

# METROPOLITAN TRANSPORTATION COMMISSION

## TRANSIT-ORIENTED COMMUNITIES (TOC) POLICY CALL FOR PLANNING PROJECTS: STATION ACCESS AND CIRCULATION



### 2024 Grant Application Form

**Grant application due November 22, 2024 at 4pm**

Refer to the grant [guide](#) for more information

(<https://abag.ca.gov/tools-resources/digital-library-498>)

Submit application to Krute Singa at [ksinga@bayareametro.gov](mailto:ksinga@bayareametro.gov) with following email subject line:

**“JURISDICTION NAME 2024 TOC Station Access and Circulation Grant Application”**

**Provide the application form in both Word and PDF versions**

The purpose of the Transit-Oriented Communities (TOC) Policy Station Access and Circulation requirements is to improve multimodal access to and within TOC station areas. Please review the [TOC Policy Administrative Guidance](#) to understand the requirements related to complete streets and active transportation projects, an access gap analysis and related improvements, and opportunities for mobility hub planning and implementation.

Through this call for projects, MTC is proposing a standardized scope of work (found in Attachment A below) to help jurisdictions achieve compliance with the TOC Policy station access and circulation requirements. Given existing jurisdictional policies and documents and standards that may comply (or partially comply) with the TOC Policy, jurisdictions are encouraged to review Attachment A and consider how some or all of the tasks will help to achieve full station access and circulation TOC Policy compliance when completing this application.

Project Information	
<b>Project Name:</b>	<i>Downtown Petaluma Station Area Access &amp; Circulation Plan Update</i>
<b>Sponsor Agency:</b>	<i>City of Petaluma</i>
<b>Sponsor/Project Manager Contact:</b>	<i>Bjorn Gripenburg</i>
	<i>(707) 787-7043</i>
	<i>bgripenburg@cityofpetaluma.org</i>
<b>Brief Project Description:</b> <i>100 words max</i>	<i>Update the access and circulation plan outlined in the City's Petaluma SMART Rail Station Areas: TOD Master Plan (2013), developing a concept plan to 1) relocate the Petaluma Transit Mall to improve operational efficiency and move the Mall closer to SMART, 2) improve active transportation safety and connectivity, and 3) explore circulation</i>

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	<i>modifications that relieve congestion for all modes. The update will incorporate policy changes, development activity, innovations in mobility, and best practices in transit, traffic, and active transportation planning/engineering that have occurred or advanced since 2013.</i>
<b>Partner Agency(ies)</b>	SMART, Golden Gate Transit, Sonoma County Transit, Amtrak
<b>Grant Request:</b>	\$190,000
<b>Housing Element Certification</b>	Does your jurisdiction have a 6th Cycle Housing Element certified by HCD? <input checked="" type="checkbox"/> yes <input type="checkbox"/> no
<b>Proposal Impact – 40 points</b>	
<b>Proposal Impact</b>  40 points  <i>What impact will the proposed work have on the TOC Policy area and those that frequent it? What impact will the proposed work have on the jurisdiction's TOC Policy compliance?</i>	<ol style="list-style-type: none"> <li>List the Transit Oriented Communities within your jurisdiction that the project will apply to. See the <a href="#">TOC map</a> or <a href="#">list of TOC areas by jurisdiction</a>.   <b>Petaluma Downtown SMART</b> </li> <li>Describe the depth of impact of your proposal on the number of residents, transit riders, and those traveling within the TOC station area(s). Applicants are encouraged to include the estimated number of transit riders and residents in the TOC Policy area now and/or in the future to help quantify impact, if available.   <b>The updated access and circulation plan will lay the groundwork for critical improvements in the Petaluma Downtown SMART TOC/PDA area, which also includes the Copeland Street Transit Mall. Currently, this hub serves five agencies, linking local and regional transit (SMART, Petaluma Transit, Sonoma County Transit, Golden Gate Transit, and Amtrak). The TOC area is used by roughly 1,000 riders per day, a number that is expected to grow significantly as mobility improvements are made and growth occurs within the TOC/PDA.</b> </li> </ol>

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	<p><i>The City projects daily ridership will grow by 50 percent, resulting in an additional 500 daily trips. This increase translates to a total of 1,500 trips per day, demonstrating substantial growth in transit utilization. The anticipated impact extends beyond numeric ridership increases; it will also enhance connectivity and improve mobility options within and around the TOC area.</i></p> <p><i>In addition to these quantifiable benefits, this proposal aligns with the City's broader policy objectives, including achieving carbon neutrality and eliminating severe injuries and deaths from traffic collisions by 2030, accommodating housing and employment growth through transit-oriented development, and improving mobility for people of all ages, physical abilities, and income levels.</i></p> <p>3. How will this proposal improve the jurisdiction’s station access and circulation and close or improve access and circulation gaps within the TOC station area?</p> <p><i>Unfortunately, despite its centrality and importance, the TOC area is challenging to navigate for people using all modes, and particularly those travelling by foot, bike, and transit. The following sections describe the issues we hope to address through this updated plan and subsequent capital improvements:</i></p> <p><b>Transit</b></p> <ul style="list-style-type: none"><li><i>• The walking distance between the Copeland Transit Mall and SMART Station is approximately 1000 feet, making transfers inconvenient, especially for people with mobility impairments.</i></li><li><i>• The current one-way configuration of the Copeland Transit Mall means that many routes are forced to circle the block bounded by E. Washington Street, Lakeville Street, D Street, and Copeland Street, which is heavily congested at most times of the day. This condition lengthens trip times and frequently leads to delays, especially when the D Street drawbridge or SMART rail crossing are activated.</i></li></ul>
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	<ul style="list-style-type: none"><li>Relocating the Transit Mall from its current location, which has significant space constraints, may allow for improved passenger amenities, such as restrooms and secure bike parking.</li></ul> <p><b>Active Transportation</b></p> <ul style="list-style-type: none"><li>Currently, none of the streets in the station area provide bikeways that meet NACTO 'All Ages and Abilities' criteria. E. Washington Street, Lakeville Street, and D Street are included in the Sonoma County High-Injury Network and are especially hard to navigate.</li><li>The SMART/Great Redwood Trail follows an on-street alignment through the TOC area, but it is not well-defined using wayfinding and, as noted above, does not meet All Ages and Abilities criteria. Similarly, Copeland Street is envisioned as providing connections to the Petaluma River Trail to its east and west, but in its current configuration with the Transit Mall and two-way vehicular traffic, opportunities for improvements are limited.</li></ul> <p><b>Vehicle Congestion</b></p> <ul style="list-style-type: none"><li>While the City does not envision any capacity expansion in the TOC area through roadway widenings, there may be opportunities to relieve congestion through signal/intersection modifications or changes to circulation on the surrounding streets.</li></ul> <p>4. How will this proposal impact your jurisdiction's TOC Policy compliance? Do you anticipate that your jurisdiction will achieve TOC Policy compliance for station access and circulation as a result of the work requested in this proposal?</p> <p>Yes, this will achieve TOC Policy compliance for Station Access and Circulation. The City has already adopted a compliant Complete Streets Policy and is in the process of updating its Active Transportation Plan, which will prioritize projects in the TOC areas. This Plan Update would complete the access gap analysis and serve as the Mobility Hub Plan for the area.</p>
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Alignment with TOC Policy Goals and Approach – 30 points	
<p><b>Alignment with TOC Policy Goals and Approach</b></p> <p>30 points</p> <p><i>How does the project align with achieving TOC Policy goals and approach, as well as Plan Bay Area 2050 goals?</i></p>	<p>1. This element of the TOC Planning and Implementation Grants proposes a standardized scope of work (found in Attachment A below) to help jurisdictions achieve compliance with the TOC Policy station access and circulation requirements. Most jurisdictions have at least some access and circulation components in place. Does your jurisdiction have:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> An adopted Complete Streets Policy</li> <li><input type="checkbox"/> Prioritization of active transportation projects within the station area in a capital improvement plan or other funding or implementation plan</li> <li><input type="checkbox"/> Completed access gap analysis from a local Priority Development Area (PDA), active transportation, transit or other planning effort</li> <li><input type="checkbox"/> By definition, all TOC Policy station areas are <a href="#">MTC Mobility Hubs</a>. Does your jurisdiction have any plan(s) to enhance station area elements such as safety improvements, bike parking, electric charging infrastructure (bikes, scooters, carshare), public realm improvements (e.g., lighting, green infrastructure), information improvements (e.g., wayfinding, real-time information) or any other active transportation access improvements within the TOC area?</li> </ul> <p>2. Briefly describe the policies, plans, documents or standards related to access and circulation checked in #1 above, or any other policies, plans, documents or standards that are already in place or in progress relevant to station access and circulation requirements (see <a href="#">TOC Policy Administrative Guidance</a> for more information). Please also include links to documents where available.</p>

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	<p><i>In 2016, City Council adopted <a href="#">Resolution 2016-004 N.C.S. – Resolution Adopting a Complete Streets Policy</a>. Staff plans to bring an updated policy more closely aligned with MTC’s updated Complete Streets Policy to City Council for consideration in 2025.</i></p> <p><i>The City currently in the process of updating its Bicycle and Pedestrian Master Plan for the first time since 2008 and will incorporate TOC Policy requirements in the Plan. The draft Active Transportation Plan envisions all ages and abilities bikeway design wherever feasible.</i></p> <p>3. Given your jurisdiction’s existing (or in progress) relevant policies, documents or standards described in #1 and #2 above, how does your proposal align or enhance them and how will any access and circulation gaps be closed to achieve TOC Policy compliance? Briefly describe.</p> <p><i>If successful, this application would fund the remaining work needed to bring the City of Petaluma’s Downtown SMART TOC area into compliance with TOC Station Access and Circulation requirements by completing a gap analysis and serving as the Mobility Hub Plan.</i></p> <p>4. Briefly describe how the project supports the following goals related to <a href="#">Plan Bay Area 2050</a>:</p> <ul style="list-style-type: none"> <li>• <b>Climate</b> – Reduces greenhouse gas (GHG) emissions by managing travel demand to reduce vehicle miles traveled (VMT) and improving access to low carbon transportation options  <i>Transportation is the leading source of greenhouse gas emissions in Petaluma, at 66.5 percent. The City’s recently-adopted Climate Action Plan envisions achieving carbon neutrality by 2030 and identifies the need to shift 75 percent of all trips to modes other than single occupancy vehicle (SOV) in order to do so. This application would fund critical planning work needed to redesign the City’s primary transit hub to make walking, bicycling, and transit safe, accessible, and convenient, thereby improving mobility options, reducing SOV reliance, and reducing GHGs from transportation.</i></li> </ul>
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	<ul style="list-style-type: none"> <li>• <b>Regional Connectivity Priorities</b> – Beyond MTC’s TOC Policy, advances regional priorities to improve transportation connectivity and access to all communities, and improve safety for all users of the transportation system  <i>The Petaluma Downtown SMART TOC serves both regional transit (SMART, Golden Gate Transit, Amtrak), as well as local transit (Petaluma Transit, Sonoma County Transit). The project meets connectivity priorities by facilitating seamless transfers between bus and rail services in the City’s primary transit hub, making first-and-last mile connections safe and accessible, and improving active transportation connections to and through the area.</i> </li> <li>• <b>Equity</b> – Mitigates disproportionate impacts and advances equitable outcomes in climate, access, mobility, and safety  <i>The project seeks to improve the safety, convenience, and accessibility of walking, bicycling, and transit, which are transportation options that are accessible to people of all ages, physical abilities, and income levels. Petaluma Transit is the first and only transit agency in the Bay Area to offer fare free transit to all riders. However, as noted above, service is often compromised by the one-way configuration of the Copeland Transit Mall. More efficient service, improved transfers with SMART, and improved amenities will benefit all riders.</i> </li> </ul>
<b>Alignment with other MTC programs or grants underway – 20 points</b>	
<p><b>Alignment with other MTC programs or grants underway</b></p> <p>20 points</p> <p><i>How does the project align with other regional priorities,</i></p>	<p>Select the regional plans and policies with which the project is aligned:</p> <p><input checked="" type="checkbox"/> TOC areas with Priority Development Area (PDA) or specific plans completed or in progress</p> <p><input type="checkbox"/> <a href="#">Mapping and Wayfinding</a> Pilot location</p> <p><input type="checkbox"/> MTC <a href="#">Priority Sites</a></p> <p><input type="checkbox"/> The TOC Policy area is also in/overlaps with a MTC <a href="#">Equity Priority Community</a> (EPC)</p> <p>Describe how the project aligns with the selected regional priorities, funding programs and geographies. If your TOC area has a completed or in-progress PDA or specific plan, please indicate the</p>

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<p><i>funding programs and geographies?</i></p>	<p>name of the plan/adoption date. If your TOC area is also an MTC priority site or mapping and wayfinding site, or is in/overlaps with an MTC EPC, please identify the relevant sites/EPC.</p> <p><i>The Petaluma Downtown SMART Station TOC is located within the Lakeville PDA. The TOC is part of the areas planned through the Central Petaluma Specific Plan (2003) and Petaluma SMART Rail Station Areas: TOD Master Plan (2013). However, in reviewing both of these documents, our staff feels strongly that an updated station access and circulation plan is strongly needed to address advancements in the transportation realm.</i></p> <p>Indicate how the proposed work will integrate or overlap with any in-progress planning processes related to your selections.</p> <p><i>This project builds upon and complements several in-progress planning efforts, including the Active Transportation Plan, General Plan Update, and Downtown Area Parking Management Plan, as well as a related TOC Planning Grant proposal to address housing and commercial density in the TOC. While each of these overlapping planning efforts will help inform the City's approach to the station access and circulation plan, none provide the thoughtful and iterative design process needed to develop an actionable plan that delivers the seamless, safe, and convenient walking, bicycling, and transit connections this area deserves.</i></p>
<p><b>Project Readiness – 10 Points</b></p>	
<p><b>Project Readiness</b></p> <p><i>10 points</i></p>	<ol style="list-style-type: none"> <li>Describe the project's timeline and ability to complete the project within 18 months of grant award.</li> </ol> <p><i>As shown in Attachment A, the proposed scope of work is anticipated to take roughly 13 months to complete, well within the permissible timeframe.</i></p> <ol style="list-style-type: none"> <li>Describe internal coordination among relevant jurisdiction departments to deliver the proposed project – i.e. planning, transportation, public works. Have relevant department staff engaged on</li> </ol>



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	<p>the development of the proposed work?</p> <p><i>This proposal was developed in close coordination between the City's Community Development and Public Works and Utilities Departments, the latter of which includes newly-formed Safe Streets and Mobility Division, which integrates Mobility Planning/Engineering, Petaluma Transit, and Street Operations.</i></p> <p>3. Has the jurisdiction City Council given support or direction to complete the work included in the proposed project? Please describe.</p> <p><i>City Council has expressed support for improved station access and circulation through the adoption of the Central Petaluma Specific Plan (2003) and Petaluma SMART Station Areas: TOD Master Plan (2013). Additionally, City Council has adopted goals to achieve carbon neutrality and vision zero by 2030, both of which underscore the importance of making walking, bicycling, and transit safe and accessible for people of all ages and abilities.</i></p> <p><i>Related policy efforts include:</i></p> <ul style="list-style-type: none"> <li>▪ <a href="#"><i>Resolution 2016-004 N.C.S.</i></a> – Resolution Adopting a Complete Streets Policy</li> <li>▪ <a href="#"><i>Resolution 2021-007 N.C.S.</i></a> – Resolution Adopting a Climate Emergency Framework</li> <li>▪ <a href="#"><i>Resolution 2022-075 N.C.S.</i></a> – Resolution Approving a Request to Adopt the Sonoma County Vision Zero Action Plan and Commit to City-Level Actions to Reduce Traffic Fatalities to Zero by the Year 2030</li> <li>▪ <a href="#"><i>Resolution 2024-141 N.C.S.</i></a> – Resolution Adopting the Blueprint for Climate Action</li> </ul>
<b>Post Award Requirements</b>	
<p><b>Post Award</b></p> <p>Please check the box to indicate understanding of the post-award requirement:</p>	

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☒ Adopt a [Resolution of local support.](#)

### ***Attachment A – Proposed Standardized Scope of Work***

*Based on jurisdiction need, MTC will award up to \$400,000 to complete the scope of work*

*MTC will procure and administer consultant contracts to help successful applicants come into compliance with TOC Policy Station Access and Circulation requirements. Jurisdictions may request funds to hire their own consultants but must do so in coordination with MTC.*

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#### Scope of Work for Station Access and Circulation and Mobility Hubs Planning

Please reference this scope of work to complete your proposal for station access and circulation. This standardized scope of work anticipates including the following tasks (with each task listing example activities that may be performed):

##### **Station Access and Circulation and Mobility Hubs Planning**

MTC's TOC Policy has the following requirements for transit station access and circulation:

In coordination with transit agencies and other mobility service providers, community members, and other stakeholders, a jurisdiction must complete the following in all TOC areas:

- **Adopt a jurisdiction-wide Complete Streets Policy.**
- **Prioritize implementation of “All Ages and Abilities” active transportation projects on the regional Active Transportation Network, as stated in the MTC Complete Streets Policy and/or any relevant Community Based Transportation Plans** within the TOC area in its capital improvement program (CIP) or other adopted plan or program that lists the jurisdiction's funding and implementation priorities.
- **Complete an access gap analysis and accompanying capital and/or service improvement program for station access** from destinations within a 10-minute travel time (accounting for differences in travel speed and time for people who use wheelchairs or other mobility aids), and 15-minute bicycle or bus/shuttle trip either as a separate study or analysis or as part of a specific or area plan, active transportation plan, transit agency station access plan, or other transportation plan or study that, at a minimum, includes the following:
  - The geographic area that can currently be accessed via a 10- or 15-minute trip by these modes, with particular focus on access to Equity Priority Communities and other significant origins and/or destinations.
  - Infrastructure and/or service improvements that would expand the geographic area that can be accessed via a 10- or 15-minute trip by these modes.
  - Incorporation of recommended improvements into a capital improvement or service plan for the local jurisdiction and/or transit agency (if applicable).

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- **As all TOC areas are also MTC Mobility Hub locations, identify opportunities for Mobility Hub planning and implementation as described in the Mobility Hub Implementation Playbook.** For transit lines where stops or stations are more closely spaced (e.g., less than ½-mile apart) such as light rail or bus rapid transit facilities, planning and implementation for Mobility Hubs may be done on a corridor-wide basis rather than for each individual stop or station. Additionally, recognizing that not all light rail or bus rapid transit stops/stations will receive enhancement treatments, locations that are transfer points for at least two different transit systems or major activity centers should be the focus, including [Priority Sites](#) and other sites with existing or planned transit-oriented development consistent with the TOC Policy.

The following tasks, A-G, will enable jurisdictions' compliance with the Station Access and Circulation TOC Policy requirements.

#### A. **Review of Existing Policies and Conditions**

- Comprehensive review of existing policies, including but not limited to the local and regional Complete Streets policies (MTC Resolution 4493), and transit station conditions and pedestrian, bicycle and vehicle access analysis within one half mile of the station area(s) (consistent with TOC policy area radius); data collection
- Possible deliverables: draft and final existing conditions memo and map

#### B. **Station Access Analysis**

- Access gap analysis with a focus on identifying ways to improve non-single-occupancy vehicle (SOV) access to/from the TOC station shed areas; prioritize implementation of “All Ages and Abilities” active transportation projects on the regional Active Transportation Network, prioritize projects listed in Community Based Transportation Plans within the TOC Policy area, and map existing station access needs and opportunities for active transportation, roadways, and transit access to achieve compliance with the TOC Policy, including planned or potential transit-oriented development consistent with the Policy.
- Possible deliverables: draft and final station access gap analysis memo and map

#### C. **Stakeholder and Public Outreach Round 1**

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- Outreach to inform mobility hubs services (including community needs – e.g., open space, community center) and priorities at each of these locations for mobility hub designs; inform access needs for station access design
- Possible deliverables: public outreach plan; outreach materials
- D. **Mobility Hub and Station Access Concept Design**
  - Design concepts
  - Possible deliverables: mobility hub and station access concept designs; Illustrations/ renderings
- E. **Stakeholder and Public Outreach Round 2**
  - Outreach on concept designs
  - Possible deliverables: public outreach plan; outreach materials
- F. **Mobility Hub and Station Access Final Design**
  - Final designs
  - Possible deliverables: mobility hub and station access designs; Illustrations/ renderings
- G. **Implementation Plan**
  - Steps to implementation, identifying critical paths and roles and responsibilities for the various entities needed to support the proposed mobility hub and station capital and/or service access improvements; Board/Council report summarizing the key elements of the Plan
  - Possible deliverables: draft and final implementation plan with maps from tasks A and B

Note: It is recommended that **Station Access and Circulation and Mobility Hubs Planning** connect to Parking Maximums and Parking & Transportation Demand Management Policy Adoption, as well as to existing or planned transit-oriented development consistent with the TOC policy, for a holistic transportation plan/policy of the TOC area.

*Please note that the anticipated assistance activities listed above are subject to change. Final scope of work for each selected applicant may also depend on planning already completed by the applicant.*

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#### Proposed Scope of Work

**A. Review of Existing Policies and Conditions (Months 1-3)**

- Comprehensive review of relevant sections of Central Petaluma Specific Plan, TOD Master Plan, Active Transportation Plan, General Plan Update, and Downtown Area Parking Management Plan; review previous development plans for station area, with focus on the blocks bounded by E. Washington, Lakeville, D, and Copeland Streets; data collection.
- Deliverables: draft and final existing conditions memo and map

**B. Station Access Analysis (Months 1-3)**

- Access gap analysis with a focus on identifying ways to improve non-single-occupancy vehicle (SOV) access to/from the TOC station shed areas; prioritize implementation of “All Ages and Abilities” active transportation projects on the regional Active Transportation Network, and map existing station access needs and opportunities for active transportation, roadways, and transit access to achieve compliance with the TOC Policy, including planned or potential transit-oriented development consistent with the Policy.
- Deliverables: draft and final station access gap analysis memo and map

**C. Transit Agency Outreach (Month 4)**

- Hold meeting(s) with Petaluma Transit, SMART, Golden Gate Transit, Sonoma County Transit, and Amtrak to understand opportunities, constraints, and needs when considering a relocated Transit Mall.
- Deliverables: transit agency feedback memo

**D. Station Access and Circulation Concept Design Round 1: Initial Concepts (Months 4-6)**

- Based on feedback from transit agencies, develop 2-3 concept designs showing potential Transit Mall configurations, as well as active transportation connections through the area and any proposed circulation modifications.
- Deliverables: 2-3 Transit Mall and station access/circulation concept designs

**E. Stakeholder and Public Outreach Round 2 (Month 7)**

- Outreach on concept designs to transit agencies and general public
- Deliverables: public outreach plan; outreach materials; stakeholder and public outreach feedback memo

**F. Station Access and Circulation Concept Design Round 2: Draft Concept (Months 8-10)**

- Based on feedback from stakeholders and public, prepare a draft design concept to present to City Council.

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- Deliverables: presentation to City Council

#### G. Station Access and Circulation Concept Design Round 2: Final Concept (Months 11-13)

- Based on feedback from City Council, prepare a final design concept.
- Deliverables: final design concept

#### H. Implementation Plan (Months 8 & 13)

- Steps to implementation, identifying critical paths and roles and responsibilities for the various entities needed to support the proposed mobility hub and station capital and/or service access improvements; Board/Council report summarizing the key elements of the Plan
- Possible deliverables: draft and final implementation plan (draft plan to be presented to City Council in tandem with Task F; final plan to be delivered with Task G)

Task	Month 1	2	3	4	5	6	7	8	9	10	11	12	13
A. Existing Conditions													
B. Gap Analysis													
C. Outreach Rd. 1													
D. Initial Concepts													
E. Outreach Rd. 2													
F. Draft Concept													
G. Final Concept													
H. Implementation Plan													