

## Memorandum

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Be energy efficient!*

To: DENIX ANBIAH  
Division Chief  
Local Assistance

Date: June 21, 2013

File:

From:  TIMOTHY CRAGGS  
Division Chief  
Division of Design

Subject: **IMPLEMENTATION OF ASSEMBLY BILL (AB) 819 (WIECKOWSKI)**

AB 819 required the California Department of Transportation (Caltrans), by June 30, 2013, establish procedures to permit exceptions to Subdivision (a) of Section 891 in the Streets and Highways Code (S&H Code) for the purpose of allowing research, experimentation, testing, evaluation, or verification. The referenced subdivision (a) requires that all city, county, regional, and other local agencies responsible for the development or operation of bikeways or roadways where bicycle travel is permitted shall utilize all minimum safety design criteria established pursuant to S&H Code Section 890.6. This design criteria is published in the Caltrans Highway Design Manual (HDM). These procedures have been established and are now available on the Caltrans website: <http://www.dot.ca.gov/hq/oppd/ab819/index.htm>

As part of these new procedures, the California Bicycle Facilities Committee (CBFC) will be chartered to formalize cooperation with county and city governments, per S&H Code Section 890.6. The CBFC will review and provide input on the Construction Evaluated Work Plans (CEWPs) written for the purposes of researching, experimenting, testing, evaluating or verifying potential changes to the published minimum safety design criteria requirements. The CBFC will review submitted CEWPs and provide input back to the local agencies; and after receiving a final report at the conclusion of the evaluation period, provide any recommendation(s) to Caltrans regarding modifications to the safety design criteria published in the HDM. The CBFC will be chaired by the Office Chief, Caltrans Division of Design, Office of Geometric Design Standards.

Membership on the CBFC includes a representative from the Division of Local Assistance Bicycle Program and representatives from the California Bicycle Advisory Committee (CBAC), League of California Cities, and the California State Association of Counties. Your assistance is needed in soliciting the above mentioned committee and organizations so that they can select/identify their representative to the CBFC and communicate their choice to Kevin Herritt, Chief of Office of Geometric Design Standards at (916) 653-0253 or email [kevin.herritt@dot.ca.gov](mailto:kevin.herritt@dot.ca.gov). Once members have been identified, the committee can begin their new duties. Attached is a draft of the Committee Charter for your use.



# Caltrans "California Bicycle Facilities Committee"

<b>Background</b>	<p>Streets and Highway (S&amp;H) Code Section 890.6 requires Caltrans, in cooperation with Local Agencies, establish design criteria for bike facilities in California. In addition, S&amp;H Code Section 891 Subdivision (b) requires procedures be established for granting exceptions to the established design criteria.</p>
<b>Purpose</b>	<p>This committee reviews and provides input on the Construction Evaluated Work Plans (CEWPs) prepared by the Cities, Counties and Local Agencies responsible for the development or operation of bikeways or roadways where bicycle travel is permitted off the State Highway system and no Federal funds are involved. In addition, this committee prepares and submits proposed revisions to the Caltrans Highway Design Manual (HDM).</p>
<b>Desired Goals</b>	<p>Comply with the requirements of State law.</p>
<b>Members</b>	<ul style="list-style-type: none"> <li>• Caltrans Division of Design - Chief, Office of Geometric Design Standards (Chair)</li> <li>• Caltrans Division of Traffic Operations Representative</li> <li>• Caltrans Bicycle Program Manager – Division of Local Assistance</li> <li>• California Bicycle Advisory Committee Representative</li> <li>• League of California Cities Representative</li> <li>• California State Association of Counties Representative</li> <li>• Federal Highways Administration (FHWA) – California Division Representative</li> </ul>
<b>Frequency of Meetings</b>	<p>Committee business will be handled predominately via email correspondence. Meetings will be held, as necessary, in Sacramento. Meeting invitations will be sent via email at least three (3) working weeks in advance of meeting dates to allow members to have adequate time for meeting preparation and to arrange their travel to Sacramento. Travel expenses are the responsibility of the traveler.</p>
<b>Roles and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Review and provide input on CEWPs prepared by Cities, Counties and Local Agencies that are submitted to the CBFC Chair.</li> <li>• Upon receipt of a final report submitted to the CBFC Chair by a City, County, or Local Agency, recommend change(s) to the existing bicycle design criteria established per S&amp;H Code Section 890.6.</li> <li>• Prepare and submit proposed revision(s) to the Caltrans Highway Design Manual (HDM) to the Caltrans Division Chief of Design.</li> <li>• Prepare, as necessary, a notification to the City, County, or Local Agency sponsor when the exception to the design criteria is not approved for further use.</li> </ul>

<b>Reporting Structure Input to Board</b>	The Committee Sponsor (Chief, Division of Design) will report as necessary to the Chief Engineer and the Caltrans Executive Board.
<b>Decision Process</b>	<p>Agendas and meeting materials will be provided electronically at least three (3) working weeks in advance of meetings to allow members to have adequate time for meeting preparation.</p> <p>Decisions will be reached by consensus of the members present, where possible. Consensus is defined as reaching a decision that everyone can live with and will support after a complete airing of differing viewpoints. The Chair will make final decisions if consensus cannot be reached. Once decided, decisions shall be supported by all members, even if consensus was not achieved.</p>
<b>Amendment</b>	Amendments to this charter may be recommended by Team members at any time. The Chair will bring forward to the whole of the membership the suggested change(s) and the charter may be amended by consensus of the members.

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