

# NOTICE

Issued by:

## Office of Planning & Zoning

Notice #:

OPZ-22-02

Release Date:

06/13/2022

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### New Guidelines for the Bicycle Pedestrian Transit Assessment

Article 17-6-113 requires an assessment of bicycle, pedestrian, and transit infrastructure for all proposed development in Anne Arundel County.

The new guidelines for the Bicycle Pedestrian Transit Assessment (BPTA) removes the scoping process, describes the assessment submittal process, the Fee-in-Lieu process, and provides the revised BPTA Worksheet. Guidelines can be viewed in the Forms & Publications section of the Office and Planning and Zoning website:

<https://www.aacounty.org/departments/planning-and-zoning/forms-and-publications/index.html#development>.

Steve Kaii-Ziegler,  
AICP

*Planning & Zoning  
Officer*





M A R Y L A N D

Office of Planning and Zoning

Steve Kaii-Ziegler AICP, Planning and Zoning Officer

## MEMORANDUM

TO: MBIA, Review Agencies, and the General Public

FROM: Steve Kaii-Ziegler, AICP, Planning and Zoning Officer *SKZ*

SUBJECT: Bicycle Pedestrian Transit Assessment (BPTA) Guidelines

DATE: June 13, 2022

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This Green Notice is to inform interested parties of what is required to be submitted and the review process in place for Bicycle Pedestrian Transit Assessment (BPTA) requirements, as outlined in the updated BPTA Guidelines. Highlights of major changes are as follows:

- Complete description of the assessment review process.
- Removal of the scoping process.
- Removal of the requirement for the BPTA note on the Final Plan/SDP and Plat.
- Revised Assessment submittal package - The worksheet contents are updated to include a map and cost estimate tools to be used in the feasibility analysis.
- Updated BPTA Worksheet is included in the appendices, along with a description of off-site and on-site assessment opportunities and definitions.

Updated BPTA Guidelines can be found on the Office of Planning and Zoning website on the Forms & Publications page: <https://www.aacounty.org/departments/planning-and-zoning/forms-and-publications/index.html#development>.

For questions, please contact Margaret Kaii-Ziegler ([mziegler@aacounty.org](mailto:mziegler@aacounty.org)).

# **BICYCLE, PEDESTRIAN, TRANSIT ASSESSMENT (BPTA)**

## **SUBMITTAL PROCESS**



**Anne Arundel County, Maryland  
Office of Planning and Zoning  
June 2022**

**WHEN IS A BICYCLE, PEDESTRIAN, TRANSIT ASSESSMENT (BPTA) REQUIRED?**

A BPTA is required for all development applications or with a modification application that requests to skip the development review process and proceed directly to grading permit.

**EXEMPTION**

Projects that do not result in a change of use category or increase in enclosed floor area (as defined in §18-1-101 (59)) are not subject to BPTA.

**FEE-IN-LIEU**

There are some exemptions to the requirement to submit a Bicycle, Pedestrian, Transit Assessment. In these cases, the applicant may elect to pay a fee-in-lieu equal to the amounts shown in Article 17, Section 11-101. Development projects subject to these exemptions include those listed in §17-3-201(d), §17-3-301(d), §17-4-201(e) and §17-4-202(d):

- Subdivisions of five or fewer dwelling units;
- Non-residential developments, other than warehouse, comprising less than 5,000 enclosed square feet; and
- Warehouse developments comprising less than 15,000 enclosed square feet.

A fee-in-lieu shall be paid prior to the issuance of a grading permit or building permit when a grading permit is not required.

For faster processing, it is recommended that the fee-in-lieu be paid prior to Final Plan/SDP approval. Please contact Margaret Kaii-Ziegler at [mziegler@aacounty.org](mailto:mziegler@aacounty.org) to schedule a time to bring in the payment.

**BPTA SUBMITTAL PROCESS/REQUIREMENTS**

The BPTA may be submitted with the Transportation Review package at any step in the development review process (Sketch/Final; Preliminary Plan/Site Development Plan (SDP)); however, it must be completed prior to the Final Plan or SDP approval. (Note: If a Modification to skip the entire development review process and proceed directly to grading or building permit is being requested, the applicant shall submit a BPTA with the Modification request.)

**Contents of the Bicycle, Pedestrian, Transit Assessment (BPTA) Submittal Package**

The applicant will prepare and submit a BPTA Package with the development application for a project. It should contain the following:

1. **Location Map.** The applicant shall include a map that identifies the existing bicycle, pedestrian, and transit conditions and future planned projects. *Note: It may be necessary to field verify information that affects the decision regarding a proposed offsite improvement to meet § 17-6-113.*
2. **Concept Plan.** A concept plan that shows the proposed BPTA related improvement(s) for the

development. All associated calculations and analyses required to assess the improvement i.e., signal warrant analysis, pedestrian count, etc. must be submitted. The purpose is to evaluate whether the proposed improvement(s) meet the requirements of §17-6-113 and are compatible and consistent with expanding the bicycle, pedestrian, or transit network.

3. **BPTA Worksheet.** The BPTA Worksheet (Appendix A) contains a list of questions that expands upon and describes what is shown on the map. The Worksheet is available at the County Web Page at the following location:

<https://www.aacounty.org/departments/planning-and-zoning/forms-and-publications/index.html>.

The Worksheet will provide answers to questions that describe characteristics of the existing offsite conditions and attractors, such as size of retail centers or population densities that may generate more or less need for bicycle, pedestrian, or transit infrastructure. It will also describe potential opportunities and an analysis of proposed transportation related improvements as it pertains to the site. The worksheet is separated into the following sections:

- a. **General Site Information.** Section I covers basic information related to the site, such as project name and address to identify the basics of the site and how it relates to the surrounding land uses.
- b. **Off-Site Assessment/Opportunities.** Section II identifies an inventory of existing BPT related infrastructure and land uses within one mile of the subject site. This Section will expand on the contents of the map and describe the trip generators and attractors and travel patterns and conditions. This section should describe the relationship between the improvement intended to meet §17-6-113 and the surrounding network. See examples in Appendix B.
- c. **On-site Assessment/Opportunities.** Section III identifies any existing BPT related infrastructure on the site. This Section will describe the relationship between the improvement(s) required to meet §17-6-113 and other transportation related requirements of the code. See examples in Appendix B.
- d. **Assessment Conclusions.** The applicant will identify and provide an assessment of the proposed improvement(s) that will satisfy the BPTA requirement. The assessment must 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, DPW Unit cost list, or contractor cost estimate. This estimate may include design and construction costs of the proposed BPTA improvement(s) as per §17-6-113(d)
  - Supporting feasibility and/or warrant analyses for pedestrian crossing enhancements: each improvement suggested should be analyzed and provided for evaluation.

- An explanation with supporting documentation must be provided if a recommended improvement is determined not to be feasible and the Applicant is seeking a decision from the Planning and Zoning Officer to provide a finding that the fee-in-lieu is appropriate.

The final determination of the assessment shall be documented in the review comment letter from OPZ Transportation. Prior to the approval of the Site Development or Final Plan, the proposed offsite improvements and cost estimate must be approved by the Office of Planning and Zoning.

If the area or the use of the project changes during the review process, the changes will be addressed in the review or approval letter from the Office of Planning and Zoning. The final determination on the use categories and cost cap will be made during the project review.

### **FINAL PLAN APPROVAL**

The Final or SDP engineered plan set shall clearly identify improvements intended to meet requirements of Section 17-6-113. Depending on the improvement, this may be either a separate sheet or shown on other sheets. All improvements located within public right-of-way shall be included in the Public Works Agreement (PWA) and also shown on the public plans, or included in a Maryland State Highway Administration Access Permit if the work is within State Highway right-of-way. At the discretion of the Department of Inspections and Permits, if public plans are not otherwise required, the offsite improvements may be shown on the grading permit and included as a separate line item in the grading and sediment control bond.

Should the Planning and Zoning Officer provide a finding that the fee-in-lieu is appropriate, a fee-in-lieu shall be paid prior to the issuance of a grading permit or building permit when a grading permit is not required.

For faster processing, it is recommended that the fee-in-lieu be paid prior to Final Plan/SDP approval. Please contact Margaret Kaii-Ziegler at [mziegler@aacounty.org](mailto:mziegler@aacounty.org) to schedule payment.

## APPENDIX A.

### Bicycle, Pedestrian, Transit Assessment (BPTA) Worksheet



Date of submittal \_\_\_\_\_

#### I. GENERAL INFORMATION

- A. Project name: \_\_\_\_\_
- B. Subdivision/Site Development Plan/Grading Permit Name and Number:
- C. Project address:
- D. Project description (existing and proposed uses):
- E. Number of residential units x \$330:
- F. Gross floor area of non-residential uses, other than warehouses x \$0.40:
- G. Gross floor area of non-residential warehouse x \$0.11:

#### II. OFF-SITE ASSESSMENT/OPPORTUNITIES

- A. Identify existing and proposed road classifications and posted speeds for roadways on which BPTA improvements are proposed.
- B. Land Use and Character: Describe the character of the project area, including predominant land uses, densities, scenic and historic roads, Town Centers, Business Districts, environmental features or constraints. Describe the compatibility of the proposed design intended to meet Article 17, Section 6-113 with these characteristics and how the site design will provide connectivity to existing or planned multi-modal transportation infrastructure.
- C. Trip Generators and Attractors: List any major sites, destinations, and trip generators within one mile of the project area, including: transit stops; public facilities (e.g. schools, libraries, parks or post offices); cultural facilities; retail and employment centers.
- D. Travel Patterns and Conditions: Describe existing and desired walking, bicycling, and transit within the project area, including whether or not the surrounding network or roads are future projects in County plans and/or studies. Identify existing sidewalks, shared use paths, and bicycle lanes as well as "worn paths" which indicate a desired walking route. Plans to reference include, but may not be limited to, the Pedestrian and Bicycle Master Plan (PBMP), the General Development Plan, the Transportation Functional Master Plan, the regional plans, and projects

approved in the current CIP.

- E. Opportunities: Identify opportunities to address safety, mobility, and access within one mile of the subject site.
- F. Attach all applicable maps, background information, and exhibits to this Assessment.

### **III. ON SITE ASSESSMENT/OPPORTUNITIES**

Per §17-6-113 (b), all development is required to provide public on- or off-site bicycle, pedestrian, or transit infrastructure in addition to any other site design requirements of the Code. The BPTA requirements are in addition to any other design requirements of the County Code.

- A. Opportunities: Identify opportunities to address safety, mobility, and access within the subject site.
- B. Attach all applicable maps, background information, and exhibits to this Assessment.

### **IV. BPTA CONCLUSIONS**

- A. Describe the recommended improvement(s) to meet the requirements of §17-6-113 including a map or exhibit.
- B. Provide the cost estimate for the proposed BPTA improvement(s) per §17-6-113(d).
- C. If a Fee-In-Lieu is being requested for approval by the Planning and Zoning Officer instead of an improvement, provide a detailed explanation and supporting assessment as to why an appropriate project could not be found.
- D. If the developer is seeking additional funding from the County's Multimodal Infrastructure Fee-in-lieu Fund; it must be requested from the Office of Transportation. Documentation of funding approval must be provided to this office prior to BPTA approval.



## **APPENDIX B.**

### **Multi-Modal Design Considerations and Examples**

#### **SITE CONTEXT**

##### **A. General:**

1. Per §17-6-103(i), consider how public roads within a proposed subdivision have been designed to enhance multimodal transportation options.
2. Per §17-6-103(j), consider how private roads have been designed to encourage opportunities for multi-modal transportation connections.
3. Does the right-of-way dedication provide sufficient space for the pedestrian and bicycle facilities required in the DPW Design Manual?
4. Consider how the roads have been designed to comply with §17-6-103(c) and provide connections between subdivisions of similar zoning and use.
5. For development within the Odenton Town Center, consider how the requirements regarding multimodal transportation infrastructure are being met.

##### **B. Pedestrian Facilities**

1. Per the County Design Manual, consider how the site provides adequate clear sidewalk widths along street frontages (minimum of 5 feet of clear sidewalk width required per the Design Manual) and are there ADA compliant curb ramps?
2. Per the County Design Manual, does the design provide a recommended buffer between pedestrians and traffic?
3. Does the design include pedestrian facilities and designated crossings that provide direct connections to destinations?
4. Consider how pedestrian facilities provide for internal site circulation (e.g., walkways along and between buildings, walkways through parking lots to buildings, designated crossings of drive aisles).
5. Consider where walkway lighting and/or continuous street lighting that meets or exceeds County standards is provided.
6. Does the design minimize vehicle intrusions into the pedestrian zone (e.g., driveways, loading zones, bus or vehicle pull outs)?

7. Per the County Code, §17-5-503(b), is the block length and width adequate to provide convenient access, circulation, and safety for pedestrian circulation?
8. Are marked crosswalks and/or other crossing improvements provided at appropriate locations?

**C. Bicycle Facilities**

1. Per County Code Section 17-6-111(j), are bikeways and/or shared use paths that support the objectives of bicycle, pedestrian, and transit infrastructure and connectivity to existing, planned, or future off site infrastructure, and are in public easement, shown?
2. Does the plan include bicycle facilities identified in adopted plans?
3. For on-road bicycle lanes, is adequate type/width per AASHTO Guide for the Development of Bicycle Facilities (2012 Edition) and the NACTO Urban Bikeway Design Guide provided?
4. Is bicycle parking provided?

**D. Transit Facilities**

1. Are transit enhancements in the design (e.g., bus shelter, bus or intermodal transfer stop, park-and-ride facility, bus stop pad or pull-out) provided?
2. Are lighting at on-site transit stops meeting or exceeding County standards provided?
3. Are ADA compliant landing pads at on-site transit stops provided?
4. Is a space for passengers to wait for and board transit vehicles that are separate from the walkway at the on-site stops provided?

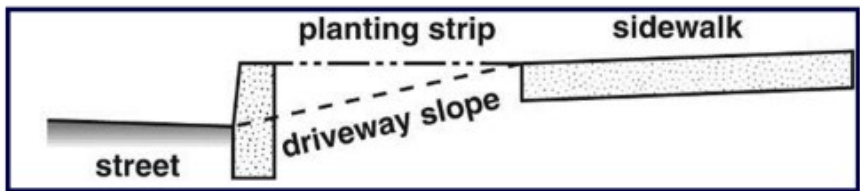
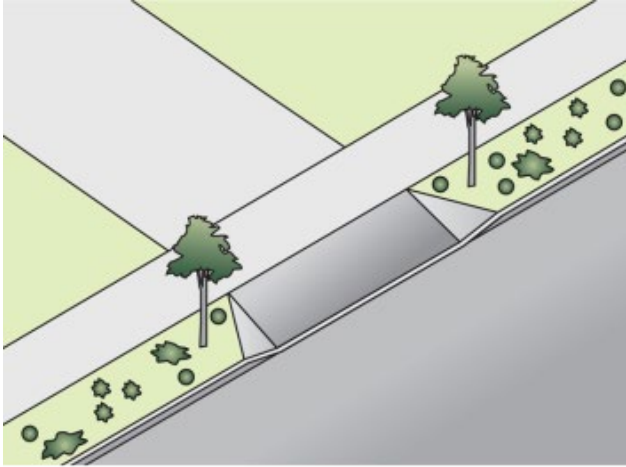
## EXAMPLES OF ENHANCEMENTS

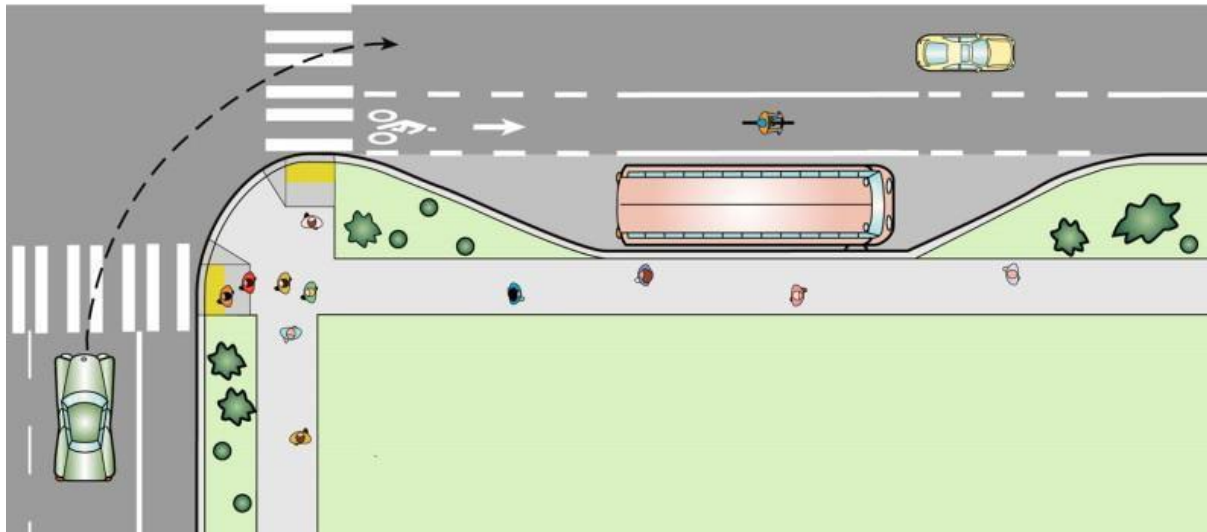


**Buffered Sidewalk should replace worn paths that show desired walking locations.**



**Design for ADA Accessibility –  
adequate width around obstacles and elevated sidewalk at driveways**





**Transit stop cut out should encourage slow turns**



**Bus Shelters best placed in "Furniture Zone"**



**Shared Lane Markings, or “Sharrows,”** are used to indicate a shared lane environment for bicycles and automobiles. These should most often be used on low speed roads, where space constraints may be present.



**Buffered Bike Lanes:** Conventional bicycle lanes paired with a painted designated buffer, characterized by two vertical lines and hatching. This image shows a buffer to both the automobile travel lanes and the parked cars.



**Separated Bike Lanes:** Separated bike lanes are similar to buffered bike lanes except that they are characterized by some sort of vertical barrier, such as bollards, planters, or even parked cars.



## APPENDIX C. – DEFINITIONS

Bicycle facilities - A general term denoting improvements and provisions to accommodate or encourage bicycling, including parking and storage facilities, and shared roadways.

Bicycle Lane or Bike Lane - A portion of the roadway, designated for preferential or exclusive use by bicyclists by pavement markings and signs. Bike lanes are typically located on the right side of vehicular travel lanes and generally run in the same direction as vehicular traffic, except for contraflow bike lanes, which travel in the opposite direction of traffic. Bike lanes do not have physical barriers of separation from vehicles other than paint.

Bicycle Route – A system of bikeways connecting two or more points that is deemed most desirable for bicycling. A bike route is designated with appropriate wayfinding and informational route signs and pavement markings. A bike route may include any of the various types of bikeways, or a combination thereof.

Bikeway - A general term for any road, street, path, or way which in some manner is specifically designated for bicycle travel, regardless of whether such facilities are designated for the exclusive use of bicycles or are to be shared with other transportation modes.

Buffered Bike Lane - Conventional bicycle lanes paired with a designated buffer space separating the bicycle lane from the adjacent motor vehicle travel lane and/or parking lane.

Floor Area - The sum of the gross horizontal area of all floors of a structure other than those areas used for or related to the parking of vehicles, and it is measured from the exterior faces of the exterior walls or from the center line of party walls.

Furniture Zone – According to the NACTO Urban Street Design Guide, the furniture zone is the section of the sidewalk between the curb and the through zone in which street furniture and amenities, such as lighting, benches, newspaper kiosks, utility poles, tree pits, and bicycle parking are provided. The furniture zone may also consist of green infrastructure elements, such as rain gardens or flow-through planters.

Off-Site Improvement – For the purposes of these Guidelines, off-site improvements mean a bicycle, pedestrian, or transit related improvement that is meant to meet the requirement of Article 17, Section 17-6-113 and is above and beyond any required on-site or road frontage improvements found elsewhere in the County Code.

On-Site Improvement – For the purposes of these Guidelines, on-site improvements mean a bicycle, pedestrian, or transit related improvement that is meant to meet the requirement of Article 17, Section 17-6-113 and is above and beyond any required on-site or road frontage improvements found elsewhere in the County Code.



Pedestrian - Any person afoot or using a wheelchair (manual or motorized) or means of conveyance (other than a bicycle) propelled by human power, such as skates or a skateboard.

Road User – A motorized vehicle operator, bicyclist, or pedestrian within the highway, including persons with disabilities.

Roadway – That portion of a road, including shoulders, intended for vehicular use.

Self-service storage facility- An arrangement of enclosed or unenclosed individual secured storage areas for sale, lease, or rent, but the term does not include storage for wholesale or retail activity, a freight or distribution center, or warehousing as part of a commercial or industrial operation.

Separated Bike Lanes – An exclusive facility for bicyclists, also called a “cycle track” or “protected bike lanes,” that is located within, or directly adjacent to, the roadway and that is physically separated from motor vehicle traffic with a vertical element.

Shared Lane – A lane of a traveled way that is open to both bicycle and motor vehicle travel. Shared lanes can be established with either signs or pavement markings.

Sharrows – A type of pavement marking indicating that a travel lane is to be shared by vehicles and bicycles.

Shared Use Path/Trail –A bikeway physically separated from motorized vehicular traffic by an open space or barrier and either within the public right-of-way or easement. Shared use paths may also be used by pedestrians, skaters, wheelchair users, joggers and other non-motorized users.

Shoulder – The portion of the roadway contiguous with the traveled way that accommodates stopped vehicles, emergency use, and lateral support of subbase, base, and surface courses.

Side Path – A shared use path located immediately adjacent and parallel to a roadway.

Structure - Anything constructed the use of which requires permanent location on the ground or attachment to something permanently located on the ground.

Transit - A general term applied to passenger rail and bus service used by the public.

Warehouse - all or part of a commercial structure for the storage of goods, wares, or merchandise and where trucks or similar commercial vehicles may load or unload cargo.