



Our intention is to have in-person meetings going forward. For the time being, we will hold the City Committee Meetings, Plan Commission, Council and most others at the Community Room at 933 Michigan Avenue. This in-person location will meet the legal requirement for our open meetings.

We will have a virtual option available, but the technology for the hybrid style meeting may not be reliable all of the time.

Members

- Chair Michael O'Meara
- Vice Chair Nena Fisher
- Ald. David Plaisance
- Scott Cole
- Karalyn Peterson
- Lawrence Leviton (Alt. #1)

AGENDA

BICYCLE AND PEDESTRIAN STREET SAFETY COMMISSION (BPSSC)

Date and Time:	April 10, 2024 5:00 PM	Location:	Community Room 933 Michigan Avenue, Stevens Point, WI
			<u>OR</u> <u>Zoom Teleconferencing</u> Meeting ID: 858 5903 7814 Passcode: 793535 <u>By</u> <u>Computer:</u> https://us02web.zoom.us/j/85859037814?pwd=ckZjWm9DTG1uL2VmajZVSjdyTkcvQT09 <u>By Phone:</u> +1-312-626-6799 (US Chicago)

Opening Section:

1. Roll Call

Discussion and Possible Action on the Following:

2. Report of the December 20, 2023 meeting of the Bicycle & Pedestrian Street Safety Commission.
3. Consideration of a resolution aspiring to eliminate roadway deaths and serious injuries.
4. Presentation and discussion on 2025 street improvement projects.
5. Update on implementing the Safe Routes to School Plan.

PLEASE TAKE NOTICE that any person who has special needs while attending these meetings or needs agenda materials for these meetings should contact the City Clerk as soon as possible to ensure that a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569 or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Maps further defining the above area(s) may be obtained from the City of Stevens Point Department of Community Development, 1515 Strongs Avenue, Stevens Point, WI 54481, or by calling (715) 346-1567, during normal business hours.

PLEASE TAKE FURTHER NOTICE that a quorum of the Common Council may be in attendance at this meeting.

6. Discussion on creating a long-range planning document for bus stop locations.
7. Staff Update:
 - Safe Streets and Roads for All.
 - Bicycle Friendly Community application.
8. Adjourn

PLEASE TAKE NOTICE that any person who has special needs while attending these meetings or needs agenda materials for these meetings should contact the City Clerk as soon as possible to ensure that a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569 or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481. Maps further defining the above area(s) may be obtained from the City of Stevens Point Department of Community Development, 1515 Strongs Avenue, Stevens Point, WI 54481, or by calling (715) 346-1567, during normal business hours.

PLEASE TAKE FURTHER NOTICE that a quorum of the Common Council may be in attendance at this meeting.

REPORT OF THE BICYCLE & PEDESTRIAN STREET SAFETY COMMISSION

December 20, 2023 – 5:00 PM
933 Michigan Avenue – Room 122, Stevens Point, WI 54481
& Zoom Conference Call Meeting

PRESENT: Chairperson O’Meara, Commissioner Cole, Commissioner Fisher, Commissioner Peterson, and Commissioner Leviton.

ALSO PRESENT: Associate Planner/Zoning Administrator Kuhn, Trevor Roark, and unidentified audience members via Virtual Zoom Meeting.

INDEX:

Opening Section:

1. Roll Call

Discussion and possible action on the following:

2. Selection of a Vice Chairperson for the Bicycle and Pedestrian Street Safety Commission.
3. Report of the August 22, 2023 meeting of the Bicycle and Pedestrian Street Safety Commission.
4. A request to submit an advisory recommendation prioritizing sidewalk installation near the property located at 500 Maria Drive (Parcel ID 281240830100116).
5. Presentation and discussion on the Portage County Safe Routes to School Plan.
6. Staff Updates:
 - Bicycle Friendly Community application.
 - Bicycle parking ordinance.
 - Transit stop planning.
 - SS4A Planning & Demonstration Grant.

Closing Section:

7. Adjourn

Opening Section:

1. Roll call

Present: O’Meara, Cole, Fisher, Peterson, Leviton

Excused: Plaisance

Lawrence Leviton was welcomed as a new commissioner.

Discussion and possible action on the following:

2. Selection of a Vice Chairperson for the Bicycle and Pedestrian Street Safety Commission.
Motion by Commissioner Peterson to appoint Nena Fisher as Vice Chairperson.
Motion carried 5-0.
3. Report of the August 22, 2023 meeting of the Bicycle and Pedestrian Street Safety Commission.
Motion by Commissioner Peterson to approve the report of the August 22, 2023 meeting of the Bicycle and Pedestrian Street Safety Commission; seconded by Commissioner Leviton
Motion carried 5-0.

4. A request to submit an advisory recommendation prioritizing sidewalk installation near the property located at 500 Maria Drive (Parcel ID 281240830100116).

Associate Planner/Zoning Administrator Kuhn introduced the item prior to a brief presentation by Trevor Roark who covered reviewed the sidewalk proposal stakeholders, in addition to how it was originally brought forward, noting that the sidewalk proposal had been heavily supported by all involved parties.

Motion by Chairperson O’Meara to approve the request to submit an advisory recommendation prioritizing sidewalk installation near the property located at 500 Maria Drive (Parcel ID 281240830100116); seconded by Vice Chairperson Fisher.

Motion carried 5-0.

5. Presentation and discussion on the Portage County Safe Routes to School Plan.

Associate Planner/Zoning Administrator Kuhn provided an overview on the Portage County Safe Routes to School Plan covering:

- Why create a safe routes to school plan
- Focus on Five E’s (engineering, enforcement, education, encouragement, evaluation)
- Recommendations for infrastructure and non-infrastructure improvements, and associated action plan details.
- Next steps in implementing policy recommendations within the plan.

There was a clarifying back-and-forth discussion amongst the commission and staff, as well as general comments. There was a consensus to proceed with next steps, with Chairperson O’Meara and Vice Chairperson Fisher volunteering to take the lead.

No action was taken.

6. Staff Updates on:

- Bicycle Friendly Community application.
- Bicycle parking ordinance update.
- Transit stop planning update.
- SS4A Planning & Demonstration Grant update, with further clarification on next steps.

Closing Section:

7. Adjourn

Meeting adjourned at 5:35 PM.

A recording of this meeting can be viewed/heard at: <https://stevenspoint.com/365/AgendasMinutesVideos>



MEMORANDUM

To: Bicycle & Pedestrian Street Safety Commission

From: Adam Kuhn, AICP
Associate Planner / Zoning Administrator

Date: April 10, 2024

RE: Consideration of Multijurisdictional Commitment Resolution

Background: Late last year, Portage County was awarded a \$200,000 Planning & Demonstration Grant through the Safe Streets and Roads for All program, administered by the U.S. Department of Transportation (DOT). The City was on the co-applicants as part of this multi-jurisdictional application submittal.

Now that the U.S. DOT has agreed to award grant funds, there are a number of items to adhere to through the grant administration process. One such item is that a commitment resolution must be entered into by the governing bodies of the applicant in question – in this case, Portage County, the City of Stevens Point, and the Villages of Plover, Whiting and Park Ridge. This resolution requirement would need to show that the governing bodies are committed to reducing and eliminating roadway deaths and serious injuries. Please note that this resolution is not legally binding through the grant reporting process (i.e., if serious injuries do not decrease throughout the grant reporting timeline, we would not be required to reimburse awarded grant dollars).

Attached is the commitment resolution for your consideration. Please note that this draft document has been worked on with municipal and County staff. Should the Commission recommend approval of signing the resolution, the recommendation will move to the Board of Public Works and the Common Council in May.

If you have any questions, please do not hesitate to contact me.

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**PORTAGE COUNTY: MULTIJURISDICTIONAL COMMITMENT TO ELIMINATE ROADWAY FATALITIES:
SAFE STREETS AND ROAD FOR ALL (SS4A) GRANT AWARD**

WHEREAS, on December 13th, 2023, Portage County and its partners (City of Stevens Point and Villages of Plover, Whiting, and Park Ridge) were awarded a \$200,000 multijurisdictional (Planning and Demonstration) grant through the U.S. Department of Transportation, Safe Streets and Roads for All (SS4A) grant program under the Infrastructure Investment and Jobs Act, and;

WHEREAS, the \$200,000 grant funding provided by the U.S. DOT will cover the majority of the costs associated with the \$250,000 project proposed to holistically address roadway safety throughout the County and within its municipalities, and;

WHEREAS, Portage County and its municipal jurisdictions understand the importance of transportation safety, community connectivity, and public participation and collaboration; and

WHEREAS, through the SS4A grant funding, Portage County will solicit for and contract a private consulting firm to meet the three main objectives of the grant application, and;

WHEREAS, such specific objectives include the creation of a (1) Portage County Safe Streets and Roads for All (SS4A) Action Plan, (2) update the 2014 Portage County Countywide Bicycle and Pedestrian Plan as a supplemental safety plan and (3) implement a variety of Demonstration Activities throughout the County; and

WHEREAS, through achieving the goals and objectives outlined in the grant application, Portage County is taking an active role in improving roadway safety for all roadway users, and;

WHEREAS, Portage County and its residents will collaborate and establish a Task Force and sub-committee to give direction to the consulting firm as it relates to the creation of the Safe Streets and Roads for All Action Plan, updated Bicycle and Pedestrian Plan, and the implementation of demonstration activities in holistic and equitable manner, utilizing a multi-prong approach of public engagement in order to maximize community representation/feedback to ensure the three objectives meet the needs of residents, have local support, and are implementable.

NOW, THEREFORE, BY THE SIGNATURE AND ATTESTATION BELOW, that the Portage County Board of Supervisors, the Stevens Point Common Council, the Village Board of the Village of Plover, the Village Board of the Village of Whiting, and the Village Board of the Village of Park Ridge, publicly commit to eliminating roadway fatalities and serious injuries by 2045 and adopt the final Action Plan & PCCBPP after a 24-month period of performance. Goals: incrementally reduce fatalities and serious injuries over the next two decades with the goal of eliminating roadway deaths and serious injuries elimination by 2045.

BY THE SIGNATURE AND ATTESTATION BELOW, the participating political parties approve of and are committed to the goals and objectives of the awarded grant project, pursuant to the terms of the grant application and will execute any and all documents and assurances which may be required for the purposes of the plan (Action Plan and Supplemental Safety Plan) creation processes and the implementation of such demonstration activities.

Portage County

(Date: _____)

Approved: _____
John Pavelski, County Executive

Attest: _____
Maria Davis, County Clerk

City of Stevens Point

(Date: _____)

Approved: _____
Mike Wiza, Mayor

Attest: _____
Kari Yenter, City Clerk

Village of Plover

(Date: _____)

Approved: _____
Gary Wolf, Village President

Attest: _____
Tammy Wojtalewicz, Village Clerk

Village Of Whiting

(Date: _____)

Approved: _____
Dean Curtis, Village President

Attest: _____
Annette Stashek, Village Clerk

Village of Park Ridge

(Date: _____)

Approved: _____
Steve Menzel, Village President

Attest: _____
Katie McKelvey, Village Clerk

Safe Streets and Roads for All Action Plan Components

This document is not meant to replace the NOFO. Applicants should follow the instructions in the NOFO to correctly apply for a grant. See the SS4A website for more information: <https://www.transportation.gov/SS4A>

Leadership Commitment and Goal Setting



An official public commitment (e.g., resolution, policy, ordinance, etc.) by a high-ranking official and/or governing body (e.g., Mayor, City Council, Tribal Council, MPO Policy Board, etc.) to an eventual goal of zero roadway fatalities and serious injuries. The commitment must include a goal and timeline for eliminating roadway fatalities and serious injuries achieved through one, or both, of the following:

- (1) the target date for achieving zero roadway fatalities and serious injuries, OR
- (2) an ambitious percentage reduction of roadway fatalities and serious injuries by a specific date with an eventual goal of eliminating roadway fatalities and serious injuries.



Planning Structure

A committee, task force, implementation group, or similar body charged with oversight of the Action Plan development, implementation, and monitoring.



Safety Analysis

Analysis of existing conditions and historical trends that provides a baseline level of crashes involving fatalities and serious injuries across a jurisdiction, locality, Tribe, or region. Includes an analysis of locations where there are crashes and the severity of the crashes, as well as contributing factors and crash types by relevant road users (motorists, people walking, transit users, etc.). Analysis of systemic and specific safety needs is also performed, as needed (e.g., high-risk road features, specific safety needs of relevant road users, public health approaches, analysis of the built environment, demographic, and structural issues, etc.). To the extent practical, the analysis should include all roadways within the jurisdiction, without regard for ownership. Based on the analysis performed, a geospatial identification of higher-risk locations is developed (a High-Injury Network or equivalent).

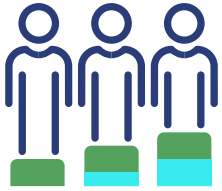


Engagement and Collaboration

Robust engagement with the public and relevant stakeholders, including the private sector and community groups, that allows for both community representation and feedback. Information received from engagement and collaboration is analyzed and incorporated into the Action Plan. Overlapping jurisdictions are included in the process. Plans and processes are coordinated and aligned with other governmental plans and planning processes to the extent practical.



Safe Streets and Roads for All Action Plan Components



Equity Considerations

Plan development using inclusive and representative processes. Underserved communities* are identified through data and other analyses in collaboration with appropriate partners. Analysis includes both population characteristics and initial equity impact assessments of the proposed projects and strategies.



Policy and Process Changes

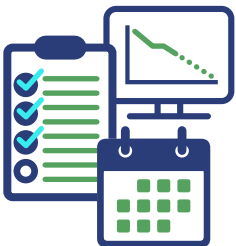
Assessment of current policies, plans, guidelines, and/or standards (e.g., manuals) to identify opportunities to improve how processes prioritize transportation safety. The Action Plan discusses implementation through the adoption of revised or new policies, guidelines, and/or standards, as appropriate.



Strategy and Project Selections

Identification of a comprehensive set of projects and strategies, shaped by data, the best available evidence and noteworthy practices, as well as stakeholder input and equity considerations, that will address the safety problems described in the Action Plan. These strategies and countermeasures focus on a Safe System Approach, effective interventions, and consider multidisciplinary activities. To the extent practical, data limitations are identified and mitigated.

Once identified, the list of projects and strategies is prioritized in a list that provides time ranges for when the strategies and countermeasures will be deployed (e.g., short-, mid-, and long-term timeframes). The list should include specific projects and strategies, or descriptions of programs of projects and strategies, and explains prioritization criteria used. The list should contain interventions focused on infrastructure, behavioral, and/or operational safety.



Progress and Transparency

Method to measure progress over time after an Action Plan is developed or updated, including outcome data. Means to ensure ongoing transparency is established with residents and other relevant stakeholders. Must include, at a minimum, annual public and accessible reporting on progress toward reducing roadway fatalities and serious injuries, and public posting of the Action Plan online.

* An underserved community as defined for this NOFO is consistent with the Office of Management and Budget's Interim Guidance for the Justice40 Initiative <https://www.whitehouse.gov/wp-content/uploads/2021/07/M-21-28.pdf> and the Historically Disadvantaged Community designation, which includes U.S. Census tracts identified in this table <https://datahub.transportation.gov/stories/s/tsyd-k6ij>; any Tribal land; or any territory or possession of the United States.





MEMORANDUM

To: Bicycle & Pedestrian Street Safety Commission

From: Adam Kuhn, AICP
Associate Planner / Zoning Administrator

Date: April 10, 2024

RE: Presentation & Discussion on 2025 Street Improvement Projects

Background: While we are early into 2024, now is the time that the Public Works Department is beginning to discuss and plan for 2025 street reconstruction projects. In conversations with Director Beduhn and I, we are looking to involve this Commission early in the process of street safety planning. As you may recall, both this Commission and the Board of Public Works have a role in the safety of streets and roads, granted in a different scope. This Commission would have the ability to provide overarching recommendations as to if bicycle, pedestrian or other multi-modal improvements should be placed on a roadway to achieve your goal as a Commission – to make roadways safer for bicycle and pedestrian users. Based on this overarching recommendation, it would be the task of the Board of Public Works and the Public Works Department to focus on the design of roadways to see if the Commission's recommendations can be incorporated into the design phase.

During the April 10th meeting, Director Beduhn will be presenting to you on the street segments planned for improvement in 2025. This presentation will serve as a catalyst for future discussion, including a walk audit of these segments later this month.

If you have any questions, please do not hesitate to contact me.

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U.S. Department of Transportation

Federal Highway Administration

1200 New Jersey Avenue, SE
Washington, DC 20590
202-366-4000

[Safety](#)

Pedestrian Safety Guide for Transit Agencies

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Chapter 1: Tools for Identifying Pedestrian Safety and Access Issues

This chapter provides tools including bus stop audit checklists, pedestrian catchment area facility inventories, pedestrian questionnaires, pedestrian behavior observation surveys, and pedestrian crash analyses to help agencies identify specific pedestrian safety issues that affect their customers.

While the tools in this chapter are presented for use by transit agencies, they can also be beneficial for other transit agency partners, such as:

- Local, regional and state agencies.
- Citizens and community groups.
- University researchers.
- Non-profit organizations.

A. Bus Stop Assessment Tools

1. Bus Stop Checklists

Bus stop checklists are commonly used to inventory bus stops and roadway characteristics in the area immediately surrounding a stop. They can be used by transit agencies to evaluate their own facilities or by local residents to assess conditions at bus stops. These checklists typically document:

- Sidewalk presence and condition near the bus stop.
- Roadway crossing treatments near the bus stop (crosswalks, pedestrian signals, pedestrian push-buttons, pedestrian signal timing, audible warning signals).
- Path of access between the sidewalk and bus stop boarding area.
- Readability of bus stop signs.
- Obstructions at bus stop.
- Bus stop shelters and seating.

Example bus stop checklists are provided in the *Easter Seals Project ACTION Toolkit for the Assessment of Bus Stop Accessibility and Safety*¹ (excerpt included on the following page), *Queensland Transport's Pedestrian Safety and Accessibility Audit Tools*,² and *Pedestrian and Transit Friendly Design: A Primer for Smart Growth*.³

QUICK BUS STOP CHECKLIST

<i>Route Name:</i>	<i>Location:</i>	<i>Weather Conditions:</i>	<i>Stop No.:</i>

PART B: Landing Area Assessment				
B1	Is there a landing area at least 5 feet wide and 8 feet deep adjacent to the curb/street?			Yes No [] []
B2	Where is the landing area positioned in relation to the curb/street?			
	Below street level (low ground or shoulder) []	Shoulder []	Adjacent []	Other (specify): []
	Sidewalk []	Bus Bulb []	Off-Road/No sidewalk []	
B3	What is the material of the landing area?			
	Asphalt []	Dirt []	Gravel []	Other (specify): []
	Concrete []	Grass []	Pavers []	
B4	Are there problems with the landing area surface?			Yes No [] []
	<i>If YES, rank resulting accessibility potential:</i>			
		Not Accessible	Minimally Accessible	Accessible
	Uneven	[]	[]	[]
	Slopes up from the street	[]	[]	[]
	Slopes down from the street	[]	[]	[]
	Requires stepping over drain inlet	[]	[]	[]
Other (Specify)	[]	[]	[]	
B5	Are there any obstacles that would limit the mobility of a wheelchair (trash receptacle, newspaper boxes, landscaping, other)?			Yes No [] []
	<i>If YES, describe obstruction:</i>			

2. Prompt Lists and Road Safety Audits

Prompt lists are listings of potential issues that should be considered when conducting a road safety audit (RSA). An RSA is a formal safety examination of an existing or future roadway that is conducted by an independent, multidisciplinary team. “Independent” means that the RSA team should not include the roadway designer or current owner. The RSA team typically does not have authority to change a design that is being audited, however they can identify safety considerations and suggest measures (for the design team’s or responsible agency’s consideration) that can reasonably be implemented within the project schedule and available budget. There are several stages of a project where an RSA can be conducted, including: pre-construction (planning, preliminary design, final design); construction (work zone traffic control plan, pre-opening); and post-construction (including existing roads open to traffic).

The following table is an example prompt list for transit from the Federal Highway Administration’s (FHWA) *Road Safety Audit Guidelines and Prompt Lists* (FHWA-SA-07-007). This particular FHWA publication also contains detailed descriptions of the prompts to clarify potential issues for pedestrians at transit stops.

Master Prompt	Detailed Prompt	RSA Stages			
		planning	design	construction	post-construction
D.1 Presence, Design, and Placement	D.1.1 Are bus stops sited property?	√	√	√	√
	D.1.2 Are safe pedestrian crossing convenient for transit and school bus users	√	√	√	√
	D.1.3 Is sight distance to bus stops adequate?	√	√	√	√
	D.1.4 Are shelters appropriately designed and placed for pedestrian safety and	√	√	√	√

		convenience?				
D.2 Quality, Condition, and Obstructions	D.2.1	Is the seating area at a safe and comfortable distance from vehicle and bicycle lanes?		√	√	√
	D.2.2	Do seats (or persons sitting on them) obstruct the sidewalk or reduce its usable width?		√	√	√
	D.2.3	Is a sufficient landing area provided to accommodate waiting passengers, boarding/alighting passengers, and through/bypassing pedestrian traffic at peak times?		√	√	√
	D.2.4	Is the landing area paved and free of problems such as uneven surfaces, standing water, or steep slopes?		√	√	√
	D.2.5	Is the sidewalk free of temporary/permanent obstructions that constrict its width or block access to the bus stop?	√	√	√	√
D.3 Continuity and Connectivity	D.3.1	Is the nearest crossing opportunity free of potential hazards for pedestrians?	√	√	√	√
	D.3.2	Are transit stops part of a continuous network of pedestrian facilities?	√	√	√	√
	D.3.3	Are transit stops maintained during periods of inclement weather?		√	√	√
D.4 Lighting	D.4.1	Are access ways to transit facilities well-lit to accommodate early-morning, late-afternoon, and evening	√	√	√	√
D.5 Visibility	D.5.1	Are open sight lines maintained between approaching buses and passenger waiting and loading areas.	√	√	√	√
D.7 Traffic Characteristics	D.7.1	Do pedestrians entering and leaving buses conflict with cars, bicycles, or other pedestrians?	√	√	√	√
D.8 Signs and Pavement Markings	D.8.1	Are appropriate signs and pavement markings provided for school bus and transit stops	√	√	√	√

Case Study: Bus Stop Inventory and Improvements ⁴ Montgomery County, Maryland

In 2002, the Montgomery County Council established a Bus Stop Task Force and granted \$11 million to improve bus stops over a six year period. The Bus Stop Improvement Program has three phases:

1. Collect GPS locations for all Montgomery County bus stops.
2. Complete a needs assessment and an improvement plan.
3. Develop a manageable database with up to date information.

The first phase, collecting GPS locations for the transit stops, is complete. The needs assessment and improvement plan phase began in December 2004. A database was developed to manage assets, track improvements, and identify needs. Over one hundred pieces of data were gathered for each bus stop, including the quality of the landing pad, obstructions, speed and traffic characteristics of the road, bus site data, and

Bicycle Friendly Community

APPLICATION PREVIEW

Updated September 25, 2023

TO APPLY

Applications are only accepted through the online form.

To submit an application online, please visit apply.bikeleague.org

Access additional resources at bikeleague.org/community

Email questions regarding the BFC application or process to bfa@bikeleague.org

NEXT BFC SUBMISSION DEADLINE: June 25, 2024

NOTE: THERE IS NOW ONLY ONE DEADLINE PER YEAR STARTING IN 2024. [Learn more here.](#)

[Find other recent and future BFC submission deadlines here.](#)

APPLICATION TIPS

NOTE: Questions in **shaded blue boxes like this** are dependent fields that do not appear in the online application until their corresponding parent answer option above is selected. **If these questions are not applicable to your community, skip ahead to the next question.**

- **Applicants are strongly encouraged to download the most recent Word version of the current BFC application**, to reflect minor updates and corrections between rounds. To access the latest version, please visit apply.bikeleague.org.
- To provide continuity for returning applicants, all recent changes (made within the last 12 months) are **highlighted throughout the application preview below**. A companion summary document that lists all substantive updates [can also be downloaded here](#).
- [Find a Glossary of Terms used in the BFC Application here](#). If you come across a term on the application that is not listed on the glossary that you have questions about, please email bfa@bikeleaeue.org.
- **The Bicycle Friendly Community online application allows multiple user accounts to collaborate on a single application!** To add a collaborator, click on “Manage Collaborators” in the upper right-hand corner of your online application. [Learn more on our Application Portal FAQs](#).
- The application will refer to your type of jurisdiction as ‘community’ throughout the application, for a lack of a better term. So when the application asks about bicycle amenities, services and other resources in your community, **please only list what is provided within your jurisdiction’s boundaries**. However, if there is a significant bicycle amenity or activity



2024 BFC APPLICATION FOR REVIEW ONLY.

Only applications submitted through the online form at apply.bikeleague.org will be considered for designation.

close by that benefits your community, you can tell us about it in the bonus point question at the end of the appropriate 'E' section.

- The application is designed **for communities of all sizes**. The conditions that make your community unique -- size, type, location, climate, demographics -- are important when determining how to best encourage and support bicycling, and will be taken into consideration when we review your application.
- **It is not necessary to be able to check every box on this application to earn a BFC designation.** We've provided a comprehensive menu of all the ways a community can be bicycle-friendly, and some options are more valuable than others, or more relevant to some communities than others, but we don't expect any community to do everything on the list.
- Unless a question specifically asks about plans for the future, **only check boxes for things that are already being done**. So, if several improvements for bicyclists are still in the planning stage, you can either wait a year or two before you apply to increase your chances to receive an award, or you can apply now to benchmark and watch your community move up in award levels in the future (which can be a powerful way to show the impact of investments).
- If your community is doing something that isn't listed in the checkboxes, or that goes above and beyond any of the check box options, please tell us about it! Check "other" on the appropriate question, or **use the bonus point questions at the end of each 'E' section and the 'Final Overview' section at the end of the application to give us more details**. This not only helps us to better understand your community, it also helps improve the program by identifying new trends and best practices.
- If you would like to share any documents such as a community bike map or a file with photos with the reviewers, **please include a link or upload the file** either under the relevant question (if possible) or in the designated space at the end of the Final Overview section. Applicants can compile several photos into a single zip file to save space on their application.
- Don't be shy to **tell us about your community's weaknesses**. This gives us a more accurate snapshot of your community, and displays that you are critically evaluating the community's internal efforts, which is an important component of the final 'E', Evaluation & Planning.
- **A note about the impact of the COVID-19 Pandemic:** We recognize that many communities had to cancel or severely alter their in-person classes and events due to the COVID-19 pandemic over the last several years. On questions that ask about in-person activities that happen "at least annually" you can check the box for activities that typically happened annually before the pandemic, and that have resumed or are planned to be resumed when it is safe to do so.
- If you need help with the online application, visit our [Application Portal FAQs page here](#) or contact us at bfa@bikeleague.org.



**2024 BFC APPLICATION
FOR REVIEW ONLY.**

Only applications submitted through the online form at apply.bikeleague.org will be considered for designation.

TO SUBMIT AN APPLICATION, VISIT [APPLY.BIKELEAGUE.ORG](https://apply.bikeleague.org).

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**2024 BFC APPLICATION
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Only applications submitted through the online form at apply.bikeleague.org will be considered for designation.

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