design guidance documents include (but are not limited to): American Association of State Highway and Transportation Officials (AASHTO) – *A Policy on Geometric Design of Highway and Streets, Guide for the Development of Bicycle Facilities, Guide for the Planning, Design, and Operation of Pedestrian Facilities; Public Right-of-Way Accessibility Guide (PROWAG); Manual on Uniform Traffic Control Devices (MUTCD); Americans with Disabilities Act Accessibility Guidelines (ADAAG)*; National Association of City Transportation Officials (NACTO) – *Urban Bikeway Design Guide*.

Contextual Guidance for Selecting All Ages & Abilities Bikeways

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

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

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

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

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

METROPOLITAN TRANSPORTATION COMMISSION

Complete Streets Checklist

Implementation of MTC's Complete Streets Policy, Resolution 4493, Adopted 3/25/22

Background

Since 2006, MTC's Complete Streets (CS) Policy has promoted the development of transportation facilities that can be used by all modes. In March 2022, MTC updated its CS policy (Resolution 4493) with the goal of ensuring that people biking, walking, rolling, and taking transit are safely accommodated within the transportation network. This policy works to advance Plan Bay Area 2050 objectives of achieving mode shift, safety, equity, and vehicle miles traveled and greenhouse gas emission reductions, as well as state & local compliance with applicable CS-related laws, policies, and practices, specifically the California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302) and applicable local policies such as the CS resolutions adopted before January 16, 2016 (as part of MTC's OBAG 2 requirements.)

Requirements

MTC's CS Policy requires that all projects (with a total project cost of $250,000 or more) applying for regional discretionary transportation funding – or requesting regional endorsement or approval through MTC – must submit a Complete Streets Checklist (Checklist) to MTC.

Please note that Projects claiming exceptions to CS Policy must complete the Exceptions section on the Checklist and provide a Department Director-level signature.

Additional information and guidance for completing this Checklist can be found at the MTC Administrative Guidance: Complete Streets Policy Guidance for public agency staff implementing MTC Resolution 4493 at *https://mtc.ca.gov/planning/transportation/complete-streets*

This form may be downloaded at https://mtc.ca.gov/planning/transportation/complete-streets.

Submittal

Completed Checklists ***must be emailed*** to completestreets@bayareametro.gov.

PROJECT INFORMATION
Project Name/Title: Street Rehabilitation - Edgewater Blvd
Project Area/Location(s): Edgewater Blvd. (NB) – Starting at Baffin St. and ending at Beach Park Blvd., Edgewater Blvd. (SB) – Starting at Beach Park Blvd. and ending at Baffin St., Edgewater Blvd. (NB) – Starting at Hillsdale Blvd. and ending at City Limits, Edgewater Blvd. (SB) – Starting at City Limits and ending at Hillsdale Blvd.

PROJECT DESCRIPTION: (300-word limit)
Please indicate project phase (Planning, PE, ENV, ROW, CON, O&M)

May attach additional project documents, cross sections, plan view, or other supporting materials.

CONTACT INFORMATION		
Contact Name & Title: Taniela Mapa, Assistant Engineer	**Contact Email:** tmapa@fostercity.org	**Contact Phone:** 650-286-3277
Agency: City of Foster City		

Topic	CS Policy Consideration	YES	NO	Required Description
1. Bicycle, Pedestrian and Transit Planning	Does Project implement relevant Plans, or other locally adopted recommendations? Plan examples include: • City/County General + Area Plans • Bicycle, Pedestrian & Transit Plan • Community-Based Transportation Plan • ADA Transition Plan • Station Access Plan • Short-Range Transit Plan • Vision Zero/Systematic Safety Plan	☒	☐	Foster City Bicycle Network Assessment, completed in January 2018, proposes a class III bike route with sharrows but has since been temporarily striped as a class II bike lane to accommodate the increase in cyclists since the start of the COIVD-19 pandemic. The City wants to make the temporary class II bike lane a permanent fixture as part of the proposed Street Rehabilitation - Edgewater Blvd project.
2. Active Transportation Network	Does the project area contain segments of the regional Active Transportation (AT) Network? [See AT Network map on the MTC Complete Streets webpage.]	☐	☒	
3. Safety and Comfort	A. Is the Project on a known High Injury Network (HIN) or has a local traffic safety analysis found a high incidence of bicyclist/ pedestrian-involved crashes within the project area?	☒	☐	San Mateo County of Education provided data on 04/2022 of Youth-based High Injury Networks (HIN) in San Mateo County. Foster City only accounted for 2% of the total Youth-based HIN. Much of the proposed project is within the boundary of the Youth-based HIN.

Topic	CS Policy Consideration	YES	NO	Required Description
	B. Does the project seek to improve bicyclist and/or pedestrian conditions? If the project includes a bikeway, was a Level of Traffic Stress (LTS), or similar user experience analyses conducted?	☒	☐	The project seeks to improve the bicyclist conditions by permanently implementing a Class II bike lane. Most of the project is currently at LTS4 according to the 2018 Bicycle Network Assessment. Permanently installing a Class II bike lane will, at minimum, increase the Level of Traffic Stress to LTS3 (matching what was previously done to the Northern section of Edgewater using OBAG 2 funds).
4. Transit Coordination	A. Are there existing public transit facilities (stop or station) in the project area?	☒	☐	SamTrans: Routes 54, 57, 256, FCX
	B. Have all potentially affected transit agencies had the opportunity to review this project?	☐	☒	
	C. Is there a MTC Mobility Hub within the project area?	☐	☒	
5. Design	Does the project meet professional design standards or guidelines appropriate for bicycle and/or pedestrian facilities?	☒	☐	Class II bikeways, California MUTCD, Section 9C.04.
6. Equity	Will Project improve active transportation in an Equity Priority Community?	☐	☒	
7. BPAC Review	Has a local (city or county) Bicycle and Pedestrian Advisory Commission (BPAC) reviewed this checklist (or for OBAG 3, this project)?	☐	☒	C/CAG's BPAC will be reviewing the checklist/project during the CTA project evaluation phase and prior to their project nominations to the MTC.

Statement of Compliance	YES
The proposed Project complies with California Complete Street Act of 2008 (*Gov. Code Sections 65040.2 and 65302, MTC Complete Streets Policy (Reso. 4493*), **and locally adopted Complete Streets resolutions** (*adopted as OBAG 2 (Reso. 4202) requirement, Resolution 4202*).	☒

If no, complete Statement of Exception and obtain necessary signature.

Statement of Exception	YES		Provide Documentation or Explanation
1. The affected roadway is legally prohibited for use by bicyclists and/or pedestrians.	☐		If yes, please cite language and agency citing prohibited use.
2. The costs of providing Complete Streets improvements are excessively disproportionate to the need or probable use (defined as more than 20 percent for Complete Streets elements of the total project cost).	☐		If claimed, the agency must include proportionate alternatives and still provide safe accommodation of people biking, walking and rolling.
3. There is a documented Alternative Plan to implement Complete Streets and/or on a nearby parallel route.	☐		Describe Alternative Plan/Project
4. Conditions exist in which policy requirements may not be able to be met, such as fire and safety specifications, spatial conflicts on the roadway with transit or environmental concerns, defined as abutting conservation land or severe topological constraints.	☐	☐	Describe condition(s) that prohibit implementation of CS policy requirements

SIGNATURES / NOTIFICATIONS

TRANSIT

The project sponsor shall communicate and coordinate with all transit agencies with operations affected by the proposed project. If a project includes a transit stop/station, or is located along a transit route, the Checklist must include written documentation (e.g. email) with the affected transit agency(ies) to confirm transit agency coordination and acknowledgement of the project. A CS Checklist Transit Agency Contact List is available for reference.

DEPARTMENT DIRECTOR-LEVEL SIGNATURE FOR EXCEPTIONS

Exceptions must be signed by a Department Director-level agency representative, or their designee, and not the Project Manager. Insert electronic signature or sign below:

Full Name: _____

Title: _____

Date: _____

Signature: _____

ATTACHMENT 1 – All Ages and Abilities and Guidelines

1. All Ages and Abilities

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

Projects on the AT Network shall incorporate design principles based on designing for "All Ages and Abilities," contextual guidance provided by the National Association of City Transportation Officials (NACTO), and consistent with state and national best practices. A facility that serves "all ages and abilities" is one that effectively serves the mobility needs of children, older adults, and people with disabilities and in doing so, works for everyone else. The all ages and abilities approach also strives to serve all users, regardless of age, ability, ethnicity, race, sex, income, or disability, by embodying national and international best practices related to traffic calming, speed reduction, and **roadway design to increase user safety and comfort. This approach also includes the** use of traffic calming elements or facilities separated from motor vehicle traffic, both of which can offer a greater feeling of safety and appeal to a wider spectrum of the public.

Design best practices for safe street crossings, pedestrian facilities, and Americans with Disabilities Act (ADA) accessibility at transit stops, and bicycle/micromobility facilities on the AT Network should be incorporated throughout the entirety of the project. The Proposed Public Rights-of-Way Accessibility Guidelines (PROWAG) by the U.S. Access Board should also be referenced during design. (See table on next page for guidelines)

2. Design Guidance

Examples of applicable design guidance documents include (but are not limited to): American Association of State Highway and Transportation Officials (AASHTO) – *A Policy on Geometric Design of Highway and Streets, Guide for the Development of Bicycle Facilities, Guide for the Planning, Design, and Operation of Pedestrian Facilities; Public Right-of-Way Accessibility Guide (PROWAG); Manual on Uniform Traffic Control Devices (MUTCD); Americans with Disabilities Act Accessibility Guidelines (ADAAG)*; National Association of City Transportation Officials (NACTO) – *Urban Bikeway Design Guide*.

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Contextual Guidance for Selecting All Ages & Abilities Bikeways

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

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

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

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

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

METROPOLITAN TRANSPORTATION COMMISSION

Complete Streets Checklist

Implementation of MTC's Complete Streets Policy, Resolution 4493, Adopted 3/25/22

Background

Since 2006, MTC's Complete Streets (CS) Policy has promoted the development of transportation facilities that can be used by all modes. In March 2022, MTC updated its CS policy (Resolution 4493) with the goal of ensuring that people biking, walking, rolling, and taking transit are safely accommodated within the transportation network. This policy works to advance Plan Bay Area 2050 objectives of achieving mode shift, safety, equity, and vehicle miles traveled and greenhouse gas emission reductions, as well as state & local compliance with applicable CS-related laws, policies, and practices, specifically the California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302) and applicable local policies such as the CS resolutions adopted before January 16, 2016 (as part of MTC's OBAG 2 requirements.)

Requirements

MTC's CS Policy requires that all projects (with a total project cost of $250,000 or more) applying for regional discretionary transportation funding – or requesting regional endorsement or approval through MTC – must submit a Complete Streets Checklist (Checklist) to MTC.

Please note that Projects claiming exceptions to CS Policy must complete the Exceptions section on the Checklist and provide a Department Director-level signature.

Additional information and guidance for completing this Checklist can be found at the MTC Administrative Guidance: Complete Streets Policy Guidance for public agency staff implementing MTC Resolution 4493 at *https://mtc.ca.gov/planning/transportation/complete-streets*

This form may be downloaded at https://mtc.ca.gov/planning/transportation/complete-streets.

Submittal

Completed Checklists ***must be emailed*** to completestreets@bayareametro.gov.

PROJECT INFORMATION
Project Name/Title: El Camino Real Crossing Improvements
Project Area/Location(s): Three intersections on El Camino Real at Roble, Ravenswood and Encinal Avenues in the City of Menlo Park. Location map and map of relevant school boundary attached.

PROJECT DESCRIPTION: (300-word limit)
Construct new pedestrian crossings across El Camino Real at Ravenswood Avenue, Encinal Avenue, and Roble Avenue, including installing leading pedestrian intervals, median refuges, and making required signal system improvements.

Please indicate project phase (Planning, PE, ENV, ROW, CON, O&M)

CONTACT INFORMATION		
Contact Name & Title: Kristiann Choy, Senior Transportation Engineer	**Contact Email:** kmchoy@menlopark.org	**Contact Phone:** 650-330-6772
Agency: City of Menlo Park		

Topic	CS Policy Consideration	YES	NO	Required Description
1. Bicycle, Pedestrian and Transit Planning	Does Project implement relevant Plans, or other locally adopted recommendations? Plan examples include: • City/County General + Area Plans • Bicycle, Pedestrian & Transit Plan • Community-Based Transportation Plan • ADA Transition Plan • Station Access Plan • Short-Range Transit Plan • Vision Zero/Systematic Safety Plan	☒	☐	The project is in the City's Transportation Master Plan that was adopted in November 2020.
2. Active Transportation Network	Does the project area contain segments of the regional Active Transportation (AT) Network? [See AT Network map on the MTC Complete Streets webpage.]	☒	☐	El Camino Real is identified on the Regional AT network. The project includes additional crossings, median pedestrian refuges, leading pedestrian intervals, and reduced curb radii that will make these crossings shorter, safer, viable for more users including the disabled and elderly who require

Topic	CS Policy Consideration	YES	NO	Required Description
				more time to cross. Tighter turn radii will reduce the speed of turning vehicles.
3. Safety and Comfort	A. Is the Project on a known High Injury Network (HIN) or has a local traffic safety analysis found a high incidence of bicyclist/ pedestrian-involved crashes within the project area?	☒	☐	El Camino Real is one of the highest collision roads in Menlo Park and has been identified as a high injury network for youth by the San Mateo County Office of Education. This segment of ECR is also identified by MTC as a regional high injury network (see attached maps)
	B. Does the project seek to improve bicyclist and/or pedestrian conditions? If the project includes a bikeway, was a Level of Traffic Stress (LTS), or similar user experience analyses conducted?	☒	☐	The project will complete the crosswalks on El Camino Real at Encinal, Ravenswood, and Roble Avenues. For some pedestrians, this will reduce the amount of time crossing the street by 50% or more. It will also allow pedestrians to take more efficient paths of travel to get to destinations. In addition, the project will improve median refuge islands and provide leading pedestrian intervals to enhance the safety and comfort of pedestrians. (see attached maps)
4. Transit Coordination	A. Are there existing public transit facilities (stop or station) in the project area?	☒	☐	SamTrans Routes ECR has stops at Encinal, Ravenswood and Roble. SamTrans 286 and 296 have stops at the Menlo Park Caltrain Station located a block east from El Camino Real.
	B. Have all potentially affected transit agencies had the opportunity to review this	☒	☐	This project does not have an impact on SamTrans ECR bus

Topic	CS Policy Consideration	YES	NO	Required Description
	project?			route operations, but could improve pedestrian access to transit stops. Correspondence with SamTrans attached.
	C. Is there a MTC Mobility Hub within the project area?	☒	☐	There is a mobility hub at the Menlo Park Caltrain station. The project would improve pedestrian access to the Caltrain station, especially for pedestrians using the Ravenswood Avenue and El Camino Real crossing.
5. Design	Does the project meet professional design standards or guidelines appropriate for bicycle and/or pedestrian facilities?	☒	☐	The project is being designed to Caltrans standards. NACTO design guidance related to corner turn radii and median refuges are also being implemented to help improve safety and reduce automobile turning speeds.
6. Equity	Will Project improve active transportation in an Equity Priority Community?	☐	☒	Not directly. Equity Map included showing relationship of project to EPCs.
7. BPAC Review	Has a local (city or county) Bicycle and Pedestrian Advisory Commission (BPAC) reviewed this checklist (or for OBAG 3, this project)?	☒	☐	The Bicycle and Transportation Commissions reviewed and provided input for the El Camino Real Corridor Study in November 2014 and March 2015. A summary of prior public engagement is attached.

Statement of Compliance	YES
The proposed Project complies with California Complete Street Act of 2008 (*Gov. Code Sections 65040.2 and 65302, MTC Complete Streets Policy (Reso. 4493*), **and locally adopted Complete Streets resolutions** (*adopted as OBAG 2 (Reso. 4202) requirement, Resolution 4202*).	☒

If no, complete Statement of Exception and obtain necessary signature.

Statement of Exception	YES		Provide Documentation or Explanation
1. The affected roadway is legally prohibited for use by bicyclists and/or pedestrians.	☐		If yes, please cite language and agency citing prohibited use.
2. The costs of providing Complete Streets improvements are excessively disproportionate to the need or probable use (defined as more than 20 percent for Complete Streets elements of the total project cost).	☐		If claimed, the agency must include proportionate alternatives and still provide safe accommodation of people biking, walking and rolling.
3. There is a documented Alternative Plan to implement Complete Streets and/or on a nearby parallel route.	☐		Describe Alternative Plan/Project
4. Conditions exist in which policy requirements may not be able to be met, such as fire and safety specifications, spatial conflicts on the roadway with transit or environmental concerns, defined as abutting conservation land or severe topological constraints.	☐	☐	Describe condition(s) that prohibit implementation of CS policy requirements

SIGNATURES / NOTIFICATIONS

TRANSIT

The project sponsor shall communicate and coordinate with all transit agencies with operations affected by the proposed project. If a project includes a transit stop/station, or is located along a transit route, the Checklist must include written documentation (e.g. email) with the affected transit agency(ies) to confirm transit agency coordination and acknowledgement of the project. A CS Checklist Transit Agency Contact List is available for reference.

DEPARTMENT DIRECTOR-LEVEL SIGNATURE FOR EXCEPTIONS

Exceptions must be signed by a Department Director-level agency representative, or their designee, and not the Project Manager. Insert electronic signature or sign below:

Full Name: _____

Title: _____

Date: _____

Signature: _____

ATTACHMENT 1 – All Ages and Abilities and Guidelines

1. All Ages and Abilities

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

Projects on the AT Network shall incorporate design principles based on designing for "All Ages and Abilities," contextual guidance provided by the National Association of City Transportation Officials (NACTO), and consistent with state and national best practices. A facility that serves "all ages and abilities" is one that effectively serves the mobility needs of children, older adults, and people with disabilities and in doing so, works for everyone else. The all ages and abilities approach also strives to serve all users, regardless of age, ability, ethnicity, race, sex, income, or disability, by embodying national and international best practices related to traffic calming, speed reduction, and **roadway design to increase user safety and comfort. This approach also includes the** use of traffic calming elements or facilities separated from motor vehicle traffic, both of which can offer a greater feeling of safety and appeal to a wider spectrum of the public.

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2. Design Guidance

Examples of applicable design guidance documents include (but are not limited to): American Association of State Highway and Transportation Officials (AASHTO) – *A Policy on Geometric Design of Highway and Streets, Guide for the Development of Bicycle Facilities, Guide for the Planning, Design, and Operation of Pedestrian Facilities; Public Right-of-Way Accessibility Guide (PROWAG); Manual on Uniform Traffic Control Devices (MUTCD); Americans with Disabilities Act Accessibility Guidelines (ADAAG)*; National Association of City Transportation Officials (NACTO) – *Urban Bikeway Design Guide*.

Contextual Guidance for Selecting All Ages & Abilities Bikeways

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

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

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

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

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

Complete Streets Checklist
Implementation of MTC's Complete Streets Policy, Resolution 4493, Adopted 3/25/22

Background

Since 2006, MTC's Complete Streets (CS) Policy has promoted the development of transportation facilities that can be used by all modes. In March 2022, MTC updated its CS policy (Resolution 4493) with the goal of ensuring that people biking, walking, rolling, and taking transit are safely accommodated within the transportation network. This policy works to advance Plan Bay Area 2050 objectives of achieving mode shift, safety, equity, and vehicle miles traveled and greenhouse gas emission reductions, as well as state & local compliance with applicable CS-related laws, policies, and practices, specifically the California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302) and applicable local policies such as the CS resolutions adopted before January 16, 2016 (as part of MTC's OBAG 2 requirements.)

Requirements

MTC's CS Policy requires that all projects (with a total project cost of $250,000 or more) applying for regional discretionary transportation funding – or requesting regional endorsement or approval through MTC - must submit a Complete Streets Checklist (Checklist) to MTC.

Please note that Projects claiming exceptions to CS Policy must complete the Exceptions section on the Checklist and provide a Department Director-level signature.

Additional information and guidance for completing this Checklist can be found at the **MTC Administrative Guidance: Complete Streets Policy Guidance for public agency staff implementing MTC Resolution 4493 at mtc.ca.gov/planning/transportation/complete-streets.**

This form may be downloaded at **mtc.ca.gov/planning/transportation/complete-streets.**

Submittal

Completed Checklists must be emailed to completestreets@bayareametro.gov.

PROJECT INFORMATION	
Project Name/Title:	Roosevelt Avenue Traffic Calming Improvements Project
Project Area/Location(s): Attach map if available.	Redwood City, CA- Roosevelt Avenue from El Camino Real to Alameda de las Pulgas.

PROJECT DESCRIPTION: (300-word limit)

The project addresses safety concerns along Roosevelt Avenue, which connects the community to parks, community centers, schools, shopping, and transit. There is a need to reduce speeds and improve localized safety through traffic calming and improved crossing treatments in order to facilitate comfortable active mode connections to area destinations and transit. The project will implement the City Council approved, traffic calming plan on Roosevelt Avenue with features to reduce speeding, enhance crossings, and address overall traffic safety. The OBAG 3 grant request is for PS&E, ROW, and construction phases.

Please indicate project phase (Planning, PE, ENV, ROW, CON, O&M)

May attach additional project documents, cross sections, plan view, or other supporting materials.

CONTACT INFORMATION

Contact Name & Title:	**Contact Email:**	**Contact Phone:**
Malahat Owrang- Senior Transportation Planner	mowrang@redwoodcity.org	650-407-0494

Agency:
City of Redwood City

Topic	CS Policy Consideration	YES	NO	Required Description	Description
1. Bicycle, Pedestrian and Transit Planning	Does Project implement relevant Plans, or other locally adopted recommendations? Plan examples include: • City/County General + Area Plans • Bicycle, Pedestrian & Transit Plan • Community-Based Transportation Plan • ADA Transition Plan • Station Access Plan • Short-Range Transit Plan • Vision Zero/Systematic Safety Plan	☒	☐	Please provide detail on Plan recommendations affecting Project area, if any, with Plan adoption date. If Project is inconsistent with adopted Plans, please provide explanation.	Yes. The project will implement the City Council approved plan for Roosevelt Avenue Traffic Calming, the Safe Routes to School Plan, and the City's Newly adopted Vision Zero Action Plan called Redwood City Walk Bike Thrive.
2. Active Transportation Network	Does the project area contain segments of the regional Active Transportation (AT) Network? See AT Network map on the MTC Complete Streets webpage.	☒	☐	If yes, describe how project adheres to the NACTO All Ages and Abilities design principles. See *All Ages and Abilities and Design Guidelines* below.	Yes. The project connects to El Camino Real and Alameda de las Pulgas, that are both identified as countywide backbone bicycle network in the C/CAG's Countywide Bicycle and Pedestrian Plan. Also, the Peninsula Bikeway, a regional low-stress bikeway network that is planned jointly by Cities of Redwood City, Menlo Park, Palo Alto, and Mountain View crosses the Roosevelt Avenue.

Topic	CS Policy Consideration	YES	NO	Required Description	Description
2. Active Transportation Network (Cont.)					The project will support active transportation mode for all ages and abilities by providing several traffic calming features such as raised crosswalks, raised intersections, bulb-outs, enhanced crossings with RRFBs, etc. which all focused on traffic safety mainly for students who are using this road and seniors who are accessing the Veterans-Memorial Senior Center along the corridor. The curbside activity along the corridor is very low since it is more single family residential.
3. Safety and Comfort	A. Is the Project on a known High Injury Network (HIN) or has a local traffic safety analysis found a high incidence of bicyclist/pedestrian-involved crashes within the project area?	☒	☐	Please summarize the traffic safety conditions and describe Project's traffic safety measures. The Bay Area Vision Zero System may be a resource.	Yes. The proposed improvements are based on the City Council approved Roosevelt Avenue Traffic Calming Plan (2020). The project was initiated by the neighborhood residents when they submitted a petition to the City for traffic calming on Roosevelt Avenue. Also, based on the CCAG's HIN network analysis, the project is under the 85th-94th percentile category of HIN.
	B. Does the project seek to improve bicyclist and/or pedestrian conditions? If the project includes a bikeway, was a Level of Traffic Stress (LTS), or similar user experience analyses conducted?	☒	☐	Describe how project seeks to provide low-stress transportation facilities or reduce a facility's LTS.	Yes. A high percentage of the project is focused on pedestrian safety and overall speed reduction. All the improvement along the corridor including raised crosswalks, raised intersections, bulb-outs, , road diet at Upton Street intersection, improved ADA ramps, bike crossing treatments will increase safety for bicyclists and pedestrians. The corridor is currently a class III bikeway. During the planning process, city conducted analysis to see if the class III bikeway could be replaced with Class II, which was not feasible due to right-of-way constraints. e
4. Transit Coordination	A. Are there existing public transit facilities (stop or station) in the project area?	☒	☐	List transit facilities (stop, station, or route) and all affected agencies.	There is one SamTrans bus route (79) along the project corridor with a few eastbound and westbound stops.
	B. Have all potentially affected transit agencies had the opportunity to review this project?	☒	☐	Please attach confirmation email from transit operator(s) to email.	Yes. SamTrans staff was involved during the design phase for pilot implementation of the project.

Topic	CS Policy Consideration	YES	NO	Required Description	Description
	C. Is there a MTC Mobility Hub within the project area?	☐	☒	If yes, please describe outreach to mobility providers, and Project's Hub-supportive elements.	
5. Design	Does the project meet professional design standards or guidelines appropriate for bicycle and/or pedestrian facilities?	☒	☐	Please provide Class designation for bikeways. Cite design standards used.	Class III bikeway. NACTO and AASHTO design guides were used.
6. Equity	Will Project improve active transportation in an Equity Priority Community?	☒	☐	Please list EPC(s) affected.	Yes. The eastern portion of the project falls within the MTC's identified Equity Priority Communities (attachment 2).
7. BPAC Review	Has a local (city or county) Bicycle and Pedestrian Advisory Commission (BPAC) reviewed this checklist (or for OBAG 3, this project)?	☒	☐	Please provide meeting date(s) and a summary of comments, if any.	Yes. The project went through an extensive planning process. The Redwood City Transportation Advisory Committee (TAC) reviewed the project details at several meetings and provided feedback on: -December 10, 2019 -March 10, 2020 -September 14, 2021 -June 14, 2022 A support letter from TAC is attached.

Statement of Compliance	YES
The proposed Project complies with California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302, MTC Complete Streets Policy (Reso. 4493), and locally adopted Complete Streets resolutions (adopted as OBAG 2 (Reso. 4202) requirement, Resolution 4202.)	X ☐

If no, complete Statement of Exception and obtain necessary signature.

Statement of Exception	YES	Provide Documentation or Explanation	Documentation Explanation
1. The affected roadway is legally prohibited for use by bicyclists and/or pedestrians.	☐	If yes, please cite language and agency citing prohibited use.	
2. The costs of providing Complete Streets improvements are excessively disproportionate to the need or probable use (defined as more than 20 percent for Complete Streets elements of the total project cost).	☐	If claimed, the agency must include proportionate alternatives and still provide safe accommodation of people biking, walking and rolling.	
3. There is a documented Alternative Plan to implement Complete Streets and/or on a nearby parallel route.	☐	Describe Alternative Plan/Project	
4. Conditions exist in which policy requirements may not be able to be met, such as fire and safety specifications, spatial conflicts on the roadway with transit or environmental concerns, defined as abutting conservation land or severe topological constraints.	☐	Describe condition(s) that prohibit implementation of CS policy requirements	

SIGNATURES / NOTIFICATIONS

TRANSIT
The project sponsor shall communicate and coordinate with all transit agencies with operations affected by the proposed project. If a project includes a transit stop/station, or is located along a transit route, the Checklist must include written documentation (e.g. email) with the affected transit agency(ies) to confirm transit agency coordination and acknowledgement of the project. A CS Checklist Transit Agency Contact List is available for reference.

DEPARTMENT DIRECTOR-LEVEL SIGNATURE FOR EXCEPTIONS
Exceptions must be signed by a Department Director-level agency representative, or their designee, and not the Project Manager. Insert electronic signature or sign below :

Full Name:
Title:
Date:
Signature:

All Ages and Abilities and Design Guidelines

All Ages and Abilities

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

Projects on the AT Network shall incorporate design principles based on designing for "All Ages and Abilities," contextual guidance provided by the National Association of City Transportation Officials (NACTO), and consistent with state and national best practices. A facility that serves "all ages and abilities" is one that effectively serves the mobility needs of children, older adults, and people with disabilities and in doing so, works for everyone else. The all ages and abilities approach also strives to serve all users, regardless of age, ability, ethnicity, race, sex, income, or disability, by embodying national and international best practices related to traffic calming, speed reduction, and roadway design to increase user safety and comfort. This approach also includes the use of traffic calming elements or facilities separated from motor vehicle traffic, both of which can offer a greater feeling of safety and appeal to a wider spectrum of the public.

Design best practices for safe street crossings, pedestrian facilities, and Americans with Disabilities Act (ADA) accessibility at transit stops, and bicycle/micromobility facilities on the AT Network should be incorporated throughout the entirety of the project. The Proposed Public Rights-of-Way Accessibility Guidelines (PROWAG) by the U.S. Access Board should also be referenced during design.

<table>
<tr><th colspan="4">Contextual Guidance for Selecting All Ages & Abilities Bikeways</th></tr>
<tr><th colspan="4">Roadway Context</th><th rowspan="2">All Ages & Abilities Bicycle Facility</th></tr>
<tr><th>Target Motor Vehicle Speed*</th><th>Target Max. Motor Vehicle Volume (ADT)</th><th>Motor Vehicle Lanes</th><th>Key Operational Considerations</th></tr>
<tr><td colspan="2">Any</td><td>Any</td><td>Any of the following: high curbside activity, frequent buses, motor vehicle congestion, or turning conflicts‡</td><td>Protected Bicycle Lane</td></tr>
<tr><td>< 10 mph</td><td>Less relevant</td><td rowspan="2">No centerline, or single lane one-way</td><td>Pedestrians share the roadway</td><td>Shared Street</td></tr>
<tr><td>≤ 20 mph</td><td>≤ 1,000 – 2,000</td><td>< 50 motor vehicles per hour in the peak direction at peak hour</td><td>Bicycle Boulevard</td></tr>
<tr><td rowspan="4">≤ 25 mph</td><td>≤ 500 – 1,500</td><td rowspan="3">Single lane each direction, or single lane one-way</td><td rowspan="4">Low curbside activity, or low congestion pressure</td><td>Conventional or Buffered Bicycle Lane, or Protected Bicycle Lane</td></tr>
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<tr><td>≤ 3,000 – 6,000</td><td rowspan="2">Protected Bicycle Lane</td></tr>
<tr><td>Greater than 6,000</td><td>Multiple lanes per direction</td></tr>
<tr><td rowspan="3">Greater than 26 mph†</td><td rowspan="2">Any</td><td>Single lane each direction</td><td rowspan="2">Low curbside activity, or low congestion pressure</td><td>Protected Bicycle Lane, or Reduce Speed</td></tr>
<tr><td>≤ 6,000</td><td>Multiple lanes per direction</td><td>Protected Bicycle Lane, or Reduce to Single Lane & Reduce Speed</td></tr>
<tr><td>Greater than 6,000</td><td>Any</td><td>Any</td><td>Protected Bicycle Lane, or Bicycle Path</td></tr>
<tr><td colspan="2" rowspan="2">High-speed limited access roadways, natural corridors, or geographic edge conditions with limited conflicts</td><td rowspan="2">Any</td><td>High pedestrian volume</td><td>Bike Path with Separate Walkway or Protected Bicycle Lane</td></tr>
<tr><td>Low pedestrian volume</td><td>Shared-Use Path or Protected Bicycle Lane</td></tr>
</table>

Design Guidance

Examples of applicable design guidance documents include (but are not limited to): American Association of State Highway and Transportation Officials (AASHTO) - *A Policy on Geometric Design of Highway and Streets, Guide for the Development of Bicycle Facilities, Guide for the Planning, Design, and Operation of Pedestrian Facilities; Public Right-of-Way Accessibility Guide* (PROWAG); *Manual on Uniform Traffic Control Devices* (MUTCD); *Americans with Disabilities Act Accessibility Guidelines* (ADAAG); National Association of City Transportation Officials (NACTO) - *Urban Bikeway Design Guide.*

Complete Streets Checklist
Implementation of MTC's Complete Streets Policy, Resolution 4493, Adopted 3/25/22

Background

Since 2006, MTC's Complete Streets (CS) Policy has promoted the development of transportation facilities that can be used by all modes. In March 2022, MTC updated its CS policy (Resolution 4493) with the goal of ensuring that people biking, walking, rolling, and taking transit are safely accommodated within the transportation network. This policy works to advance Plan Bay Area 2050 objectives of achieving mode shift, safety, equity, and vehicle miles traveled and greenhouse gas emission reductions, as well as state & local compliance with applicable CS-related laws, policies, and practices, specifically the California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302) and applicable local policies such as the CS resolutions adopted before January 16, 2016 (as part of MTC's OBAG 2 requirements.)

Requirements

MTC's CS Policy requires that all projects (with a total project cost of $250,000 or more) applying for regional discretionary transportation funding – or requesting regional endorsement or approval through MTC - must submit a Complete Streets Checklist (Checklist) to MTC.

Please note that Projects claiming exceptions to CS Policy must complete the Exceptions section on the Checklist and provide a Department Director-level signature.

Additional information and guidance for completing this Checklist can be found at the **MTC Administrative Guidance: Complete Streets Policy Guidance for public agency staff implementing MTC Resolution 4493 at mtc.ca.gov/planning/transportation/complete-streets.**

This form may be downloaded at **mtc.ca.gov/planning/transportation/complete-streets.**

Submittal

Completed Checklists must be emailed to completestreets@bayareametro.gov.

PROJECT INFORMATION	
Project Name/Title:	Adelante Selby Spanish Immersion School Safe Route to School Project
Project Area/Location(s): Attach map if available.	El Camino Real (ECR) and Selby Lane to Adelante Selby Spanish Immersion School (Selby School) Exhibit A

PROJECT DESCRIPTION: (300-word limit)

The proposed project would provide safe routes to school improvements along Selby Lane, from El Camino Real to Selby Lane, west of Selby Adelane School. The project consists of improvements at the Selby and ECR to reduce vehicular conflicts with pedestrians by extending and reconfiguring the median islands to eliminate left hand turning movements from Selby onto ECR. The extension of the median islands would

Please indicate project phase (Planning, PE, ENV, ROW, CON, O&M)

May attach additional project documents, cross sections, plan view, or other supporting materials.

CONTACT INFORMATION

Contact Name & Title:	**Contact Email:**	**Contact Phone:**
Robert Ovadia, Director of P	rovadia@ci.atherton.ca.us	650-752-0541
Agency: Town of Atherton		

Topic	CS Policy Consideration	YES	NO	Required Description	Description
1. Bicycle, Pedestrian and Transit Planning	Does Project implement relevant Plans, or other locally adopted recommendations? Plan examples include: • City/County General + Area Plans • Bicycle, Pedestrian & Transit Plan • Community-Based Transportation Plan • ADA Transition Plan • Station Access Plan • Short-Range Transit Plan • Vision Zero/Systematic Safety Plan	■	☐	Please provide detail on Plan recommendations affecting Project area, if any, with Plan adoption date. If Project is inconsistent with adopted Plans, please provide explanation.	The project is identified in the Town of Atherton's 2014 Bicycle and Pedestrian Master Plan (adopted 5/20/2015), and Atherton General Plan Update (adopted 1/15/2020). In addition, the project is consistent with Atherton Neighborhood Traffic Management Action Plan (2021), Atherton's Complete Streets Resolution #12-13 (adopted
2. Active Transportation Network	Does the project area contain segments of the regional Active Transportation (AT) Network? See AT Network map on the MTC Complete Streets webpage.	■	☐	If yes, describe how project adheres to the NACTO All Ages and Abilities design principles. See *All Ages and Abilities and Design Guidelines* below.	ECR is a six lane north/south arterial with a posted speed limit of 35 mph, ad is part of the Regional AT network. The proposed improvements at the Selby/ECR

Topic	CS Policy Consideration	YES	NO	Required Description	Description
2. Active Transportation Network (Cont.)					
3. Safety and Comfort	A. Is the Project on a known High Injury Network (HIN) or has a local traffic safety analysis found a high incidence of bicyclist/pedestrian-involved crashes within the project area?	■	☐	Please summarize the traffic safety conditions and describe Project's traffic safety measures. The Bay Area Vision Zero System may be a resource.	The intersection of Selby Lane and ECR is identified in High Injury Network contained in the Bay Area Vision Zero Plan and is located adjacent to two Equity Priority Communities. In November 2017, Town staff updated
	B. Does the project seek to improve bicyclist and/or pedestrian conditions? If the project includes a bikeway, was a Level of Traffic Stress (LTS), or similar user experience analyses conducted?	■	☐	Describe how project seeks to provide low-stress transportation facilities or reduce a facility's LTS.	The intersection of Shelby Lane and ECR (El Camino Real) is contained in the Active Transportation Network and would be classified as LTS 4 based on the referenced Low Stress Bicycling and Network Connectivity
4. **Transit Coordination**	A. Are there existing public transit facilities (stop or station) in the project area?	■	☐	List transit facilities (stop, station, or route) and all affected agencies.	Selby Lane Elementary School is served by SamTrans Route 72 - Marlborough/Dumbarton on Selby Lane School and is a limited east bound school oriented service.
	B. Have all potentially affected transit agencies had the opportunity to review this project?	■	☐	Please attach confirmation email from transit operator(s) to email.	

Topic	CS Policy Consideration	YES	NO	Required Description	Description
	C. Is there a MTC Mobility Hub within the project area?	☐	■	If yes, please describe outreach to mobility providers, and Project's Hub-supportive elements.	
5. Design	Does the project meet professional design standards or guidelines appropriate for bicycle and/or pedestrian facilities?	■	☐	Please provide Class designation for bikeways. Cite design standards used.	Pedestrian and bike lane improvements will be designed and installed in accordance with applicable NACTO guidelines and Caltrans Standards
6. Equity	Will Project improve active transportation in an Equity Priority Community?	■	☐	Please list EPC(s) affected.	The project is adjacent to and would benefit the residents of EPC #06081610601/Census tract #610601 and EPC#06081610500/Census Tract #610500
7. BPAC Review	Has a local (city or county) Bicycle and Pedestrian Advisory Commission (BPAC) reviewed this checklist (or for OBAG 3, this project)?	☐	■	Please provide meeting date(s) and a summary of comments, if any.	The project and requested improvements were previously developed in consultation with CalTrans, San Mateo County, and local residents well as being included numerous local and regional plans and studies. The Town is now seeking further review and support from the C/CAG Bicycle and Pedestrian Advisory

Statement of Compliance	YES
The proposed Project complies with California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302, MTC Complete Streets Policy (Reso. 4493), and locally adopted Complete Streets resolutions (adopted as OBAG 2 (Reso. 4202) requirement, Resolution 4202.)	☐

If no, complete Statement of Exception and obtain necessary signature.

Statement of Exception	YES	Provide Documentation or Explanation	Documentation Explanation
1. The affected roadway is legally prohibited for use by bicyclists and/or pedestrians.	☐	If yes, please cite language and agency citing prohibited use.	
2. The costs of providing Complete Streets improvements are excessively disproportionate to the need or probable use (defined as more than 20 percent for Complete Streets elements of the total project cost).	■	If claimed, the agency must include proportionate alternatives and still provide safe accommodation of people biking, walking and rolling.	The project provides complete street improvements including pedestrian crossing improvements at the Selby Lane/El Camino Real intersection and widening of the existing roadway to provide class II bike lanes along Selby Lane from El Camino Real to Selby Lane, west of Selby Adelante School. The installation of pedestrian walkways along the length of Selby Lane would substantially increase (greater than 20%) the cost of the project.
3. There is a documented Alternative Plan to implement Complete Streets and/or on a nearby parallel route.	☐	Describe Alternative Plan/Project	
4. Conditions exist in which policy requirements may not be able to be met, such as fire and safety specifications, spatial conflicts on the roadway with transit or environmental concerns, defined as abutting conservation land or severe topological constraints.	☐	Describe condition(s) that prohibit implementation of CS policy requirements	

SIGNATURES / NOTIFICATIONS

TRANSIT
The project sponsor shall communicate and coordinate with all transit agencies with operations affected by the proposed project. If a project includes a transit stop/station, or is located along a transit route, the Checklist must include written documentation (e.g. email) with the affected transit agency(ies) to confirm transit agency coordination and acknowledgement of the project. A CS Checklist Transit Agency Contact List is available for reference.

DEPARTMENT DIRECTOR-LEVEL SIGNATURE FOR EXCEPTIONS
Exceptions must be signed by a Department Director-level agency representative, or their designee, and not the Project Manager. Insert electronic signature or sign below :

Full Name:
Title:
Date:
Signature:

All Ages and Abilities and Design Guidelines

All Ages and Abilities

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

Projects on the AT Network shall incorporate design principles based on designing for "All Ages and Abilities," contextual guidance provided by the National Association of City Transportation Officials (NACTO), and consistent with state and national best practices. A facility that serves "all ages and abilities" is one that effectively serves the mobility needs of children, older adults, and people with disabilities and in doing so, works for everyone else. The all ages and abilities approach also strives to serve all users, regardless of age, ability, ethnicity, race, sex, income, or disability, by embodying national and international best practices related to traffic calming, speed reduction, and roadway design to increase user safety and comfort. This approach also includes the use of traffic calming elements or facilities separated from motor vehicle traffic, both of which can offer a greater feeling of safety and appeal to a wider spectrum of the public.

Design best practices for safe street crossings, pedestrian facilities, and Americans with Disabilities Act (ADA) accessibility at transit stops, and bicycle/micromobility facilities on the AT Network should be incorporated throughout the entirety of the project. The Proposed Public Rights-of-Way Accessibility Guidelines (PROWAG) by the U.S. Access Board should also be referenced during design.

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

Design Guidance

Examples of applicable design guidance documents include (but are not limited to): American Association of State Highway and Transportation Officials (AASHTO) - *A Policy on Geometric Design of Highway and Streets, Guide for the Development of Bicycle Facilities, Guide for the Planning, Design, and Operation of Pedestrian Facilities; Public Right-of-Way Accessibility Guide* (PROWAG); *Manual on Uniform Traffic Control Devices* (MUTCD); *Americans with Disabilities Act Accessibility Guidelines* (ADAAG); National Association of City Transportation Officials (NACTO) - *Urban Bikeway Design Guide.*

Complete Streets Checklist
Implementation of MTC's Complete Streets Policy, Resolution 4493, Adopted 3/25/22

Background

Since 2006, MTC's Complete Streets (CS) Policy has promoted the development of transportation facilities that can be used by all modes. In March 2022, MTC updated its CS policy (Resolution 4493) with the goal of ensuring that people biking, walking, rolling, and taking transit are safely accommodated within the transportation network. This policy works to advance Plan Bay Area 2050 objectives of achieving mode shift, safety, equity, and vehicle miles traveled and greenhouse gas emission reductions, as well as state & local compliance with applicable CS-related laws, policies, and practices, specifically the California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302) and applicable local policies such as the CS resolutions adopted before January 16, 2016 (as part of MTC's OBAG 2 requirements.)

Requirements

MTC's CS Policy requires that all projects (with a total project cost of $250,000 or more) applying for regional discretionary transportation funding – or requesting regional endorsement or approval through MTC - must submit a Complete Streets Checklist (Checklist) to MTC.

Please note that Projects claiming exceptions to CS Policy must complete the Exceptions section on the Checklist and provide a Department Director-level signature.

Additional information and guidance for completing this Checklist can be found at the **MTC Administrative Guidance: Complete Streets Policy Guidance for public agency staff implementing MTC Resolution 4493 at mtc.ca.gov/planning/transportation/complete-streets.**

This form may be downloaded at **mtc.ca.gov/planning/transportation/complete-streets.**

Submittal

Completed Checklists must be emailed to completestreets@bayareametro.gov.

PROJECT INFORMATION	
Project Name/Title:	Express Bus Mobility Hub
Project Area/Location(s): Attach map if available.	The project is located under the southwest quadrant of the United States Highway (US) 101 and State Route (SR) 92 interchange, at the intersection of 19th Avenue and Fashion Island Boulevard in the City of San Mateo. The project will transform the underutilized Caltrans Park and Ride lot into the Express Bus Mobility Hub (Mobility Hub) which serves SamTrans' new zero-emission Express Bus (EPX) route and as a potential midpoint transfer station for the SamTrans El Camino Real (ECR) route. Easily accessible to and from both the US 101 and SR 92 freeways, the Mobility Hub will be a 5-minute bicycle ride to the Hayward Park Caltrain Station and will be directly accessible by means of a planned Class IV Separated Bikeway along Fashion Island Boulevard. A map of the Project Location is provided in Attachment A.

PROJECT DESCRIPTION: (300-word limit)

The San Mateo County Transit District (SamTrans), along with the San Mateo County Transportation Authority (SMCTA) as co-sponsor, proposes the funding request for the construction phase only of the Express Bus Mobility Hub that will transform an underutilized Caltrans-owned Park and Ride lot to support the provision of public transit services. The project aims to provide a viable and convenient alternative to automobile travel for all community members. The mobility hub will improve multi-modal connectivity and access, particularly for those walking, cycling, or depended on transit, and create transportation choices for individuals looking to move freely throughout the region with or without a car. The Mobility Hub will consist of bus terminal and shelters for SamTrans' new zero-emission battery electric Express Bus service routes (EPX) and as a transfer point for existing Route ECR. The site will also include 20 electric vehicle chargers of which eight (8) are Level-3 chargers and twelve (12) are Level-2 chargers; electronic bike lockers; enhanced pedestrian access safety improvements including pedestrian-scale lighting; wayfinding and real-time information displays; and provisions to directly connect to the planned Class IV Separated Bikeway along Fashion Island Boulevard.

Please indicate project phase (Planning, PE, ENV, ROW, CON, O&M)

May attach additional project documents, cross sections, plan view, or other supporting materials.

CONTACT INFORMATION

Contact Name & Title:	**Contact Email:**	**Contact Phone:**
Lisha Mai, Manager, Grants and Fund Programming	MaiL@samtrans.com	(650)208-5972

Agency:
San Mateo County Transit District

Topic	CS Policy Consideration	YES	NO	Required Description	Description
1. Bicycle, Pedestrian and Transit Planning	Does Project implement relevant Plans, or other locally adopted recommendations? Plan examples include: • City/County General + Area Plans • Bicycle, Pedestrian & Transit Plan • Community-Based Transportation Plan • ADA Transition Plan • Station Access Plan • Short-Range Transit Plan • Vision Zero/Systematic Safety Plan	☒	☐	Please provide detail on Plan recommendations affecting Project area, if any, with Plan adoption date. If Project is inconsistent with adopted Plans, please provide explanation.	The SamTrans US-101 Express Bus Feasibility Study, adopted November 2018, evaluates the role express buses can play in providing mobility options on US 101 and adjacent roadways to strengthen connectivity to employment and housing hubs throughout the region. The implementation of viable, efficient public transit options, such as the Mobility Hub, along the US-101 has the potential to help meet the region's future transportation demands. The 2020 Caltrans Comprehensive Multimodal Corridor plan identified two priority limited stop, of which this project location was one, to serve Express Bus routes from the City of San Mateo to both Downtown and Western San Francisco.
2. Active Transportation Network	Does the project area contain segments of the regional Active Transportation (AT) Network? See AT Network map on the MTC Complete Streets webpage.	☒	☐	If yes, describe how project adheres to the NACTO All Ages and Abilities design principles. See *All Ages and Abilities and Design Guidelines* below.	The Mobility Hub will provide a dedicated and safe point of access and transition for all modes of transportation. The project will create protected transit boarding areas, with pedestrian and bicycle safety as one of the design key elements. The project is located directly on the Regional AT Network.

Topic	CS Policy Consideration	YES	NO	Required Description	Description
2. Active Transportation Network (Cont.)					
3. Safety and Comfort	A. Is the Project on a known High Injury Network (HIN) or has a local traffic safety analysis found a high incidence of bicyclist/pedestrian-involved crashes within the project area?	☐	☒	Please summarize the traffic safety conditions and describe Project's traffic safety measures. The Bay Area Vision Zero System may be a resource.	Although the project site is not on a known HIN, the project serves SamTrans' existing and new transit routes along the HIN, such as El Camino Real and the US 101 corridor.
	B. Does the project seek to improve bicyclist and/or pedestrian conditions? If the project includes a bikeway, was a Level of Traffic Stress (LTS), or similar user experience analyses conducted?	☒	☐	Describe how project seeks to provide low-stress transportation facilities or reduce a facility's LTS.	The proposed improvements include pedestrian-scale lighting that illuminate the sidewalk and is positioned lower and spaced closer together than roadway lighting to facilitate safe non-motorized travel at night. The pedestrian scale lighting will be located in areas anticipated to have high pedestrian activity to improve safety and visibility. The mobility hub itself will also provide a safe environment for all multimodal users by reducing conflict points between private autos, buses, and passengers. In addition, the mobility hub will include innovative elements such real-time information display and electronic bicycle lockers.
4. **Transit Coordination**	A. Are there existing public transit facilities (stop or station) in the project area?	☐	☒	List transit facilities (stop, station, or route) and all affected agencies.	The Mobility Hub will serve as a terminal and shelters for SamTrans' new zero-emission battery electric Express Bus service routes (EPX) and as a transfer point for existing Route ECR. A map of the planned EPX route is provide in Attachment A. Route EPX would be a new limited-stop route connecting East Palo Alto and Redwood City to San Francisco International Airport. Some trips will terminate in the northern end at San Bruno BART Station, with limited service to downtown San Francisco. Route ECR accounts for a large part of SamTrans' daily ridership. Route ECR operates along El Camino Real between Daly City BART and Palo Alto Transit Center.
	B. Have all potentially affected transit agencies had the opportunity to review this project?	☒	☐	Please attach confirmation email from transit operator(s) to email.	San Mateo County Transit District is the project sponsor. Please see Attachment E for Local and Transit Agencies Coordination and Support of the project.

Topic	CS Policy Consideration	YES	NO	Required Description	Description
	C. Is there a MTC Mobility Hub within the project area?	☒	☐	If yes, please describe outreach to mobility providers, and Project's Hub-supportive elements.	This is a mobility hub project and is identified as a preferred MTC Mobility Hub location. The project proposes the construction of the Express Bus Mobility Hub that will transform an underutilized Caltrans-owned Park and Ride lot to support the provision of public transit services. The project aims to provide a viable and convenient alternative to automobile travel for all community members. The mobility hub will improve multi-modal connectivity and access, particularly for those walking, cycling, or depended on transit, and create transportation choices for individuals looking to move freely throughout the region with or without a car.
5. Design	Does the project meet professional design standards or guidelines appropriate for bicycle and/or pedestrian facilities?	☒	☐	Please provide Class designation for bikeways. Cite design standards used.	The Mobility Hub will also serve a planned Class IV bikeway along Fashion Island Boulevard, the project will incorporate both NATCO and Caltrans design standards for bicycle access entering and existing the hub. The project will also incorporate Caltrans design standards for pedestrian sidewalk and ADA access such as curb ramps. The mobility hub will use the MTC Mobility Hub Playbook for on-site recommendations.
6. Equity	Will Project improve active transportation in an Equity Priority Community?	☒	☐	Please list EPC(s) affected.	The Mobility Hub will serve the new EPX route and has the potential of serving the existing ECR route. The project will improve active transportation for Equity Priority Communities along the EPX and ECR corridor, including the US 101 corridor. Utilizing MTC's Bay Area Vision Zero System, results show that the EPC affected by the project includes: East Palo Alto and Redwood City: 611700, 610400, 610201, 612000 San Mateo: 607701, 606100, 606000,606200 South San Francisco: 602100, 602200, 602300
7. BPAC Review	Has a local (city or county) Bicycle and Pedestrian Advisory Commission (BPAC) reviewed this checklist (or for OBAG 3, this project)?	☐	☒	Please provide meeting date(s) and a summary of comments, if any.	The San Mateo County Transit District (SamTrans) does not have an applicable BPAC to review documents.

Statement of Compliance	YES
The proposed Project complies with California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302, MTC Complete Streets Policy (Reso. 4493), and locally adopted Complete Streets resolutions (adopted as OBAG 2 (Reso. 4202) requirement, Resolution 4202.)	X☐

If no, complete Statement of Exception and obtain necessary signature.

Statement of Exception	YES	Provide Documentation or Explanation	Documentation Explanation
1. The affected roadway is legally prohibited for use by bicyclists and/or pedestrians.	☐	If yes, please cite language and agency citing prohibited use.	
2. The costs of providing Complete Streets improvements are excessively disproportionate to the need or probable use (defined as more than 20 percent for Complete Streets elements of the total project cost).	☐	If claimed, the agency must include proportionate alternatives and still provide safe accommodation of people biking, walking and rolling.	
3. There is a documented Alternative Plan to implement Complete Streets and/or on a nearby parallel route.	☐	Describe Alternative Plan/Project	
4. Conditions exist in which policy requirements may not be able to be met, such as fire and safety specifications, spatial conflicts on the roadway with transit or environmental concerns, defined as abutting conservation land or severe topological constraints.	☐	Describe condition(s) that prohibit implementation of CS policy requirements	

SIGNATURES / NOTIFICATIONS

TRANSIT
The project sponsor shall communicate and coordinate with all transit agencies with operations affected by the proposed project. If a project includes a transit stop/station, or is located along a transit route, the Checklist must include written documentation (e.g. email) with the affected transit agency(ies) to confirm transit agency coordination and acknowledgement of the project. A CS Checklist Transit Agency Contact List is available for reference.

DEPARTMENT DIRECTOR-LEVEL SIGNATURE FOR EXCEPTIONS
Exceptions must be signed by a Department Director-level agency representative, or their designee, and not the Project Manager. Insert electronic signature or sign below :

Full Name:
Title:
Date:
Signature:

All Ages and Abilities and Design Guidelines

All Ages and Abilities

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

Projects on the AT Network shall incorporate design principles based on designing for "All Ages and Abilities," contextual guidance provided by the National Association of City Transportation Officials (NACTO), and consistent with state and national best practices. A facility that serves "all ages and abilities" is one that effectively serves the mobility needs of children, older adults, and people with disabilities and in doing so, works for everyone else. The all ages and abilities approach also strives to serve all users, regardless of age, ability, ethnicity, race, sex, income, or disability, by embodying national and international best practices related to traffic calming, speed reduction, and roadway design to increase user safety and comfort. This approach also includes the use of traffic calming elements or facilities separated from motor vehicle traffic, both of which can offer a greater feeling of safety and appeal to a wider spectrum of the public.

Design best practices for safe street crossings, pedestrian facilities, and Americans with Disabilities Act (ADA) accessibility at transit stops, and bicycle/micromobility facilities on the AT Network should be incorporated throughout the entirety of the project. The Proposed Public Rights-of-Way Accessibility Guidelines (PROWAG) by the U.S. Access Board should also be referenced during design.

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Design Guidance

Examples of applicable design guidance documents include (but are not limited to): American Association of State Highway and Transportation Officials (AASHTO) - *A Policy on Geometric Design of Highway and Streets, Guide for the Development of Bicycle Facilities, Guide for the Planning, Design, and Operation of Pedestrian Facilities; Public Right-of-Way Accessibility Guide* (PROWAG); *Manual on Uniform Traffic Control Devices* (MUTCD); *Americans with Disabilities Act Accessibility Guidelines* (ADAAG); National Association of City Transportation Officials (NACTO) - *Urban Bikeway Design Guide.*

Complete Streets Checklist
Implementation of MTC's Complete Streets Policy, Resolution 4493, Adopted 3/25/22

Background

Since 2006, MTC's Complete Streets (CS) Policy has promoted the development of transportation facilities that can be used by all modes. In March 2022, MTC updated its CS policy (Resolution 4493) with the goal of ensuring that people biking, walking, rolling, and taking transit are safely accommodated within the transportation network. This policy works to advance Plan Bay Area 2050 objectives of achieving mode shift, safety, equity, and vehicle miles traveled and greenhouse gas emission reductions, as well as state & local compliance with applicable CS-related laws, policies, and practices, specifically the California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302) and applicable local policies such as the CS resolutions adopted before January 16, 2016 (as part of MTC's OBAG 2 requirements.)

Requirements

MTC's CS Policy requires that all projects (with a total project cost of $250,000 or more) applying for regional discretionary transportation funding – or requesting regional endorsement or approval through MTC - must submit a Complete Streets Checklist (Checklist) to MTC.

Please note that Projects claiming exceptions to CS Policy must complete the Exceptions section on the Checklist and provide a Department Director-level signature.

Additional information and guidance for completing this Checklist can be found at the **MTC Administrative Guidance: Complete Streets Policy Guidance for public agency staff implementing MTC Resolution 4493 at mtc.ca.gov/planning/transportation/complete-streets.**

This form may be downloaded at **mtc.ca.gov/planning/transportation/complete-streets.**

Submittal

Completed Checklists must be emailed to completestreets@bayareametro.gov.

PROJECT INFORMATION	
Project Name/Title:	US 101/Peninsula Avenue Interchange Improvements Project
Project Area/Location(s): Attach map if available.	The US 101/Peninsula Avenue Interchange Improvements project is located in the northern part of the City of San Mateo along US Route 101, bounded at the city limits with Burlingame to the north and by Poplar Avenue to the south. The project boundaries are approximately contained between Caltrans Postmile 15.0 and 14.2. Please refer to Attachment 1 – Project Location Map for a more detailed view of the project boundary areas.

PROJECT DESCRIPTION: (300-word limit)

The US-101 southbound ramps in the northerly part of San Mateo are currently accessed via E. Poplar Avenue at Amphlett Boulevard. The Project will relocate the US 101 southbound on- and off-ramps from Poplar Avenue to Peninsula Avenue (Attachment 1) to eliminate a button-hook partial interchange with existing safety issues and create a single, regional-serving, full-access interchange at Peninsula Avenue and Airport Boulevard. Attachment 3 contains drawings showing the two primary Project alternatives being evaluated. The Project will provide enhanced bicycle and pedestrian improvements on Peninsula Avenue between Humboldt Street to Bayshore Boulevard. The Project will also reduce congestion and travel times to and from the mainline freeway, enhance access to a regional park, streamline ingress and egress to a developing technology employment center, reduces street-level congestion, and improve safety in the vicinity of four schools.

Please indicate project phase (Planning, PE, ENV, ROW, CON, O&M)

May attach additional project documents, cross sections, plan view, or other supporting materials.

CONTACT INFORMATION

Contact Name & Title:	**Contact Email:**	**Contact Phone:**
Jimmy Vo, Senior Engineer	jvo@cityofsanmateo.org	650-522-7319

Agency:
City of San Mateo

Topic	CS Policy Consideration	YES	NO	Required Description	Description
1. Bicycle, Pedestrian and Transit Planning	Does Project implement relevant Plans, or other locally adopted recommendations? Plan examples include: • City/County General + Area Plans • Bicycle, Pedestrian & Transit Plan • Community-Based Transportation Plan • ADA Transition Plan • Station Access Plan • Short-Range Transit Plan • Vision Zero/Systematic Safety Plan	☒	☐	Please provide detail on Plan recommendations affecting Project area, if any, with Plan adoption date. If Project is inconsistent with adopted Plans, please provide explanation.	Project provides improvements in Equity Priority Communities (MTC Plan Bay Area 2050 - October 2021). Improvements align with the City of San Mateo Bicycle Master Plan (adopted April 2020) Project is included in the C/CAG RTP 2040.
2. Active Transportation Network	Does the project area contain segments of the regional Active Transportation (AT) Network? See AT Network map on the MTC Complete Streets webpage.	☒	☐	If yes, describe how project adheres to the NACTO All Ages and Abilities design principles. See *All Ages and Abilities and Design Guidelines* below.	The project is contained within the regional Active Transportation Network. The project will implement bicycle and pedestrian improvements that align with the NACTO All Ages and Abilities design principles. The Class IV separated bike lane on Peninsula Avenue was recommended as part of the City's 2020 Bicycle Master Plan in an effort to develop a safe and comfortable bicycle network for all ages and abilities. A Class IV separated bike lane provides a bicycle facility that increases safety and comfort for all users per the Design Guidelines.

Topic	CS Policy Consideration	YES	NO	Required Description	Description
2. Active Transportation Network (Cont.)					Further, the proposed protected intersection aligns with this guidance, providing an enhanced and protected pedestrian and bicycle crossing that serves to improve the user experience for all ages and abilities, also aligning with the Design Guidelines.
3. Safety and Comfort	A. Is the Project on a known High Injury Network (HIN) or has a local traffic safety analysis found a high incidence of bicyclist/pedestrian-involved crashes within the project area?	☒	☐	Please summarize the traffic safety conditions and describe Project's traffic safety measures. The Bay Area Vision Zero System may be a resource.	Peninsula Avenue from N. Humboldt St. to N. Bayshore Blvd and a portion of the interchange are identified in the San Mateo County Safe Routes to School High Injury Network. The Project proposes improvements to these areas. Additionally, Poplar Avenue, N. Humboldt St. and N. Bayshore Blvd. are identified as corridors in the High Injury Network; the project provides improved connectivity and reduce traffic volumes and speeds to these corridors. Further, the E. Poplar Avenue and Peninsula Avenue corridors has historically seen a greater-than-average number of overall collisions and greater-than-average number of vehicle-bicycle and vehicle-pedestrian collisions. Based on records collected by San Mateo Police Department, there have been a total of 9 vehicle-pedestrian collisions on the Poplar Avenue corridor since 2017. The project serves to address critical safety issues due to the current network configuration by relocating the US 101 southbound on- and off-ramps from Poplar Avenue to Peninsula Avenue, eliminating a button-hook partial interchange with existing safety issues and creating a single, regional-serving, full-access interchange.
	B. Does the project seek to improve bicyclist and/or pedestrian conditions? If the project includes a bikeway, was a Level of Traffic Stress (LTS), or similar user experience analyses conducted?	☒	☐	Describe how project seeks to provide low-stress transportation facilities or reduce a facility's LTS.	The 2020 Bicycle Master Plan development included an LTS analysis. Peninsula Avenue was identified as a high-stress roadway in the Project area. The Project proposes to construct a Class IV bicycle facility to reduce the LTS identified for this portion of Peninsula Avenue. Further, the protected intersections proposed as part of the Project design will further address the LTS for both bicyclists and pedestrians on this critical corridor.
4. Transit Coordination	A. Are there existing public transit facilities (stop or station) in the project area?	☐	☒	List transit facilities (stop, station, or route) and all affected agencies.	No stops or stations are present in the project area. Samtrans maintains 4 routes that operate in this vicinity: North Foster City (NFC), Foster City - San Francisco (FCX), Redwood City Transit Center to SF Transbay Terminal (398), and Burlingame Point (BPT). It is anticipated, however, that employer shuttles operated by the new Meta campus in Burlingame's Bayfront area will use Peninsula Avenue to access the Burlingame Caltrain Station. The Project's travel time improvements will benefit these shuttles as well.
	B. Have all potentially affected transit agencies had the opportunity to review this project?	☐	☒	Please attach confirmation email from transit operator(s) to email.	The project is currently in the middle of the Environmental Studies (PA&ED) and formal comments have not been received by outside transit agencies. All stakeholders, including transit agencies with routes/stations within the project boundaries, will have their concerns address during the Design phase of the project. The project team will incorporate design considerations, where possible, to minimize potential impacts or enhance operations for transit agencies.

Topic	CS Policy Consideration	YES	NO	Required Description	Description
	C. Is there a MTC Mobility Hub within the project area?	☐	☒	If yes, please describe outreach to mobility providers, and Project's Hub-supportive elements.	
5. Design	Does the project meet professional design standards or guidelines appropriate for bicycle and/or pedestrian facilities?	☒	☐	Please provide Class designation for bikeways. Cite design standards used.	The project will upgrade existing Class II bike lanes to Class IV separated bicycle lanes on Peninsula Avenue from Humboldt Street to N. Bayshore Boulevard based on current AASHTO design guidelines for bicycle facilities. Additionally, the project will construct protected intersections to further enhance bicycle and pedestrian safety. Both facilities have been designed utilizing industry standard design guidelines
6. Equity	Will Project improve active transportation in an Equity Priority Community?	☒	☐	Please list EPC(s) affected.	North Central North Shoreview
7. BPAC Review	Has a local (city or county) Bicycle and Pedestrian Advisory Commission (BPAC) reviewed this checklist (or for OBAG 3, this project)?	☐	☒	Please provide meeting date(s) and a summary of comments, if any.	

Statement of Compliance	YES
The proposed Project complies with California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302, MTC Complete Streets Policy (Reso. 4493), and locally adopted Complete Streets resolutions (adopted as OBAG 2 (Reso. 4202) requirement, Resolution 4202.)	☒

If no, complete Statement of Exception and obtain necessary signature.

Statement of Exception	YES	Provide Documentation or Explanation	Documentation Explanation
1. The affected roadway is legally prohibited for use by bicyclists and/or pedestrians.	☐	If yes, please cite language and agency citing prohibited use.	
2. The costs of providing Complete Streets improvements are excessively disproportionate to the need or probable use (defined as more than 20 percent for Complete Streets elements of the total project cost).	☐	If claimed, the agency must include proportionate alternatives and still provide safe accommodation of people biking, walking and rolling.	
3. There is a documented Alternative Plan to implement Complete Streets and/or on a nearby parallel route.	☐	Describe Alternative Plan/Project	
4. Conditions exist in which policy requirements may not be able to be met, such as fire and safety specifications, spatial conflicts on the roadway with transit or environmental concerns, defined as abutting conservation land or severe topological constraints.	☐	Describe condition(s) that prohibit implementation of CS policy requirements	

SIGNATURES / NOTIFICATIONS

TRANSIT
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DEPARTMENT DIRECTOR-LEVEL SIGNATURE FOR EXCEPTIONS
Exceptions must be signed by a Department Director-level agency representative, or their designee, and not the Project Manager. Insert electronic signature or sign below :

Full Name: Azalea Mitch
Title: Public Works Director
Date:
Signature:  Deryk Daquigan, Engineering Manager, for Azalea Mitch. 07/01/2022

All Ages and Abilities and Design Guidelines

All Ages and Abilities

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

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METROPOLITAN TRANSPORTATION COMMISSION

Complete Streets Checklist

Implementation of MTC's Complete Streets Policy, Resolution 4493, Adopted 3/25/22

Background

Since 2006, MTC's Complete Streets (CS) Policy has promoted the development of transportation facilities that can be used by all modes. In March 2022, MTC updated its CS policy (Resolution 4493) with the goal of ensuring that people biking, walking, rolling, and taking transit are safely accommodated within the transportation network. This policy works to advance Plan Bay Area 2050 objectives of achieving mode shift, safety, equity, and vehicle miles traveled and greenhouse gas emission reductions, as well as state & local compliance with applicable CS-related laws, policies, and practices, specifically the California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302) and applicable local policies such as the CS resolutions adopted before January 16, 2016 (as part of MTC's OBAG 2 requirements.)

Requirements

MTC's CS Policy requires that all projects (with a total project cost of $250,000 or more) applying for regional discretionary transportation funding – or requesting regional endorsement or approval through MTC – must submit a Complete Streets Checklist (Checklist) to MTC.

Please note that Projects claiming exceptions to CS Policy must complete the Exceptions section on the Checklist and provide a Department Director-level signature.

Additional information and guidance for completing this Checklist can be found at the MTC Administrative Guidance: Complete Streets Policy Guidance for public agency staff implementing MTC Resolution 4493 at *https://mtc.ca.gov/planning/transportation/complete-streets*

This form may be downloaded at https://mtc.ca.gov/planning/transportation/complete-streets.

Submittal

Completed Checklists ***must be emailed*** to completestreets@bayareametro.gov.

PROJECT INFORMATION
Project Name/Title: 19th Avenue/Fashion Island Boulevard Complete Street Class IV Bikeway
Project Area/Location(s): The 19th Avenue/Fashion Island Boulevard Complete Street Class IV Bikeway (Bikeway) is located along Fashion Island Boulevard and 19th Avenue between the City of San Mateo and City of Foster City. The proposed mile long new bikeway extends between the Hayward Park Caltrain Station in City of San Mateo and the Bridgepointe Parkway

shopping and business center in Foster City, providing residents with alternative modes of transportation and access under the United States Highway (US) 101 and State Route (SR) 92 interchange. The project includes pedestrian access improvements at four (4) intersections along the bikeway corridor. A Project Location map is provided in the attached Attachment A of this application.

PROJECT DESCRIPTION: (300-word limit)
Please indicate project phase (Planning, PE, ENV, ROW, CON, O&M)
The 19th Avenue/Fashion Island Boulevard Complete Street Class IV Bikeway project scope of work includes the construction phase only for a two-way Class IV separated bike facility (or cycle track) along Fashion Island Boulevard and 19th Avenue, as well as pedestrian access improvements at four (4) intersections along the bikeway corridor, including the US 101/SR 92 highway ramp intersections which are high stress barriers for the average person and that have historically only been designed to favor high speed vehicular movements. The proposed mile-long fully separated bikeway will connect from the cities of San Mateo and Foster to the Hayward Park Caltrain Station and planned US 101 Express Bus service from SamTrans. This will create new affordable and active travel options for residents, visitors, and workers in both cities.

The project will implement Complete Streets infrastructure to deliver a transportation network that is safer and more efficient for all modes of transportation, including: raised or quick build two-way separated bikeway (varies by location), high-visibly crosswalks to reinforce yielding of vehicles turning; advance stop bar to reinforce yielding of pedestrians; four protected bicycle intersections with enhanced pedestrian features like curb extensions to shorten crossing distances; American Disability Act (ADA) compliant accessible curb ramps; signal timing enhancements and upgrades; pedestrian-scale lighting to increase night-time visibility; and stormwater runoff treatments such as bioswales.

May attach additional project documents, cross sections, plan view, or other supporting materials.

CONTACT INFORMATION		
Contact Name & Title: Patrick Gilster Manager, Planning and Programming	**Contact Email:** gilsterp@samtrans.com	**Contact Phone:** 650-622-7853
Agency: San Mateo County Transportation Authority (SMCTA)		

Topic	CS Policy Consideration	YES	NO	Required Description
1. Bicycle, Pedestrian and Transit Planning	Does Project implement relevant Plans, or other locally adopted recommendations? Plan examples include:	☒	☐	Please provide detail on Plan recommendations affecting Project area, if any, with Plan adoption date.

Topic	CS Policy Consideration	YES	NO	Required Description
	• City/County General + Area Plans • Bicycle, Pedestrian & Transit Plan • Community-Based Transportation Plan • ADA Transition Plan • Station Access Plan • Short-Range Transit Plan • Vision Zero/Systematic Safety Plan			The 19th Avenue/Fashion Island Blvd Class IV Separated Bikeway was identified as a medium-high priority in the City of San Mateo's 2020 Bicycle Master Plan. The City/County Association of Government of San Mateo County (C/CAG) 2021 Comprehensive Bicycle and Pedestrian Plan identified the project as a high priority. The project is also a part of the MTC Regional Active Transportation Network.
2. Active Transportation Network	Does the project area contain segments of the regional Active Transportation (AT) Network? [See AT Network map on the MTC Complete Streets webpage.]	☒	☐	If yes, describe how project adheres to the NACTO All Ages and Abilities design principles. See Attachment 1. The two-way Class IV Separated Bikeway is the highest level of comfort facility for a roadway consistent with the NACTO recommendations.
3. Safety and Comfort	A. Is the Project on a known High Injury Network (HIN) or has a local traffic safety analysis found a high incidence of bicyclist/ pedestrian-involved crashes within the project area?	☒	☐	Please summarize the traffic safety conditions and describe Project's traffic safety measures. The Bay Area Vision Zero System may be a resource. While the City of San Mateo does not have a High Injury or completed Local Road Safety Plan, the collision history for Fashion Island

Topic	CS Policy Consideration	YES	NO	Required Description
				Boulevard/19th Avenue was assessed for a five-year period from January 2016 to December 2020 and indicates there were a total of 14 vehicle, 2 pedestrian-involved, and one bicycle-involved collisions according to UC Berkeley Transportation Injury Mapping System using California Statewide Integrated Traffic Records System (SWITRS) data. Implementing the Class IV Separated Bikeway will have collision reduction benefits for all users of the local corridor by implementing proven safety countermeasures including: physical separation between the bicycle lanes and vehicle travel lanes for people biking, reduced crossing distances and high visibility crosswalk striping for people walking, and traffic calming features to slow vehicular traffic. Where the highway entrance and exit connect to local streets, the project will implement a separation of bicycle and vehicles away from the highway ramp intersections, reducing potential conflicts between the two modes of transportation.

Topic	CS Policy Consideration	YES	NO	Required Description
	B. Does the project seek to improve bicyclist and/or pedestrian conditions? If the project includes a bikeway, was a Level of Traffic Stress (LTS), or similar user experience analyses conducted?	☒	☐	Describe how project seeks to provide low-stress transportation facilities or reduce a facility's LTS. The project is primarily focused on improving conditions for people biking while adding treatments for pedestrians as a co-benefit. The 2020 City of San Mateo Bike Plan conducted an LTS analysis which indicates existing conditions along the corridor are high stress. The Bike Plan recommended the low stress Class IV Separated Bikeway as the appropriate treatment to create a comfortable all ages and abilities environment.
4. Transit Coordination	A. Are there existing public transit facilities (stop or station) in the project area?	☒	☐	List transit facilities (stop, station, or route) and all affected agencies. The 19th Avenue/Fashion Island Bikeway would connect directly with the Hayward Park Caltrain Station on the western terminus. The project would also provide access to existing SamTrans bus routes on connecting roadways for route 292 on Delaware St, route 250 on Norfolk St, and the free Lincoln Center Hillsdale Caltrain shuttle on Mariners Island Blvd.
	B. Have all potentially affected transit agencies had the	☒	☐	Please provide confirmation email from transit operator(s).

Topic	CS Policy Consideration	YES	NO	Required Description
	opportunity to review this project?			Yes, the planning phase for the bikeway project is being done jointly with the planning efforts for the SamTrans Express Bus Mobility Hub at the existing Caltrans US 101/SR 92 Park and Ride lot. SamTrans is active partner in both efforts and reviews all recommendations. Caltrain is also an active reviewer and supporter of the project. Please see Attachment E of the application for Local and Transit Agencies Coordination and Support of the project.
	C. Is there a MTC Mobility Hub within the project area?	☒	☐	If yes, please describe outreach to mobility providers, and Project's Hub-supportive elements. Yes, the Class IV Separated Bikeway on Fashion Island Blvd/19th Ave will provide a direct low-stress separated bikeway connected to the planned SamTrans Express Bus Mobility Hub at the existing Caltrans US 101/SR 92 Park and Ride lot which is identified as a MTC Mobility Hub. Both the bikeway and mobility hub are being planned in a joint effort by the City of San Mateo, San Mateo County Transportation Authority, Caltrans, and SamTrans.

Topic	CS Policy Consideration	YES	NO	Required Description
5. Design	Does the project meet professional design standards or guidelines appropriate for bicycle and/or pedestrian facilities?	☒	☐	Please provide Class designation for bikeways. Cite design standards used. Yes, the Class IV Separated Bikeway incorporated best practice design standards from NACTO Urban Bikeway Design Guide, California MUTCD, and the Caltrans Design Information Bulletin 89-01 Class IV Bikeway Guidance.
6. Equity	Will Project improve active transportation in an Equity Priority Community?	☐	☒	Please list EPC(s) affected. While the project is not located directed in an MTC Equity Priority Community, it would provide increased connectivity, mobility, and safety for many local and regional communities that have historically been underserved especially by transportation investments. The communities surrounding the US 101/SR 92 interchange where the proposed Class IV separated corridor will pass under has long been divided by the two highways and experience increased levels of greenhouse gas emissions and particulate matter dispersion. The project will provide direct access to the Hayward Park Caltrain Station and

Topic	CS Policy Consideration	YES	NO	Required Description
				proposed Express Bus Mobility Hub that will provide low-cost options for regional travel to San Francisco. The project would also directly serve the Fiesta Gardens International Elementary School, a Spanish-language immersion school with a majority Latinx population, located in middle of the proposed Class IV bikeway corridor.
7. BPAC Review	Has a local (city or county) Bicycle and Pedestrian Advisory Commission (BPAC) reviewed this checklist (or for OBAG 3, this project)?	☐	☒	Please provide meeting date(s) and a summary of comments, if any. The San Mateo County Transportation Authority is not a local entity and does not have an applicable Bicycle and Pedestrian Advisory Committee to review. However, the project has been reviewed and supported by the City of San Mateo and C/CAG BPAC's as part of the Bicycle Plans for both agencies.

Statement of Compliance	YES
The proposed Project complies with California Complete Street Act of 2008 (*Gov. Code Sections 65040.2 and 65302, MTC Complete Streets Policy (Reso. 4493*), **and locally adopted Complete Streets resolutions** (*adopted as OBAG 2 (Reso. 4202) requirement, Resolution 4202*).	☒

If no, complete Statement of Exception and obtain necessary signature.

Statement of Exception	YES		Provide Documentation or Explanation
1. The affected roadway is legally prohibited for use by bicyclists and/or pedestrians.	☐		If yes, please cite language and agency citing prohibited use.
2. The costs of providing Complete Streets improvements are excessively disproportionate to the need or probable use (defined as more than 20 percent for Complete Streets elements of the total project cost).	☐		If claimed, the agency must include proportionate alternatives and still provide safe accommodation of people biking, walking and rolling.
3. There is a documented Alternative Plan to implement Complete Streets and/or on a nearby parallel route.	☐		Describe Alternative Plan/Project
4. Conditions exist in which policy requirements may not be able to be met, such as fire and safety specifications, spatial conflicts on the roadway with transit or environmental concerns, defined as abutting conservation land or severe topological constraints.	☐	☐	Describe condition(s) that prohibit implementation of CS policy requirements

SIGNATURES / NOTIFICATIONS

TRANSIT

The project sponsor shall communicate and coordinate with all transit agencies with operations affected by the proposed project. If a project includes a transit stop/station, or is located along a transit route, the Checklist must include written documentation (e.g. email) with the affected transit agency(ies) to confirm transit agency coordination and acknowledgement of the project. A CS Checklist Transit Agency Contact List is available for reference.

DEPARTMENT DIRECTOR-LEVEL SIGNATURE FOR EXCEPTIONS

Exceptions must be signed by a Department Director-level agency representative, or their designee, and not the Project Manager. Insert electronic signature or sign below:

Full Name: _____

Title: _____

Date: _____

Signature: _____

ATTACHMENT 1 – All Ages and Abilities and Guidelines

1. All Ages and Abilities

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

Projects on the AT Network shall incorporate design principles based on designing for "All Ages and Abilities," contextual guidance provided by the National Association of City Transportation Officials (NACTO), and consistent with state and national best practices. A facility that serves "all ages and abilities" is one that effectively serves the mobility needs of children, older adults, and people with disabilities and in doing so, works for everyone else. The all ages and abilities approach also strives to serve all users, regardless of age, ability, ethnicity, race, sex, income, or disability, by embodying national and international best practices related to traffic calming, speed reduction, and **roadway design to increase user safety and comfort. This approach also includes the** use of traffic calming elements or facilities separated from motor vehicle traffic, both of which can offer a greater feeling of safety and appeal to a wider spectrum of the public.

Design best practices for safe street crossings, pedestrian facilities, and Americans with Disabilities Act (ADA) accessibility at transit stops, and bicycle/micromobility facilities on the AT Network should be incorporated throughout the entirety of the project. The Proposed Public Rights-of-Way Accessibility Guidelines (PROWAG) by the U.S. Access Board should also be referenced during design. (See table on next page for guidelines)

2. Design Guidance

Examples of applicable design guidance documents include (but are not limited to): American Association of State Highway and Transportation Officials (AASHTO) – *A Policy on Geometric Design of Highway and Streets, Guide for the Development of Bicycle Facilities, Guide for the Planning, Design, and Operation of Pedestrian Facilities; Public Right-of-Way Accessibility Guide (PROWAG); Manual on Uniform Traffic Control Devices (MUTCD); Americans with Disabilities Act Accessibility Guidelines (ADAAG)*; National Association of City Transportation Officials (NACTO) – *Urban Bikeway Design Guide*.

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Contextual Guidance for Selecting All Ages & Abilities Bikeways

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

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

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

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

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

Complete Streets Checklist
Implementation of MTC's Complete Streets Policy, Resolution 4493, Adopted 3/25/22

Background

Since 2006, MTC's Complete Streets (CS) Policy has promoted the development of transportation facilities that can be used by all modes. In March 2022, MTC updated its CS policy (Resolution 4493) with the goal of ensuring that people biking, walking, rolling, and taking transit are safely accommodated within the transportation network. This policy works to advance Plan Bay Area 2050 objectives of achieving mode shift, safety, equity, and vehicle miles traveled and greenhouse gas emission reductions, as well as state & local compliance with applicable CS-related laws, policies, and practices, specifically the California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302) and applicable local policies such as the CS resolutions adopted before January 16, 2016 (as part of MTC's OBAG 2 requirements.)

Requirements

MTC's CS Policy requires that all projects (with a total project cost of $250,000 or more) applying for regional discretionary transportation funding – or requesting regional endorsement or approval through MTC - must submit a Complete Streets Checklist (Checklist) to MTC.

Please note that Projects claiming exceptions to CS Policy must complete the Exceptions section on the Checklist and provide a Department Director-level signature.

Additional information and guidance for completing this Checklist can be found at the **MTC Administrative Guidance: Complete Streets Policy Guidance for public agency staff implementing MTC Resolution 4493 at mtc.ca.gov/planning/transportation/complete-streets.**

This form may be downloaded at **mtc.ca.gov/planning/transportation/complete-streets.**

Submittal

Completed Checklists must be emailed to completestreets@bayareametro.gov.

PROJECT INFORMATION	
Project Name/Title:	City of Belmont Pedestrian and Bike Improvements
Project Area/Location(s): Attach map if available.	City of Belmont El Camino Real / Hill Street, Middle Road, Old County Road, O'Neill Avenue, and Belmont Canyon Road (See Attachment A)

PROJECT DESCRIPTION: (300-word limit)

Project goal includes enhancing transportation safety, increase transportation mode share, and compliment significant multi-family and affordable housing developments. Project proposes to meet these goals through expanding city bike lane network and providing HAWK crossing at Hill Street / El Camino Real.

Please indicate project phase (Planning, PE, ENV, ROW, CON, O&M)

May attach additional project documents, cross sections, plan view, or other supporting materials.

CONTACT INFORMATION

Contact Name & Title:	**Contact Email:**	**Contact Phone:**
Matt Hoang, Associate Engineer	mhoang@belmont.gov	(650)637-2998

Agency:
City of Belmont - Public Works

Topic	CS Policy Consideration	YES	NO	Required Description	Description
1. Bicycle, Pedestrian and Transit Planning	Does Project implement relevant Plans, or other locally adopted recommendations? Plan examples include: • City/County General + Area Plans • Bicycle, Pedestrian & Transit Plan • Community-Based Transportation Plan • ADA Transition Plan • Station Access Plan • Short-Range Transit Plan • Vision Zero/Systematic Safety Plan	☒	☐	Please provide detail on Plan recommendations affecting Project area, if any, with Plan adoption date. If Project is inconsistent with adopted Plans, please provide explanation.	The Belmont Village Specific Plan (BVSP), a designated Priority Development Area (PDA), and the Comprehensive Pedestrian and Bicyclist Master Plan were both approved by City Council and used in evaluating areas for pedestrian/bicyclist improvements within city limits.The proposed project is aligned with both accepted plans to promote safer travel for pedestrians/ bicyclists in the designated PDA.
2. Active Transportation Network	Does the project area contain segments of the regional Active Transportation (AT) Network? See AT Network map on the MTC Complete Streets webpage.	☒	☐	If yes, describe how project adheres to the NACTO All Ages and Abilities design principles. See *All Ages and Abilities and Design Guidelines* below.	Proposed HAWK Crossing provides safe pedestrian street crossing for all ages and abilities aligned with the NACTO design principles.

Topic	CS Policy Consideration	YES	NO	Required Description	Description
2. Active Transportation Network (Cont.)					N/A
3. Safety and Comfort	A. Is the Project on a known High Injury Network (HIN) or has a local traffic safety analysis found a high incidence of bicyclist/pedestrian-involved crashes within the project area?	☒	☐	Please summarize the traffic safety conditions and describe Project's traffic safety measures. The Bay Area Vision Zero System may be a resource.	Project located in areas to address safety analysis concerns from C/CAG HIN Report for City of Belmont.
	B. Does the project seek to improve bicyclist and/or pedestrian conditions? If the project includes a bikeway, was a Level of Traffic Stress (LTS), or similar user experience analyses conducted?	☒	☐	Describe how project seeks to provide low-stress transportation facilities or reduce a facility's LTS.	City of Belmont has a City Council approved Comprehensive Pedestrian and Bicycle Master Plan that evaluated City streets. The project proposes improvements for pedestrians and bicyclists with increased Class III bike lanes and HAWK signal crossing.
4. **Transit Coordination**	A. Are there existing public transit facilities (stop or station) in the project area?	☒	☐	List transit facilities (stop, station, or route) and all affected agencies.	Transit Facilities: - Direct connection to Caltrain Station - El Camino Real - US 101 Agencies: - Caltrain - Caltrans
	B. Have all potentially affected transit agencies had the opportunity to review this project?	☒	☐	Please attach confirmation email from transit operator(s) to email.	Belmont Village Specific Plan and Pedestrian/Bicycle Master plan has been shared with both Caltrans and SamTrans.

Topic	CS Policy Consideration	YES	NO	Required Description	Description
	C. Is there a MTC Mobility Hub within the project area?	☐	☒	If yes, please describe outreach to mobility providers, and Project's Hub-supportive elements.	N/A
5. Design	Does the project meet professional design standards or guidelines appropriate for bicycle and/or pedestrian facilities?	☒	☐	Please provide Class designation for bikeways. Cite design standards used.	City of Belmont has a City Council approved Comprehensive Pedestrian and Bicycle Master Plan. Proposed project follows the Master Plan recommendations for Class III Bike Lanes and HAWK Crossing.
6. Equity	Will Project improve active transportation in an Equity Priority Community?	☐	☒	Please list EPC(s) affected.	N/A
7. BPAC Review	Has a local (city or county) Bicycle and Pedestrian Advisory Commission (BPAC) reviewed this checklist (or for OBAG 3, this project)?	☒	☐	Please provide meeting date(s) and a summary of comments, if any.	Comprehensive Pedestrian and Bicycle Master Plan has been reviewed and approved by council in 2016

Statement of Compliance	YES
The proposed Project complies with California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302, MTC Complete Streets Policy (Reso. 4493), and locally adopted Complete Streets resolutions (adopted as OBAG 2 (Reso. 4202) requirement, Resolution 4202.)	☒

If no, complete Statement of Exception and obtain necessary signature.

Statement of Exception	YES	Provide Documentation or Explanation	Documentation Explanation
1. The affected roadway is legally prohibited for use by bicyclists and/or pedestrians.	☐	If yes, please cite language and agency citing prohibited use.	
2. The costs of providing Complete Streets improvements are excessively disproportionate to the need or probable use (defined as more than 20 percent for Complete Streets elements of the total project cost).	☐	If claimed, the agency must include proportionate alternatives and still provide safe accommodation of people biking, walking and rolling.	
3. There is a documented Alternative Plan to implement Complete Streets and/or on a nearby parallel route.	☐	Describe Alternative Plan/Project	
4. Conditions exist in which policy requirements may not be able to be met, such as fire and safety specifications, spatial conflicts on the roadway with transit or environmental concerns, defined as abutting conservation land or severe topological constraints.	☐	Describe condition(s) that prohibit implementation of CS policy requirements	

SIGNATURES / NOTIFICATIONS

TRANSIT
The project sponsor shall communicate and coordinate with all transit agencies with operations affected by the proposed project. If a project includes a transit stop/station, or is located along a transit route, the Checklist must include written documentation (e.g. email) with the affected transit agency(ies) to confirm transit agency coordination and acknowledgement of the project. A CS Checklist Transit Agency Contact List is available for reference.

DEPARTMENT DIRECTOR-LEVEL SIGNATURE FOR EXCEPTIONS
Exceptions must be signed by a Department Director-level agency representative, or their designee, and not the Project Manager. Insert electronic signature or sign below :

Full Name:
Title:
Date:
Signature:

All Ages and Abilities and Design Guidelines

All Ages and Abilities

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

Projects on the AT Network shall incorporate design principles based on designing for "All Ages and Abilities," contextual guidance provided by the National Association of City Transportation Officials (NACTO), and consistent with state and national best practices. A facility that serves "all ages and abilities" is one that effectively serves the mobility needs of children, older adults, and people with disabilities and in doing so, works for everyone else. The all ages and abilities approach also strives to serve all users, regardless of age, ability, ethnicity, race, sex, income, or disability, by embodying national and international best practices related to traffic calming, speed reduction, and roadway design to increase user safety and comfort. This approach also includes the use of traffic calming elements or facilities separated from motor vehicle traffic, both of which can offer a greater feeling of safety and appeal to a wider spectrum of the public.

Design best practices for safe street crossings, pedestrian facilities, and Americans with Disabilities Act (ADA) accessibility at transit stops, and bicycle/micromobility facilities on the AT Network should be incorporated throughout the entirety of the project. The Proposed Public Rights-of-Way Accessibility Guidelines (PROWAG) by the U.S. Access Board should also be referenced during design.

<table>
<tr><th colspan="4">Contextual Guidance for Selecting All Ages & Abilities Bikeways</th></tr>
<tr><th colspan="4">Roadway Context</th><th rowspan="2">All Ages & Abilities Bicycle Facility</th></tr>
<tr><th>Target Motor Vehicle Speed*</th><th>Target Max. Motor Vehicle Volume (ADT)</th><th>Motor Vehicle Lanes</th><th>Key Operational Considerations</th></tr>
<tr><td colspan="2">Any</td><td>Any</td><td>Any of the following: high curbside activity, frequent buses, motor vehicle congestion, or turning conflicts‡</td><td>Protected Bicycle Lane</td></tr>
<tr><td>< 10 mph</td><td>Less relevant</td><td rowspan="2">No centerline, or single lane one-way</td><td>Pedestrians share the roadway</td><td>Shared Street</td></tr>
<tr><td>≤ 20 mph</td><td>≤ 1,000 – 2,000</td><td>< 50 motor vehicles per hour in the peak direction at peak hour</td><td>Bicycle Boulevard</td></tr>
<tr><td rowspan="4">≤ 25 mph</td><td>≤ 500 – 1,500</td><td rowspan="3">Single lane each direction, or single lane one-way</td><td rowspan="4">Low curbside activity, or low congestion pressure</td><td>Conventional or Buffered Bicycle Lane, or Protected Bicycle Lane</td></tr>
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<tr><td>≤ 3,000 – 6,000</td><td rowspan="2">Protected Bicycle Lane</td></tr>
<tr><td>Greater than 6,000</td><td>Multiple lanes per direction</td></tr>
<tr><td rowspan="3">Greater than 26 mph†</td><td rowspan="2">≤ 6,000</td><td>Single lane each direction</td><td rowspan="2">Low curbside activity, or low congestion pressure</td><td>Protected Bicycle Lane, or Reduce Speed</td></tr>
<tr><td>Multiple lanes per direction</td><td>Protected Bicycle Lane, or Reduce to Single Lane & Reduce Speed</td></tr>
<tr><td>Greater than 6,000</td><td>Any</td><td>Any</td><td>Protected Bicycle Lane, or Bicycle Path</td></tr>
<tr><td colspan="2" rowspan="2">High-speed limited access roadways, natural corridors, or geographic edge conditions with limited conflicts</td><td rowspan="2">Any</td><td>High pedestrian volume</td><td>Bike Path with Separate Walkway or Protected Bicycle Lane</td></tr>
<tr><td>Low pedestrian volume</td><td>Shared-Use Path or Protected Bicycle Lane</td></tr>
</table>

Design Guidance

Examples of applicable design guidance documents include (but are not limited to): American Association of State Highway and Transportation Officials (AASHTO) - *A Policy on Geometric Design of Highway and Streets, Guide for the Development of Bicycle Facilities, Guide for the Planning, Design, and Operation of Pedestrian Facilities; Public Right-of-Way Accessibility Guide* (PROWAG); *Manual on Uniform Traffic Control Devices* (MUTCD); *Americans with Disabilities Act Accessibility Guidelines* (ADAAG); National Association of City Transportation Officials (NACTO) - *Urban Bikeway Design Guide.*

METROPOLITAN TRANSPORTATION COMMISSION

Complete Streets Checklist

Implementation of MTC's Complete Streets Policy, Resolution 4493, Adopted 3/25/22

Background

Since 2006, MTC's Complete Streets (CS) Policy has promoted the development of transportation facilities that can be used by all modes. In March 2022, MTC updated its CS policy (Resolution 4493) with the goal of ensuring that people biking, walking, rolling, and taking transit are safely accommodated within the transportation network. This policy works to advance Plan Bay Area 2050 objectives of achieving mode shift, safety, equity, and vehicle miles traveled and greenhouse gas emission reductions, as well as state & local compliance with applicable CS-related laws, policies, and practices, specifically the California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302) and applicable local policies such as the CS resolutions adopted before January 16, 2016 (as part of MTC's OBAG 2 requirements.)

Requirements

MTC's CS Policy requires that all projects (with a total project cost of $250,000 or more) applying for regional discretionary transportation funding – or requesting regional endorsement or approval through MTC – must submit a Complete Streets Checklist (Checklist) to MTC.

Please note that Projects claiming exceptions to CS Policy must complete the Exceptions section on the Checklist and provide a Department Director-level signature.

Additional information and guidance for completing this Checklist can be found at the MTC Administrative Guidance: Complete Streets Policy Guidance for public agency staff implementing MTC Resolution 4493 at *https://mtc.ca.gov/planning/transportation/complete-streets*

This form may be downloaded at https://mtc.ca.gov/planning/transportation/complete-streets.

Submittal

Completed Checklists ***must be emailed*** to completestreets@bayareametro.gov.

PROJECT INFORMATION
Project Name/Title: Safe Routes to School Improvements
Project Area/Location(s): Various locations within 1/2 mile of the following schools: Audubon Elementary, Brewer Island Elementary, Foster City Elementary, and Bowditch Middle School.

PROJECT DESCRIPTION: (300-word limit)
Please indicate project phase (Planning, PE, ENV, ROW, CON, O&M)

May attach additional project documents, cross sections, plan view, or other supporting materials.

CONTACT INFORMATION		
Contact Name & Title: Taniela Mapa, Assistant Engineer	**Contact Email:** tmapa@fostercity.org	**Contact Phone:** 650-286-3277
Agency: City of Foster City		

Topic	CS Policy Consideration	YES	NO	Required Description
1. Bicycle, Pedestrian and Transit Planning	Does Project implement relevant Plans, or other locally adopted recommendations? Plan examples include: • City/County General + Area Plans • Bicycle, Pedestrian & Transit Plan • Community-Based Transportation Plan • ADA Transition Plan • Station Access Plan • Short-Range Transit Plan • Vision Zero/Systematic Safety Plan	☒	☐	Safe Routes to School Assessment, completed in January 2018, proposes various traffic calming and pedestrian visibility improvements that will be implemented in this project. The Foster City General Plan also supports the integrations of schools within a neighborhood in a manner that is attractive and safe. The project seeks to increase safety for all commuters within the nearby vicinity of the school and encourage use of non-motorized travel.
2. Active Transportation Network	Does the project area contain segments of the regional Active Transportation (AT) Network? [See AT Network map on the MTC Complete Streets webpage.]	☐	☒	
3. Safety and Comfort	A. Is the Project on a known High Injury Network (HIN) or has a local traffic safety analysis found a high incidence of bicyclist/ pedestrian-involved crashes within the project area?	☒	☐	San Mateo County of Education provided data on 04/2022 of Youth-based High Injury Networks (HIN) in San Mateo County. Foster City only accounted for 2% of the total Youth-based HIN. Each school in the project area contains HIN in the nearby vicinity.

Topic	CS Policy Consideration	YES	NO	Required Description
	B. Does the project seek to improve bicyclist and/or pedestrian conditions? If the project includes a bikeway, was a Level of Traffic Stress (LTS), or similar user experience analyses conducted?	☒	☐	The project seeks to improve the bicyclist conditions by permanently implementing a Class II bike lane. Most of the project is currently at LTS4 according to the 2018 Bicycle Network Assessment. Permanently installing a Class II bike lane will, at minimum, increase the Level of Traffic Stress to LTS3 (matching what was previously done to the Northern section of Edgewater using OBAG 2 funds).
4. Transit Coordination	A. Are there existing public transit facilities (stop or station) in the project area?	☒	☐	SamTrans: Routes 54, 57, 251, 256, FCX
	B. Have all potentially affected transit agencies had the opportunity to review this project?	☐	☒	
	C. Is there a MTC Mobility Hub within the project area?	☐	☒	
5. Design	Does the project meet professional design standards or guidelines appropriate for bicycle and/or pedestrian facilities?	☒	☐	Class II bikeways, California MUTCD, Section 9C.04.
6. Equity	Will Project improve active transportation in an Equity Priority Community?	☐	☒	
7. BPAC Review	Has a local (city or county) Bicycle and Pedestrian Advisory Commission (BPAC) reviewed this checklist (or for OBAG 3, this project)?	☐	☒	C/CAG's BPAC will be reviewing the checklist/project during the CTA project evaluation phase and prior to their project nominations to the MTC.

Statement of Compliance	YES
The proposed Project complies with California Complete Street Act of 2008 (*Gov. Code Sections 65040.2 and 65302, MTC Complete Streets Policy (Reso. 4493*), **and locally adopted Complete Streets resolutions** (*adopted as OBAG 2 (Reso. 4202) requirement, Resolution 4202*).	☒

If no, complete Statement of Exception and obtain necessary signature.

Statement of Exception	YES		Provide Documentation or Explanation
1. The affected roadway is legally prohibited for use by bicyclists and/or pedestrians.	☐		If yes, please cite language and agency citing prohibited use.
2. The costs of providing Complete Streets improvements are excessively disproportionate to the need or probable use (defined as more than 20 percent for Complete Streets elements of the total project cost).	☐		If claimed, the agency must include proportionate alternatives and still provide safe accommodation of people biking, walking and rolling.
3. There is a documented Alternative Plan to implement Complete Streets and/or on a nearby parallel route.	☐		Describe Alternative Plan/Project
4. Conditions exist in which policy requirements may not be able to be met, such as fire and safety specifications, spatial conflicts on the roadway with transit or environmental concerns, defined as abutting conservation land or severe topological constraints.	☐	☐	Describe condition(s) that prohibit implementation of CS policy requirements

SIGNATURES / NOTIFICATIONS

TRANSIT

The project sponsor shall communicate and coordinate with all transit agencies with operations affected by the proposed project. If a project includes a transit stop/station, or is located along a transit route, the Checklist must include written documentation (e.g. email) with the affected transit agency(ies) to confirm transit agency coordination and acknowledgement of the project. A CS Checklist Transit Agency Contact List is available for reference.

DEPARTMENT DIRECTOR-LEVEL SIGNATURE FOR EXCEPTIONS

Exceptions must be signed by a Department Director-level agency representative, or their designee, and not the Project Manager. Insert electronic signature or sign below:

Full Name: _____

Title: _____

Date: _____

Signature: _____

ATTACHMENT 1 – All Ages and Abilities and Guidelines

1. All Ages and Abilities

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

Projects on the AT Network shall incorporate design principles based on designing for "All Ages and Abilities," contextual guidance provided by the National Association of City Transportation Officials (NACTO), and consistent with state and national best practices. A facility that serves "all ages and abilities" is one that effectively serves the mobility needs of children, older adults, and people with disabilities and in doing so, works for everyone else. The all ages and abilities approach also strives to serve all users, regardless of age, ability, ethnicity, race, sex, income, or disability, by embodying national and international best practices related to traffic calming, speed reduction, and **roadway design to increase user safety and comfort. This approach also includes the** use of traffic calming elements or facilities separated from motor vehicle traffic, both of which can offer a greater feeling of safety and appeal to a wider spectrum of the public.

Design best practices for safe street crossings, pedestrian facilities, and Americans with Disabilities Act (ADA) accessibility at transit stops, and bicycle/micromobility facilities on the AT Network should be incorporated throughout the entirety of the project. The Proposed Public Rights-of-Way Accessibility Guidelines (PROWAG) by the U.S. Access Board should also be referenced during design. (See table on next page for guidelines)

2. Design Guidance

Examples of applicable design guidance documents include (but are not limited to): American Association of State Highway and Transportation Officials (AASHTO) – *A Policy on Geometric Design of Highway and Streets, Guide for the Development of Bicycle Facilities, Guide for the Planning, Design, and Operation of Pedestrian Facilities; Public Right-of-Way Accessibility Guide (PROWAG); Manual on Uniform Traffic Control Devices (MUTCD); Americans with Disabilities Act Accessibility Guidelines (ADAAG)*; National Association of City Transportation Officials (NACTO) – *Urban Bikeway Design Guide*.

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Contextual Guidance for Selecting All Ages & Abilities Bikeways

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

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

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

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

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

Complete Streets Checklist
Implementation of MTC's Complete Streets Policy, Resolution 4493, Adopted 3/25/22

Background

Since 2006, MTC's Complete Streets (CS) Policy has promoted the development of transportation facilities that can be used by all modes. In March 2022, MTC updated its CS policy (Resolution 4493) with the goal of ensuring that people biking, walking, rolling, and taking transit are safely accommodated within the transportation network. This policy works to advance Plan Bay Area 2050 objectives of achieving mode shift, safety, equity, and vehicle miles traveled and greenhouse gas emission reductions, as well as state & local compliance with applicable CS-related laws, policies, and practices, specifically the California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302) and applicable local policies such as the CS resolutions adopted before January 16, 2016 (as part of MTC's OBAG 2 requirements.)

Requirements

MTC's CS Policy requires that all projects (with a total project cost of $250,000 or more) applying for regional discretionary transportation funding – or requesting regional endorsement or approval through MTC - must submit a Complete Streets Checklist (Checklist) to MTC.

Please note that Projects claiming exceptions to CS Policy must complete the Exceptions section on the Checklist and provide a Department Director-level signature.

Additional information and guidance for completing this Checklist can be found at the **MTC Administrative Guidance: Complete Streets Policy Guidance for public agency staff implementing MTC Resolution 4493 at mtc.ca.gov/planning/transportation/complete-streets.**

This form may be downloaded at **mtc.ca.gov/planning/transportation/complete-streets.**

Submittal

Completed Checklists must be emailed to completestreets@bayareametro.gov.

PROJECT INFORMATION	
Project Name/Title:	101/Woodside UPRR Bikeway
Project Area/Location(s): Attach map if available.	In the City of Redwood City, Class 1 Bikeway between the intersections of Broadway/Woodside Road, Chestnut Street/Veterans Boulevard, and Blomquist Street/Seaport Boulevard, along the Union Pacific Railroad spur. (See Map B)

PROJECT DESCRIPTION: (300-word limit)

Construct approximately 3,500 linear feet (0.67 miles) of Class I Bikeway. The Project would construct a new Class I Bikeway on the west side of Woodside Road, which would connect the intersections of Broadway/Woodside, Chestnut/Veterans and Seaport/Blomquist generally along the UPRR tracks that cross under US 101.
This Project provides a separate, safe Class I Bikeway facility crossing US 101, where no designated bicycle or pedestrian facility exists. The Project is part of the larger bicycle and pedestrian improvements element of the 101/Woodside Interchange Project.
Funding is requested for CON only.

Please indicate project phase (Planning, PE, ENV, ROW, CON, O&M)

May attach additional project documents, cross sections, plan view, or other supporting materials.

CONTACT INFORMATION

Contact Name & Title:	**Contact Email:**	**Contact Phone:**
Saber Sarwary, City Engineer	ssarwary@redwoodcity.org	650.780.7370

Agency:
City of Redwood City

Topic	CS Policy Consideration	YES	NO	Required Description	Description
1. Bicycle, Pedestrian and Transit Planning	Does Project implement relevant Plans, or other locally adopted recommendations? Plan examples include: • City/County General + Area Plans • Bicycle, Pedestrian & Transit Plan • Community-Based Transportation Plan • ADA Transition Plan • Station Access Plan • Short-Range Transit Plan • Vision Zero/Systematic Safety Plan	☒	☐	Please provide detail on Plan recommendations affecting Project area, if any, with Plan adoption date. If Project is inconsistent with adopted Plans, please provide explanation.	RWCmoves (2018), the citywide transportation plan, is identified as a signature project. RWC Walk Bike Thrive (2022), the Vision Zero Action Plan and Bike/Ped masterplan, identified Broadway / Woodside as a high-collision intersection and Broadway and Woodside Road as needing complete streets improvements.
2. Active Transportation Network	Does the project area contain segments of the regional Active Transportation (AT) Network? See AT Network map on the MTC Complete Streets webpage.	☒	☐	If yes, describe how project adheres to the NACTO All Ages and Abilities design principles. See *All Ages and Abilities and Design Guidelines* below.	Class 1 bikeway that is designed for all ages and abilities and provides an alternative to crossing 101 on Woodside Road/Seaport Blvd which is less comfortable to inexperienced cyclists.

Topic	CS Policy Consideration	YES	NO	Required Description	Description
2. Active Transportation Network (Cont.)					
3. Safety and Comfort	A. Is the Project on a known High Injury Network (HIN) or has a local traffic safety analysis found a high incidence of bicyclist/pedestrian-involved crashes within the project area?	☒	☐	Please summarize the traffic safety conditions and describe Project's traffic safety measures. The Bay Area Vision Zero System may be a resource.	Project is an alternative to riding on Broadway and Woodside - which were identified hot spots in RWC Walk Bike Thrive.
	B. Does the project seek to improve bicyclist and/or pedestrian conditions? If the project includes a bikeway, was a Level of Traffic Stress (LTS), or similar user experience analyses conducted?	☒	☐	Describe how project seeks to provide low-stress transportation facilities or reduce a facility's LTS.	Woodside, Veterans, and Chesnut are LTS 4. Broadway is LTS 3. Project will provide a completely separated facility away from traffic - a must more comfortable experience for people of all ages and abilities.
4. **Transit Coordination**	A. Are there existing public transit facilities (stop or station) in the project area?	☐	☒	List transit facilities (stop, station, or route) and all affected agencies.	
	B. Have all potentially affected transit agencies had the opportunity to review this project?	☐	☐	Please attach confirmation email from transit operator(s) to email.	N/A

Topic	CS Policy Consideration	YES	NO	Required Description	Description
	C. Is there a MTC Mobility Hub within the project area?	☐	☒	If yes, please describe outreach to mobility providers, and Project's Hub-supportive elements.	
5. Design	Does the project meet professional design standards or guidelines appropriate for bicycle and/or pedestrian facilities?	☒	☐	Please provide Class designation for bikeways. Cite design standards used.	Class 1 - HDM and NACTO Bike Design Guide
6. Equity	Will Project improve active transportation in an Equity Priority Community?	☒	☐	Please list EPC(s) affected.	The entire project corridor serves Plan Bay Area 2050 Equity Priority Communities with a class rank of "Higher." The GEOID of the area is 06081610201. The total population of these tracts combined is 5,681. The number of households is 1,777.
7. BPAC Review	Has a local (city or county) Bicycle and Pedestrian Advisory Commission (BPAC) reviewed this checklist (or for OBAG 3, this project)?	☒	☐	Please provide meeting date(s) and a summary of comments, if any.	Redwood City's Transportation Advisory Committee approved submission of the project for a grant at their 6/14/22 meeting. The project has been reviewed by the committee many times over the project's 10-year development.

Statement of Compliance	YES
The proposed Project complies with California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302, MTC Complete Streets Policy (Reso. 4493), and locally adopted Complete Streets resolutions (adopted as OBAG 2 (Reso. 4202) requirement, Resolution 4202.)	X☐

If no, complete Statement of Exception and obtain necessary signature.

Statement of Exception	YES	Provide Documentation or Explanation	Documentation Explanation
1. The affected roadway is legally prohibited for use by bicyclists and/or pedestrians.	☐	If yes, please cite language and agency citing prohibited use.	
2. The costs of providing Complete Streets improvements are excessively disproportionate to the need or probable use (defined as more than 20 percent for Complete Streets elements of the total project cost).	☐	If claimed, the agency must include proportionate alternatives and still provide safe accommodation of people biking, walking and rolling.	
3. There is a documented Alternative Plan to implement Complete Streets and/or on a nearby parallel route.	☐	Describe Alternative Plan/Project	
4. Conditions exist in which policy requirements may not be able to be met, such as fire and safety specifications, spatial conflicts on the roadway with transit or environmental concerns, defined as abutting conservation land or severe topological constraints.	☐	Describe condition(s) that prohibit implementation of CS policy requirements	

SIGNATURES / NOTIFICATIONS

TRANSIT
The project sponsor shall communicate and coordinate with all transit agencies with operations affected by the proposed project. If a project includes a transit stop/station, or is located along a transit route, the Checklist must include written documentation (e.g. email) with the affected transit agency(ies) to confirm transit agency coordination and acknowledgement of the project. A CS Checklist Transit Agency Contact List is available for reference.

DEPARTMENT DIRECTOR-LEVEL SIGNATURE FOR EXCEPTIONS
Exceptions must be signed by a Department Director-level agency representative, or their designee, and not the Project Manager. Insert electronic signature or sign below :

Full Name:
Title:
Date:
Signature:

All Ages and Abilities and Design Guidelines

All Ages and Abilities

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

Projects on the AT Network shall incorporate design principles based on designing for "All Ages and Abilities," contextual guidance provided by the National Association of City Transportation Officials (NACTO), and consistent with state and national best practices. A facility that serves "all ages and abilities" is one that effectively serves the mobility needs of children, older adults, and people with disabilities and in doing so, works for everyone else. The all ages and abilities approach also strives to serve all users, regardless of age, ability, ethnicity, race, sex, income, or disability, by embodying national and international best practices related to traffic calming, speed reduction, and roadway design to increase user safety and comfort. This approach also includes the use of traffic calming elements or facilities separated from motor vehicle traffic, both of which can offer a greater feeling of safety and appeal to a wider spectrum of the public.

Design best practices for safe street crossings, pedestrian facilities, and Americans with Disabilities Act (ADA) accessibility at transit stops, and bicycle/micromobility facilities on the AT Network should be incorporated throughout the entirety of the project. The Proposed Public Rights-of-Way Accessibility Guidelines (PROWAG) by the U.S. Access Board should also be referenced during design.

Contextual Guidance for Selecting All Ages & Abilities Bikeways

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

Design Guidance

Examples of applicable design guidance documents include (but are not limited to): American Association of State Highway and Transportation Officials (AASHTO) - *A Policy on Geometric Design of Highway and Streets, Guide for the Development of Bicycle Facilities, Guide for the Planning, Design, and Operation of Pedestrian Facilities; Public Right-of-Way Accessibility Guide* (PROWAG); *Manual on Uniform Traffic Control Devices* (MUTCD); *Americans with Disabilities Act Accessibility Guidelines* (ADAAG); National Association of City Transportation Officials (NACTO) - *Urban Bikeway Design Guide.*

Complete Streets Checklist
Implementation of MTC's Complete Streets Policy, Resolution 4493, Adopted 3/25/22

Background

Since 2006, MTC's Complete Streets (CS) Policy has promoted the development of transportation facilities that can be used by all modes. In March 2022, MTC updated its CS policy (Resolution 4493) with the goal of ensuring that people biking, walking, rolling, and taking transit are safely accommodated within the transportation network. This policy works to advance Plan Bay Area 2050 objectives of achieving mode shift, safety, equity, and vehicle miles traveled and greenhouse gas emission reductions, as well as state & local compliance with applicable CS-related laws, policies, and practices, specifically the California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302) and applicable local policies such as the CS resolutions adopted before January 16, 2016 (as part of MTC's OBAG 2 requirements.)

Requirements

MTC's CS Policy requires that all projects (with a total project cost of $250,000 or more) applying for regional discretionary transportation funding – or requesting regional endorsement or approval through MTC - must submit a Complete Streets Checklist (Checklist) to MTC.

Please note that Projects claiming exceptions to CS Policy must complete the Exceptions section on the Checklist and provide a Department Director-level signature.

Additional information and guidance for completing this Checklist can be found at the **MTC Administrative Guidance: Complete Streets Policy Guidance for public agency staff implementing MTC Resolution 4493 at mtc.ca.gov/planning/transportation/complete-streets.**

This form may be downloaded at **mtc.ca.gov/planning/transportation/complete-streets.**

Submittal

Completed Checklists must be emailed to completestreets@bayareametro.gov.

PROJECT INFORMATION	
Project Name/Title:	Rollins Road Bicycle and Pedestrian Improvement Project
Project Area/Location(s): Attach map if available.	Rollins Road between City of Millbrae and Broadway Refer to Map attached.

PROJECT DESCRIPTION: (300-word limit)

The Rollins Road Bicycle and Pedestrian Improvement Project locates between Hwy 101 and Caltrain tracks on the north side of Burlingame, a 1.3 mile multi-lane, high-stress segment that has been identified by the Burlingame Bicycle/Pedestrian Advisory Committee and the Traffic Safety & Parking Commission, as well as in the 2020 Bicycle and Pedestrian Master Plan as a high-priority location.

The existing multilane roadway is 64-ft wide curb to curb, with 10-ft ROW on each side, consisting of four vehicle travel lanes shared by bicyclists and motorists through the provision of Class III sharrows in one direction and Class II Bike Lane in another direction.

The project will provide a Class IV buffered bicycle facility and pedestrian improvements, reconfigure the roadway with traffic calming elements, improve signage and striping to enhance safety, improve access, better connectivity, and attractiveness of bicycling for people of varying ages and abilities.

Please indicate project phase (Planning, PE, ENV, ROW, CON, O&M)

May attach additional project documents, cross sections, plan view, or other supporting materials.

CONTACT INFORMATION

Contact Name & Title:	**Contact Email:**	**Contact Phone:**
Andrew Yang	ayang@burlingame.org	650-558-7271
Agency: City of Burlingame		

Topic	CS Policy Consideration	YES	NO	Required Description	Description
1. Bicycle, Pedestrian and Transit Planning	Does Project implement relevant Plans, or other locally adopted recommendations? Plan examples include: • City/County General + Area Plans • Bicycle, Pedestrian & Transit Plan • Community-Based Transportation Plan • ADA Transition Plan • Station Access Plan • Short-Range Transit Plan • Vision Zero/Systematic Safety Plan	☒	☐	Please provide detail on Plan recommendations affecting Project area, if any, with Plan adoption date. If Project is inconsistent with adopted Plans, please provide explanation.	The project location is identified by the County as part of the bicycle and pedestrian network. It is within walking distance to Millbrae's multimodal transit center. The project is listed as high priority on the recently adopted Citywide Bicycle and Pedestrian Master Plan. The project will significantly improve safety of the high stress corridor and aligns with regional Vision Zero strategy.
2. Active Transportation Network	Does the project area contain segments of the regional Active Transportation (AT) Network? See AT Network map on the MTC Complete Streets webpage.	☒	☐	If yes, describe how project adheres to the NACTO All Ages and Abilities design principles. See *All Ages and Abilities and Design Guidelines* below.	Yes. The project segment is identified on the regional AT Network map as Planned Bike Facilities. The project proposes Class IV bike facility that follows NACTO all ages and abilities design principles, creating dedicated safe bike and pedestrian facilities for all users.

Topic	CS Policy Consideration	YES	NO	Required Description	Description
2. Active Transportation Network (Cont.)					
3. Safety and Comfort	A. Is the Project on a known High Injury Network (HIN) or has a local traffic safety analysis found a high incidence of bicyclist/pedestrian-involved crashes within the project area?	☒	☐	Please summarize the traffic safety conditions and describe Project's traffic safety measures. The Bay Area Vision Zero System may be a resource.	The project situates directly on a know High Injury Network. The location is identified on San Mateo County Safe Routes to School High Injury Network Report with a relative high collision number.
	B. Does the project seek to improve bicyclist and/or pedestrian conditions? If the project includes a bikeway, was a Level of Traffic Stress (LTS), or similar user experience analyses conducted?	☒	☐	Describe how project seeks to provide low-stress transportation facilities or reduce a facility's LTS.	The project seek to improve bicyclist and pedestrian conditions by adding Class IV bikeways. The LTS and similar user experience analysis was conducted in prior studies and during the development of Citywide Bike and Ped Master Plan. The project segment is considered very high of traffic stress.
4. **Transit Coordination**	A. Are there existing public transit facilities (stop or station) in the project area?	☒	☐	List transit facilities (stop, station, or route) and all affected agencies.	A Bart station and two Caltrain stations are near the project location, but will not be affected by this project.
	B. Have all potentially affected transit agencies had the opportunity to review this project?	☐	☐	Please attach confirmation email from transit operator(s) to email.	N/A. No transit agencies will be affected by this project.

Topic	CS Policy Consideration	YES	NO	Required Description	Description
	C. Is there a MTC Mobility Hub within the project area?	☐	☒	If yes, please describe outreach to mobility providers, and Project's Hub-supportive elements.	
5. Design	Does the project meet professional design standards or guidelines appropriate for bicycle and/or pedestrian facilities?	☒	☐	Please provide Class designation for bikeways. Cite design standards used.	Class IV Bike Facilities are being proposed. Design will follow MUTCD guideline and standards.
6. Equity	Will Project improve active transportation in an Equity Priority Community?	☐	☒	Please list EPC(s) affected.	Project does not have a direct impact. However, over a hundred affordable housing is being constructed and developed in the project area, will benefit from this project with better connectivity and safer bike and pedestrian routes.
7. BPAC Review	Has a local (city or county) Bicycle and Pedestrian Advisory Commission (BPAC) reviewed this checklist (or for OBAG 3, this project)?	☒	☐	Please provide meeting date(s) and a summary of comments, if any.	Due to time constrain, this particular checklist is not reviewed by local BPAC. However, the project was listed as one of the highest priorities within the BPAC approved 2020 Bike and Ped Master Plan.

Statement of Compliance	YES
The proposed Project complies with California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302, MTC Complete Streets Policy (Reso. 4493), and locally adopted Complete Streets resolutions (adopted as OBAG 2 (Reso. 4202) requirement, Resolution 4202.)	☒

If no, complete Statement of Exception and obtain necessary signature.

Statement of Exception	YES	Provide Documentation or Explanation	Documentation Explanation
1. The affected roadway is legally prohibited for use by bicyclists and/or pedestrians.	☐	If yes, please cite language and agency citing prohibited use.	
2. The costs of providing Complete Streets improvements are excessively disproportionate to the need or probable use (defined as more than 20 percent for Complete Streets elements of the total project cost).	☐	If claimed, the agency must include proportionate alternatives and still provide safe accommodation of people biking, walking and rolling.	
3. There is a documented Alternative Plan to implement Complete Streets and/or on a nearby parallel route.	☐	Describe Alternative Plan/Project	
4. Conditions exist in which policy requirements may not be able to be met, such as fire and safety specifications, spatial conflicts on the roadway with transit or environmental concerns, defined as abutting conservation land or severe topological constraints.	☐	Describe condition(s) that prohibit implementation of CS policy requirements	

SIGNATURES / NOTIFICATIONS

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DEPARTMENT DIRECTOR-LEVEL SIGNATURE FOR EXCEPTIONS
Exceptions must be signed by a Department Director-level agency representative, or their designee, and not the Project Manager. Insert electronic signature or sign below :

Full Name:
Title:
Date:
Signature:

All Ages and Abilities and Design Guidelines

All Ages and Abilities

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

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Design best practices for safe street crossings, pedestrian facilities, and Americans with Disabilities Act (ADA) accessibility at transit stops, and bicycle/micromobility facilities on the AT Network should be incorporated throughout the entirety of the project. The Proposed Public Rights-of-Way Accessibility Guidelines (PROWAG) by the U.S. Access Board should also be referenced during design.

<table>
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<tr><td colspan="2">Any</td><td>Any</td><td>Any of the following: high curbside activity, frequent buses, motor vehicle congestion, or turning conflicts‡</td><td>Protected Bicycle Lane</td></tr>
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<tr><td rowspan="4">≤ 25 mph</td><td>≤ 500 – 1,500</td><td rowspan="3">Single lane each direction, or single lane one-way</td><td rowspan="4">Low curbside activity, or low congestion pressure</td></tr>
<tr><td>≤ 1,500 – 3,000</td><td>Conventional or Buffered Bicycle Lane, or Protected Bicycle Lane</td></tr>
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<tr><td rowspan="3">Greater than 26 mph†</td><td>Any</td><td rowspan="2">≤ 6,000</td><td>Single lane each direction</td><td rowspan="2">Low curbside activity, or low congestion pressure</td><td>Protected Bicycle Lane, or Reduce Speed</td></tr>
<tr><td>Multiple lanes per direction</td><td>Protected Bicycle Lane, or Reduce to Single Lane & Reduce Speed</td></tr>
<tr><td>Greater than 6,000</td><td>Any</td><td>Any</td><td>Protected Bicycle Lane, or Bicycle Path</td></tr>
<tr><td colspan="2" rowspan="2">High-speed limited access roadways, natural corridors, or geographic edge conditions with limited conflicts</td><td rowspan="2">Any</td><td>High pedestrian volume</td><td>Bike Path with Separate Walkway or Protected Bicycle Lane</td></tr>
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</table>

Design Guidance

Examples of applicable design guidance documents include (but are not limited to): American Association of State Highway and Transportation Officials (AASHTO) - *A Policy on Geometric Design of Highway and Streets, Guide for the Development of Bicycle Facilities, Guide for the Planning, Design, and Operation of Pedestrian Facilities; Public Right-of-Way Accessibility Guide* (PROWAG); *Manual on Uniform Traffic Control Devices* (MUTCD); *Americans with Disabilities Act Accessibility Guidelines* (ADAAG); National Association of City Transportation Officials (NACTO) - *Urban Bikeway Design Guide.*

Complete Streets Checklist
Implementation of MTC's Complete Streets Policy, Resolution 4493, Adopted 3/25/22

Background

Since 2006, MTC's Complete Streets (CS) Policy has promoted the development of transportation facilities that can be used by all modes. In March 2022, MTC updated its CS policy (Resolution 4493) with the goal of ensuring that people biking, walking, rolling, and taking transit are safely accommodated within the transportation network. This policy works to advance Plan Bay Area 2050 objectives of achieving mode shift, safety, equity, and vehicle miles traveled and greenhouse gas emission reductions, as well as state & local compliance with applicable CS-related laws, policies, and practices, specifically the California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302) and applicable local policies such as the CS resolutions adopted before January 16, 2016 (as part of MTC's OBAG 2 requirements.)

Requirements

MTC's CS Policy requires that all projects (with a total project cost of $250,000 or more) applying for regional discretionary transportation funding – or requesting regional endorsement or approval through MTC - must submit a Complete Streets Checklist (Checklist) to MTC.

Please note that Projects claiming exceptions to CS Policy must complete the Exceptions section on the Checklist and provide a Department Director-level signature.

Additional information and guidance for completing this Checklist can be found at the **MTC Administrative Guidance: Complete Streets Policy Guidance for public agency staff implementing MTC Resolution 4493 at mtc.ca.gov/planning/transportation/complete-streets.**

This form may be downloaded at **mtc.ca.gov/planning/transportation/complete-streets.**

Submittal

Completed Checklists must be emailed to completestreets@bayareametro.gov.

PROJECT INFORMATION
Project Name/Title: El Camino Real Complete Street Project from Mission Road to City of South San Francisco (Segment B)
Project Area/Location(s): El Camino Real (SR 82) between Mission Road intersection and the Town Limit at Arlington Dr. at the City of South San Francisco (See Project Location Map attached)

PROJECT DESCRIPTION: (300-word limit)

El Camino Real Improvement Project from Mission Road to Arlington Drive at the border of City of South San Francisco (Segment B) is a component of the larger El Camino Real Improvement Project. El Camino (ECR) provides access to the two Bay Area Rapid Transit (BART) stations, Colma BART station and South San Francisco BART station, and a number of SamTrans bus stops along the corridor. (ECR) along Segment B lacks sidewalks and bicycle lanes on both sides of the corridor. Also, a significant safety issue exists with the configuration of the unsignalized ECR/Mission Road intersection where requires the bicyclists to cross over two southbound travel lanes to enter Mission Road.

Creating Connections for Residents and Students to Transit Project involves implementation of a number of safety related improvements for the pedestrians, bicyclists and vehicles along El Camino Real (Segment B) between Mission Road and Arlington Drive.

The proposed improvements include construction of new accessible sidewalks, bicycle facilities, along with protective barriers. installation of energy efficient streetlights and safe harbor bus stops, The project will reconfigure the ECR/Mission Road intersection, a new traffic signal, to allow safe travel for individuals to enter and exist safely from the Mission Road Residential and commercial District.

These improvements will address the safety concerns expressed by the community and improve the accessibility of the pedestrian and bicycle facilities in compliance with San Mateo County Comprehensive Bicycle and Pedestrian Plan and the Town of Colma's Circulation Plan, the Systemic Safety analysis Report (SSAR), Complete Streets and Green Infrastructure Policies. In addition, with the reconstruction of the intersection at Mission Road and ECR, enhanced mobility, connectivity and safety will be achieved through this Project. The project emphasis is safety and at the same time will support individuals who depend on safe micro-mobility transportation options.

Please indicate project phase (Planning, PE, ENV, ROW, CON, O&M)

May attach additional project documents, cross sections, plan view, or other supporting materials.

The Town of Colma accomplished the Planning and Concept Design phase of El Camino Real Corridor in 2021 (See ECR Concept Design). Currently the Town is preparing to start implementing the Project Study Report-Project Development Study (PSR-PDS) for the El Camino Real corridor funded by San Mateo Transportation Authority (Measure W). The Environmental, PS&E and Construction will be completed per the project timeline attached.

CONTACT INFORMATION

Contact Name & Title:	**Contact Email:**	**Contact Phone:**
Brad Donohue Director of Public Works	bdonohue@colma.ca.gov	(650)757-8895, 650-222-0448 Cell

Agency: Director of Public Works, Town of Colma, CA

Topic	CS Policy Consideration	YES	NO	Required Description	Description
1. Bicycle, Pedestrian and Transit Planning	Does Project implement relevant Plans, or other locally adopted recommendations? Plan examples include: • City/County General + Area Plans • Bicycle, Pedestrian & Transit Plan • Community-Based Transportation Plan • ADA Transition Plan • Station Access Plan • Short-Range Transit Plan • Vision Zero/Systematic Safety Plan	■	☐	Please provide detail on Plan recommendations affecting Project area, if any, with Plan adoption date. If Project is inconsistent with adopted Plans, please provide explanation.	1-San Mateo County Comprehensive Bicycle and Pedestrian Plan 2-Town of Colma's Circulation Plan 3-Colma's Transportation Safety Action Plan/Town of Colma Systemic Safety analysis report 4. Town of Colma's ADA Transition Plan 5. Town of Colma's Master Bicycle and Pedestrian Master Plan, (Plan adoption Jan. 2023) 6.PBA 2050 strategies (T-8 & T-9 strategies) 7- El Camino Real Bus Speed and Reliability Study and "AC Transit Multimodal Corridor Guidelines" 8-The ECR Grand Boulevard Complete Streets Project 9- El Camino Real Bicycle & Pedestrian Master Plan 10-NACTO guideline, Strategies for "Protected Bicycle Lanes" 11- FHWA Office of Safety. (2018). NCHRP

					Report 500 / Volume 5: A Guide for Addressing Unsignalized Intersection Collisions.
2. Active Transportation Network	Does the project area contain segments of the regional Active Transportation (AT) Network? See AT Network map on the MTC Complete Streets webpage.	■	☐	If yes, describe how project adheres to the NACTO All Ages and Abilities design principles. See *All Ages and Abilities and Design Guidelines* below.	The proposed project supports the Plan Bay Area 2050 strategy to build a Complete Streets Network and helps to meet goals for safety, equity, health, resilience and climate change. Encourage individuals to walk and bike safe and accessible streets, to school, workplaces and public transit such as SamTrans bus and BART station. See attached is the map of ***Proposed AT Network.*** ECR Segment B will be centering on one of the five strategies in the NACTO Guidelines, "Protected Bike Lanes".

Topic	CS Policy Consideration	YES	NO	Required Description	Description
2. Active Transportation Network (Cont.)					
3. Safety and Comfort	A. Is the Project on a known High Injury Network (HIN) or has a local traffic safety analysis found a high incidence of bicyclist/pedestrian-involved crashes within the project area?	■	☐	Please summarize the traffic safety conditions and describe Project's traffic safety measures. The Bay Area Vision Zero System may be a resource.	In the Town's Systemic Safety Analysis Report, the ECR and Mission Road intersection is identified as a Priority High Risk Location. Current condition: 1) The intersection of ECR and Mission Road at an angle, is not signalized and difficulty to make left turn from SB ECR to Mission Rd. 2) Lack of accessible sidewalk facilities on the SB portion of ECR near the intersection. 3) The ECR Segment B corridor and with Mission Road intersection are missing of any bicycle and pedestrian access. 4) Mission Road is not served by Public Transportation, with the nearby bus stops on ECR difficult to access without a controlled intersection that will control the vehicular traffic and allow for bicycle and pedestrian crossing at the ECR/Mission Road Intersection. The improvements: 1) Reconstruction of the intersection at Mission Road and ECR to allow left turn and improve sight lines,

					reduce turning speed. Install new signal, accessible sidewalk and bike crosswalk 2) In Seg B corridor, construction of new sidewalk, ADA compliant ramps and bicycle facilities, 3) Installation of energy efficient street lights, 4) Bus Stop relocations
	B. Does the project seek to improve bicyclist and/or pedestrian conditions? If the project includes a bikeway, was a Level of Traffic Stress (LTS), or similar user experience analyses conducted?	■	☐	Describe how project seeks to provide low-stress transportation facilities or reduce a facility's LTS.	Currently a LTS study has not been conducted, without bike and pedestrian paths, protective barriers, individuals walking or biking along side traffic would create high levels of stress for both the individuals who walk and bike and the vehicles that have to navigate around the individuals who parts of the roadway. The project will: 1) Provide signalization the ECR and Mission intersection for all 2) Reduce the vehicle speed, 3) Improve the visibility for pedestrian and cyclist, 4) Add bicycle and pedestrian facility, 5) Easy access to public transit, 6) Provide street lighting

4. **Transit Coordination**	A. Are there existing public transit facilities (stop or station) in the project area?	■	☐	List transit facilities (stop, station, or route) and all affected agencies.	Four (NB and SB) SamTrans bus stops along the corridor: two near ECR and Mission intersection, and two near ECR and Arlington intersection.
	B. Have all potentially affected transit agencies had the opportunity to review this project?	■	☐	Please attach confirmation email from transit operator(s) to email.	The Technical Advisory Committee for the ECR Bicycle and Pedestrian Master Plan was comprised of members from SSF, Samtrans BART and CalTrans (These agencies are the effected agencies for this portion of the project), Daly City, SMC, SVBC, and Colma Police, Local businesses and residents were also part of the effort to review & recommend policies and design features in creating a viable pedestrian and bicycle facilities Segment B and other parts of ECR. https://www.colma.ca.gov/documents/ecr-improvement-plan/

Topic	CS Policy Consideration	YES	NO	Required Description	Description
	C. Is there a MTC Mobility Hub within the project area?	■	☐	If yes, please describe outreach to mobility providers, and Project's Hub-supportive elements.	Important to note; the ECR Seg B project provides access to the two Bay Area Rapid Transit (BART) stations, Colma BART station north (1 mile) and South San Francisco BART station south limits of the Town (0.7 mile). On the MTC_ATM map, This project is within the Mobility Hub area.
5. Design	Does the project meet professional design standards or guidelines appropriate for bicycle and/or pedestrian facilities?	■	☐	Please provide Class designation for bikeways. Cite design standards used.	Separated Bike lane Class IV and Class III. 1) Caltrans Highway Design Manual 2) MUTCD 30 Caltrans Pedestrian and Bicycle Facilities in California and NACTO Guidelines.
6. Equity	Will Project improve active transportation in an Equity Priority Community?	☐	■	Please list EPC(s) affected.	Three areas neighboring Colma are designated "EPC" by the MTC: two in Daly City and one in South San Francisco. While Colma does not itself within EPC, certain segments of its population would be considered disadvantaged or vulnerable based on characteristics that align with the factors considered by MTC. The proposed infrastructure improvements will help better connect these disadvantaged communities to Colma and the neighboring cities.

					10% of residents are below the federal poverty level, which is approximately 3% more than the percentage for the overall population of San Mateo County. The Town of Colma and a portion of Daly City just north of Colma are identified as low-income communities per Assembly Bill (AB) 1550, with income levels 45 to 80 percent below the County's median income. This population, in particular, needs high-quality, affordable and reliable transportation options. This project will increase economic equity by improving mobility options through the corridor and connect people to commercial areas and transit hubs.
7. BPAC Review	Has a local (city or county) Bicycle and Pedestrian Advisory Commission (BPAC) reviewed this checklist (or for OBAG 3, this project)?	☐	■	Please provide meeting date(s) and a summary of comments, if any.	San Mateo County and SVBC were advisors in the ECR Bicycle and Pedestrian Master Plan Being part of the Technical Advisory Committee. They took a very active role and emphasized the need for continuous and safe bicycle and pedestrian paths. Their contribution is documented in the ECR Bike and Pedestrian Master Plan.

Statement of Compliance	YES
The proposed Project complies with California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302, MTC Complete Streets Policy (Reso. 4493), and locally adopted Complete Streets resolutions (adopted as OBAG 2 (Reso. 4202) requirement, Resolution 4202.)	■

If no, complete Statement of Exception and obtain necessary signature.

Statement of Exception	YES	Provide Documentation or Explanation	Documentation Explanation
1. The affected roadway is legally prohibited for use by bicyclists and/or pedestrians.	☐	If yes, please cite language and agency citing prohibited use.	
2. The costs of providing Complete Streets improvements are excessively disproportionate to the need or probable use (defined as more than 20 percent for Complete Streets elements of the total project cost).	☐	If claimed, the agency must include proportionate alternatives and still provide safe accommodation of people biking, walking and rolling.	
3. There is a documented Alternative Plan to implement Complete Streets and/or on a nearby parallel route.	☐	Describe Alternative Plan/Project	
4. Conditions exist in which policy requirements may not be able to be met, such as fire and safety specifications, spatial conflicts on the roadway with transit or environmental concerns, defined as abutting conservation land or severe topological constraints.	☐	Describe condition(s) that prohibit implementation of CS policy requirements	

SIGNATURES / NOTIFICATIONS

TRANSIT
The project sponsor shall communicate and coordinate with all transit agencies with operations affected by the proposed project. If a project includes a transit stop/station, or is located along a transit route, the Checklist must include written documentation (e.g. email) with the affected transit agency(ies) to confirm transit agency coordination and acknowledgement of the project.
Please see attached:
Memo from SamTrans-Email
Letter of Endorsement from CalTrans District 4 Director

DEPARTMENT DIRECTOR-LEVEL SIGNATURE FOR EXCEPTIONS
Exceptions must be signed by a Department Director-level agency representative, or their designee, and not the Project Manager. Insert electronic signature or sign below:

Full Name:
Title:
Date:
Signature:

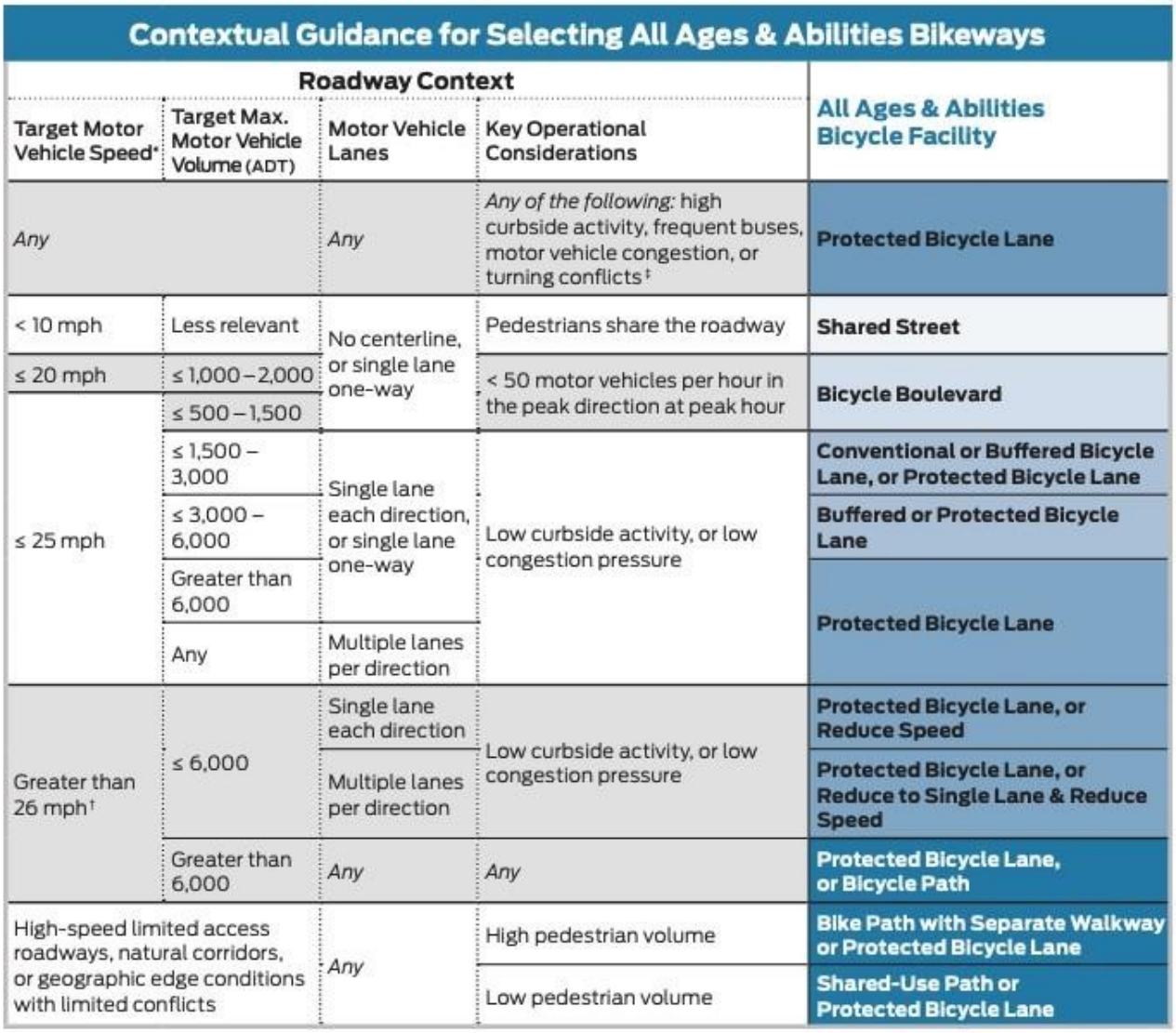
All Ages and Abilities and Design Guidelines

All Ages and Abilities

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

Projects on the AT Network shall incorporate design principles based on designing for "All Ages and Abilities," contextual guidance provided by the National Association of City Transportation Officials (NACTO), and consistent with state and national best practices. A facility that serves "all ages and abilities" is one that effectively serves the mobility needs of children, older adults, and people with disabilities and in doing so, works for everyone else. The all ages and abilities approach also strives to serve all users, regardless of age, ability, ethnicity, race, sex, income, or disability, by embodying national and international best practices related to traffic calming, speed reduction, and roadway design to increase user safety and comfort. This approach also includes the use of traffic calming elements or facilities separated from motor vehicle traffic, both of which can offer a greater feeling of safety and appeal to a wider spectrum of the public.

Design best practices for safe street crossings, pedestrian facilities, and Americans with Disabilities Act (ADA) accessibility at transit stops, and bicycle/micromobility facilities on the AT Network should be incorporated throughout the entirety of the project. The Proposed Public Rights-of-Way Accessibility Guidelines (PROWAG) by the U.S. Access Board should also be referenced during design.



Contextual Guidance for Selecting All Ages & Abilities Bikeways

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

Design Guidance

Examples of applicable design guidance documents include (but are not limited to): American Association of State Highway and Transportation Officials (AASHTO) - *A Policy on Geometric Design of Highway and Streets, Guide for the Development of Bicycle Facilities, Guide for the Planning, Design, and Operation of Pedestrian Facilities; Public Right-of-Way Accessibility Guide* (PROWAG); *Manual on Uniform Traffic Control Devices* (MUTCD); *Americans with Disabilities Act Accessibility Guidelines* (ADAAG); National Association of City Transportation Officials (NACTO) - *Urban Bikeway Design Guide.*

Complete Streets Checklist
Implementation of MTC's Complete Streets Policy, Resolution 4493, Adopted 3/25/22

Background

Since 2006, MTC's Complete Streets (CS) Policy has promoted the development of transportation facilities that can be used by all modes. In March 2022, MTC updated its CS policy (Resolution 4493) with the goal of ensuring that people biking, walking, rolling, and taking transit are safely accommodated within the transportation network. This policy works to advance Plan Bay Area 2050 objectives of achieving mode shift, safety, equity, and vehicle miles traveled and greenhouse gas emission reductions, as well as state & local compliance with applicable CS-related laws, policies, and practices, specifically the California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302) and applicable local policies such as the CS resolutions adopted before January 16, 2016 (as part of MTC's OBAG 2 requirements.)

Requirements

MTC's CS Policy requires that all projects (with a total project cost of $250,000 or more) applying for regional discretionary transportation funding – or requesting regional endorsement or approval through MTC - must submit a Complete Streets Checklist (Checklist) to MTC.

Please note that Projects claiming exceptions to CS Policy must complete the Exceptions section on the Checklist and provide a Department Director-level signature.

Additional information and guidance for completing this Checklist can be found at the **MTC Administrative Guidance: Complete Streets Policy Guidance for public agency staff implementing MTC Resolution 4493 at mtc.ca.gov/planning/transportation/complete-streets.**

This form may be downloaded at **mtc.ca.gov/planning/transportation/complete-streets.**

Submittal

Completed Checklists must be emailed to completestreets@bayareametro.gov.

PROJECT INFORMATION	
Project Name/Title:	Broadway Bicycle and Pedestrian Vision Zero Project
Project Area/Location(s): Attach map if available.	Broadway between Walnut and Woodside Road, Redwood City, CA.

PROJECT DESCRIPTION: (300-word limit)

The project is identified in the newly adopted Redwood City Walk Bike Thrive Plan, the combined bicycle, pedestrian, and Vision Zero Plan as one of the corridors with high number of collisions and therefore recommended for complete streets improvements. Th project scope includes evaluation of the roadway for lane reconfiguration, road diet, and based on that installation of class 4 or enhanced class 2 bikeway. The project scope also includes intersection safety improvements at five intersections along the corridor and if needed at mid-blocks crossings.
The OBAG 3 funding request is for planning, design (PS&E), and construction phases. There are some conceptual plans already developed for the project.

Please indicate project phase (Planning, PE, ENV, ROW, CON, O&M)

May attach additional project documents, cross sections, plan view, or other supporting materials.

CONTACT INFORMATION

Contact Name & Title:	**Contact Email:**	**Contact Phone:**
Malahat Owrang- Senior Transportation Planner	mowrang@redwoodcity.org	650-780-7245

Agency:
City of Redwood City

Topic	CS Policy Consideration	YES	NO	Required Description	Description
1. Bicycle, Pedestrian and Transit Planning	Does Project implement relevant Plans, or other locally adopted recommendations? Plan examples include: • City/County General + Area Plans • Bicycle, Pedestrian & Transit Plan • Community-Based Transportation Plan • ADA Transition Plan • Station Access Plan • Short-Range Transit Plan • Vision Zero/Systematic Safety Plan	☒	☐	Please provide detail on Plan recommendations affecting Project area, if any, with Plan adoption date. If Project is inconsistent with adopted Plans, please provide explanation.	Yes. The project is identified in the newly adopted Redwood City Walk Bike Thrive Plan (adopted June 27, 2022) for traffic safety and complete streets improvements.
2. Active Transportation Network	Does the project area contain segments of the regional Active Transportation (AT) Network? See AT Network map on the MTC Complete Streets webpage.	☒	☐	If yes, describe how project adheres to the NACTO All Ages and Abilities design principles. See *All Ages and Abilities and Design Guidelines* below.	The project segment is identified and included in MTC's Dumbarton Forward as one of the key bicycle connections to downtown Redwood City.

Topic	CS Policy Consideration	YES	NO	Required Description	Description
2. Active Transportation Network (Cont.)					The design documents that are being developed for Broadway are more focused on short-term improvements such as adding sharrow signs to the corridor. However, this OBAG 3 application is for feasibility study, design, and construction of lane reconfiguration, road diet, and class 4/enhanced class 2 bikeway and pedestrian crossing improvements at intersections. The final design will be based on NACTO and ASSHTO and will be focused on active transportation of all modes since a high percentage of users are high school students and also the project is adjacent to Kaiser offices.
3. Safety and Comfort	A. Is the Project on a known High Injury Network (HIN) or has a local traffic safety analysis found a high incidence of bicyclist/pedestrian-involved crashes within the project area?	☐	☐	Please summarize the traffic safety conditions and describe Project's traffic safety measures. The Bay Area Vision Zero System may be a resource.	Yes. The project is identified as one of the top priority Vision Zero/safety corridors in the Redwood City Walk Bike Thrive Plan. Also, based on the HIN analysis done by C/CAG and the County Office of Education, the project segment is within the 95th to 99th percentile of combined safety priority index. The project will change the lane configuration to be able to fit a high quality bicycle infrastructure along with pedestrian safety and traffic calming improvements at intersections.
	B. Does the project seek to improve bicyclist and/or pedestrian conditions? If the project includes a bikeway, was a Level of Traffic Stress (LTS), or similar user experience analyses conducted?	☒	☐	Describe how project seeks to provide low-stress transportation facilities or reduce a facility's LTS.	Yes. LTS has been developed for the Redwood City Walk Bike Thrive Plan and the project area has an LTS level of 3 or 4 based on the segment of the corridor. The project will reduce the number of travel lanes to be able to fit high-quality bicycle facility on Broadway between Walnut Street and Woodside Road.
4. **Transit Coordination**	A. Are there existing public transit facilities (stop or station) in the project area?	☐	☒	List transit facilities (stop, station, or route) and all affected agencies.	There is one bus stop on Broadway between Chestnut Street and Woodside Road which will be included in the design but not in the construction phase. The project design will be for the segment between Walnut Street and Woodside Road but the construction will be on Walnut Street and Chestnut Street. The last segment of the project corridor will be implemented as part of the 101/84 interchange project.
	B. Have all potentially affected transit agencies had the opportunity to review this project?	☐	☐	Please attach confirmation email from transit operator(s) to email.	N/A.

Topic	CS Policy Consideration	YES	NO	Required Description	Description
	C. Is there a MTC Mobility Hub within the project area?	☐	☒	If yes, please describe outreach to mobility providers, and Project's Hub-supportive elements.	
5. Design	Does the project meet professional design standards or guidelines appropriate for bicycle and/or pedestrian facilities?	☒	☐	Please provide Class designation for bikeways. Cite design standards used.	Based on the project scope, City intends to evaluate the feasibility of class 4 bikeways along the project segment.
6. Equity	Will Project improve active transportation in an Equity Priority Community?	☒	☐	Please list EPC(s) affected.	The project s 100% within MTC's identified Equity Priority Area.
7. BPAC Review	Has a local (city or county) Bicycle and Pedestrian Advisory Commission (BPAC) reviewed this checklist (or for OBAG 3, this project)?	☒	☐	Please provide meeting date(s) and a summary of comments, if any.	Yes. The Redwood City Transportation Advisory Committee reviewed the project scope at their June 14, 2022 meeting, suggested extending the project segment to Walnut Street (one more block added to the original scope). A support letter from TAC is attached to the OBAG 3 application.

Statement of Compliance	YES
The proposed Project complies with California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302, MTC Complete Streets Policy (Reso. 4493), and locally adopted Complete Streets resolutions (adopted as OBAG 2 (Reso. 4202) requirement, Resolution 4202.)	X ☐

If no, complete Statement of Exception and obtain necessary signature.

Statement of Exception	YES	Provide Documentation or Explanation	Documentation Explanation
1. The affected roadway is legally prohibited for use by bicyclists and/or pedestrians.	☐	If yes, please cite language and agency citing prohibited use.	
2. The costs of providing Complete Streets improvements are excessively disproportionate to the need or probable use (defined as more than 20 percent for Complete Streets elements of the total project cost).	☐	If claimed, the agency must include proportionate alternatives and still provide safe accommodation of people biking, walking and rolling.	
3. There is a documented Alternative Plan to implement Complete Streets and/or on a nearby parallel route.	☐	Describe Alternative Plan/Project	
4. Conditions exist in which policy requirements may not be able to be met, such as fire and safety specifications, spatial conflicts on the roadway with transit or environmental concerns, defined as abutting conservation land or severe topological constraints.	☐	Describe condition(s) that prohibit implementation of CS policy requirements	

SIGNATURES / NOTIFICATIONS

TRANSIT
The project sponsor shall communicate and coordinate with all transit agencies with operations affected by the proposed project. If a project includes a transit stop/station, or is located along a transit route, the Checklist must include written documentation (e.g. email) with the affected transit agency(ies) to confirm transit agency coordination and acknowledgement of the project. A CS Checklist Transit Agency Contact List is available for reference.

DEPARTMENT DIRECTOR-LEVEL SIGNATURE FOR EXCEPTIONS
Exceptions must be signed by a Department Director-level agency representative, or their designee, and not the Project Manager. Insert electronic signature or sign below :

Full Name:
Title:
Date:
Signature:

All Ages and Abilities and Design Guidelines

All Ages and Abilities

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

Projects on the AT Network shall incorporate design principles based on designing for "All Ages and Abilities," contextual guidance provided by the National Association of City Transportation Officials (NACTO), and consistent with state and national best practices. A facility that serves "all ages and abilities" is one that effectively serves the mobility needs of children, older adults, and people with disabilities and in doing so, works for everyone else. The all ages and abilities approach also strives to serve all users, regardless of age, ability, ethnicity, race, sex, income, or disability, by embodying national and international best practices related to traffic calming, speed reduction, and roadway design to increase user safety and comfort. This approach also includes the use of traffic calming elements or facilities separated from motor vehicle traffic, both of which can offer a greater feeling of safety and appeal to a wider spectrum of the public.

Design best practices for safe street crossings, pedestrian facilities, and Americans with Disabilities Act (ADA) accessibility at transit stops, and bicycle/micromobility facilities on the AT Network should be incorporated throughout the entirety of the project. The Proposed Public Rights-of-Way Accessibility Guidelines (PROWAG) by the U.S. Access Board should also be referenced during design.

<table>
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<tr><td rowspan="4">≤ 25 mph</td><td>≤ 500 – 1,500</td><td rowspan="3">Single lane each direction, or single lane one-way</td><td rowspan="4">Low curbside activity, or low congestion pressure</td><td>Conventional or Buffered Bicycle Lane, or Protected Bicycle Lane</td></tr>
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<tr><td>Greater than 6,000</td><td>Any</td><td>Any</td><td>Protected Bicycle Lane, or Bicycle Path</td></tr>
<tr><td colspan="2" rowspan="2">High-speed limited access roadways, natural corridors, or geographic edge conditions with limited conflicts</td><td rowspan="2">Any</td><td>High pedestrian volume</td><td>Bike Path with Separate Walkway or Protected Bicycle Lane</td></tr>
<tr><td>Low pedestrian volume</td><td>Shared-Use Path or Protected Bicycle Lane</td></tr>
</table>

Design Guidance

Examples of applicable design guidance documents include (but are not limited to): American Association of State Highway and Transportation Officials (AASHTO) - *A Policy on Geometric Design of Highway and Streets, Guide for the Development of Bicycle Facilities, Guide for the Planning, Design, and Operation of Pedestrian Facilities; Public Right-of-Way Accessibility Guide* (PROWAG); *Manual on Uniform Traffic Control Devices* (MUTCD); *Americans with Disabilities Act Accessibility Guidelines* (ADAAG); National Association of City Transportation Officials (NACTO) - *Urban Bikeway Design Guide.*

Complete Streets Checklist
Tmplementation of MTC's Complete Streets Policy, Resolution 4493, Adopted 3/25/22

Background

Since 2006, MTC's Complete Streets (CS) Policy has promoted the development of transportation facilities that can be used by all modes. In March 2022, MTC updated its CS policy (Resolution 4493) with the goal of ensuring that people biking, walking, rolling, and taking transit are safely accommodated within the transportation network. This policy works to advance Plan Bay Area 2050 objectives of achieving mode shift, safety, equity, and vehicle miles traveled and greenhouse gas emission reductions, as well as state & local compliance with applicable CS-related laws, policies, and practices, specifically the California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302) and applicable local policies such as the CS resolutions adopted before January 16, 2016 (as part of MTC's OBAG 2 requirements.)

Requirements

MTC's CS Policy requires that all projects (with a total project cost of $250,000 or more) applying for regional discretionary transportation funding – or requesting regional endorsement or approval through MTC - must submit a Complete Streets Checklist (Checklist) to MTC.

Please note that Projects claiming exceptions to CS Policy must complete the Exceptions section on the Checklist and provide a Department Director-level signature.

Additional information and guidance for completing this Checklist can be found at the **MTC Administrative Guidance: Complete Streets Policy Guidance for public agency staff implementing MTC Resolution 4493 at mtc.ca.gov/planning/transportation/complete-streets.**

This form may be downloaded at **mtc.ca.gov/planning/transportation/complete-streets.**

Submittal

Completed Checklists must be emailed to completestreets@bayareametro.gov.

PROJECT TNFORMATTON	
Project Name/Title:	Bayshore and Woodrow Wilson Safe Routes to School Project
Project Area/Location(s): Attach map if available.	The project includes The Bayshore School, located in the Bayshore Heights neighborhood, and Woodrow Wilson Elementary School, located in the Original Daly City neighborhood in Daly City. Improvements are proposed at nine (9) intersections surrounding The Bayshore School along Geneva Avenue, Martin Street, Rio Verde Street, Accacia Street, Oriente Street, Ottilia Street, Partridge Avenue and Schwerin Street. In addition, improvements are included at six (6) intersections surrounding Woodrow Wilson Elementary School along Vista Grande Avenue, Miriam Street, Santa Barbara Avenue, Theta Avenue, Knowles Avenue and Hillcrest Drive.

PROJECT DESCRTPTTON: (300-word limit)

In March 2019, walk audits were conducted at The Bayshore School and Woodrow Wilson Elementary School in Daly City which identified several critical intersections where curb extensions could be installed to establish a safer route to these schools. The Bayshore and Woodrow Wilson Safe Routes to School Project proposes to install a combination of curb extensions, high visibility crosswalks, and/or bioretention planters at nine (9) intersections surrounding Bayshore Elementary School and six (6) intersections surrounding Woodrow Wilson Elementary School.

Please indicate project phase (Planning, PE, ENV, ROW, CON, O&M)

May attach additional project documents, cross sections, plan view, or other supporting materials.

CONTACT TNFORMATTON

Contact Name & Title:	**Contact Email:**	**Contact Phone:**
Roland Yip, Senior Civil Engineer	ryip@dalycity.org	(650)991-8155

Agency:
City of Daly City

Topic	CS Policy Consideration	YES	NO	Required Description	Description
1. Bicycle, Pedestrian and Transit Planning	Does Project implement relevant Plans, or other locally adopted recommendations? Plan examples include: • City/County General + Area Plans • Bicycle, Pedestrian & Transit Plan • Community-Based Transportation Plan • ADA Transition Plan • Station Access Plan • Short-Range Transit Plan • Vision Zero/Systematic Safety Plan	☒	☐	Please provide detail on Plan recommendations affecting Project area, if any, with Plan adoption date. If Project is inconsistent with adopted Plans, please provide explanation.	The Project is consistent with goals of the City's Vision Zero Action Plan, adopted on 4/27/2020, by providing improvements both on and near the City's High Injury network which includes Geneva Ave and John Daly Blvd. The Project is also consistent with the recommendations of the Bayshore Elementary School and Woodrow Wilson Elementary School Safe Routes to School walk and bike audits that were conducted in 3/2019.
2. Active Transportation Network	Does the project area contain segments of the regional Active Transportation (AT) Network? See AT Network map on the MTC Complete Streets webpage.	☒	☐	If yes, describe how project adheres to the NACTO All Ages and Abilities design principles. See *All Ages and Abilities and Design Guidelines* below.	The Project will incorporate ADA compliant curb ramp designs.

Topic	CS Policy Consideration	YES	NO	Required Description	Description
2. Active Transportation Network (Cont.)					
3. Safety and Comfort	A. Is the Project on a known High Injury Network (HIN) or has a local traffic safety analysis found a high incidence of bicyclist/pedestrian-involved crashes within the project area?	☒	☐	Please summarize the traffic safety conditions and describe Project's traffic safety measures. The Bay Area Vision Zero System may be a resource.	The Project is proposing improvements both on and near the City's High Injury network which includes Geneva Ave and John Daly Blvd. Between January 1, 2013 and December 31, 2017, 15 bicycle and pedestrian-related collisions occurred within a quarter-mile radius of the Bayshore Elementary School. During this same time period, there were 24 pedestrian -related collisions within a quarter-mile radius of Woodrow Wilson Elementary School.
	B. Does the project seek to improve bicyclist and/or pedestrian conditions? If the project includes a bikeway, was a Level of Traffic Stress (LTS), or similar user experience analyses conducted?	☒	☐	Describe how project seeks to provide low-stress transportation facilities or reduce a facility's LTS.	The Project improves pedestrian conditions by shortening crossing distances, precluding vehicles from parking too close to crossings, slowing vehicles, and increasing pedestrian visibility.
4. **Transit Coordination**	A. Are there existing public transit facilities (stop or station) in the project area?	☐	☒	List transit facilities (stop, station, or route) and all affected agencies.	There are no existing public transit facilities in the Project area.
	B. Have all potentially affected transit agencies had the opportunity to review this project?	☐	☒	Please attach confirmation email from transit operator(s) to email.	Not applicable because the Project will not affect other transit agencies.

Topic	CS Policy Consideration	YES	NO	Required Description	Description
	C. Is there a MTC Mobility Hub within the project area?	☐	☒	If yes, please describe outreach to mobility providers, and Project's Hub-supportive elements.	A MTC Mobility Hub is not within the Project area.
5. Design	Does the project meet professional design standards or guidelines appropriate for bicycle and/or pedestrian facilities?	☒	☐	Please provide Class designation for bikeways. Cite design standards used.	The curb ramps for the Project shall be designed per Caltrans 2018 Standard Plans and Standard Specifications and Americans with Disabilities Act Accessibility Guidelines.
6. Equity	Will Project improve active transportation in an Equity Priority Community?	☐	☒	Please list EPC(s) affected.	The Project is not within an EPC.
7. BPAC Review	Has a local (city or county) Bicycle and Pedestrian Advisory Commission (BPAC) reviewed this checklist (or for OBAG 3, this project)?	☐	☒	Please provide meeting date(s) and a summary of comments, if any.	The Complete Streets checklist for this project is scheduled to be presented for review to the City's BPAC on July 6, 2022. The Project was previously reviewed and supported by the City's BPAC on July 8, 2020 and October 7, 2020 for the ATP Cycle 5 Application.

Statement of Compliance	YES
The proposed Project complies with California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302, MTC Complete Streets Policy (Reso. 4493), and locally adopted Complete Streets resolutions (adopted as OBAG 2 (Reso. 4202) requirement, Resolution 4202.)	X☐

If no, complete Statement of Exception and obtain necessary signature.

Statement of Exception	YES	Provide Documentation or Explanation	Documentation Explanation
1. The affected roadway is legally prohibited for use by bicyclists and/or pedestrians.	☐	If yes, please cite language and agency citing prohibited use.	
2. The costs of providing Complete Streets improvements are excessively disproportionate to the need or probable use (defined as more than 20 percent for Complete Streets elements of the total project cost).	☐	If claimed, the agency must include proportionate alternatives and still provide safe accommodation of people biking, walking and rolling.	
3. There is a documented Alternative Plan to implement Complete Streets and/or on a nearby parallel route.	☐	Describe Alternative Plan/Project	
4. Conditions exist in which policy requirements may not be able to be met, such as fire and safety specifications, spatial conflicts on the roadway with transit or environmental concerns, defined as abutting conservation land or severe topological constraints.	☐	Describe condition(s) that prohibit implementation of CS policy requirements	

STGNATURES / NOTTFTCATTONS

TRANSTT
The project sponsor shall communicate and coordinate with all transit agencies with operations affected by the proposed project. If a project includes a transit stop/station, or is located along a transit route, the Checklist must include written documentation (e.g. email) with the affected transit agency(ies) to confirm transit agency coordination and acknowledgement of the project. A CS Checklist Transit Agency Contact List is available for reference.

DEPARTMENT DTRECTOR-LEVEL STGNATURE FOR EXCEPTTONS
Exceptions must be signed by a Department Director-level agency representative, or their designee, and not the Project Manager. Insert electronic signature or sign below :

Full Name:
Title:
Date:
Signature:

All Ages and Abilities and Design Guidelines

All Ages and Abilities

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

Projects on the AT Network shall incorporate design principles based on designing for "All Ages and Abilities," contextual guidance provided by the National Association of City Transportation Officials (NACTO), and consistent with state and national best practices. A facility that serves "all ages and abilities" is one that effectively serves the mobility needs of children, older adults, and people with disabilities and in doing so, works for everyone else. The all ages and abilities approach also strives to serve all users, regardless of age, ability, ethnicity, race, sex, income, or disability, by embodying national and international best practices related to traffic calming, speed reduction, and roadway design to increase user safety and comfort. This approach also includes the use of traffic calming elements or facilities separated from motor vehicle traffic, both of which can offer a greater feeling of safety and appeal to a wider spectrum of the public.

Design best practices for safe street crossings, pedestrian facilities, and Americans with Disabilities Act (ADA) accessibility at transit stops, and bicycle/micromobility facilities on the AT Network should be incorporated throughout the entirety of the project. The Proposed Public Rights-of-Way Accessibility Guidelines (PROWAG) by the U.S. Access Board should also be referenced during design.

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

Design Guidance

Examples of applicable design guidance documents include (but are not limited to): American Association of State Highway and Transportation Officials (AASHTO) - *A Policy on Geometric Design of Highway and Streets, Guide for the Development of Bicycle Facilities, Guide for the Planning, Design, and Operation of Pedestrian Facilities; Public Right-of-Way Accessibility Guide* (PROWAG); *Manual on Uniform Traffic Control Devices* (MUTCD); *Americans with Disabilities Act Accessibility Guidelines* (ADAAG); National Association of City Transportation Officials (NACTO) - *Urban Bikeway Design Guide.*

Complete Streets Checklist
Implementation of MTC's Complete Streets Policy, Resolution 4493, Adopted 3/25/22

Background

Since 2006, MTC's Complete Streets (CS) Policy has promoted the development of transportation facilities that can be used by all modes. In March 2022, MTC updated its CS policy (Resolution 4493) with the goal of ensuring that people biking, walking, rolling, and taking transit are safely accommodated within the transportation network. This policy works to advance Plan Bay Area 2050 objectives of achieving mode shift, safety, equity, and vehicle miles traveled and greenhouse gas emission reductions, as well as state & local compliance with applicable CS-related laws, policies, and practices, specifically the California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302) and applicable local policies such as the CS resolutions adopted before January 16, 2016 (as part of MTC's OBAG 2 requirements.)

Requirements

MTC's CS Policy requires that all projects (with a total project cost of $250,000 or more) applying for regional discretionary transportation funding – or requesting regional endorsement or approval through MTC - must submit a Complete Streets Checklist (Checklist) to MTC.

Please note that Projects claiming exceptions to CS Policy must complete the Exceptions section on the Checklist and provide a Department Director-level signature.

Additional information and guidance for completing this Checklist can be found at the **MTC Administrative Guidance: Complete Streets Policy Guidance for public agency staff implementing MTC Resolution 4493 at mtc.ca.gov/planning/transportation/complete-streets.**

This form may be downloaded at **mtc.ca.gov/planning/transportation/complete-streets.**

Submittal

Completed Checklists must be emailed to completestreets@bayareametro.gov.

PROJECT INFORMATION	
Project Name/Title:	icro-Mobility Hub Phase 2 and Electric Shuttle Program (Transit/Job and Services/Affordable Housing)
Project Area/Location(s): Attach map if available.	Mobility Hub Location: Public Parking Lot Converted for mobility hub use. (Broadway between Hillcrest Blvd. and Taylor Blvd) EV Bus Shuttle: Various Stop Locations from Millbrae Avenue to Adrian Road/ Rollins Road El Camino Real from Millbrae Avenue to Meadow Glen Broadway From Meadow Glen Avenue to Millbrae Avenue

PROJECT DESCRIPTION: (300-word limit)

This proposed Downtown Hub project will transform a city-owned parking lot into a micro-mobility hub centrally located in the Downtown/Business District. The goal of the Downtown Hub is to provide electric bicycle/scooter share stations, bike fix-it station, bike racks, electric vehicle (EV) charging stations, car-share feature, wayfinding signs, site amenities (shaded seating area and plantings, ADA accessibility improvements (as-needed) and real time transit schedule signage. The City's goal is to promote micro-mobility use and provide options for the first/last mile. This Hub builds upon the Millbrae Transit Center Mobility Hub Pilot Project to build out a second hub location in the Downtown/Business district, will offer transit users access to various transportation options for the businesses/jobs/services to our multi-modal station which will connect to the regional transit services. This project will also include a Class 3 bike trail on Hillcrest Avenue, which will provide a bike network link to the Transit Center Mobility Hub with the proposed Downtown Hub.

The EV Shuttle Program will include capital funds to purchase or fund partnership opportunity for an EV shuttle or autonomous EV shuttle and install shuttle stations/stops. The City's goal is to promote transit ridership and to provide connectivity to transit network, vital services/employees, upcoming life sciences buildings, downtown businesses, veteran/affording housing, and propose developments in the PDA, to reduce vehicle miles traveled within the City. The City will be seeking public/private partnership with the goal to explore/pilot EV autonomous shuttle system and to transform the City of Millbrae into a technology base transportation hub. This element will complement the Downtown Hub element by providing another mode of lower emission transportation with accessibility and equity in mind.

Please indicate project phase (Planning, PE, ENV, ROW, CON, O&M)

May attach additional project documents, cross sections, plan view, or other supporting materials.

CONTACT INFORMATION

Contact Name & Title:	**Contact Email:**	**Contact Phone:**
Jane Kao, Senior Civil Engineer	jkao@ci.millbrae.ca.us	650-259-2545

Agency:
City of Millbrae

Topic	CS Policy Consideration	YES	NO	Required Description	Description
1. Bicycle, Pedestrian and Transit Planning	Does Project implement relevant Plans, or other locally adopted recommendations? Plan examples include: • City/County General + Area Plans • Bicycle, Pedestrian & Transit Plan • Community-Based Transportation Plan • ADA Transition Plan • Station Access Plan • Short-Range Transit Plan • Vision Zero/Systematic Safety Plan	☒	☐	Please provide detail on Plan recommendations affecting Project area, if any, with Plan adoption date. If Project is inconsistent with adopted Plans, please provide explanation.	The Millbrae Station Area Specific Plan in 2016 and amended the Plan in 2019 and 2021 details Millbrae's transit center as a seamless hub blending local transit services including Bay Area Rapid Transit (BART), Caltrain, SamTrans, Corporate shuttles, and a proposed station for the High-Speed Rail project to connect riders to San Francisco, Silicon Valley, the entire Bay Area and beyond. The City is also currently completing the Millbrae Priority Area Specific Plan. This Project will enhance and transform the City's first/last mile transportation system by offering multi-modal options that will reduce vehicle miles traveled and green house gas emissions between core businesses and the Transit Station, including the TODs. The Project supports Plan Bay Area 2050's strategies T3 - Enable a Seamless Mobility Experience, T7 - Advance Other Regional Programs and Local Priorities, T8 - Build a Complete Streets Network, T9 - Advance Regional Vision Zero Policy Through Street Design and Reduced Speeds, T-10 - Enhance Local Transit Frequency, Capacity and Reliability.
2. Active Transportation Network	Does the project area contain segments of the regional Active Transportation (AT) Network? See AT Network map on the MTC Complete Streets webpage.	☒	☐	If yes, describe how project adheres to the NACTO All Ages and Abilities design principles. See *All Ages and Abilities and Design Guidelines* below.	The project plans to implement a local EV shuttle bus program that will provide vehicles equipped to service all age ranges and individuals with disabilities access to and from the Downtown/Business district to our commercial and multi-modal station which connects BART/SFO/SAMTRANS/CALTRAIN/FUTURE HIGH SPEED RAIL along Millbrae Avenue. This project will also implement bicycle/scooter sharing where anyone with a smart device can rent and utilize this transportation option to travel along the existing class 2 and 3 bike trails throughout the city. A new Class 3 bike lane element on Hillcrest Avenue is proposed, which is a missing section in our bike network that will assist in connecting the Transit Center Mobility Hub with the proposed Downtown Hub.

Topic	CS Policy Consideration	YES	NO	Required Description	Description
2. Active Transportation Network (Cont.)					
3. Safety and Comfort	A. Is the Project on a known High Injury Network (HIN) or has a local traffic safety analysis found a high incidence of bicyclist/pedestrian-involved crashes within the project area?	☒	☐	Please summarize the traffic safety conditions and describe Project's traffic safety measures. The Bay Area Vision Zero System may be a resource.	The Project Mobility Hub and EV Shuttle Bus is located within a half mile area of a noted HIN. The incidents occur mainly on Caltrans operated El Camino Real at two locations showing higher than average collisions. These locations along El Camino Real (Meadow Glen and Victoria Avenue have a high number of vehicle to car incident rate. The program proposed would provide a local bus service that would shuttle transit users to high traffic areas safely and reduce interaction between vehicle and pedestrians. Wayfinding signage will direct users to clearly defined bicycle/scooter routes that were previously implemented as well as a new Class 3 connection to bridge the gap for riders to connect to the Millbrae Transit center utilizing Hillcrest Blvd.
	B. Does the project seek to improve bicyclist and/or pedestrian conditions? If the project includes a bikeway, was a Level of Traffic Stress (LTS), or similar user experience analyses conducted?	☒	☐	Describe how project seeks to provide low-stress transportation facilities or reduce a facility's LTS.	The project proposes to provide a Class 3 bike route connection point along Hillcrest Blvd. to which bicyclists will route residential streets for a less stressful lower vehicle volume travelway. The project also will interface with the city's upcoming virtual bike detection program to advance activate at signalized intersection crossings in order to reduce queue times for cyclists and pedestrians.
4. **Transit Coordination**	A. Are there existing public transit facilities (stop or station) in the project area?	☒	☐	List transit facilities (stop, station, or route) and all affected agencies.	Millbrae Transit Center (BART/SFO/SAMTRANS /CALTRAIN/FUTURE HIGH SPEED RAIL) all have stops at the transit center. SAMTRANS Stops along El Camino Real: Linden, Victoria Ave, Hillcrest Blvd. Silva Ave, Meadow Glen
	B. Have all potentially affected transit agencies had the opportunity to review this project?	☐	☒	Please attach confirmation email from transit operator(s) to email.	The project does not directly affect service for these areas. A majority of these improvements would look more to enhance and increase ridership for the regional transit agencies, through the improvements to accessibility

Topic	CS Policy Consideration	YES	NO	Required Description	Description
	C. Is there a MTC Mobility Hub within the project area?	☒	☐	If yes, please describe outreach to mobility providers, and Project's Hub-supportive elements.	The city is currently in development and implementation of a new pilot Mobility Hub location on a City Owned Parking Lot. This will be first hub built with micromobility in mind. The city will likely interface both projects with similar providers in order to maintain a more seamless connection at these hub locations.
5. Design	Does the project meet professional design standards or guidelines appropriate for bicycle and/or pedestrian facilities?	☒	☐	Please provide Class designation for bikeways. Cite design standards used.	The city will ensure that the designer will utilize Updated Caltrans standards and recommended design parameters set by the designer to ensure they meet professional design standards
6. Equity	Will Project improve active transportation in an Equity Priority Community?	☐	☒	Please list EPC(s) affected.	Though not located within an EPC, the City's northeast region has similar demographics to the adjacent EPC in San Bruno bordering Millbrae's city limit. The proposed Project is within 1 mile of this region, which provides connectivity to the Project via new bike routes to be installed by other planned projects, such as the Park Blvd and San Anselmo Improvement Projects and the Affordable Housing and Sustainable Communities Grant Project. Also, the City has plans to expand beyond the current locations, closer the San Bruno's EPC limits to better serve the northern neighborhoods in future phases. Another underserved community are neighborhoods east of ECR. This project, especially the shuttle, will provide low emission transportation option to downtown/jobs, transit center, and mobility hubs
7. BPAC Review	Has a local (city or county) Bicycle and Pedestrian Advisory Commission (BPAC) reviewed this checklist (or for OBAG 3, this project)?	☐	☒	Please provide meeting date(s) and a summary of comments, if any.	The city has not had the opportunity to bring this project BPAC. This will be brought for their comments at the next monthly meeting.

Statement of Compliance	YES
The proposed Project complies with California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302, MTC Complete Streets Policy (Reso. 4493), and locally adopted Complete Streets resolutions (adopted as OBAG 2 (Reso. 4202) requirement, Resolution 4202.)	☒

If no, complete Statement of Exception and obtain necessary signature.

Statement of Exception	YES	Provide Documentation or Explanation	Documentation Explanation
1. The affected roadway is legally prohibited for use by bicyclists and/or pedestrians.	☐	If yes, please cite language and agency citing prohibited use.	
2. The costs of providing Complete Streets improvements are excessively disproportionate to the need or probable use (defined as more than 20 percent for Complete Streets elements of the total project cost).	☐	If claimed, the agency must include proportionate alternatives and still provide safe accommodation of people biking, walking and rolling.	
3. There is a documented Alternative Plan to implement Complete Streets and/or on a nearby parallel route.	☐	Describe Alternative Plan/Project	
4. Conditions exist in which policy requirements may not be able to be met, such as fire and safety specifications, spatial conflicts on the roadway with transit or environmental concerns, defined as abutting conservation land or severe topological constraints.	☐	Describe condition(s) that prohibit implementation of CS policy requirements	

SIGNATURES / NOTIFICATIONS

TRANSIT
The project sponsor shall communicate and coordinate with all transit agencies with operations affected by the proposed project. If a project includes a transit stop/station, or is located along a transit route, the Checklist must include written documentation (e.g. email) with the affected transit agency(ies) to confirm transit agency coordination and acknowledgement of the project. A CS Checklist Transit Agency Contact List is available for reference.

DEPARTMENT DIRECTOR-LEVEL SIGNATURE FOR EXCEPTIONS
Exceptions must be signed by a Department Director-level agency representative, or their designee, and not the Project Manager. Insert electronic signature or sign below :

Full Name:
Title:
Date:
Signature:

All Ages and Abilities and Design Guidelines

All Ages and Abilities

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

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<tr><td>< 10 mph</td><td>Less relevant</td><td rowspan="2">No centerline, or single lane one-way</td><td>Pedestrians share the roadway</td><td>Shared Street</td></tr>
<tr><td>≤ 20 mph</td><td>≤ 1,000 – 2,000</td><td>< 50 motor vehicles per hour in the peak direction at peak hour</td><td>Bicycle Boulevard</td></tr>
<tr><td rowspan="4">≤ 25 mph</td><td>≤ 500 – 1,500</td><td rowspan="3">Single lane each direction, or single lane one-way</td><td rowspan="4">Low curbside activity, or low congestion pressure</td><td>Conventional or Buffered Bicycle Lane, or Protected Bicycle Lane</td></tr>
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<tr><td>≤ 3,000 – 6,000</td><td rowspan="2">Protected Bicycle Lane</td></tr>
<tr><td>Greater than 6,000</td><td>Multiple lanes per direction</td></tr>
<tr><td rowspan="3">Greater than 26 mph†</td><td rowspan="2">Any</td><td>Single lane each direction</td><td rowspan="2">Low curbside activity, or low congestion pressure</td><td>Protected Bicycle Lane, or Reduce Speed</td></tr>
<tr><td>≤ 6,000</td><td>Multiple lanes per direction</td><td>Protected Bicycle Lane, or Reduce to Single Lane & Reduce Speed</td></tr>
<tr><td>Greater than 6,000</td><td>Any</td><td>Any</td><td>Protected Bicycle Lane, or Bicycle Path</td></tr>
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Complete Streets Checklist
Implementation of MTC's Complete Streets Policy, Resolution 4493, Adopted 3/25/22

Background

Since 2006, MTC's Complete Streets (CS) Policy has promoted the development of transportation facilities that can be used by all modes. In March 2022, MTC updated its CS policy (Resolution 4493) with the goal of ensuring that people biking, walking, rolling, and taking transit are safely accommodated within the transportation network. This policy works to advance Plan Bay Area 2050 objectives of achieving mode shift, safety, equity, and vehicle miles traveled and greenhouse gas emission reductions, as well as state & local compliance with applicable CS-related laws, policies, and practices, specifically the California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302) and applicable local policies such as the CS resolutions adopted before January 16, 2016 (as part of MTC's OBAG 2 requirements.)

Requirements

MTC's CS Policy requires that all projects (with a total project cost of $250,000 or more) applying for regional discretionary transportation funding – or requesting regional endorsement or approval through MTC - must submit a Complete Streets Checklist (Checklist) to MTC.

Please note that Projects claiming exceptions to CS Policy must complete the Exceptions section on the Checklist and provide a Department Director-level signature.

Additional information and guidance for completing this Checklist can be found at the **MTC Administrative Guidance: Complete Streets Policy Guidance for public agency staff implementing MTC Resolution 4493 at mtc.ca.gov/planning/transportation/complete-streets.**

This form may be downloaded at **mtc.ca.gov/planning/transportation/complete-streets.**

Submittal

Completed Checklists must be emailed to completestreets@bayareametro.gov.

PROJECT INFORMATION	
Project Name/Title:	Hillsborough Street Resurfacing Project
Project Area/Location(s): Attach map if available.	Chateau Drive, Ralston Avenue, Sharon Avenue and Forest View Avenue

PROJECT DESCRIPTION: (300-word limit)

The purpose of this project is to support improvements to all mobility options, with emphasis on achieving an integrated, efficient and reliable public transit network and improve and maintain local streets and roads of all uses, with emphasis on safety and community support. The project will consist of resurfacing major stretches of roadway through the Town of Hillsborough. The segments include Chateau Drive and Ralston Avenue (from Provident Drive to Pepper Avenue) and Sharon Avenue and Forest View Avenue (from Floribunda to Geri Lane and Newhall Road. Based on the projected PCI of these streets, maintenance will be needed at the proposed project construction start date to avoid full roadway reconstruction. Treatment types may include localized digout repairs, HMA mill and fill and overlay, rubberize HMA overlay, or other resurfacing types. Currently some striping and signage is installed, but additional will be installed/updated on the newly treated roadways for pedestrian and bicyclist safety, encouraging pedestrian and bicyclist transit.

Please indicate project phase (Planning, PE, ENV, ROW, CON, O&M)

May attach additional project documents, cross sections, plan view, or other supporting materials.

CONTACT INFORMATION

Contact Name & Title:	**Contact Email:**	**Contact Phone:**
Irfan Aziz, Assitant Engineer	iaziz@hillsborough.net	650-375-7509

Agency:
Town of Hillsborough

Topic	CS Policy Consideration	YES	NO	Required Description	Description
1. Bicycle, Pedestrian and Transit Planning	Does Project implement relevant Plans, or other locally adopted recommendations? Plan examples include: • City/County General + Area Plans • Bicycle, Pedestrian & Transit Plan • Community-Based Transportation Plan • ADA Transition Plan • Station Access Plan • Short-Range Transit Plan • Vision Zero/Systematic Safety Plan	X	☐	Please provide detail on Plan recommendations affecting Project area, if any, with Plan adoption date. If Project is inconsistent with adopted Plans, please provide explanation.	T1. Restore, operate and maintain the existing system. T3. Enable a seamless mobility experience. T7. Advance other regional programs and local priorities T8. Build a Complete Streets network. EN9. Expand transportation demand management initiatives. This project will restore and maintain main roadways in Hillsborough used combined average daily commuters of over 10,000 vehicles, including 723 students and their families. Improving bicycle sharrows and crosswalks on designated share the road streets will improve seamless mobility and support and maintain Complete Streets. These improvements will also encourage walking and biking, discouraging solo driving
2. Active Transportation Network	Does the project area contain segments of the regional Active Transportation (AT) Network? See AT Network map on the MTC Complete Streets webpage.	X	☐	If yes, describe how project adheres to the NACTO All Ages and Abilities design principles. See *All Ages and Abilities and Design Guidelines* below.	This project will restore and maintain main roadways in Hillsborough used combined average daily commuters of over 10,000 vehicles, including 723 students and their families. Improving bicycle sharrows and crosswalks on designated share the road streets will improve seamless mobility and support and maintain Complete Streets. These improvements will also encourage walking and biking, discouraging solo driving

Topic	CS Policy Consideration	YES	NO	Required Description	Description
2. Active Transportation Network (Cont.)					
3. Safety and Comfort	A. Is the Project on a known High Injury Network (HIN) or has a local traffic safety analysis found a high incidence of bicyclist/pedestrian-involved crashes within the project area?		x	Please summarize the traffic safety conditions and describe Project's traffic safety measures. The Bay Area Vision Zero System may be a resource.	
	B. Does the project seek to improve bicyclist and/or pedestrian conditions? If the project includes a bikeway, was a Level of Traffic Stress (LTS), or similar user experience analyses conducted?	x		Describe how project seeks to provide low-stress transportation facilities or reduce a facility's LTS.	This project will restore and maintain main roadways in Hillsborough used combined average daily commuters of over 10,000 vehicles, including 723 students and their families. Improving bicycle sharrows and crosswalks on designated share the road streets will improve seamless mobility and support and maintain Complete Streets. These improvements will also encourage walking and biking, discouraging solo driving
4. **Transit Coordination**	A. Are there existing public transit facilities (stop or station) in the project area?		x	List transit facilities (stop, station, or route) and all affected agencies.	
	B. Have all potentially affected transit agencies had the opportunity to review this project?			Please attach confirmation email from transit operator(s) to email.	n/a

Topic	CS Policy Consideration	YES	NO	Required Description	Description
	C. Is there a MTC Mobility Hub within the project area?	☐	☐	If yes, please describe outreach to mobility providers, and Project's Hub-supportive elements.	
5. Design	Does the project meet professional design standards or guidelines appropriate for bicycle and/or pedestrian facilities?	☐		Please provide Class designation for bikeways. Cite design standards used.	Project design has not started but it will upon final design completion.
6. Equity	Will Project improve active transportation in an Equity Priority Community?	☐	☒	Please list EPC(s) affected.	
7. BPAC Review	Has a local (city or county) Bicycle and Pedestrian Advisory Commission (BPAC) reviewed this checklist (or for OBAG 3, this project)?	☐	☒	Please provide meeting date(s) and a summary of comments, if any.	

Statement of Compliance	YES
The proposed Project complies with California Complete Street Act of 2008 (Gov. Code Sections 65040.2 and 65302, MTC Complete Streets Policy (Reso. 4493), and locally adopted Complete Streets resolutions (adopted as OBAG 2 (Reso. 4202) requirement, Resolution 4202.)	X☐

If no, complete Statement of Exception and obtain necessary signature.

Statement of Exception	YES	Provide Documentation or Explanation	Documentation Explanation
1. The affected roadway is legally prohibited for use by bicyclists and/or pedestrians.	☐	If yes, please cite language and agency citing prohibited use.	
2. The costs of providing Complete Streets improvements are excessively disproportionate to the need or probable use (defined as more than 20 percent for Complete Streets elements of the total project cost).	☐	If claimed, the agency must include proportionate alternatives and still provide safe accommodation of people biking, walking and rolling.	
3. There is a documented Alternative Plan to implement Complete Streets and/or on a nearby parallel route.	☐	Describe Alternative Plan/Project	

☐

4. Conditions exist in which policy requirements may not be able to be met, such as fire and safety specifications, spatial conflicts on the roadway with transit or environmental concerns, defined as abutting conservation land or severe topological constraints.		Describe condition(s) that prohibit implementation of CS policy requirements	

SIGNATURES / NOTIFICATIONS

TRANSIT
The project sponsor shall communicate and coordinate with all transit agencies with operations affected by the proposed project. If a project includes a transit stop/station, or is located along a transit route, the Checklist must include written documentation (e.g. email) with the affected transit agency(ies) to confirm transit agency coordination and acknowledgement of the project. A CS Checklist Transit Agency Contact List is available for reference.

DEPARTMENT DIRECTOR-LEVEL SIGNATURE FOR EXCEPTIONS
Exceptions must be signed by a Department Director-level agency representative, or their designee, and not the Project Manager. Insert electronic signature or sign below :

Full Name:	Natalie Gribben
Title:	Senior Civil Engineer
Date:	
Signature:	Natalie Gribben

All Ages and Abilities and Design Guidelines

All Ages and Abilities

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

Projects on the AT Network shall incorporate design principles based on designing for "All Ages and Abilities," contextual guidance provided by the National Association of City Transportation Officials (NACTO), and consistent with state and national best practices. A facility that serves "all ages and abilities" is one that effectively serves the mobility needs of children, older adults, and people with disabilities and in doing so, works for everyone else. The all ages and abilities approach also strives to serve all users, regardless of age, ability, ethnicity, race, sex, income, or disability, by embodying national and international best practices related to traffic calming, speed reduction, and roadway design to increase user safety and comfort. This approach also includes the use of traffic calming elements or facilities separated from motor vehicle traffic, both of which can offer a greater feeling of safety and appeal to a wider spectrum of the public.

Design best practices for safe street crossings, pedestrian facilities, and Americans with Disabilities Act (ADA) accessibility at transit stops, and bicycle/micromobility facilities on the AT Network should be incorporated throughout the entirety of the project. The Proposed Public Rights-of-Way Accessibility Guidelines (PROWAG) by the U.S. Access Board should also be referenced during design.

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

Design Guidance

Examples of applicable design guidance documents include (but are not limited to): American Association of State Highway and Transportation Officials (AASHTO) - *A Policy on Geometric Design of Highway and Streets, Guide for the Development of Bicycle Facilities, Guide for the Planning, Design, and Operation of Pedestrian Facilities; Public Right-of-Way Accessibility Guide* (PROWAG); *Manual on Uniform Traffic Control Devices* (MUTCD); *Americans with Disabilities Act Accessibility Guidelines* (ADAAG); National Association of City Transportation Officials (NACTO) - *Urban Bikeway Design Guide.*