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**IDAHO TRANSPORTATION DEPARTMENT**  
P.O. Box 7129 • Boise, ID 83707-1129  
(208) 334-8000 • [itd.idaho.gov](http://itd.idaho.gov)

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ADMINISTRATIVE POLICY 5050  
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## **BICYCLE AND PEDESTRIAN COORDINATION**

### **Purpose**

The purpose of the Bicycle and Pedestrian Coordination policy is to implement Board policy 4050 promoting the Idaho Transportation Department's commitment to a safe and efficient transportation system that integrates all modes of transportation.

### **Legal Authority**

Idaho Code 40-310(4) - Design, alter and extend highways when determined to be in the public interest

Idaho Code 40-310(9) – Designate portions of state highways as controlled-access highways

Idaho Code 40-310(11) – Restrict the use of state highways for the protection of the public

Idaho Code 40-310(13) – Provide right-of-way for sidewalks outside city limits

23 United States Code Section 217 Bicycle transportation and pedestrian walkways - State shall give consideration to bicycle and pedestrian projects, subject to approval by the Secretary that project funds are for transportation, rather than recreation; State shall use apportionment of certain federal funds as may be necessary for a bicycle and pedestrian coordinator position.

### **Policy Goals**

- The Department shall follow American Association of State Highway and Transportation Officials requirements to establish standards and specifications for the provision of bicycle and pedestrian facilities in conjunction with highway projects where they are appropriate for the context and function of the transportation facility.
- If and when the Department develops and constructs bicycle and pedestrian facilities they shall be compatible with local jurisdiction planning efforts.
- Establish bicycle and pedestrian coordination procedures.

### **Definitions**

A “bike/bicycle lane” is a portion of a roadway that has been designated with signing and pavement markings for the preferential or exclusive use of bicyclists.

A “shared-use path” is a multiuse facility for use by pedestrians and/or bicyclists that is physically separated from motorized vehicular traffic by an open space or barrier, and is within either the highway right-of-way or an independent right-of-way.

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A “sidewalk” is that portion of a roadway that is intended for pedestrian use, and lies between the curb lines or the lateral lines of the travel way and the adjacent property lines.

An “Accommodation” is any facility, design feature, operational change, or maintenance activity that improves the environment in which bicyclists and pedestrians travel. This includes project design features that accommodate future facilities, such as curb location or pavement width to accommodate a future bike lane.

### **Facilities**

Due consideration shall be given to bicycle and pedestrian needs in the design of new State Highway System facilities. The following items shall be considered when determining the possible inclusion of bicycle or pedestrian facilities within a project.

- The project’s scope
- Relevant planning documents, such as a corridor plan, local transportation plan, local pedestrian/bicycle policy, or facilities plan
- Limitations due to historic structures, environmental constraints, or other unique project features
- Context-sensitive issues, such as school crossings, transit stops, etc.
- Americans with Disabilities Act (ADA) requirements
- Discussions with local governments regarding any special circumstances, such as high-use recreation traffic generators outside of a city limit (schools, churches, business parks, etc.).

The above list does not represent all possible guidance to be considered when making a determination.

All consideration given to bicycle and pedestrian facilities shall be documented in the evaluation and development phase of the Project Charter as defined in the department’s Project Charter Instructional Manual.

### **Project Costs**

When Project Charters require the construction of bicycle and/or pedestrian facilities for projects on the State highway system, all costs associated with the construction shall be distributed in accordance with Administrative Policy COOPERATIVE AGREEMENT FOR CONSTRUCTION OF STATE HIGHWAYS. Off-system and local bicycle and/or pedestrian facilities shall be the responsibility of the local entity, unless otherwise specified in a state/local agreement executed prior to construction.

### **Maintenance**

The Department is responsible for costs associated with the maintenance of bicycle lanes on the State highway system, unless otherwise specified in a state/local maintenance agreement. Routine maintenance of sidewalks and shared-use pathways located on highway right-of-way shall be the responsibility of the appropriate local agency through an agreement completed prior to construction. At its discretion, the local agency may accomplish certain maintenance activities through organized groups or entities that it authorizes. However, the maintenance responsibility remains with the local government agency.

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### Projects Proposed by Others

Due to the localized nature of non-motorized trips, the Department encourages local units of government to participate in planning and developing infrastructure that will support walking and bicycling.

The Department supports local governments by considering requests to make highway right-of-way available for non-motorized facilities. Future highway expansion or interference with the operational characteristics of the highway may preclude ITD from approving such requests.

Prior to giving approval for a facility, the Department may require the requesting agency to provide detailed analysis of the proposed facility's impacts to the highway in order to determine the acceptability of the facility.

When appropriate, the Department shall negotiate the use of state highway right-of-way only with local governments or other public agencies, not with private groups or organizations. This is to ensure that project development, funding, and maintenance issues can be coordinated by an agency that can make a long-term written agreement with ITD. Private groups or organizations may participate as part of the planning process, but only local governments shall be responsible for the facility's planning, construction, and maintenance.

### Bicycle and Pedestrian Coordinator

The Division of Engineering Services (DES) Administrator shall appoint a Bicycle and Pedestrian Coordinator. The Bicycle and Pedestrian Coordinator shall:

- Facilitate coordination between local agencies and appropriate Department staff;
- Serve as a conduit to ensure local bicycle and pedestrian facility projects within Department right-of-way are coordinated with the appropriate district level staff;
- Lead state-wide bicycle and pedestrian planning efforts;
- Serve as the subject matter expert on bicycle and pedestrian issues;
- Review district planning documents, such as corridor plans, to ensure bicyclists and pedestrians are given "due consideration" per 23 U.S.C and are consistent with current department planning documents; and
- Perform other duties as assigned by the DES Administrator or delegate.

### Bicycle and Pedestrian Administrative Committee

The Bicycle and Pedestrian Coordinator may form a Bicycle and Pedestrian Administrative Committee to assist in facilitating state-wide bicycle and pedestrian coordination as outlined in this policy.

The committee will be staffed by the bicycle and pedestrian coordinator.

The committee shall have membership representative of each transportation district and technical experts as applicable.

The committee shall form a Charter as approved by the Bicycle and Pedestrian Coordinator.



Brian W. Ness  
Director

Date: 7/20/2018