

APPENDIX G

LOCAL ADOPTION OF PLAN

One of the key purposes for developing the *Countywide Bicycle and Pedestrian Plan* (CBPP) is to help local jurisdictions become eligible for State Bicycle Transportation Account (BTA) funds. According to Chapter 21 of Caltrans' Local Assistance Guidelines, "to be eligible for BTA funds, a local agency must have an adopted Bicycle Transportation Plan (BTP) that complies with Section 891.2 of the Streets and Highways Code." The Authority believes that the CBPP complies with these State requirements. Local agencies, however, will *not* automatically meet Caltrans requirements when the Authority adopts the *Countywide Bicycle and Pedestrian Plan*.

How can jurisdictions use the *countywide* plan to provide *local* eligibility? There are two basic methods:

- 1. Adopt the CBPP with Any Changes Listed in the Adopting Ordinance.** In this approach, the jurisdiction would simply adopt the *Countywide Bicycle and Pedestrian Plan* but with specific caveats in the adoption language to make it more relevant to that community. Those changes, if not extensive, could be listed in the resolution. If the changes are

more extensive, they could be listed in an attachment to the resolution. (See below for recommended local additions.)

- 2. Use the CBPP As a Template for the Local Plan.** In the second approach, the jurisdiction would create their own local Bicycle Master Plan using the CBPP as the starting point. The Authority will make an electronic copy of the CBPP available to jurisdictions so that they create their plan from it.

In either approach, a jurisdiction would adopt some version of the countywide plan. We have been careful to design the CBPP so that it meets the 11 requirements in State law for a bicycle plan. (Those requirements are listed in the Introduction of the CBPP.) A plan that doesn't meet those requirements would not get Caltrans approval and those would not provide eligibility for BTA funding.

In addition, Caltrans will be looking for additional detail from each jurisdiction submitting an application. This information could be included as part of their adoption or adaptation of the CBPP. The steps to customizing or supplementing the Countywide Plan for Caltrans are actually quite simple and are outlined below.

1. **Land use map.** Include the most recent copy of your land use map from your General Plan in your application.
2. **Existing and proposed bicycle transport and parking facilities in connection with other modes.** The Countywide Plan does provide a countywide summary of both of these items. Local jurisdictions should supplement this with a paragraph describing the general extent of bicycle parking in the community and the presence of any multi-modal terminals (but excluding bus stops except where they are transfer points).
3. **Existing and proposed facilities for changing clothes.** Caltrans defines this as any school, park, or other public location where bicyclists may be able to change their clothes and possibly shower. Caltrans did not intend it to include private showering or changing facilities. Local jurisdictions may wish to write a paragraph describing existing parks, schools, or other public facilities that have changing or shower facilities.
4. **Past expenditures.** Agencies should provide a simple estimate of the past annual amounts spent on bicycle facilities in your community,

including TDA, regional, state, and federal grants.

5. **Projects.** Local jurisdictions may need to modify the list of recommended projects according to local priorities.

Review of Local Bicycle Plans

After a jurisdiction adopts its own bicycle plan (using either approach outlined above), it must get approval first from the Authority and then from the Caltrans Bicycle Facilities Unit. (The CBPP will need to be approved by the Metropolitan Transportation Commission and Caltrans.) To qualify for BTA funds, the plan must be adopted no earlier than four years prior to the beginning of the State fiscal year.