

City Council  
Mayor Una Glass  
Vice Mayor Sarah Gurney  
Patrick Slayter  
Neysa Hinton  
Diana Gardner Rich



Planning Director  
Kari Svanstrom  
Associate Planner  
Alan Montes  
Senior Administrative Assistant  
Rebecca Mansour

## City of Sebastopol Planning Commission Staff Report

Meeting Date: April 27, 2021  
Agenda Item: 6A  
To: Planning Commission  
From: Joe Gaffney, City Engineer  
Subject: Approval of MTC Complete Streets Checklist  
Recommendation: By resolution, approve the Complete Streets Checklist

### **Introduction:**

The Metropolitan Transportation Commission (MTC) is the local conduit for various State and federal grant opportunities. One such opportunity currently is the One Bay Area Government (OBAG) grant program, which will fund various street and pedestrian improvements, among others. One of the requirements to apply for an OBAG grant is for the applicant to complete the Complete Streets Checklist on the MTC website. MTC requires that the local Bicycle pedestrian Advisory Committee (BPAC) approve, by resolution, the Checklist. Since the City of Sebastopol does not have a BPAC, the Planning Commission is the body that oversees General Plan consistency.

### **General Plan Consistency:**

The Sebastopol General Plan, adopted on November 15, 2016, addresses bicycle and pedestrian issues in Chapter 3, the Circulation Element. The introduction to Chapter 3 states:

*The Circulation Element reflects the City's desire to provide for complete street, bicycle, and pedestrian facilities. This element considers overall mobility, existing and desired land uses, future street conditions, and mobility for non-automobile users, including safe routes to schools. This element establishes standards that guide development of the transportation system through goals, policies and actions.*

In addition, under Goal CIR 1, Provide a Transportation System that Promotes the Use of Alternatives to the Single-Occupant Vehicle and Facilitates the Efficient and Environmentally Responsible Movement of People and Goods Within and Through the City of Sebastopol, Policy CIR-5 states:

*When analyzing impacts to the circulation network created by new development or roadway improvements, consider the needs of all users, including those with disabilities, ensuring that pedestrians, bicyclists and transit riders are considered preeminent to automobile drivers.*

In addition, Policy CIR-6 states:

*When evaluating circulation improvement needs, and in reviewing major development proposals, consider impacts for all modes of transportation, including pedestrians, bicyclists, transit and vehicles.*

These two policies are directly addressed in the MTC Complete Streets Checklist.

**Environmental Review:**

The Draft Environmental Impact Report for the 2016 Sebastopol General Plan Update was published for public comment in May 2016. The Final Environmental Impact Report was filed with the State Clearing House in July 2016.

**City Departmental Comments:**

As of the date of this agenda item, no comments have been received from City staff regarding the Complete Streets Checklist

**Required Findings:**

The Planning Commission should find that the Complete Streets Checklist comports with the City's General Plan Circulation Element.

**Analysis:**

The Complete Streets Checklist addresses issues such as trip demand for bicyclists, conformance of the design to local and state standards, and provisions for bicycles and pedestrians during construction. The checklist is completed and submitted online for each intersection in a proposed project.

Sebastopol is currently applying for Quick Strike grant funding to improve the following intersections with sidewalk access ramps and crosswalks:

- SR 116/Hurlbut ADA ramps
- SR 116/Ellis Ct ramps
- SR 116/Cleveland ADA ramps
- SR 116/N Main St ADA ramps
- SR 116/Wallace ADA ramps
- SR 116/Fannen ADA ramps
- SR 116/Maple ADA ramps
- SR 116/Cooper ADA ramps
- Bodega/Florence Pedestrian Crossing Improvements
- Bodega/Robinson Pedestrian Crossing Enhancements

**Public Comment:**

No public comments have been received as of the writing of this staff report.

**Recommendation:**

That the Planning Commission approve, by resolution, the MTC Complete Streets Checklist.

**Attachments:**

Resolution Of The Planning Commission Of The City Of Sebastopol Approving The Metropolitan Transportation Commission's Complete Streets Checklist

Complete Streets Checklist

RESOLUTION NO. 201-

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SEBASTOPOL APPROVING  
THE METROPOLITAN TRANSPORTATION COMMISSION'S  
COMPLETE STREETS CHECKLIST

WHEREAS the City of Sebastopol is required to comply with the Metropolitan Transportation Commission (MTC) requirements to apply for funding under the One Bay Area Grant (OBAG) program; and

WHEREAS, in accordance with MTC Resolution 3765, agencies applying for regional transportation funds must complete the Complete Streets checklist to document how the needs of bicyclists and pedestrians were considered in the process of planning and/or designing the project for which funds are being requested; and

WHEREAS this guidance pertains to transportation projects that could in any way impact bicycle and/or pedestrian use, whether or not the proposed project is designed to accommodate either or both modes; and

WHEREAS MTC requires that the Complete Streets checklist be reviewed and approved by a city's Bicycle and Pedestrian Advisory Committee (BPAC), or, if a BPAC is not present, by the city's Planning Commission.

NOW, THEREFORE, THE PLANNING COMMISSION DOES HEREBY ADOPT THIS RESOLUTION APPROVING THE MTC COMPLETE STREETS CHECKLIST.

Approved on April 27, 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Certified: \_\_\_\_\_

Kari Svanstrom, Planning Director



# COMPLETE STREETS CHECKLIST

Project name:  
 Project description:  
 County:  
 Jurisdiction/agency:  
 Project location:  
 Contact name:  
 Contact phone:  
 Contact e-mail:  
 Contact address:

## Preamble

In accordance with MTC Resolution 3765, agencies applying for regional transportation funds must complete the Complete Streets checklist to document how the needs of bicyclists and pedestrians were considered in the process of planning and/or designing the project for which funds are being requested. Project sponsors must document, for projects that do not accommodate bicyclists *and* pedestrians, why they do not include such accommodations. According to the resolution, this checklist is intended for use on projects at their earliest conception or design phase.

This guidance pertains to transportation projects that could in any way impact bicycle and/or pedestrian use, whether or not the proposed project is designed to accommodate either or both modes. Projects that do not affect the public right-of-way, such as bus-washers and emergency communications equipment, are exempt from completing the checklist.

A number of questions include a list of accommodations or options to select from. Please see the website <http://completestreets.mtc.ca.gov/> for the full checklist.

## I. Existing Conditions

### 1 PROJECT AREA

a. What bicycle and pedestrian accommodations are currently included on the facility or on facilities it intersects or crosses? Please check all that apply (list of accommodations provided).

b. If there are no existing pedestrian or bicycle facilities, how far from the proposed project are the closest parallel bikeways and walkways?

c. Please indicate needed pedestrian, bicycle, or transit improvements in the project area that staff or the public have identified.

d. Please describe the overall context of the project area.

e. What existing challenges could the proposed project improve for bicycle, pedestrian, or transit travel in the vicinity of the proposed project?

### 2 DEMAND

What trip generators (existing and future) are in the vicinity of the proposed project that might attract walking or bicycling customers, employees, students, visitors or others?

### ⑤ COLLISIONS

Have you considered collisions involving bicyclists and pedestrians along the route of the facility? If so, please provide the number of collisions and describe the outcomes of each. What resources have you consulted?

## II. Plans, Policies and Process

### ④ PLANS

a. Do any adopted plans call for the development of bicycle or pedestrian facilities on, crossing or adjacent to the proposed facility/project?

b. Is the proposed project consistent with these plans?

### ⑤ POLICIES, DESIGN STANDARDS & GUIDELINES

a. Do any local, statewide or federal policies call for incorporating bicycle and/or pedestrian facilities into this project?

b. If this project includes a bicycle and/or pedestrian facility, which applicable design standards or guidelines have been followed?

### ⑥ REVIEW

What comments have been made regarding bicycle and pedestrian accommodations at BPAC, stakeholder, or public meetings at which the proposed project has been discussed? How have you responded to comments received?

## III. The Project

### ⑦ PROJECT SCOPE

What accommodations, if any, are included for bicyclists and pedestrians in the proposed project design?

### ⑧ HINDERING BICYCLISTS/PEDESTRIANS

a. Will the proposed project remove an existing bicycle or pedestrian facility or block or hinder bicycle or pedestrian movement? If yes, please describe situation in detail.

b. If the proposed project incorporates neither bicycle nor pedestrian facilities, or if the proposed project would hinder bicycle or pedestrian travel, list reasons why the project cannot be re-designed to accommodate these facilities:

- Was a road diet or car parking removal considered?

- What would be the cost of the added bicycle and/or pedestrian facility?

- If the proposed project incorporates bicycle or pedestrian improvements, what proportion is the bicycle and/or pedestrian facility of the total project cost?

- If right-of-way challenges are the reason for the hindrance, please explain the analysis that led to this conclusion.

### ⑨ CONSTRUCTION PERIOD

How will access for bicyclists and pedestrians be maintained during project construction?

**10 ONGOING MAINTENANCE**

What agency will be responsible for ongoing maintenance of the facility?

How will ongoing maintenance be budgeted?