

ACTIVE TRANSPORTATION PLAN CHECKLIST FOR CONSIDERATION OF ACTIVE TRANSPORTATION POLICIES

DIRECTIONS

The following Active Transportation Plan (ATP) checklist is designed to ensure project applicants consider and include active transportation programs and facilities into projects where applicable. Applicants should refer to the online resources and the attached ATP Checklist Reference Sheet, which includes policies and provides examples for implementation. For a complete list of definitions, please refer to the *Linking Tahoe: Active Transportation Plan* Glossary on pages 13-16. Use the blank boxes to add any additional information. If more space is required, please attach separate sheets and reference the question number and letter.

This ATP Checklist must be completed by project applicants if the project-specific application checklist identifies the ATP Checklist as required.

Online Resources: To access the *Linking Tahoe: Active Transportation Plan* and other resources needed to complete this checklist, please visit www.trpa.gov and access the "Applications & Forms" page under "Permitting." Links to the Active Transportation Plan Checklist and the Maintenance Responsibilities Chart and Plan are listed under the "Environmental Documentation" section of that page. Additional resources are linked below:

- [Maintenance Responsibilities Chart and Plan](#)
- [Linking Tahoe: Active Transportation Plan](#)
- [Transportation Web Map](#)
- [Complete Street Resource Guide](#)
- [California Manual on Uniform Traffic Control Devices](#)
- [State Route 28 National Scenic Byway Corridor Signage Master Plan](#)
- [Learn more about the Transportation Program](#)

ATP CHECKLIST

I. PROJECT DESCRIPTION:

Project Location/Assessor's Parcel Number (APN):

Project Name:

County/City:

II. FACILITY MAINTENANCE:

- a. **Submit your Maintenance Responsibilities Chart and Plan (attach plan to this checklist prior to submission) *If the project contains active transportation facilities (i.e. bike and pedestrian facilities), you are required to fill out and submit the Maintenance Responsibilities Chart and Plan prior to permit issuance. The plan will clarify roles for annual and capital infrastructure operating and maintenance and identify funding needs and possible sources. This information will be included in issued permits.***

View the [Maintenance Responsibilities Chart and Plan](#) online.

Submitted with this checklist

Not submitted

III. MULTI-MODAL CONNECTIONS:

- a. **Will the project include facilities that promote and encourage intermodal connectivity? If yes, please describe. Note "intermodal connectivity" is defined as using two or more modes of transportation in a single journey (ex: walking from your house to the bus stop and riding the bus to work). *Examples of such facilities include first and last mile trip facilities and infrastructure that aim to improve connectivity between all transportation modal options. Please refer to the attached ATP Checklist Reference Sheet, which lists several methods that may be used to satisfy this checklist item under Policy 3.1 in the 2016 Active Transportation Plan.***

Yes

No

IV. PROJECT IMPLEMENTATION:

- a. **Provide a detailed traffic management plan for alternate routes to detour bike and pedestrian traffic during project construction.** *If project construction will impact an active transportation route, projects must adhere to the appropriate [Manual on Uniform Traffic Control Devices \(MUTCD\)](#) requirements. The bike and pedestrian traffic management plan must be included on approved plans. All active transportation routes can be found using the TRPA GIS Transportation Web Map: <http://gis.trpa.org/transportation/>*

Submitted with this checklist

Not submitted

- b. **Does the project proposal incorporate constructing segments of the proposed active transportation network? If yes, please describe.** *If the project is within the 75-foot buffer of existing and proposed active transportation facilities, please review the TRPA Code of Ordinances, Section 65.3.2 to determine if active transportation requirements apply. Determine if the project is within the 75-foot buffer of existing or proposed active transportation facilities using the TRPA GIS Transportation Web Map: <http://gis.trpa.org/transportation/>*

If the project is subject to active transportation requirements within the 75-foot buffer, work with your TRPA or local jurisdiction planner to determine how best to adhere to the requirements related to your project.

If the project is not within the 75-foot buffer, but you would still like to include a connection to existing active transportation facilities, contact the TRPA transportation department or the local agency with jurisdiction over the project site for additional instruction. Review the [Complete Street Resource Guide](#) for design considerations.

Yes

No

- c. **If the project includes construction of a shared-use path, does the path include permanent counting equipment? If yes, please describe.** Note that “shared-use path” is defined as a paved, off-road facility designed for travel by a variety of nonmotorized users, including bicyclists, pedestrians, skaters, joggers, and others. *Please contact the TRPA transportation department for information on permanent counting equipment.*

Yes

No

- d. Does the project proposal incorporate end-of-trip active transportation facilities? If yes, please describe. Note that “end-of-trip active transportation facilities” are defined as designated places that support bicyclists, joggers, and walkers in using alternative ways to travel to work rather than driving or taking public transit. These types of facilities also benefit people who exercise during their lunch break and might include secure bicycle parking, water fountains, benches, locker facilities, showers, and restrooms. *A full list of possible end-of-trip active transportation facilities at commercial, tourist, recreational, transit, lodging, and government centers is included in the attached ATP Checklist Reference Sheet page under Policy 4.5 of the 2016 Active Transportation Plan.*

Yes

No

V. EDUCATION, ENCOURAGEMENT, EVALUATION, AND ENFORCEMENT PROGRAMMING:

- a. Does the project include active transportation wayfinding? If yes, please describe. Note that “wayfinding” refers to information systems that guide people through a physical environment and enhance their understanding and experience of the space (ex: visual cues that direct travelers, such as maps and traffic signs). *If the project site is privately owned and includes or is near a public active transportation facility, contact your local agency to identify the recommended wayfinding signage for the project. If the project site is government-owned and is part of the Tahoe Trail around the lake, contact TRPA transportation department to obtain the appropriate signage information.*

For a general understanding of the Region’s wayfinding signage design guidelines, please review pages 77-81 of the Complete Street Resource Guide and the State Route 28 National Scenic Byway Corridor Signage Master Plan.

- [Complete Street Resource Guide](#)
- [State Route 28 National Scenic Byway Corridor Signage Master Plan](#)

Yes

No

ATP CHECKLIST REFERENCE SHEET

ATP Policy 3.1: *“Create convenient intermodal connectivity which considers first and last mile facility needs and connects all modal options by providing necessary infrastructure and schedule coordination.”*

ATP Policy 3.1 Implementation Examples	
Commercial	<ul style="list-style-type: none"> • Include bus stop facilities such as bus schedules, route maps, bike racks, benches and lighting for safety if a bus stop is within 300 feet of the project location. • Information kiosks that provide real-time bus schedule and route data, such as a monitor that displays bus arrival times. • Incorporate sidewalk planters, trees, or other greenery to encourage walking and separate pedestrians from the street. • Include sidewalks, bike paths, and wayfinding signage in the project to connect users to existing pedestrian and bicycle networks in the Region. • Provide fix-it stations for bicycle rehab such as air pump and hand tools. • Include a bike sharing station on-site if deemed an appropriate location.
Multi-Family	<ul style="list-style-type: none"> • Include bus stop facilities such as bus schedules, route maps, bike racks, benches and lighting for safety if a bus stop is within 300 feet of the project location. • Include sidewalks, bike paths, and wayfinding signage in the project to connect users to existing pedestrian and bicycle networks in the Region. • Consider unbundling parking with unit rent costs so tenants must pay for a parking permit or an additional monthly parking fee. Include free bus pass, secure indoor bike parking, and on-site fix-it stations with rental unit. • Include a bike sharing station on-site if deemed an appropriate location.
Public Service	<ul style="list-style-type: none"> • Include bus stop facilities such as bus schedules, route maps, bike racks, benches and lighting for safety if a bus stop is within 300 feet of the project location. • Include sidewalks, bike paths, and wayfinding signage in the project to connect users to existing pedestrian and bicycle networks in the Region. • Provide fix-it stations for bicycle rehab such as air pump and hand tools.
Recreation	<ul style="list-style-type: none"> • Include bus stop facilities such as bus schedules, route maps, bike racks, benches and lighting for safety if a bus stop is within 300 feet of the project location. • Information kiosks that provide real-time bus schedule and route data, such as a monitor that displays bus arrival times. • Include sidewalks, bike paths, and wayfinding signage in the project to connect users to existing pedestrian and bicycle networks in the Region. • Provide fix-it stations for bicycle rehab such as air pump and hand tools. • Include a bike sharing station on-site if deemed an appropriate location

<p style="text-align: center;">Tourist Accommodation</p>	<ul style="list-style-type: none"> • Include bus stop facilities such as bus schedules, route maps, bike racks, benches and lighting for safety if a bus stop is within 300 feet of the project location. • Information kiosks that provide real-time bus schedule and route data, such as a monitor that displays bus arrival times. • Include sidewalks, bike paths, and wayfinding signage in the project to connect users to existing pedestrian and bicycle networks in the Region. • Provide bike rentals on-site for guests. • Incorporate sidewalk planters, trees, or other greenery to encourage walking and separate pedestrians from the street. • Use parking management strategies to reduce the area used for parking at the project site. These could include collaborating with neighboring business owners to implement shared parking spaces; provide limited paid parking at the project site for visitors; collaborate with local government and business owners to provide incentives for visitors and employees to use alternative modes of transportation, such as transit, walking, carpooling, or biking. These incentives may consist of subsidized or free bus passes or free bike rentals. • Include a bike sharing station on-site if deemed an appropriate location.
---	--

ATP Policy 4.5: *“During project planning and permit approval, identify and address the need for support and end-of-trip active transportation facilities including bicycle parking, water fountains, benches, and restrooms at commercial, tourist, recreation, transit, lodging, and government centers.”*

ATP Policy 4.5 Implementation Examples	
<p style="text-align: center;">Commercial</p>	<ul style="list-style-type: none"> • Provide secure covered or indoor bike parking facilities in well-lit areas with high visibility to ensure visitors can safely store their bikes at the project site during their visit. If this is not feasible, consider coordinating with your local government to implement unconventional bike parking infrastructure, such as attaching Cyclehoops to railings, street signs, parking meters, etc. • Provide water fountains, locker rooms, and showers to accommodate employees who commute to work by bike. • Provide fix-it stations for bicycle rehab such as air pump and hand tools. • Information kiosks that provide real-time bus schedule and route data, such as a monitor that displays bus arrival times.
<p style="text-align: center;">Multi-Family</p>	<ul style="list-style-type: none"> • Provide secure covered bike parking in well-lit areas with high visibility to ensure residents and visitors can safely store their bikes at the project site. • Provide secure in-door bike parking facility that only residents can access.
<p style="text-align: center;">Public Service</p>	<ul style="list-style-type: none"> • Provide secure covered or indoor bike parking facilities in well-lit areas with high visibility to ensure visitors can safely store their bikes at the project site during their visit. If this is not feasible, consider coordinating with your local government to implement unconventional bike parking infrastructure, such as attaching Cyclehoops to railings, street signs, parking meters, etc. • Provide water fountains, locker rooms, and showers to accommodate employees who commute to work by bike. • Provide fix-it stations for bicycle rehab such as air pump and hand tools.

<p style="text-align: center;">Recreation</p>	<ul style="list-style-type: none"> • Provide secure bike parking in well-lit areas, with high visibility to ensure visitors can safely store their bikes at the project site while recreating. If this is not feasible, consider coordinating with your local government to implement unconventional bike parking infrastructure, such as attaching Cyclehoops to railings, street signs, parking meters, etc. • Provide water fountains and restrooms. • Provide benches and picnic tables to allow visitors to rest during their visit. • Provide fix-it stations for bicycle rehab such as air pump and hand tools. • Information kiosks that provide real-time bus schedule and route data, such as a monitor that displays bus arrival times.
<p style="text-align: center;">Tourist Accommodation</p>	<ul style="list-style-type: none"> • Provide secure covered bike parking in well-lit areas with high visibility to ensure visitors can safely store their bikes at the project site during their visit. If this is not feasible, consider coordinating with your local government to implement unconventional bike parking infrastructure, such as attaching Cyclehoops to railings, street signs, parking meters, etc. • Provide water fountains, benches, and information kiosks at the project site to increase the appeal of biking in the Region to tourists. • Provide water fountains, locker rooms, and showers to accommodate employees who commute to work by bike. • Provide fix-it stations for bicycle rehab such as air pump and hand tools. • Information kiosks that provide real-time bus schedule and route data, such as a monitor that displays bus arrival times.