Santa Cruz County Regional Transportation Commission's

BICYCLE ADVISORY COMMITTEE

AGENDA

Monday, August 11, 2014

6:00 pm to 8:30 pm

RTC Office
1523 Pacific Ave
Santa Cruz, CA 95060

1. Call to Order
2. Introductions
3. Announcements – RTC staff
4. Oral communications – members and public

   The Committee will receive oral communications during this time on items not on today's agenda. Presentations must be within the jurisdiction of the Committee, and may be limited in time at the discretion of the Chair. Committee members will not take action or respond immediately to any Oral Communications presented, but may choose to follow up at a later time, either individually, or on a subsequent Committee agenda.

5. Additions or deletions to consent and regular agendas

CONSENT AGENDA

All items appearing on the consent agenda are considered to be minor or non-controversial and will be acted upon in one motion if no member of the Committee or public wishes an item be removed and discussed on the regular agenda. Members of the Committee may raise questions, seek clarification or add directions to Consent Agenda items without removing the item from the Consent Agenda as long as no other committee member objects to the change.

6. Accept draft minutes of the April 7, 2014 Bicycle Advisory Committee meeting (pages 4-7)
7. Accept Bicycle Advisory Committee roster (page 8)
8. Accept letter from the Bicycle Advisory Committee regarding comments on the *Draft Regional Transportation Plan* (pages 9 - 20)
9. Accept letter from the Bicycle Advisory Committee in support of the City of Scotts Valley's Active Transportation Program grant application (page 21)

10. Accept letter from the Bicycle Advisory Committee in support of the Santa Cruz County Health Service Agency's Active Transportation Program grant application (page 22)

11. Accept letter from the Bicycle Advisory Committee in support of the City of Watsonville's rail trail Active Transportation Program grant application (page 23)

12. Accept letter from the Bicycle Advisory Committee in support of the City of Scotts Watsonville's Pajaro Valley High School trail connector Active Transportation Program grant application (page 24)

13. Accept Memorandum from Caltrans to Highway Design Manual Holders announcing design flexibility in multi-modal projects (pages 25 - 27)

14. Accept News Release announcing Caltrans' backing of innovative street design guides to promote bicycling and walking (pages 28 - 31)

15. Accept News Release regarding California's ranking as a Bicycle Friendly State (page 32 - 35)

16. Accept announcement from the American Planning Association's Northern Chapter regarding the Monterey Bay Sanctuary Scenic Trail Network Master Plan's selection for an Award of Excellence (page 36)

REGULAR AGENDA

17. *Sustainable Santa Cruz County Plan* Public Draft – Presentation from Paia Levine of the Santa Cruz County Planning Department (pages 37 - 67)

18. Bicycle Advisory Committee Effectiveness – Discussion to be led by Bicycle Advisory Committee members Leo Jed and Amelia Conlen

19. Update on Monterey Bay Sanctuary Scenic Trail Network – Presentation from Cory Caletti, RTC Senior Transportation Planner

20. Use of Rosenberg's Rules of Order – Presentation from Cory Caletti, RTC Senior Transportation Planner (pages 68 - 79)

21. Member updates related to Committee functions

22. Adjourn

NEXT MEETING: The next Bicycle Committee meeting is scheduled for Monday, October 20th, 2014 (note special date due to Columbus Day Holiday) from 6:00pm to 8:30pm at the RTC office, 1523 Pacific Ave, Santa Cruz, CA.

HOW TO REACH US

Santa Cruz County Regional Transportation Commission
1523 Pacific Avenue, Santa Cruz, CA 95060
phone: (831) 460-3200 / fax (831) 460-3215
email: info@sccrtc.org / website: www.sccrtc.org

AGENDAS ONLINE:

To receive email notification when the Bicycle Committee meeting agenda packets are posted on our website, please call (831) 460-3201 or email ccaletti@sccrtc.org to subscribe.

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SERVICIOS DE TRADUCCIÓN/TRANSLATION SERVICES

Si gusta estar presente o participar en esta junta de la Comisión Regional de Transporte del condado de Santa Cruz y necesita información o servicios de traducción al español por favor llame por lo menos con tres días laborables de anticipo al (831) 460-3200 para hacer los arreglos necesarios. (*Spanish language translation is available on an as needed basis. Please make advance arrangements (at least three days in advance by calling (831) 460-3200.*

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Santa Cruz County Regional Transportation Commission's

BICYCLE COMMITTEE

Minutes - Draft

Monday, April 7, 2014
6:00 p.m.

RTC Office
1523 Pacific Ave
Santa Cruz, CA 95060

1. Call to Order

2. Introductions

Members Present:
Kem Akol, District 1
David Casterson, District 2, Chair
Jim Cook, District 2 (Alt.)
Will Menchine, District 3 (Alt.)
Amelia Conlen, District 4
Rick Hyman, District 5
Bill Fieberling, City of Santa Cruz
Andy Ward, City of Capitola, Vice-Chair
Lex Rau, City of Scotts Valley
Leo Jed, CTSC
Jim Langley, CTSC (Alt.)
Emily Glanville, Ecology Action/Bike to Work

Staff:
Cory Caletti, Senior Transportation Planner
Ginger Dykaar, Transportation Planner

Unexcused Absences:

Excused Absences:
Holly Tyler, District 1 (Alt.)
Carlos Garza, City of Santa Cruz (Alt.)
Daniel Kostelec, City of Capitola (Alt.)
Gary Milburn, City of Scotts Valley (Alt.)
Myrna Sherman, City of Watsonville
Piet Canin, Ecology Action/Bike-to-Work (Alt.)
Peter Scott, District 3

Guests:
Saskia Lucas, Open Streets
Theresia Rogerson, Health Services Agency
Jeannie LePage, Ecology Action

Vacancies:
District 4 and 5 – Alternates
City of Watsonville – Alternate

3. Announcements – Replacements for pages #6 and #64 were distributed; Emily Glanville was appointed to serve as the Bike to Work voting representative; Andy Ward, Daniel Kostelec, Lex Rau and Gary Milburn were reappointed to serve in their current capacities; applications are being accepted for the new Active Transportation Program (ATP); and the Bike Committee will receive semi-annual updates on projects being implemented by local jurisdictions with funding provided through the RTC.

4. Oral communications – Bill Fieberling expressed dissatisfaction with the 6pm meeting start time. Kem Akol indicated that he would like to see further improvements to the East Cliff Parkway for

bike travel. Will Menchine would like to see information provided to the Committee regarding the possibility of a trail without rail option, as well as what actions would be required for rail banking or complete track removal. Amelia Conlen reported that she is working with Saskia Lucas to bring a small demonstration of what an easy green buffered bike lane project might look like to the Capitola Open Street event. Theresia Rogerson indicated that the Health Services Agency is applying for an ATP grant for a Safe Route to School project with Ecology Action, that she'd like community input and that she will forward an online survey so that members may provide feedback. Leo Jed requested that staff provide annual reports on the ATP program, and how total allocations compare with previous allocations out of the Bicycle Transportation Account program.

5. Additions or deletions to consent and regular agendas – A motion was made (Jed/Conlen) to remove items #10 and #11 and assign them as item numbers 18a and 18b. The motion passed with all voting in favor (Akol, Casterson, Menchine, Conlen, Hyman, Rau, Jed, Glanville, Fieberling and Ward).

CONSENT AGENDA (Fieberling/Ward)

A motion (Fieberling/Ward) to approve the consent agenda passed with members Akol, Casterson, Menchine, Conlen, Hyman, Rau, Jed and Glanville voting in favor. No votes were cast in opposition.

6. Accepted draft minutes of the February 10, 2014 Bicycle Committee meeting

7. Accepted summary of Bicycle Hazard reports

8. Accepted Bicycle Committee roster

9. Accepted letter from the Bicycle Committee to Santa Cruz Metro regarding recommendation on the *Draft Short Range Transit Plan*

10. Accept staff report presented to the Interagency Technical Advisory Committee recommending a discussion regarding establishment of a process for Bicycle Committee and Elderly & Disabled Transportation Advisory Committee (E&D TAC) review of projects for Complete Streets considerations – Moved to Regular Agenda as Item #18a

11. Accept staff report presented to the April 3rd, 2014 RTC meeting regarding proposed changes to the RTC Rules and Regulations – Moved to Regular Agenda is Item #18b

12. Accepted comment from Rick Hyman on the proposed changes to the RTC Rules and Regulations

13. Accepted Bicycle Committee application from Emily Glanville, new Bike to Work voting representative

REGULAR AGENDA

14. Officer Elections –Chair Casterson opened the floor for nominations. A motion (Conlen/Menchine) to nominate David Casterson to serve as Chair for another year passed unanimously (Akol, Casterson, Menchine, Conlen, Hyman, Rau, Jed, Glanville, Fieberling and Ward). A motion (Ward/Fieberling) was made to nominate Leo Jed as Vice-Chair. Another motion was made (Conlen/Fieberling) to nominate Andy Ward as Vice-Chair. Casterson, Conlen and Menchine voted in favor of Andy Ward. Akol, Hyman, Rau, Jed, Glanville, Fieberling and

Ward voted in favor of Leo Jed. Chair Casterson indicated that an updated roster will reflect himself as the on-going chair and Leo Jed as the new Vice-Chair.

15. Presentations and recommendations regarding the RTC-funded Santa Cruz County Open Streets program and Ecology Action's school safety, incentive and tracking programs – Cory Caletti provided a brief introduction to the two projects and the RTC's funding commitments. Jeanne LePage of Ecology Action presented information regarding the Boltage! and Active4Me trip tracking mechanisms. A motion (Hyman/Jed) to recommend that the RTC approve modifying the project title and scope passed unanimously (Akol, Casterson, Menchine, Conlen, Hyman, Rau, Jed, Glanville, Fieberling and Ward).

    Saskia Lucas, Santa Cruz County Open Streets Director, provided a summary of the upcoming Capitola Open Streets event. The Watsonville event is still in the early planning stages. A third West Cliff Drive event will be held in the fall and is being funded with non-RTC funding sources.

16. *Draft 2014 Regional Transportation Plan* (RTP) – A summary of the RTP development process, timeline and number of presentations to the Bicycle Committee was provided by Ginger Dykaar, RTC Transportation Planner. Ad-Hoc Committee members, Leo Jed, Jim Cook, and Rick Hyman, summarized their overall concerns and provided detailed references orally and in an attachment to the staff report. A motion (Ward/Conlen) was made to send the draft letter provided by the Ad-Hoc Committee in the attachment to the staff report to the RTC with requests for changes to the RTP document. The motion included adding a request that additional funding be allocated to the constrained MBSST Network project list should such funding become available. The motion passed unanimously (Akol, Casterson, Menchine, Conlen, Hyman, Rau, Jed, Glanville, Fieberling and Ward).

17. Transportation Development Act (TDA) Claim for the Community Traffic Safety Coalition and the Ride 'n Stride program – Cory Caletti provided a brief summary of the RTC's funding commitment to the Health Services Agency for the two programs and the TDA allocation process. Theresia Rogerson, HSA staff, provided highlights of the Coalition and Ride 'n Stride projects' work programs and recent accomplishments. A motion (Hyman/Ward) to recommend that the RTC approve the TDA allocation request passed unanimously (Akol, Casterson, Menchine, Conlen, Hyman, Rau, Jed, Glanville, Fieberling and Ward).

18. Transportation Development Act Claim for Bike to Work Week – Cory Caletti provided a brief summary of the RTC's long time funding commitment to Bike to Work and of the TDA allocation process. Emily Glanville, Ecology Action staff, outlined activities scheduled for this year's Bike Week event and answered questions. A motion (Fieberling/Akol) to recommend that the RTC approve the TDA allocation request passed unanimously (Akol, Casterson, Menchine, Conlen, Hyman, Rau, Jed, Glanville, Fieberling and Ward).

18a. Accept staff report presented to the Interagency Technical Advisory Committee recommending a discussion regarding establishment of a process for Bicycle Committee and Elderly & Disabled Transportation Advisory Committee (E&D TAC) review of projects for Complete Streets considerations – Members inquired about the timeline for review of projects for improved bicycle treatments and other Complete Streets principles' incorporation. Cory Caletti indicated that members of the Interagency Technical Advisory Committee began identifying ways to bring reviews by the RTC's advisory Committees in the project development process. A motion (Jed/Conlen) made to accept the staff report passed with all voting in favor (Akol, Casterson, Menchine, Conlen, Hyman, Rau, Jed, Glanville, Fieberling and Ward).

18b. Accept staff report presented to the April 3rd, 2014 RTC meeting regarding proposed changes to the RTC Rules and Regulations – Committee member Leo Jed expressed concern regarding changes to the Rules and Regulations as they pertain to the Bicycle Committee and the potentially diminishing role of the Committee. Leo requested that a discussion of the Bike Committee's functions be agendized for a future meeting and agreed to provide a summary of concerns prior to that meeting. A motion (Conlen/Hyman) made to accept the staff report passed with Akol, Casterson, Menchine, Conlen, Hyman, Rau, Glanville, Fieberling and Ward voting in favor and Leo Jed voting in opposition.

19. Member updates related to Committee functions – Lex Rau indicated that the City of Scotts Valley would like to receive a letter of support for an Active Transportation Program.

20. Adjourned: 8:45 pm.

NEXT MEETING: The next Bicycle Committee meeting is scheduled for **Monday, June 9th 2014**, from the special time of 6:00 pm to 8:30 pm at the RTC office, 1523 Pacific Ave, Santa Cruz, CA.

Minutes respectfully prepared and submitted by:

Cory Caletti, Senior Transportation Planner

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BIKE COMMITTEE ROSTER – August, 2014

Representing	Member Name/Contact Info	Appointment Dates
District 1 - Voting Soquel, Live Oak, part of Capitola	Kem Akol kemakol@msn.com 247-2944	First Appointed: 1993 Term Expires: 3/16
Alternate	Holly M. Tyler holly.m.tyler@comcast.net 818-2117	First Appointed: 2010 Term Expires: 3/16
District 2 - Voting Aptos, Corralitos, part of Capitola, Nisene Marks, Freedom, PajDunes	David Casterson, Chair dbcasterson@gmail.com 588-2068	First Appointed: 2005 Term Expires: 3/15
Alternate	Jim Cook wookiv@comcast.net 345-4162	First Appointed: 12/13 Term Expires: 3/15
District 3 - Voting Big Basin, Davenport, Bonny Doon, City of Santa Cruz	Peter Scott drip@ucsc.edu 423-0796	First Appointed: 2007 Term Expires: 3/16
Alternate	William Menchine (Will) menchine@cruzio.com 426-3528	First Appointed: 4/02 Term Expires: 3/16
District 4 - Voting Watsonville, part of Corralitos	Amelia Conlen director@peoplepowersc.org 425-0665	First Appointed: 5/13 Term Expires: 3/15
Alternate	Vacant	Term Expires: 3/15
District 5 - Voting SL Valley, Summit, Scotts Valley, part of Santa Cruz	Rick Hyman bikerick@att.net	First Appointed: 1989 Term Expires: 3/16
Alternate	Vacant	Term Expires: 3/16
City of Capitola - Voting	Andy Ward Andrew.ward@plantronics.com 462-6653	First Appointed: 2005 Term Expires: 3/17
Alternate	Daniel Kostelec dnlkostelec@yahoo.com 325-9623	First Appointed: Term Expires: 3/17
City of Santa Cruz - Voting	Wilson Fieberling anbfieb@yahoo.com	First Appointed: 2/97 Term Expires: 3/15
Alternate	Carlos Garza carlos@cruzio.com	First Appointed: 4/02 Term Expires: 3/15
City of Scotts Valley - Voting	Lex Rau lexrau@sbcglobal.net 419-1817	First Appointed: 2007 Term Expires: 3/17
Alternate	Gary Milburn 427-3839 hm g.milburn@sbcglobal.net/438-2888 ext 210 wk	First Appointed: 1997 Term Expires: 3/17
City of Watsonville - Voting	Myrna Sherman calgary1947@gmail.com	Term Expires: 3/16
Alternate	Vacant	Term Expires: 3/16
Bike To Work - Voting	Emily Granville eglanville@ecoact.org 415-637-2744	First Appointed: 4/14 Term Expires: 3/16
Alternate	Piet Canin pcanin@ecoact.org 426-5925 ext. 127	First Appointed: 4/02 Term Expires: 3/16
Community Traffic Safety Coalition - Voting	Leo Jed, Vice-Chair leojed@gmail.com 425-2650	First Appointed: 3/09 Term Expires: 3/15
Alternate	Jim Langley jim@jimlangley.net 423-7248	First Appointed: 4/02 Term Expires: 3/15

All phone numbers have the (831) area code unless otherwise noted.

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SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
1523 Pacific Ave., Santa Cruz, CA 95060-3911 • (831) 460-3200 FAX (831) 460-3215 EMAIL info@sccrtc.org

April 8, 2014

Ginger Dykaar
Transportation Planner
1523 Pacific Ave
Santa Cruz, CA 95060

Re: Comments on the *Draft Regional Transportation Plan*

Dear Ms. Dykaar:

I'm writing on behalf of the Bicycle Committee of the Regional Transportation Commission (RTC) to provide comments on the *Draft Regional Transportation Plan*.

The RTC Bicycle Committee serves to assist in the development and maintenance of a complete, convenient and safe regional bicycle network. As such, the Committee reviews projects, on-road conditions, preliminary designs or policy related initiatives and makes recommendations as needed. An Ad-Hoc Committee was formed to review the *Draft Regional Transportation Plan* and provide recommendations related to bicycle issues. At the Bicycle Committee meeting of April 7th, 2014, the Ad-Hoc Committee's recommendations were endorsed by the full Bicycle Committee with changes reflected herein. The recommendation and supplemental references are attached for your consideration.

The Bicycle Committee appreciates your attention to this matter. Please feel free to contact the RTC's Bicycle Coordinator and staff to the Bicycle Committee, Cory Caletti at (831) 460-3201 or by email at ccaletti@sccrtc.org, for this and any other Bicycle Committee related matters.

Sincerely,

David Casterson

David Casterson
Bicycle Committee Chair

cc: Santa Cruz County Regional Transportation Commission
Santa Cruz County Regional Transportation Commission's Bicycle Committee

Attachments: Bicycle Committee comment letter and attachments

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Dear Commissioners:

The Bicycle Committee appreciates and supports the general direction of the *2014 Santa Cruz County Regional Transportation Plan* (RTP). It presents an excellent strategy to enhance the County's transportation system's effectiveness in achieving sustainability and we are especially pleased that it promotes bicycling and endorses many projects that contain bicycle components. Due to the projected financial resources gap, it is clear that bicycling projects augmenting the effectiveness of our existing transportation system are paramount. We welcome the opportunity to work with the Commission, its staff and participating jurisdictions as part of this planning process; committee members have technical, vehicle code, and extensive relevant experience. While we would like to reserve the opportunity to work with staff in reviewing individual projects as they advance, we offer the comments below on the RTP's narrative.

First and foremost, the Bicycle Committee places a high priority on the Monterey Bay Sanctuary Scenic Trail Network project (and rail trail spine) and hopes that the entire network will be constructed within the RTP's time frame. The Bicycle Committee requests that additional funding be allocated to the constrained MBSST Network project list should such funding become available.

Regarding the narrative, more specific policy direction for bicycling is needed and the performance analysis methodology for Target 1Dii: ("Improve multimodal level of Service") needs modification to be effective. Also, please include the results of the Bike Committee's recent project list review. These are shown as Attachment 2.

<u>VISION, POLICY AND TARGETS</u>

We support the RTP's general goals, policies and targets and are particularly pleased that bicycling is a prominent component of the document. Policies to "Improve multimodal access to and within key destinations" and "Ensure network connectivity by closing gaps in the bicycle, pedestrian and transit networks" are most welcome. Also, an increase in bicycling -- a goal that was explicit in past RTPs (a goal of five percent of all trips and 20 percent of all work trips by bicycle) -- seems implicit in the policy promoting mode shift.

This RTP should be refined to more directly support making bicycling safer, convenient and more accessible. The League of American Bicyclists (LAB) awards Bicycle Friendly designations to those communities that demonstrate a serious commitment to the 5 E's (see Attachment 2 detail):

1. Engineering: Creating safe and convenient places to ride and park
2. Education: Giving people of all ages and abilities the skills and confidence to ride
3. Encouragement: Creating a strong bike culture that welcomes and celebrates bicycling
4. Enforcement: Ensuring safe roads for all users
5. Evaluation & Planning: Planning for bicycling as a safe and viable transportation option.

We also welcome programmed non-facility projects which help fulfill these objectives, such as Traffic Safety Education, Countywide Bicycle Route Signage. Other programs deserving funding are Expanding Bikes on Buses, Bike Parking Subsidy Program and Bike-Activated Traffic Signal Program.

Past RTPs contained many more specific policies that promoted these objectives. Previous Bicycle Advisory Committee input requested further improvements and additions to those policies. Examples of past policies missing from this RTP include:

- Improve bicyclists' safety by eliminating impediments along bikeways, conducting regular street sweeping, bike lane repainting and implementing bicycle traffic signal detection.
- Whenever feasible, pedestrian, bicycle, and transit facilities should be incorporated in all capital projects (e.g., complete streets).
- Support allowing bicycles inside buses under specified conditions.
- Ensure the public is informed about safe bicycling routes and options.
- Support programs which deter bicycle thefts.

This RTP takes a more broad-brushed approach and we would like to see the above included. We also urge you to add following wording in italics:

1. Include a vision statement for cycling. Although the RTP is supportive of more bicycling and Chapter 4 is entitled Vision for 2035, there is not a specific vision statement applying to cycling; we suggest adding:

Vision: Make Santa Cruz County an exceptional bicycling location for people of all ages and abilities by growing a culture where motorists respect cyclists' right to the road, cyclists follow the rules of the road and ride their bicycles with confidence & competence. Develop and sustain a comprehensive network of bike facilities providing access to all natural and urban destinations as well as connections to other regional systems. Significant increases in active transportation will go a long way in meeting a majority of this RTP's targets, moving to a cleaner more sustainable environment, increased personal and economic benefits and a healthier community.

2. Include a policy supportive of further bike planning:

Comprehensiveness: Support updating local bicycle plans to reflect RTP goals, policies and targets; assure coterminous county and cities plans are coordinated; help implement Complete Streets; address Engineering, Education, Encouragement, Enforcement and Evaluation; all of which will lead to achieving bicycle-friendly community status.

RTC's local jurisdictions currently have bicycle plans, which essentially are facility plans complying with State Bicycle Transportation Account (BTA) funding requirements. With the elimination of the BTA and consolidation into the Active Transportation funding mechanism, the RTC via or in addition to the RTP needs to have (by encouragement or mandate) each jurisdiction develop consistent Active Transportation Plans (with their bicycle component) which can be folded into a countywide Active Transportation Plan. These will enable a rational and defensible basis for determining and assessing project priority in the RTP, STIP, etc. How else

will the countywide needs and relative project merits be equitably judged and assessed by their contribution to meeting RTP targets. Remember that 65% of this RTP's targets involve bicycling. A comprehensive countywide Active Transportation Plan will provide the RTC a mechanism to achieve its goals, help implement Complete Streets and encompass the 5 E's.

3. Beef up Target 1Dii.

Target 1Dii. Significantly improve multimodal level of service (MMLOS) for walk and bicycle trips to and within key destinations, by improving facilities that do not meet standards and adding new quality facilities.

Most of the targets are written in a quantifiable manner (e.g., increase by some percentage). However Target 1Dii simply says "*Improve* (multimodal level of service for walk and bicycle trips to and within key destinations"), and Appendix C indicates that virtually any improvement would result in the target being met. At its most absurd level this would mean that adding a short

bike lane or path disconnected from any another facility would be sufficient to meet the target. We support a more robust target, however, first there needs to be an agreeable metric that will provide a means of target assessment.
We do note that Appendix C suggests a way to score multimodel level of service, but as discussed below, we question whether this scoring system really indicates a significant improvement; thus we do not recommend using it for this target.

PERFORMANCE ANALYSIS

We support including performance analysis in the RTP. As noted, one of the components of the 5 E's for receiving a 'bicycle-friendly' designation is evaluation. To that end, we are pleased that the RTP supports evaluating how its targets are met. Bicycle system modeling provides an exciting new opportunity to advance bicycling planning in Santa Cruz County. In particular, modeling the network as described for Target 1A in Appendix C shows promise, but the methodology for analyzing Target 1Dii needs to be changed (see Attachment for our detailed concerns).

Recommendation:

Replace the specific methodology for Target 1Dii described in Appendix C with the following outline of a more useful, realistic approach and work with the consultants and the bicycle committee to perfect the methodology:

- *Plot location of key destinations or concentrations of destinations (e.g., public facilities, shopping centers in a community.*
- *Determine whether a bicycle facility can be used to access each destination.*

- *Determine whether the bicycle facility is adequate or significantly deficient (what is most important is not the type of facility but whether it meets standards – is it wide enough, appropriately marked and signed, is the road surface in good shape, are there conflicts with parked cars. This exercise can be done by the Bike Committee or surveying cyclists.)*
- *Determine whether there is adequate access from the street or pathway entrance to the destination entrance (e.g., can bikes safely navigate parking lot, is there adequate bike parking?)*
- *Calculate the community's percentages of key destinations accessible by bike facility, accessible by adequate facility and with adequate on-site accessibility.*
- *Determine measureable targets that will result in significant improvement and possibly combine into an overall rating.*

We request that the bicycling targets be more ambitious and that the results inform future bicycle planning and project selection, as these analytical measures are perfected, in line with our above remarks. For example, the evaluation for Target 1A is 79% of the County's population could bicycle on dedicated lanes and paths to key destinations within 30 minutes, if the facilities were available. Yet, for Target 1A to be met (which it is not met by 2035 under the current RTP project list) only 75.9% of the County's population needs to be able to cycle on a dedicated network. Thus, meeting this target will not result in a complete bicycle network. Therefore, the target should eventually be raised in order to result in 100% bicycle network connectivity to key destinations; just as is available for motor vehicles. Consistent with other RTP targets these can be staged as year 2020 interim and year 2035 for full achievement. Correspondingly, the RTP project list should contain all the projects necessary for this to occur.

The Target 1A methodology analyzes connectivity while the Target 1Dii methodology purports to analyze the quality of the bicycle and pedestrian network. Target 1Dii is to "Improve multimodal level of service (MMLOS) for walk and bicycle trips to and within key destinations." However, by admittedly offering a simplified approach so it can be easily used, the Target 1Dii methodology only evaluates the presence of three categories of facilities. For example, while all bike routes are weighted the same, there could be a vast difference in quality and utility between unsigned bike routes and those with sharrows and "bicycles may use full lane" signs. Similarly, while all bike lanes are weighted the same, there could be a vast difference between a minimum 4 foot wide bike lane next to parked cars , in the door zone, with potholes and a wider bike lane next to the curb (no parking). Thus, the methodology actually ignores distinctions in quality. If this methodology is applied, it can frustrate the cause of improving the quality of the bicycling network.

Another problem is the methodology does not account for locations needed to access key destinations. For example, a bike lane on an arterial that fronts a key destination (like a school or shopping areas) can never score as high as a bike path that does not front a key destination. If a cyclist cannot get conveniently from the bike path to the key destination, then the target, which speaks to "bicycle trips to and within key destinations" cannot really be met. Although broad connectivity is addressed in Target 1A, specific access to key destinations must be factored into the analysis of Target 1Dii as well.

In conclusion, improving the environment for bicycling and thereby significantly increasing ridership will require a multi-prong approach, of which facilities are an important, but not exclusive component. Education, encouragement and enforcement are as important. Evaluation must consider quality and context.

The RTP certainly supports such initiatives, but does not provide detailed direction to achieve comprehensive bicycle-related improvements. We request that, at a minimum, the RTP be revised to incorporate the above thoughtful and considered recommendations. It is important that the RTC and its partner jurisdictions and organizations take future steps to ensure bicycling in all its manifestations be promoted and supported. We trust the RTC continues to rely on dedicated and giving individuals with a full range of relevant expertise and ‘on road’ experience to provide specific knowledge about what is best for all of Santa Cruz County, including the cycling community. Thank you for the opportunity to be of assistance.

Attachment 1: Specific Concerns with Target 1Dii

The Target Development indicates that, "Bicycle paths that are separated from automobile and truck traffic and bike greenways on low speed and low traffic volume roads will attract more people bicycling more frequently." While this might be true, it is not all that is needed to achieve the target of "Improve multimodal level of service (MMLOS) for walk and bicycle trips to and within key destinations." Increasing utility cycling between home, commercial, and other destination, in terms of facilities, require complete connections. Since most key destinations are on major streets, these streets and the destinations have to be part of the equation.

Thus, under the Forecasting Methodology the critique, "The most recent version of the Highway Capacity Manual (HCM) (Transportation Research Board, 2010) includes a MMLOS for pedestrian and bicycle facilities but this method …also is influenced heavily by speed, traffic volume and at times minimizes or negates the benefits in investments in active transportation infrastructure that provide a buffer from the higher speeds and volumes." Again, the fact of the matter is that key destinations are likely to be on streets with higher speeds and/or traffic volumes. Thus, unless speeds and/or volumes are accounted for, bicycling level of service will not be optimal. Unless a separated bicycle path or bike greenway passes by key destinations, allows cyclists to exit to the key destination and addresses safety at all intersections, including the driveways to key destinations, it will not be sufficient in terms of achieving the target.

Additionally, this critique implies that high speeds and motor vehicle volumes are here to stay, so cyclists must go elsewhere to their separated facilities. This neglects another way to make streets useful for all modes – slow and/or reduce the motor vehicle traffic. Recently in the news was the study Watsonville was going to perform to determine whether to shrink the number of travel lanes on Main Street and calm the motor vehicle traffic. The methodology should account for this option as well.

Similarly incomplete is the statement, "As projects are implemented through 2035, the quality of the bicycle network improves through addition of the Monterey Bay Sanctuary Scenic Trail, Pajaro River Levee Trail and the Watsonville Slough trails, as well as a number of bicycle lane improvements along the roadways." This is no doubt true in a general sense – more facilities are better – but again does not address accessing key destinations.

Under Bicycle Network Quality, the statement is made that some streets may not be appropriate for cycling. And under the example, these are streets without existing or planned facilities per the Watsonville Bicycle Plan and RTP project list. First, the fact that a street is not in the Plan should not be a determinant of quality. Instead, the analysis should determine whether a street is appropriate for a facility. Maybe some streets should be added to the network in order to achieve the target. Furthermore, and more importantly, bicycles are allowed on every street; this statement insinuates that they are not. And, in order to access key destinations, all streets probably have to be used to some degree by bicycle. Under Complete Streets principles, all streets should be made appropriate for all modes, with rare exceptions.

Figure C.22 – Bike Score: Bicycle MMNQ Score is too simplistic. Higher ratings are given for bike lanes over bike routes where speeds are over 30 MPH and then buffered or separated trails

over both, especially where speeds are over 40 MPH. Here are some examples where this scoring does not make sense in terms of achieving the target objective. The best rating (green) is available if a separated trail is built on a local street. However, these streets are generally slow speed, low traffic without key destinations. The best treatment on a local street is traffic calming. The worst rating (red) is given to a bike route on an arterial street. However, if one lane in each direction were painted with sharrows and signed "Bikes May Use Full Lane," that would be an improvement that might be the best solution in a particular situation.

An additional flaw with Figure C.22 – Bike Score: Bicycle MMNQ is that it does not distinguish design or quality differences within classifications. For example, it notes that a Bike Route may not even be signed (not sure how that can be a bike route). However, a bike route could have marked sharrows and be signed "Bikes May Use Full Lane." Similarly, bike lanes and paths can be of vast different designs. Substandard or minimum width bike lanes next to parked cars should not receive the same rating as wider bike lanes next to curbs. Similarly, bike lanes or paths with smooth, maintained surfaces should not receive the same ratings as those with potholes and other impediments. And, buffered or separated bike trails that do not allow easy access on and off to key destinations should not be most highly rated, no matter how pleasant they might be to ride on.

Figure C.24 – 2035 Scenario of Bicycle Network in City of Watsonville with MMNQ Score* demonstrates the unacceptable result of using this rating system. In general, the worst routes are the major streets that contain key destinations. The best routes are the separated bike paths that do not contain key destinations. Thus, applying this rating system ensures long-term unequal and inferior treatment for bicyclists. It implies that bicyclists can have nice separated pathways and side streets to ride on, but are not so welcome on the main streets; in other words it is geared more toward recreational than utility trips. Thus, the objective of better infrastructure for bicycle trips to and within key destinations will not be achieved.

Attachment 2: **The 5 E's**

Engineering: Creating safe and convenient places to ride and park

The most visible and perhaps most tangible evidence of a great place for bicycling is the presence of infrastructure that welcomes and supports it. Survey after survey shows that the physical environment is a key determinant in whether people will get on a bike and ride. The most advanced Bicycle Friendly Communities and Universities have a well-connected bicycling networks, consisting of quiet neighborhood streets, conventional and protected bike lanes, shared use trails, and policies to ensure connectivity and maintenance of these facilities. Secure, convenient and readily available bike parking is also a key component. For Bicycle Friendly Businesses, great bike parking in addition to showers and locker facilities are vital to promoting bicycling both in the workplace and wider community.

Education: Giving people of all ages and abilities the skills and confidence to ride

Offering a lot of ways for people to get the skills and confidence to ride is key to building great places for bicycling. At the community level this begins with bicycle-safety education being a routine part of public education. Communities, businesses and campuses can offer options for adults looking to improve their biking skills with everything from online tips, brown bag lunch presentations and in-depth on-bike training opportunities. The League's Smart Cycling program, and more than 2,000 League Cycling Instructors around the country, are a great resource in delivering high quality education programs. It is also vital to make motorists and cyclists aware of their rights and responsibilities on the road through public education campaigns that promote the Share the Road message.

Encouragement: Creating a strong bike culture that welcomes and celebrates bicycling

Communities, businesses and universities play a critical role in encouraging people to ride by giving them a variety of opportunities and incentives to get on their bikes. This can be done through the celebration of National Bike Month and Bike to Work Day, producing community bike maps, route finding signage, bicycle-themed celebrations and rides and commuter challenges. Many places are investing in public bike sharing systems and internal fleets, which are a convenient, cost effective, and healthy way of encouraging people to make short trips by bike.

Enforcement: Ensuring safe roads for all users

Basic laws and regulations need to govern bicycling and the rules of the road to ensure safety for all road users. With a good set of laws and regulations in place that treat bicyclists equitably within the transportation system, the next key issue is enforcement. Law enforcement officers must understand these laws, know how to enforce them, and apply them equitably to ensure public safety. A good relationship between the cycling community and law enforcement is essential; for example, a police representative can participates on a Bicycle Advisory Committee to increase awareness on both sides. Similarly, having more police officers on bikes helps increase understanding of cyclists' issues. On college and university campuses, theft prevention

is a huge undertaking. Having law enforcement partners and great policies in place is essential to promoting bicycling.

Evaluation & Planning: Planning for bicycling as a safe and viable transportation option

Metrics are essential. A comprehensive bicycle master plan, in combination with dedicated funding and active citizen/organizational support is the foundation of a great bicycling-friendly community, business or university – indeed, progress without it is difficult. A successful plan focuses on developing a seamless cycling network that emphasizes short trip distances, multi-modal trips and is complemented by encouragement, education and enforcement programs to increase usage. A dedicated Bicycle Program Coordinator and an effective Bicycle Advisory Committee can play an important role in helping decision makers create, implement, and prioritize those bicycle programs and policies.

Attachment 3: January 14 Bike Committee Projects Review

(From the January 14, 2013 Bike Committee minutes (committee member recommendations in italics; current RTP in plain text)):

2014 Regional Transportation Plan (RTP) and Metropolitan Transportation Plan Project prioritization – Ginger Dykaar, RTC Transportation Planner, summarized the staff report, the need for a Regional Transportation plan and Metropolitan Transportation Plan, the process and timeline, as well as the value and methodology of project identification and prioritization. She referenced the current draft list of projects with bicycle components identified for inclusion in the 2014 RTP that was supplied as part of the staff report and also provided a replacement page for project page #17, on which a project had been incorrectly omitted. Bicycle Committee brainstormed project prioritizations and individual members recommended certain projects be amended as follows:

- Raise the priority level for the Bike to Work program -- $1,100,000 funding in the "Constrained" (higher priority) category and $2,400,000 funding in the "Unconstrained" (lower priority) category

- General increasing of ranking to certain type of projects with high value, such as Safe Routes to School efforts –The RTP contains the following program, Bicycle and walking safety education and encouragement programs targeting K-12 schools in Santa Cruz County including Ecology Action's Safe Routes to School and Bike Smart programs. Provide classroom and on the bike safety training in an age appropriate method. Provide a variety of bicycle, walking, busing and carpooling encouragement projects ranging from bike to school events, to incentive driven tracking, and educational support activities" with $1,850,000 funding in the "Constrained" (higher priority) category and $1,850,000 funding in the "Unconstrained" (lower priority) category

- Raise the priority level for King St bike improvements – this is now in the "Constrained" (higher priority) category.

- Raise the priority level for bike facilities on Seabright Ave – this is now in the "Constrained" (higher priority) category.

- Raise the priority level for the San Lorenzo river crossing by the boardwalk –this is lumped into the total funding for the Monterey Bay Sanctuary Scenic Trail with $40,000,000 funding in the "Constrained" (higher priority) category and $80,224,000 funding in the "Unconstrained" (lower priority) category

- Increase the priority level for Sharrows and Bike Activated Traffic Signals -- sharrow funding is split with $250,000 in the "Constrained" (higher priority) category and $250,000 in the "Unconstrained" (lower priority) category; bike activated traffic signals are in the the "Constrained" (higher priority) category for $1,000,000

- Add the Bike Smart! project that is administered by Ecology Action – included, see above

- *Increase the priority level given to Mission St Bike/Truck Safety Campaign* -- this is now in the “Constrained” (higher priority) category.

- *Increase funding for the bicycle parking subsidy program* – this is now in the “Constrained” (higher priority) category for $700,000

- *Increase the priority given to the Mar Vista bike/ped overcrossing -- this* is now in the “Constrained” (higher priority) category

- *Add an Open Streets project* – there is now an Open Streets project

- *Keep the priority rating for Arana Gulch multiuse trail at priority 1* – this project is under construction and so is no longer listed; the RTP does include “Bike and Pedestrian multi-purpose trail from Agnes to the Arana Gulch N-S Trail” in the “Constrained” (higher priority)category

- *Raise the priority level for the Pajaro Valley High School bike/ped connector trail* – this is now in the “Constrained” (higher priority) category

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
1523 Pacific Ave., Santa Cruz, CA 95060-3911 • (831) 460-3200 FAX (831) 460-3215 EMAIL info@sccrtc.org

May 9, 2014

Caltrans, Division of Local Assistance, MS 1
Attn: Office of Active Transportation and Spec. Prog.
P.0. Box 942874, Sacramento, CA 94274-0001

RE: Letter of support for the City of Scotts Valley's ATP grant funding application

Dear Grant Funding Selection Committee:

I am writing on behalf of the Bicycle Committee of the Santa Cruz County Regional Transportation Commission (RTC) to offer our support of the City of Scotts Valley's Active Transportation Program application for the Glen Canyon Road Bike Lane Project. Installing Class II bike lanes on both sides of Glen Canyon Road would greatly improve safe bicycle travel on a roadway that serves as a vital connector between one of the City of Scotts Valley's major employment hubs to the city's commercial center. Additionally, Glen Canyon is at the heart of the route with the gentlest gradient that links the City of Santa Cruz and the unincorporated county to the City of Scotts Valley.

Implementation of this project would eliminate conflict between motor vehicles and bicycles and reduce the potential for injury collisions. Encouraging use of non-motorized transportation is paramount to a healthy, vibrant, and economically robust community.

The Regional Transportation Commission's Bicycle Committee serves to assist in the development and maintenance of a complete, convenient and safe regional bicycle and pedestrian network. Such a network increases the opportunity and attractiveness of bicycle and pedestrian trips for transportation purposes. The Glen Canyon bike lane project, if constructed, complements the Bicycle Committee's goals by providing enhanced safety resulting in increased bicycle trips.

Please feel free to contact the RTC's Bicycle Coordinator and staff to the Bicycle Committee, Cory Caletti at (831) 460-3201 or by email at ccaletti@sccrtc.org, for this and any other Bicycle Committee related matters.

Sincerely,

David Casterson

David Casterson
Chair, RTC Bicycle Committee

cc: Santa Cruz County Regional Transportation Commission
Santa Cruz County Regional Transportation Commission's Bicycle Committee

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SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
1523 Pacific Ave., Santa Cruz, CA 95060-3911 • (831) 460-3200 FAX (831) 460-3215 EMAIL info@sccrtc.org

May 13, 2014

Caltrans, Division of Local Assistance, MS 1
Attn: Office of Active Transportation and Spec. Program
P.0. Box 942874, Sacramento, CA 94274-0001

RE: Letter of Support for the Santa Cruz County Health Services Agency's ATP application

Dear ATP Grant Selection Committee:

On behalf of the Santa Cruz County Regional Transportation Commission's Bicycle Committee, I wish to extend our support for the Santa Cruz County Health Services Agency's (HSA) Active Transportation Program (ATP) Cycle-1 non-infrastructure grant application. The grant would provide the funding needed to implement local programs to increase safe bicycling and walking among kindergarten through high school students and their families.

Innovative and expanded programs for schools and school communities proposed through this grant would include 1) incentive-based tracking programs that encourage students to walk or ride to school and provide feedback to parents; 2) interactive classroom presentations that teach children and parents to bike, walk or roll safely, 3) hands-on bicycle and pedestrian skills development program; 4) train-the-trainer model bicycle helmet fitting and distribution program; 5) expansion of Bike/Walk to School Day activities; and 6) neighborhood events for families to engage in active transportation activities and resources.

The Regional Transportation Commission's Bicycle Committee serves to assist in the development and maintenance of a complete, convenient and safe regional bicycle and pedestrian network. Such a network increases the opportunity and attractiveness of bicycle and pedestrian trips for transportation purposes. HSA's grant application complements the Bicycle Committee's goals to increase the number of safe bicycle trips by providing support, education and promotional activities to incentivize non-motorized transportation.

I urge you to award this ATP grant proposal to HSA in order to expand local collaborative efforts that increase safe walking and cycling among students, as well as contribute towards the additional benefits of increased physical fitness, reduced congestion around schools, and improved air quality.

Please feel free to contact the Regional Transportation Commission's Bicycle Coordinator and staff to the Bicycle Committee, Cory Caletti at (831) 460-3201 or by email at ccaletti@sccrtc.org, for this and any other Bicycle Committee related matters. Thank you for your consideration and support of our local schools.

Sincerely,

David Casterson

David Casterson
Chair, SCCRTC Bicycle Committee

cc: Santa Cruz County Regional Transportation Commission
Santa Cruz County Regional Transportation Commission's Bicycle Committee

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SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
1523 Pacific Ave., Santa Cruz, CA 95060-3911 • (831) 460-3200 FAX (831) 460-3215 EMAIL info@sccrtc.org

May 12, 2014

Caltrans, Division of Local Assistance, MS 1
Attn: Office of Active Transportation and Spec. Program
P.0. Box 942874, Sacramento, CA 94274-0001

RE: Letter of Support for the City of Watsonville's ATP "Rail Trail Walker Street" Project

On behalf of the Santa Cruz County Regional Transportation Commission's Bicycle Committee, I wish to extend our support to the City of Watsonville's funding application for the "Rail Trail Walker Street" portion of the Monterey Bay Sanctuary Scenic Trail (MBSST) Network.

The MBSST Network, long championed by Congressman Sam Farr, is a planned 50-mile bike/pedestrian project which will utilize the 32-mile operational rail line's right-of-way as the continuous spine. The remaining 18 miles of facilities will provide system connectivity. The Santa Cruz County Regional Transportation Commission (RTC) developed a Master Plan to guide the Trail Network's implementation. The RTC owns the rail right-of-way and is working with local public works departments who will be constructing segments of the project as funding becomes available. The Walker Street segment is located within Segment 18 of the 20 Segment network. The RTC provided funding for a portion of this segment in December of 2013. This grant, should it be awarded, will allow the City of Watsonville to construct the entire Segment 18 which will provide robust connectivity at each end.

The project would provide a flat smooth surface path for bicyclists and pedestrians from the southern City of Watsonville limits to the 7-mile Slough Trail Network. The 12-foot wide path would allow access to over 700 homes, schools and commercial/employment centers. The proposed Walker Street section is 2,400 feet long and, if funded, would create a 1.2 continuous trail from Lee Road to the City of Watsonville. A planned bridge over Struve Slough from Lee Road that will eventually provide a safe bike and walking route for Pajaro Valley High School students.

The Regional Transportation Commission's Bicycle Committee serves to assist in the development and maintenance of a complete, convenient and safe regional bicycle and pedestrian network. Such a network increases the opportunity and attractiveness of bicycle and pedestrian trips for transportation purposes. The City of Watsonville's grant application complements the Bicycle Committee's goals to increase the number of safe bicycle trips through additional bike/pedestrian facilities that are separated from motor vehicle traffic, as well as improvements to the on-street network.

Please feel free to contact the Regional Transportation Commission's Bicycle Coordinator and staff to the Bicycle Committee, Cory Caletti at (831) 460-3201 or by email at ccaletti@sccrtc.org, for this and any other Bicycle Committee related matters.

Sincerely,

David Casterson

David Casterson
Chair, SCCRTC Bicycle Committee

cc: Santa Cruz County Regional Transportation Commission
Santa Cruz County Regional Transportation Commission's Bicycle Committee

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SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
1523 Pacific Ave., Santa Cruz, CA 95060-3911 • (831) 460-3200 FAX (831) 460-3215 EMAIL info@sccrtc.org

May 9, 2014

Caltrans, Division of Local Assistance, MS 1
Attn: Office of Active Transportation and Spec. Program
P.0. Box 942874, Sacramento, CA 94274-0001

RE: Letter of Support for the City of Watsonville's ATP Pajaro Valley High School Connector Trail project

On behalf of the Santa Cruz County Regional Transportation Commission's Bicycle Committee, I wish to extend our support for the City of Watsonville's funding application for the Pajaro Valley High School Connector Trail, identified as Segment #5.1 in the City's Trail and Bicycle Master Plan.

The proposed Pajaro Valley High School Connector Trail is a 1.1 mile pedestrian and bicycle trail that would be located west of Highway 1 between Airport Boulevard and Harkins Slough Road. It would provide a much-needed secondary access to the Pajaro Valley High School. The trail would be eight foot wide with two-foot wide shoulders on each side. Currently, the only access to the high school for vehicles, pedestrians and bicyclists is Harkins Slough Road. Construction of the trail would help reduce the congestion along this corridor at the start and end of the school day. Development of the trail would be an excellent addition to the City of Watsonville's outstanding trail system that provides significant health, economic, community and environmental benefits serve numerous residents and visitors, including children, families, seniors, disabled and low income.

The Regional Transportation Commission's Bicycle Committee serves to assist in the development and maintenance of a complete, convenient and safe regional bicycle and pedestrian network. Such a network increases the opportunity and attractiveness of bicycle and pedestrian trips for transportation purposes. The City of Watsonville's grant application complements the Bicycle Committee's goals to increase the number of safe bicycle trips through additional bike/pedestrian facilities that are separated from motor vehicle traffic, as well as improvements to the on-street network.

Please feel free to contact the Regional Transportation Commission's Bicycle Coordinator and staff to the Bicycle Committee, Cory Caletti at (831) 460-3201 or by email at ccaletti@sccrtc.org, for this and any other Bicycle Committee related matters.

Sincerely,

David Casterson

David Casterson
Chair, SCCRTC Bicycle Committee

cc: Santa Cruz County Regional Transportation Commission
Santa Cruz County Regional Transportation Commission's Bicycle Committee

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Memorandum

Serious drought.
Help Save Water!

To: HIGHWAY DESIGN MANUAL HOLDERS

Date: April 10, 2014

File:

From: TIMOTHY CRAGGS
Chief
Division of Design

Subject: **DESIGN FLEXIBILITY IN MULTIMODAL DESIGN**

The Caltrans Program Review, and more recently the SSTI report, identified a need to provide more flexibility in Caltrans' highway design standards and procedures, especially in the context of urban environments and multimodal design.

Caltrans is continually improving its standards and processes to provide flexibility while maintaining the safety and integrity of the state's transportation system. This commitment is evident in the recent update to the Highway Design Manual (HDM) to facilitate the design of Complete Streets, recognizing that the State highway system needs to be multimodal, not just for cars and trucks.

Caltrans' philosophy and flexible approach toward designing multimodal transportation projects on the State highway system is reflected in the HDM, Chapter 80, which states in part:

> *"The Project Development process seeks to provide a degree of mobility to users of the transportation system that is in balance with other values."*
>
> "*A 'one-size-fits-all' design philosophy is not Departmental policy."*
>
> *"The highway design criteria and policies in this manual provide a guide for the engineer to exercise sound judgment in applying standards, consistent with the above Project Development philosophy, in the design of projects. This guidance allows for flexibility in applying design standards and approving design exceptions that take the context of the project location into consideration; which enables the designer to tailor the design, as appropriate, for the specific circumstances while maintaining safety."*

For improvements on local systems, the responsible local entities have long been delegated authority to exercise their engineering judgment when utilizing applicable standards, including those for bicycle facilities established by Caltrans pursuant to Streets and Highways Code sections 890.6 and 890.8. This delegation and delegation process is outlined in the Caltrans Local Assistance Procedures Manual, Chapter 11, page 11-26. See http://www.dot.ca.gov/hq/LocalPrograms/lam/prog_p/ch11-2012-10-05.pdf.

To support the philosophy of flexibility in design, Caltrans recently published "Main Street, California, a Guide for Improving Community and Transportation Vitality." This guide emphasizes investments on California highways that function as a local main street and can improve multimodal travel and contribute to livable and sustainable communities. The guide is available at http://www.dot.ca.gov/hq/LandArch/mainstreet/main_street_3rd_edition.pdf.

In addition, the American Association of State Highway and Transportation Officials (AASHTO) provides a wealth of knowledge in the guides that it develops at the national level. For example, AASHTO's "Guide for the Development of Bicycle Facilities" a.k.a. AASHTO Bike Guide, provides information on how to accommodate bicycle travel and operations in most riding environments. The publication presents sound guidelines that result in facilities that meet the needs of bicyclists and other highway users. The guide provides flexibility to encourage designs that are sensitive to local context and incorporate the needs of bicyclists, pedestrians, and motorists.

Other references relative to urban street and bicycle facility design can also be valuable resources. Publications such as the National Association of City Transportation Officials (NACTO) "Urban Street Design Guide" and "Urban Bikeway Design Guide," and the Institute of Transportation Engineers (ITE) "Designing Urban Walkable Thoroughfares," are resources that Caltrans and local entities can reference when making planning and design decisions on the State highway system and local streets and roads. Caltrans believes that such guidance, coupled with thorough documentation of engineering judgments made in the process, can be of assistance to communities, particularly in urban areas, to support the planning and design of safe and convenient facilities that they own and operate. Caltrans is currently analyzing these guides to identify areas of improvement in our own standards and guidance. This will be a focus of the Department over the next year.

Given the flexibility provided to owners by existing standards and guidance, it remains of the utmost importance, as noted above, for the responsible entity (Caltrans or local authority) to document appropriately their engineering decisions for design-immunity purposes. Adequate documentation will ensure the full protection of design immunity provided under law to the responsible entity.

Caltrans and local entities are encouraged to work proactively with their communities to provide convenient, safe, and context-sensitive facilities that promote increased use by bicyclists and pedestrians of all ages and abilities, and utilize universal design characteristics as appropriate. This approach has resulted in successful flexible design solutions in the past and the Department endorses its use as a fundamental principle of planning and design.

For further information, please contact me at (916) 654-3858 or tim.craggs@dot.ca.gov, or Ray Zhang, Chief, Division of Local Assistance at (916) 653-1776 or rihui.zhang@dot.ca.gov.

c: Director
Chief Deputy Director
Deputy Directors
District Directors
Division Chiefs
Division of Design Management
Deputy District Directors Design

NEWS RELEASE

Today's Date: April 11, 2014
District: Headquarters - Sacramento
Contact: Tamie McGowen
Phone: Office (916) 657-5060

FOR IMMEDIATE RELEASE

Caltrans Backs Innovative Street Design Guides to Promote Biking and Walking

SACRAMENTO—In an effort to support the construction of more multimodal local streets and roads, Caltrans today endorsed National Association of City Transportation Officials' (NACTO) guidelines that include innovations such as buffered bike lanes and improved pedestrian walkways.

"California's transportation system must be multimodal and support bicycles and pedestrians as well as automobiles," said Caltrans Director Malcolm Dougherty. "Caltrans' endorsement of these innovative street design options is an important part of modernizing our approach to improving transportation for all Californians."

Today's announcement makes California the third state in the nation to endorse these new design guidelines. The Federal Highway Administration (FHWA) also supports this flexible approach to bike and pedestrian transportation design.

State Smart Transportation Initiative, which recently published an independent assessment of Caltrans, recommended endorsing these guidelines as part of an effort to modernize the department and increase the sustainability of California's transportation system.

All streets within cities and towns may use the new guidelines. In addition to endorsing the new guidelines for local streets and roads, these guidelines can be referenced for city streets that are part of the state highway system. Caltrans is also evaluating the guidelines for future updates to the Highway Design Manual, the standard for building on the state's highway system.

"My Great Streets Initiative is reimagining our streets to make our communities more livable, sustainable, and safe," said Los Angeles Mayor Eric Garcetti. "I look forward to working with Caltrans and Los Angeles city staff to immediately begin using the NACTO design guidelines as we pursue a multimodal vision for L.A.'s transportation system."

"We will strengthen the dynamic, effective partnership with Caltrans to build safer, stronger transportation infrastructure," said San Francisco Mayor Ed Lee. "By working together we can help establish the State as a leader for designing safe and people-oriented streets."

NEWS RELEASE

The guidelines are based on successful innovations including separated bikeways and pedestrian refuge islands. Some of the new design features that cities could implement under these new guidelines include:

- **Buffered or separated bike lanes, to separate cyclists from traffic:**

- **Bike boxes, which allow cyclists to queue during congested traffic and improve left turns:**

NEWS RELEASE

- **Flexibility in pedestrian access and sidewalk design, to enhance quality of life:**

Caltrans' endorsement of the NACTO guidelines is part of an ongoing effort to integrate a multimodal and flexible approach to transportation planning and design, to provide Californians with more transportation choices. In 2012, Caltrans updated its Highway Design Manual to facilitate the design of Complete Streets, which incorporates a multimodal approach to highway design. Caltrans also recently published Main Street, California – a Guide for Improving Community and Transportation Vitality.

A recently released Caltrans California Household Travel Survey revealed that, statewide, 23 percent of household trips are made via non-car transportation, more than double than 10 years ago. Caltrans and cities across the state are eager to support this trend.

NEWS RELEASE

“Business leaders prioritize active transportation as an important tactic for lowering our environmental impact and increasing people’s health, productivity and happiness,” said Carl Guardino, President and CEO of the Silicon Valley Leadership Group. “Designing safer roads will further help attract creative entrepreneurs to our cities and towns.”

Visit the NACTO website for more information on the Urban Street Design Guide, including photos and videos of new sidewalk and pedestrian facilities. The NACTO Urban Bikeway Design Guide also includes photos and videos of protected bikeways and other innovative transportation design features.

“Caltrans is showing great leadership in working with cities and counties to embrace creative and more convenient transportation options for everyone,” said California State Transportation Agency Secretary Brian Kelly.

# # #

NEWS RELEASE

Today's Date: Tuesday, May 6, 2014
District: 05 – Santa Barbara, San Luis Obispo, Monterey, San Benito and Santa Cruz Counties
Contact: Jim Shivers or Carolyn Szczepanski
Phone: (805) 549-3138 or (202) 621-5452
FOR IMMEDIATE RELEASE

CALTRANS HELPS CALIFORNIA BECOME MORE BICYCLE FRIENDLY STATE

The League of American Cyclists as part of National Bike Month has released its 2014 Bicycle Friendly State℠ ranking. Washington continues to lead the nation for the seventh year in a row, but states like Utah, Minnesota and California moved up the ranking in 2014, shaking up the top 10.

"We're excited and encouraged to see real progress in states like California, Minnesota and Utah," said League President, Andy Clarke. "Overall, we still see a lot of opportunity to realize the huge potential of bicycling to promote health, economic development, and quality of life in all 50 states."

The 2014 Bicycle Friendly State ranking is now even more comprehensive, capturing more information than ever before and delving more deeply into the issues embedded in becoming a more bicycle friendly state. The ranking now also incorporates a point system out of 100, providing even better context for the ranking.

How does your state rank?

- Click here for the 2014 **ranking**
- Click here for state **maps** and category scores
- Click here for your state's **report card**
- Click here to learn more about **what makes a bicycle friendly state**

NEWS RELEASE

(more)

Rising from 38 to 54 points in 2014, **California** jumped 10 spots to #9 in the ranking, thanks to notable progress in legislation, funding and policy that will make it easier to build bike lanes and mandate drivers give cyclists three-feet of space when they pass.

"Better bikeways depend on two things: the right designs and enough funding to build them. California is getting better on both fronts," said Dave Snyder, executive director of the California Bicycle Coalition. "Caltrans has been updating its design manuals -- in fact it just endorsed the NACTO Urban Bikeways Design Guide -- and spending on biking and walking increased by 30% over 2012 levels."

"Our jump to one of the top ten states reflects Caltrans' commitment toward more bike friendly communities," said California Department of Transportation Director Malcolm Dougherty. "We plan to continue our success by working with our local partners to infuse about $360 million into biking and other active transportation projects over the next three years."

Utah also made a move up the ranks, declaring 2013 the "Year of the Bike" and making good on that promise with wide collaboration among advocates and agencies and the passage of key legislation, including a measure that would increase penalties for motorists who injure or kill bicyclists.

NEWS RELEASE

"The willingness to collaborate by state and local agencies is fostering improvements at a record pace in all areas of the state," said Evelyn Tuddenham, the state's Bicycle and Pedestrian Coordinator. "In the past three years, Utah has improved conditions and built programs that address active transportation, as state and local government staff and leaders have joined with advocates to share ideas, solve problems and move efforts forward."

(more)

In the upper Midwest, **Minnesota** rose in the ranking to #2, thanks to innovative mapping efforts, new bike-friendly legislation and increased funding for Safe Routes to School and bike routes.

"This year's Bicycle Friendly State ranking is a great acknowledgement of the dedication and commitment of our many agency partners, advocates and bicyclists from across the state," said Tim Mitchell, the state's Bicycle and Pedestrian Coordinator.

The BFS program is more than an annual assessment. League staff will work actively throughout the year with state officials and advocacy leaders to help identify and implement the programs, policies and campaigns that will improve conditions for bicyclists.

For more information, please visit: http://bikeleague.org/content/how-does-your-state-rank

NEWS RELEASE

Media Contact

CAROLYN SZCZEPANSKI, *Director of Communications, Women Bike*
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###

American Planning Association
California Chapter
Northern

Making Great Communities Happen

April 23, 2014

Cory Caletti
Senior Transportation Planner
Santa Cruz County Regional Transportation Commission

Via Electronic Mail: ccaletti@sccrtc.org

Re: 2014 APA California Northern Awards

Dear Cory,

Congratulations on behalf of the 2014 APA California Northern Section Awards Program Co-Directors and Jury! Your nomination of the Monterey Bay Sanctuary Scenic Trail Network Master Plan has been selected as the **Award of Excellence Winner in the category of Transportation Planning.**

You and all of the award winners and nominees are invited to attend the Northern Section Awards Ceremony on Friday, May 16, 2014, at the Parc 55 Wyndham Hotel, Union Square, San Francisco. For further information, including how to buy tickets to the Ceremony, please visit the following link:

http://norcalapa.org/programs/awards/

As a Northern Section Award winner, your nomination is also eligible for submittal to the APA, California Chapter for consideration at the State level for a Chapter Award. The deadline for State APA submittals is 5 p.m. on Monday, June 2, 2014. The State Awards nomination applications and requirements can be found here:

http://www.apacalifornia.org/events/awards-program

Please note that a Northern Section Awards Chair signature is required (on page 3 of the application) prior to submittal to the State for selected categories. Please find included in this transmittal a signed signature page for your use in forwarding this project for statewide award consideration.

Again, congratulations and thank you for the time spent on the award nomination and application. We look forward to hearing from you and hope to see you at the APA California Chapter Northern 2014 Awards Ceremony.

Sincerely,

Eileen Whitty, AICP

John Cook, AICP

AGENDA: August 11, 2014

TO: Bicycle Advisory Committee

FROM: Cory Caletti, Senior Transportation Planner/Bicycle Coordinator

RE: Sustainability Santa Cruz County

RECOMMENDATION

Staff recommends that the Bicycle Committee receive a presentation on the Draft *Sustainable Santa Cruz County Plan* and provide comments.

DISCUSSION

The *Sustainable Santa Cruz County Plan* will create a roadmap for a more sustainable way-of-life in the urban areas of unincorporated Santa Cruz County. The Plan will integrate the County's land use and transportation policies in a way that protects environmental resources, supports economic growth, and increases access to opportunity for all County residents.

The *Sustainable Santa Cruz County Plan* addresses critical issues like affordable housing, development patterns, transportation choices, greenhouse gas reductions, job supply, economic growth and community vitality. The full draft can be located on the County's project website: http://sustainablesantacruzcounty.org/. The Transportation Chapter is attached.

The Public Review Draft has been released for a public comment period that ends on August 18, 2014. Comments received by August 18th will be considered in revising the document into a final Plan and all comments will be forwarded to the Planning Commission and Board of Supervisors. Comments may be submitted to staff via direct email to sarah.neuse@santacruzcounty.us, or in writing to the Planning Department, 701 Ocean Street, Santa Cruz, CA, 95060.

The Bicycle Advisory Committee will receive a presentation and will be able to provide comments.

SUMMARY

Staff recommends that the Bicycle Advisory Committee receive a presentation and provide comments on the *Sustainable Santa Cruz County Plan.*

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Is this email not displaying correctly?
View it in your browser.

SUSTAINABLE SANTA CRUZ COUNTY
Neighborhoods · Economy · Environment

Dear Community Member,

This note announces that the Public Review Draft of the Sustainable Santa Cruz County Plan is now available for download **on our website!**

The Public Review Draft has been released for a **public comment period that ends on August 18, 2014**. Comments received by August 18th will be considered in revising the document into a final Plan, and all comments will be forwarded to the Planning Commission and Board of Supervisors. Comments may be submitted to staff via direct email to sarah.neuse@santacruzcounty.us, or in writing to the Planning Department, 701 Ocean Street, Santa Cruz, CA, 95060.

The Planning Commission and Citizen's Advisory Group will be discussing the draft during a study session this coming **Wednesday, July 23, at 7:00pm at the Louden Nelson Center, Multi Purpose room.** The purpose of this Study Session is for the Advisory Group and Planning Commission to discuss and provide feedback to staff and the consultants about the Public Review Draft of the Sustainable Santa Cruz County Plan (SSCC). The Board of Supervisors will be discussing the Public Review Draft at their meeting of August 5th.

Tentative dates for consideration of the final Plan by the Planning Commission and Board of Supervisors are:

Planning Commission	September 10th
Board of Supervisors	September 30th

Thank you for your interest and participation in this project.

Sincerely,

Sarah Neuse
Planner III
Policy Section, Planning Department
County of Santa Cruz
831.454.3290
831.454.2131 FAX
M-Thu: 8:00 - 4:45

www.transitcorridorsplan.org

Transportation 5

This chapter describes a possible framework for a balanced transportation system with environmentally sustainable characteristics in the Plan area that meets the needs of residents, workers, and visitors. Through the visioning process that took place in 2013, the community supported a transportation system vision that would enhance quality of life, promote environmental sustainability goals, and complement the unique community character throughout the neighborhoods and activity centers in the Plan Area.

This chapter is organized in several sections. First, the existing transportation network is described in terms of travel patterns, areas of strength, and opportunities for improvements. Second, the organization of the Plan Area street network into suggested street types based on prioritized and non-prioritized modes is presented. Next, possible performance measures for evaluating future programs and projects are introduced. These performance measures were then applied to develop a comprehensive list of suggested improvement projects in the Plan Area (Appendix B), including possible General Plan policy updates.

Access

Access refers to a person's ability to reach desired goods, services, and destinations typically needed on a daily basis.

GUIDING PRINCIPLES FOR TRANSPORTATION

This section discusses the transportation and mobility elements of the Vision Statement developed by community stakeholders in February 2013 (see Chapter 2, page 13 for full Vision for Sustainable Communities in Santa Cruz County). The purpose of the visioning process was to guide the development of the Sustainable Santa Cruz County Plan. This section also presents a series of values rooted in the visioning process.

The vision for transportation in the Plan Area is to improve the environment and quality of life for residents through a safe, reliable, and efficient transportation network comprised of a range of transportation choices. Residents would have access to an interconnected network of both vehicular and non-automobile options in the Plan Area, so they could leave their cars at home for some trips. Throughout the Plan Area, there are locations such as villages, coastal trails, and community centers which are destinations with a strong sense of community. A connected, convenient transportation network would complement this sense of community.

An optimized transportation network comprised of diverse transportation options would connect residents to activity centers via reliable transit and convenient facilities for cyclists and pedestrians. Within unincorporated Santa Cruz County, some amount of retrofitting the vehicular roadway network is also a necessary component of reducing congestion on Highway 1 and the constrained arterial roadway network.

Promoting active modes and transit use for work and leisure trips would help reduce dependence on the automobile, reduce local road congestion, and improve public health. Feedback from residents emphasized that it should be easy and safe to walk or bike from one neighborhood or commercial center to another, with new connections supplementing the existing network of sidewalks and bike facilities. Also, given that seniors and other citizens are often less able to walk or ride a bicycle, it is important to try to improve street connectivity and bus frequencies as well.

In this vision, the barrier created between the Pacific Ocean and inland portions of the urban area by Highway 1 would be eased by strategically placed multi-modal overcrossings and new street connections to these

overcrossings. Congested Highway 1 would function better with reduced travel times for automobiles and trucks. Pressure on local streets would be relieved, increasing the reliability of travel for both short and regional trips, locally and on the freeway. In addition, connections between rural and urban areas of the Plan Area would be strengthened in terms of access and reliability. The railroad and Monterey Bay Scenic Sanctuary Trail would contribute to transportation and recreation choices, as well as enhance the sense of community and the vitality of rail-related industries.

VALUES FOR SUSTAINABLE TRANSPORTATION

The visioning process conducted in 2013 served as the guide for developing specific mobility values for the Sustainable Santa Cruz County Plan. Four values included in the Guiding Principle of *Transportation Choices* illustrate the public's strong desire for increasing mobility, and serve as the touchstones for the suggested performance measures discussed at the closing of this chapter. The four values are as follows:

- Access for All
- Unique Community Character
- Multi-modal Safety
- Clean Environment and Healthy Community

Access for All

Providing access to all destinations for all (residents and visitors) translates directly to the identification of improvements that would strengthen connectivity and proximity to employment and activity centers in the Plan Area. Destinations include employment centers, community centers, schools, community buildings, and gathering places. Access is a person's ability to reach desired goods, services, and destinations typically needed on a daily or frequent basis, regardless of which travel mode one chooses. In contrast, mobility refers to physical movement, including travel by non-motorized and motorized modes. Although the two concepts are related, they are distinct and separate.

Overall, the future transportation network seeks to provide access to activity centers, including areas of dense employment, within a 10 or 20-minute walk, bike, or transit trip in the Plan Area. Strengthening access would help improve the ability of residents and workers to meet most short-distance daily needs without having to drive. For longer trips, automobile or express bus would remain the primary mode of transportation for most residents and workers. First- and last-mile connections to transit would need to be enhanced to achieve this goal. The challenge of ensuring that a public transit user can connect to and from different transit services to their destination is commonly referred to as the first- or last-mile problem (Mineta Transportation Institute, 2009). Transit users need to access a transit station via some other mode – for example by driving/carpooling, taking a shuttle or taxi, biking, or walking. Maintaining pedestrian and bike network connectivity would help improve first- and last-mile connections as well as enhance connectivity for trips made entirely on foot or by bike.

Unique Community Character

The Plan Area is rich with neighborhoods each with unique community character. Many of the key activity centers in the Plan Area are located in these neighborhoods, including Soquel Village, Aptos Village, and Pleasure Point.

Vehicle Miles Traveled

Vehicle miles traveled (VMT) is a commonly used measure of how much people in a specific area travel by car. VMT is calculated based on the number of vehicles multiplied by the distance traveled by each vehicle. In Santa Cruz County, 60 percent of all greenhouse gas emissions are attributable to VMT (Santa Cruz County Climate Action Strategy, 2013).

Active Transportation

Active transportation refers to the transport of person(s) and or goods via non-motorized modes of transportation, including walking and biking. On September 26, 2013, Governor Brown signed legislation creating the Active Transportation Program (ATP) in the Department of Transportation (Senate Bill 99, Chapter 359 and Assembly Bill 101, Chapter 354). The ATP consolidates existing federal and state transportation programs, including the Transportation Alternatives Program (TAP), Bicycle Transportation Account (BTA), and State Safe Routes to School (SR2S), into a single program.

These activity centers are the anchors of the Plan Area—and can celebrate the diverse and inclusive community of residents and workers. Developing a transportation network that provides access these activity centers within a 10 or 20-minute walk, or a short bike ride, would encourage people to experience and strengthen the unique community character of their neighborhoods.

Streets in the Plan Area should be designed with the intention of encouraging walking, biking, and transit, especially near activity centers that people naturally gravitate to for work and play. Amenities such as street furniture, trees lining sidewalks, sidewalk café spaces, and inviting building facades would help accentuate the unique community character of neighborhoods and their activity centers and make travel routes to them more appealing.

Multimodal Safety

The community has repeatedly expressed concern about bicycle and pedestrian safety. The California Complete Streets Act (2008) requires cities in California to plan for a balanced, multimodal transportation system that meets the needs of bicyclists and pedestrians as well as vehicles.

The Plan proposes that roadways be designed to reduce transportation-related fatalities and injuries, focusing on areas where improvements can be made through reduced roadway speeds, appropriate lane widths, compact intersections, methods to buffer pedestrian and bicycle exposure to vehicular traffic, and improved street markings, signals and signage. Specific gaps in infrastructure—such as incomplete sidewalks, long pedestrian crossing distances, and bike lane gaps and sudden lane merges should be addressed to create safe, continuous travel paths for pedestrians and cyclists. Potential bicycle and pedestrian safety improvements are shown in the Aptos/Spate Park Circulation Focus Area of Chapter 7.

Clean Environment and a Healthy Community

Promoting a clean environment goes hand-in-hand with promoting a healthy, active community. Encouraging active transportation and transit as a realistic and convenient travel option would positively contribute to human health and a clean local environment. Physical activity is good for health, while leading a sedentary lifestyle increases the risk of cardiovascular disease, stroke, and obesity. Research has identified a number of land use and design-related determinants of physical activity, including the presence of sidewalks, enjoyable scenery, neighborhood design features, density, land use mix, the presence of other people who are physically active, and safe infrastructure.

Promoting active modes and transit also helps promote clean air and water. Promoting walking, biking, and transit rather than travel by automobile would reduce the amount of harmful air pollutants released into the atmosphere, which affects both local and regional air quality. In general, mobile sources are major contributors to air toxins. The more VMT, the greater the relative and absolute contribution to air pollution in an area. The resulting air pollutants decrease air quality and contaminate surface water. Vehicles also contribute to water pollution in the form of runoff from roadways and parking lots that contains oil, hydrocarbons, heavy metals and other pollutants. Reducing reliance on automobiles while encouraging active and transit modes would improve air quality and reduce greenhouse gas emissions in the Plan Area. In addition, how streets are designed can improve the environment. Using design features such as

pavement and landscaping that retains, treats, or eliminates runoff at its source would improve water quality.

A bioswale is a wide depressed channel that collects and infiltrates stormwater rather than directing it to a drainpipe, reducing run-off and improving water quality.

Existing Circulation Network and Travel Patterns

The current circulation network in the Plan Area is geographically oriented in an east-west direction, following Highway 1 and Soquel Drive. However, there is limited east-west street connectivity along the length of the Plan Area due to topography such as creeks, gulches, and mountainous terrain. Highway 1 and Soquel Drive are the only continuous east-west oriented streets in the north part of the Plan Area. East Cliff Drive, Portola Drive, Capitola Road, Park Avenue, and Brommer Street provide east-west connectivity south of Highway 1. North-South Roadway connectivity is constrained by Highway 1, which creates a major barrier for vehicles, bicycles, and pedestrians between the north and south portions of the Plan area. There are only six north-south connections across Highway 1 along its 8-mile route between Live Oak and Aptos, which are often spaced more than a mile apart. This creates connectivity difficulties for pedestrians and bicyclists trying to access goods, services, and employment. The railroad right-of-way also limits north-south connectivity with only seven crossings at select arterial or collector designated streets in the Live Oak and Seacliff neighborhoods.

Vehicle Level of Service (LOS) is a qualitative description of traffic flow based on factors such as speed, travel time, delay, and freedom to maneuver. In 2012, with the

Level of Service

Vehicle level of service (LOS) is a qualitative description of traffic flow based on factors such as speed, travel time, delay, and freedom to maneuver. Six levels are defined from LOS A, which reflects free-flow conditions where there is very little interaction between vehicles, to LOS F, where the vehicle demand exceeds the capacity and high levels of vehicle delay result. LOS E represents "at-capacity" operations. The 1994 County General Plan Policy 3.12.1 establishes LOS D as the minimum level of service standard.

exception of Highway 1, all Plan Area roadways operated at LOS D or better during daily and peak hour times for a typical weekday (without an incident on Highway 1).

Average daily traffic (ADT) varies in the Plan Area. Some roadway segments, such as Brommer Street between Darlene Drive and 20th Avenue, carry fewer than 20,000 vehicles per day. Others, such as several segments along Soquel Drive, 41st Avenue, and State Park Drive, carry between 20,000 and 40,000 vehicles per day. Highway 1 between Monterey Avenue and Porter Street carries approximately 46,000 to 48,000 vehicles per direction daily (almost 100,000 vehicles per day total) (Figure 5-1).

On a typical weekday, commute trips represent approximately 20 to 25 percent of all trips.[1] These trips have the longest average trip length compared to the 75 to 80 percent of daily non-commute trips. Non-commute trips are comprised of school, shopping, civic, and recreational trips. Santa Cruz County is a popular tourist destination that attracts tourists mainly during the spring and summer months, especially on weekends and holidays. These visitor recreational trips add considerable stress to already-constrained roadways.

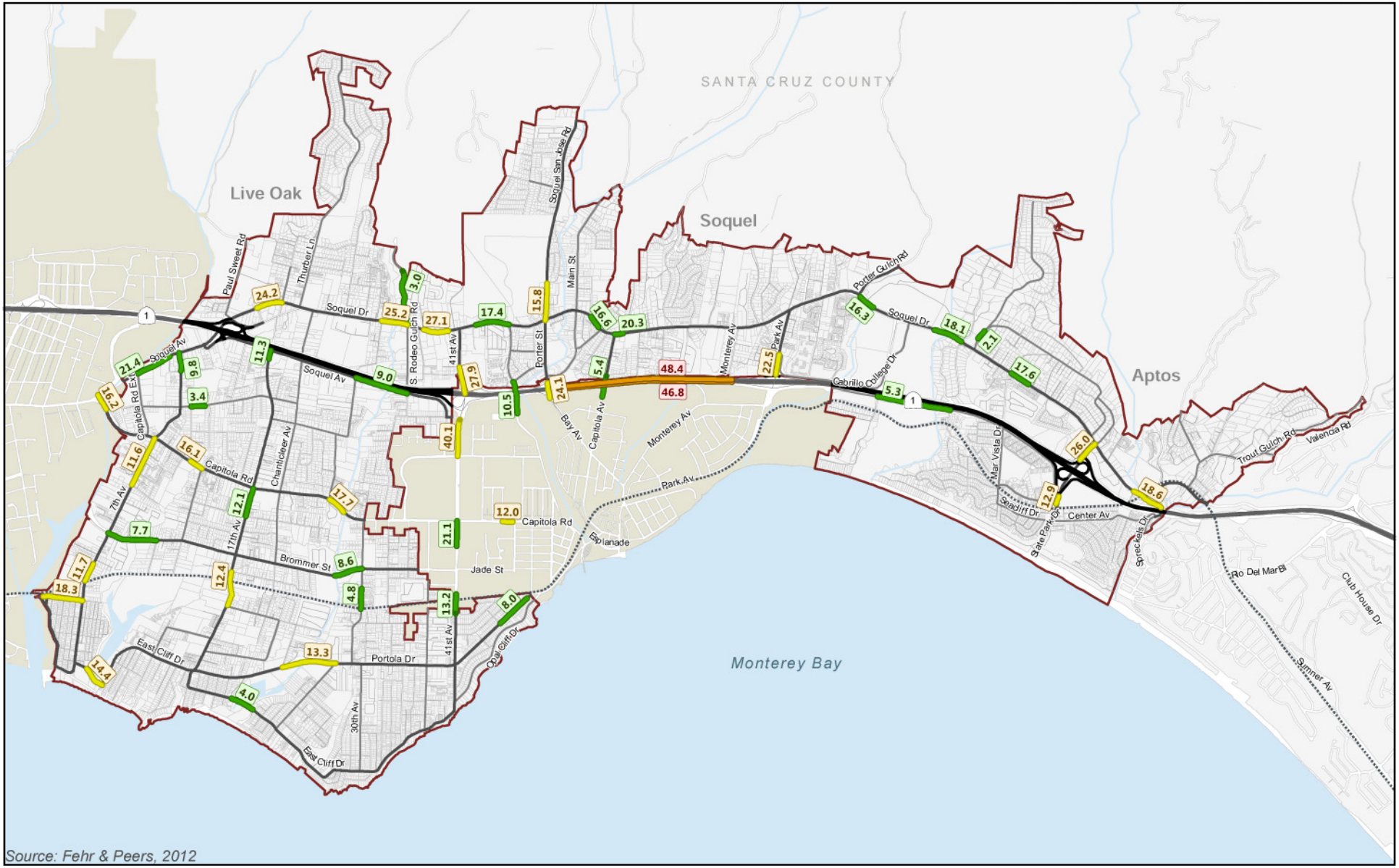
About 80 percent of Plan Area residents commute to work within Santa Cruz County, while approximately 20 percent commute to work in other locations, including Santa Clara, Monterey, and San Benito counties. Approximately 75 percent of Plan Area residents commute by driving alone in a vehicle or motorcycle, which is higher compared to Santa Cruz County (71 percent) and the State (73 percent). Nine percent of workers in the Plan Area commute by public transportation, walking, or biking, which is less than in Santa Cruz County overall and the State.[2]

In terms of transit service coverage, the Plan area is served by the Santa Cruz Metropolitan Transit District (Metro) bus system, which provides bus service to Santa Cruz County. Metro operates approximately 30 year-round bus routes. Some additional routes operate seasonally according to UCSC school terms or the tourist high season. Metro operates regular bus service along Soquel Drive between Aptos and downtown Santa Cruz, which is the highest ridership route in the Plan Area (Routes 69 and 71). Other Metro routes in the Plan Area provide service between Capitola, Santa Cruz, Scotts Valley, and Watsonville. The Watsonville Transit Center located at Rodriquez Avenue and West Lake Avenue in Watsonville provides connections to Greyhound and Monterey Salinas Transit (MST). MST routes connect to numerous cities and points of interest including: Pajaro, Moss Landing, Castroville, and Salinas, as well as other rural communities in Monterey County.

Currently, there is no direct transit service between the cities of Monterey and Santa Cruz. Passengers must travel to Watsonville and transfer from Metro buses to MST routes at the Watsonville Transit Center. In addition, Amtrak operates an express bus service, the Amtrak Thruway Motorcoach Highway 17 express bus, between the City of Santa Cruz and the San Jose Diridon Station in Santa Clara County. This express route mainly serves commuters who work outside of Santa

[1] AMBAG Regional Travel Demand Model: Model Development Report 2005 Base Year Model (AMBAG, March 2011).

[2] ACS, 2006-2010; BAE, 2012.



Source: Fehr & Peers, 2012

Roadway Level of Service (LOS) and Average Daily Traffic (ADT)

- X.X LOS A, B, & C with ADT (x1,000)
- X.X LOS D with ADT (x1,000)
- X.X LOS E with ADT (x1,000)
- X.X LOS F with ADT (x1,000)
- Railroad
- Land Use Study Area

FIGURE 5-1

DAILY ROADWAY VOLUMES AND LEVEL OF SERVICE

Monterey Bay Sanctuary Scenic Trail Master Plan

The Santa Cruz County Regional Transportation Commission (SCCRTC) is in the process of planning the Monterey Bay Sanctuary Scenic Trail. The spine of this trail network will be built within the 32-mile Santa Cruz branch rail line right-of-way from Davenport, in northern Santa Cruz County, to Pajaro in Monterey County. The Plan calls for a new multi-use bicycle/pedestrian trail through Live Oak, Capitola, and Aptos parallel to the rail tracks. A narrow rail right-of-way in Live Oak east of 17th Avenue may require an alternative route along Brommer Street and/or Portola Drive. The Master Plan and Final Environmental Impact Report was adopted in 2013 (SCCRTC, 2013). Approximately $7 million of local and federal funds have already been secured for construction of initial segments.

Cruz County and need to make longer-haul trips to reach their workplaces. San Jose Diridon is a major transit hub in Santa Clara County with regional transit connections via a variety of rail transit and shuttle providers, including Caltrain, Amtrak, Santa Clara County Valley Transportation Authority, and Altamont Commuter Express.

Currently, less than 3 percent of residents near the Plan Area commute to work by bus. Encouraging an increase in this ridership would go hand-in-hand with making it a more attractive choice for residents as more frequent service could be supported.

Bicycle facilities in the Plan Area provide some east-west connectivity, as dedicated bicycle lanes are present on most major east-west streets. The bicycle facility network includes a variety of accommodations, including paths for exclusive use of bicycles and pedestrians (Class I), on-street bike lanes (Class II), and signed on-street bike routes (Class III). However, bicyclists face some network constraints and challenges, including limited north-south connectivity due to Highway 1 and the active freight rail line, as well as vehicular congestion on key roadways.

Many intersections in the Plan Area are challenging for bicyclists to navigate due to bicycle lane gaps or conflicts with Highway 1 on- and off-ramps. Many roadways have poor signage and street markings, and destinations do not always have right-sized bike parking facilities and amenities.

Monterey Bay Sanctuary Scenic Trail Study Area

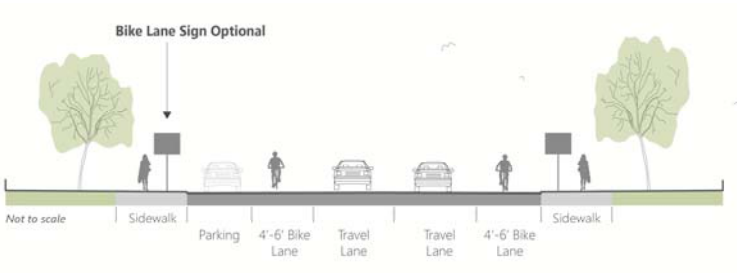
The Plan area walking environment is characterized by limited east-west connectivity, constrained north-south connectivity across Highway 1, and the inconsistent provision of sidewalks throughout the Plan Area. natural geographic features also impose constraints. The Live Oak street network in particular also includes many cul-de-sac streets that interfere with connectivity for all vehicles, as well as pedestrians and bicyclists.

Many streets and intersections within the Plan Area lack pedestrian-friendly design features that improve safety, comfort and access. Pedestrians regularly grapple with challenges such as traversing long intersections, lack of high-visibility crosswalks, and inconsistent sidewalk coverage in the Plan Area. Like cyclists, pedestrians would greatly benefit from more continuous facilities and improved north-south connectivity.

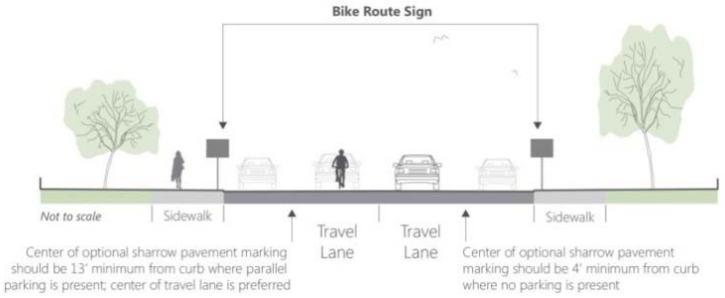
Parking is limited in high-employment and tourist destinations in the Plan Area, such as near Dominican Hospital, Cabrillo College, and in Seacliff Village. In these areas, parking management strategies would help balance the utilization of existing parking and minimize spillover effects on adjacent neighborhoods.

Class I Bicycle Path

Class II Bicycle Lane



Class II Bicycle Route



Street Types

The transportation framework discussed in this chapter is focused on the development of a "layered" transportation network, a concept that envisions streets as systems, each street type designed to create a high quality experience for its intended users. A balanced transportation system is rooted in the understanding that it is difficult for a single roadway to meet the demands and expectations of all modes simultaneously. However, the various demands and expectations can be met overall if streets function as part of a multi-modal network serving drivers, bicyclists, and pedestrians. In order to accomplish this, an interconnected, layered network of street "types" is proposed for the Plan Area, in which key streets are designated to prioritize one or another form of travel. In such a system, individual travel modes are emphasized on different roadways. Overall, all modes would be served by the suggested transportation network.

In order to create a balanced transportation system, roadways that play key roles in how people travel are categorized into six street "types," based on the forms of travel that are emphasized to be served by the street. The characteristics of the street and surrounding area are taken into consideration when designating the type. In addition, street types help define each street's user priorities and frame the planning context for infrastructure needs. Taken together, these designated streets create a livable, balanced transportation system.

The future layered network draws upon existing conditions and community vision. The existing conditions review of roadways in the Plan Area included the design, use, infrastructure, operating characteristics, and surrounding land uses. The key variables used in the development of the street types are as follows:

Geographical Context: What geographic context does the street exist in now? Is this context expected to shift in the future, and if so, how? What land uses and activity centers does it connect to now and where would it connect to in the future? Can bolstering access to activity centers along a specific street improve connectivity in an east-west or north-south direction?

Use and Access: How do residents and visitors use the street today (i.e. by what form of travel is used most)? What safety concerns or challenges do travelers face on the street?

Layered Network and Street Types

A balanced transportation system is based in the understanding that it is difficult for a single roadway to meet the demands and expectations of all modes simultaneously. The "layered" transportation network concept envisions streets as systems, each street type designed to create a high quality experience for its intended users. In order to create a balanced transportation system, streets that play key roles in how people travel in the Plan Area are categorized into six street "types" explored in more detail in this Chapter.

Community Vision: How does this street relate to the community's vision and goals for access, environmental stewardship, multi-modal safety, and fostering a unique community character, especially near activity centers? Can a street connect a traveler from their home or workplace to activity centers within a 10- to 20-minute walk, bike, or transit trip?

Consistency with Other Plans: Are these street types congruent with street classifications in the General Plan, Village and area plans, the Capital Improvement Plan (CIP), County Bike Plan or other Design Criteria or County guidance specifications? How do they differ and would changes lead to desirable sustainability outcomes?

The locations and extent of these street types are displayed in Figure 5-2. The street types are described in Table 5-1. Each street type identifies prioritized and non-prioritized modes. For example, on "Transit Connector" streets, buses and pedestrians would be given priority status. Modes that would be provided for are given adequate space and necessary facilities, but non-priority users would not be the focus of the street's design. Consequently, automobiles, trucks, and bicyclists would be provided for, but not prioritized, on Transit Connector streets. Table 5-2 displays the relationship between the Street Types in this Plan and the Urban Street Classifications from the *Circulation Element of the 1994 County of Santa Cruz General Plan and Local Coastal Program*.

DRAFT

FIGURE 5-2
FUTURE STREET TYPES NETWORK

TABLE 5-1 STREET TYPES AND MODE PREFERENCE

Prioritized Modes	Non-Prioritized Modes	Description and Preferred Attributes
Multimodal Corridor		
Buses, Bicyclists, Pedestrians, Automobiles 	Trucks 	• The purpose of this street type is to provide a safe, continuous route for transit users, pedestrians and cyclists. • Buses, bicycles, pedestrians, and automobiles are prioritized on Multimodal Corridors. Trucks are provided for, but not prioritized. • Includes features like buffered dedicated bicycle facilities (cycletracks), bus shelters and amenities, wide sidewalks to and from bus stops, and frequent and reliable bus service. • Access to Multimodal corridors for pedestrians and bicyclists is key. This street type is complemented by Active Connector, Transit Connector, and Bicycle Connector street types, also explained in this section. • All Multimodal Corridors have existing bus service. Capitola Road currently has bus service running every 30 minutes. Soquel has buses running about every 15 minutes. • Sample Cross Section Locations: • (1) Soquel Drive near Cabrillo College Drive: may include cycletracks, bus shelter bulb-outs, landscaped and bioswale median, and widened sidewalks (suggest 6-8 feet wide). • (2) Soquel Drive between Aptos Ranch Road and Aptos Wharf Road: may include may include colored bike lanes, transit shelters, and widened sidewalks (suggest 6- 8 feet wide).
Transit Connector		
Buses and Pedestrians 	Automobiles, Trucks, and Bicyclists 	• The purpose of this street type is to connect transit users and pedestrians to Multimodal Corridors. • Buses and pedestrians are prioritized on these streets. Automobiles, trucks, and bicyclists are provided for, but not prioritized. • Transit Connector streets are streets with existing Metro bus service. • All transit users are pedestrians at some point during a journey, as they walk to and from bus stops and wait at bus stops. Transit users, therefore, need safe routes to and from transit in both east-west and north-south oriented directions. 2+

TABLE 5-1 STREET TYPES AND MODE PREFERENCE

Prioritized Modes	Non-Prioritized Modes	Description and Preferred Attributes
Bicycle Connector		
Bicyclists 	Automobiles, Trucks, Buses, Pedestrians 	• The purpose of this street type is to connect bicyclists to Transit Bike-Connector streets. • Bicycles are prioritized on these streets thorough dedicated bicycle facilities, such as bicycle lanes or cycletracks. • Buses (where routes are currently in operation or will be in the future), automobiles, trucks, and pedestrians are provided for, but not prioritized. • Bicycle Connector streets provide safe bicycle routes to and from Multimodal streets. In addition, they provide safe routes to Highway 1 overcrossings, including the planned pedestrian/bicycle overcrossing at Chanticleer Avenue and Mar Vista. • Like Transit Connectors, Bicycle Connectors form a network of north-south and east-west oriented routes in order to strengthen access from all directions, typically on lower-volume and lower-speed streets • Sample Cross Section location at (3) Brommer Street between 7th Ave and El Dorado Ave: may include may include buffered bike lanes (bike lanes separated from automobile traffic by either a physical barrier or a wide, painted section of roadway) and street landscaping.
Active Connector		
Pedestrians and Bicyclists 	Automobiles, Trucks, Buses 	• The purpose of Active Connector Streets is to connect pedestrians and bicyclists to different activity centers and land uses in the Plan Area. • Pedestrians and bicyclists are prioritized on Active Connectors, through wide sidewalks and high-visibility crosswalks, pedestrian-friendly intersection treatments, as well as dedicated bicycle facilities where possible. Buses (where route s are in operation), automobiles and trucks are provided for, but not prioritized. • Active Connectors streets tend to be north-south oriented in order to connect pedestrians and bicyclists to the east-west oriented transit street types. • This street type is a direct complement to Bicycle Connector Streets, as pedestrians and cyclists need safe routes to access transit in the Plan Area.

TABLE 5-1 STREET TYPES AND MODE PREFERENCE

Prioritized Modes	Non-Prioritized Modes	Description and Preferred Attributes
Coastal Street		
Pedestrians and Bicyclists 	Automobiles, Trucks, Buses 	• The purpose of Coastal Streets is to provide high-quality, dedicated bicycle and pedestrian recreational paths with scenic views of the Monterey Bay and coastal areas. • Pedestrians and bicyclists are prioritized on Active Connectors. Buses and automobiles are provided for, but not prioritized. • Some portions of Coastal Streets are one-way, thus the ability of trucks and larger buses to navigate Coastal Streets may be limited.
Rural Connector		
Automobiles and Bicyclists 	Trucks, Buses, and Pedestrians 	• The purpose of this street type is to provide automobile and bike connectivity and access in lower density, rural neighborhoods marked by dispersed land use and less developed streets. • Both bikes and automobiles are prioritized on Rural Connectors. Pedestrians and trucks are provided for, but not prioritized. • Due to the narrow right-of-way on some Rural Connectors, it may be difficult for buses and trucks to traverse, and slow speeds with deference to autos and bikes is advised. • Providing sidewalks along Rural Connectors is key. In some cases, providing a wider, well-marked paved shoulder can provide the safe buffer from automobile traffic that pedestrians need. • Sample Cross Section Location at (4) Soquel San Jose Road between Little Creek Road and Rancho Soquel Drive: may include sharrow markings in the downhill direction, buffered bike lanes in the uphill direction, paved shoulder maintained (for pedestrians).

Note: Locations of street types are shown on Figure 5-2: Future Street Types Network.
Sources: Fehr & Peers, 2014.

TABLE 5-2 RELATIONSHIP BETWEEN PLAN AREA STREET TYPES AND URBAN STREET CLASSIFICATIONS FROM SANTA CRUZ COUNTY GENERAL PLAN (1994)

	Street Types (Sustainable Santa Cruz Plan)					
Urban Street Classifications (General Plan)	**Multimodal Corridor**	**Transit Connector**	**Bicycle Connector**	**Active Connector**	**Coastal Street**	**Rural Connector**
Major Arterials (3-6 lanes)	■	■				
Minor Arterials (2-4 lanes)	■	■	■	■		
Collectors (2 lanes)			■	■	■	■
Select Locals (2 lanes)					■	■
Locals (2 lanes)					■	■

Sources: Fehr & Peers, 2014; County of Santa Cruz, 1994.

ACTIVITY CENTERS

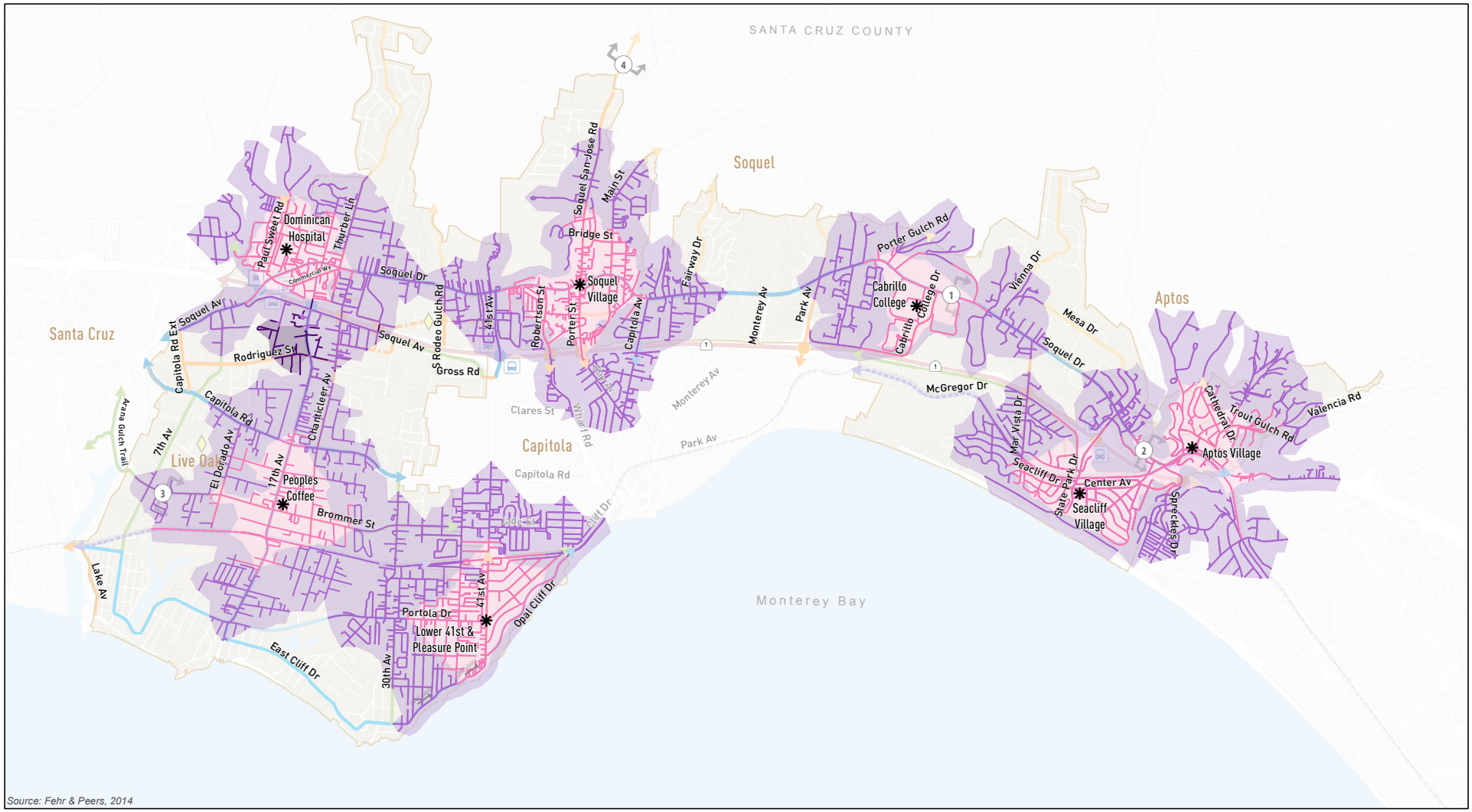
Activity centers are places people naturally gravitate to for work, shopping, and leisure purposes, thus many trips begin and end there. Activity centers range from major places of employment, retail centers, and educational institutions, to village-like neighborhoods with elementary schools, parks, restaurants, and commercial corners with gathering spots. Comfortable, direct walking connections to activity centers are essential for pedestrian access. In order to encourage walking to activity centers, wide and complete, well-maintained sidewalks should be provided on the streets leading to activity centers, with possible amenities and landscapes helping to create a pleasant walk. Additionally, in order to allow people to bike to activity centers, safe routes and secure bike parking should be provided. Bike parking facilities should be located in prominent, well-lit areas of an activity center to enhance security and ease of use.

Walkshed Analysis

Five major activity centers were chosen to illustrate the concept of "walksheds" in the Plan Area: Dominican Hospital, Soquel Village, Pleasure Point, Cabrillo College and Aptos Village. Figure 5-3 depicts a 10-minute walkshed and 20-minute walkshed around each of these five activity centers. A walkshed is a geographic area representing how far a person can walk in a certain time period – usually about 10 or 20 minutes, or about ½ to 1-mile in distance.

Walksheds can be used to "measure" or illustrate the connectivity of an area; that is, the access residents, as pedestrians, would have to points of interest and goods and services. Walksheds can also be useful for evaluating how much connectivity is gained from a particular improvement to a pedestrian network.

FIGURE 5-3 WALKSHED ANALYSIS



Features

- Partial List of Activity Centers
- Existing Highway 1 Overcrossing
- Site of Possible Future Highway 1 Overcrossing
- Railroad
- Plan Area
- Freeway

Walkshed Analysis

- 0 - 10 minute walk (includes possible Chanticleer Ave and Mar Vista Dr crossings only)
- 10 - 20 minute walk (includes possible Chanticleer Ave and Mar Vista Dr crossings only)
- Added walking distance (20 minutes) with all potential Highway 1 crossings included

DRAFT

In addition to employment, commercial and educational activity centers, a number of other points of interest exist in the Plan Area including medical uses and parks. The majority of these points of interest are clustered along 17th Avenue and Soquel Drive. Both of these streets are suggested to be classified as Multimodal Corridor, with frequent bus service.

An analysis was conducted surrounding 17th Avenue and Soquel Drive corridors to determine what points of interest will be within a ten and a 20-minute walk from these corridors in the future. The walkshed analysis resulted in the suggested connectivity improvements depicted in Figure 5-2. The analysis indicates that connectivity, in terms of distance to destinations, is relatively good. The majority of points of would be within a 10-minute walk of 17th Avenue or Soquel Drive if new connections and over crossings were in place and the remainder would be within a 20-minute walk.

However, north of Highway 1, Soquel Drive is the primary, if not the only, option for people moving east-west through the Plan area on foot. The high speed of traffic, narrow, obstructed, or missing sidewalks, inconsistent landscaping for shade, and other design elements make walking here an unattractive choice. Key destinations are surrounded by residential uses, meaning there is great potential for future pedestrian demand if the walking routes can be improved.

The importance of future street connections and connections across Highway 1 is highlighted by the analysis. Near Dominican Hospital, south of Soquel Village, and between Seacliff and Aptos, Highway over- or under-crossings provide north-south access for pedestrians that would otherwise be cut off from the opposite side of the freeway. Crossings at Chanticleer, Mar Vista, and via the rail trail between Aptos and Seacliff are already planned by the Regional Transportation Commission and in various stages of planning and funding acquisition. This Plan suggests consideration of additional crossings at 17th Avenue and the Flea Market parcel as well. New crossings would be high cost investments and therefore are unlikely to be realized in the short-term. However, these improvements have a place in the Plan due to the strong potential to positively impact access and reduce traffic congestion in the Plan Area.

NETWORK CONNECTIVITY

An important principle supporting the selection and geographic spacing of the suggested Street Types and transportation improvements discussed later in this chapter is network connectivity and access to transit. This section provides an overview of network connectivity from the perspective of all users—bicyclists, pedestrians, transit riders and motorists.

East-West Roadway Connectivity

There is limited east-west street connectivity along the length of the study area due to local typographic constraints such as creeks and gulches. Highway 1 and Soquel Drive are the only continuous east-west streets in the north part of the study area, and East Cliff Drive and Portola Avenue provide an east-west connection south of Highway 1. No local neighborhood streets cross streams or creeks, which oftentimes requires pedestrians and bicyclists to take indirect routes between neighborhoods and cross these barriers by using higher volume streets. Further detail on existing conditions in the Plan Area can be found in the Existing Conditions Report (County of Santa Cruz, 2012).

Lack of connectivity introduces both safety and travel time reliability concerns into people's trip planning. Having multiple east-west and north-south routes is important for

distributing traffic, providing path options and reducing travel time and distance for everyone. Providing continuous routes for bicyclists and pedestrians with fewer detours (e.g. detours resulting from cul-de-sacs and sidewalk gaps) along low-volume streets would create comfortable and connected east-west and north-south oriented routes.

North-South Connectivity

Highway 1 serves an important role in local and regional vehicle travel. However, it is also a major barrier for both vehicles (motor vehicles and transit) and other transportation modes between the north and south portions of the Plan Area. There are six north-south connections across the 8 mile length of Highway 1 within the unincorporated area, including at Soquel Drive, 41st Avenue, Porter Street-Bay Avenue, Capitola Avenue, Park Avenue (undercrossing without direct access to Highway 1), and State Park Drive (Figure 5-2). These crossings are often spaced more than a mile apart, which focuses local traffic at these crossings and increases travel times for vehicles and active transportation modes. Further, the bicycle and pedestrian conditions at the Highway 1 crossings vary in availability and condition.

VEHICULAR CIRCULATION

This section describes strengths and opportunities in the County roadway network and explains how vehicular traffic would fit into the suggested Street Types. Traffic congestion is an ongoing concern and a significant challenge for people who live and/or work in the Plan Area, as well as visitors. Currently, the County of Santa Cruz transportation network is predominately automobile-oriented. High levels of motor vehicle travel result in increased congestion at locations where major streets intersect with freeways, cross geographic barriers, or run parallel to the congested highways. Establishing viable and safe transit and active transportation infrastructure throughout the network would help decrease automobile dependence and encourage people to take transit, walk or bike for some trips. However, many trips would still be made by automobiles; both local and longer distance trips.

Automobiles on Multimodal Streets would include Transportation System Management (TSM)/Intelligent Transportation Systems (ITS) measures, prioritized on some urban and on rural streets. On a Multimodal Corridor, TSM measures such as adaptive signal timing and ITS would be used to improve vehicle travel time reliability and help to optimize the steady, safe, and orderly flow of vehicle traffic on congested streets. These TSM measures are not typically considered capacity enhancements; rather, they are operational improvements designed to complement vehicle trip reduction strategies. Prioritizing automobiles on Rural Streets would help improve access between rural and urban parts of the Plan Area. The roadways connecting rural areas tend to have steep grades and many curves.

The layered network concept envisions streets as systems, each street type designed to create a high quality experience for its intended users. There is a finite amount of space, or capacity, on roadways in the Plan Area, often due in part to the constraints of available road right of way. In addition to physical constraints, decreasing budgets for the maintenance of roads, as well as recognition of the environmental impacts of adding lanes and new pavement mean that adding capacity is not always a feasible or desirable option. Further, adding capacity to a congested roadway does not always lead to the traffic benefit people hope for, especially if traffic demand exceeds what a newly widened roadway can accommodate. However, in many cases existing space in a right of way can be reconfigured, as feasible, to provide

infrastructure for active modes – such as wider sidewalks and wider, buffered bike lanes.

It is also important to "claim" public right of way areas and not allow adjacent private uses or landscaping to encroach upon and diminish the utility of rights of way for accommodating pedestrians and cyclists in addition to vehicles.

Goods Movement

The main roadway in the Plan Area is Highway 1. This regional roadway is used for longer-haul trips and conveys commercial goods throughout the region, in addition to accommodating resident and visitor trips to workplaces, community places and visitor attractions. Trucks move most commercial freight in Santa Cruz County. Highway 1 serves as the main link that truckers can travel to bring regional, national, and international goods to consumers. The AMBAG Sustainable Communities Strategy identifies Highway 1 as a goods movement corridor of regional significance, especially for conveying agricultural goods from the Plan Area to surrounding counties.[3]

TRANSIT NETWORK

Multimodal Corridor and Transit Connectors would form a strong north-south and east-west oriented network of transit routes throughout the Plan Area.

Soquel Drive has high-frequency bus service, with buses arriving at least every 15 minutes during AM and PM commute times (Metro routes 71, 69W, 91X, 55, 54). Capitola Avenue between Soquel Drive and 41st Avenue has service at least every 30 minutes, with potential for higher-frequency service in the future (Metro routes 69A and 69W). Portola Drive between 17th and 41st Avenue also has service at least every 30 minutes, with potential for higher-frequency service in the future (Metro routes 66 and 68). Other operational efficiency measures could be implemented on Soquel Drive bus routes in the future, including signal preference, queue jumping, off-bus ticketing, and real time bus information at bus stops and via web-enabled devices.

Nearly all transit users are pedestrians at some point during a journey, as they walk to and from bus stops and wait at bus stops. Transit users, therefore, need safe routes to walk (and bike) to and from transit in all directions. These streets that lead to transit corridors would feature wider sidewalks on both sides of the street, bus and pedestrian-scaled lighting, and helpful maps and information about transit. Bus shelters are safely buffered from automobile traffic with side medians or other design features.

Bus shelter with passenger amenities Photo credit: Fehr & Peers, 2014.

[3] 20135 MTP/SCS and RTSs for Monterey, San Benito, and Santa Cruz EIR, AMBAG, 2014; Central Coast California Commercial Flows Study, Cambridge Systematics, 2012.

Gaps in the sidewalk on Soquel Drive make an unpleasant walking experience for pedestrians

Photo Credit: Fehr & Peers, 2013

An example of wider sidewalk and landscape stripe on Soquel Drive

Photo Credit: Fehr & Peers, 2013

Paved shoulders (6 feet preferred) provide safe walking areas for pedestrians along Rural Connectors and can also improve safety for cyclists

Photo credit: Fehr & Peers, 2014.

PEDESTRIAN CONNECTIVITY

Active Connectors and Coastal Streets would form the backbone of the pedestrian network in the Plan Area. Active Connector streets tend to be north-south oriented in order to connect pedestrians and bicyclists to the east-west oriented street types. Coastal Streets are east-west oriented, following the coastline.

In addition, enhanced pedestrian safety features should be provided on streets surrounding activity centers, to improve access to key locations within a 10- to 20- minute walking trip in the Plan Area. These safety features include wider sidewalks that are ADA compliant with at least 4 feet of clearance area. If possible, sidewalks should be at least 6 feet wide on streets prioritized for pedestrians (Active Connectors and Coastal Streets) and buffered from traffic by landscape, preferably with trees. Sidewalks should also be smooth and level, compliant with ADA standards.

Active Connectors can be narrow and sometimes have limited space for sidewalks. However, providing a paved shoulder (6 feet preferred) can provide a space for pedestrians to walk comfortable and more safely. This can create connections between close-in rural areas and the urban area, and also improve safety for cyclists. North-south pedestrian connectivity would be improved by added multi-modal and/or pedestrian/bike overcrossings at Highway 1, which are explored in more detail in the Walkshed discussion.

BICYCLE NETWORK

Multimodal Corridors, Bike Connectors, Active Connectors, and Coastal Streets in combination with other streets with bicycle facilities would form the bicycle network in the Plan Area.

Bicycle facilities in the Plan Area should provide strong east-west connectivity, with dedicated bicycle lanes present on most of the arterial streets. The proposed Monterey Bay Sanctuary Scenic Trail would enhance east-west connectivity for bicyclists for trips within the Plan Area and also for trips to nearby cities along the trail.

Sharrow road markings

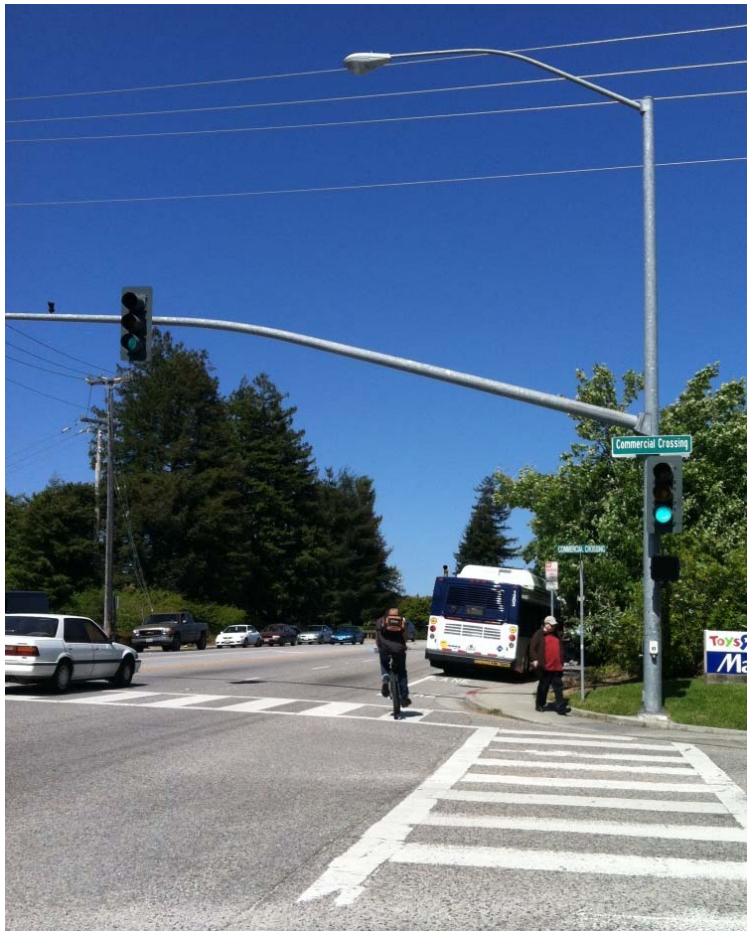
Photo credit: locallygrownnorthfield.org.

Chanticleer Avenue, 17th Avenue, 30th Avenue, and 41st Avenue are all connectors that would strengthen north-south bike connectivity. Brommer Street was identified as a key east-west street for bicycles during the visioning process, as it provides a lower stress biking environment than a street with higher traffic volumes. Soquel Drive has higher traffic volumes, but the safety and comfort of bicyclists could be improved with design treatments such as cycle tracks and medians and bus bulb out islands that buffer bicyclists from buses and help prevent "leap-frogging" between riders and buses. Leap-frogging is the back and forth conflict of a bicyclist and a bus between successive bus stops.

Brookwood Drive is also an important bike connection that is suggested for improvement. It is a one-way street in the northwest edge of the Plan Area, providing an inter-jurisdictional connection to Santa Cruz.

More specific bike improvements that would improve network connectivity and close bike lane gaps are listed in Appendix B. These improvements are designed to complement the street types with supportive infrastructure. If in the future, there are resources for new streets, bicyclists will benefit from new roads that increase connectivity and route choice between Soquel Drive and Highway 1.

Buffered bike lanes Photo credit: Fehr & Peers, 2014.



Title? Photo credit: Fehr & Peers, 2014.

SAMPLE CROSS SECTIONS

Cross Section

A **cross section** is a diagram that shows the layout and width of different elements on a street, including the roadway, sidewalks, bus stops and bicycle facilities.

The designation of priority modes for key streets guides the design of the street. Streets have limited space. In a layered network, it is important to dedicate space and amenities for modes according to the needs of the users of that mode. For example, on a Bike Connector street where bikes would be prioritized, adequate space should be provided for bike lanes or cycletracks in which bicyclists can safely traverse a street with adequate buffers from vehicular traffic and pedestrians. This helps avoid conflicts between modes and bolsters multimodal safety. In order to demonstrate the suggested design features for the different street types, four cross sections have been developed. Together they represent a sampling of locations and street types in the Plan Area. Diagrams of the sample cross sections can be found in Appendix A.

PARKING MANAGEMENT

Most parking in the Plan area is located off-street and in parking lots associated with retail shops, residences, workplaces and shopping centers. On-street parking is less common in the Plan area but does exist in some locations. On Soquel Drive, on-street parking is available on both the north and south sides of Soquel Drive near Cabrillo College, although this could be refined to reduce potential for bicycle/auto conflicts. Very limited on-street parking is available along the south side of Soquel Drive between Daubenbiss Avenue and Main Street in Soquel Village. The trade-offs between the limited number of on street parking spaces in Soquel Village should be evaluated with the possible benefits of increased vehicular and bicycle mobility, and pedestrian streetscape amenities, in deciding whether the on-street parking should be retained. Limited on-street parking is also provided on short stretches of Capitola Road, Brommer Street, Portola Drive, 41st Avenue, and 7th Avenue.

Parking districts can be helpful in areas where parking is challenging due to a mismatch between demand and supply. This can cause spillover daytime parking impacts on adjacent neighborhoods. Parking Districts can take many forms, but are typically defined as areas where special rules and fees apply for people who use parking or the businesses that rely upon it. There are two existing parking districts in the Plan area: The Live Oak Parking District and the Soquel Village Parking and Business Improvement District. The Live Oak Parking District is located south of East Cliff Drive and Portola Drive. In the Live Oak Parking District parked vehicles must display a valid parking permit issued to residents and available for purchase by visitors.

The Soquel Village Parking and Business Improvement District is located near Porter and Main Streets. Within the

Pedestrian refuge islands provide a protected resting place for pedestrians when crossing wider streets – approximately more than two lanes of traffic

Photo Credit: Model Design Manuel, 2010

Soquel Village Parking and Business Improvement District there are four free, time-restricted public parking lots and time-restricted on-street parking available Soquel Drive, Walnut Street and Main Street. When funds are collected from participants they are used to fund maintenance in the district, such as maintaining landscaping, lighting, parking enforcement and periodic sealing and striping. The funding mechanism may be modified in the future to respond to changes in State law regarding taxes and fees.

There are several areas in the Plan Area where spillover parking is occurring in adjacent neighborhoods. Two of the most noticeable areas are the Dominican Hospital area (Focus Area 1) and Cabrillo College. Both of these activity centers attract many automobile trips. Dominican Hospital is a major employment center and health care provider in the County, and the Sutter Surgery Center and future Sutter/PAMF campus is located nearby.. Cabrillo is a major educational institution with over 14,000 students enrolled. The spillover issues in these areas could be improved through focused parking management strategies. These may include new parking districts that would manage parking through permits, time limits, fees, valet services, or increased supply. Opportunities for shared parking should explored where feasible, as discussed in Chapter 7.

List of Recommended Improvements

In order to bring the community-based vision and goals for a Sustainable Santa Cruz County to life, transportation improvements are necessary. Several planning efforts have occurred recently that reinforce the need and desire for transportation improvements identified by community members involved in Sustainable Santa Cruz County workshops. Many of the improvements identified in this Plan respond to transportation needs expressed by both community members and in important guiding documents such as the 2014 Santa Cruz County Regional Transportation Plan and the Santa Cruz County Bike Plan (2011). These commonalities demonstrate a shared understanding of the desired transportation network in the community.

A list of suggested transportation improvement projects and programs is presented in Appendix B. Each project is scored according to the suggested new transportation performance measures described in the next section. This list is comprised of both program-level and project-level investments. The List of Improvements is not meant to capture all improvements that could possibly occur in the Plan Area, but it does include improvements that are directly related to achieving the goals and vision of the Sustainable Santa Cruz County Plan.

Performance Measures

This section presents a set of performance measures that could be used to evaluate transportation investments at both the program and project levels (Table 5-3). These measures are rooted in the guiding principles and values presented at the start of this chapter and in Chapter 2. The purpose of measuring the effectiveness of a transportation system is to understand how well it functions in terms of what is most valued by its users. In addition, these measures can help the

Project Scale

Program-level investments include a series of actions that are consistent with a larger policy or planning effort, such as a Long Range Development Plan or a Bicycle or Pedestrian Master Plan. A project-level investment focuses on a single project, such as a new retail building or housing subdivision.

community and decision makers understand how a proposed new land use development or other project would affect the transportation network.

TABLE 5-3 PERFORMANCE METRICS

Performance Metrics
Improves Overall Street Connectivity
Improves Pedestrian Safety and Access to Activity Centers (including schools, workplaces, commercial areas and public facilties)
Improves Bike Safety and Access
Creates Safe Routes to Transit and Increases Opportunities to Ride Transit
Improves Management of Parking Supply and Access to Park-and-Ride Lots
Creates Livable Public Spaces around Activity Centers
Reduces Vehicle Miles Traveled
Reduces Traffic Congestion
Consistency with Other Plans and Projects

Sources: Fehr & Peers, 2014.

Given that funding and resources are limited for improvements in the Plan Area, it is necessary to conduct a performance evaluation of improvement projects. Projected performance measures are the basis for determining which projects provide the most positive change for the cost.

An explanation of each of the performance measures is discussed below.

Improves Overall Street Connectivity

As discussed at the beginning of this chapter, the current circulation network in the Plan Area is oriented in an east-west direction, following Highway 1 and Soquel Drive. However, there is limited east-west street connectivity along the length of the Plan Area due to topography, long blocks, culs-de-sac, and natural features such as creeks and gulches. Further, there are limited north-south crossing locations for motorized and active transportation across Highway 1. Improvements that add to overall street connectivity strengthen access to transportation choices in the Plan Area. New connections, especially in the north-south direction, would meet or exceed this connectivity performance measure. In addition, improvements that would add new streets, Highway 1 overcrossings, or bridges that offer people new, safer, and more direct ways of getting around the Plan Area would meet or exceed this performance measure.

Improves Pedestrian Safety and Access to Activity Centers

Through the visioning process, community members expressed the need to improve pedestrian access to activity centers in the area. In terms of access, improvements that would increase the size of a 10- to 20-minute walkshed around an activity center would meet or exceed this performance measure. In addition, improvements that remove physical barriers for pedestrians help make locations more accessible. Establishing and continuing Safe Routes to School Programs surrounding the numerous schools in the Plan Area would improve safety for children. In terms of safety, improvements that provide sidewalks and trails of adequate width on both sides of the street (6 feet is most desirable), pedestrian-scaled lighting, and medians or landscaping that buffer pedestrians from other vehicular traffic would meet or exceed this performance measure.

Improves Bike Safety and Access

As discussed earlier, the Plan Area has strong bike connectivity on a variety of street types. Some streets maintain higher traffic volumes and are likely to attract more experienced bicyclists. However, all cyclists, regardless of their level of experience, need safe facilities. This can take the form of new facilities pr improvements that provide adequate space, street markings and design features that buffer cyclists from vehicles in the roadway. When planning or reviewing future developments, a good rule of thumb is to locate driveways on side streets rather on than busier streets such as Soquel Drive or 41st Avenue. By doing so, conflict points between cars are minimized. This can be especially helpful when many cars are waiting in the roadway to turn left or right into a driveway, which causes congestion for the through traffic behind them. From an access perspective, improvements that close gaps in the existing bicycle network would meet or exceed this performance measure.

This photo shows pedestrian-scaled lighting in South Bend, Indiana. Overhead lighting on pedestrian-oriented streets should be low enough to the ground to illuminate walkways and the faces of pedestrians

Photo credit: SFMTA, 2013

Creates Safe Routes to Transit and Increases Opportunities to Ride Transit

What encourages people to ride transit? Factors such as comfort (at bus stops and on-board), convenience, access, monetary cost, safety, and travel time are all considerations people think about when planning a trip by transit. Improving upon these factors can help encourage more people to ride transit. Improvements can be incremental or large-scale. Something as small as adding more lighting at a bus stop can make a person feel more comfortable using transit at night. In addition, adding more bus shelters on heavily used routes can encourage ridership, as people are likely to be more comfortable while waiting to board a bus, especially in rainy weather. In addition, adding more service in the form of new routes along corridors with strong ridership potential that connect to activity centers, or adding more frequent service along heavily-used routes (15- to 30-minute increments) during the busiest times of day, are also ways to encourage use of transit. Increasing the coverage of the transit network and the frequency at which buses arrive would help encourage people to leave their cars at home for some trips. In combination with the land use and diversity changes suggested by this Plan, congestion can be lessened and quality of life improved.

Improves Management of Parking Supply and Access to Park-and-Ride Lots

As discussed in the previous section, parking can be challenging in some parts of the Plan Area, particularly where a busy activity center borders residential neighborhoods. In these cases, parking spillover is the main concern for the community. A Parking Master Plan Study would help to better understand parking needs in the Plan area in more detail. Such a study would help develop more specific measures to improve how parking could be provided and managed. In the near-term, establishing parking districts in areas where spillover is already known to be a challenge would meet this performance measure. The development of the specific characteristics and guidelines of each parking district should be a process that involves community members from the adjacent neighborhoods as well as property owners and business owners.

Creates Livable Public Spaces around Activity Centers

Livable public spaces are walkable and attractive to people. One of the goals of this plan is to encourage the creation of livable public spaces around activity centers as a way to encourage more people to walk, bike and take transit. Developments that fund amenities such as street furniture, vegetation strips lining sidewalks, sidewalk café spaces, and bike parking, would meet or exceed this measure.

Reduces Vehicle Miles Traveled (VMT)

VMT is a commonly used measure of how much people in a specific area travel by car. Improvements aimed at getting people out of their cars to travel by active modes can help reduce VMT, which would reduce production of greenhouse gases, which relates to addressing climate change. Improvements aimed at reducing the number of miles people drive and the number of trips made by private automobiles would meet or exceed this performance measure.

Reduces Traffic Congestion

Traffic congestion is a challenge for residents, workers, and visitors in the Plan Area. People would like to be able to travel to destinations within the Plan Area efficiently, without dealing with backups at high-volume locations, and with increased predictability.

Street furniture buffers pedestrians from vehicular traffic and makes streets more pleasant and inviting Photo Credit: Fehr & Peers, 2014

Improvements that help shift people from their cars to other modes for at least some trips would help reduce local congestion, and roadway improvements that make traffic flow better would meet or exceed this measure. Examples include: adding capacity to a roadway, restriping a roadway to add left-hand or right-hand turn-lanes that do not cause backups for through traffic behind them, signal coordination, new streets or adding more Highway 1 crossing locations.

Consistency with Other Plans and Projects

The Plan Area intersects a number of neighborhoods and jurisdictions in Santa Cruz County. Many projects and planning efforts in Santa Cruz County are currently in process or have been recently completed. Improvements that are consistent with adopted policy guidelines and approved plans and projects from neighboring jurisdictions and regional governing bodies, including the Santa Cruz County Regional Transportation Commission and Association of Monterey Bay Area Governments (AMBAG), would meet this performance measure.

Balanced Transportation Framework

All of the suggested transportation strategies discussed in this chapter together form a possible framework for a balanced transportation system in the Plan Area that can meet the needs of residents, workers and visitors. The community's transportation values establish a lens through which to view transportation opportunities that respond to the vision for reduced congestion, increased connectivity and improved mobility. The suggested street types would foster an interconnected network that would make walking, biking, and taking transit a more viable option for getting around the Plan Area. The sample cross sections help to define and illustrate the types of design elements recommended for the different street types – including wider and safer sidewalks, buffered bicycle lanes, broader paved shoulders on rural roads, and more comfortable bus stops. The Performance Measures are included to help the community and decision makers understand how a new land use development or other project would affect the desired transportation network, and to guide the prioritization and implementation of programs and projects to work toward the well-connected, balanced transportation network of the Sustainable Santa Cruz County vision.

AGENDA: August 11, 2014

TO: Regional Transportation Commission (RTC)

FROM: Luis Pavel Mendez, Deputy Director, and Cory Caletti, RTC Senior Transportation Planner/Bicycle Coordinator

RE: Rules of Conduct for Regional Transportation Commission and Committee Meetings

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RECOMMENDATIONS

Accept report on Regional Transportation Commission (RTC) adoption of Rosenberg's Rules of Order (Attachment 1) for the conduct of meetings of the RTC and its committees.

BACKGROUND

At its August 7, 2014 meeting, the Regional Transportation Commission (RTC) considered and approved using a simpler option to Robert's Rules of Order for the conduct of meetings.

DISCUSSION

The two most popular sets of standard rules for conducting meetings are Robert's Rules of Order and the Sturgis Standard Code of Parliamentary Procedure. These are designed as detailed and comprehensive sets of parliamentary procedure that cover a variety of complex parliamentary situations that are beyond what would typically happen at meetings of the RTC and its committees.

Dave Rosenberg, a Superior Court Judge in Yolo County, developed Rosenberg's Rules of Order (Attachment 1) as a simpler alternative that would be appropriate for public agencies. A variety of public agencies have adopted these rules of order due to their simplicity and compactness. The entirety of the rules is contained in six pages of Attachment 1.

Judge David Rosenberg has prepared an instructional video on Rosenberg's Rules of Order. The video is about 50 minutes in length and is available at the California Institute for Local Government website at http://www.ca-ilg.org/document/parliamentary-procedure-simplified.

The RTC adopted Rosenberg's Rules of Order (Attachment 1) for the conduct of meetings of the RTC and its committees. Staff recommends that the Bicycle Advisory Committee accept this report and direction.

SUMMARY

At its August 8, 2014 meeting, the RTC approved utilizing Rosenberg's Rules of Order for the RTC and its committees.

Attachments:

1. Rosenberg's Rules of Order – Revised 2011

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Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg

LEAGUE® OF CALIFORNIA CITIES

MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and automony of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

About the Author

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.

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Introduction

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:

First, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the chair takes a vote. Simply asking for the "ayes" and then asking for the "nays" normally does this. If members of the body do not vote, then they "abstain." Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: "The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body."

Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member's desired approach with the words "I move … "

A typical motion might be: "I move that we give a 10-day notice in the future for all our meetings."

The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion,** for example, "A motion at this time would be in order."
2. **Suggesting a motion to the members of the body,** "A motion would be in order that we give a 10-day notice in the future for all our meetings."
3. **Making the motion.** As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body's consideration. A basic motion might be: "I move that we create a five-member committee to plan and put on our annual fundraiser."

The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

"Motions to amend" and "substitute motions" are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a "motion to amend" or a "substitute motion" is left to the chair. So if a member makes what that member calls a "motion to amend," but the chair determines that it is really a "substitute motion," then the chair's designation governs.

A "friendly amendment" is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, "I want to suggest a friendly amendment to the motion." The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic "motion to have a five-member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows:

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

Second, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed,* the chair would then move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

Motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

Motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

Motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

Motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold." The motion can contain a specific time in which the item can come back to the body. "I move we table this item until our regular meeting in October." Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

Motion to limit debate. The most common form of this motion is to say, "I move the previous question" or "I move the question" or "I call the question" or sometimes someone simply shouts out "question." As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a "request" rather than as a formal motion. The chair can simply inquire of the body, "any further discussion?" If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the "question" as a formal motion, and proceed to it.

When a member of the body makes such a motion ("I move the previous question"), the member is really saying: "I've had enough debate. Let's get on with the vote." When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

NOTE: A motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item.* This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

Motion to limit debate. Whether a member says, "I move the previous question," or "I move the question," or "I call the question," or "I move to limit debate," it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it's pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the "no" votes and double that count to determine how many "yes" votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote "no" then the "yes" vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote "abstain" or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in

California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of "those present" then you treat abstentions one way. However, if the rules of the body say that you count the votes of those "present and voting," then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are "present and voting."

Accordingly, under the "present and voting" system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are "present"), but you treat the abstention votes on the motion as if they did not exist (they are not "voting"). On the other hand, if the rules of the body specifically say that you count votes of those "present" then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like "no" votes.

How does this work in practice?
Here are a few examples.

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are "present and voting." If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three "yes," one "no" and one "abstain" also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members "present." Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a "no" vote. Accordingly, if the votes were three "yes," one "no" and one "abstain," then the motion fails. The abstention in this case is treated like a "no" vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an "abstention" vote? Any time a member votes "abstain" or says, "I abstain," that is an abstention. However, if a member votes "present" that is also treated as an abstention (the member is essentially saying, "Count me for purposes of a quorum, but my vote on the issue is abstain.") In fact, any manifestation of intention not to vote either "yes" or "no" on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote "absent" or "count me as absent?" Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually "absent." That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is "no." There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be, "point of privilege." The chair would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

Order. The proper interruption would be, "point of order." Again, the chair would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, "return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair's determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.

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