



LAKE COUNTY/CITY AREA PLANNING COUNCIL

Lisa Davey-Bates, Executive Director
www.lakeapc.org

367 North State Street, Ukiah, CA 95482
Administration: Suite 204 ~ 707-234-3314
Planning: Suite 206 ~ 707-263-7799

TECHNICAL ADVISORY COMMITTEE (TAC) MEETING AGENDA

DATE: Thursday, August 23, 2018

TIME: 9 a.m.

PLACE: City of Lakeport

Large Conference Room
225 Park Street
Lakeport, California

Caltrans-District 1

Teleconference
1656 Union Street
Eureka, California

Teleconference Dial-In #: 866-576-7975 Passcode: 961240

1. Call to order
2. Approval of May 24, 2018 Minutes
3. Conference Call with AECOM Regarding Bus Passenger Facility Plan (*AECOM staff*)
4. First Amendment to the 2018/19 OWP (*Davey-Bates, Pedrotti*)
5. Announcements and Reports
 - a. Lake APC
 - i. Countywide Sign Inventory RFP (*Speka*)
 - ii. Miscellaneous
 - b. Lake Transit Authority
 - i. LTA Transit Hub Update (*Speka*)
 - ii. LTA Free Passes to Students Program (*Davey-Bates*)
 - iii. Miscellaneous
 - c. Federal & State Grant Status Reports
 - i. Sustainable Transportation Planning Grant Update (*Speka*)
 - ii. Other Grant Updates (*All*)
 - d. Caltrans
 - i. Lake County Projects Update
 - ii. Other Updates
6. Information Packet
7. Public input on any item under the jurisdiction of this agency, but which is not otherwise on the above agenda
8. Next Proposed Meeting – **September 20, 2018**
9. Adjourn meeting

Public Expression - The TAC welcomes participation in TAC meetings. Comments will be limited for items not on the agenda to three minutes per person, and not more than 10 minutes per subject, so that everyone may be heard. This time is limited to matters under TAC jurisdiction which have not already been considered by the TAC.

Americans with Disabilities Act (ADA) Requests - To request disability-related modifications or accommodations for accessible locations or meeting materials in alternative formats (*as allowed under Section 12132 of the ADA*) please contact the Lake APC office at 707-263-7799 at least 72 hours prior to the meeting.

Posted: August 16, 2018

List of Attachments:

Agenda Item #2 – 5/24/18 Draft Lake TAC Minutes

Agenda Item #3 – Bus Passenger Facility Plan AECOM Presentation Agenda

- Bus Stop Standards and Specifications Memo,

- Public Survey

Agenda Item #5bi – LTA Transit Hub Update Staff Report

Agenda Item #5ci – Sustainable Transportation Planning Grant Update



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TECHNICAL ADVISORY COMMITTEE MEETING

Draft Meeting Minutes

Thursday, May 24, 2018

9 a.m.

City of Lakeport

Large Conference Room

225 Park Street

Lakeport, California

Present

Todd Mansell, Department of Public Works, County of Lake
Kevin Ingram, Community Development Director, City of Lakeport
Byron Turner, Community Development Department, County of Lake
Dave Carstensen, Caltrans District 1
Leishara Ward, Caltrans District 1 (by telephone)

Absent

Mark Wall, General Manager, Lake Transit Authority
Alexis Kelso, Caltrans District 1 Local Assistance
Doug Herren, Public Works Director, City of Clearlake
Doug Grider, Public Works Superintendent, City of Lakeport
Greg Folsom, City Manager, City of Clearlake
Hector Paredes, California Highway Patrol

Also Present

Lisa Davey-Bates, Executive Director, Lake Area Planning Council
Phil Dow, Transportation Planning, Lake Area Planning Council
Alexis Pedrotti, Lake Area Planning Council
John Speka, Senior Transportation Planner, Lake Area Planning Council
Charlene Parker, Administrative Assistant, Lake Area Planning Council

1. **Call to order**
The meeting was called to order at 9:05 a.m.
2. **Approval of February 14, 2018 Lake APC TAC Minutes.** Kevin motioned, Todd seconded, to approve the February 14, 2018 minutes as written with no changes. Approved by consensus.
3. **Discussion and Recommended Approval of the Draft 2017/18 Overall Work Program**
Lexi discussed the final draft of the OWP and how it will need to be amended later (likely in August) based on two new planning grants received recently. LTF will be increased to cover the local matches for each of the grants.

The Countywide Sign Inventory project (Work Element 614) will be a focus in this year's Work Program, which will need to be completed with carry-over funds from the previous year, as well as with additional money added for the upcoming year. APC planning staff will take the lead on preparing the RFP. The County's portion was decreased from \$3,000 to \$1,500 based on APC taking on this task. The City of Clearlake has agreed to commit \$30,000 to help fund their portion of the project. This will bring the consultant contract amount to \$175,000, but the City's local funds will be kept separate so as not to cause a conflict with the Rural Planning Assistance (RPA) amount of \$145,000.

Other elements are to remain the same. Lexi asked that agencies review what is in the plan as some funds may be expiring if they are not expended this year. If there are any issues with the agencies spending funds allocated to them, she would like to know earlier to avoid problems that may come up at the end of the fiscal year.

Funding for the Transit Manager has been removed from this year's Work Plan due to Mark Wall's retirement. Many of the duties of this position will be handled by either APC Planning or APC Administrative staff. Otherwise, Lake Transit functions will be the responsibility of Lisa as the LTA Executive Director.

Work Element 601 was added in this current year's Work Program to separate out Transportation Development Act (TDA) activities mainly for administrative duties of APC and the agencies. This will remain the same for the FY 2018/19 OWP. Many other typical work elements will be found in in the proposed 2018/19 OWP as well. Carry-over funds have yet to be determined for the Countywide Sign Inventory (WE 614), Bus Passenger Facility Plan (WE 619) and the Pedestrian Facilities Needs Inventory and EFS (WE 619), as each are still awaiting invoices for the current quarter. These will be reflected in an OWP amendment in August as in past years.

Todd asked about any potential new funds. Lexi mentioned there weren't any. Planning, Programming and Monitoring (PPM) funding has been cut from \$76,000 to \$34,000 and the Countywide Sign Inventory Project needs attention this year due to its otherwise expiring funding. As mentioned, there will be carry-over funds for the two grant funded projects (WE 618 and 619), and there will also be new funds added in August from recently awarded planning grants. The local matches for the new grants will be around \$40,000 and will come from Local Transportation Funds (LTF) reserve funds, mainly affecting transit as most of the un-allocated LTF goes toward its funding.

Phil discussed Work Element 606, funding for Speed Zone Studies. Lake APC staff has been performing this work for some time for the County and the cities as Phil has had the required traffic engineering background. To spread out the Countywide job into five-year cycles, Phil has been doing three years in a row for the County, followed by Clearlake and Lakeport before starting again. Phil asked Todd if the County would be willing to take on the program since Phil is transitioning into retirement. There would be funds in the Work Program to support the County to continue the five-year cycles (including the Clearlake and Lakeport components). Todd said the County probably lacked the staff to take it on. Lisa recommended trying to contract out the work in future work programs, although it would be costlier to go with an outside consultant. Lexi noted that a procurement process on an annual basis would be a burden and perhaps having the entire job be done once every five years as opposed to spreading it out would be better. An alternative could be an "on-call"

contract that could continue the current five-year cycle. If the consulting costs become too high, APC will need to evaluate whether this task should remain a priority in the future. Technically, speed zones aren't enforceable without the studies being prepared. This could be an issue in Lakeport per Kevin who noted the City is challenged in court a few times a year, at which time the study is used to justify current speeds. It is not an issue in the County according to Todd. Lisa asked the TAC if they'd be interested in using Regional Surface Transportation Program (RSTP) money to pay for future speed zone studies. If the cost was taken off the top from RSTP monies, the task would not need to be in the Work Program. If the cost was taken from typical RSTP shares apportioned out to the agencies, it may not be that noticeable. Lisa offered to bring to the TAC at its next meeting a breakdown of the typical RSTP shares and how a population-based payment formula might impact each of the agencies financially. More than one alternative would be brought to the TAC for discussion.

While not required, Lisa usually asks the TAC for a recommendation on the Draft OWP. A quorum wasn't available (and Kevin Ingram had stepped out temporarily for another meeting). It was decided instead to seek a recommendation by consensus. Todd made a motion to recommend the Draft OWP be approved. Seconded by Byron. Motion carried by consensus.

4. Announcements and Reports

a. Lake APC

i. Road Charge Pilot Program Report

John discussed the California Road Charge Pilot Program that was recently released. He noted that despite the welcome funding from SB 1, the future of transportation funding isn't expected to come from gas taxes. This is due to increased fuel efficiency in newer cars as well as efforts to move to alternative energy sources overall, which would mean less taxes from gas sales as time goes on. In 2014, the State legislature passed a bill directing the State Transportation Agency to seek ways in which the current funding source can be replaced in the future. The result was a pilot program looking in to road usage fees. The program involved using volunteers to track driving mileage from a selection of methods. A summary report was given to the Legislature last December and the Final Report was sent to transportation planning agencies in April as a means of spreading the findings to interested local transportation officials.

Lisa discussed her experience as a volunteer. Drivers were given the choice to use a manual reporting method, a second option using apps to record photos of the odometers every month, or a GPS app that tracked where the driver went over a period of time. Imaginary fees were collected based on miles driven.

Phil noted the program had been in the works for several years. Initially, the CTC felt that cell phones would adequately measure the mileage in the program. Phil had to explain to them that cell service in rural areas was not always reliable and that additional methods would be needed for non-urban areas of the State to participate. He also noted that the plan was to have been implemented already, but that gas tax increases have been the current focus pushing the road usage plan out for the short term at least. The road usage plan was felt to be a more equitable system overall.

ii. Miscellaneous

Phil stated that in-house changes are coming to APC staff. Nephela Barrett will be leaving Davey-Bates Consulting (DBC) and transitioning into the role Phil currently holds due to his recent health issues, which are dictating the pace of his retirement. James Sookne will be leaving his job with Dow and Associates to work with DBC in a new role, leaving a vacancy in his current position with Dow and Associates for the time being. Contracts for the APC Administration (DBC) and APC Planning Services (Dow and Associates) are expiring in about 15 months and a new round of bidding will go out, which will likely involve both DBC and Dow, however, with some different staff make-ups.

b. Lake Transit Authority

i. Lake Transit Authority Transit Manager Recruitment

Lisa reported that she had gone through a lengthy recruitment process that did not result in finding many qualified candidates for the position. At this point, with the staffing changes between Dow and DBC, some of the transit duties will fall to James, some of the administrative tasks will be taken on by Lexi and Charlene and other duties will be handled by Lisa in her role as Executive Director of LTA. Until a more long-term solution can be found, certain duties that may require more transit experience or background (e.g. bus procurement, grant writing, etc.) will go to consultants that are familiar with rural transit management processes.

ii. State of Good Repair Projects

Lisa had nothing new to report on this item.

iii. Miscellaneous

Lisa noted that staff has been working with Woodland College and Mendocino College Lake Campus officials to provide free bus passes to students through the Low Carbon Transportation Operations Program (LCTOP). The goal is to fund the free passes for a year or two and then to have a grant funded study done to survey students and see what is and isn't working well with the program. Ultimately, the LCTOP funded free passes would be phased out, possibly to be replaced by additional fees through the colleges themselves to provide for the free transportation.

Dave Carstensen stated that he is retiring and his transit duties are being split between Caltrans staff, one handling Humboldt and Del Norte counties, and Leishara Ward taking on Lake and Mendocino county functions.

c. Federal & State Grant Status Reports

i. Sustainable Transportation Planning Grant Update

John reported on two projects currently underway. The first is the Bus Passenger Facility project in which consultants are looking at existing bus passenger facilities (e.g. bus stops, shelters, etc.) and inventorying needs. The ultimate plan will seek funding agreements between the LTA and the County and cities. A consultant conducted a kick-off meeting about a month ago and the data collecting process is underway.

The second project is the Pedestrian Needs Inventory and Engineered Feasibility Study (EFS). Another consultant recently held a kick-off meeting with the project's Technical Advisory Group (TAG), which included Todd Mansell (County), Doug Herren (Clearlake) and Dan Chance from Lakeport in place of Kevin Ingram, who was not able to commit time to the TAG. One tribal representative was present at the TAG meeting from the Habematolel Pomo Tribe. A second tribal representative from the Robinson Rancheria contacted John after the initial TAG meeting was held mentioning that he would like to participate as well. Wanda Gray from Paratransit Services and Lisa Hockaday from Caltrans are also participating in the TAG.

Two new planning grants were awarded recently. One was for an Eleventh Street Corridor Multi-modal Engineered Feasibility Study. The second grant is for a Highway 20 Communities Traffic Calming Plan and Engineered Feasibility Study. It is an update to a plan prepared in 2006 that focused on traffic calming and beautification. The new project will focus on traffic calming measures only as beautification funding sources have dried up since that time (e.g. redevelopment or other bond monies). This project will coincide with the Lake 29 project that is partially underway by creating a disincentive for through traffic to drive along the north shore and instead encouraging travelers to use the southern route after the improvements on Highway 29 can be completed, hopefully within the foreseeable future.

ii. Active Transportation Program (ATP)

A call for projects for the latest ATP cycle has been out. Given the current workload and available staffing for the County and both cities, new applications aren't being proposed for this round.

iii. Other Grant Updates

Todd added that a call for projects for a new cycle of the Highway Safety Improvement Program (HSIP) is out. The County will be seeking funds for guardrail upgrades through this program. Todd provided a brief update on the Middletown multi-use trail project which is moving forward with design work taking longer than expected. A Kelseyville Safe Routes to School project is taking time as well with costs being far higher now than originally estimated. Lisa asked Todd if they considered asking for an augmentation through the ATP program since SB 1 money is available currently for shovel ready projects.

d. Caltrans

i. Lake County Projects Update

Dave reported that Caltrans project lists haven't changed since April. This summer and fall, Hartmann and SR20/SR53 roundabouts, as well as the Cruikshank project, will all be underway.

ii. Other Updates

Lisa noted that Jamie Matteoli will no longer be the project manager on Lake County projects, except for segment 2C of the Lake 29 project. Segments 2A and 2B are funded through the Interregional Transportation Improvement Program (ITIP) for design. But

on those and others, Jamie will be replaced by Cathy McKeon out of the Marysville office. A meeting is planned on May 31 between her and Lisa. She lives in Ukiah which may be helpful in that she commutes to Marysville and goes through Lake County frequently, giving her a better idea of how projects are progressing. Also, Leishara Ward will be replacing Dave Carstensen as the Lake County contact with Caltrans.

7. **Information Packet**
 - a. 5/8/18 Lake SSTAC Minutes (Draft)
8. **Public input on any item under the jurisdiction of this agency, but which is not otherwise on the above agenda** - None
9. **Next Proposed Meeting** – June 21, 2018
10. **Adjourn Meeting** - Meeting adjourned at 10:37 a.m.

Respectfully Submitted,

(Draft)

John Speka
Lake APC Transportation Planning



LAKE COUNTY/CITY AREA PLANNING COUNCIL STAFF REPORT

TITLE: Bus Passenger Facility Plan Presentation

DATE PREPARED: 8/14/2018

MEETING DATE: 8/23/2018

SUBMITTED BY: John Speka, Senior Transportation Planner

BACKGROUND: As discussed in previous meetings, a Planning Grant was received in 2017 for the Lake Transit Authority Bus Passenger Facility Plan. The purpose of the Plan is to determine passenger facility needs with a focus on bus stop locations and improvements that could be used to help with the overall performance of LTA services. Improvements may include safety, security and other amenities such as bus stop shelters, benches or easier to access/readily available route information.

Also included as part of the project is the development of an agreement between LTA and the local agencies served by the bus service to fund and/or maintain improvements identified within the Plan. The consultant (AECOM) has been working on data collection for the past several months. Today, AECOM will be presenting an overview of what they have found to date, and what the next steps of the project will entail. As local standards and permitting requirements may vary between jurisdictions, AECOM will be seeking input from local agencies as to what standards may apply within their jurisdictions.

Agenda for the presentation is attached. Other attachments include the project schedule, a Bus Stop Standards and Specifications Memo, and a Public Survey.

ACTION REQUIRED: None, information only.

ALTERNATIVES: None.

RECOMMENDATION: None.

Bus Passenger Facility Plan Presentation Agenda

- 1) Project & Planning Team Overview (5 minutes) (Matt Hertel)
 - a. Matt Hertel, AECOM
 - b. Gordon Shaw, LSC Transportation Consultants
 - c. Andrew Kluter, CHS Consulting Group
- 2) Overview of the Existing Conditions & Standards Memos (10 minutes) (Gordon Shaw)
- 3) Public Survey & Public Workshops (5 minutes) (Matt Hertel)
 - a. Public Survey Period (August 27th – September 28th)
 - b. Public Workshop Locations & Dates (City of Clearlake & City of Lakeport)
- 4) Next steps (5 minutes) (Andrew Kluter & Matt Hertel)
 - a. Capital Improvement Plan Matrix (September/October)
 - b. Management Objectives Workshop (October)
 - c. Coordination Meeting with Project Partners & Public Works Interviews (December 2018/January 2019)
- 5) Questions (5 minutes)



Bus Passenger Facilities Inventory, Bus Passenger Facility Features & Aesthetics, Design Guidelines, ADA & Permitting Requirements Memos
 APRIL – JULY 2018

Conceptual Site Plans Summary Memo
 JULY – SEPTEMBER 2018

Transit Passenger Facilities Capital Improvement Plan & Financial Element
 JULY – NOVEMBER 2018

Candidate Project Prioritization & Prioritized Project List
 NOVEMBER – DECEMBER 2018

Admin. & Public Review Draft Corridor Enhancement Plan
 JANUARY 2019 – JUNE 2019

Coordination with Project Partners (i.e., agendas, meeting minutes, and summary memo)
 APRIL 2018 – JUNE 2019

Final Corridor Enhancement Plan (i.e., presentation materials, agenda, meeting summary)
 JULY 2019 – AUGUST 2019



TRANSPORTATION PLANNING AND TRAFFIC ENGINEERING CONSULTANTS

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MEMORANDUM

To: Matt Hertel, AICP, AECOM

From: Gordon Shaw, PE, AICP, LSC Transportation Consultants, Inc.

Date: August 10th, 2018

RE: Lake Transit Bus Stop Improvement Design Parameters

This memorandum presents design parameters to be applied in the Lake Transit Bus Stop Improvements Study regarding the design of bus stop improvements. Sidewalk and bicycle facilities are first discussed, followed by a discussion of bus pullout design and passenger amenity design. Finally, bus stop spacing and location factors are discussed.

Minimum Sidewalk and Bicycle Facility Parameters

Sidewalks

Americans with Disabilities Act Standards

All facilities must conform to the standards required by the Americans with Disabilities Act (ADA) as well as the associated *Proposed Guidelines for Pedestrian Facilities in the Public Right-of-Way* published by the United States Access Board.

ADA sidewalk widths require a minimum of 4 feet of width. Where sidewalks are less than 5 feet in width, a passing area at least 5' long and 5' wide is required at least every 200 feet. Any drop greater than one-half inch and any surface steeper than 1:20 (5 percent) requires a ramp.

Obstacles that protrude into the access path might restrict wheelchair movements. Obstacles that are higher than 27 inches or lower than 80 inches may cause problems for a person with a vision impairment, who may not be able to detect an obstacle with a cane.

Local Standards

The City of Clearlake standards call for a minimum sidewalk width of 4.5 feet adjacent to roadways, or 5 feet minimum if detached.

State Standards

The Caltrans Highway Design Manual (September 22, 2016 revision) indicates the following regarding sidewalk width (Section 105.2) *“The minimum width of a sidewalk should be 8 feet between a curb and a building when in urban and rural main street place types. For all other locations the minimum width of sidewalk should be 6 feet when contiguous to a curb or 5 feet when separated by a planting strip.”*

Caltrans has also adopted standards to implement the ADA requirements, as documented in *Design Information Bulletin 82-05: Pedestrian Accessibility Guidelines for Highway Projects*. These parameters are consistent with those of the ADA.

Bicycle Facilities

Bicycle lane (Class II) width is governed by the California Highway Design Manual (December 16, 2016), for all public streets, which states (Section 301.3) that:

The minimum Class II bike lane width shall be 4 feet, except where:

- *Adjacent to on-street parking, the minimum bike lane should be 5 feet.*
- *Posted speeds are greater than 40 miles per hour, the minimum bike lane should be 6 feet, or;*
- *On highways with concrete curb and gutter, a minimum width of 3 feet measured from the bike lane stripe to the joint between the shoulder pavement and the gutter shall be provided.*

Bus Pullout Design Parameters

Bus Pullout Design Specifications

The Caltrans *Highway Design Manual* defers to the American Association of State Highway and Transportation Officials (AASHTO) guidelines. These guidelines are presented in the *Guide for Geometric Design of Transit Facilities on Highways and Streets*, published in July 2014. They call for a minimum pullout width of 12 feet, with length dimensions as shown in Table 1.

TABLE 1: AASHTO Bus Bay Dimensions

Thru Speed (MPH)	Lengths in Feet					
	Entrance Taper	Decel. Lane	Stopping Area	Accel. Lane	Exit Taper	Total
30	5:1 Min	None	50	None	3:1 Max	130 Min
35	170	185	50	250	170	825
40	190	265	50	400	190	1095
45	210	360	50	700	210	1530

Source: *Guide for Geometric Design of Transit Facilities on Highways and Streets*, AASHTO, July 2014

The Caltrans *Highway Design Manual* (December 16, 2016 revision) Section 626.4 indicates that concrete bus pads shall be a minimum of 4 feet wider than the width of the bus, and a minimum of 20 feet longer than the length of the bus. If the bus pad extends into the travel way, it should extend to the full width of the travel lane. The Highway Design Manual also refers the reader to the *Guide for Geometric Design of Transit Facilities on Highways and Streets* (American Association of State Highway and Transportation Officials, July 2014).

Other design specifications regarding the bus loading area are as follows:

- Curb heights should be no less than 4 inches and no more than 8 inches to minimize passenger falls when boarding or alighting from a bus.
- A minimum horizontal clearance of 2 feet should be provided between the curb and any obstruction (such as a bus stop sign).
- Trees should be trimmed at least 11.5 feet above the roadway pavement for the length of the bus stop.

Bus Stop Design Parameters

Minimum ADA Requirements for Bus Stops

Minimum ADA design implications for bus stop areas, bus landing pads, and accessible pedestrian access ways include the following¹:

¹ADA Accessibility Guidelines for Buildings and Facilities (ADAAG).

- The ADA and associated regulations require that wheelchair loading pads be a minimum of 5' (parallel to roadway) by 8' (perpendicular to roadway). The grade perpendicular to the roadway cannot be more than 2 percent, while the grade parallel to the roadway should match the roadway grade. The surface shall be "firm, stable and slip resistant".
- Bus shelters must provide a clear space within the shelter for wheelchair users, with minimum dimensions of 2.5 feet by 4.0 feet (separate from other passenger seating and circulation areas). The opening to a shelter must be a minimum of 3 feet in width, and the minimum vertical dimension within a bus shelter is 6 feet 8 inches. The wheelchair pad and shelter must be connected with an accessible path, with a minimum width of 4 feet.
- A minimum clear passage width of 48 inches is recommended by the Access Board's guidelines for the public right-of-way. This is especially important next to a curb drop-off.
- An accessible route from the public transportation stops to the route that is accessible for both people with disabilities as well as for the general public.
- The *running slope* of the accessible pathway shall not be steeper than 1:20 while the *cross slope* shall not be steeper than 1:48 (2 percent).
- Parallel to the roadway, the slope of boarding and alighting area shall be the same as the roadway (to the maximum extent practicable). The maximum slope perpendicular to the roadway shall not exceed 1:48 (2 percent).
- The bus landing pad, when installed alone on a shoulder in a rural area, must be elevated 6 inches above road grade for safety and accessibility purposes.
- Stable, firm, and slip-resistant ground and floor surfaces.
- Grating spaces, or drainage grates, which are necessary for water drainage, should be no greater than 9½ inches long in one direction. Spaces longer than this would impede the use of a wheelchair.

All paths from the bus stop to major destinations should be examined for obstacles that may interfere with access to or from the stop. Obstacles that protrude into the access path might restrict wheelchair movements. Obstacles that are higher than 27 inches may cause problems for a person with a vision impairment, who may not be able to detect an obstacle with a cane. Despite their training, it may be possible that a guide dog or other service animal may lead a person with vision impairment off of the path in order to get around the obstacle. Even though it may not be generally considered the responsibility of the transit agency to address accessibility problems along the entire access path, the agency staff should keep in mind that an obstacle may make a path inaccessible for potential patrons who have disabilities.

Local Standards

The only jurisdiction within Lake County that has defined bus stop design criteria is the City of Clearlake. Excerpts to the *Design and Construction Standards* (revised June 2012) are presented in Attachment A. In sum, these standards call for a concrete bus pad 10' in width by 50' in length with 60' of transition on either side of the bus stop location.

The City of Lakeport is currently developing a comprehensive set of design standards. In the interim, the City relies on the Caltrans *Standard Plans and Standard Specifications (May 2006)* in the design of most capital projects.

Lake County does not have adopted bus stop design standards. However, Chapter 19, Article IV Section 19-34.1 of the County Code identifies specific bus stop locations in the unincorporated county, and indicates that "The Road Commissioner is hereby authorized and directed to provide for the designation of said bus stops by painting the curbs or by clear markings or signs that areas are designated as bus stops as authorized herein."

Lake Transit

Lake Transit does not currently have adopted design standards. The *2015 Transit Development Plan and Marketing Plan For Lake County/City Area Planning Council* does not include specific standards or criteria for bus stops. However, it includes the results of a passenger survey, in which passengers gave the highest importance to "shelters at more bus stops", with 63 percent ranking this potential improvement as very important (5 out of a scale of 1 to 5). This was followed by 61 percent that ranked "Bus stop sign with information" as very important.

Recommended Lake Transit Design Parameters

Summarizing the discussion above, the following design parameters are recommended as standard for improvements to Lake Transit stops throughout Lake County. Note that all pertinent ADA and ADAAG requirements apply to all elements.

Bus Pullouts

Bus stops may be designed with a pullout, which is a specially constructed area off the normal roadway section provided for bus loading and unloading which allows the transit vehicle to board and alight passengers in an area outside the traveled way.

Pullouts are appropriate where traffic conditions prohibit conventional on-facility placement of bus stops. Pullouts are also recommended in locations where it is likely to be hazardous for a bus to stop in the travel lane and are provided primarily on high-volume and/or high-speed

arterials. The decision to construct a bus turnout should include an evaluation of the impact on public transportation as well as private vehicle operations. Too many or poorly designed bus pullouts can actually impede the performance of the transit system (and other vehicles) as buses may have greater difficulty pulling out into traffic. As with most improvements, pullouts should be coordinated between transit staff and the local jurisdiction.

For stops located at low-speed, low-volume roadways without unusually high passenger activity, it is appropriate for transit buses to stop in the travel lane. This condition applies to many of the Lake Transit stops located off of the state highways or urban arterial roadways. Based on design guidelines in various rural areas throughout the country, roadways adjacent to bus stops with a speed limit of 35 miles per hour (MPH) or higher and a peak-hour volume of 250 or higher in the lane of travel warrant a bus turnout². Assuming a typical traffic pattern in which 10 percent of daily traffic occurs in the peak hour and daily volumes are balanced between the two directions, this corresponds to an average daily traffic volume of 5,000 for a two-lane roadway and 10,000 for a four-lane roadway.

Pullouts are also appropriate in the following circumstances:

- When the potential for conflicts between transit and passenger vehicles warrants separation of the two. For example, a bus stop located in a travel lane of a signalized intersection often requires a turnout to prevent the stopped bus from causing traffic to queue through the intersection.
- Under conditions with high or increasing bus or passenger volumes or on high speed roads.

Recommended bus pullout standards are as follows:

- 10' minimum width (can include gutter pan)
- Minimum of 60' of transition prior to bus stop
- 50' bus stop
- Minimum of 60' of transition beyond bus stop
- Red curb zone through all dimensions cited
- 50' to 100' radius on curb horizontal curves, except the curb radius immediately in front of the bus stop should be 25' to 50'
- Concrete pavement

²The Oregon Department of Transportation, *Design Guidelines for Public Transportation*, Chapter 12, 12-6.

Bus Loading Area

At a minimum, all new construction should include a concrete wheelchair pad 5' (parallel to curb) by 8' (perpendicular to curb) located to align with the lift/ramp location of all transit vehicles serving the stop. Slope parallel to the roadway shall match that of the roadway, while cross-slope shall not exceed a maximum of 2 percent.

Passenger Amenities

Passenger amenities are significant elements in attracting public transportation users. Shelters provide protection from the elements and benches add comfort; trash receptacles, lighting, bicycle parking facilities, and other amenities add convenience and safety. The recommended standards with respect to the need for furniture at a bus stop are as follows:

1. Less than 5 passengers boarding per day – No furniture recommended
2. Between 5 and 9 passenger boardings per day – Bench
3. 10 or more passenger boardings per day – Shelter with Bench

Note that these standards consider only boarding activity, as passengers alighting from a bus usually do not use the street furniture. Other considerations may include the potential of a bench or shelter to attract additional riders based on surrounding activities.

A minimum horizontal clearance of 2 feet should be provided between the curb (if provided) or edge of pavement (if curb not provided) and any obstruction (such as a bus stop sign). Trees should be trimmed at least 12 feet above the roadway pavement for the length of the bus stop.

Shelter

A bus shelter provides protection from the elements as well as seating. Typically, a shelter is constructed of clear side-panels for visibility and safety. Standardized shelters are available that accommodate various site demands and passenger volumes. Existing Lake Transit shelters are typically 9 feet by 5 feet. In a few locations, such as transfer points, larger shelters or multiple shelters may be warranted. A typical transit standard is to provide a minimum of 10 square feet per person waiting at the stop at peak times.

Minimum ADA design implications apply to the installation of new or replacement bus shelters and include the following:

- A minimum clear floor area of 30 inches by 48 inches, entirely within the perimeter of the shelter.

- Maintain shelter openings to be a minimum of 36 inches to allow a wheelchair to pass through.
- Bus stop shelters should be connected by an accessible route to the bus stop landing pad.
- Bus stop shelters should not be placed on the wheelchair landing pad.
- General ADA mobility clearance guidelines should be followed around the shelter and between the shelter and other street furniture.

In addition to the number of boardings per day, other factors that Lake Transit may wish to consider when evaluating the installation of a shelter include:

- Climate (wind, rain, heat, etc.), which may lead to recommendations regarding whether or not to have side panels or the need for air circulation, heating, or cooling systems.
- Vandalism (broken or scribed glazings).
- The number of transfers at a stop.
- The availability of space to construct a shelter and waiting area.
- The number of elderly individuals or people with disabilities in the area.
- The proximity to major activity centers.
- The frequency of service.
- Adjacent land uses.

A shelter pad at least 16' (parallel to the travel lane) by 6' (perpendicular to the travel lane) should be provided. This pad is in addition to the wheelchair pad, and in addition to any required sidewalk. A minimum distance between the front edge of the bench and the edge of the curb or traveled way of 5' should be provided, which can include any required sidewalk. An accessible path of travel (with a minimum width of 36 inches and adequate slope and surface) shall be provided connecting the wheelchair pad and shelter pad.

Bench

Current Lake Transit benches are either 6 feet or 8 feet in length. Minimum ADA design considerations apply to the installation of new or replacement benches and include the following:

- Clear floor or ground space for wheelchairs.
- 20 inches minimum to 24 inches maximum in “overall” depth for benches with backrests.
- Seat height: 17 inches minimum to 19 inches maximum above the floor or ground.
- Back support: Extends from a point 2 inches maximum above the seat to a point 18 inches minimum above the seat.
- Structure supporting vertical or horizontal forces of 250 pounds applied at any point on the seat, fastener, mounting device, or supporting structure.
- Exposed benches should be slip-resistant and designed to shed water.

A pad at least 8’ (parallel to the travel lane) by 3’ (perpendicular to the travel lane) should be provided. This pad is in addition to the wheelchair pad, and in addition to any required sidewalk. A minimum distance between the front edge of the bench and the edge of the curb or traveled way of 5’ should be provided, which can include any required sidewalk. An accessible path of travel (with a minimum width of 36 inches and adequate slope and surface) shall be provided connecting the wheelchair pad and bench pad.

Accessible Pad Location

A key design parameter for bus stops is to ensure that the ADA wheelchair loading areas align with the location of ramps or lifts on the vehicles. The current Lake Transit fleet includes a total of 32 vehicles, comprised of 10 individual vehicle types. Most vehicles have a wheelchair loading location immediately behind the front ambulatory passenger door. However, as fleet replacement and new air emission rules will require new vehicles in the fleet in the future, bus stops should be designed to allow the flexibility of obtaining buses with wheelchair loading in the middle or rear of the bus.

Curb and Sidewalk

Curb or curb and sidewalk shall be constructed as part of the bus stop improvements along roadways with existing or planned curb/sidewalk. Curb heights should be no less than 4 inches and no more than 8 inches. Sidewalk width shall be determined by the individual jurisdiction.

Local or Caltrans standards should be applied with regards to the design of sidewalks and bicycle facilities. ADA and ADAAG requirements discussed above also apply.

Signs

It is recommended that signs be posted at all bus stops. Signed stops are a key element in informing passengers where service is available. In addition, bus stop signs provide a permanent “presence” on the street that substantially increases public awareness of the transit program, among riders and non-riders alike.

The bus stop sign should, wherever possible, be placed even with where the operator is trained to stop the front door of the bus, to let patrons know where to stand. Signs closer to the curb should be positioned to face toward the sidewalk to prevent bus mirrors from hitting the signs. Placement within an existing sidewalk of four feet or less width should be avoided wherever possible. Signs can be located on existing poles, such as streetlights or other traffic information signs. Unprotected sign posts should be of the break-away type to minimize injuries and damage resulting from motor vehicle accidents.

Minimum ADA design implications apply to the installation of new or replacement signs. The bottom of the sign should be at least 7 feet from the ground, and the sign should not be closer to the curb than 3 feet. In the areas where there are sidewalks, allow at least 36 inches of clear path on the sidewalk.

Trash Receptacles

Litter at a bus stop is a negative image for the transit agency as well as the community. The installation of trash receptacles at bus stops can alleviate this problem. Not all bus stops require trash receptacles; the decision to include a receptacle at a stop is typically based on boarding counts. If litter is a problem at a particular stop (due, perhaps, to the presence of a fast-food outlet or a convenience store near the stop), a trash receptacle should be installed regardless of boarding counts. Trash receptacles should only be placed at those stops that the transit agency can reliably schedule for trash pickup.

In some instances, communities require maintenance of transit receptacles as a condition of nearby development. There is a mutually beneficial relationship between businesses and transit, and the need to work together with the community, particularly fast-food restaurants, to service trash receptacles.

Lighting

The lighting at a bus stop affects the safety of patrons and the use of the stop by patrons and non-patrons in the hours after sunset. A well-lit bus stop enhances the waiting passengers' comfort and security, while a dimly lit or unlit stop encourages non-patrons to loiter at the stop. It is recommended that from 2- to 5-foot-candles of illumination be provided at all bus stops that will be in use after daylight hours. Lighting fixtures should be vandal-proof and easily maintained; the use of exposed bulbs and other elements that can be easily tampered with or destroyed should be avoided. When possible, bus stops should be located near existing streetlights as this is a cost-effective method of providing adequate lighting. Another option is the use of solar power to illuminate bus shelters. Typically, the power system mounts to a pole which makes it compatible with any shelter and maximizes the solar energy harvest.

Bicycle Parking

It is appropriate to provide bicycle parking at some bus stops. The provision of bike parking facilities discourages bicycle riders from locking their bikes to the bus stop structures or to structures on adjacent properties, and reduces visual clutter by locating bikes together in one area. Bicycle parking facilities should be located away from other activities, to reduce congestion and improve safety. At lighted stops, the bike parking should be located near the lighting to offer protection from theft. The bike parking should not restrict views into the bus stop area. It is recommended that racks for bike parks be provided at bus stops where there is the potential for a high level of patrons access by bike, such as near educational facilities.

Bus Stop Spacing

Bus stop spacing should depend on passenger convenience, ridership levels and operational considerations. It is recommended that the range of spacing between each stop of Lake County be between 660 and 880 feet on all routes in developed areas. This measurement is a guideline only, and other factors should be considered when planning the actual location of bus stops, including the availability of pedestrian access and the location of major trip generators. Bus stops shall be placed close to subdivision access points and within one block of activity centers such as shopping centers, schools, health care facilities, social service offices, apartment complexes, and mobile home parks. In rural areas, stops should be placed to serve specific transit trip generators and cross-streets, but are typically not closer than a quarter-mile apart.

Studies have shown that transit use begins to drop off when potential users have to walk more than 1,000 feet. A survey from the *Lake County Transit Development Plan (2004)* found that a majority (55 percent) of users who walked to the bus walked 0-2 blocks while 76 percent walked 0-4 blocks. It has also been found that too many stops can impede performance of the transit system by making it unnecessarily slow.

Bus Stop Placement

Bus stops can be located far-side of an intersection, near-side of an intersection or mid-block.

Far-Side Bus Stops are located immediately after an intersection and are recommended at intersections where sight distance or signal capacity problems exist, where parking conditions are critical, where right or left turns by general traffic are heavy, and where buses make left turns. In general, transit agencies and traffic engineers prefer to standardize on far-side stops unless conditions indicate that near-side or mid-block is required because standardization benefits the visually impaired.

Near-Side Bus Stops are located immediately before an intersection and are typically the preferred alternative where buses make right turns, and shall also be an alternative at intersections where transit flows are heavy, but traffic and parking conditions are not critical.

Mid-Block Bus Stops are located between intersections and are typically an alternative in strip commercial areas where the block faces are longer, with multiple destinations served within the block, in downtown areas where multiple routes require long loading areas that might extend an entire block, or where traffic, physical, or environmental conditions prohibit near or far-side stops.

Resources and References

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ATTACHMENT A

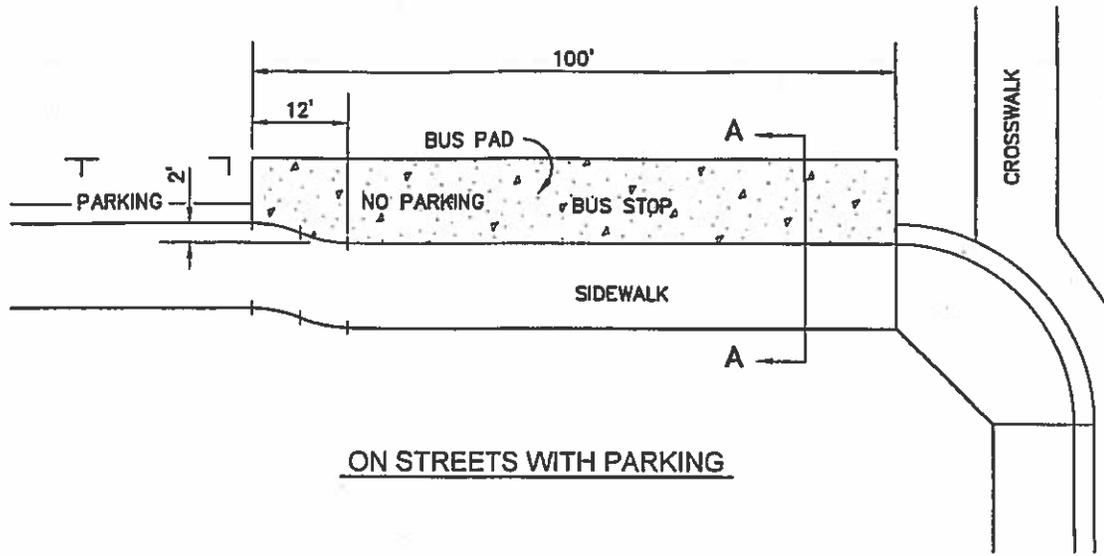
DESIGN AND CONSTRUCTION STANDARDS



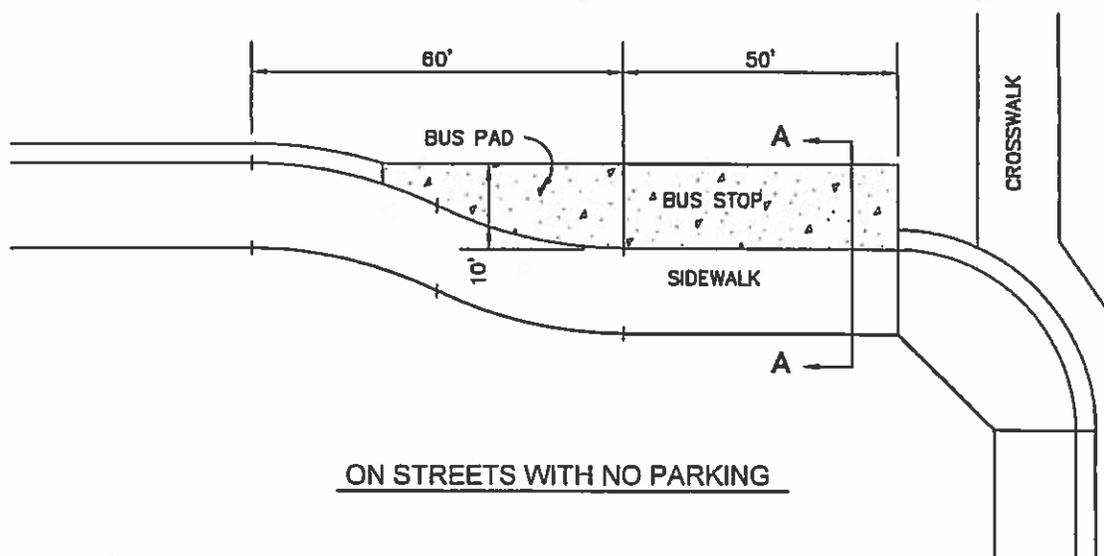
September, 1994
Revised June, 2012

City of Clearlake
14050 Olympic Drive
Clearlake, CA 95422

Images: Clearlake logo.jpg; Xrefis: Polk: F:\BWAP-STD\CLEARLAKE\Std\DRAT Stds Update 2012\Chk 221-223.DWG Layout Name: 223-1 Plot Date: Jun 05, 2012 at 11:47 am



ON STREETS WITH PARKING



ON STREETS WITH NO PARKING

NOTES:

1. SEE SECTION A-A, SHEET 3.
2. BUS BENCHES AND SHELTER SHALL BE LOCATED BEHIND THE SIDEWALK OR IN SUCH A MANNER THAT A MINIMUM 5' CLEAR SIDEWALK IS PROVIDED.
3. DESIGN SHALL CONFORM TO THESE REQUIREMENTS, EXCEPT AS OTHERWISE APPROVED BY THE CITY ENGINEER.

SHEET 1 of 3



**BUS STOP
AT INTERSECTION**

**STD. NO.
223**

SCALE: NONE

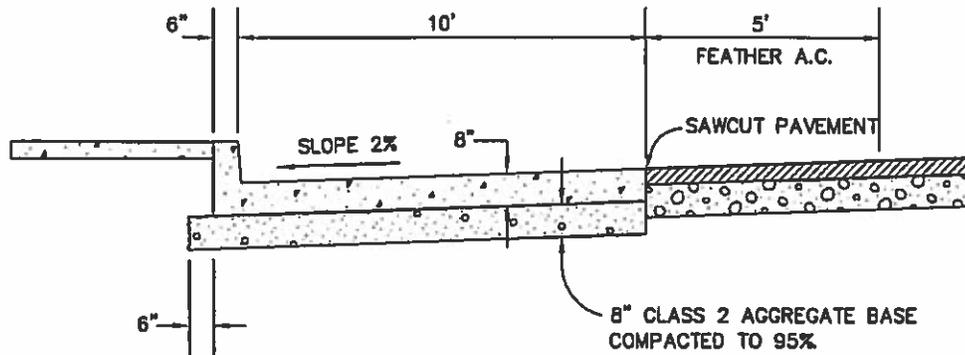
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CHK: PWW

APPVD: JLW

DATE: JUN. 2012

Images: Clearlake logo.jpg; Xrefs:
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SECTION A-A

NOTES:

1. EXPANSION JOINTS & SCORE MARKS TO MATCH EXISTING CURB, GUTTER, & SIDEWALK.
2. USE CLASS "A" P.C.C.
3. CONSTRUCT SUBDRAINS WHEN REQUIRED BY CITY ENGINEER.
4. REINFORCING STEEL REQUIRED IN CONC. #4 @ 12" O.C. EACH WAY, OR #5 @ 16" O.C. EACH WAY.
5. DESIGN SHALL CONFORM TO THESE REQUIREMENTS EXCEPT AS OTHERWISE APPROVED BY THE CITY ENGINEER.

SHEET 3 of 3



**CONCRETE BUS PAD
 DETAIL**

STD. NO.

223

SCALE: NONE

DRAWN: DRH

CHK: PWW

APPVD: JLW

DATE: JUN. 2012



Welcome to Lake Transit Authority’s Bus Passenger Facility Plan Public Survey!

Lake Transit Authority (LTA) was awarded a California Department of Transportation Sustainable Transportation Planning Grant to develop a Bus Passenger Facility Plan. This plan will provide an overall strategy for improving bus passenger facilities in a way that best serves the community as a whole.

LTA wants to hear your input on the types of facility improvements that you would like to see at Lake County bus stops. Please fill out this short survey to make your voice heard!

In addition to this online survey, two workshops will be held during the public survey period in the City of Clearlake and the City of Lakeport. Please visit www.laketransit.org for more information.

This survey will be available through Friday, September 28th. For any questions about the survey or workshops, please contact John Speka, Senior Transportation Planner with the Lake Area Planning Council (spekaj@dow-associates.com).

Thank you!

How do you use transit?

1. As a bus rider, which of the following is more important to you?
 - Buses arriving on time
 - Buses stopping at a high number of locations

2. Please rank the importance of the following bus stop amenities on a scale of 1 to 5 (1 being “not important” and 5 being “very important”):

	1 – Not important	2	3 – Moderately important	4	5 – Very important
Shelters					
Bus stop signs					
Benches					
Trash receptacles					
Lighting					
Shade					
Bicycle parking					
Schedule information					



Welcome to Lake Transit Authority's Bus Passenger Facility Plan Public Survey!

6. Please rank 1 through 6 the following improvements based on what you believe would most effectively improve safety at these bus stops, with 1 being the most effective:

Improvement	Ranking
Bus pull out (a designated spot on the side of a road where buses pull out of the flow of traffic to pick up and drop off passengers)	
Bus stop signs clearly marking the area as a bus stop location	
Bus landing pad (level landing area located adjacent to the bus stop sign)	
An accessible path of travel, such as a sidewalk and crosswalk to and from the bus stop	
Improved lighting and visibility	
Security cameras or security guards	

Question 6 Photo Examples



Bus pull out



Bus landing pad



Accessible path of travel

7. In order of preference, how would you most like to be informed about the time the bus will arrive at your bus stop?

Improvement	Ranking
Bus schedule posted at bus stop	
Bus schedule posted on website viewed from smartphone or computer (Like a printed schedule, this would show the scheduled bus arrival times, but it is not updated to predict actual arrival time.)	
Real-time bus schedule on a smartphone app or computer (This would be a real-time schedule tracking the location of buses and updating the schedule based on the actual location of the buses)	



LAKE COUNTY/CITY AREA PLANNING COUNCIL STAFF REPORT

TITLE: Lake Transit Authority Clearlake Transit Hub Location

DATE PREPARED: 8/16/2018

MEETING DATE: 8/23/2018

SUBMITTED BY: John Speka, Senior Transportation Planner

BACKGROUND: In May 2017, the Lake APC Board approved a Transit Hub Location Plan, which provided an overview of potential sites for a new Lake Transit Authority transit hub within the City of Clearlake. According to the Plan, the preferred site would be located on a County-owned property along Dam Road Extension at its southwest intersection with South Center Drive. LTA will be able to use funds from the Public Transportation Modernization, Improvement, and Service Enhancement (PTMISEA) Program for work on the architectural and engineering component of the future project. Prior to moving forward, however, LTA will need to work with the County to secure the use of the property by either acquiring it from the County outright, or else by leasing the site.

LTA and Lake APC staff have recently had discussions with Jeff Smith and Moke Simon regarding the site. Both County supervisors have indicated their support in favor of the County donating the land to LTA, although it will require an additional vote on the five-member Board of Supervisors for that to happen. A formal request at a BOS hearing is being planned for September 18. Joining LTA and APC staff will be representatives from the consulting firm, LSC, which prepared the original Location Plan. Support letters will be requested from key stakeholders such as administrators from adjacent schools (Konocti Education Center and Woodland College) and the City of Clearlake. Items to be covered at the meeting include potential agreements regarding acquisition or use of the land, security matters involving public educational facilities directly across from the site, potential layout and siting and regional benefits associated with having the facility built at that location.

ACTION REQUIRED: None, information only.

ALTERNATIVES: None.

RECOMMENDATION: None.



LAKE COUNTY/CITY AREA PLANNING COUNCIL STAFF REPORT

TITLE: Sustainable Transportation Planning Grants Update

DATE PREPARED: 8/16/2018

MEETING DATE: 8/23/2018

SUBMITTED BY: John Speka, Senior Transportation Planner

BACKGROUND: As mentioned in previous reports, SB 1 has provided annual funding for Transportation Planning Grants, including \$25 million for the Sustainable Communities program and \$6 million for Adaptation Planning Grants. A Call for Applications is expected in September for the 2019-20 Cycle.

APC staff is currently administering four projects funded through cycles within the past year and a half. The four projects are listed as follows:

- **Lake Transit Authority Bus Passenger Facility Plan-** The purpose of this Plan is to determine passenger facility needs with a focus on bus stop locations and improvements that could be used to help with the overall performance of LTA services. Improvements may include safety, security and other amenities such as bus stop shelters, benches or easier to access/readily available route information. Also included as part of the project is the development of an agreement between LTA and the local agencies served by the bus service to fund and/or maintain improvements identified within the Plan. The consultant has recently completed an “existing Conditions” report and is in the process of conducting the public outreach phase of the project.
- **Lake County Pedestrian Facilities Needs Inventory and Engineered Feasibility Study-** This project involves the identification of needs, priorities and feasibility of improving deficiencies within the pedestrian networks of the region’s cities and unincorporated communities. Ultimately, the project will develop a plan providing options and recommendations allowing for more competitive proposals as future funding opportunities (e.g. Active Transportation Program) arise. The consultant has recently completed a review of existing local and regional plans and has developed a list of potential projects. The next phase will be to gather additional input from the Project’s Technical Advisory Group (meeting after today’s TAC meeting) regarding the list, as well as developing strategies for the upcoming public outreach phase of the Plan.
- **Eleventh Street Corridor Multi-modal Engineered Feasibility Study-** This project will explore transportation alternatives along the Eleventh Street corridor within the City of Lakeport. Expanding on a recent City prepared right-of-way evaluation, it will examine costs and options for Complete Street improvements with a focus on expanding multi-modal use and improving safety for non-motorized and transit dependent users of the corridor. After the project’s budget has been amended into the OWP, an RFP will be prepared for release, expected within the next month or two.
- **Highway 20 Northshore Communities Traffic Calming Plan and Engineered Feasibility Study-** The intention of this project is to analyze current conditions and formulate traffic calming projects including bicycle, pedestrian and transit friendly options to improve the attractiveness and overall livability of the area. Input from County, Caltrans and Tribal government representatives, along with a series of community workshops, will be used to develop prioritized lists of improvements. Similar to the Eleventh Street project, an RFP will be prepared once the OWP has been amended to include expenditures for the project.

Lake APC staff is also planning on preparing an application for the upcoming cycle, which will involve a survey of local college students' use of a free bus pass program to be used by LTA in the coming school year. The free pass program is grant funded through the Low Carbon Transit Operations Program (LCTOP) and will cover one year's worth of expense. The purpose of the survey would be to help determine the overall value of the free pass program to students, and how local colleges might benefit by attaching student fees for its continuation in the future.

We would also be available to help develop any other planning grant applications upon request by local agencies.

ACTION REQUIRED: None, information only.

ALTERNATIVES: None.

RECOMMENDATION: None.