

**TOWN OF FAIRFAX  
STAFF REPORT  
Department of Planning and Building Services**

**TO:** Mayor, and Fairfax Town Council

**FROM:** Jim Moore, Director of Planning and Building Services

**DATE:** February 6, 2013

**SUBJECT:** Adoption of Resolution No. 13-6, a Resolution of the Town Council of the Town of Fairfax Authorizing the Filing of an Application for Funding Assigned to the Metropolitan Transportation Commission (MTC) and Committing any Necessary Matching Funds and Stating the Assurance to Complete the Project

**RECOMMENDATION**

Adopt Resolution No. 13-6: attached as **Exhibit A**.

**BACKGROUND**

On August 4, 2010 the Fairfax Town Council adopted Resolution #10-42 accepting the Parkade Area Circulation Study: which was initiated through the Non-Motorized Transportation Pilot Program (NTPP) at the request of the Fairfax Town Council.

On September 20, 2012 the Transportation Authority of Marin (TAM) issued a “Call for Projects” for One Bay Area Grants (OBAG) with a due date of October 18, 2012. At the Town Council meeting on October 3, 2012, the Council authorized staff to submit an application for One Bay Area Grant (OBAG) funding for Parkade circulation improvements as described in the Parkade Area Circulation Study (available in its entirety on the Town’s webpage).

The Town was awarded \$300,000 of the OBAG funds at the public TAM Board meeting held on November 29<sup>th</sup>, 2012 with the stipulation that the Town would match those funds with \$100,000. Staff anticipates that the \$300,000 awarded to Fairfax will be made available during FY2013-14.

**DISCUSSION**

The Parkade Area Circulation Study calls for sidewalk improvements, bicycle circulation improvements, bicycle parking, signing improvements, additional crosswalks through the Parkade and crosswalk upgrades around the Parkade, streetscape & landscape elements, transit enhancements, ADA access improvements, stairwell upgrades, and parking adjustments: all totaling approximately \$434,000 (with \$31,000 as “contingency” funds). A succinct descriptive section of the Study is attached as **Exhibit B**.

## **FISCAL IMPACTS**

According to TAM staff, the Town “could” use Measure A funds that it receives annually from TAM (approximately \$16,000 annually) and/or provide “sweat-equity” from using Department of Public Works staff (or town volunteers) to do some of the required demolition work in order to meet its \$100,000 fund match requirements.

## **ATTACHMENTS**

**Exhibit A** – Resolution No. 13-6

**Exhibit B** – Parkade Study Improvements

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**RESOLUTION NO. 13-06**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX  
AUTHORIZING THE FILING OF AN APPLICATION FOR FUNDING ASSIGNED TO MTC AND  
COMMITTING ANY NECESSARY MATCHING FUNDS AND STATING THE ASSURANCE TO  
COMPLETE THE PROJECT**

**WHEREAS**, the Town of Fairfax (herein referred to as APPLICANT) has submitted an application to the Metropolitan Transportation Commission (MTC) for \$300,000 in funding assigned to MTC for programming discretion, including but not limited to federal funding administered by the Federal Highway Administration (FHWA) such as Surface Transportation Program (STP) funding, Congestion Mitigation and Air Quality Improvement (CMAQ) funding and/or Transportation Alternatives (TA) funding (herein collectively referred to as REGIONAL DISCRETIONARY FUNDING MTC) for the Parkade Circulation and Safety Improvements (herein referred to as PROJECT) for the (OBAG grants/CalTRANS Local Assistance) (herein referred to as PROGRAM); and

**WHEREAS**, the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (Public Law 112-141, July 6, 2012) and any extensions or successor legislation for continued funding (collectively, MAP 21) authorize various federal funding programs including, but not limited to the Surface Transportation Program (STP) (23 U.S.C. § 133), the Congestion Mitigation and Air Quality Improvement Program (CMAQ) (23 U.S.C. § 149) and the Transportation Alternatives Program (TA) (23 U.S.C. § 213); and

**WHEREAS**, state statutes, including California Streets and Highways Code 182.6 and 182.7 provide various funding programs for the programming discretion of the Metropolitan Planning Organization (MPO) and the Regional Transportation Planning Agency (RTPA); and

**WHEREAS**, pursuant to MAP-21, and any regulations promulgated thereunder, eligible project sponsors wishing to receive federal funds for a project shall submit an application first with the appropriate MPO for review and inclusion in the MPO's Transportation Improvement Program (TIP); and

**WHEREAS**, MTC is the MPO and RTPA for the nine counties of the San Francisco Bay region; and

**WHEREAS**, MTC has adopted a Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised) that sets out procedures governing the application and use of federal funds; and

**WHEREAS**, APPLICANT is an eligible sponsor for REGIONAL DISCRETIONARY FUNDING; and

**WHEREAS**, as part of the application for REGIONAL DISCRETIONARY FUNDING, MTC requires a resolution adopted by the responsible implementing agency stating the following:

1. the commitment of any required matching funds; and
2. that the sponsor understands that the REGIONAL DISCRETIONARY FUNDING is fixed at the programmed amount, and therefore any cost increase cannot be expected to be funded with additional REGIONAL DISCRETIONARY FUNDING; and
3. that the project will comply with the procedures, delivery milestones and funding deadlines specified in the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised); and
4. the assurance of the sponsor to complete the project as described in the application, and if approved, as included in MTC's federal Transportation Improvement Program (TIP); and
5. that the project will comply with all project-specific requirements as set forth in the PROGRAM; and
6. that the project (transit only) will comply with MTC Resolution No. 3866, revised, which sets forth the requirements of MTC's Transit Coordination Implementation Plan to more efficiently deliver

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transit projects in the region.

**NOW, THEREFORE, BE IT RESOLVED** that the APPLICANT is authorized to execute and file an application for funding for the PROJECT for REGIONAL DISCRETIONARY FUNDING under MAP-21 for continued funding; and be it further

**RESOLVED** that the APPLICANT by adopting this resolution does hereby state that:

1. APPLICANT will provide any required matching funds; and
2. APPLICANT understands that the REGIONAL DISCRETIONARY FUNDING for the project is fixed at the MTC approved programmed amount, and that any cost increases must be funded by the APPLICANT from other funds, and that APPLICANT does not expect any cost increases to be funded with additional REGIONAL DISCRETIONARY FUNDING; and
3. APPLICANT understands the funding deadlines associated with these funds and will comply with the provisions and requirements of the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised) and APPLICANT has, and will retain the expertise, knowledge and resources necessary to deliver federally-funded transportation projects, and has assigned, and will maintain a single point of contact for all FHWA-funded transportation projects to coordinate within the agency and with the respective Congestion Management Agency (CMA), MTC, Caltrans and FHWA on all communications, inquires or issues that may arise during the federal programming and delivery process for all FHWA-funded transportation projects implemented by APPLICANT; and
4. PROJECT will be implemented as described in the complete application and in this resolution and, if approved, for the amount approved by MTC and programmed in the federal TIP; and
5. APPLICANT and the PROJECT will comply with the requirements as set forth in MTC programming guidelines and project selection procedures for the PROGRAM; and
6. APPLICANT (for a transit project only) agrees to comply with the requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC Resolution 3866, revised; and therefore be it further

**RESOLVED** that APPLICANT is an eligible sponsor of REGIONAL DISCRETIONARY FUNDING funded projects; and be it further

**RESOLVED** that APPLICANT is authorized to submit an application for REGIONAL DISCRETIONARY FUNDING for the PROJECT; and be it further

**RESOLVED** that there is no legal impediment to APPLICANT making applications for the funds; and be it further

**RESOLVED** that there is no pending or threatened litigation that might in any way adversely affect the proposed PROJECT, or the ability of APPLICANT to deliver such PROJECT; and be it further

**RESOLVED** that APPLICANT authorizes its Town Manager, or Town Manager's designee to execute and file all application materials with MTC for REGIONAL DISCRETIONARY FUNDING for the PROJECT as referenced in this resolution; and be it further

**RESOLVED** that a copy of this resolution will be transmitted to the MTC in conjunction with the filing of the application; and be it further

**RESOLVED** that the MTC is requested to support the application for the PROJECT described in the resolution and to include the PROJECT, if approved, in MTC's federal TIP.

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The foregoing Resolution was duly introduced and adopted at a regular meeting of the Town Council of the Town of Fairfax held in said Town on the 6th day of February, 2013, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
JOHN REED, MAYOR

Attest:

\_\_\_\_\_  
Judy Anderson, Town Clerk

Highway  
**Parkade Area  
Circulation Study**

City of Regina

Planning and Transportation

Urban Planning and Design



# **Parkade Area Circulation Study**

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Final Report

## **Prepared for:**

**Town of Fairfax,  
Planning Department**

July 9, 2010

## **Prepared by:**

**Whitlock & Weinberger Transportation, Inc.**

## **In Association with:**

**Alta Planning + Design**

The preparation of this report has been financed through the Marin County Nonmotorized Transportation Pilot Program.



## Acknowledgments

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### Agency Staff

The following public agency staff participated in this study:

- James M. Moore, Town of Fairfax, Planning Director; Lead Staff
- Kathy Wilkie, Town of Fairfax, Public Works Director; Co-Lead Staff

### Technical Advisory Committee Members (TAC)

The Technical Advisory Committee for the *Fairfax to San Rafael Cross Marin Bikeway Feasibility Study* provided review and oversight of the project.

- Larry Bragman, Vice-Mayor, Town of Fairfax
- Stephen Bryne, Fairfax Bicycle & Pedestrian Advisory Committee
- John Reed, Town of Fairfax Council Member
- David Hoffman, Marin County Bicycle Coalition Director of Planning
- Deb Hubsmith, Marin County Bicycle Coalition, Advocacy Director
- Andy Peri, Marin County Bicycle Coalition, Advocacy Outreach Coordinator
- Chris Lang, Co-Founder Marin County Bicycle Coalition
- Tom Boss, San Anselmo Bicycle & Pedestrian Advisory Committee
- Don Magdanz, San Rafael Bicycle & Pedestrian Advisory Committee
- Patrick Seidler, Transportation Alternatives for Marin
- Moe Shakernia, Caltrans Local Assistance, District 4
- Joe Breeze, Breezer Bicycles

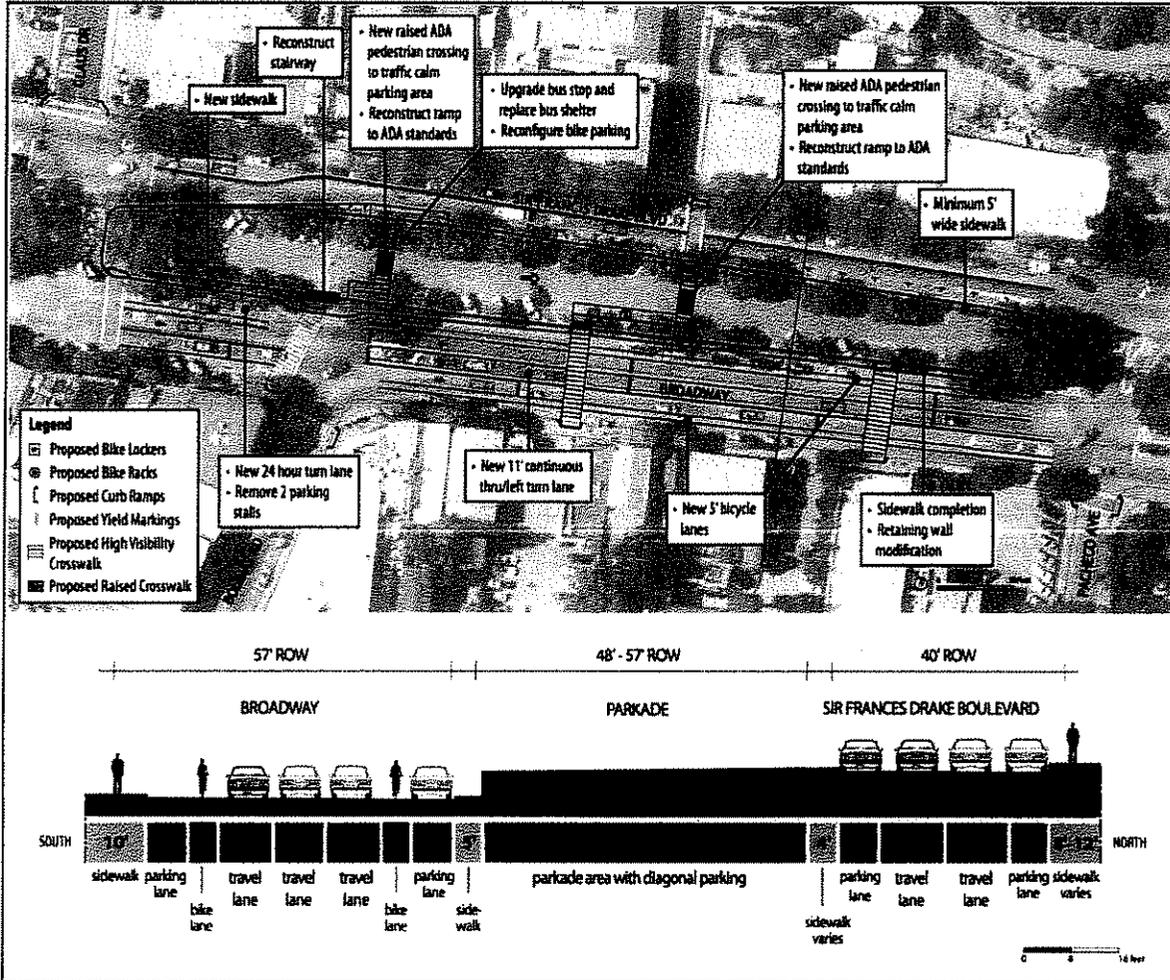
### Consultant Team

The consultant team managers and key staff included:

- Steve Weinberger, PE, PTOE, W-Trans, Principal in Charge
- Allan Tilton, PE, W-Trans, Traffic Engineer
- Josh Abrams, W-Trans, Transportation Planner
- Vanessa Aguayo, W-Trans, Assistant Engineer
- Deborah J. Mizell, W-Trans, Technician/Graphics
- Angela McCoy, W-Trans, Editing/Formatting
- Dalene J. Whitlock, PE, PTOE, W-Trans, Report Review
- Michael Jones, Alta Planning + Design, Founding Principal
- Ian Moore, Alta Planning + Design, Principal, Project Manager
- Holly Dabral, Alta Planning + Design, Landscape Designer

## Proposed Improvements

A series of proposed improvements were developed based on input from staff and the public. The improvements consist of relatively low-cost measures that can be implemented in the short-term without major impacts to existing infrastructure. Graphical plans of the study area including existing conditions, proposed improvements, and cross sections are presented in Plate 2. The graphical plan and the proposed improvements contained within are also a component of the larger *Fairfax to San Rafael Cross Marin Bikeway Feasibility Study*.



**Plate 2 – Project Improvement Plan**

### Sidewalk Improvements

To improve pedestrian circulation along the Parkade frontages, sidewalk improvements are recommended on the south side of Sir Francis Drake Boulevard and the north side of Broadway. Currently, a mix of standard and substandard sidewalks is provided along the north and south sides of the Parkade from approximately Taylor Drive to Claus Drive, while sidewalks are not provided at all from approximately Taylor Drive to Pacheco Avenue. It is recommended that, at a minimum, continuous five-foot wide

sidewalks be provided along the frontage segments. To achieve consistent sidewalk widths, the following strategies can be employed:

- *Sir Francis Drake Boulevard* – Reduce travel lane widths from 13 feet to 12 feet and relocate the curb line. Two to three feet can then be allocated to sidewalk widening. The remaining width can be obtained from the Parkade by narrowing the existing planting strip where necessary.
- *Broadway* – Modifications to the concrete embankment will be necessary to obtain the width needed to construct a sidewalk on the north side of Broadway. Two different methods are currently employed to transition the grade between the Parkade and Broadway: a retaining wall and an embankment. Where the retaining wall is in place from approximately Taylor Drive to the west, a five-foot wide sidewalk is provided. Where the embankment is in place from approximately Taylor Drive to the east, there is no space available for a sidewalk. Therefore, it is recommended the embankment be replaced with a retaining wall and a five-foot wide sidewalk installed.

### **Bicycle Circulation Improvements**

The Class II bike lanes on Center Boulevard which currently terminate at Pacheco Avenue should be extended to Claus Drive. Class II bike lanes can be achieved by reducing existing vehicle lane widths from 18 feet-12 feet-13 feet to three 11-foot lanes, providing ten feet for two five-foot bike lanes.

### **Bicycle Parking**

To address bicycle parking needs and increase the supply of bicycle parking in the study area it is recommended that secure bicycle lockers be installed in the Parkade adjacent to the transit shelter, and that the existing supply of short term racks adjacent to the transit shelter be reorganized. It is estimated that six bicycle lockers and six additional bicycle racks can be accommodated in the vicinity of the transit shelter without impacting adjacent vehicle parking spaces. Further, it is recommended that bicycle racks be installed as needed and/or requested in front of businesses on the north side of Sir Francis Drake Boulevard. It is recommended that consideration be given to the conversion of one on-street parking space on the south side of Broadway to bicycle parking.

### **Signing Improvements**

To guide and inform visitors and residents alike, reinforce sense of place, and to help unify businesses on the north and south sides of the Parkade, a signing campaign consisting of guide, directional, and warning signs for pedestrians, bicyclists, and motorists is recommended.

Warning advisory signs, “yield here to pedestrians” signs, and advance yield pavement markings (‘shark’s teeth’) are recommended at midblock crosswalks on Broadway and the uncontrolled crossing of Sir Francis Drake Boulevard at Taylor Drive.

### **Crosswalks**

Install pedestrian pathways/crosswalk treatments linking existing crosswalks on Broadway and Sir Francis Drake Boulevard through the Parkade. Especially important is a connection between the ADA ramps

adjacent to Bolinas Road leading through the Parkade to the transit stop and sidewalk on Sir Francis Drake Boulevard.

Upgrade existing crosswalks with high visibility striping (continental pattern) and reflective delineators. Maintain in-roadway 'knockdown signs'. Consider replacing brick crosswalk treatments overtime as a component of maintenance and resurfacing projects and replace with high visibility "Continental" markings.

### **Streetscape Elements**

Employ consistent streetscape materials to visually and physically link Broadway and Sir Francis Drake Boulevard (to be determined through the process of developing a Town Center Plan as called for in the draft 2009 *Town Center Element*).

### **Landscape Elements**

Increase landscape opportunities around the perimeter and within the Parkade to "green up" the site.

### **Transit Enhancements**

It is recommended that the existing transit shelter be upgraded and/or replaced with a user-friendly compact design. Doing so would provide the opportunity to reorganize the existing space within the Parkade that is dedicated to transit amenities, and install more short-term and/or long-term bicycle parking within roughly the same footprint. An upgraded bus shelter should incorporate features such as solar lighting and changeable message signs.

### **ADA Access Improvements**

ADA Curb ramp upgrades and tactile inlays are proposed at all transition points within the Parkade Study area to improve access for the disabled and the general population alike. ADA compliant curb ramps help to provide access between the sidewalk and the roadway for the disabled, people pushing stroller and carts, bicyclists, and others. Where feasible, separate curb ramps for each crossing direction should be provided rather than providing a single curb ramp at a corner for both crosswalks as separate curb ramps along with tactile inlays provide improved orientation for disabled pedestrians, especially the visually impaired. Curb ramp upgrade/installation is recommended at the following locations.

#### Intersections

- Sir Francis Drake Boulevard/Claus Drive – northwest, northeast, and southeast corners
- Broadway/Claus Drive – northeast and southeast corners
- Broadway/Bolinas Road – northwest, southwest, and southeast corners
- Broadway/Pacheco Avenue – northeast, southeast, and southwest corners
- Sir Francis Drake Boulevard/Taylor Drive – northwest, northeast, and southeast corners

#### Midblock Crosswalk Locations

- Broadway – midblock crosswalk adjacent to Siam Lotus, north and south sides
- Broadway – midblock crosswalk adjacent to Fairfax Theatre, north and south sides

## Parkade

- Transition point from Parkade to Sir Francis Drake Boulevard sidewalk and crosswalk at Taylor Drive

### **Stairwell Upgrades**

There are three existing stairwells that lead from the Parkade down to grade on Broadway, of which two are recommended for reconstruction. The western set of stairs is located opposite the crosswalk at Bolinas Road and an accessible handicap ramp is provided; no changes are recommended to this infrastructure. The middle and eastern stairwells are located opposite the Thai Restaurant and the Fairfax Theatre respectively.

Both sets of stairs are, at best, difficult to negotiate. They each have a sharp rise, short run, and narrow treads, and neither includes curb ramps or landings at the transition points. It is recommended that both of these stairwells be reconstructed so that the run may be extended, tread heights and depths built to code, and ramps and ADA landings installed at both ends.

### **Parking**

Remove the two parking spaces on the north side of Broadway between Claus Drive and Bolinas Road to improve circulation. Evaluate the potential to convert the first two to three parallel parking spaces on the north side of the Parkade adjacent to and east of the Taylor Drive crosswalk to diagonal parking spaces.

### **Project Cost**

A planning level cost estimate was completed for these Parkade transportation improvements and was estimated at approximately \$434,000 as shown in Table 2.