

NOTICE

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Revision to the Bicycle, Pedestrian, and Transit Assessment (BPTA) Guidelines

The purpose of this NOTICE is to inform applicants of the revisions recently made to the Bicycle, Pedestrian, and Transit Assessment (BPTA) Guidelines. The changes on the following sheet have been made and are highlighted in yellow. The updated guidelines are now posted on the Office of Transportation website.

Ramond Robinson
Director

Office of Transportation



III. SCOPING

After submitting a development application to I&P, the applicant should submit a scoping request accompanied by the required information to the Office of Transportation.

III. 5. c. Site Plan. A site plan that shows the onsite bicycle, pedestrian, or transit facilities proposed.

III. 7. Site tabulations from the plan set that identify the square footages of all uses for non-residential developments.

III. SCOPING

The results of the scoping shall be documented in a memo to the applicant from OOT. This memo will include a discussion of County projects, studies, or other initiatives in the area. The memo will suggest several options, however, these are suggestions and the applicant may explore other options.

If the scope or the use of the project changes during the review process, the changes will be addressed in a County review or approval letter from the Office of Transportation. The final determination on the use categories and cost cap will be made during the project review. An approved scoping memo will be sent to the applicant once review is complete.

IV. D. 5. **Assessment Conclusions.** The applicant should, at a minimum, unless otherwise agreed upon by OOT, provide an assessment of each of the improvements suggested in the Scoping memo from OOT. The assessment should include any analyses necessary to demonstrate a viable improvement, including but not limited to the following:

- Cost estimates using the MDOT bicycle facility cost estimator tool or I&P Unit cost list;
- Feasibility analyses – each improvement suggested should be analyzed and a quantifiable explanation provided if it is determined not to be feasible.
- For Pedestrian crossing enhancements, a warrant analysis report prepared in accordance with the DPW Pedestrian/Bicycle Crossing Improvements Analysis Report Template. (Similar to the Signal Warrant Analysis required during the TIS process) available on the OOT website.