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**Active Transportation Advisory Committee
(ATAC)**

AGENDA

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

June 2, 2014

5:00 p.m.

**625 Burnell Street
Napa CA 94559**

General Information

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

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

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ITEMS

1. Call to Order

2. Introductions
3. Approval of Meeting Minutes
4. Public Comments
5. ATAC Member and Staff Comments

REGULAR AGENDA ITEMS

RECOMMENDATION

6.	<p>Countywide Pedestrian Master Plan Scope of Work (Diana Meehan) (<i>Page 6</i>)</p> <p>ATAC will review and recommend the final draft Countywide Pedestrian Master Plan scope of work for approval by the NCTPA Board.</p>	ACTION
7.	<p>Topics for Next Meeting</p> <ul style="list-style-type: none"> o Discussion of topics for next meeting by ATAC members. 	DISCUSSION
8.	<p>Approval of Special Meeting Date of June 23 , 2014 and Adjournment</p>	APPROVE

Napa County Transportation and Planning Agency (NCTPA)

Active Transportation Advisory Committee

MINUTES

Monday, April 28, 2014

ITEMS

1. Call to Order

Meeting was called to order at 5:18pm

2. Roll Call

Members Present:

Mike Costanzo
Anne Darrow
Joel King
Paul Wagner
Richard Warren Jr.
Gabriela Gonzalez McNamara
Barry Christian

Members Absent:

Joe Tagliaboschi
Brett Risley
Dieter Deiss

3. Approval of Meeting Minutes

MSC KING / COSTANZO for **APPROVAL** and unanimously carried as amended to indicate that the Napa Bike Fest began at 10:00 am.

4. Public Comments

None

5. ATAC Members and Staff Comments

Committee member Mike Costanzo reported on the Napa Bike Fest, held the day before – it was the “best one yet – more folks stayed for a longer time, even though it was a bit cold and damp to start off”: A Bike to Work Proclamation was Proclaimed by Supervisor (and NCTPA Chairman) Keith Caldwell; Paul Shapiro was name “Bike Commuter of the Year”; Supervisor Brad Wagenknecht won a bicycle City Council members Juliana Inman and Scott Sedgley were present; the “Kidical Mass” ride had nearly 100 kids participating plus over 50 parents; The Police “Bike Rodeo” was active all day and busy; Four different rides were all well attended; the raffle was a success such that the entire event ended in the black!

6. Countywide Pedestrian Master Plan Scope of Work

Staff gave an overview on the proposed Scope of Work to develop a countywide pedestrian plan. The Committee asked that the following revisions be considered:

- 1) Would like to see this approached as a revision/amendment of the Countywide Bicycle Plan(s).
 - a. This will align the revised plan in with the movement to consider “active transportation” comprehensively.
 - b. This will give us a framework through which to evaluate comparative value of bicycle an pedestrian projects.
 - c. This will keep the model of “each jurisdiction with its own version of the plan”.
- 2) Do not see the value in the “Three Planning Zones” concept (Task 5.a.), except perhaps as a way to look at the full extent of issue in the unincorporated County.
- 3) More clarity is needed in the expectation of how many meetings there would be and with whom (Task 4 and elsewhere).
 - a. There would certainly need to be meetings with each of the jurisdictions – pedestrian issues will be even more locally defined than bicycle issues.
- 4) Needs to be a consideration of how much activity warrants consideration (discussion of the differences between communities in Rutherford, Angwin and Lake Berryessa).
- 5) Question was raised whether tourist-specific issues should be addressed (e.g. how people disembarking from the Wine Train station at Grgich Hills attempt to walk to the Rutherford Grill).
- 6) Attention needs to be paid to crossings of major thoroughfares.

Action Requested: APPROVE

7) Cities may have concerns about how needed improvements are characterized vis a vis ADA – many existing facilities are ADA compliant by virtue of being grandfathered in, having been built to then-present codes. We must be careful NOT to undermine the legality of these existing facilities.

8) Should be public meetings in all six jurisdictions.

7. Countywide Transportation Plan Update

Staff provided and update on progress in the development of the Plan

8. Approval of Next Special Meeting Date of June 2, 2014

DRAFT



June 2, 2014
ATAC Agenda Item 6
Continued From: April 28, 2014
Action Requested: ACTION

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY ATAC Agenda Letter

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

RECOMMENDATION

That the ATAC review and recommend the Countywide Pedestrian Master Plan scope of work to the NCTPA Board for approval.

EXECUTIVE SUMMARY

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

FISCAL IMPACT

None.

BACKGROUND AND DISCUSSION

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

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

SUPPORTING DOCUMENTS

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

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

Task 1: Evaluate Existing Conditions

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

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

For city of Napa, review of all pedestrian plans and policies should include all city documents including standard plans and specifications, municipal code, etc. and part of the deliverable should be to state and reference existing guidance and requirements as they pertain to pedestrian planning and accommodation.

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

- a. resident, employee and tourist use

- Deliverables:*
1. Provide a report outlining expected future demand for pedestrian facilities
 2. Provide assumptions for pedestrian travel demand based on land use and any other factors as appropriate

Task 3: Standards

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

Task 4: Meetings, Workshops, Presentations

- a. Attend TAC and ATAC meetings (3-6 meetings) to plan for individual jurisdictional plan needs
- b. Meet with technical staff to review localized needs in each jurisdiction (6 meetings)

Public- 5 public meetings: one in each jurisdiction-Include portions of unincorporated areas within each jurisdiction.

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

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

- a. Identify significant pedestrian origins and destinations, including number of employees by location. Identify proposed corridors of connection and evaluate current status and future opportunities/ challenges to development of workable corridors
- b. Data collection for existing pedestrian trips and estimated increase in number of trips on major pedestrian facilities
- c. Provide rough cost estimates for construction of priority projects identified by the local jurisdictions
- d. Describe relationships with relevant regional plans, such as the Bay Trail and Bay Area Ridge Trail including links to Solano and Sonoma Counties
- e. Create new set of GIS-based maps
- f. Work specifically with jurisdictions requiring ADA transition plans **NAME THOSE JURISDICTIONS HERE**. For smaller jurisdictions, this may involve some site visitations and manual inventory methods and assistance with ADA transition planning.
- g. Propose objectives and key policies in support of the system to be adopted by Cities/County
- h. Design a promotional/educational plan to increase pedestrian safety and mode share for all short trips countywide **to be administered by NCTPA.**

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- Deliverables:*
1. Pedestrian Master Plan for Napa County should include:
 - major countywide north-south spine multi-use trail (Vine Trail) connecting the five Cities/Town from Calistoga to the City of American Canyon, showing links to regional trail systems: Bay Trail, Ridge Trail.
 - New comprehensive plans in all Napa County jurisdictions.
 2. GIS layers of system components

3. New user-friendly pedestrian map including all currently built or inactive-development system segments in two scales(including major pedestrian origin/destination locations):
 - a) countywide and b) detailed segments for 5 Cities/Town
4. List of potential City/County objectives and policies that will support the implementation of the plan.

Task 6: Planning Process, Prioritization and Financial Plan

- a. Outline of available fund sources to finance construction of proposed system segments and of system maintenance
- b. Create a template with guidelines for updating city pedestrian plans to remain consistent with the countywide plan

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

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

- a. CEQA analysis
- b. Napa, American Canyon, Calistoga, Town of Yountville and St. Helena City Councils and Napa County Board of Supervisors
- c. NCTPA Board of Directors
- d. MTC – amendment
- e. Active Transportation Plan-Umbrella Document

- Deliverables:*
1. Draft staff reports, council resolutions as necessary
 2. Present plan to:
 - a. NCTPA Board
 - b. Napa County Board of Supervisors
 - c. Napa City Council
 - d. American Canyon City Council
 - e. St. Helena City Council
 - f. Calistoga City Council
 - g. Town of Yountville Council
 2. CEQA analysis
 3. Draft application to Caltrans for approval of the plan as an “Active Transportation Plan”