

## TECHNICAL ADVISORY COMMITTEE MEETING NOTICE & AGENDA

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**DATE & TIME:** Thursday, May 8, 2025 • 9:00 AM – 11:00 AM

**LOCATION:** WCCTC Offices • 6333 Potrero Ave. at San Pablo Avenue, El Cerrito, CA 94530

**TRANSIT OPTIONS:** Accessible by AC Transit #72, #72R, #72M & El Cerrito del Norte BART

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**1. CALL TO ORDER**

*Estimated Time\*:* 9:00 AM

**2. PUBLIC COMMENT**

*Estimated Time\*:* 9:00 AM, (3 minutes)

*The public is welcome to address the TAC on any item that is not listed on the agenda. Please fill out a speaker card and hand it to staff. Please limit your comments to 3 minutes. Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The WCCTAC TAC may direct staff to investigate and/or schedule certain matters for consideration at a future TAC meeting.*

**3. CONSENT CALENDAR**

*Estimated Time\*:* 9:03 (2 minutes)

**A. Minutes from April 10, 2025, meeting**

*Recommendation:* Approve as presented.

*Attachment:* Yes

**4. REGULAR AGENDA ITEMS**

**A. Transit Priority Policy on Roadways**

*Description:* The Metropolitan Transportation Commission (MTC) is developing the Bay Area Transit Priority Policy for Roadways (TPPR). The TPPR's purpose is to enhance the transit rider experience by supporting the implementation of transit priority infrastructure and policies that improve transit travel times and reliability.

*Recommendation:* Receive information and provide feedback as needed.

*Attachments:* Yes

*Presenter/Lead Staff:* Britt Tanner (MTC), Joel Shaffer (MTC), Mike Miyasoto (AC Transit)

*Estimated Time\*:* 9:05 AM, (40 minutes)

**B. Contra Costa County Integrated Transit Plan (ITP)**

*Description:* CCTA staff will share an update on the Integrated Transit Plan, including proposed transit priority corridors and projects, as well as access improvements, highlighting the recommendations that may have the greatest impact on West County's infrastructure.

*Recommendation:* Receive information and provide feedback as needed.

*Attachments:* No

*Presenter/Lead Staff:* Kate Sargent, TYLin

*Estimated Time\*:* **9:45 AM**, (45 minutes)

**C. Draft FY 2025-26 WCCTC Work Program**

*Description:* Each year, WCCTAC staff prepares a work program in association with the development of the upcoming fiscal year budget. The draft work program is typically brought to the TAC for feedback prior to the Board's review. The TAC reviewed to Work Program, previously, at its April Meeting.

*Recommendation:* Receive information and provide feedback.

*Attachments:* Yes

*Presenter/Lead Staff:* John Nemeth, WCCTC staff

*Estimated Time\*:* **10:30 AM**, (10 minutes)

**D. Bike to Wherever Day Update**

*Description:* WCCTC staff will review plans for Bike to Wherever Day, which includes more energizer stations than any previous year.

*Recommendation:* Receive update.

*Attachments:* No

*Presenter/Lead Staff:* Coire Reily, WCCTC staff

*Estimated Time\*:* **10:40 AM**, (10 minutes)

**5. STANDING ITEMS**

**A. Technical Coordinating Committee (TCC) Report**

*Description:* TCC representatives will report on the last TCC meeting.

*Recommendation:* Receive update.

*Attachment:* No

*Presenter/Lead Staff:* WCCTC's TCC Representatives & WCCTC Staff

*Estimated Time\*:* **10:50 AM** (5 minutes)

**B. Staff and TAC Member Announcements**

*Description:* TAC members or WCCTAC staff can make comments or announcements.

*Recommendation:* Receive update.

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\* Estimated time for consideration is given as a service to the public. Please be advised that an item on the agenda may be considered earlier or later than the estimated time.

*Attachment:* No

*Presenter/Lead Staff:* WCCTC Staff and TAC Members

*Estimated Time\*:* **10:55 AM** (5 minutes)

## 6. **ADJOURNMENT**

*Description / Recommendation:* Adjourn to the next regular meeting of the TAC on Thursday, June 12, 2025. The next scheduled meeting of the WCCTC Board is Friday, May 23, 2025.

*Estimated Time\*:* **11:00 AM**

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- In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in the WCCTAC TAC meeting, or if you need a copy of the agenda and/or agenda packet materials in an alternative format, please contact Valerie Jenkins at 510.210.5930 prior to the meeting.
- If you have special transportation requirements and would like to attend the meeting, please call the phone number above at least 48 hours in advance to make arrangements.
- Handouts provided at the meeting are available upon request and may also be viewed at WCCTAC's office.
- Please refrain from wearing scented products to the meeting, as there may be attendees susceptible to environmental illnesses. Please also put cellular phones on silent mode during the meeting.
- A meeting sign-in sheet will be circulated at the meeting. Sign-in is optional.

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El Cerrito

## DRAFT WCCTC TAC Meeting Action Minutes

Hercules

**MEETING DATE:** April 10, 2025

Pinole

**MEMBERS PRESENT:** Janney Lockman, Richmond; Jamar Stamps, Contra Costa County; Finn Wurtz, WestCAT; Matt Brown, San Pablo; Jim Cunradi, AC Transit; Shelehia Meisner, BART

**GUESTS:** Matt Kelly, CCTA

Richmond

**STAFF PRESENT:** John Nemeth, Leah Greenblat, Coire Reilly, Mia Carrasco

**ACTIONS LISTED BY:** WCCTC Staff

San Pablo

ITEM	ITEM/DISCUSSION	ACTION/SUMMARY
1.	Call to Order	The meeting was called to order at 9:01 AM
2.	Public Comment	No Public Comments
3.	Consent Calendar: A. Minutes from February 13, 2025, Meeting. B. FY 2025-26 STMP Annual Fee Adjustment	Jim Cunradi moved, Matt Brown seconded, and the Consent Calendar was approved unanimously. Information only, attachments provided- STMP fee will be slightly lower in the upcoming FY.

Contra Costa County

AC Transit

### Regular Agenda Items

BART

WestCAT

4A.	SR 4 Corridor Vision Study / Hercules Hub Project	Matt Kelly provided information about the State Route 4 Corridor Vision Study. Staff also noted that there was a fact sheet included in the packet with information about the “bundle” of projects related to the Hercules Hub and the Hercules Transit Center. The TAC discussed the name that should be used for this bundle, as well as the status of federal funding, and questions about geographic equity for the S.R 4 improvements.
4B.	Draft FY 2025-26 WCCTC Work Program	John Nemeth walked the TAC through the Work Program for the upcoming fiscal year and sought the TAC’s feedback. He noted that the

ITEM	ITEM/DISCUSSION	ACTION/SUMMARY
		draft work program is typically brought to the TAC for review and comment prior to the Board's review. The TAC discussed the distinction between the CTP and the ITP, and other countywide efforts. There was also a suggestion that the Work Program could mention both the Pinole and San Pablo bridge projects on San Pablo Avenue.
4C.	Potential STMP Changes due to New State Law	Leah Greenblat explained that STMP fees have traditionally been collected at the time building permits are issued. However, as of January 1, 2025, state law now requires that for residential projects, development fees be collected later in the process. She noted that WCCTC staff is investigating how STMP collection will be affected. The TAC discussed some of the ambiguities of the new law and how it will impact fee collection in practice.
4D.	Preparation for Thursday, May 15, 2025 Bike to Wherever Day	Coire Reilly, of WCCTC staff, updated the TAC on the planning for Bike to Wherever Day.
<b>Standing Items:</b>		
5A.	Technical Coordinating Committee (TCC) Report	Staff noted that, of the TAC members present, most had actually attended the last TCC meeting.
5B.	Staff and TAC Member Announcements	Staff mentioned the Rumrill Blvd. Project ribbon cutting event in the afternoon.
6.	Adjournment	The meeting adjourned at 11:00 AM.





# Bay Area Transit Priority Policy for Roadways (TPPR)

WCCTC Technical Advisory Committee

May 8, 2025

4A. TPPR-1

# MTC's Regional Transit Priority Efforts

## *Established Initiatives*

**Transit  
Performance  
Initiative  
(TPI)**



*Funding*

**Forward Commute  
Initiatives**



*Project Delivery*

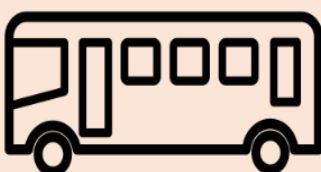
## *New Tools (Regional Network Management)*

**Transit Priority  
Policy for Roadways,  
Regional Transit  
Assessment**



*Planning & Policy*

**Bus Accelerated  
Infrastructure  
Delivery  
(BusAID)**



*Funding  
(Quick-Build)*

**Innovative  
Deployments to  
Enhance Arterials  
(IDEA)**



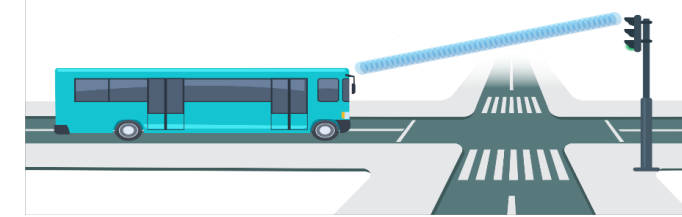
4A. TPPR-2



**Transit Priority roadway improvements and policies** help transit riders get where they want to go more quickly and reliably.

- **Bus lanes** and other **traffic engineering changes** helps transit avoid traffic congestion
- **Transit signal priority** reduces red light delay
- **Bus bulbs, optimized bus stops, and parking regulations** reduces boarding delays

All these improvements combine to make transit **more predictable and reliable**





4A. TPRR-3



- On average, Bay Area transit has slowed by 5% since 2016.
- Transit Priority can mitigate delays and increasing operating costs
  - Transit Signal Priority can reduce travel times by up to 10% (*AC Transit*)
  - Corridor-wide Transit Priority projects reduced travel times by 10 to 31% (*Muni*)

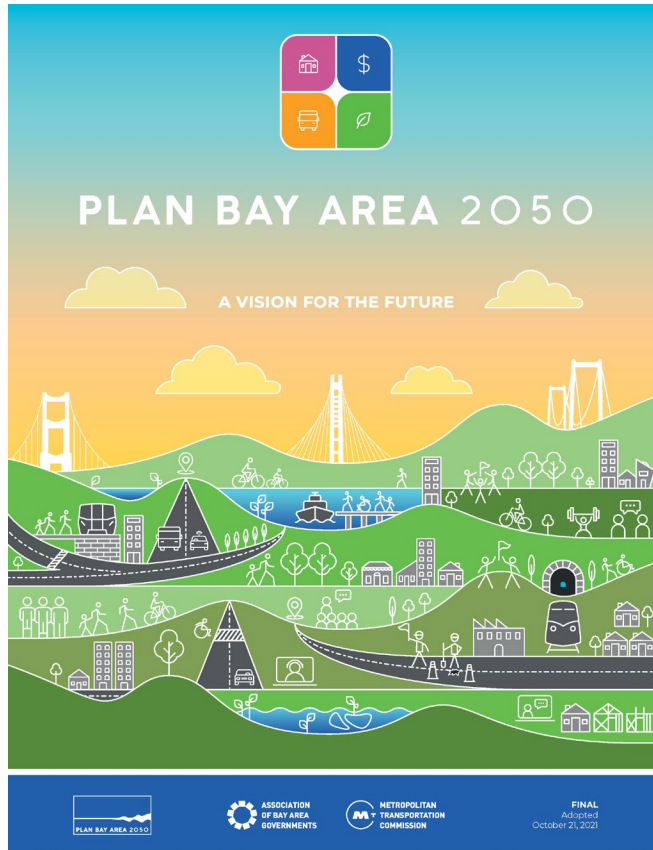
**EXAMPLE: Cost to Provide 30-Minute Bus Frequency, 6 AM – 8 PM, daily**

	One-way Travel Time	Buses Required	Annual Cost	
	60 minutes		\$4 million	
Slower speeds means longer trips ↓	66 minutes		\$4.5 million	↓ Higher operating cost for same headway

*Assumes operating cost \$200/hour/vehicle for example purposes only.*

4A. TPRR-4

# Vision for Transit in the Bay Area



**Plan Bay Area  
2050 (PBA)**



**Transit Transformation  
Action Plan (TAP)**

4A. TPRR-5

# Transit Priority Policy for Roadways (TPPR)



## Purpose:

**Enhance the transit rider experience by supporting implementation of transit priority infrastructure and policies, and promote the interagency coordination required to do so.**

## Goals:

Establish a common definition for transit priority in the region that guides agencies toward roadway investments that:

- **Improve transit travel times and reliability; and**
- **Help transit better serve people's needs and move more people in the Bay Area.**

4A. TPPR-6

# Key TPPR Contents

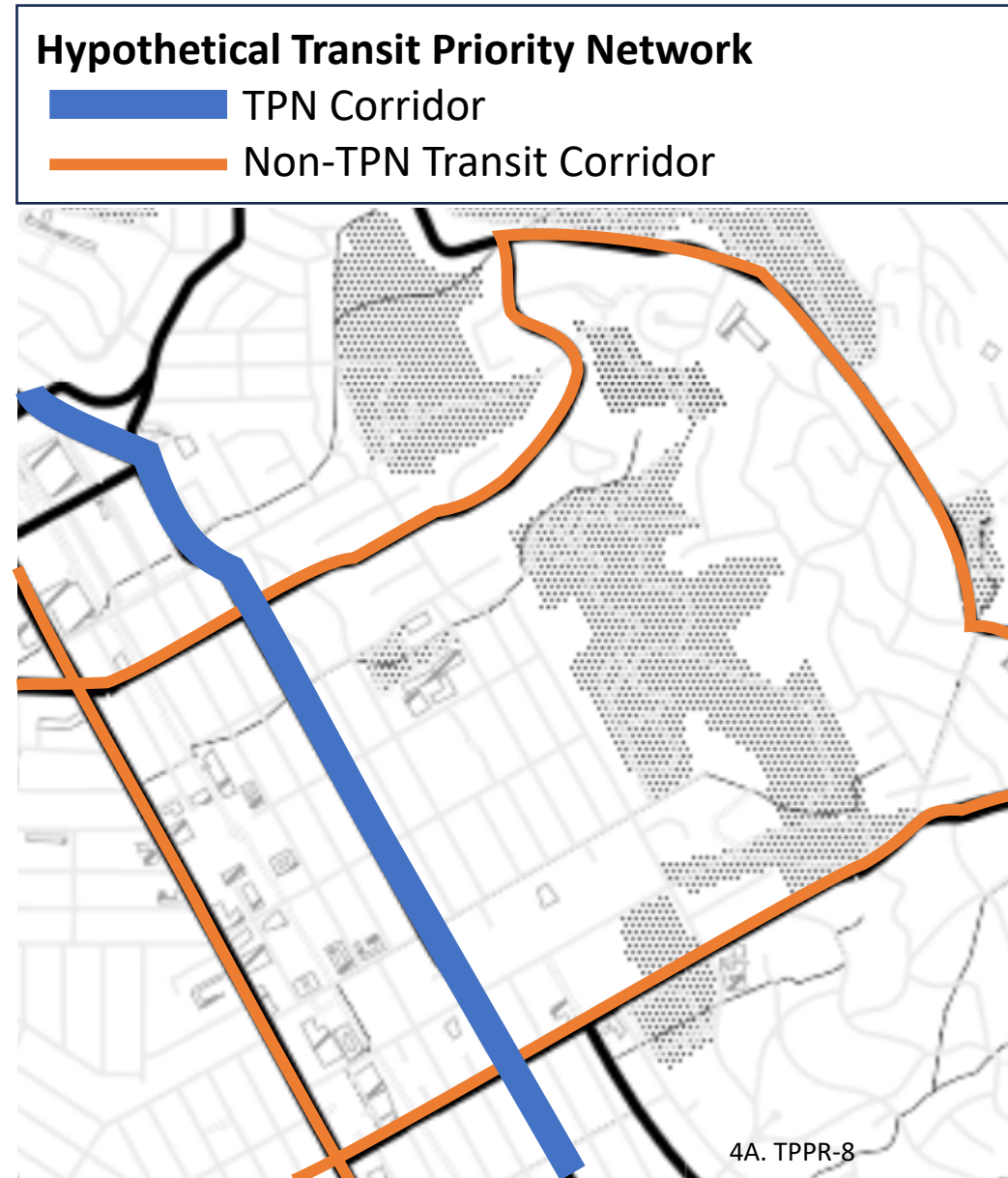
Topic	Recommendation
Where Policy Applies	<ul style="list-style-type: none"><li>• All roadways in the nine-county Bay Area with scheduled, fixed-route transit service, including both surface streets and access-controlled highways</li></ul>
Transit Priority Network (TPN)	<ul style="list-style-type: none"><li>• TPN to inform regional funding priorities</li><li>• TPN to define where to apply transit-supportive design principles (e.g., from NACTO <i>Transit Street Design Guide</i>) should be applied</li><li>• TPN will be developed in the Regional Transit Assessment</li></ul>
Interagency Coordination via CS Policy/Checklist	<ul style="list-style-type: none"><li>• Complete Streets (CS) Checklist to be updated to ensure stronger coordination between local right-of-way agencies and transit agencies.</li></ul>
Adoption of Local Transit Priority Policy	<ul style="list-style-type: none"><li>• Encourage subregional jurisdictions to adopt local resolution in support of transit priority</li></ul>

4A. TPPR-7



# Where would Policy Apply?

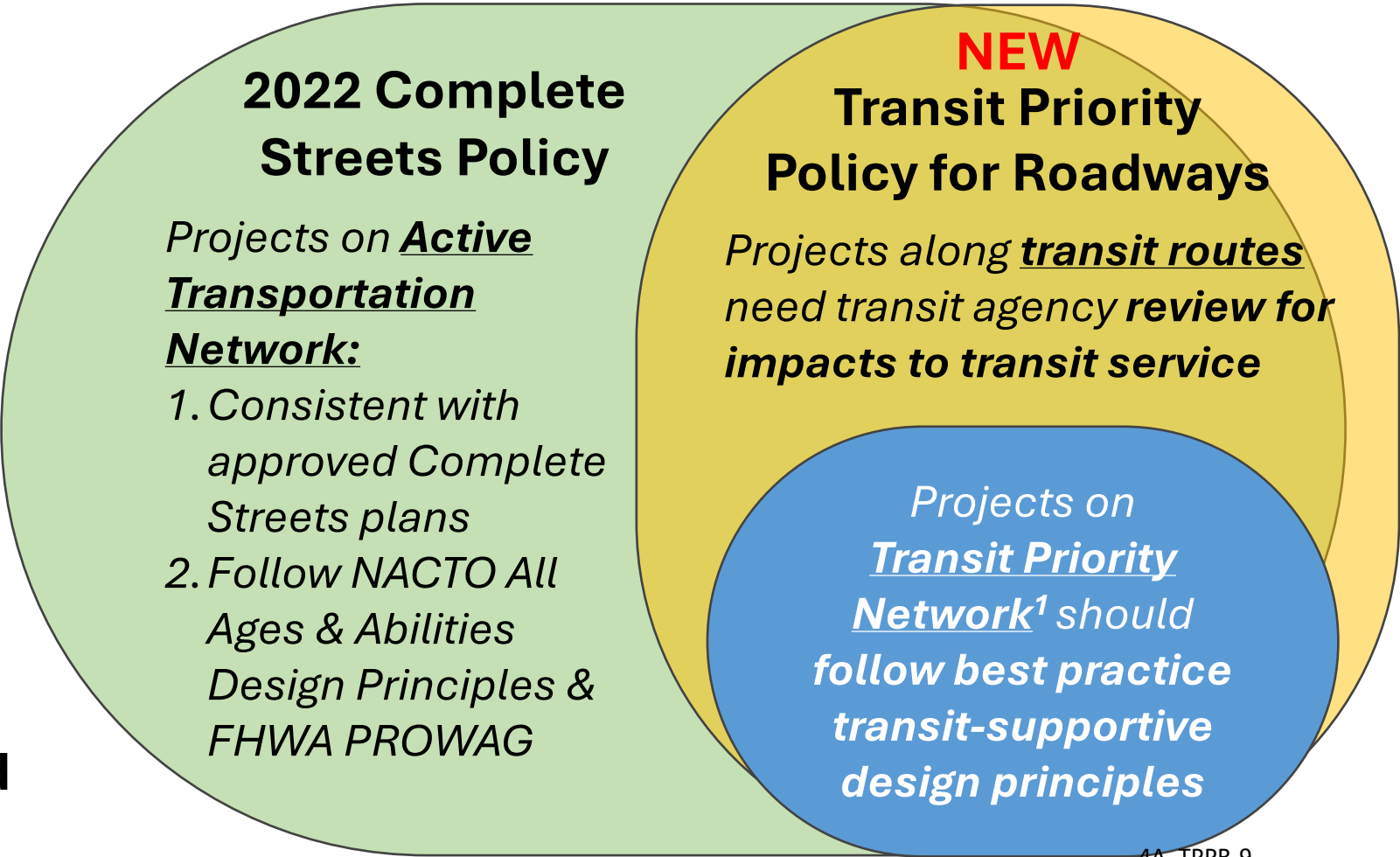
- TPPR would apply to all projects on roadways with transit service
  - Projects on Transit Priority Network (TPN) will be subject to additional expectations.
- TPN will be developed in 2026 through a separate process. Criteria under consideration:
  - Approved transit, transportation, or general plans
  - Corridors with existing and planned high service frequencies (context-sensitive)
  - Corridors with high ridership (context-sensitive)
  - Equity / Priority Development Areas
  - Other considerations (network gaps/continuity, local context, transit transfers, etc.)



# Proposal: Adding Transit to CS Checklist

Projects seeking more than \$250,000 in regional discretionary funds or an MTC endorsement already complete the Complete Streets (CS) Checklist and are reviewed by a local Bicycle and Pedestrian Advisory Committee (BPAC)

**TPPR proposes adding transit agency review to CS Checklist for a multi-modal, streamlined review.**



4A. TPPR-9

<sup>1</sup>TPN will be developed through the Regional Transit Assessment



Policy would recommend that projects on the TPN be informed by best practice transit-supportive design principles, such as those presented in the National Association of City Transportation Officials *Transit Street Design Guide* or other local guidelines, such as AC Transit's *Transit Supportive Design Guidelines*.



Transit Streets



Stations and Stops



Multi-modal design



Intersections

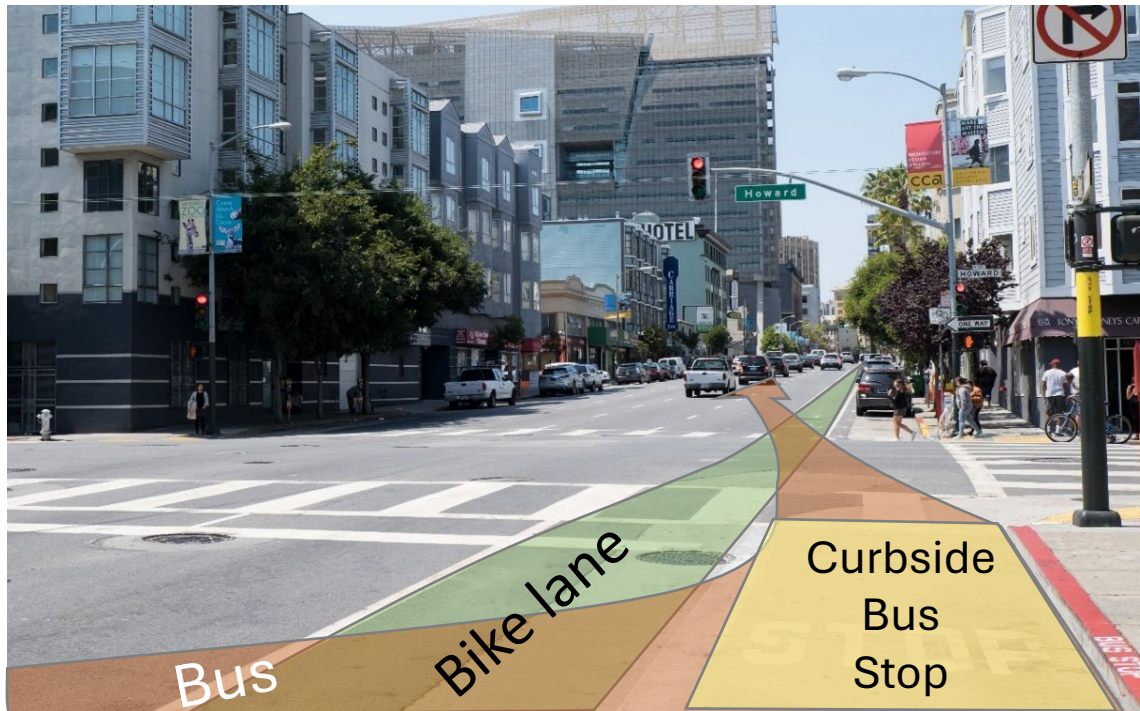


4A. TPRR-10



# Example of Potential Benefits: Urban Context

## 7th St at Howard St (San Francisco): Before



## With Transit-Supportive and All Ages & Abilities Design Principles

Bus boarding island creates buffer and eliminates conflict points





# Example of Potential Benefits: Suburban Context

**Walnut Ave at Paseo Padre/Civic Center, Fremont - Before**



**With Transit-Supportive and All Ages & Abilities Design Principles**

Bus bulb and sidewalk level bike lane eliminate conflict points



4A. TPRR-12

# Optional: Local Resolution on Transit Priority

- **Purpose:** Promote stronger local support of transit priority
- **Incentives:** May increase likelihood of receiving MTC discretionary funding
- Various formats to meet local preferences:
  - Local Transit Priority Policy
  - Local Resolution supporting TPPR
  - Update to local Complete Streets Resolution or similar policy to include transit priority
- TPPR would specify minimum requirements for being considered for potential incentives

## Examples

- City of San Jose Transit First Policy
- City of San Francisco Transit First Policy
- City of Berkeley Transit First Policy (as part of 2001 General Plan) and Transit First Policy Implementation Plan

4A. TPPR-13

# Policy Expectations by Agency Type

## Local Jurisdictions/Roadway Owners

- Have transit agency(ies) review projects along transit routes for potential transit impacts
  - If project is on TPN, incorporate best practice transit-supportive design elements
- Consider adopting local Transit Priority Policy or Resolution in support of TPPR

## Transit Operators

- Review projects from local jurisdictions and respond within 30 days

- If Caltrans is a project applicant, coordinate with transit agency(ies)

# Winter 2025 Outreach on Preliminary Draft Memo

Shared initial draft policy memo through staff working groups. Received and incorporated feedback from 50 different agencies.

Date	Stakeholder Group	Audience
February 18	Transit Priority Working Group (TPWG)	Planning staff at transit agencies
February 27	Policy Development Working Group (PDWG)	Planning staff at transit agencies, local jurisdictions, CTAs, Caltrans (D4 and HQ), advocacy groups
March 5	Transit Finance Working Group (TFWG)	Funding staff at transit agencies
March 7	Bay Area County Transportation Agencies (BACTA) Planning Directors	Planning directors/staff at county transportation agencies
March 10	Bay Area Partnership Accessibility Committee (BAPAC)	Accessibility staff at transit agencies
March 12	Caltrans District 4	Planning staff at Caltrans District 4
March 13	Local Streets and Roads Programming and Delivery Working Group (LSRPDWG)	Planning/public works staff at local jurisdictions
March 20	Active Transportation Working Group (ATWG)	Active Transportation staff at local jurisdictions, county transportation agencies, advocacy groups

4A TPPR-15



# Spring 2025 Outreach on Revised Draft Memo

County	Body	Date
Alameda	ACTC Technical Advisory Committee	May 8
Contra Costa	West Contra Costa Transportation Commission (WCCTC) East County Transportation Planning Committee (TRANSPLAN) Southwest Area Transportation Committee (SWAT) Transportation Partnership and Cooperation (TRANSPAC)	May 8 May 20 May 21 May 29
Marin	TAM Technical Advisory Working Group	June 12
Napa	NVTA Technical Advisory Committee NVTA Citizen Advisory Committee	May 1 May 7
Santa Clara	VTA System Operations and Asset Management Working Group VTA Technical Advisory Committee	April 23 June 11
San Francisco	TBD	TBD
San Mateo	C/CAG Congestion Management Technical Advisory Committee	May 15
Sonoma	SCTA Technical Advisory Committee SCTA Planning Advisory Committee	April 24 May 15
Solano	STA Technical Advisory Committee	April 30

4A-TPPR-16

# Schedule & Outreach

Staff will engage various groups for input before finalizing Policy, including:

- Staff-Level Working Groups (winter 2025)
- County Transportation Agency Staff and Committees (spring 2025)
- Regional Network Management Bodies (summer/fall 2025)

	2024	2025		2026
Transit Priority Policy for Roadways (TPPR)	Policy Framework	Draft Policy	Final Policy	
Regional Transit Assessment (RTA) & Transit Priority Network (TPN)		Procurement	RTA Analysis	
			TPN Development	Adopt TPN

4A. TPPR-17

# Discussion Questions to Guide Your Review

- Do you have any concerns with the proposed TPPR contents and requirements, and what modifications would you suggest to address those concerns?
- How can the TPPR be modified to address existing barriers to effective interagency coordination and reach design consensus in constrained locations?
- What technical assistance and other support materials should MTC consider when assisting agency partners with transit-supportive street design?
  - Transit Operators: how can MTC help you give input on project designs?
  - Project Sponsors: how can MTC help you incorporate transit-supportive elements into project designs?
- How else can MTC support your agency when implementing the TPPR?

4A. TPPR-18

# Open Discussion

Please submit feedback on the Revised Draft Policy Memo by COB Friday, June 6, 2025.

Please reach out with any questions or to request a presentation to your staff-level group by emailing [transitpriority@bayareametro.gov](mailto:transitpriority@bayareametro.gov).

<p><b>Britt Tanner, P.E.</b> <i>Principal, Regional Network Management</i></p> <p>(415) 778 4414 <a href="mailto:btanner@bayareametro.gov">btanner@bayareametro.gov</a></p> <p> METROPOLITAN TRANSPORTATION COMMISSION</p>	<p><b>Joel Shaffer, P.E.</b> <i>Transit Priority Project Manager</i></p> <p>415-778-5257 <a href="mailto:jshaffer@bayareametro.gov">jshaffer@bayareametro.gov</a></p> <p> METROPOLITAN TRANSPORTATION COMMISSION</p>	<p><b>Mika Miyasato, AICP</b> <i>Principal Planner / Transit Priority Planner</i></p> <p>510-891-7138 <a href="mailto:mmiyasato@actransit.org">mmiyasato@actransit.org</a></p> <p></p>
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4A. TPPR-19



## Memorandum

### To:

Relevant Working Groups & Committees  
(comprised of MTC, Transit Operator, County Transportation Agency, Local Jurisdiction, and Caltrans District 4 staff)

### From:

Britt Tanner, Transit Priority Principal, Regional Network Management (MTC)  
Joel Shaffer, Transit Priority Project Manager, Regional Network Management (MTC)  
Mika Miyasato, Principal Planner / Transit Priority Planner (AC Transit)

### Date:

April 28, 2025

### Regarding:

**Bay Area Transit Priority Policy for Roadways: Revised Draft Policy Memo**

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The purpose of this memo is to provide an overview of and seek feedback on the proposed content and requirements of the Bay Area Transit Priority Policy for Roadways (TPPR). This memo supersedes the previous Draft Policy Memo issued in February/March 2025 to reflect comments received through stakeholder outreach at that time. A catalogue of the modifications to the Draft Policy Memo is listed in Appendix 3.

MTC Regional Network Management (RNM) staff propose leveraging the existing MTC Complete Streets Checklist to implement the TPPR and promote enhanced coordination between project sponsors, right-of-way agencies, and transit agencies. **Input on this Revised Draft Policy Memo is requested by end of day Friday, June 6, 2025.**

### Background

Adopted in 2021, the *Bay Area Transit Transformation Action Plan* (Action Plan) identifies actions to improve the transit customer experience and efficiency of Bay Area transit operations in the near-term. Specifically, the Action Plan calls for the development and adoption of a Transit Priority Policy and Corridor Assessment to improve bus speed and reliability. MTC is approaching the Action Plan as follows:

1. **Develop the Bay Area Transit Priority Policy for Roadways (TPPR):** The TPPR is proposed to serve as the Transit Priority Policy, and it will establish requirements for new roadway projects on public right-of-way receiving MTC discretionary funding over \$250,000 or requesting MTC endorsement, once adopted.

2. **Conduct a Regional Transit Assessment (RTA) and Develop a Transit Priority Network (TPN):** The RTA will include a Corridor Assessment and will establish a Transit Priority Network (TPN) that identifies where transit should be prioritized. TPN criteria thresholds (e.g., buses per hour, passengers per day) will be based on data analysis and stakeholder input.

This memo and current outreach efforts are focused on the development of the TPPR. The RTA and development of the TPN are a separate, but related, process that is anticipated to begin in spring 2025 and conclude with the adoption of the TPN in late 2026 (see Appendix 1 for more details).

### Purpose and Goals of the TPPR

The purpose of the TPPR is to enhance the transit rider experience by supporting the implementation of transit priority infrastructure and policies that improve transit travel times and reliability, and promote the robust interagency coordination required to do so.

The goals of the TPPR are to:

- Establish a common definition of transit priority in the region;
- Guide and align local and regional agencies (i.e., cities, counties, county transportation agencies, transit agencies, Caltrans District 4, and MTC) toward roadway investments that improve transit travel times and reliability, and help transit better serve people's needs;
- Inform how transit priority projects are prioritized for regional discretionary funding; and
- Navigate implementation challenges like complex interjurisdictional collaboration and limited agency resources.

The TPPR also aligns with various MTC and State policies and programs, including the MTC Complete Streets (CS) Policy and Checklist (2022), Senate Bill 960 (2024), and the Caltrans Director's Policy on Public Transportation (in progress).

### Stakeholder Engagement in Development Process

Early stakeholder engagement informed the creation of a TPPR framework and outline:

<b>December 2023</b>	RNM staff kicked off the TPPR effort with a workshop attended by various partner agencies including transit agencies, county transportation agencies (CTAs), Caltrans, local jurisdictions, and transit advocacy organizations.
<b>Winter/Spring 2024</b>	RNM staff convened a Policy Development Working Group (PDWG) – consisting of a subset of workshop attendees. Staff used feedback from the PDWG and other staff working groups to form a policy framework and outline.
<b>Fall 2024</b>	The TPPR framework was presented to MTC's RNM advisory bodies.
<b>Winter 2025</b>	RNM staff developed a preliminary Draft Policy Memo summarizing proposed TPPR content and requirements. Outreach consisted of presentations at various agency stakeholder groups. Feedback was received from approximately 50 agencies, with 350 comments received in total.

Through the engagement process, staff heard the following feedback on what should – and should not – be included in the TPPR:

- Prioritize transit over single-occupancy vehicles;
- Better integrate transit more effectively into existing “Complete Streets” planning and design processes, and consider Complete Streets as part of a broader, interconnected street network rather than individual roadways;
- Focus on transit travel time and reliability. While important, transit safety, first/last mile transit stop/station access, and transfers between services are not the primary focus for Transit Priority;
- Provide clear guidance for more coordinated and consistent integration of transit priority elements into projects, without dictating specific improvements;
- Define criteria to guide MTC’s funding of transit priority projects;
- Incentivize local jurisdictions/right-of-way owners to adopt a local transit priority policy, while retaining local control over design decisions; and
- Minimize new bureaucratic processes.

For a detailed summary of all agency comments on the preliminary Draft Policy Memo, and RNM staff responses, see the Stakeholder Feedback Summary Memo.

## Key Elements of the TPPR

### Formalizing Interagency Coordination through the Complete Streets Checklist Process

MTC is proposing that the Transit Priority Policy for Roadways (TPPR) utilize the existing [MTC Complete Streets \(CS\) Checklist](#) process to ensure early and effective interagency coordination for projects along transit routes. Transit coordination is already included in the regional CS Policy. The CS Checklist is required for projects requesting over \$250,000 in MTC discretionary funding or an MTC endorsement.

Adding TPPR requirements to the CS Checklist would ensure stronger coordination between project sponsors/applicants, local right-of-way agencies, and transit operators for all roadway projects, regardless if they are transit related. Project applicants should coordinate with transit agencies at the earliest feasible stage of a project, ideally during project initiation/project development, to discuss project scope, objectives, potential impacts on transit, and considerations for transit priority treatments. The TPPR requirements would also apply to Caltrans if they are seeking regional discretionary funding.

To facilitate this, the TPPR would require:

- **Transit Agency Review:** All roadway improvement projects along a transit route<sup>1</sup>, existing or planned<sup>2</sup>, should be reviewed for impacts to transit and opportunities for transit priority treatments.

<sup>1</sup> TPPR would apply to scheduled, publicly accessible transit where vehicles operate along established routes with designated stops at predetermined times or on a predetermined headway. This would exclude private shuttle services, special event services, and demand-responsive/paratransit service.

<sup>2</sup> Planned transit service includes budgeted service changes or services included in an approved Comprehensive Operations Analysis. It does not include long-range plans, unless they are budgeted.

- Project applicants would provide any affected transit agencies and MTC with project information, including transit routes in the project area, coordination to date with transit agencies, and potential impacts to transit operations (projects in design and construction phase only).
- Transit agencies would review the provided information and indicate whether they support or have concerns about the project. The review would be completed by senior-level staff or an authorized delegate at the transit agency. Transit agencies would complete review within 30 calendar days of receiving all relevant information.
- **Inclusion of Best Practice Transit-Supportive Design Guidance for Projects on Roadways where Transit has been Prioritized:** All projects on roadways along the Transit Priority Network (TPN) would be further required to consider including best practice transit priority infrastructure and design treatments, such as those described in the National Association of City Transportation Officials (NACTO) *Transit Street Design Guide*<sup>3</sup> or other national or locally-adopted transit-supportive design guidance.
  - In the documentation provided for transit agency review, the project applicant should detail transit-supportive design elements incorporated into the project, or reasons why they cannot be included.
  - In the transit agency's review, additional transit-supportive measures could be suggested for consideration.
- **Project Exceptions:** Projects unable to meet the above requirements should document the need for an exception. Potential conditions for exceptions include:
  - Transit elements would be addressed through a separate, funded planning process or project.
  - Requested transit elements are infeasible along the roadway due to conflicts with fire code, designation as evacuation route, or similar public safety requirements, and alternative transit elements cannot be identified.
  - The cost to add transit-supportive design elements to a non-transit project is excessively disproportionate to the base project cost. Generally, "disproportionate" could be defined as greater than 20 percent, but would be evaluated on a case-by-case basis.<sup>4</sup>
  - Transit agency did not review project within 30 days:
    - If needed, MTC staff may assist with outreach to transit agency.
    - This may delay funding approval or possibly deem the application incomplete.
  - Consensus cannot be reached by the project applicant and transit agency regarding the project design or allocation of roadway space.
    - Applicant should document good faith efforts made to resolve any disputes.
    - MTC or another third-party agency may aid in dispute resolution as needed.
    - MTC reserves the right to final project approval, and projects receiving MTC discretionary funds may be delayed or rescinded for incomplete project application or if mutual agreement is not reached.

<sup>3</sup> <https://nacto.org/publication/transit-street-design-guide/>

<sup>4</sup> Per FHWA Bicycle and Pedestrian Accommodation Regulations and Recommendations: "A cost may be considered excessively disproportionate when the cost of providing the accommodation would be more than 20% of the cost of the larger transportation project."



The requirements above assume a local/subregional right-of-way agency (e.g., city or county) as the project sponsor coordinating with an independent transit agency. For additional agency scenarios (e.g., projects sponsored by transit agencies, CTAs, Caltrans, or dual right-of-way owner/transit operator agencies) and additional details, see Appendix 2.

### **Optional: Adoption of a Local/Subregional Transit Priority Policy or Resolution in Support of TPPR**

The TPPR would encourage local/subregional right-of-way agencies and funding agencies (i.e., cities, counties, and county transportation agencies) to adopt a local transit priority policy or a resolution in support of the TPPR. The intent of these policies or resolutions is to affirm that local/subregional agencies support the needs of transit in projects and day-to-day operations, as well as foster better interagency coordination between local/subregional agencies and transit agencies. Projects sponsored by local/subregional right-of-way agencies and located within a jurisdiction that has a transit priority policy or resolution would be prioritized for certain MTC discretionary funding. Project sponsors/applicants would not be penalized if the local/subregional agency has not adopted a transit priority policy or resolution in support of the TPPR, and exact incentives are dependent on the specific funding program.

The TPPR would include a sample resolution and the minimum elements required to qualify for potential funding prioritization; however, local/subregional agencies would have flexibility to develop their own policy to best fit within the context of their local area as long as it includes the minimum elements required. A local/subregional agency may adopt its transit priority policy as an independent policy or a modification to an existing policy (e.g., expanding an active transportation policy into a complete streets policy) or existing plan (e.g., general plan or transit plan).

### **Proposed TPPR Roles/Requirements by Agency Type**

In summary, the list below describes what the TPPR would require and how agencies would be encouraged to collaborate together, by agency type.

- **Local Jurisdictions/Right-of-Way Agencies**
  - If project is located on a roadway with existing or planned fixed-route transit, need to coordinate with transit agencies to review project
  - If project is on TPN, need to incorporate transit-supportive design elements, such as those described in the *NACTO Transit Street Design Guide* or other national or locally adopted transit-supportive design guidance
  - Consider adopting a local transit priority policy or a resolution in support of the TPPR
- **Caltrans**
  - If Caltrans is seeking MTC discretionary funds, Caltrans would adhere to the right-of-way agency requirements listed previously
  - If a local agency sponsoring a project on the State Transportation Network (STN) is seeking MTC discretionary funds, the local agency sponsor would adhere to the local jurisdiction requirements listed previously
  - *The following considerations apply to projects along the STN, but are not requirements of the TPPR:*
    - *Caltrans will use the Caltrans Bay Area Transit Plan, along with local and regional plans, as a guide to identify transit needs on the STN*

- *Per SB 960, Caltrans shall adopt a Director's Policy for Public Transit in support of transit along the STN by the end of 2025. Also, per SB 960, Caltrans shall adopt design guidance for transit priority facilities by July 1, 2028*
- **Transit Operators**
  - Review projects within 30 days of submission by project sponsor
- **MTC and County Transportation Agencies**
  - As needed, convene discussions to advance local project solutions and reach consensus among project sponsors/applicants, local right-of-way agencies, and transit operators
  - Encourage transit priority through funding incentives
- **MTC**
  - Develop and make available a database of transit agency contacts for project reviews
  - Convene regional discussion on transit priority and provide policy direction
  - Conduct a Regional Transit Assessment to develop the TPN, evaluate existing transit operations and needs throughout the region, and develop a near-term implementation strategy
  - Manage and periodically update the TPPR (and TPN, once adopted)
  - Oversee Complete Streets Checklist
  - Provide technical assistance and other educational opportunities (e.g., transit priority design guidance, best practices for interagency coordination, considering competing roadway needs and functions in limited right-of-way, etc.)

### Potential Cost and Schedule Impacts of TPPR

Currently, the CS Checklist must be completed before applying for MTC discretionary funding, unless otherwise noted by a specific funding program. As part of early project planning, local jurisdictions should coordinate with transit agencies providing service within the project area to ensure alignment on project objectives and obtain feedback on project design. If this coordination does not occur as part of project development, agencies may need additional time to complete transit agency coordination prior to submitting a funding application. MTC will consider the timing of funding announcements and application deadlines to allow for additional interagency coordination.

Additionally, MTC will review its current funding programs and may adjust future grant allocations to account for potential increased project costs due to the inclusion of transit-supportive design elements for projects on the Transit Priority Network. Identifying multimodal needs early in the project development phase can inform project cost estimates, so that funding requests are made for the appropriate amount. While adding transit-supportive design elements may increase project costs in certain situations, the goal of the TPPR is to create better, more complete projects that consider all modes.

### Considerations in Limited Right-of-Way

Roadways serve a variety of users (e.g., transit riders, pedestrians, bicyclists, and drivers) and have multiple functions (e.g., throughput of people, property access, and parking). Roadway design to accommodate all users and functions can sometimes be difficult, especially in areas with limited public right-of-way.

The TPPR would not dictate roadway modal hierarchy, allocation of space, or specific transit priority treatments. The intent of the TPPR is to encourage early coordination among project sponsors, right-of-way agencies, and transit agencies to evaluate whether transit-supportive design elements can be incorporated into roadway projects and/or to mitigate any potential adverse impacts to transit operations. In situations where consensus cannot be reached, MTC will explore potential ways to assist agencies come to a resolution.

### Feedback Requested

RNM staff is looking for feedback on the proposed TPPR elements outlined in this memo. Some questions to guide your review include:

- How can the TPPR be modified to address any existing barriers to effective interagency and reach design consensus in constrained locations?
- What technical assistance and other support materials should MTC consider when assisting partner agencies with transit-supportive street design?
  - Transit Agencies: how can MTC help you give input on project designs?
  - Local Jurisdictions: how can MTC help you incorporate transit-supportive elements into project designs?
- Do you have any concerns with the proposed TPPR contents and requirements? If so, what modifications would you suggest to address them?
- How else can MTC support your agency when implementing the TPPR?
- Is there anything else that should be included in the TPPR?

### TPPR Schedule and Next Steps

RNM staff have coordinated with county transportation agency (CTA) staff to determine which committees/working groups are best to solicit feedback on this memo from local jurisdictions in all nine Bay Area counties this spring (See Page 8). Meetings are tentative and subject to change. The [MTC Transit Priority webpage](#) (TPPR drop-down menu) will be updated regularly to reflect any changes to the outreach schedule.

After spring outreach to CTA committees/working groups, RNM staff will develop a first draft of the TPPR policy text and present to select staff working groups and the RNM advisory bodies for feedback in the summer.

Adoption of the final draft of the TPPR text is anticipated in late 2025, in advance of OBAG 4 funding program adoption in early 2026. It is anticipated that the TPPR would be updated on an as-needed basis, in coordination with updates to the CS Policy, CS Checklist, and TPN.

RNM staff anticipate regular communication with stakeholder agencies throughout policy development and implementation. You can track updates on the [MTC Transit Priority webpage](#). You may also reach out with any questions or to request a presentation to your staff-level group by emailing [transitpriority@bayareametro.gov](mailto:transitpriority@bayareametro.gov).

**By end of day Friday, June 6, 2025, please submit your feedback on this revised Policy Memo using the comment spreadsheet emailed to you.**

### Spring 2025 Stakeholder Engagement Schedule

County	Body	Date
<b>Alameda</b>	ACTC Technical Advisory Committee	May 8, 2025
<b>Contra Costa</b>	West Contra Costa Transportation Commission (WCCTC) East County Transportation Planning Committee (TRANSPLAN) Southwest Area Transportation Committee (SWAT) Transportation Partnership and Cooperation (TRANSPAC)	May 8, 2025 May 20, 2025 May 21, 2025 May 29, 2025
<b>Marin</b>	TAM Technical Advisory Working Group	June 12, 2025
<b>Napa</b>	NVTA Technical Advisory Committee NVTA Citizen Advisory Committee	May 1, 2025 May 7, 2025
<b>Santa Clara</b>	VTa System Operations and Asset Management Working Group VTa Technical Advisory Committee	April 23, 2025 June 11, 2025
<b>San Francisco</b>	<i>TBD</i>	<i>TBD</i>
<b>San Mateo</b>	C/CAG Congestion Management Technical Advisory Committee	May 15, 2025
<b>Sonoma</b>	SCTA Technical Advisory Committee SCTA Planning Advisory Committee	April 24, 2025 May 15, 2025
<b>Solano</b>	STA Technical Advisory Committee	April 30, 2025

## Appendix 1: Establishing a Transit Priority Network via a Regional Transit Assessment

The TPPR would **call for the establishment of a Transit Priority Network (TPN)**, which would be developed as part of the upcoming Regional Transit Assessment (RTA). The TPN would be a living network that informs where transit should be prioritized and informs regional discretionary funding.

This RTA will conduct data-driven existing conditions analysis, responding to the Transit Transformation Action Plan’s call for a transit assessment that includes “identification of current bus speeds to establish a baseline”. This existing conditions analysis will be used to develop a draft TPN based on criteria loosely defined in the TPPR, including:

- Corridors with existing and planned high transit service frequency and/or ridership, considering local context (land use, density, etc.);
- Corridors identified or prioritized for transit in approved state, regional, county, and local transit, transportation, or general plans;
- Equity considerations (e.g., proximity and connectivity to MTC Equity Priority Communities); and
- Other contextual considerations (e.g., network gaps/continuity, local importance/roadway context, proximity to MTC Priority Development Areas, key transit transfer locations/stations, etc.).

While the TPN criteria (e.g., transit frequency, ridership) will be broadly included in the TPPR, the precise thresholds (e.g., number of buses per hour, total passengers per day) would be developed during the RTA. The RTA process will include engagement with agency stakeholders and working groups, including but not limited to, the Transit Priority Working Group and the Policy Development Working Group, to ensure feedback from transit agencies, local jurisdictions/right-of-way agencies, CTAs, Caltrans, and transit advocacy organizations.

The RTA and TPN are expected to be periodically updated to reflect current transit conditions.

### *Proposed Overall Schedule*

Proposed Overall Schedule										
	2024		2025				2026			
	Summer	Fall	Winter	Spring	Summer	Fall	Winter	Spring	Summer	Fall
Transit Priority Policy for Roadways (TPPR)	Policy Framework		Draft TPPR		Final TPPR					
Regional Transit Assessment (RTA) & Transit Priority Network (TPN)				Procurement		RTA Development				
							TPN Development		Adopt TPN	



## Appendix 2: Details of Proposed Complete Streets Checklist Additions

The current Complete Streets (CS) Policy and Checklist were adopted in October 2022. The TPPR and CS Policy are closely linked in promoting balanced roadways that serve all users.

This year, MTC planning staff are reviewing the existing CS Checklist, including the current implementation of the Checklist, which provides an opportunity to coordinate and streamline the CS Checklist to reflect the requirements of both the CS Policy and the TPPR. Comments received as part of the TPPR outreach related to the CS Policy and CS Checklist were shared with MTC planning staff for consideration.

### **Existing CS Checklist Requirements:**

- If there is an adopted Complete Streets Plan (such as bicycle, pedestrian, active transportation, Vision Zero or other systemic safety plan), Community Based Transportation Plan, or transit plan, the project must be in accordance with that plan(s).
- If the project is on MTC's [Active Transportation Network](#), it must follow NACTO All Ages & Abilities principles and FHWA's *Public Right-of-Way Accessibility Guidelines* (PROWAG).
- The project must be reviewed by a local (city or county) Bicycle & Pedestrian Advisory Committee (BPAC).
- Project applicants are responsible for assembling all pertinent information, including all elements required for the CS Checklist as well as additional project documentation for review by transit agencies and other relevant stakeholders (i.e., Caltrans for a project on the State Transportation Network).
- CS Checklist currently requires that project sponsors provide documentation to confirm transit agency coordination and acknowledgement of the project.

### **Proposed CS Checklist Requirements (TPPR Additions):**

If the project is located on roadways with existing or planned transit service, the project sponsor should consider transit needs, including opportunities to reduce transit delay, improve transit reliability, and/or mitigate project elements that may adversely impact transit operations.

As noted above, the CS Checklist currently requires that project sponsors provide documentation to confirm transit agency coordination and acknowledgement of the project. The TPPR would require documentation showing transit review, rather than acknowledgment, for projects that are along a transit route. Transit agency review would be documented and signed by senior-level staff or an authorized delegate at both the project sponsor and the affected transit agencies.

- **If the project is along a transit route, but not on the TPN, the project sponsor should coordinate with any affected transit agencies to:**
  - Identify any potential impacts to transit and mitigate where feasible
  - Optional: It is also encouraged, but not required, to consider contextual design guidance from the NACTO *Transit Street Design Guide* or other national, state, and local best practice guidance (see potential measures below).
- **If the project is along a transit route on the TPN, the project sponsor should coordinate with any affected transit agencies to:**
  - Identify any potential impacts to transit and mitigate where feasible

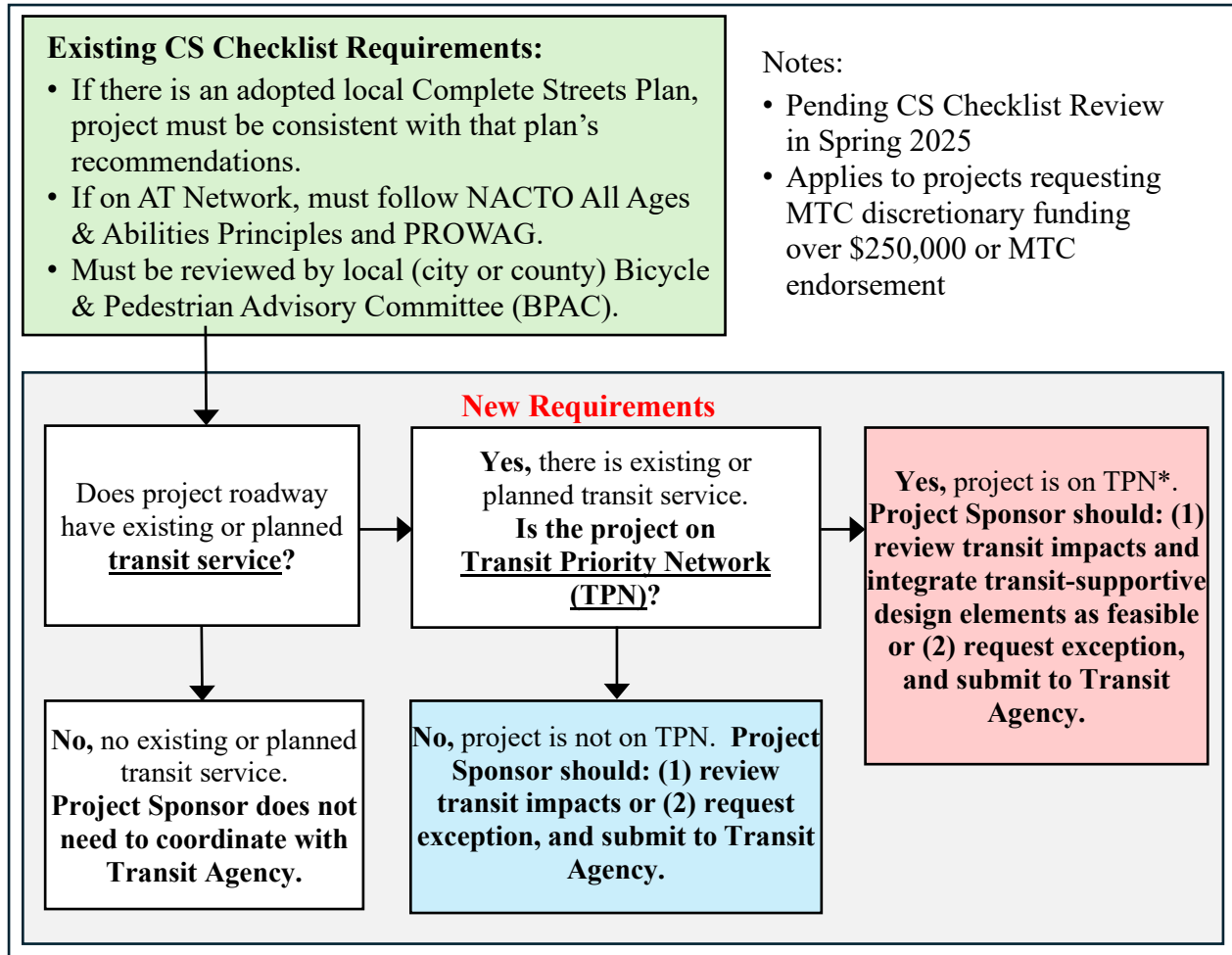
- **Incorporate reasonable transit-supportive design elements** based on contextual design guidance from the NACTO *Transit Street Design Guide* or other national, state, and local transit best practice guidance. Potential improvements could include, but are not limited to, bus stop relocation to more suitable location, bus stop access improvements, bus stop boarding islands or bus bulbs, ADA access improvements, transit signal priority, transit lanes, transit queue jumps, red curb to improve access to bus stops, and other curb regulations.
- The project sponsor and transit agency would **document the suggestions considered and efforts made to incorporate the identified elements, or reasons why they could not be included.**
- *Note that this requirement would only go into effect once the TPN is developed and adopted (anticipated late 2026). There will be an interim period after TPNR adoption and before TPN adoption when project sponsors should only perform the following actions: (1) review transit impacts or (2) request an exception, and submit to the Transit Agency.*
- **If unable to do the above, project sponsor would request an exception.** The request for exception would indicate why best practice transit design guidance is not incorporated and an exception is needed. This could include:
  - Transit elements to be addressed through a separate, funded planning process or project.
  - Requested transit elements are infeasible along the roadway due to conflicts with fire code, designation as evacuation route, or similar public safety requirements, and alternative transit elements cannot be identified.
  - The cost to add transit-supportive design elements to the non-transit project is excessively disproportionate to the base project cost. Generally, “disproportionate” could be defined as greater than 20 percent, but would be evaluated on a case-by-case basis.
  - Transit agency did not review project within 30 days:
    - If needed, MTC Staff may assist with outreach to transit agency.
    - This may delay funding approval or possibly deem the application incomplete.
  - Consensus cannot be reached by the project applicant and transit agency regarding the project design or allocation of roadway space
    - Applicant should document good faith effort made to resolve any disputes.
    - MTC or another third-party agency may aid in dispute resolution as needed.
  - MTC reserves the right to final project approval, and projects receiving MTC discretionary funds may be delayed or rescinded for incomplete project application or mutual agreement is not reached.

#### **Additional Agency Scenarios:**

- Transit agency-sponsored projects should complete the existing CS Checklist process. There is no need for additional transit review of the project.
- CTA-sponsored projects should complete the existing CS Checklist process, plus review by any affected transit agencies.
- Caltrans-sponsored projects should complete the existing CS Checklist process, plus review by any affected transit agencies (if requesting MTC discretionary funds).

- Projects sponsored by agencies that are both a right-of-way agency and transit agency should complete the existing CS Checklist process, plus transit agency review. The department sponsoring the project (e.g., public works) would describe the project impacts and/or transit-supportive elements, and the transit operations/service department would document review, to ensure interdepartmental coordination and agreement.

***Proposed Requirements of the TPPR to be integrated into CS Checklist***



*\*Note that this requirement would only go into effect once the TPN is developed and adopted (anticipated late 2026). There will be an interim period after TPPR adoption and before TPN adoption when project sponsors should only perform the actions in the blue box of the flowchart: (1) review transit impacts or (2) request an exception, and submit to the Transit Agency.*

### Appendix 3: Summary of Changes between February/March 2025 and April 2025 Draft Policy Memos

To simplify the review of those who also reviewed the February/March version of the Draft Policy Memo, we have summarized the changes to the memo below:

- **Policy Intro and Purview:**
  - For Goals of the TPPR, deleted text that “TPPR establishes a vision” for the Bay Area, because the vision is set by the Plan Bay Area and other long-range planning documents.
  - Clarified that TPPR will only apply to projects applying for funding after the TPPR is adopted.
  - Added details regarding which transit routes this policy would apply to, and also expanded the purview to include planned transit routes, with footnote of what planned means.
- **Complete Streets Checklist Process:**
  - Changed transit agency review from approval by director-level staff to review by senior-level staff or authorized delegate.
  - Added more details about what the process would require:
    - i. Projects along TPN would require review to consider addition of transit-supportive elements
    - ii. Project not on the TPN would be reviewed for potential impacts to transit
  - Added details on potential exceptions to the CS process (referred to as exemptions in the previous edition.)
  - Added details for varied agency relationship scenarios (e.g., projects sponsored by transit agencies, CTAs, Caltrans, or dual right-of-way owner/transit operator agencies) in Appendix 2.
- **Design Guidance:**
  - Modified language to use “transit-supportive” design guidance/elements, not transit streets design guidance/elements
  - Expanded proposed design resources to include other local guidance.
- **Optional Local Policy/Resolution:**
  - Amplified this section to explain more why a local policy/resolution is desirable.
- **Agency Responsibilities:**
  - Added section with Caltrans responsibilities.
  - Under MTC, amplified technical assistance responsibilities.
- Added “Potential Cost and Schedule Impacts of TPPR” section and “Considerations in Limited Right-of-Way” section.



## Memorandum

### To:

Relevant Working Groups & Committees  
(comprised of MTC, Transit Operator, County Transportation Agency, Local Jurisdiction, and Caltrans District 4 staff)

### From:

Britt Tanner, Transit Priority Principal, Regional Network Management (MTC)  
Joel Shaffer, Transit Priority Program Coordinator, Regional Network Management (MTC)  
Mika Miyasato, Principal Planner / Transit Priority Planner (AC Transit)

### Date:

April 28, 2025

### Regarding:

**Bay Area Transit Priority Policy for Roadways  
Stakeholder Feedback Summary on Preliminary Draft Policy Memo (Winter 2025)**

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In February and March 2025, Regional Network Management (RNM) staff conducted stakeholder outreach and issued a Preliminary Draft Policy Memo that identified proposed contents and requirements of the Bay Area Transit Priority Policy for Roadways (TPPR). This Stakeholder Feedback Summary Memo summarizes the stakeholder comments received and how they are proposed to be addressed. A Revised Draft Policy Memo reflecting these changes is expected to be released in late April to coincide with the next round of stakeholder engagement.

### TPPR Stakeholder Engagement

RNM staff are engaging extensively with agency stakeholders to inform the development of the TPPR. Stakeholders include transit agencies, local jurisdictions (cities and counties), county transportation agencies, Caltrans, transit advocacy organizations, and other departments within MTC. The table below identifies past and planned outreach activities.

<i>Transit Priority Workshop</i> <i>(December 2023)</i>	Interactive, interagency Transit Priority Workshop in Oakland to introduce stakeholders to the new regional transit priority policy effort and lay a foundation for the development of a policy framework, including defining Transit Priority and discussing policy vision and purpose.
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<i>Policy Approach/ Framework (2024)</i>	Ad-hoc Policy Development Working Group (PDWG) created with stakeholder agencies from throughout the region. In conjunction with the PDWG, Transit Priority Working Group (transit agency staff), and other staff working groups, RNM staff crafted a policy approach over the course of 2024 and presented a recommended policy framework to the RNM advisory bodies (RNM Customer Advisory Group, RNM Council, and RNM Committee) in late 2024.
<i>Preliminary Draft Policy Memo* (Winter 2025)</i>	<p>A Preliminary Draft Policy Memo was distributed to stakeholders and outreach was conducted on a rolling basis from mid-February through mid-March. The memo detailed proposed policy content/requirements. Outreach consisted of presentations at various agency stakeholder groups to solicit feedback:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Active Transportation Working Group (ATWG)</li> <li><input type="checkbox"/> Bay Area County Transportation Agencies (BACTA) Planning Directors</li> <li><input type="checkbox"/> Bay Area Partnership Accessibility Committee (BAPAC)</li> <li><input type="checkbox"/> Caltrans District 4</li> <li><input type="checkbox"/> Local Streets and Roads Programming and Delivery Working Group (LSRPDWG)</li> <li><input type="checkbox"/> Policy Development Working Group (PDWG)</li> <li><input type="checkbox"/> Transit Finance Working Group (TFWG)</li> <li><input type="checkbox"/> Transit Priority Working Group (TPWG)</li> </ul> <p><i>*This memo summarizes the agency feedback received on the Preliminary Draft Policy Memo.</i></p>
<i>Revised Draft Policy Memo (Spring 2025)</i>	A Revised Draft Policy Memo reflecting updated recommendations is anticipated to be distributed to stakeholders in late April, coinciding with the next round of outreach to stakeholder agencies in the spring. Outreach will consist of presentations at committees and working groups organized by each of the Bay Area county transportation agencies (CTAs).

### **Summary of Feedback Received on the Preliminary Draft Policy Memo:**

Nearly 350 unique comments/questions were received from approximately 50 agencies and organizations throughout the Bay Area. The most frequently heard themes of comments were:

- **Transit “Review” Versus “Approval” as part of the Complete Streets (CS)**  
**Checklist:** Wording indicated transit agencies would “approve” roadway projects along a transit route as part of the proposed CS Checklist process. Further, the wording was unclear how transit agency “approval” differed for projects along the Transit Priority Network (TPN) and those not on the TPN.

**Response:** *Draft policy would propose that transit agencies would “review” (not approve) roadway projects along a transit route as part of the proposed CS Checklist process. The wording would be clarified to indicate that projects along a transit route not on the TPN would focus only on potential project impacts to transit, whereas projects along a transit route on the TPN would focus on potential project impacts to transit as*

well as working to integrate best practice transit-supportive design elements into the project design. Details would also be added to explain potential exceptions.

- **Potential Schedule and Cost impacts:** There were concerns about the proposed review process requiring more time to prepare funding applications, and that adding transit-supportive design elements would increase project cost.

***Response:** Additional text would be added to the draft policy to explain that involving transit agencies earlier in the planning process would allow agencies to design the best multi-modal project. Further, identifying the full cost early would allow agencies to request the appropriate amount of funding. MTC would review its discretionary funding programs that fund roadway projects on public right-of-way and explore ways to provide support to agencies implementing multimodal projects.*

- **Limited Right-of-Way and Modal Priority Conflicts:** Commenters shared concerns about different ways to allocate/prioritize roadway space in constrained locations with limited right-of-way (ROW) and asked questions about how a decision would be made to determine the appropriate design.

***Response:** Additional text would be added to the draft policy clarifying that it would not dictate specific roadway modal hierarchy, allocation of space, or transit priority treatments. The intent of the TPPR is to ensure that potential transit-supportive design elements are considered in the design process for roadway projects and potential impacts to transit operations are mitigated, through early coordination between project sponsors and transit agencies. RNM staff would explore potential ways to provide support in these situations to help agencies come to a resolution.*

- **NACTO Transit Street Design Guide:** There was feedback regarding using the NACTO Transit Street Design Guide as the proposed reference for review, and concerns that NACTO provides design guidance and not design standards.

***Response:** Draft policy would propose that best practice transit-supportive design principles be considered, with the NACTO Transit Street Design Guide as one best practice design guide, along with locally-adopted design guidance and other national or local design resources. Following transit design principles (e.g., dedicated bus lanes, optimizing bus stop placement, utilizing transit signal priority) can be achieved while still maintaining compliance with the California Manual on Uniform Traffic Control Devices (MUTCD), Caltrans design standards, or AASHTO design standards.*

- **Implementation:** Commenters expressed interest in increasing education and access to best practice transit-supportive design resources to make the policy more effective, indicating a need for technical assistance.

***Response:** MTC plans to facilitate technical assistance, including trainings and access to design resources. Further, the Regional Transit Assessment (RTA) would include a task*

*to develop a near-term implementation strategy, including short-term actions to enhance local capacity to effective delivery transit priority projects.*

The above list highlights only the most frequently heard details; a summary of all the comments received is included in Attachment 1.

### Next Steps

This spring, a Revised Draft Policy Memo will be shared with stakeholder committees and working groups to seek additional input (including local jurisdiction input) on updated proposed policy contents and requirements.

Presentations are tentatively scheduled for:

- Policy Development Working Group (PDWG)
- Transit Priority Working Group (TPWG)

There will also be extensive outreach by County (meetings tentative and subject to change):

County	Body	Date
Alameda	ACTC Technical Advisory Committee	May 8, 2025
Contra Costa	West Contra Costa Transportation Commission (WCCTC)	May 8, 2025
	East County Transportation Planning Committee (TRANSPLAN)	May 20, 2025
	Southwest Area Transportation Committee (SWAT)	May 21, 2025
	Transportation Partnership and Cooperation (TRANSPAC)	May 29, 2025
Marin	TAM Technical Advisory Working Group	June 12, 2025
Napa	NVTA Technical Advisory Committee	May 1, 2025
	NVTA Citizen Advisory Committee	May 7, 2025
Santa Clara	VTA System Operations and Asset Management Working Group	April 23, 2025
	VTA Technical Advisory Committee	June 11, 2025
San Francisco	TBD	TBD
San Mateo	C/CAG Congestion Management Technical Advisory Committee	May 15, 2025
Sonoma	SCTA Technical Advisory Committee	April 24, 2025
	SCTA Planning Advisory Committee	May 15, 2025
Solano	STA Technical Advisory Committee	April 30, 2025

After spring outreach to committees and working groups, RNM staff will develop a first draft of the TPPR policy text and present to select staff working groups and the RNM advisory bodies for feedback in the summer.

In fall 2025, RNM staff will finalize the draft TPPR policy based on summer feedback, present to the RNM advisory bodies one final time, and take it to the Metropolitan Transportation Commission for policy adoption.



## **ATTACHMENT 1. Comments Received on Preliminary Draft Policy Memo:**

RNM staff received 350 comments from approximately 50 different agencies or groups from throughout the region, either in writing or during meetings. The following is a list of the agencies that provided input.

### **State/Regional**

Caltrans District 4  
Caltrans Headquarters  
MTC

### **County Transportation Agencies:**

Alameda CTC  
C/CAG  
CCTA  
STA  
SCTA  
TAM  
VTA (also Transit Agency)  
NVTa (also Transit Agency)

### **Transit Agencies:**

AC Transit  
BART  
County Connection  
Golden Gate Transit  
Marin Transit  
NVTa (Vine, also County agency)  
Petaluma Transit  
SamTrans  
SFMTA  
Tri-Delta Transit  
VTA (also County agency)  
Wheels (LAVTA)

### **Cities/Counties**

City of Alameda  
City of Albany  
City of Emeryville  
City of Fremont  
City of Hayward  
City of Mountain View  
City of Oakland  
City of Palo Alto  
City of Petaluma (also Transit Agency)  
City of San Bruno  
City of San Mateo  
City of San Jose  
City of San Leandro  
City of San Rafael  
City of Santa Clara  
City of Santa Rosa (also Transit Agency)  
City of Union City (also Transit Agency)  
City of Vallejo  
Contra Costa County  
Marin County  
San Mateo County  
Solano County  
West Contra Costa Transportation  
Commission

### **Advocacy Groups**

Seamless Bay Area  
Bike East Bay

### **Other Agencies/Groups**

Santa Clara Valley Urban Runoff Pollution  
Prevention Program  
Ministry of Velocity (Cal-ITP vendor)

Each comment was reviewed and considered in full, then categorized by theme. Below is a summary of feedback, with the staff response for each theme detailing how the comments will be considered and/or incorporated into the draft TPPR. Note that many comments could have been classified into multiple categories, but were assigned to the most prominent category for the sake of tracking purposes.

# 1) Complete Streets Checklist (105 comments)

- a) **Proposed Review Process** – There were numerous, varied comments about the proposed process, which are summarized in the table below.

Theme	Response
Transit coordination is already included in the regional Complete Streets (CS) Policy/Checklist for projects requesting over \$250,000; what does additional coordination accomplish.	<i>The existing CS Policy only requires project applicants to notify transit agencies. Project applicants are not required to do comprehensive coordination with transit agencies.</i>
Transit agency director-level staff may not be able to respond.	<i>Propose that “Senior-level staff or an authorized delegate” would respond instead of “director-level” staff.</i>
Transit staff do not have time to prepare response letters for each project.	<i>Propose to develop a streamlined Transit Review that would simplify the review process.</i>
Transit agencies may not respond or support a project	<i>Draft policy would address process if a transit agency does not respond or cannot support a project.</i>
Unclear what transit agencies should be reviewing, or why transit agencies need to coordinate	<i>The proposed Transit Review would provide guidance on elements to consider in review (e.g., confirming bus stop locations, turning radii, etc.)</i>
Unclear what the difference would be if there is a project on the Transit Priority Network (TPN) versus a project that is only along a transit route.	<i>Draft policy would explain what level of review/coordination is needed for projects on TPN versus projects on non-TPN.</i>
The 30 days given to transit agencies to respond is too long (it will delay projects) or too short (transit agencies will need more time to review projects).	<i>The proposed Transit Review would simplify and accelerate review. CS Checklist process is not prescribed in the draft TPPR, and would be reviewed and updated as needed.</i>

- b) **Transit agency jurisdiction over local streets:** Commenters had concerns that requiring an “approval” letter from a transit agency projects as part of the Complete Streets Checklist would give transit agencies authority over roadway decisions.

**Staff Response:** *Draft policy would require transit agency support, not approval.*

- c) **Schedule Impacts:** Commenters had concerns about the TPPR making the Complete Streets Checklist process take longer to complete, and suggested providing more time for grant applicants to submit applications.

***Staff Response:** The draft TPPR would not have purview over the administration of grant applications, but MTC staff would account for the additional time required when developing the funding calls and setting grant deadlines.*

- d) **Exemptions/Exceptions:** Many comments requested additional details regarding what types of projects would be exempt from the checklist process. There were also suggestions to add exemptions for specific types of projects and ways to streamline the approval process. Ideas included exemptions for agencies that commit to certain design requirements, projects along certain road types (evacuation routes, one-lane roads), certain types of projects (pre-approved treatments, station area treatments, on-route charging stations, bus stop improvements), or projects with limited right-of-way limiting design options. One comment asked if the policy intended to have projects apply for “Exceptions” not “Exemptions”.

***Staff Response:** Draft policy would include more detail on valid project exceptions. Language would be changed from “exemptions” to “exceptions” throughout.*

- e) **Bicycle Pedestrian Advisory Committee (BPAC):** Commenters had concerns that BPACs don’t have the right expertise to review transit issues. There were suggestions to add additional seats to BPACs to have transit representation/expertise, or use alternative committees to review projects. The remaining comments regarding BPACs noted that not all jurisdictions have a BPAC, questioned what to do if a project covers multiple jurisdictions, suggested that BPACs have a standing agenda item to review the Complete Streets (CS) Checklist for projects over \$250,000, and asked how BPAC bylaws could/should be modified to address the policy.

***Staff Response:** The current CS Policy requires that all projects in the public right-of-way, regardless of project type, requesting \$250,000 in discretionary funding or MTC’s endorsement be reviewed by BPACs. Some jurisdictions have broader transportation- or mobility-focused committees that fulfill BPAC duties as it relates to funding. Moving forward, MTC will evaluate potential changes to BPAC member composition to more effectively review multimodal project applications, rather than projects being reviewed by multiple, specialized committees.*

- f) **Suggested Edits and Clarifying Questions:** Several commenters indicated the proposed wording “the TPPR applies to projects along fixed-route transit” was awkward. There were also several comments asking for more details about the existing Complete Streets Checklist process and suggesting the TPPR explicitly only apply to new projects receiving over \$250,000 in discretionary funding. Commenters pointed out the inconsistent use of “should” and “must” for the requirement of following the NACTO *Transit Street Design Guide*. One commenter expressed concern that there are “no teeth” behind the requirement to incorporate transit-supportive design elements. There were questions about how the TPPR would apply for corridors with multiple transit agencies, development applications, and access-controlled highways.

**Staff Response:** Draft policy would clearly define “fixed-route transit”, and explicitly state that the TPPR would only apply to new projects seeking MTC funding or endorsements, upon adoption. It would also state that projects “should” (not “must”) follow the NACTO Transit Street Design Guide or similar best practices.

- g) **Other:** There were several comments regarding the existing Complete Streets (CS) Checklist process, including:
- i) Be consistent with applicable countywide bicycle and pedestrian plans
  - ii) Consider identifying impacts and benefits to fixed-route transit, demand-responsive transit, and paratransit.
  - iii) Consider indicating which relevant zoning and land use actions have been completed
  - iv) Consider how the CS Checklist will address SB 922-eligible projects.

**Staff Response:** As these comments are related to the broader Complete Streets process and will be shared with the MTC Complete Streets staff.

## 2) Modal Priority/Conflicts (40 comments)

- a) **Limited Right-of-Way:** Commenters shared concerns about different ways to allocate/prioritize roadway space in constrained locations with limited right-of-way (ROW). In addition to transit, potential space priorities highlighted include active transportation infrastructure, safety needs, emergency/disaster egress, and private vehicle throughput/parking. Commenters requested guidance and/or a process on how to navigate competing priorities. There were also comments about flexible roadway space allocation, such as a parking lane which serves as a transit lane during peak hours, or utilizing less space-intensive transit priority treatments (e.g., transit signal priority) to preserve space for other roadway uses.

**Staff Response:** The draft policy would not dictate roadway modal hierarchy, allocation of space, or specific transit priority treatments. Some modal conflict in limited ROW can be avoided outright by considering a project corridor as part of the greater network of adjacent streets, and assigning competing transportation modes to separate, parallel streets. If this approach isn’t feasible, roadway space allocation decisions should be made at the local level through regular coordination between local agencies.

The intent of the TPPR is to encourage early coordination between project sponsors and transit agencies to evaluate the potential to incorporate transit priority elements into roadway projects and/or mitigate any potential adverse impacts to transit operations. MTC proposes that a third-party agency (e.g., county transportation agency or MTC) could help to mediate the conversation as needed. The draft TPPR would include exceptions when it is not possible to incorporate transit priority elements or mitigate impacts to transit operations.

The draft policy would explicitly call out potential competing roadway uses and tradeoffs and provide more guidance on the local coordination/decision-making process.



- b) **How to Resolve Conflicting Priorities:** Commenters shared concerns about interagency coordination and conflict resolution, notably: balancing the needs of and impacts to different transportation modes when allocating roadway space; balancing the needs of multiple local jurisdictions and/or multiple transit agencies on projects spanning different jurisdictions or in overlapping service areas; and encouraging interagency coordination earlier in project delivery (i.e., during planning or preliminary design).

Commenters expressed interest in best practices for the conflict resolution process between different agencies and additional detail on the roles and responsibilities of MTC and county transportation agencies in the process. There was also some interest in alternatives to support letters from transit agencies, such as local jurisdictions documenting collaboration with transit agencies and/or demonstrating what transit priority elements were considered during planning and design.

***Staff Response:** The draft policy would provide more detail on proposed interagency coordination and conflict resolution processes, as well as specify agency roles and responsibilities. The Complete Streets Checklist would be updated to ask project sponsors to document estimated impacts of projects on transit operations and/or access to transit.*

- c) **Safety:** Commenters highlighted potential conflict between safety efforts and transit priority efforts – at the project level (e.g., roadway safety needs/impacts versus transit needs/impacts) and network level (i.e., high injury networks versus transit priority networks) – asking how to balance these two competing priorities.

***Staff Response:** Both roadway safety and transit operations needs should be considered during coordination between project sponsors and transit agencies. The draft policy would encourage good faith efforts to address competing needs. A third-party (e.g., county transportation agency or MTC) could help mediate as needed.*

- d) **Parking/Deliveries:** Commenters identified on-street parking as a common barrier to transit priority and active transportation improvements. Commenters suggested adding a statement indicating that space-efficient modes of transportation should be prioritized above on-street parking and expressed interest in technical and funding assistance with parking studies and public outreach needed for on-street parking changes/removal. Commenters also highlighted other curbside uses, such as deliveries.

***Staff Response:** Draft policy would acknowledge private vehicle parking and other curbside uses as potential competing roadway uses/needs. MTC currently provides resources on [Parking and Curb Management](#) and could consider future activities to provide further support.*

- e) **Planning Process:** Commenters indicated that consideration of competing corridor uses/needs should occur earlier during the planning process, not during project implementation. Commenters also indicated that the Transit Priority Network (TPN) should be developed with other regional networks and planned projects in mind, and in close coordination with public works and active transportation staff at local jurisdictions.

The TPN should be limited to locations where it is desired to prioritize transit over other modes.

**Staff Response:** *The draft policy would explicitly indicate that transit needs should be considered during planning and preliminary design to avoid conflicts during project implementation. In the event this does not occur, the draft TPPR would encourage incorporating elements beneficial to transit operations into the project. The TPN would be developed as part of the Regional Transit Assessment (RTA) and MTC would engage with stakeholder partners when developing the TPN. More information about the TPN can be found in responses to comment #3, Transit Priority Network.*

### 3) Transit Priority Network (TPN) (29 comments):

- a) **Criteria:** Commenters expressed interest in the TPPR applying to corridors with proposed/planned fixed-route transit service, in addition to those with existing fixed-route transit service. Commenters asked how the policy will adapt over time, given changes in transit service. There were also questions on how transit characteristics like service levels and route ridership will be factored in, as well as whether private shuttle services will be included. Commenters expressed interest in TPN development, mentioning that TPN criteria should be context-sensitive, requesting that the TPN aligns with other state/local definitions, recommending particular TPN criteria, and asking whether the TPN will be tiered.

**Staff Response:** *The draft policy would apply to locations with existing and/or planned (approved or budgeted) fixed-route transit service, excluding private shuttle services, special event services, and demand-responsive/paratransit services.*

*The TPN would be developed as part of the data-driven Regional Transit Assessment (RTA), which is anticipated to kick-off mid-2025. The RTA team would engage with stakeholder partners when developing the TPN and criteria. The TPN would be updated regularly to reflect changing transit services (the Transit Priority Implementation Strategy, to be developed as part of the RTA, would recommend how frequently the TPN should be updated).*

- b) **Existing Networks:** Commenters mentioned networks produced as part of the Bay Area Transit Plan (Caltrans), Plan Bay Area 2050+ (MTC), countywide transportation plans, and transit operator frequent networks should inform the development of the Transit Priority Network (TPN).

**Staff Response:** *The RTA team would engage with stakeholder partners when developing the TPN and criteria, and would take into consideration other related planning efforts.*

### 4) Funding (29 comments)

- a) **Cost Impacts:** Commenters had questions about how the policy would impact project costs and if additional funding would be allotted. There were also concerns that adding transit-supportive design elements would increase project costs. There were specific concerns about costs related to adding and maintaining transit signal priority, which can

require signal infrastructure upgrades to poles and conduits and ongoing subscription fees.

**Staff Response:** *The draft policy would not dictate that specific treatments be included, but rather that the transit agency be consulted during project development to ensure that the project design does not negatively impact transit.*

*For projects that are on the Transit Priority Network (TPN), the transit agency may also provide feedback on measures that should be considered. In some cases, this could increase the cost of a project. For example, if the proposed project is to add a protected bike lane along a transit route, the transit agency may request that passenger boarding islands at all bus stops be included in the design to avoid bus-bike safety conflicts and bus delays.*

*While adding transit-supportive design elements may increase project costs in certain situations, the goal of the TPPR is to result in better, more complete projects that consider all modes. Identifying multimodal needs such as these earlier in the project development phase can inform project cost estimates, so that funding requests are made for the appropriate amount.*

- b) **Fund Source Suggestions and Clarifying Questions:** Commenters had questions about which projects the policy would apply to, with specific questions about if it would apply to paving projects and OBAG 4. There were also suggestions to increase the funding for projects to account for the additional capital cost and timeline that transit elements added to projects may necessitate.

**Staff Response:** *The TPPR would apply to new projects that apply for more than \$250,000 of MTC discretionary funding<sup>1</sup> or request an MTC endorsement after the policy is adopted. If the policy is adopted prior to the release of OBAG 4, it would apply to projects over \$250,000 that receive OBAG 4 funding, since OBAG 4 is discretionary funding. MTC would consider how best to accommodate additional time required for project coordination with transit agencies in its grant funding programs.*

- c) **Incentives:** Commenters had suggestions and questions about how MTC grants may be scored to incentivize adopting local transit priority policies or incorporating transit improvements into projects. There was concern that the policy had “no teeth” and did not provide adequate incentives or additional funding for transit infrastructure.

**Staff Response:** *The draft TPPR would develop a structure for integrating transit into projects, but it does not have purview over specific funding grant programs. However, these comments will be passed on to the appropriate MTC staff.*

<sup>1</sup> MTC Discretionary funding sources include Surface Transportation Block Grant Program (STBGP) funding, Congestion Mitigation and Air Quality Improvement Program (CMAQ) funding, Carbon Reduction Program (CRP), Transportation Alternatives (TA) set-aside/Active Transportation Program (ATP) funding, regional bridge tolls, and Regional Transportation Improvement Program (RTIP) funding.

## 5) Transit-Supportive Design Principles (24 comments)

- a) **Use of NACTO *Transit Street Design Guide*:** Commenters shared concerns about NACTO as the sole design reference, as there are other best practice design guidelines available. There were also concerns that NACTO guidance is not consistent with MUTCD standards, thus may be less defensible from a legal standpoint. There were questions and concerns about what design standards to use on Caltrans right-of-way or where a local agency has adopted their own guidelines (e.g., AC Transit's *Transit Supportive Design Guidelines*). There were also questions about what reference to use if there are conflicting standards/guidelines.

**Staff Response:** *The draft policy would propose the NACTO Transit Street Design Guide as one possible best practice design guide, but other locally adopted design guides could also be used. Following transit-supportive design principles (e.g., dedicated bus lanes, optimizing bus stop placement, utilizing transit signal priority) can be achieved while still maintaining compliance with the California Manual on Uniform Traffic Control Devices (CA MUTCD), Caltrans standards, or AASHTO standards. If necessary, a Caltrans Design Standard Decision Document can be completed to incorporate a design that is more consistent with transit-supportive design principles but does not follow Caltrans standards, for example, if a design requires narrowing lane widths from the standard 12-foot width.*

- b) **Transit Priority Project Examples and Local Context:** There were concerns about using the NACTO guide as a design reference since it focuses on urban settings and may not be appropriate for all contexts. Several commenters suggested adding examples of transit priority projects, particularly from suburban and rural settings, on two-lane roads. There were also comments suggesting that there be more flexibility to consider local context.

**Staff Response:** *Additional case studies would be added in the guidance that accompanies the modified Complete Streets Checklist. As mentioned in comment 5a, transit design principles can be accommodated and still maintain compliance with Caltrans and AASHTO standards.*

- c) **Transit Signal Priority (TSP):** There were suggestions to specifically add transit signal priority to the TPPR to ensure that signal timing is evaluated as part of projects, and to standardize the equipment used for better coordination during mutual-aid events or on corridors used by multiple transit agencies. There was also a concern about adding transit signal priority (TSP) at signals due to the infrastructure upgrades required.

**Staff Response:** *TSP is one element of transit streets design that should be considered as part of the Complete Streets Checklist, but specific design elements are not within the purview of the TPPR. These comments will be shared with the relevant teams at MTC to consider in their programs.*

- d) **Suggested Edits:** There were text edits proposed regarding the use of “guidelines” versus “standards”, and suggested that “local guidance” be specific to “local transit agency guidance”.

***Staff Response:** These changes will be considered and implemented where deemed appropriate.*

## 6) Implementation (24 comments)

- a) **Training:** Commenters expressed interest in increasing education among all agencies to make the policy more effective, indicating a need for technical assistance and more forums for these conversations (e.g., workshops, when grants are released, etc.). Topics could include transit-supportive design guidance, modal priority/conflicts, coordination best practices, etc.

***Staff Response:** Technical assistance language would be amplified in the draft policy. Further, the Regional Transit Assessment (RTA) would include a task to develop a near-term implementation strategy, including short-term actions to enhance local capacity to effective delivery transit priority projects (i.e., technical assistance).*

- b) **Agency Resources:** Commenters highlighted a lack of dedicated transit staff and financial resources, especially at smaller local jurisdictions, as a challenge. Comments also expressed a need for access to NACTO and other transit-supportive design guidance, as the NACTO Transit Streets Design Guide must be purchased as it is not available in its entirety online. Additional funding, technical assistance, and engagement from MTC were mentioned as potential solutions.

***Staff Response:** Technical assistance language would be amplified in the draft policy. Further, the Regional Transit Assessment (RTA) would include a task to develop a near-term implementation strategy, including short-term actions to enhance local capacity to effective delivery transit priority projects (i.e., technical assistance). MTC will explore providing access to transit-supportive design guidance.*

- c) **Timeline and Interim Steps:** There were multiple comments that the policy will be adopted prior to a finalized Transit Priority Network (TPN), which has implications on policy implementation. Further, updates to the Complete Streets Checklist must be completed by the end of the 2025 calendar year in order to be incorporated into OBAG 4, but the TPN likely won't be completed by then. There was also a suggestion to pilot the policy on select projects/grants to start, before wider implementation.

***Staff Response:** Staff notes that initial policy implementation would be impacted by the lack of an identified TPN. Staff would add language to the draft policy clarifying that there would be an interim phase prior to TPN identification and adoption, including expectations/requirements during this period.*

- d) **Evaluation:** Commenters noted that the Transit Priority Network (TPN) should be periodically re-evaluated and updated to reflect changing transit services and roadway conditions.



**Staff Response:** Staff would add language to the draft policy clarifying that the TPPR, TPN, and Complete Streets Policy/Checklist would be periodically reviewed and updated, per the recommendations from the Regional Transit Assessment near-term implementation strategy.

## 7) Local Resolution (14 comments)

- a) **Clarifying Requirements:** Commenters asked for MTC to provide a sample resolution and clarify the required policy elements in order to maintain regional consistency. Three comments asked whether local jurisdictions with an existing complete streets policy or limited transit policy can amend their existing policies to achieve the intent of a local transit priority policy.

**Staff Response:** A local policy can take several different forms, such as amending a Complete Streets policy, incorporating transit priority into a general plan, a standalone transit priority policy, or a resolution in support of the TPPR. Staff would add language to the draft policy clarifying how local jurisdictions may adopt a local transit priority policy. In addition, MTC would provide a sample template for a standalone transit priority policy, for agency consideration.

- b) **Incentives and Prioritization:** Commenters asked for clarification of how incentives and prioritization worked. There were also comments that non-adoption should not penalize high-merit projects or transit agency-sponsored projects.

**Staff Response:** Staff would add language to the draft policy clarifying how MTC may use incentives. Incentives would be dependent on the specific funding program. MTC would not penalize transit agencies where local jurisdictions do not adopt a transit priority policy.

## 8) Engagement (13 comments)

- a) **Suggestions/Requests:** Commenters suggested engaging with county transportation agency (CTA) bodies earlier and more often for all transit priority efforts, so that local jurisdictions are better informed. MTC support/attendance at local jurisdiction meetings, as needed, is also desired. For the policy, commenters requested that MTC provide additional review time to agency stakeholders after spring CTA outreach and before taking a draft policy to the RNM bodies in the summer. There was also a request to take the draft policy text to CTA bodies before the policy is finalized/adopted. Finally, commenters suggested additional methods of engagement and education to agencies and the public, namely a map/dashboard of the Transit Priority Network, status of projects being implemented, and rider-focused project impacts (data visualization/KPIs).

**Staff Response:** MTC will provide more regular updates on transit priority efforts at CTA bodies for better engagement with local jurisdictions. MTC will make an effort to support/attend local jurisdiction meetings, as needed. MTC will discuss and re-evaluate its policy engagement plan and comment timelines. MTC makes continuous updates to the [Transit Priority webpage](#) to report on transit priority project progress and other efforts.

- b) **Clarifications:** Commenters asked about future forums for engaging stakeholders and expressed interest in additional outreach to local jurisdictions.

***Staff Response:** This spring, to continue engagement with local jurisdiction staff, MTC staff will present on the draft policy at committees and working groups organized by each of the Bay Area county transportation agencies (CTAs). The [Transit Priority webpage](#) lists CTA meetings open to the public at which MTC staff plans to present this spring. After that, staff will present draft policy text at the RNM bodies over the summer.*

## **9) Interagency Coordination (12 comments)**

- a) **Caltrans:** Commenters noted a list of Caltrans-led efforts for policy alignment, including those related to SB 960 (e.g., Director's Policy on Public Transit (in development), design guidance for transit priority facilities) and the Bay Area Transit Plan (in development). Commenters asked for clarifications on Caltrans's role and how the TPPR would apply to the State Transportation Network (STN).

***Staff Response:** Staff regularly coordinates with Caltrans staff to ensure consistency between state and regional efforts. The draft policy would be updated to clarify Caltrans's role related to the TPPR.*

- b) **Project Development/Coordination/Maintenance:** Commenters stated early and frequent coordination is key to developing better projects that both local jurisdictions/right-of-way agencies and transit agencies support. Some commenters noted that they have a local mechanism for coordination, and required agency coordination per TPPR would not add any benefits. Commenters expressed a challenge of working with multiple stakeholder agencies (i.e., a city's roadway project with frequent transit routes crossing a county-operated roadway) and how the TPPR could foster better interagency coordination. Another comment mentioned the need to maintain transit infrastructure.

***Staff Response:** Language encouraging better interagency coordination earlier in the project process would be added to the draft policy in order to deliver stronger projects. MTC or another third-party agency may provide support for resolving conflicts among stakeholder agencies.*

## **10) Roles/Responsibilities (8 comments):**

- a) Commenters asked to clarify the roles of Caltrans, county transportation agencies (CTAs), and MTC. CTAs can support conflict resolution and/or coordination of local transportation priorities through countywide transportation planning.

***Staff Response:** The draft policy text would clarify agency roles and requirements.*

## **11) Supportive Comments (15 comments)**

- a) Commenters expressed general support for the policy and its proposed requirements, especially that it fosters increased coordination between right-of-way owners/operators and transit agencies, proposes funding incentives for right-of-way agencies adopting a local resolution of support or a local policy, and works within the existing Complete Streets Checklist process.

**12) Other (37 comments)** These are topics that received five or fewer comments each.

- a) **Purpose/Goals:** Several suggestions focused on wording changes to the TPPR purpose and goals.

***Staff Response:** The goals would be updated to clarify that the TPPR does not identify locations for transit priority improvements. The TPPR focuses on transit travel time and reliability, so goals would not be expanded to include other aspects of transit operations.*

- b) **Paratransit/Microtransit:** Paratransit and micro-transit need access to the curb, and some complete streets projects block access to the curb.

***Staff Response:** This concern will be shared with MTC planning staff for potential updates in the Complete Streets Checklist to identify impacts to paratransit and micro-transit operations.*

- c) **Unintended Consequences:** Comments suggested the draft policy could create potential unintended consequences, such as impacts to local circulation, traffic congestion, and/or traffic diversion.

***Staff Response:** MTC staff would produce reports periodically, in coordination with regular Complete Streets Policy reports, to summarize funded projects, report changes in transit performance, and update the TPPR and TPN, as needed.*

- d) **Equity:** Commenters asked for clarification on how equity is applied in evaluating funding applications and provided specific suggestions for how equity should be applied.

***Staff Response:** Application of equity principles is unique to each funding program, and details are specified in a program's call for projects.*

- e) **Clarifying Questions:** There were several questions related to the existing Complete Streets (CS) Policy and Checklist.

***Staff Response:** Approximately 75% of local jurisdictions have a Bicycle Pedestrian Advisory Committee (BPAC) or equivalent committee. Where a local jurisdiction does not have a BPAC or equivalent committee, CS Checklists are reviewed by county BPACs.*

*The existing CS Policy requires "implementation of complete streets as recommended in recently adopted local or countywide plans, such as bicycle, pedestrian, active transportation, Vision Zero or other systemic safety plan, Community Based Transportation Plans or transit plan." Thus, project applicants must consider all applicable plans available in contrast to a specific CS plan.*

- f) **Specific Jurisdiction Comments:** Several comments shared their local goals related to their respective jurisdictions. One comment asked to minimize potential actions that require local jurisdictions to take a resolution or other type of documents to their elected bodies for approval.

***Staff Response:** Noted – no change.*

- g) **Out of Scope:** There were a total of 12 comments that will not be addressed in the TPPR as they are out of scope. Those topics include: transfers, curb cuts, utility coordination, green infrastructure, funding for developing transit, or operating funds for shuttle/neighborhood circulator routes and on-demand transit.

***Staff Response:*** *Out of scope – no change.*

**WCCTC  
FISCAL YEAR 2025-26  
DRAFT WORK PROGRAM**

WCCTC's activities can be grouped into the following eight major categories:

- **Measure J Programming of Funds**
- **Planning: Subregional, Countywide, and Regional**
- **Pursuit of Funding Opportunities**
- **Sub-regional Transportation Mitigation Fee Program (STMP)**
- **Transportation Demand Management (TDM) Program**
- **Other Measure J Program Administration**
- **Representation of West County on Formal Bodies; and**
- **General Administration/Operations.**

The numbered activities shown below in **bold** are expected to occupy the greatest amount of staff time.

**MEASURE J PROGRAMMING OF FUNDS**

Program and monitor West County's Measure J funds in cooperation with CCTA and relevant partners, including:

- a. Transportation for Seniors and People with Disabilities (Measure J 15b, 20b)
- b. Additional Bus Transit Enhancements (Measure J 19b)
- c. Low Income Student Bus Pass Program (Measure J 21b)
- d. Ferry Service (Measure J 22b)
- e. Additional Transportation for Livable Communities (Measure J 25b)
- f. Additional Pedestrian, Bicycle and Trails Facilities (Measure J 26b)
- g. Sub-regional needs (Measure J 28b)

**PLANNING: SUBREGIONAL, COUNTYWIDE AND REGIONAL**

This program area relates to WCCTC's function as the Regional Transportation Planning Committee (RTPC) for West Contra Costa County under Measure J. It also includes transportation planning efforts resulting from the agency's Joint Powers Agency function. As a Joint Powers Agency, WCCTC may apply for and receive various grants that advance the transportation goals of West Contra Costa and Measure J. WCCTC can also serve as a lead for certain studies or projects. Activities in this program area are mainly funded with annual member agency contributions and, to a smaller extent, Measure J dollars or grant funding. Planning activities include working with MTC, Caltrans, CCTA, and other agencies to promote capital improvements that may benefit West County. This work is accomplished by participating in regional, countywide, sub-regional, and local efforts related to planning, funding, and delivery of priority transportation projects or services in West County.



## **SUBREGIONAL PLANNING**

1. **Work with CCTA, AC Transit and the cities of El Cerrito, Richmond, and San Pablo to assist and guide the development of Phase 3 of the San Pablo Avenue Multimodal Corridor Study which focuses on outreach to businesses and community members to advance the concepts identified in Phase 2.**
2. **Pursue opportunities to advance the recommendations contained in the Richmond Parkway Transportation Plan.**
3. Continue to work with CCTA, the City of Richmond, and other regional partners to mitigate traffic impacts on local streets in communities adjacent to I-580 and the Richmond-San Rafael Bridge.
4. Advance of recommendations of the West County High-Capacity Transit Study, the West Contra Costa County Express Bus Implementation Plan.
5. Monitor transit-oriented development at both El Cerrito BART Stations and work with BART and the City of El Cerrito on supporting access improvements
6. Explore the creation of a Transportation Management Association (TMA) with El Cerrito, Richmond, and BART.
7. Monitor West County Action Plan compliance by reviewing certain proposed projects, General Plans or Amendments, and work to advance goals, objectives and actions contained in the West County Action Plan.

## **COUNTYWIDE PLANNING**

8. **Work with CCTA on finalizing the Countywide Transportation Plan.**
9. **Monitor and keep the TAC and Board informed of the CCTA's development of a Countywide Integrated Transit Plan (ITP).**
10. Work with Contra Costa County Public Works on its Vision Zero Technical Advisory Committee.
11. Participate in follow-up activities related to the countywide Accessible Transportation Strategic Plan.

## **REGIONAL PLANNING**

12. Monitor and keep the TAC and Board informed about any potential regional funding measures.
13. Participate in MTC's Bay Bridge Forward initiatives including transit use of the shoulder on I-80, HOV lane policy changes, HOV lane access restrictions and localized transit

priority strategies.

14. Participate in MTC's Richmond-San Rafael Bridge Forward initiatives including the reinstallation of an HOV lane on I-580, open road tolling at the westbound bridge entrance, and interchange improvements at Richmond Parkway
15. Continue to monitor and participate, if possible, in MTC, BATA and Caltrans analysis and recommendations for the westbound shoulder of the Richmond-San Rafael Bridge.

## **PURSUE FUNDING OPPORTUNITIES**

This work involves monitoring grant opportunities, informing member agencies, providing letters of support to member agencies, and facilitate prioritization of West County candidate projects for grants. It can also including advocating for transit funding to maintain existing services. Some examples of upcoming grant opportunities include: STIP (State Transportation Improvement Program), which funds a range of capital projects; MTC's Innovative Deployments to Enhance Arterials (IDEA), a technical assistance grant program related to the signal timing of major arterial roadways; Bus Accelerated Infrastructure Delivery (BusAID) grants, and Active Transportation Program (ATP) grants for pedestrian and bicycle improvements

16. **In conjunction with the CCTA and project partners monitor and apply as appropriate for Regional Measure 3 funds for Richmond Parkway project.**
17. **Advocate for the inclusion of planned West County transportation projects in future funding measures (e.g., Bay-Area and County-wide).**
18. **Continue to seek funding to advance and implement the projects recommended in the San Pablo Avenue Multimodal Corridor Study.**
19. Work with the cities of Pinole and San Pablo, CCTA, and other relevant agencies to identify funding to complete bridge projects on San Pablo Avenue in Pinole and San Pablo.
20. Support CCTA's work in to identifying funding to implement the San Pablo Dam Rd interchange
21. Work with CCTA and the City of Richmond to identify funding or address other project development needs for key projects such as the Central Ave. phase 2.
22. Work with Hercules, CCTA, and CCJPA on securing funding for the Hercules Hub, formerly known as the Regional Intermodal Transportation Center, in Hercules.
23. Assist local jurisdictions in the implementation of a low stress bike network in West County through the identification of funding opportunities.

## **SUB-REGIONAL TRANSPORTATION MITIGATION FEE PROGRAM (STMP)**

WCCTC acts as the trustee for the development impact fees collected by the West County cities and the unincorporated areas of the County. An updated program went into effect on July 1, 2019. Under the updated program, STMP funds are to be used for twenty pre-identified, regionally benefitting capital projects. In the upcoming fiscal year, WCCTC will:

- 24. Begin the legally required update process for the 2019 STMP and Nexus Study, including development of a scope of work, project schedule, RFP process, and consultant selection.**
- 25. Develop funding agreements with project sponsors for any Board-approved funding allocations.**
- 26. Address required program changes necessitated by the change in state law as to when residential development fees are collected.**
27. Collect, administer, and track fees and reporting forms.
28. Provide monitoring reports on revenue collected and status of local reporting.
29. Manage a call for projects based on Board direction and subject to funding availability, and allocate funds to eligible, Board-approved projects.
30. Respond to inquiries from local agencies and members of the public.
31. Review and process appeal and exemption requests.
32. Monitor and update, as needed, the expiration dates of existing STMP funding agreements.

## **REPRESENT WEST COUNTY ON FORMAL BODIES**

Serve on and/or monitor regional, countywide, sub-regional, and local bodies related to planning, funding, and delivery of programs and priority capital projects in West County. This participation can involve Board members, WCCTC staff, and staff from member agencies, depending upon the body.

- CCTA Board
- CCTA Administration and Projects Committee (APC)
- CCTA Planning Committee (PC)
- CCTA Countywide Bicycle and Pedestrian Advisory Committee (CBPAC)
- CCTA Paratransit Coordinating Committee (PCC)
- CCTA Technical Coordinating Committee (TCC)
- CCTA Active Transportation Specific Plan (ATSP) Task Force

- the West County Mobility Management Group
- Senior Mobility Action Council
- Caltrans District 4 Pedestrian Advisory Committee
- Miscellaneous TACs for local, subregional, countywide, and regional planning efforts

## **TRANSPORTATION DEMAND MANAGEMENT (TDM)**

This program promotes transportation alternatives to the single occupant vehicle by encouraging walking, bicycling, transit, carpooling, and vanpooling, and is coordinated with the larger countywide 511 Contra Costa Program. It is funded on a reimbursement basis by Measure J and grants from the Air District.

With changes to CCTA's policies last year the following activities are subject to an application process and therefore involve a degree of uncertainty. They are likely to be funded, however. Additionally, WCCTC may deliver some of these activities in conjunction with CCTA and potentially with the support of CCTA's on-call consultant team.

In the upcoming fiscal year, the TDM program will:

- 33. Manage the Commuter Benefit program, which includes the countywide Guaranteed Ride Home program and the subregional Try Transit, Take 10, and Secure Your Cycle programs.**
34. Manage the Employer-Based Trip Reduction Program, which includes employer outreach and tabling at community events.
35. Co-lead Bike to Wherever Days 2026 with other regional partners.
36. Develop and implement Richmond Ferry promotions aimed at commuters in partnership with WETA
37. Support Local Agency Climate Action plans and efforts that aim to improve access to bicycling, pedestrian facilities, transit, and emerging mobility technology such as shared bicycles and cars, electric bicycles, scooters, and autonomous vehicles.
38. Participate in a planning effort to evaluate transportation needs related to the El Cerrito and Richmond BART Stations.

## **OTHER MEASURE J PROGRAM ADMINISTRATION**

- 39. Administer Measure J Program 21b, which funds the Safe Transportation for Children: Low Income Student Bus Pass Program. This program funds bus passes for West Contra Costa Unified School District and a yellow school bus program for John Swett Unified School District.**

40. Based on the 2015 Cooperative Agreement, participate with WETA, CCTA and Richmond on the annual review of the Richmond ferry's ridership, service levels, marketing, fare policy, access issues, and capital needs. Keep the TAC and Board informed about Richmond Ferry service considerations.
41. In coordination with CCTA staff, ensure that there is a travel training program in West County, either as a stand-alone effort, as it was previously, or as part of a countywide effort. As before, the program would teach seniors to use fixed route transit (BART, buses, ferry), ADA and non-ADA paratransit, and other mobility services.

## **GENERAL ADMINISTRATION/OPERATIONS**

In the upcoming fiscal year, staff will:

- 42. Manage or participate in meetings of the WCCTC Board and WCCTC TAC.**
- 43. Complete the process of finalizing the amendment to the Joint Powers Agreement.**
- 44. Subject to Board approval, consider making use of on-call consultant support for STMP administrative tasks, the pursuit of grant opportunities, and/or other efforts.**
45. Consider whether changes to the current scheduled days and/or times for WCCTC Board and TAC meetings are needed.
46. Maintain and update content on the agency's website.
47. Further streamline the accounts payable process.
48. Continue digitizing and organizing WCCTC records including funding agreements, resolutions, minutes, and Board and TAC meeting packets.
49. Subject to Board approval, make use of DocuSign as a tool to efficiently gather signatures for funding agreements and contacts.
50. Complete any remaining activities related to the implementation of WCCTC's new "Doing Business As" name: the West Contra Costa Transportation Commission.