

WSDOT 2024 Pedestrian and Bicyclist Program and Safe Routes to School Application Form

This is the application form for the Pedestrian and Bicyclist Program and the Safe Routes to School Program. Consider preparing your responses in advance using the Word document provided in the Call for Projects. Applications are due by 11:59 p.m. for the Pedestrian and Bicyclist Program on May 31, 2024 and for the Safe Routes to School program on June 7, 2024. An * indicates that an answer is required. Use this as a tool to prepare your application before you complete your application in Survey Monkey.

* 1. Applicant Information

Applicant Name * City of Port Townsend

Contact Person First and Last Name Jeff Kostechka

Contact Department/ Division City of Port Townsend

Title Assistant City Engineer

City/Town Port Townsend, WA

Contact Email Address * jkostechka@cityofpt.us

Contact Phone Number * 360-302-2192

* 2. Project Title - include name of road(s) or trail and/or school(s). WSDOT will use the project title throughout the life of the project, and it should closely follow the examples provided in the Call for Projects. Limit response to 200 characters.

Port Townsend's Healthy Neighborhoods and Safe Routes to School Outreach, Study and Implementation Plan

* 3. How much funding is being requested? (answer in whole numbers without commas or dollar signs)

350000

* 4. Total Project Cost (should equal funds requested plus any additional funds provided by the applicant or other parties; local matching funds are not required; answer in whole numbers without commas or dollar signs):

350000

* 5. Draw the project location in the [Active Transportation Project Mapper](#) tool. Once you save a line or point, you will not be able to edit or delete it; WSDOT can do that for you if needed. For assistance with this tool, please contact Active Transportation Division (ATDgrants@wsdot.wa.gov).

☐ Check that you completed this step.

☐ Not applicable (Education/Encouragement-Only project)

6. If this is a Safe Routes to School application, list the school name(s)

There are four schools at three campuses:

Salish Elementary School

Blue Heron Middle School / OCEAN (Opportunity, Community, Experience, Academics, Navigation) K-12 Family Partnership Program

Port Townsend High School

Do Not Submit This Form

Project Development/Design-Only Project

Only 5% of total funding available for these programs will be made available for development/design-only projects. Please carefully review the [Requirements and Guiding Principles for Development/Design Only Projects](#) (or see *Call for Projects webpage*) to see if this project type fits your situation.

Development/design-only projects are intended to engage with communities to address known active transportation needs in locations that require significant planning analysis before Preliminary Engineering (PE) is initiated. This funding is not for PE-only projects. This project type identifies an area of interest (*submit map with area identified*) but not the precise project location(s) and improvement(s) that will fulfill the need. Robust public outreach is a primary component of these projects and this should be reflected in the cost estimate. Agencies should expect to look at a number of alternatives as part of their project. Planning efforts from these projects often identify multiple opportunities for future construction projects, but a local agency or tribe will need to develop at least one project addressing the need to a 60% design.

WSDOT will evaluate development/design-only projects primarily through information provided in the project cost estimate (*see sample on Call for Projects webpage*). Use the cost-estimate to indicate all proposed project tasks and to provide detail about those tasks.

* 18. Project need - What problem will this project aim to solve? (*E.g., project seeks to identify solutions that enable community members to safely and comfortably walk or bike from residential area X to commercial area Y*) (600 characters):

Our historic city has limited bike lanes, sidewalks and ADA ramps, so a plan is needed to prioritize city-wide connectivity and SRTS. Adults and children are forced to walk in shared traffic making prioritized bike/ped routes essential. The high school, located in the central Uptown neighborhood, will conduct a 2025 campus master plan, which aligns with this grant schedule and scope to vision near and long-term improvements. Given the immediate need, and due process, this study may suggest capital projects and "temporary implementation," as allowed by the grant description.

* 19. Briefly describe the types of outreach activities, how the applicant will ensure effective outreach to underserved populations, where outreach activities will take place, what outreach materials will be produced, how language, ADA, and other access support will be provided for outreach efforts. (600 characters)

Outreach for the 2025 Comprehensive Plan (Comp Plan) and Active Transportation Plan (ATP) is underway. The pending launch of the active transportation community survey will gather Level of Traffic Stress (LTS) and route preferences. Like the Comp Plan, large events may be held at the accessible American Legion served by transit. Moving future meetings around our community, like schools, and varying the times may reach more people and provide more equitable access. Visioning tools, transportation maps and visual preference surveys may help determine preferred alternatives.

20. If there are details needed to clarify proposed project tasks identified in the previous section, explain the plan sheet, specify the population served/equity need, clarify community engagement with

vulnerable populations, or other associated project information, please provide that here - otherwise skip this question. Answers are limited to 600 characters.

The current ATP stakeholder group includes members from DASH (Disability Awareness Starts Here), The ReCyclery - a non-profit who started a school bike bus and promotes “safe and equitable opportunities for cycling”, and Transportation Lab – an action group promoting a “safe, convenient and healthy” transportation system. In addition, members from the school board, parks board, hospital and transit, together bring diverse perspectives and represent different vulnerable users. Outreach events will be advertised to encourage public participation.

21. Schedule - enter the date (MM/YY) for each of the items below that apply to your project (Do not propose dates before July 1, 2025 for work that would be funded by these WSDOT programs). Leave the items that don't apply blank:

	MM/YY
Project added to the Statewide Transportation Improvement Program (STIP)	06/26
Project agreement signed (must be after July 2025)	07/25
Begin PE (PE phase authorized by funding agency)	09/25
Community outreach/engagement	09/25
Project Complete	06/26

22. Is the proposed project area identified in a city or county safety plan or a Safe Streets for All Action Plan (SS4A)? If yes, provide a link or attach plan.

☐ No

☒ Yes

Name of plan and date plan was adopted, and link to online version if available.

2023 SS4A Action Plan Grant Awarded to Port Townsend and Jefferson County (scope: all of City)

2009 Transportation Functional Plan: [Transportation Functional Plan \(cityofpt.us\)](https://cityofpt.us/transportation-functional-plan)

Complete Streets Policy: [Complete Streets Policy](#)

23. Attach plan, if available (optional)

Choose File to Upload

☐ No file chosen

24. Is project part of an adopted transportation plan or related plan, other than a city or county safety plan, that included a public engagement process?

☐ No

☒ Yes

Provide the name of plan, date plan was adopted, and link to online version if available.

25. Attach plan, if available (optional)

Choose File to Upload

2011 Non-Motorized Transportation Plan: [Microsoft Word - 1 Cover \(cityofpt.us\)](http://cityofpt.us)

2016 Comprehensive Plan: [Chapter 1 Adoption Ordinance \(codepublishing.com\)](http://codepublishing.com)

☐ No file chosen

26. Is this project on a state route, within or related to WSDOT rights of way? Answer yes for any project that might require coordination with WSDOT.

☐ Yes (see special instructions in the Call for Projects for improvements within WSDOT rights of way)

☒ No

27. Is this project intended to make improvements to facilities that go through or are on Tribal lands?

☐ Yes (see special instructions in the Call for Projects for improvements that go through or are on Tribal lands)

☒ No

28. If yes to the above question, attach letter confirming formal support by a Tribal resolution from that Tribe.

Choose File to Upload

☒ No file chosen

29. All applications that may impact Tribal resources, including Tribal cultural areas, archaeological sites, sacred sites, fisheries, or other rights and interests in Tribal lands must include a memo documenting meaningful and individual consultation with any affected federally recognized Tribe. Attach memo documenting tribal consultation.

Choose File to Upload

☒ No file chosen

30. Applicant has a (check all that apply):

☒ Greenhouse Gas Emissions Policy

☒ Americans with Disabilities Act (ADA) Transition Plan

* 31. Attach a detailed project budget, required for all applications.

Choose File to Upload

☐ No file chosen

* 32. Attach a proposed project area map, circling the project study area(s).

Choose File to Upload

☐ No file chosen

End of development and design only application questions.

Narrative for the cost estimate:

Thank you for your consideration. Port Townsend (PT), recipient of the national Financial Sustainability Initiative by ICMA, is a small community of 10,000 people and has a proven record to make the most of limited funds. The requested funds will plan for added or repurposed infrastructure to lower Levels of Traffic Stress (LTS) and Vehicle Miles Traveled (VMT) making PT an example for small, rural cities. This grant is excellent timing to complement our 2025 Comprehensive Plan, Active Transportation Plan, regional 135-mile Olympic Discovery Trail planning grant, 2025 high school master plan and our goal to retain and increase our community's quality of life.

Due to the city's history and sub-standard development patterns, PT has several sidewalk and bike lane gaps. As our town grows and vehicle traffic increases, so does our need for ped, bike and ADA infrastructure and a plan to better understand community needs and prioritize projects. We have an opportunity to demonstrate how planning and select improvements may encourage community health, create safer streets, promote economic development and reduce the need for future street widening.

Our community is about seven square miles, making large parts of the city a 20-minute walkshed and almost entirely within a 20-minute bikeshed. Given e-bike advancements, our low traffic volumes, low speeds and narrow streets, we have low Levels of Traffic Stress making active transportation potentially a large mode share. Improvements will be focused within one mile of schools, nearly the entire city limits, and ROW acquisition is likely not needed. With Council and community support, we can create a sustainable transportation plan that supports our people, planet, and prosperity goals to connect neighborhoods while limiting capital costs and future maintenance expense.

This grant will end with clearly scoped 60% projects that can be funded by: this grant as a "temporary implementation", future construction grants, or the city's newly adopted Transportation Benefit District (TBD) and Sidewalk Fee in Lieu fund. Public outreach and due process may suggest constructing sidewalks and bike lanes, or perhaps, creating low LTS neighborhood greenways, or bike boulevards, as done in other historic cities like Portland or Seattle. Neighborhood greenways may be a favorable option for PT given our lack of infrastructure and redundant street grid.

Do Not Submit This Form