

## Technical Advisory Committee

### MEETING AGENDA SCTA Headquarters Office

**December 8, 2016 – 1:30 p.m.**

Sonoma County Transportation Authority  
Large Conference Room  
490 Mendocino Avenue, Suite 206  
Santa Rosa, California 95401

#### ITEM

1. Introductions
2. Public Comment
3. Approval of Minutes, October 27, 2016\*
4. SB 743 Update – Intergovernmental Review Program, Interim Guidance **DISCUSSION / ACTION\***
5. Measure M **DISCUSSION / ACTION**
  - 5.1. Measure M Invoicing Status\*
  - 5.2. Maintenance of Effort – Policy 14 Compliance\*
  - 5.3. Measure M Extension
6. Regional Information Update **DISCUSSION**
  - 6.1. One Bay Area Grant Round 2 (OBAG2)\*
    - 6.1a. OBAG Call for Projects Released November 15, 2016. *Applications for the OBAG 2 Call for projects are due to SCTA offices no later than January 13, 2017. For additional guidance under the OBAG 2 program, please see MTC's resolution 4202 here: [http://mtc.ca.gov/sites/default/files/RES-4202\\_approved\\_1.pdf](http://mtc.ca.gov/sites/default/files/RES-4202_approved_1.pdf)*
7. Rail Update **DISCUSSION**
8. Draft SCTA Board Meeting Agenda for December 12, 2016 **DISCUSSION\***
9. Other Business / Comments / Announcements **DISCUSSION**
10. Adjourn **ACTION**

\*Materials attached.

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The next **SCTA** meeting will be held **December 12, 2016**  
The next **TAC** meeting will be held **January 26, 2017**

Copies of the full Agenda Packet are available at [www.sctainfo.org](http://www.sctainfo.org)

DISABLED ACCOMMODATION: If you have a disability that requires the agenda materials to be in an alternate format or that requires an interpreter or other person to assist you while attending this meeting, please contact SCTA at least 72 hours prior to the meeting to ensure arrangements for accommodation.

SB 343 DOCUMENTS RELATED TO OPEN SESSION AGENDAS: Materials related to an item on this agenda submitted to the **Technical Advisory Committee** after distribution of the agenda packet are available for public inspection in the Sonoma County Transportation Authority office at 490 Mendocino Ave., Suite 206, during normal business hours.

Pagers, cellular telephones and all other communication devices should be turned off during the committee meeting to avoid electrical interference with the sound recording system. ✓

TAC Voting member attendance – (6 Month rolling 2016)

Jurisdiction	Feb.	April	May	June	August	October	December
Cloverdale Public Works	✓				✓	✓	
Cotati Public Works	✓	✓	✓		✓	✓	
County of Sonoma DHS	✓	✓		✓	✓		
County of Sonoma PRMD							
County of Sonoma Regional	✓	✓	✓	✓	✓		
County of Sonoma TPW	✓				✓		
Healdsburg Public Works	✓		✓	✓	✓		
Petaluma Public Works & Tra	✓	✓	✓	✓	✓	✓	
Rohnert Park Public Works	✓	✓	✓	✓	✓		
Santa Rosa Public Works	✓	✓	✓	✓	✓	✓	
Santa Rosa Transit							
Sebastopol Public Works	✓	✓		✓	✓		
SMART					✓	✓	
Sonoma County Transit							
Sonoma Public Works	✓	✓	✓	✓	✓		
Windsor Public Works	✓	✓	✓	✓	✓	✓	

NB: March, August, September and November meetings were cancelled. The standing November meeting conflicted with the Thanksgiving Holiday.

## TECHNICAL ADVISORY COMMITTEE MEETING MINUTES

### Meeting Minutes of October 27, 2016

#### ITEM

1. Introductions

Meeting called to order by Chair Larry Zimmer at 1:36 p.m.

*Committee Members:* Larry Zimmer, City of Petaluma, Chair; Nancy Adams, City of Santa Rosa; Stuart Hayre, Town of Windsor; Joanne Parker, SMART; Alejandro Perez, Town of Windsor; Mark Rincon, City of Cloverdale; Craig Scott, City of Cotati.

*Staff:* Chris Barney, James Cameron, Nina Donofrio, Seana Gause, Janet Spilman.

2. Public Comment

N/A

3. Approval of Minutes, August 25, 2016\*

Approved as submitted.

4. TFCA/TDA Article 3 Quarterly Report – **DISCUSSION / ACTION**

Seana Gause presented this report on behalf of Dana Turr y, inviting questions or comments, and requested Committee approval. The Committee’s unanimous consensus was to approve the report.

5. Measure M **DISCUSSION / ACTION**

5.1. Measure M Invoicing Status\*

Ms. Gause reported that this is basically unchanged from the prior report. She invited any questions.

5.2. Measure M Strategic Plan Draft will go to Citizen’s Advisory Committee on October 31, 2016

Ms. Gause reported that, following approval by the CAC, this will be presented to the Board for approval and will then be printed in hard copy for each jurisdiction.

If there are any changes, it will be brought back to the Board at its December meeting. It will be available online after its presentation to the CAC.

6. Regional Information Update **DISCUSSION / ACTION**

6.1 One Bay Area Grant Round 2 (OBAG2)

6.1a OBAG Land Use Requirements\*

6.1b Changes to application\*\*

Janet Spilman explained that MTC/ABAG had decided to add two more land use requirements.

These issues, including criteria for anti-displacement policies, have been discussed by the Planning Advisory Committee. The Committee identified policies and determined that jurisdictions with three of these policies would get one point on their OBAG2 application; those that come up with six policies would get two points; and jurisdictions with nine policies would get three points. If a jurisdiction has another policy that they determine addresses anti-displacement and is not specifically shown in the list on the application, this should be specified in the application under “other” for consideration.

If the Board approves the call for projects at its November 14 meeting, this is likely to be released the following day, and will be due some time after the first of the year.

Ms. Gause summarized various funding sources. She estimated this to be a total of approximately \$19 million in STP and CMAQ funds. Sonoma County is required to program 50% of funding to PDAs.

The grant application changes were designed to reward those jurisdictions with the most effective policies addressing displacement, making them more likely to



score well in a competitive process for federal grant funding.

6.2 Regional Materials pertaining to Sonoma County from Partnership working group meetings\*  
Ms. Gause explained the procedure for PMP certification.

Ms. Gause next referred to the Fiscal Year Annual Obligation Plan, noting changes that have been made, included a page added to by MTC. She explained that MTC is trying to track all of the programs. The deadline to request authorization to proceed is November 1, 2016, and the deadline to receive E-76 is January 31, 2017. If deadlines are not met, jurisdictions would be ineligible for future federal funds.

6.3 Local Assistance Technical Assistance Program  
*(Caltrans will be hosting a series of Federal Aid Series and Resident Engineer Academy Training sessions. Registration is open until one week prior to the date of training. Registration is available online at: <http://www.californiantap.org/index.cfm?pid=1077>)*

Ms. Gause announced that there is a great need for this training and space is very limited, encouraging any who have not had this training to take advantage of this opportunity. She noted that it is not offered on a regular basis.

#### 7. Rail Update **DISCUSSION**

Joanne Parker of SMART reported on presentations at the previous Board meeting, the delay in the start of service due to engine problems. The manufacturer will be rebuilding engines. Testing is ongoing on the rail. Other work is continuing in preparation for the start of service, including installation of Clipper equipment.

Ms. Parker summarized sections of the SMART bicycle/pedestrian pathway that have been completed.

Ms. Parker next reported that the Larkspur facility is projected to open in 2018. Currently it is at 30% design.

#### 8. Draft SCTA Board Meeting Agenda for November 14, 2016 **DISCUSSION**

Ms. Gause noted that the Administrative Draft of the Strategic Plan and the SMART Integration Plan and call for projects will be addressed at this meeting.

#### 9. Other Business / Comments / Announcements **DISCUSSION**

Nina Donofrio's retirement was announced.

#### 10. Adjourn **ACTION**

2:30 p.m.

## Staff Report

**To:** Technical Advisory Committee  
**From:** Chris Barney, Senior Transportation Planner  
**Item:** SB 743 Update  
**Date:** December 8, 2016

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### **Issue:**

What is the status of SB 743 implementation?

### **Background:**

SB 743 directed the California Governor's Office of Planning and Research (OPR) to amend CEQA guidelines for analyzing transportation impacts. OPR has recommended using vehicle miles travelled (VMT) to replace level of service (LOS) for measuring transportation impacts in CEQA.

OPR's most recent guidance for implementation was released January 20, 2016 and can be viewed on the OPR website.

[https://www.opr.ca.gov/docs/Revised\\_VMT\\_CEQA\\_Guidelines\\_Proposal\\_January\\_20\\_2016.pdf](https://www.opr.ca.gov/docs/Revised_VMT_CEQA_Guidelines_Proposal_January_20_2016.pdf)

OPR intends to release final revised guidance in late 2016.

### **Timeline:**

Winter 2016: OPR has stated that they intend to make a final set of revisions to the CEQA analysis guidelines related to the analysis of transportation impacts in CEQA. This final document will be submitted to the Natural Resources Agency for review and to be officially included in formal CEQA guidance.

Late 2016/Early 2016: After the Natural Resources Agency rulemaking process, SB 743 goes into effect. Current OPR recommendations allow for a 2 year opt-in or grace period for making the switch from LOS to VMT.

Caltrans has recently released updated guidance on intergovernmental review (attached) which directs district staff to refocus reviewer comments on VMT impacts, transportation demand measures (TDM), and multimodal transportation safety and operational issues. Caltrans has already started requesting VMT impact analysis in new transportation impact studies.

### **Local Implementation:**

Staff recommends that a SB 743 implementation working group or ad hoc subcommittee of the TAC be formed to discuss the following issues related to SB 743:

- Impact analysis and Measurement – VMT vs LOS
  - VMT calculation methods
  - VMT screening techniques and mapping
- VMT Significance Thresholds

- Analyzing multimodal travel impacts and safety
- Analyzing Induced Travel
- Mitigation
  - Planning Documents
  - Development Projects
  - Transportation Projects
- Training and information sharing
- Using LOS post SB 743

**Policy Impacts:**

Delay or LOS was the primary metric for measuring transportation impacts in CEQA previously. SB 743 has changed how transportation impacts will be analyzed and assessed under CEQA. New transportation impacts will be assessed based on project and plan based VMT increases.

**Fiscal Impacts:**

Additional analysis will be required to estimate VMT impacts of projects as part of the CEQA process. Environmental analysis costs could change based on new requirements.

**Staff Recommendation:**

Consider forming an ad hoc subcommittee/working group to discuss SB 743 implementation.



# LOCAL DEVELOPMENT – INTERGOVERNMENTAL REVIEW PROGRAM INTERIM GUIDANCE

APPROVED – SEPTEMBER 2, 2016

Implementing Caltrans Strategic Management Plan 2015-2020  
Consistent with SB 743 (Steinberg, 2013)

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**Appendix A: Recommended Guidance for Site-Specific Development Project Review**

LD-IGR Site-Specific Development Project Review Decision Tree

**Appendix B: Recommended Guidance for Plans and Programs Review**

**Appendix C: Recommended Language for LD-IGR Comment Letters**

**Appendix D: Additional Technical Considerations**

## I. Introduction and Background

Caltrans' Local Development-Intergovernmental Review (LD-IGR) program reviews land use and infrastructure plans and projects across the state for potential impacts and enhancements to the State's environment, natural resources and multimodal transportation system for the California public. Through the LD-IGR process, Caltrans advises Lead Agencies on what these impacts might be and ways to avoid, minimize, and/or mitigate adverse impacts. Caltrans also identifies land use and design strategies that may enhance connectivity and access to destinations. As required through a host of state and federal planning requirements, the LD-IGR program has historically supported smart growth policies designed to create vibrant communities with a sustainable multimodal transportation system. For example, the program's 2005 [Deputy Directive 25-R1](#) states:

*"The Department works to ensure that local land use planning and development decisions include the provision of transportation choices, including transit, intercity rail passenger service, air service, walking, and biking, when appropriate. The Department advocates community design (e.g., urban infill, mixed use, transit oriented development) that promotes an efficient transportation system and healthy communities."*

With the enactment of legislation such as [AB 32](#) (2006), [SB 375](#) (2008), [SB 226](#) (2011), [SB 743](#) (2013), etc. and the development of planning guidance such as the [Smart Mobility Framework](#), [Complete Streets Implementation Action Plan](#), [the California Transportation Plan 2040](#), as well as Caltrans' adoption of its new [mission, vision, goals](#) and the [Strategic Management Plan 2015 – 2020 \(SMP\)](#), the LD-IGR program is strengthening its focus on transportation infrastructure that supports smart growth and efficient development. This is intended to help ensure that greenhouse gas (GHG) emissions reduction, good community design, improved proximity to key destinations, and a safe, multimodal transportation system are all integral parts of land use decision making throughout the state. Past LD-IGR practices primarily utilized Level of Service to identify various impacts to the State Highway System (SHS), and often limited its recommended mitigation to traditional road improvements. Although Caltrans recognized that Lead Agencies could implement other measures, such as improvements to other modes of transportation or incentive programs to encourage use of other modes, the Lead Agencies often rely on Caltrans' recommended measures. Going forward, efforts to fulfill our LD-IGR obligation should consider multimodal solutions to not only improve access to destinations for all system users (motorists, transit riders, bicyclists, pedestrians), but also encourage efficient land use that helps achieve the multitude of goals sought, including quality of life, economic prosperity, the development of multimodal networks, and GHG emissions reduction.

The LD-IGR program provides an important opportunity to encourage Lead Agencies to implement the goals and targets of the Caltrans Strategic Management Plan. By year 2020, the SMP calls for several specific targets related to the LD-IGR program:

- a doubling of walking and transit, and tripling of bicycle trips as a percentage of overall trips
- a reduction of per capita vehicle miles traveled (VMT) by 15%
- a reduction of the number of fatalities in each travel mode by 10% a year
- a reduction of GHG and other pollutants consistent with the Air Resources Board's AB 32 Scoping Plan and State Implementation Plan
- an increase of freight system efficiency by 10 %

- a reduction to an 8% rate of growth in Daily Vehicle Hours of Delay (DVHD) under 35 miles per hour on urban State highways

The SMP also contains several strategic objectives related to the LD-IGR program, including:

- reduce user fatalities and injuries by adopting a “Toward Zero Deaths” practice
- promote community health through active transportation and reduced pollution in communities
- effectively manage taxpayer funds and maximize the use of available financial resources
- improve the quality of life for all Californians by providing mobility choice, increasing accessibility to all modes of transportation and creating transportation corridors not only for conveyance of people, goods, and services, but also as livable public spaces
- reduce environmental impacts from the transportation system with emphasis on supporting a statewide reduction of greenhouse gas emissions to achieve 80% below 1990 levels by 2050
- improve economic prosperity of the State and local communities through a resilient and integrated transportation system
- improve travel time reliability for all modes
- reduce peak period travel times and delay for all modes through intelligent transportation systems, operational strategies, demand management, and land use/ transportation integration
- increase the number of Complete Streets features on State highways that are also local streets in urban, suburban, and small town settings
- improve collaborative partnerships with agencies, industries, municipalities and tribal governments and advance national engagement with the transportation research and policy committees

As highlighted in the guidance below, the LD-IGR program’s revised approach to commenting on plans and projects will help meet the goals and targets of the Strategic Management Plan. One important component to help achieve these goals is Caltrans’ current process of creating a statewide Transportation Analysis Guide (TAG) and completing a comprehensive update of our Transportation Impact Study Guide (TISG). The TAG-TISG will better inform transportation infrastructure investment and land use and infrastructure project impact analysis, bring Caltrans practices in line with state policy (including those policies named above), and bring Caltrans analysis practices up to state of the practice by providing a suite of methodologies, tools, and best practices. It will help public and private sector practitioners across the state perform the various types of analysis needed to identify multimodal transportation impacts from new land use, transportation, and infrastructure plans and projects.

In the interim, this Interim Guidance document intends to ensure that all Caltrans LD-IGR comments on growth plans, development projects, and infrastructure investments align with state policies through the use of efficient development patterns, innovative demand reduction mitigation strategies, and necessary multimodal roadway improvements. This is in addition to Caltrans’ long-standing commitment to maintain a safe, multimodal transportation system that provides access to destinations for all users. We also continue to recognize that under the California Environmental Quality Act (CEQA), it is ultimately the Lead Agency’s responsibility to perform a CEQA analysis, set local thresholds of significance, analyze potential impacts, determine significance, and identify, implement, and monitor any required mitigations.

This guidance supersedes the 2002 Caltrans Guide for the Preparation of Traffic Impact Studies in comments to local agencies. Instead of referencing the 2002 guide, Districts should make specific analysis requests of the Lead Agency when additional information is needed. The District can offer to provide the Lead Agency assistance in developing the scope of any analysis and answering questions. Headquarters

LD-IGR staff is also able to assist with scoping required analysis and developing recommended solutions for the Districts' and Caltrans' local and regional partners to consider.

In order to ensure alignment of Caltrans comments with state goals described above, LD-IGR comments henceforth should take into consideration whether the project exhibits low or high VMT (by place type e.g., urban, suburban, and rural areas) and should focus recommendations on smart land use, multimodal access, safety for all users, and reducing single occupant vehicle trips. Well planned urban infill projects which are located close to transit, bike and pedestrian facilities (see Appendix A: Project Type 1), which also have proximity benefits to employment centers, services and goods – will reduce travel demand on the entire transportation system and will therefore require significantly less review and mitigation than rural fringe projects (Project Type 5), which generate proportionately higher number of trips and vehicle miles traveled.

Senate Bill 743 (2013) mandated that CEQA review of transportation impacts of proposed development be modified by eliminating consideration of delay- and capacity- based metrics such as level of service (LOS) and instead focusing analysis on another metric of impact. The Governor's Office of Planning and Research (OPR) is currently updating its [CEQA Guidelines to implement SB 743](#) and is proposing that vehicle miles traveled be the primary metric used in identifying transportation impacts. OPR has released a separate "Technical Advisory" outlining recommended techniques for measuring impacts with this new metric, which applies statewide. The [General Plan Guidelines](#) are also concurrently being updated to align with state policy, including SB 743.

The need to evolve LD-IGR comments on local development transportation analysis and local development mitigation responses was articulated in a California State Transportation Agency (CalSTA) commissioned review of Caltrans practices in the State Smart Transportation Initiative (SSTI). Their January 2014 report stated that *"SB 743 could do more to advance state planning goals than anything else Caltrans has done", and "would put California and Caltrans back at the leading edge of modern transportation practice .... It would begin to make Caltrans a real contributor to the success of modern policy in the state, and it would provide a model for how the staff could help implement a challenging new charge."* A December 2014 report titled [A Follow-Up to The California Department of Transportation: SSTI Assessment and Recommendations](#) noted that OPR, CalSTA and Caltrans have been collaborating closely on remaining CEQA rulemaking issues, such as *"to manage operational challenges, namely where congested exit ramps may back up onto freeways, in a way that is not simply level of service by another name, failing to deliver the relief to infill development as the law directs. The draft rulemaking would also base mitigation on a development's total vehicle-miles generated."*

The TAG-TISG will also help implement Caltrans Strategic Management Plan 2015-2020 objectives consistent with SB 743 changes to CEQA. The TAG-TISG focuses transportation analysis on VMT impacts, assessing impacts from growth plans and development projects on the multimodal transportation network, and quantifying VMT and GHG reductions achieved through smart mobility principles and Transportation Demand Management (TDM) strategies. Until the TAG-TISG is complete, the Interim Guidance provided herein is intended to help ensure that District LD-IGR comment letters evolve to carry out state law, reflect the State's strategic safety goals and planning priorities, and align with California's climate change goals.

*Purpose of this Interim Guidance*

With the Strategic Management Plan objectives and SB 743's changes to CEQA, LD-IGR coordinators and functional reviewers will transition away from using delay based analysis, such as LOS or similar measures of vehicular capacity or traffic congestion, to determine the impacts of land use and infrastructure plans and projects. Instead, they will identify opportunities for reduced VMT generation, advise Lead Agencies on maintaining safe operations, and provide recommendations on developing location-efficient (e.g., centrally located, infill) and travel-efficient (e.g., inclusion of TDM measures) land use.

This Interim Guidance will remain in effect until superseded by Caltrans Transportation Impact Study Guidelines (TISG), currently under development.

Henceforth, LD-IGR comment letters should reflect the "top six" elements discussed below, as well as the more detailed guidance in the accompanying appendices. It is important to note that this Interim Guidance is intended to be the overarching policy and guidance of the LD-IGR program, aside from any Director's Policies or Deputy Directives. The Headquarters LD-IGR program will be updating guidance and training to be aligned with the Strategic Management Plan 2015-2020 lens over the upcoming months. If reviewers notice any discrepancies in policy and direction between the existing guidance on the Caltrans intranet and this Interim Guidance, please notify the LD-IGR program manager for further direction. Similarly, if reviewers experience any difficulties in applying this Interim Guidance to individual development-related plans, programs, or projects, they are encouraged to contact Alyssa Begley, SB 743 Program Implementation Manager, for assistance on a statewide perspective, and suggested solutions that might be useful.

Active participation by the Districts in regularly scheduled LD-IGR Teleforum meetings with Headquarters will also help District staff keep abreast of emerging methodologies, relevant examples, and current events that may further inform this Interim Guidance while OPR's CEQA Guidelines Update and Caltrans' TAG-TISG Update are in progress.

The existing LD-IGR program's intranet guidance and the technical resources are found at:  
<http://transplanning.onramp.dot.ca.gov/local-development-intergovernmental-review-ld-igr-branch>

## **II. Key Elements to Include in LD-IGR Letters**

This section summarizes the "top six" elements to emphasize when reviewing development plans and project proposals for transportation impacts and when drafting LD-IGR comment letters. The following appendices provide explicit guidance, technical considerations, and template language for District LD-IGR coordinators and functional reviewers to incorporate as needed.

### **A. Comment on Vehicle Miles Traveled associated with the project.**

Reviewers should comment on vehicle miles traveled resulting from the land use project, applying local agency thresholds or absent those, thresholds recommended by the most recent draft of OPR's CEQA Guidelines and Technical Advisory. If an assessment of VMT is not presented, Caltrans should request it be presented. Though SB 743 clarifies requirements for transportation analysis, a VMT analysis is already

needed to meet other CEQA requirements.<sup>1</sup> Methods for assessing VMT should be compared to the methods recommended in the OPR Technical Advisory. Where methods are not consistent with the recommendations in the Technical Advisory, Caltrans should comment on those methods. Where the project exhibits less than threshold VMT, Caltrans comments should acknowledge the project's transportation efficiency. Where the project exhibits greater than threshold VMT, Caltrans should request mitigation. Examples of mitigation measures are included in the OPR Technical Advisory. Contact the SB 743 Program Implementation Manager, Alyssa Begley, for assistance with VMT calculation.

**B. Rather than providing recommendations that primarily accommodate motor vehicle travel, provide recommendations that strive to reduce VMT generation; improve pedestrian, bike, and transit service and infrastructure; and which don't induce additional VMT.**

As demonstrated by the template language provided in Appendix C of this Interim Guidance, it is important that Caltrans comment letters express the intent and purpose of the LD-IGR program and Caltrans' review of land use and infrastructure plans and projects through the new lens of the Caltrans Strategic Management Plan 2015-2020. In other words, providing recommendations for solutions that reduce automobile travel rather than recommendations that accommodate more of it. For example, consider the following sample paragraph intended for letter introductions:

*"The mission of Caltrans is to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. The Local Development-Intergovernmental Review (LD-IGR) Program reviews land use and infrastructure plans and projects through the lenses of our mission, vision, and goals as guided by the State's planning priorities of prioritizing infill, conservation, and efficient development."*

Consider also the following paragraph intended to discuss demand reduction and mitigation strategies:

*"Caltrans seeks to reduce vehicle trips and new vehicle miles traveled associated with development and recommends appropriate measures to avoid, minimize, or mitigate transportation impacts through smart mobility community design and innovative multimodal demand reduction strategies."*

**C. Focus on travel efficiency**

Coordinators and reviewers should use the terms "transportation impact study" rather than "traffic impact study" and note that the study should analyze all modes. Such terminology helps developers, decision makers, and the public better understand that Caltrans seeks a holistic perspective on the infrastructure (roadways, bicycle facilities, sidewalks, transit stations, etc.), the service (e.g. transit, rail, etc.) needs, opportunities for closer proximity to key destinations, and other factors that may be created by growth plans and development projects under review. This language acknowledges and builds upon the multimodal perspective taken by the LD-IGR program since its inception, but not always followed in practice. This approach will also help shape the analysis techniques applied to the review so that the right kinds of data and analyses are provided for consideration. For example, Districts should help the Lead Agency contextualize the project by describing not just what and where it is, but also

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<sup>1</sup> See CEQA Guidelines §15064.4 (analysis of greenhouse gas emissions) and Appendix F (requiring analysis of "the project's projected transportation energy use requirements and its overall use of efficient transportation alternatives". See also California Clean Energy Committee v. City of Woodland (2014) 225 Cal. App. 4<sup>th</sup> 173, 210.

how those factors relate to both the multimodal transportation system and parallel objectives such as job creation, resource and open space conservation, or housing affordability—especially for projects and plans that generate high VMT. If the project is on the suburban edge of a region or far from transit, it is likely to induce more VMT than an infill project. In assessing how the project might be able to reduce its VMT generation, it is also critical to understand how the project can enhance a multimodal transportation network, how the project may increase access to key destinations (by foot or bicycle), and what aspects of the system can be utilized as feasible TDM mitigation measures. See Appendix D for additional information.

Districts should be cognizant of land use economics when reviewing local development projects in order to be mindful of all factors that lead to viability of individual project, more specifically, for projects that generate less overall vehicle miles traveled.

Districts are strongly encouraged to work with Lead Agencies to address transportation deficiencies and enhancements through policies at the planning level and through mitigation fee programs. Districts should still encourage Lead Agencies to share plans and projects for review that directly abut the SHS, are in vicinity of a State Highway, or projects for which Caltrans must approve and issue an encroachment permit.

Headquarters LD-IGR staff recognizes that this type of analysis will be a dramatic shift in process for Caltrans, and that Headquarters programs, District coordinators, and functional reviewers will need extensive training to adapt to the new analysis methods. Headquarters LD-IGR staff will coordinate with the Districts to ensure additional training and tools are provided throughout the Department. If Districts have training requests or concerns, please contact their Headquarters LD-IGR coordinator.

**D. Remain neutral on project purpose while framing recommendations for mitigation of the project's impacts within statewide policy.**

Commenting on local development can be controversial and should be written in a tone that promotes partnership, promotes collaboration, focuses on technical aspects of plans and projects, and is deferential to the Lead Agency's discretionary authority. However, Caltrans has a responsibility to advance the state's legislative priorities and carry out its role as a Responsible or Commenting Agency under CEQA. In order to strike this balance, our response letters should convey Caltrans' desire to be an active partner in Lead Agencies understand the transportation implications of development and to assist Lead Agencies in shaping projects to make more efficient use of our transportation system. Districts may choose to, for example:

- State whether the project is location-efficient (e.g. transit-oriented infill), with safe and adequate access to a multimodal transportation system and key destinations, that will help the state meet its GHG reduction targets under AB 32; or if it is sprawl that will increase VMT and regional emissions. As described in Section A above, ascertain VMT per OPR's guidance. Residential development should be assessed on a per capita basis. Office development VMT should be assessed on a per employee basis. Retail project VMT should be assessed on an absolute basis, but need not be calculated for local-serving retail (which generally reduces VMT). Land use project VMT should be compared to thresholds created by the local agency. In the absence of local agency thresholds, use recommendations in OPR's Technical Advisory, i.e., 15 percent below overall regional or city VMT per capita for residential projects, 15 percent below regional VMT per employee for office projects, and any increase in overall VMT for retail (further details can be

found in the Technical Advisory). For residential and office development, [VMT Maps](#) produced by either regional travel demand models, or the [California Statewide Travel Demand Model](#) may be used as a shortcut to estimating VMT. VMT Calculation training will be made available to District staff. Sample language is provided in Appendix C.

- Note if the project is consistent or inconsistent with the growth patterns and future infrastructure features identified in the General Plan or Master-Specific Plans, as well as Regional Transportation Plans (RTP) or Sustainable Community Strategies (SCSs).
- Note if the project is consistent or inconsistent with State planning priorities of infill, conservation, and efficient development. For more information on the State’s planning priorities, see the text from [AB 857](#) (2002) and SB 226 (2011).

While it is not necessary to “take a stand” by commenting on a Lead Agency’s actual decision to adopt a plan or approve-deny a project, comment letters should express findings of consistency or concern related to the implications and impacts, particularly VMT impacts, of development projects. And remember, Caltrans can recommend plan changes or project re-design where impact avoidance or minimization could be achieved. For example, a high-VMT-inducing edge development may consider walking or biking connectivity around a new major transit station with high-quality transit service (see [SB 375](#)), or if such a transit station is not present or planned, then around a neighborhood town center. Similarly, a jurisdiction or developer might be able to take advantage of reduced parking requirements or affordability density-bonus credits for projects located in infill areas to achieve a more efficient growth pattern. Such suggestions can point to a “win-win” by substantially reducing the plan’s or project’s VMT generation while still meeting the developer and Lead Agency’s overarching economic and community development objectives. Our comment letters should note when Caltrans has had discussions in person with Lead Agency staff.

#### **E. Be collaborative – Create paths for workable solutions and overcome roadblocks.**

Cities, counties, and developers, as well as Regional Transportation Planning Agencies (RTPAs), Metropolitan Planning Organizations (MPOs), transit and inner-city rail operators, and a wide array of employers and service providers across the State face increasing pressures to accommodate California’s population growth with limited funding, while also facing environmental and community-acceptance constraints. Caltrans, through our LD-IGR role, can work collaboratively to assist these agencies. Comment letters should not just identify potential concerns or problems, but offer suggested solutions that could be taken toward their resolution.

District staff should proactively establish early consultation in the planning and development project process. For example, request face-to-face meetings with Lead Agencies and project proponents to discuss how state law and the multimodal policies in city/county General Plans and RTPA/MPO RTPs and SCSs apply to the development project being reviewed or plan amendments being considered. This would allow both plan-level and project-specific technical concerns to be conveyed and, if possible, resolved with Lead Agencies as part of on-going information sharing. Such meetings can be used to link “early” and “late” steps in the development approval process by identifying potential planning policies and avoidance or minimization strategies, and developing mitigation implementation programs that help achieve Caltrans Strategic Management Plan 2015-2020 objectives and other state goals. Specifically, Districts should perform robust review of the land use and transportation analysis contained in the transportation impact studies for the environmental impact reports performed on General Plans, Specific/Master/Community plans, Regional Transportation Plans, Sustainable Community Strategies, etc.. This affords District staff a better

understanding of how individual “streamlined” developments and infrastructure investments “tier” off of the analysis in plan- or program-level EIRs and provides opportunities for Caltrans to encourage and help shape new VMT-based impact fees.

**F. Comments related to impacts to the State Highway System (SHS) will be focused on VMT impacts not delay or effects on road capacity.**

Transportation analysis under CEQA is evolving, in part because of SB 743, to measure impacts using vehicle miles traveled. Similarly, Caltrans has adopted Strategic Management Plan goals related to reducing VMT per capita and increasing use of non-auto modes. Therefore, in reviewing project proposals and related CEQA documents, LD-IGR will focus its comments on reducing demand on the SHS as measured with VMT. Caltrans continues to be responsible for ensuring that encroachments on or changes to the SHS are designed to provide for safe operations.

The use of LOS as a CEQA threshold of significance will soon be disallowed and replaced with vehicle miles traveled. SB 743 did not alter a Lead Agency’s responsibility to “analyze a project’s potentially significant transportation impacts related to air quality, noise, safety, or any other impact associated with transportation.”<sup>2</sup> Any information requests should be consistent with the guidance found in Appendices A and B.

This section will not address specifics of how to conduct an operational impacts analysis for all modes of transportation. This section is focused on the general policy, tone, and approach.

Improvements on conventional roadways should, as appropriate to the context, emphasize a complete streets approach to improvements (improvements such as lane width reduction, landscaped medians, pedestrian bulb outs, etc.) and should avoid increasing automobile capacity and/or other measures that would significantly increase VMT.

Suggested improvements to address operational impacts should not result in increased speeds that are not suitable for vulnerable users on the conventional facility. Operational impact improvements should be appropriate to the context and consistent with complete streets principles wherever feasible. Capacity improvements to freeway ramps and freeway mainlines to address operational impacts should be a last resort. Improved crosswalk signal timing, intelligent transportation systems improvements, enhanced signage, roadway designs that result in reduced speed limits, and other effective methods that do not significantly increase VMT should first be explored as potential solutions.

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<sup>2</sup> A safety-related transportation impact under CEQA is not the same as, and does not establish, an unsafe condition. Instead, the CEQA determinations are based on modeling and projections of potential future conditions and any mitigation is focused on making conditions safer.

## Appendix A: Recommended Guidance for Site-Specific Development Project Review

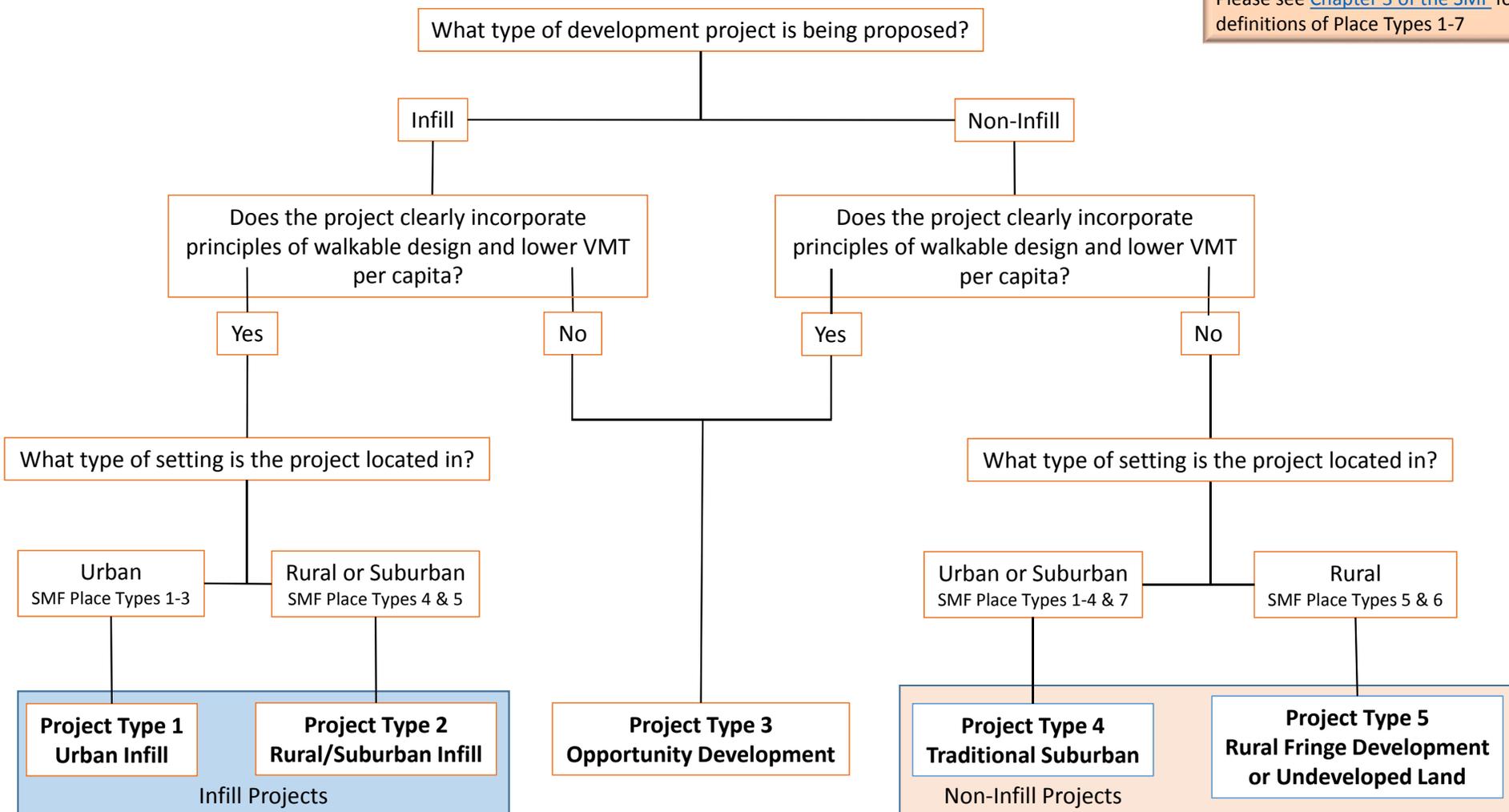
Please use this flow chart and the guidance following it to determine whether to comment on site-specific projects and what types of comments to make based on the type of project and its location. Reviewers should first consider the project's geographic setting and whether projects are located in an infill location, have a walkable project design, and assess VMT generation (definitions of key terms are at the end of this appendix). Projects may not fall perfectly into the place type categories below, so please use your best judgment on types of comments to make. We recognize every project is different.

Before sending a comment letter, the District LD-IGR coordinator should consider what the main objective of sending a letter is, what point of the process the project is in, and if it is necessary to even make comments. A request for additional analysis should be followed by an explanation of why that analysis is needed. If we request a Lead Agency to provide additional analysis on how a project impacts the SHS, we should articulate our concerns. Districts should not just ask for studies or analysis for projects just to have the information. For high-VMT projects, comments should have a primary focus on helping a project reduce VMT loaded onto roadway networks, including the State Highway System.

# LD-IGR Site-Specific Development Project Review Decision Tree

See the definitions section on p. 7 of this appendix for guidance on terminology used in this decision tree

SMF = Smart Mobility Framework  
Please see [Chapter 3 of the SMF](#) for definitions of Place Types 1-7



## Guidance for Site-Specific Development Project Review by Place Type

	Urban Infill Project Type 1	Rural/Suburban Infill Project Type 2	Opportunity Development Project Type 3	Traditional Suburban Project Type 4	Rural Fringe/ Undeveloped Land Project Type 5
<b>a. General Review Approach</b>	<ul style="list-style-type: none"> <li>Generally Districts should have minimal comments (or no comments) on Type 1-2 because they are well planned infill projects which are located close to transit, bike and pedestrian facilities which also have proximity benefits to employment centers, services, and goods will reduce travel demand on the entire transportation system and will therefore require significantly less review and mitigation than rural fringe projects (Project Type 5) which generate proportionally higher number of trips and vehicle miles traveled. Districts should coordinate with SB 743 Program Implementation Manager when developing letters for Type 1 land use projects.</li> <li>Consistent with the new Caltrans mission, vision, and goals, and other statewide laws and policy, projects meeting Type 1-2 criteria typically minimize the overall demand on the SHS compared to what would be built in their place to accommodate demand.</li> <li>Infill projects have the benefit of proximity to employment, services, and retail that helps reduce trip length and increase accessibility for all modes.</li> <li>While in some cases, projects with a walk and bike friendly design may actually increase regional VMT in rural areas, projects in town centers that incorporate pedestrian friendly designs could encourage more trips by walking, biking, and transit for local residents. Districts may still encourage project construction traffic to avoid peak hours when specific non-delay operational concerns arise.</li> </ul>		<ul style="list-style-type: none"> <li>Opportunity development projects are similar to those in Type 1 and Type 2, but they are typically designed in such a way that is traditional suburban type development that happens to reduce VMT due to its location. Or they are projects on the fringe of urban areas designed in a way that minimizes VMT impacts.</li> <li>Districts may encourage the Lead Agency to improve pedestrian connectivity both within the project and its connections to surrounding areas. The Districts may also encourage a reduction in parking spaces (when warranted), and potentially reorienting the development so that parking lots are not located between buildings and the streets.</li> <li>If some of the individual components of the project exceed VMT thresholds on page 6 of this appendix (when accounting for mixed-use trip reduction), then Districts can encourage transportation demand management (TDM) measures. See the Appendix D section on Demand Management for suggestions on TDM.</li> <li>Other projects that typically do not generate permanent traffic (such as levee repairs, signs, pipelines, solar farms, etc.) should follow existing LD-IGR guidance. Comments related to these types of projects should not focus on congestion.</li> </ul>		<ul style="list-style-type: none"> <li>Type 4 and 5 projects generally are considered traditional suburban or rural fringe development that generate higher VMT, and do not encourage walking or biking by their project design.</li> <li>Districts should make comments on ways projects can minimize VMT generation to meet VMT reduction goals from SB 743 and assist the State in meeting GHG reduction targets. Caltrans should press for significant connections to existing pedestrian, bicycle, and transit infrastructure to avoid a development relying solely on the existing local roadway system or State Highway System.</li> <li>Districts are also encouraged to use the Smart Growth Principles language suggested in the Appendix C: Recommended Language that identifies whether or not a project incorporates smart growth principles.</li> <li>Districts should make comments on ways the projects can improve internal circulation for all modes, better integrate with other nearby land uses, and provide a network of complete streets that benefits all users of the transportation system.</li> </ul>

## Guidance for Site-Specific Development Project Review by Place Type

	Urban Infill Project Type 1	Rural/ Suburban Infill Project Type 2	Opportunity Development Project Type 3	Traditional Suburban Project Type 4	Rural Fringe/ Undeveloped Land Project Type 5
<p><b>b.</b> Multimodal Operational Impacts Analysis</p>	<ul style="list-style-type: none"> <li>For purposes of this Interim Guidance, projects in Urban Infill areas are presumed to have multiple community benefits that include multimodal mobility, increased access, and safety for all users. Urban Infill projects also tend to increase pedestrian and bicycling travel, which promotes livable and healthy communities. This is important to note, because an important goal of this guidance is to help implement statewide objectives to minimize VMT generation and reduce GHGs--which research suggests infill development helps accomplish.</li> <li>Well planned infill projects which are located close to transit, bike and pedestrian facilities which also have proximity benefits to employment centers, services, and goods will reduce travel demand on the entire transportation system and will therefore require significantly less review and mitigation than rural fringe projects (Project Type 5) which generate proportionally higher number of trips and vehicle miles traveled.</li> <li>In cases where the Districts have specific substantial evidence that operational impacts or safety concerns exist, the Districts should work with the Lead Agency to identify the appropriate analysis needed, ways it can be provided, and how the operational impacts can be addressed.</li> <li>Districts are encouraged to work with Lead Agencies to proactively address relevant transportation concerns at the plan-level or corridor-level; this helps ensure that the Department is able to carry out its responsibilities as owner/operator of the SHS without having to ask for additional project-level analysis when individual Urban Infill developments move forward to approval, if it is not needed.</li> <li>Consideration should be given to the context of the area in relation to the SHS. Comments related to operational impacts should not be used as a mechanism to increase capacity of the roadway-- they should only be made to address specific operational impacts as defined above. Districts should coordinate with SB 743 Program Implementation Manager when developing letters for Type 1 land use projects.</li> </ul>				<ul style="list-style-type: none"> <li>While an important overall goal of this guidance is to minimize VMT generation, many new development projects will increase traffic in a localized area and could create or exacerbate operational concerns that may increase the potential for future collisions (operational impacts).</li> <li>When necessary, the Districts should still analyze a project's potential operational impacts and impact of significant increases of VMT on walkers, bikers, and drivers using the SHS.</li> <li>Well planned infill projects which are located close to transit, bike and pedestrian facilities (see Appendix A: Project Type 1), which also have proximity benefits to employment centers, services and goods – will reduce travel demand on the entire transportation system and will therefore require significantly less review and mitigation than traditional suburban projects (Project Type 4), and rural fringe projects (Project Type 5), which generate proportionately higher number of trips and vehicle miles traveled. Caltrans should press for significant and safe connections to existing pedestrian, bicycle, and transit infrastructure to avoid a Project Type 2-5 relying solely on the existing local roadway system or State Highway System.</li> <li>In cases where multimodal operational impact analysis is needed, but it is not provided, the Districts should work with the Lead Agency to identify the appropriate analysis needed and ways it can be provided. To date, no state law has exempted project proponents from performing a safety analysis for all transportation modes. That does not mean that project proponents necessarily need to perform an analysis. Consideration should be given to the context of the area in relation to the SHS.</li> <li>The Districts can also ask for construction traffic management plans. See Appendix C for sample language.</li> </ul>

## Guidance for Site-Specific Development Project Review by Place Type

	Urban Infill Project Type 1	Rural/Suburban Infill Project Type 2	Opportunity Development Project Type 3	Traditional Suburban Project Type 4	Rural Fringe/ Undeveloped Land Project Type 5
<b>c. Pedestrian, Bicycle, and Transit Facilities</b>	<p>For projects that directly abut the SHS, agreements may be required for maintenance of pedestrian facilities. The Districts are strongly encouraged to advocate in comment letters for completing a network of pedestrian walkways along the SHS where feasible and appropriate to the context. The Districts should make efforts to familiarize themselves with local agencies’ policies and design standards and work with project proponents early to resolve any design or safety-related issues for the walkways.</p> <p>Bicycle and transit facilities within the Caltrans ROW should also be considered and encouraged on a case-by-case basis. Agreements with other agencies may be necessary.</p>				
<b>d. Fee Programs</b>	<p>The Districts can request that projects pay into established fee programs (mandatory or voluntary programs are ok). Districts are encouraged to promote projects or improvements within the fee programs that help reduce VMT and enhance efficient access to destinations when feasible. Programmatic fee programs to address operational impacts are also encouraged to help avoid individual development projects avoid triggering direct operational impacts; this is especially important for Project Type 1-2.</p>				
<b>e. Level of Service (LOS) Related Comments Aimed at Reducing VMT</b>	Not applicable		<p>Some jurisdictions have set LOS thresholds for the SHS either through plans or by ballot measures and will provide this analysis during project review. Until the TAG-TISG is completed, Districts can make technical comments about a Lead Agency’s deficiencies in LOS analysis of the SHS when a project is inconsistent with smart growth principles (“sprawl”). In this circumstance, the District can also point out LOS deficiencies on the SHS and request mitigation that minimizes new VMT on the SHS. Please note that the District should suggest capacity increasing improvements sparingly. Comments can focus on operational impacts and should be consistent with complete streets principles. Particularly for Project Type 3-5, Districts should assist the Lead Agency in identifying appropriate demand reduction measures by listing specific programs (see Appendix D – Section A “Demand Management”)</p>		
<b>f. ROW Preservation</b>	<p>In areas where Caltrans system planning documents are aligned with local plans that call for the eventual widening of the SHS, Caltrans may find it necessary to make comments about preserving that ROW. The context of the situation is critical.</p> <p>District staff should consult with System Planning to maintain consistency with any existing local plans to enhance the livability and neighborhood connectivity of a State Highway segment, and determine whether Caltrans is working with a local agency to relinquish that portion of the State Highway.</p>				
<b>g. Responsible Agency</b>	<p>Caltrans is a Responsible Agency under CEQA when we have to approve and issue an Encroachment Permit for a local development project. We are a Commenting Agency when the local development project does not require an Encroachment Permit. Districts should inform the Lead Agency when an Encroachment Permit is required as early as possible in the local development project’s process. District Planning should coordinate with District Encroachment Permits regarding which local development projects are not required to provide a transportation analysis. The Encroachment Permit process still requires some level of transportation analysis. Particularly for infill, the level of analysis required should balance the engineer’s need for information with monetary costs incurred by the project. Time and money will be saved if Caltrans and the Lead Agency discuss the analysis needs for the Encroachment Permit as early as possible. See the “Encroachment Permits” section in Appendix C for language that should be included in a comment letter.</p>				

## Guidance for Site-Specific Development Project Review by Place Type

	Urban Infill Project Type 1	Rural/Suburban Infill Project Type 2	Opportunity Development Project Type 3	Traditional Suburban Project Type 4	Rural Fringe/ Undeveloped Land Project Type 5
<b>h. Projects in Close Proximity to the SHS</b>	<p>The Districts should consider commenting on projects that border or are within a few hundred feet of Caltrans ROW. Some specific examples include projects that may have hydraulic impacts to the SHS, ROW Engineering concerns, sound wall placement along freeways, and other cases. For projects that border or plan any work within the state highway system ROW, Districts should comment about the potential need for an encroachment permit. The Lead Agency and developers appreciate being made aware of issues that could affect the cost, scope, or schedule of the project. We recommend working with Lead Agencies as early in the process as possible to resolve issues before CEQA-stage documents are released for public review and comment. The tone in the letters should be of a cooperative approach.</p>				
<b>i. Parking</b>	<p>If District staff notice an excessive number of parking spaces, greater than required by local zoning, associated with a development related to its context (i.e., in places with excessive amounts of underutilized parking nearby, in places with very high transit connectivity, etc.) the District may choose to comment that a reduction in parking may help reduce VMT and development project costs. Note that <a href="#">AB 744</a> (2015) identifies maximum parking ratios for affordable housing projects located within one-half mile of a major transit stop, and affordable housing projects outside of those locations.</p>				

## Questions to Consider for VMT Impacts

### ***Questions to consider for VMT impacts:***

Reviewers should comment on vehicle miles traveled resulting from the land use project, applying local agency thresholds. Or absent those, apply thresholds recommended by the most recent draft of OPR's CEQA Guidelines and Technical Advisory.

- a) Will residential components of the project lower both the citywide (or countywide) and the regionwide existing VMT per capita by at least 15%?
- b) Will office components of the project lower existing VMT per employee across the region by at least 15%?
- c) Will retail components of the project decrease total VMT (note: can presume local serving retail will)?

*Note: These questions are consistent with the most recent draft of the OPR Technical Advisory Implementing SB 743.*

If the answer is no to any of the above questions (when accounting for internal trip capture for mixed use projects), then it may be appropriate to request the Lead Agency to minimize VMT generated by a project. See Appendix D for Transportation Demand Management suggestions.

## Definitions of Key Terms

**Infill Site:** According California Public Resources Code Section 21061.3, an infill site is defined as “a site in an urbanized area that meets either of the following criteria: (a) The site has not been previously developed for urban uses and both of the following apply: (1) The site is immediately adjacent to parcels that are developed with qualified urban uses, or at least 75 percent of the perimeter of the site adjoins parcels that are developed with qualified urban uses, and the remaining 25 percent of the site adjoins parcels that have previously been developed for qualified urban uses. (2) No parcel within the site has been created within the past 10 years unless the parcel was created as a result of the plan of a redevelopment agency. (b) The site has been previously developed for qualified urban uses.” For purposes of LD-IGR evaluation, whether or not a project is considered infill should also be considered with its effects on VMT. If it is unclear whether a project is infill or not, if a project induces high-VMT, the District should treat the project as a Type 3 Opportunity Development. Taking projects through the project place type decision tree above may help in determining the types of comments to make on the project.

**Walkable Project Design:** There is no perfect definition of what comprises a project with good walkable design. However, there are resources that help define some of the principles of walkable design. The San Francisco Planning and Urban Research Association (SPUR) has developed [seven principles of walkable urban districts](#) that may be useful to District staff to help understand what walkable design incorporates: [create fine-grained pedestrian circulation](#); [orient buildings to street and open spaces](#); [organize uses to support public activity](#); [place parking behind or below buildings](#); [address the human scale with building and landscape details](#); [provide clear, continuous pedestrian access](#); and [build complete streets](#). A project does not necessarily have to incorporate all of these principles to be considered having walkable design, but it should incorporate almost all of them.

**Operational Impacts:** When new development may create or exacerbate operational concerns that may increase the potential for future collisions. A safety-related transportation impact under CEQA is not the same as, and does not establish, an unsafe condition. Instead, the CEQA determinations are based on modeling and projections of potential future conditions and any mitigation is focused on making conditions safer.

**Place Types:** Districts should not be too concerned with whether or not a project is considered rural, urban, or suburban to navigate the decision tree. What matters more is the project design and the VMT generated by the project (i.e., which project type box is selected). The Districts can also use the Smart Mobility Framework (SMF) Place Types to help navigate the decision tree. The SMF Place Type descriptions are located in [Chapter 3 of the SMF](#). The SMF Place Type numbers on the decision tree correspond to the numbers in Chapter 3.

## Appendix B: Recommended Guidance for Plans and Programs Review

There are many different types of plans (General, Specific, Community, Regional Transportation, Watershed, Air Quality to name a few) and programs that LD-IGR reviewers receive. To cover all the different types of them would defeat the purpose of keeping this guidance brief and just providing an overall policy framework.

OPR's Technical Advisory provides guidance on VMT-based impact analysis and mitigation. An array of research is available on this topic, much of which is summarized and packaged for deployment in the California Air Pollution Control Officers Association ([CAPCOA Quantifying Greenhouse Gas Mitigation Measures](#)) document (which focuses also on VMT). Further, HQ will post Technical Bulletins on Onramp as further information becomes available. In the meantime, HQ will provide the Districts with an SB 743 notification letter template for transmittal to Lead Agencies explaining what SB 743 requires them to consider, noting how Caltrans can assist, and stating that OPR is drafting an update of its CEQA Guidelines in order to spell out the new requirements in more detail.

It is important to note that one of the likely outcomes of SB 743 implementation will be the closer alignment of project-specific impact analysis and mitigation with the regional growth and program-level management strategies identified through the regional and systems planning process. Through regional and system planning efforts, the existing transportation system is analyzed and future improvements are planned to improve human mobility and system operations based on the regional population growth and mobility needs identified through city and county General Plans, RTPs/MTPs, etc. For example, when District system planners update Transportation Concept Reports (TCR), District System Management Plans (DSMPs), and Corridor System Management Plans (CSMP), coordination with LD-IGR is an opportunity to reflect long range growth plans, development projects, and regional improvement plans identified in regional planning documents. Similarly, when LD-IGR coordinators are reviewing development plans and projects, coordination with regional and system planning can be used to identify ultimate ROW setbacks, access management restrictions, planned frontage improvements, and facility improvements identified in system planning documents that should be factored into a project's site plan and mitigation measures.

Particularly at a project level, we want to avoid disadvantaging the last-in development. Caltrans (as well as other agencies) is sometimes criticized for being a barrier to local infill development by asking for costly studies or mitigation. In order to achieve equity in transportation financing and not place unreasonable burdens on site-specific development projects that advance state goals of smart growth and reduced greenhouse gas emissions, Caltrans should work with Lead Agencies to address impacts to the SHS at the plan level and in fee programs. In general, plans and programs can be an extremely important and efficient mechanism to identify and mitigate issues at a macro level and thus avoid issues with the site-specific project analysis. VMT reduction can have substantial safety benefits, so Districts should emphasize VMT reduction in their comments on lead agency plans or programs.

One way Districts can work with their partners to address mitigation issues is to proactively and directly participate in the development of comprehensive plans (e.g. General Plans, Master Plans, Specific Plans, etc.) and mitigation implementation programs (regional advance mitigation programs, impact fee nexus plans and capital improvement plans, etc.). For instance, a local agency could forecast expected development, identify needed transportation improvements that provides safe access for all modes (like lowering speeds at interchanges, mid-block crossings for pedestrians, cycle tracks for bicyclists, bus bays, added transit capacity, etc.), create cost estimates for those improvements, and create a financing program that development projects pay into to implement those improvements. Then local development

projects would simply pay their fair share toward those improvements. There are many examples around the state where local agencies have established fee programs to pay for improvements. One example of a plan and fee program that does comprehensively address transportation needs (including safety and multimodal improvements) based on projected development is the Martell Triangle Plan in Amador County.

This process may also be beneficial for Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) and CEQA streamlining. The District should work with the MPO to address potential safety issues and needed mitigation in the RTP/SCS, in an effort to establish a corresponding fee program is established to pay for those improvements; then local development projects could simply pay fair share toward those improvements based upon their proportional impact and therefore would not need to perform any additional analysis of the SHS during the environmental review process if they met the CEQA streamlining provisions of the RTP/SCS. Please contact the HQ LD-IGR program manager for assistance with individual development projects tiering from programmatic-level CEQA documents.

LD-IGR coordinators should be proactively engaged in the regional and system planning processes and provide comments on the development of General Plans, Specific Plans/Master Plans, RTPs, and SCSs or Alternative Planning Strategies that integrate policies, priorities, and projects identified in TCRs, DSMPs, and CSMPs. Reviewers should advise lead agencies of any regional or system planning implications related to their travel demand models and RTP/SCSs-General Plans. Specifically, coordinators should also ask lead agencies if their regional models and Transportation Impact Mitigation (TIM) fee programs reflect long-range multimodal system improvements. In coordinating these efforts with System Planning, coordinators should be focused on helping lead agencies integrate their plan's or project's mitigation measures with corridor and system level management strategies and planned multimodal improvements on specific facilities. The Districts may also need to work with lead agencies on preserving ROW in some SHS corridors for future improvements and ensure consistency with Caltrans system planning documents.

Similarly, when evaluating proposed mitigation measures, reviewers should analyze the potential effects of induced travel (both VMT and GHG increases) resulting from any roadway capacity expansion improvements intended to reduce congestion. Reviewers should also evaluate the potential for connectivity improvements, such as internal circulation within a development or local roadway extensions-connections, to reduce VMT and GHG emissions by providing more efficient land use and direct routes between locations.

The intention for this integration should be conveyed to cities and counties through on-going communication and specifically requested at the Initial Study stage for growth plans, financing programs, and development projects. In order acquire the necessary data, to provide peer review, and in cases where District staff may need to assist lead agencies in performing these evaluations, LD-IGR coordinators should ask the regions to share their model platforms through a Model Users Agreement (contact HQ for examples) and Caltrans should share the California State Transportation Demand Model. Coordinators should also request copies of any sub-area models that might be developed for Traffic Operations Reports required in the capital project delivery process as these may include additional levels of refinement not available in regional models. Depending on the answers received, coordinators should recommend changes to ensure that planned plan-level and project-specific mitigation measures are consistent with adopted regional and system plans. If needed, coordinators should recommend changes to ensure that local and regional TIM programs include multimodal improvement intended to reduce, rather than induce VMT. Districts should create an electronic archive of the models they ask for and receive from local partners.

Districts should, when appropriate, request that local agencies provide a multimodal transportation demand and impact analysis for plans and programs. The Districts should note that this plan/program level analysis may also be useful for the evaluation of individual development projects that are utilizing CEQA streamlining provisions. Appendix C contains sample language for use in comment letters on plans and programs.

For certain projects and plans, District staff should coordinate with transit operators so information can be jointly shared for the purpose of service coordination and long-range transit planning.

#### *Level of Service (LOS) Related Comments Aimed at Reducing VMT*

Some jurisdictions have set LOS thresholds for the SHS either through plans or by ballot measures and will provide this analysis during plan review. LOS can still be used as a transportation analysis tool, however, for CEQA purposes District comments should address VMT.

Until the TAG-TISG guidance is provided, Districts can make technical comments about a lead agency's deficiencies in LOS analysis of the SHS when a plan is inconsistent with smart growth principles ("sprawl"). In this circumstance, the District can also point out LOS deficiencies on the SHS and request mitigation that minimizes new VMT on the SHS. Please note that the District should suggest roadway capacity improvements sparingly. Comments should focus on operational impacts and should be consistent with complete streets principles. Particularly for Project Types 3-5, Districts should assist the lead agency in identifying appropriate transportation demand reduction measures by listing specific programs (see Appendix D).

## Appendix C: Recommended Language for LD-IGR Comment Letters

The template language below is provided for District LD-IGR coordinators to adapt as needed in order to reflect the key terms and general guidance outlined above. Please note that LD-IGR letters should be tailored to reflect the context surrounding the different types of plans and projects under review, what stage they are at in the review and approval process, and relevant background information such their scope and relationship to the multimodal transportation system.

All letters should contain introductory language that references the Department's new vision, mission, and goals, as well as versions of the general language below where appropriate in the standard LD-IGR letter format.

### A. Caltrans New Mission

*"Thank you for including the California Department of Transportation (Caltrans) in the environmental review process for the project referenced above. The mission of Caltrans is to provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability. The Local Development-Intergovernmental Review (LD-IGR) Program reviews land use projects and plans through the lenses of our mission and state planning priorities of infill, conservation, and travel-efficient development. To ensure a safe and efficient transportation system, we encourage early consultation and coordination with local jurisdictions and project proponents on all development projects that utilize the multimodal transportation network. We provide these comments consistent with the State's smart mobility goals that support a vibrant economy, and build communities, not sprawl. The following comments are based on the (insert type of document)."*

*"Caltrans new mission supports safety and sustainability in its call to "provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability". Caltrans Sustainability, Livability, and Economy goal states we will "make long-lasting, smart mobility decisions that improve the environment, support a vibrant economy, and build communities, not sprawl."*

*"Caltrans supports six smart mobility principles of location efficiency, reliable mobility, health and safety, environmental stewardship, social equity, and robust economy. The California Transportation Plan 2040 further encourages infill development and conservation opportunities as a way to reduce urban sprawl, allow for better transit and to be consistent with SB 375."*

*"The following comments are based on the (insert type of document). We provide these comments consistent with the State's smart mobility goals that support a vibrant economy and sustainable communities."*

### B. Plan Development, Project Design and Mitigation Strategies

*"In (developing this plan/designing this project) we encourage the (City/County/Developer) to integrate transportation and land use in a way that reduces Vehicle Miles Traveled (VMT) and Greenhouse Gas (GHG) emissions by facilitating the provision of more proximate goods and services to shorten trip lengths, and achieve a high level of non-motorized travel and transit use. As such, we encourage the (City/County/Developer) evaluate the potential of Transportation Demand Management (TDM) strategies and Intelligent Transportation System (ITS) applications in order to better manage the transportation network, as well as transit service and bicycle or pedestrian connectivity improvements. The Department also seeks to reduce serious injuries and fatalities, as well as provide equitable mobility options for people*

who are economically, socially, or physically disadvantaged. Therefore, we ask the (City/County/Developer) to evaluate the (plan/project site) for access problems, VMT and service needs that may need to be addressed.

For example, we recommend that the (City/County/Developer) analyze the following issues related to the (plan/project):” (identify the scope of what we are asking for)

### **C. Multimodal Transportation Impact Study**

Well planned infill projects which are located close to transit, bike and pedestrian facilities (see Appendix A: Project Type 1) which also have proximity benefits to employment centers, services and goods – will reduce travel demand on the entire transportation system and will therefore require significantly less review and mitigation than rural fringe projects (Project Type 5) which generate proportionately higher number of trips and vehicle miles traveled.

Districts should coordinate with SB 743 Program Implementation Manager when developing letters for Type 1 land use projects.

Below is suggested language for consideration and is generally targeted for Type 4 and 5 projects from Appendix A and some plans.

*“The environmental document should include an analysis of the multimodal travel demand expected from the proposed project. This analysis should also identify potentially significant adverse impacts from such demands and avoidance, minimization, and mitigation measures needed to address them.*

*Early collaboration, such as sharing the analysis for review and comment prior to the environmental document, leads to better outcomes for all stakeholders.*

*Given that Caltrans current guidelines are in the process of being updated, a transportation impact study scoping meeting with District staff could be used to discuss the most appropriate methodology for this analysis. At a minimum, the analysis should provide the following:*

- 1. Vicinity maps, regional location map, and a site plan clearly showing project access in relation to nearby roadways and key destinations. Ingress and egress for all project components should be clearly identified. Clearly identify the State right-of-way (ROW). Project driveways, the State Highway System and local roads, intersections and interchanges, pedestrian and bicycle routes, car/bike parking, and transit routes and facilities should be mapped.*
- 2. Project-related VMT should be calculated factoring in per capita use of transit, rideshare or active transportation modes and VMT reduction factors. The assumptions and methodologies used to develop this information should be detailed in the study, should utilize the latest place based research, and should be supported with appropriate documentation. Mitigation for any roadway section or intersection with increasing VMT should be identified and mitigated in a manner that does not further raise VMT.*
- 3. Schematic illustrations of walking, biking and auto traffic conditions at the project site and study area roadways, trip distribution percentages and volumes as well as intersection geometrics, i.e., lane configurations, for AM and PM peak periods. Operational concerns for*

*all road users that may increase the potential for future collisions should be identified and fully mitigated in a manner that does not further raise VMT.*

#### **D. Encroachment Permits**

*“Please be advised that any ingress-egress, work (e.g. construction, vegetation management, drainage improvement, etc.), or traffic control that is conducted within or adjacent to or encroaches upon the State Right of Way (ROW) requires an encroachment permit that is issued by Caltrans. Where construction related traffic restrictions and detour affect State highways, a Transportation Management Plan or construction traffic impact study may be required. Traffic-related mitigation measures should be incorporated into the construction plans prior to the encroachment permit process. To apply, a completed encroachment permit application, environmental documentation, and six (6) sets of plans clearly indicating State ROW as well as any applicable specifications, calculations, maps, etc. must be submitted to the following address: (insert District Permits contact and address). It is important to note that, in order to uphold the Department’s statutory responsibility to protect the safety of the traveling public, if this information is not adequately provided, then a permit will not be issued for said encroachments. See the following website for more information:*

*<http://www.dot.ca.gov/hq/traffops/developserv/permits>”*

A note about encroachment permits: compliance with CEQA must be completely addressed before an encroachment permit application is submitted to the District Encroachment Permits Office. Before an encroachment permit application package can be deemed as complete, all applicable Federal and State statutory requirements including but not limited to Storm Water, Americans with Disabilities Act (ADA), and CEQA must be complied with. Therefore it is critical that all issues have been ironed out prior to the applicant submitting an application package to the District Encroachment Permits Office. This is also critical to provide documentation for District Encroachment Permit Engineers’ consideration when issuing subsequent encroachments or when processing developer-built mitigation measures within State right-of-way. Comment letters should remind the reader that such analysis is required during the permit review process and a development’s needed improvements, even opening day access, may be delayed if adequate detail is not provided during the environmental process upfront. This should be explained in such a way to convey that Caltrans is also trying to help save time and money for all those concerned.

#### **E. Smart Growth Principles**

*“Support for infill and smart growth development is found in our new Mission, Vision, and Goals, the California Transportation Plan 2040, Smart Mobility Framework, Strategic Management Plan, and related guidance documents.*

*Based on its place-type, VMT, design characteristics, potential impacts, and proposed mitigations, the Department feels that this (plan/project) (is/is not) representative of the smart growth principles and (assists/does not assist) in meeting the state’s goals.”*

Note: If the plan/project is *not* representative of smart growth principles, assist the lead agency by recommending specific changes that could help it move in a different direction. This should be done at the earliest point in the planning process possible.

#### **F. Transportation Impact Fees**

*“We request that an analysis of the (plans/project’s) impacts and mitigation include information regarding the (city/county’s) local and/or regional impact fee program. The analysis should identify if those*

*programs include improvements to pedestrian, bicycle and transit infrastructure or that could be considered representative of the project's likely TDM mitigation measures. If no such fee exists, we would appreciate exploring with you the establishment of (local or regional) VMT-based transportation impact fee programs."*

Two jurisdictions are currently using VMT-based thresholds: City of Pasadena, and City of San Francisco. City of Pasadena is updating a nexus study for its fee program that includes bicycle, pedestrian, and VMT metrics. City of San Francisco legislated a fee program based upon square footage of new development.

#### **G. Responsiveness of the Lead Agency to Caltrans Comments**

Generally, the second introductory paragraph of comment letters should reiterate the project description, reference previous comment letters, summarize the results of interagency coordination and outcome of previous comments, clarify where the project is currently at in the process, and identify key decision points.

Specifically, it is important to compare issues raised in the NOP stage with those addressed in the Draft TIS and EIR, as well as those between the Draft and Final EIRs, so that decision makers and the public know what concerns were addressed/resolved or remain a concern. If all of Caltrans concerns have been resolved, that would be valuable information for the public and decision makers to know. A brief summary paragraph should be adequate to summarize relevant points related to key concerns and convey a conclusion to the reader.

In the event that substantive concerns were brought up in the NOP stage and commented on in the Draft TIS-EIR stage, but not sufficiently resolved by the Final EIR stage, then IGR coordinators should consider making a statement related to adequacy of the FEIR based on either CEQA's public disclosure or reasonable argument provisions and recommend to the lead agency how it could be corrected prior to certification. Any comments on adequacy of an FEIR should consider the policies outlined earlier in this document.

No template language is provided because this information is specific to the nature and history of each plan/project and District staff would be best suited to summarize the relevant issues for the public record.

## Appendix D: Additional Technical Considerations

**Note that any considerations below must fall into the policy framework of the main guidance.**

### A. Transportation Demand Management

Transportation Demand Management is a set of tools that increases the efficiency of the transportation system by providing options for users other than driving alone, or by shifting travel away from peak periods. In direct support of SB 743, reviewers should always evaluate opportunities for TDM measures that could be deployed to reduce VMT and increase walking, biking, and transit use. Evidence of VMT reduction benefits resulting from the project's design, siting, and TDM mitigation measures should provide a clear nexus in the VMT analysis. This analysis should be place-based and utilize the latest trip-generation research available to describe influencing factors such as mode-shift due to transit availability and internal capture attributable to mixed use developments (see the [Caltrans research on new trip generation rates for infill development](#)). District and Headquarters staff can help recommend emerging methodologies that could be used to better estimate mixed use infill trip generation rates or quantify VMT reduction from TDM mitigation measures. Similarly, rather than making a vague reference that a lead agency should use VMT-based impact fees to mitigate the effects of its cumulative development, provide sample language for an actual Condition of Approval or Mitigation Measure to that effect and offer to participate in its creation. If there were questions about the project or assumptions about the analysis that were resolved or agreed to, comment letters should reflect those outcomes for the record and state that Caltrans' concerns were adequately addressed.

Reviewers should request that Lead Agencies include in their transportation impact studies (TIS) a project vicinity map and site-design layout plan that identifies all of the priority pedestrian and bicycle routes and transit routes/stops serving the site (based on relevant bike-pedestrian and transit service-development plans). It would be helpful for the lead agency if reviewers included a brief summary of what the District thinks the potential impacts of concern are likely to be based on the project and its location. This will help them focus the emphasis of their TIS. One repository for TDM strategies is found in the [CAPCOA Quantifying Greenhouse Gas Mitigation Measures](#) document (which focuses also on VMT). Also consider the following as a non-exhaustive list of potential TDM strategies:

#### 1. Parking Management:

- a) In urban settings, recommend eliminating parking where transit is adjacent, significantly reduce parking where transit is within ¼ mile. See [AB 744](#) (2015), which identifies maximum parking ratios for affordable housing projects located within one-half mile of a major transit stop, and affordable housing projects outside of those locations.
- b) In rural resort and special event settings, ensure an adequate balance between on-site parking and availability of off-site parking coupled with shuttle service for peak demand dates/times.
- c) Raise the cost of parking in general parking zones.
- d) Give preferential parking for carpools, vanpools, carshare, and rideshare programs.
- e) Create park and ride lots adjacent to transit commuter facilities or near HOV entrances.
- f) Establish maximum parking units per dwelling unit equivalent (d.u.e.) and thousand square foot (k.s.f.) ratios.
- g) Provide preferred and/or restricted parking stalls for Transportation Network Companies at select locations.

## 2. Additional non-auto centric measures

- a) Add or extend transit routes or increase transit frequency.
- b) Issue transit passes or subsidies to employees.
- c) Issue housing-based transit passes.
- d) Promote telecommuting and flexible work schedules.
- e) Provide shelter and lighting for pedestrians as well as quality street furniture.
- f) Compliment bicycle routes with secure bicycle parking facilities and showers at strategic locations.
- g) Establish bike share programs or systems.
- h) Establish safe routes to school programs (for example: a walking school bus program)
- i) Complete sidewalk systems and mixed-use pathways for non-motorized travel.
- j) Implement bus rapid transit (BRT) systems along key corridors.
- k) Encourage light rail stations and complimentary adjacent TOD.
- l) Develop toll-funded TOD redevelopment incentive programs for high density residential corridors.
- m) Integrate solar-power shade structures and electric vehicle charging stations with rideshare parking lots and transit-rail station planning.

It may also be useful for Districts to provide lead agencies with links to local/regional TDM program resources that serve those jurisdictions.

### **B. Safety Considerations**

Generally, Districts should have minimal comments (or no comments) on Project Type 1-2 (Appendix A) because well-planned, well-located infill projects are presumed to have multiple community benefits that include increased access and safety for all users. Urban infill projects also tend to increase pedestrian and bicycling travel, which promotes livable and healthy communities. In cases where the Districts have specific substantial evidence that safety concerns exist, the Districts should work with the Lead Agency to identify the appropriate analysis needed, ways it can be provided, and how the safety concerns can be addressed. Appropriate multimodal mitigation can be suggested that advances safety for bicyclists, pedestrians, transit users, and motorists. Districts should coordinate with the SB 743 Program Implementation Manager when developing letters for Type 1 land use projects.

Districts should analyze how increased VMT from either planned development (particularly project types 3-5) or proposed infrastructure investments may cause traffic operational dynamics that exacerbate modal conflict in the transportation system. For example, increased traffic volumes from high-VMT development and/or high speeds can exacerbate safety concerns related to inadequate acceleration-deceleration lengths, sight-distance, and reaction-time that may affect adjacent pedestrian facilities. Similarly, increasing traffic volumes at uncontrolled turn-movement points or in locations without adequate modal separation/refuge can increase the vulnerability for all modes, especially pedestrians and bicyclists.

Highway intersections and interchanges are often a challenge for motorists, bicyclists, and pedestrians. This is due to higher volumes, variable speeds, complex or unique designs, numerous conflict points, a mix of vehicle types, and changes in land uses. Care must be employed to assure all system users perceive the design, operating conditions, and speed limits allow them to act and react in a safe manner.

This transition zone between free flow and metered flow is considered a “critical transition area”. Traffic design speeds near intersections and interchanges should be appropriate to the context. Where pedestrians and bicyclists are present, design speeds should be slower to help ensure the safety of all road users. For more guidance on intersections and interchanges, please see [Caltrans Complete Intersections: A Guide to Reconstructing Intersections and Interchanges for Bicyclists and Pedestrians, 2010](#). Page 15 of the document states:

*Any reduction in vehicle speed benefits pedestrian and bicyclist safety, since there is a direct link between impact speeds and the likelihood of fatality. Methods to reduce pedestrian and bicyclist exposure to vehicles improve safety by lessening the time that the user is in the likely path of a motor vehicle. These methods include the construction of physically separated facilities such as sidewalks, raised medians, refuge islands, and off-road paths and trails, or reductions in crossing distances through roadway narrowing.*

*Pedestrian and bicyclist warning signage, flashing beacons, crosswalks, and other signage and striping should be used to indicate to motorists that they should expect to see and yield to pedestrians and bicyclists. Formal information from traffic control devices should be reinforced by informal sources of information such as lane widths, landscaping, street furniture, and other road design features.*

Other documents that should be referenced include the [Caltrans Class IV Bikeway \(Separated Bikeways/Cycletracks\) Guidance, 2015](#) and the [Highway Design Manual](#).

All discussions or comments should keep in mind Caltrans Strategic Management Plan goals, including to increase walking, biking, and transit use, and reduce per capita vehicle miles traveled. Suggested Operational Impact improvements must consider the most vulnerable roadway users (i.e., children and elderly pedestrians, children bicyclists, etc.).

Caltrans staff should be ready to provide a list of potential multimodal mitigation measures for specific concerns that might be raised. Listed below are a few resources to reference when making Operational Impact determinations for development projects and plans:

The American Association of State Highway and Transportation Officials (AASHTO) Highway Safety Manual (2010) can be found [here](#).

The Caltrans Highway Design Manual (HDM) can be found at:  
<http://www.dot.ca.gov/hq/oppd/hdm/hdmtoc.htm>

Topics contained within the California Manual on Uniform Traffic Control Devices (California MUTCD), such as pedestrian hybrid beacons, can be found at:  
[http://www.dot.ca.gov/hq/traffops/engineering/mutcd/ca\\_mutcd2014.htm](http://www.dot.ca.gov/hq/traffops/engineering/mutcd/ca_mutcd2014.htm)

The Caltrans-endorsed National Association of City Transportation Officials (NACTO) guides on Urban Street Design and Urban Bikeways provide best practices and standards for pedestrian, bicycle, and transit features. The guides can be found in the Caltrans Library. More information about the guides can be found here: <http://nacto.org/>

More Caltrans resources related to Complete Streets and Smart Mobility can be found at: <http://www.dot.ca.gov/hq/tpp/offices/ocp/smbr.html>

### **C. Access Management**

Access management is a particular concern at the interface between vehicular and bicycle-pedestrian use of roadways, shoulders, bike lanes, and sidewalks and the ingress-egress points for land use destinations. Avoiding operational impacts that may increase the likelihood of collisions is an integral and important part of multimodal access management. Significant speed differentials and travel volumes can result in a need for access management mitigation measures. These include efforts to limit modal conflicts and increase accessibility for vulnerable road users, reduce speed differentials between vehicles, modulate flow volumes for specific directions, control specific turning movements, and provide adequate stopping sight distance and decision site distance. These issues are amplified where large buses or trucks are involved. Where design features are recommended to mitigate pedestrian and/or bicycle safety concerns, various issues should be considered such as topography, ADA accessibility, maintenance, and seasonal factors (e.g. snow removal and/or storage, etc.). Access management efforts must also take into consideration of other state goals such as designing for motor vehicle speeds appropriate to the place setting, protection of vulnerable road users, reduction in motor vehicle travel, and adding features that increase driver attention.

Reviewers may also highlight the benefits of roundabouts because they facilitate road diets, produce narrower pedestrian crossing widths compared to signalized and stop-controlled intersections, and produce lower speeds and speed differential at and near pedestrian and bike conflict areas. Roundabouts may not be appropriate at some intersection contexts and locations. See the [Intersection Control Evaluation guidance](#) for more information.

Sonoma County Transportation Authority  
 Measure M Appropriation/Invoice Status Report  
 FY 16/17

Project Sponsor	Project Name	Measure M Program	Prior Apprp Balance	16/17 Programmed	16/17 Amount Apprp	Appropriation Date	Last Invoice Date	Balance Remaining	Notes
Cotati	116 Landscaping	101	\$0	\$50,000	\$50,000	9/12/2016	10/21/2016	\$0	Fully expended
Santa Rosa	Hearn Avenue (Phase 3)	LSP	\$429,916	\$1,800,000			7/13/16	\$429,916	
Santa Rosa	Fulton Road Improvements	LSP	\$387,614		\$0		7/13/16	\$387,614	
Sonoma County	Airport Blvd	LSP	\$0	\$2,047,000	\$0				Moving amount to 16/17 based on Prog req.
Sonoma County	Airport Blvd Landscaping	LSP	\$355,158	\$695,000	\$0		4/18/2016	\$355,158	
Santa Rosa	Access Across 101 Comm Conn	Bike/Ped	\$2,019	\$0	\$0		7/13/16	\$2,019	
Rohnert Park	Access Across 101	Bike/Ped	\$0	\$250,000	\$0				
Windsor	Access Across 101	Bike/Ped	\$0	\$250,000	\$0				
SoCo DHS	SRTS (DHS)	Bike/Ped	\$20,603	\$26,000	\$0		8/29/16	\$20,603	
SCBC	SRTS (SCBC)	Bike/Ped	\$10,157	\$20,000	\$0		10/13/16	\$3,141	
SCBC	BTW (SCBC)	Bike/Ped	\$3,988	\$15,000	\$0		6/27/16	\$3,988	
SoCo Regional Pks	Sonoma Schellville	Bike/Ped	\$24,059	\$0	\$0		6/20/16	\$24,059	
SoCo Regional Pks	Petaluma River Trail	Bike/Ped	\$0	\$32,000	\$0			\$0	
SMART	NWPRR	Bike/Ped	\$585,777	\$0	\$0		5/23/16	\$585,777	

\$5,135,000

\$0

\$1,812,273 *total remaining*

\$639,586 Bike Ped Remaining

\$1,172,687 LSP Remaining

## Measure M Maintenance of Effort - Policy 14

### Local transportation fund expenditures converted to a percentage of general fund expenditures Required for all Local Street Rehabilitation (LSR) Recipients - Reporting Status as of 3/17/2016

Jurisdiction	FY11/12 <sup>1</sup>	FY12/13	FY13/14	FY14/15	FY15/16 <sup>2</sup>	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	Comments
Cloverdale	3%	6%	5%	6%											
Cotati	2%	2%	3%	19%											
Healdsburg	12%	13%	16%	12%											
Petaluma	2%	3%	3%	3%											
Rohnert Park	2%	5%	47%	9%											
Santa Rosa	2%	2%	2%	2%											
Sebastopol	3%	3%	2%	4%											
Sonoma	6%	6%	11%	8%											
Windsor	23%	22%	10%	10%											
County	2%	5%	5%	4%											

<sup>1</sup> Base Year for Comparison - SCTA board approved Policy 14 on July 11, 2011.

<sup>2</sup> Due February 15, 2017 to allow for completion of audits.

Shaded Cell indicates below baseline percentage.

#### POLICY 14

The Traffic Relief Act for Sonoma County is governed by the Public Utilities Code. PUC 180200 requires that “local governments maintain their existing commitment of local funds for transportation purposes.” The Measure M Expenditure Plan states “consistent with California Public Utilities Code Section 180200, the SCTA intends that the additional funds provided governmental agencies by the Traffic Relief Act for Sonoma County shall supplement existing local revenues being used for public transportation purposes and that local jurisdictions maintain their existing commitment of local funds for transportation purposes.” Measure M cooperative agreements for the Local Streets Rehabilitation Program also require maintenance of effort.

For the Local Streets Rehabilitation Program funding, each local agency shall be responsible for identifying which of their accounts have local funds for transportation purposes. For these purposes, expenditures would be calculated per fiscal year. A fiscal year is defined as July 1 through June 30. The baseline amount is transportation fund expenditures in FY11/12 which will be converted to percentage of general fund expenditure. Expenditures for each subsequent year will be compared to the baseline to determine the same percentage of general fund expenditures is occurring. Baseline percentages (FY11/12) and subsequent year percentages of discretionary fund expenditures on transportation shall be provided to SCTA by each jurisdiction no later than February 15, starting in February 2013. This is to allow agency audits to be completed prior to submittal.

#### Submittal to SCTA Requires:

1. Source of local funds used in FY for transportation purposes (general fund, mitigation fees, sales tax)
2. Amount of local funds used for transportation purposes in FY
3. Total amount of general fund expenditures in FY.
4. Local transportation fund expenditures in FY, converted to a percentage of general fund expenditures.

November 15, 2016

TO: Eligible Applicants  
FROM: Seana Gause, Senior – Programming and Projects  
SUBJECT: One Bay Area Grant 2 - Call for Projects

In November of 2015, the Metropolitan Transportation Commission (MTC) approved the One Bay Area Grant (OBAG 2) by passing resolution 4202. A subsequent revision was made in May of 2016 to distribute additional revenues and incorporate housing related program elements ([http://mtc.ca.gov/sites/default/files/RES-4202\\_approved\\_0.pdf](http://mtc.ca.gov/sites/default/files/RES-4202_approved_0.pdf)). The SCTA is now releasing its Call for Projects to program projects for FFYs of 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22 (only ongoing activities such as CMA planning, non-infrastructure projects and Preliminary Engineering will be programmed in the first year, with capital outlay being programmed in subsequent years).

Applications for funding must be prepared by eligible project sponsors and delivered **to Seana Gause (seana.gause@scta.ca.gov) no later than close of business January 13, 2017.**

Project sponsors must have a master agreement with Caltrans to receive federal transportation funding and must also meet all the minimum requirements as established in MTC’s resolution 4202 and the SCTA application instructions. If an applicant does not meet these requirements they must partner with an agency that does. All projects are subject to an 11.47% local funding match requirement.

SCTA is also accepting applications for Priority Conservation Area program funds at the same time as OBAG 2. These funds are considered separate from the OBAG funding.

Once a proposed project is selected for approval by the SCTA board (May 2017) project sponsors will be subject to the regional project funding delivery policy established in MTC’s resolution 3606 ([http://mtc.ca.gov/sites/default/files/MTC\\_Res\\_3606.pdf](http://mtc.ca.gov/sites/default/files/MTC_Res_3606.pdf)).

Type of Funding	Amount
Surface Transportation and Congestion Mitigation/Air Quality Improvement Programs	\$22,867,000
Priority Conservation Area Program	\$2,050,000
Federal Aid Secondary Program (Sonoma County unincorp. only.)	\$3,264,000
<b>Total OBAG</b>	<b>\$28,181,000</b>

All necessary application materials may be found at the SCTA website <http://scta.ca.gov/projects/funding/> It is also recommended that project applicants review the MTC website for additional information <http://mtc.ca.gov/our-work/fund-invest/federal-funding/obag-2> .

One Bay Area Grant schedule

July 27, 2016	Grant program with revisions approved by MTC
November 15, 2016	SCTA releases Call for Projects
January 13, 2017	Completed applications due to SCTA
February 2017-April 2017	Advisory Committee Review/Approval
May 8, 2017	SCTA Approves Program of Projects
October 1, 2018	Funds available

(For a more detailed schedule of decision milestones, please see OBAG 2 Schedule on SCTA website)

The following documents can be found at: <http://scta.ca.gov/projects/funding/>

- OBAG 2 Application
- OBAG 2 Application Instructions (includes Priority Development Area map)
- OBAG 2 Outreach activities
- OBAG 2 Schedule
- Link to Sonoma County Communities of Concern Map and PDA Map are located in the application instructions document.

Contact SCTA if more detailed maps are required.

For more general information about the application or process, please contact:

Seana Gause

[seana.gause@scta.ca.gov](mailto:seana.gause@scta.ca.gov)

565-5372

# Sonoma County Transportation Authority

## One Bay Area Grant Application

**Project Sponsor:**

**Single Point of Contact:**

**Email/Phone:**

**Project Title:**

**Project Location/Description:** (1-5 points)

**Project Type:** Check all that apply; indicate percentage of each if there is more than one element

- |                          |   |       |   |
|--------------------------|---|-------|---|
| <input type="checkbox"/> | Transit Improvements                                | _____ | % |
| <input type="checkbox"/> | Bicycle and Pedestrian Improvements <sup>1</sup>    | _____ | % |
| <input type="checkbox"/> | Local Streets and Roads Preservation <sup>2</sup>   | _____ | % |
| <input type="checkbox"/> | Safe Routes to Schools or Transit <sup>1</sup>      | _____ | % |
| <input type="checkbox"/> | Transportation for Livable Communities <sup>1</sup> | _____ | % |
| <input type="checkbox"/> | Priority Conservation Areas                         | _____ | % |

<sup>1</sup> Is project within the Bay Area Air Quality Management District (BAAQMD)? Y  N

<sup>2</sup> Roads must be eligible for federal aid.

See Attachment A of Metropolitan Transportation Commission (MTC) Resolution 4035 Cycle 2 Program Project Selection Criteria and Programming Policy for details on the above.

**RTP ID#:**

- Transportation for Livable Communities: 21011
- Regional Bicycle Program: 22247
- Local Streets and Roads Maintenance: 230700
- Other:

**RTP Goals:** Please describe the relationship of project to meeting goals of the MTC Regional Transportation Plan (RTP):

Check which goals apply: (0-2 points)

- |  |   |
|--|---|
| <input type="checkbox"/> Climate Protection  | <input type="checkbox"/> Adequate Housing   |
| <input type="checkbox"/> Reduce Premature Death from Particulate Matter                      | <input type="checkbox"/> Reduce # of Injuries and Fatalities from Collisions          |
| <input type="checkbox"/> Increase Average Daily Walking and Biking for Transportation by 60% | <input type="checkbox"/> Open Space and Agricultural Preservation                     |
| <input type="checkbox"/> Equitable Access  | <input type="checkbox"/> Economic Vitality  |
| <input type="checkbox"/> Decrease Average Per Trip Travel Time                               | <input type="checkbox"/> Maintain the Transportation System in a State of Good Repair |



# Sonoma County Transportation Authority

## One Bay Area Grant Application

Please answer the following questions regarding the proposed project:

1. Has the sponsor failed to comply with regional or state delivery milestones in the past 3 years? (0-5 pts)      Y       N
2. Is there a Project Map attached to the current application?      Y       N
3. Is the proposed project inside the boundaries of an approved Priority Development Area (PDA), Rural Investment Area (RIA) or Employment Center? (0-1 pt)      Y       N
4. Does the Project serve a PDA? (0-1 pt)      Y       N
5. If the project serves a PDA, please explain how: (0-2pts)
6. Did sponsor do public outreach to develop this project specifically? (0-2 pts)      Y       N

Please provide documentation of the public outreach process including dates and times of meetings held, number of participants and notification process:

### 7. Funding Estimates: Round to nearest thousand for programming purposes

Grant Request:

Total Project Cost:

Phase	FFY 18/19		FFY 19/20		FFY 20/21		FFY21/22	
	Federal Fund	Local Match						
Preliminary Engineering	\$	\$	\$	\$	\$	\$	\$	\$
Construction	\$	\$	\$	\$	\$	\$	\$	\$

Indicate source(s) of matching funds here:

Source						
Amount	\$	\$	\$	\$	\$	\$

### 8. Establishing Connections to Land Use:

8a. Is the project located in high impact area? (0-1 point)

8b. Is the project located in Community of Concern as defined by MTC?

[www.scta.ca.gov/pdf/transportation/coc-map.pdf](http://www.scta.ca.gov/pdf/transportation/coc-map.pdf) (0-1 point)

8c. Is the project in a PDA? (0-1 point)

8d. Does the project represent an investment that is consistent with the Air District's Planning Healthy Places guidelines? (0-1 point)



SONOMA COUNTY TRANSPORTATION AUTHORITY

# Sonoma County Transportation Authority

## One Bay Area Grant Application

**8e.** Is the project located in PDAs that overlap or are co-located with 1) populations exposed to outdoor toxic air contaminants, as identified in the Air District’s Community Air Risk Evaluation (CARE) Program and / or 2) freight transport infrastructure? (0-1 point)

**8f.** Does the sponsor employ any of the anti-displacement land use policies and regulations?: (1 point for each three policies checked)

- Condominium Conversion Regulations Y
- Mobile Home Conversion Regulations Y
- Living Wage Ordinance Y
- Inclusionary Policy: Housing Element Y
- In Lieu Fee for Affordable Housing Y
- Commercial Linkage Fee Y
- Preservation of Affordable Housing Projects Y
- Rent Control or Stabilization Y
- Single Room Occupancy Preservation Policies Y
- Other Y

If “Other” is chosen above please explain (1 point):

**9. Complete Streets Components:** Please indicate all the complete streets elements proposed as part of this project:

9a. Choose an item.	9b. Choose an item.
9c. Choose an item.	9d. Choose an item.
9e. Choose an item.	9f. Choose an item.
9g. Choose an item.	9h. Choose an item.
9i. Choose an item.	9j.

**10. Schedule:** Please provide project development schedule: (0-5 points)

Phase	Begin MO/YR	End MO/YR
Scoping		
ENV		
PSE		
R/W		
CON		



# Sonoma County Transportation Authority

## One Bay Area Grant Application

Please indicate the dates sponsor anticipates achieving the following milestones. Base schedule on 5/8/2017 SCTA board grant award date and add justification and narrative where appropriate:

**10a.** Resolution of Local Support for project:

**10b.** FMS Application:

**10c.** Field Review:

**10d.** Cultural Resources record search:

**10e.** Disadvantaged Business Enterprise Local Assistance Procedures Manual Form 9-B:

**10f.** Request for Authorization: *(Please indicate both PE and CON phases if seeking funding for both):*

**10g.** Receipt of Authorization (E-76):

**11.** If a Local Streets and Roads Preservation (LSRP) project, please indicate the federal aid classification of each road proposed: **(0-1 point)**

**12.** If a LSRP, please indicate the number of lane miles to be improved (include street name, length and Pavement Condition Index [PCI] of each segment): **(0-1 point)**

**13.** If LSRP project, what type? **(0-1 point)**

- Pavement Rehabilitation (<70 PCI),
- Preventative Maintenance (≥70 PCI),
- Non-Pavement

**14.** Does sponsor have a current, certified Pavement Management Program?      Y       N

**14a.** Please indicate the date of last certification:

**15.** Is this a bicycle/ pedestrian and/or non infrastructure project only? **(3 points)**      | Y       | N

# Sonoma County Transportation Authority

## One Bay Area Grant Application

### Required Attachments: FOR INTERNAL SCTA USE ONLY

- General Plan (GP) Circulation Element Amendment or Complete Streets Policy Resolution
- Housing & Community Development (HCD) Certification for General Plan Housing Element
- Complete Streets Checklist
- Project Map (including Priority Development Area (PDA) boundaries)
- Transit District: GP and HCD Exempt
- Project on Tribal Lands: GP and HCD Exempt
- Current Certified Pavement Management Program?
- Complete Streets Act Compliant GP (Post 2010) or Resolution for Complete Streets Policy?

## OBAG 2 Application Instructions

**Required Attachments:** *If an agency is submitting multiple applications, an application for each project should be submitted, however, it is not necessary to provide multiple copies of the required elements. Please submit ONE copy of required elements. All sponsors must have adopted a Complete Streets Resolution incorporating MTCs nine required complete streets elements or have adopted a significant revision to the General Plan Circulation element after January 1, 2010 that complies with the Complete Streets Act of 2008.*

**Project Sponsor:** Please indicate the Agency sponsoring the project. Agency must have a master agreement with Caltrans to be eligible to receive federal transportation funds.

**Single Point of Contact:** Agencies must choose ONE single point of contact for all Federal Highway Administration (FHWA) funded projects, per MTC project and delivery monitoring requirements. Please update FMS if an agency's single point of contact has changed.

**Email/Phone:** Please provide the email address and primary phone number for the single point of contact listed above.

**Project Title:** Please provide the project title. If project is a LSRP project please use "Year Rehabilitation of Various Streets in *X jurisdiction*" for the title. Use the expanded project location category below to outline street names and segments. When projects are programmed into MTC's Fund Management System (FMS) this will facilitate minor scope changes to project without the need for a full Federal Transportation Improvement Program (FTIP) amendment.

**Project Location/Description:** Please provide an expanded project description of your proposed project, including if applicable, street names, PDA name, how project focuses growth of PDA and proposed improvements.

**Project Type:** Please indicate the Project Type by checking the appropriate box listed. Please also indicate the percentage of each project type if you are applying for more than one. The fund sources available are Surface Transportation Program (STP), Congestion Mitigation and Air Quality Improvement Program (CMAQ), and Transportation Enhancement Funds (TE). If applying for a project to be funded with CMAQ, please indicate if the project is located within the Bay Area Air Quality Management District (BAAQMD) boundaries. If applying for STP/CMAQ funds for roadway improvements, projects must be Federal Aid eligible roadways. Bicycle and Pedestrian improvements do not need to be located on federal aid eligible roadways, however, they must be included in the Countywide Bike Plan. CMAQ funds may NOT be used for routine maintenance of

bicycle and pedestrian facilities. CMAQ funds may be used if substantially upgrading bicycle and pedestrian facilities where improvements will substantially increase use (dirt path to paved pathway, etc). Please see the links for more information on STP and CMAQ eligibility criteria:

STP: [http://www.dot.ca.gov/hq/LocalPrograms/lam/prog\\_g/g04stp.pdf](http://www.dot.ca.gov/hq/LocalPrograms/lam/prog_g/g04stp.pdf)

CMAQ: [http://www.dot.ca.gov/hq/LocalPrograms/lam/prog\\_g/g05cmaq.pdf](http://www.dot.ca.gov/hq/LocalPrograms/lam/prog_g/g05cmaq.pdf)

**RTP ID#:** Please identify the RTP identification number. See attached list.

**RTP Goals:** Please identify the relationship of the proposed project to meeting the goals of the MTC Regional Transportation Plan (Plan Bay Area). See attachment. Also please check all the boxes of the listed RTP goals that apply to the proposed project.

### **Guidance to questions 1-16**

1. **Regional Delivery Deadlines:** Please indicate (Yes or No) if sponsor agency has failed to meet regional delivery deadlines (as defined in MTC Resolution 3606) in the last three years.
2. **Project Map:** Please indicate (Yes or No) if a Project Map is attached to the current OBAG application. Project Map (including Priority Development Area (PDA) boundaries) should show the project location, including street names and boundaries of any PDA, if being served. Applications without a project map will be rejected.
3. **Priority Development Areas:** Please indicate (Yes or No) if the proposed project is located within an approved Priority Development Area (PDA), Rural Investment Area (RIA), or Employment Center boundary. See <http://arcg.is/2fS9kDI> If yes, skip to #10.
4. If the proposed project is not within an approved PDA boundary, please indicate (Yes or No) if the project serves a PDA.
5. If the project serves a PDA, please explain how it serves the PDA in detail (ex: provides bike path from residential neighborhood to school located in PDA; improves streets leading to shopping or services located in PDA; provides transit stops within reasonable walking distance to goods and services in PDA, etc).
6. **Public Outreach:** Please indicate (Yes or No) per Title VI, if any public outreach was done as part of project development by sponsor agency specifically for the proposed project. Please attach documentation in the form of a MS Word document or Adobe pdf that include dates of any meetings held, the number of participants that attended the meetings, whether alternative language services were included and what the public notification process entailed (local

newspaper public notice, web posting, radio spots, bus advertisements etc.). Points will be awarded as follows (no public outreach = 0, general public outreach, as for a CIP or other = 1, project specific outreach = 2).

7. **Funding Estimates:** please provide project total cost (rounded to the nearest thousand dollars). Please indicate the federal fiscal year (FFY) and phase in which sponsor jurisdiction is requesting the funding be programmed (in the appropriate column). Federal fiscal year runs from October 1 through September 30. Please note that no programming will be available for FFY17/18, as only regional programs will receive funding in that year. ONLY Preliminary Engineering funds will be programmed in FFY 18/19 unless a jurisdiction can demonstrate federal environmental compliance and 100% completed Design and Right-of-Way phases. See number 14 below for more on phases. FFY 18/19 the deadline for completing a field review with Caltrans Local Assistance is October 30, 2018. Preliminary Engineering consists of scoping, environmental, design (or PS&E) and right-of-way phases. Construction/Construction Engineering are programmed separately. Field reviews should be completed or scheduled with Caltrans in 2018 and 2019 even if funding is not programmed until subsequent fiscal years. This is to allow adequate time for project development and completion of the environmental process. Deadlines for submittals of COMPLETE Requests for Authorization (RFA) and receipt of Authorization to Proceed (E-76) for each federal fiscal year (FFY) are listed below:

- FFY 18/19 RFA package to Caltrans Local Assistance is November 1, 2018. E-76 from FHWA: January 31, 2019.
- FFY 19/20 RFA package to Caltrans Local Assistance is November 1, 2019. E-76 from FHWA: January 31, 2020.
- FFY 20/21 RFA package to Caltrans Local Assistance is November 1, 2020. E-76 from FHWA: January 31, 2021.
- FFY 21/22 RFA package to Caltrans Local Assistance is November 1, 2021. E-76 from FHWA: January 31, 2022.

Please also note that all OBAG projects will require a minimum 11.47% local match. In order to determine the amount of federal funding requested and the amount of match, please estimate the total project cost, and then multiply by 11.47% to determine the minimum match amount. ONLY funds expended AFTER federal authorization to proceed is received are eligible for reimbursement\*.

*\*Unless "Advanced Construction" is secured. See Local Assistance Procedures Manual for details*

Please also indicate the amount of matching funds per source. Be specific about the source of matching funds (EXAMPLE: Flowerfield Apartment Mitigation Funds \$20K, or General Fund allocation \$500K).

**8. Connections to Local Land Use:**

a. High Impact Areas are defined as:

- PDAs taking on significant housing growth (total number of units) in the Sustainable Communities Strategy (SCS) including RHNA allocations, as well as housing production, especially those PDAs that are delivering large numbers of very low, low and moderate income housing units;
- Dense job centers in proximity to transit and housing (both current levels and those included in the SCS) especially those which are supported by reduced parking requirements and Travel Demand Management (TDM) programs;
- Improved transportation choices for all income levels (reduces VMT), proximity to quality transit access, with an emphasis on connectivity (including safety, lighting, etc.)

8b. Communities of Concern (COC) as defined by MTC: See the following map for Sonoma County COCs <http://scta.ca.gov/planning/comprehensive-transportation-plan/sonoma-disadvantaged-communities/>

8c. Indicate if the project is within a PDA with affordable housing preservation, creation strategies and community stabilization policies. Provide references.

8d. See Bay Area Air Quality Management District website for Planning Healthy Places Guidelines: <http://www.baaqmd.gov/plans-and-climate/planning-healthy-places>.

8e. Indicate if the project is located in PDAs that overlap or are co-located with populations exposed to outdoor toxic contaminants or freight transportation infrastructure.

8f. Please check each of the boxes that apply to regulations or policies employed within the sponsor jurisdiction and provide reference (not necessarily full text) of where this policy is located (ie General Plan, City Ordinance, Council Resolution number, etc.). For each three policies chosen, 1 point will be awarded. If “other” is chosen please indicate how the policy applies to anti-displacement. If policy not listed in application is specific to anti-displacement, an additional point for that policy may be awarded. For those project sponsors (such as transit districts) which might occur in multiple jurisdictions, all the policies in all the jurisdictions in question may be marked cumulatively on the application.

9. **a through j. Complete Streets Components** Please use the pull down menus to indicate all the applicable complete streets elements included as part of your proposed project. Options include sidewalks, ADA ramps, crosswalks, bulb outs, bike lanes, signage, signals, street furniture, bus stops, bus pull outs, bus routes, truck routes. Use box 11i to indicate “other” and 11j to list other elements not listed in the above pull-down menu.
10. **Schedule:** Please indicate the month and year beginning and end of each developmental phase Preliminary Engineering (Scoping, Environmental or ENV, Design or PSE), Right-of-Way or R/W, and Construction or CON (and Construction Engineering) of proposed project. If proposed project does not conform to the standard infrastructure milestones, please use the Construction phase (CON) to indicate your project implementation beginning and end.
- Project Delivery Milestones a through f.** Please indicate the dates upon which your agency anticipates achieving the listed milestones: Resolution of Local Support (must be completed by the time the FMS application is submitted to MTC), FMS application (to be submitted after SCTA approval of Program of Projects for OBAG), Field Review (see deadlines listed above in number 10), Request for Authorization (see deadlines listed above in number 10), Receipt of Authorization to Proceed or E-76 (see deadlines listed above in number 10). New to this application is the Cultural Resources record search date. This will help identify any valuable cultural resources early in the development process in order to avoid and protect such resources and avoid costly delays. 0-5 points will be awarded based on the demonstrated understanding of regional deadlines and deliverability of the project.
11. **Local Streets and Roads Preservation Projects** If the proposed project is a Local Streets and Roads Preservation project, please indicate the federal classification of each road proposed. If not LSRP project skip to number 15.
12. If an LSRP project, please indicate the number of lane miles of each road segment to be improved, including street name, length, and Pavement Condition Index of each segment.
13. If an LSRP project, please check the appropriate box to indicate which type of LSRP project is being proposed.
14. **Certified Pavement Management Program:** Transit Districts and Non-infrastructure projects may skip this question. Please indicate (Yes or No) if sponsor agency has an approved certified Pavement Management Program (PMP). Proposed LSRP projects from agencies without a certified PMP are ineligible for OBAG funding. Please provide the date of the last MTC certification of the PMP.
15. **Bicycle and Pedestrian Only Project or Non infrastructure Project:** this question allows non-road projects to garner the same number of total points as a LSRP projects. LSRP projects will not receive points on this question.



**Sonoma County Transportation Authority  
One Bay Area Grant – Cycle 2  
Public Outreach Efforts  
May 2016-November 2016**

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The following summarizes outreach activities for the Sonoma County Transportation Authority implementation of the One Bay Area Grant Cycle 2 (OBAG2) program to date.

**Overall Public Outreach Activities**

- ❖ Presentation of OBAG2 efforts to the Sonoma County Transportation Authority public meetings
  - Sonoma County Transportation Authority and standing committees
    - Sonoma County Transportation Authority Board of Directors
  - Sonoma County Transportation Authority Advisory Committees
    - Technical Advisory Committee
    - Planning Directors /Planning Advisory Committee
    - Citizens Advisory Committee
    - Countywide Bicycle and Pedestrian Advisory Committee
- ❖ Publication of OBAG2 efforts on Sonoma County Transportation Authority website
- ❖ OBAG2 schedule of key decision making points and notice of intent to release Call for Projects distributed to all above Advisory Committees and all Federally Recognized Native American Tribes in Sonoma County
- ❖ Outreach to Sonoma County Community and Technical Advisory Groups involved in the development of the Comprehensive Transportation Plan
- ❖ Press Releases at key milestones to inform media of Sonoma County OBAG2 implementation activities
- ❖ Outreach to Federally recognized Native American Tribes in Sonoma County\*

\*Separate document with Tribal Outreach Summary available upon request

## BOARD OF DIRECTORS AGENDA

*December 12, 2016 – 2:30 p.m.*

Sonoma County Permit & Resource Management Department  
Planning Commission Hearing Room – 2550 Ventura Avenue, Santa Rosa, CA

1. **Call to order the meeting of the Sonoma County Transportation Authority (SCTA) and the Sonoma County Regional Climate Protection Authority (RCPA)**
2. **Public comment on items not on the regular agenda**
3. **Consent Calendar**
  - A. **SCTA/RCPA Concurrent Items**
    - 3.1. **Admin** – Minutes of the November 11, 2016 meeting (ACTION)\*
    - 3.2. **Admin** – accept FY15/16 annual audits (ACTION)\*
    - 3.3. **Admin** – commendation of Director Tom Chambers (ACTION)\*
    - 3.4. **Admin** – commendation of Director Laurie Gallian (ACTION)\*
  - B. **SCTA Items**
    - 3.5. **Hwy 101** – conflict waiver re: legal services and Marin Sonoma Narrows C2 project (ACTION)\*
    - 3.6. **Hwy 101** – amendment No. 2 to cooperative agreement SCTA11012 with City of Petaluma related to Rainier undercrossing and Marin Sonoma Narrows C2 (ACTION)\*
    - 3.7. **Measure M** – appropriation of funds to Sonoma County Bicycle Coalition for Safe Routes to School funds (ACTION)\*
4. **Regular Calendar**
  - A. **SCTA/RCPA Items**
    - 4.1. **Hwy 37** – status of planning efforts and policy issues (REPORT)\*
    - 4.2. **Outreach** – 2017 Legislative Platforms for SCTA and RCPA (ACTION)\*
    - 4.3. **Outreach** – Community Affairs update (REPORT)
  - B. **SCTA Items**
    - 4.4. SCTA Planning
      - 4.4.1. **Measure M** – report out from ad hoc on possible 2018 sales tax – (REPORT)
    - 4.5. SCTA Projects and Programming
      - 4.5.1. **Highways** – 2016 State Highway Operations and Preservation Program status report and presentation by Caltrans (ACTION)\*
      - 4.5.2. **Highways** – update on State Highway projects (ACTION)
  - C. **RCPA Items**
    - 4.6. RCPA Planning
      - 4.6.1. **Outreach** – proposal to create the Climate Action Advisory Committee and seek appointments (ACTION)\*

- 4.7. RCPA Projects and Programming
  - 4.7.1. **Activities Report** – (REPORT)\*

**5. Closed Session**

- 5.1. **CA2020** – Conference with Legal Counsel – Existing Litigation – California River Watch v. County of Sonoma, Superior Court Case No. SCV-259242. (Government Code Section 54956.9(d)(1))

**6. Reports and Announcements**

- 6.1. Executive Committee report
- 6.2. Regional agency reports\*
- 6.3. Advisory Committee agendas\*
- 6.4. SCTA/RCPA staff report
- 6.5. Announcements

**7. Adjourn**

\*Materials attached.

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The next **SCTA/RCPA** meetings will be held **February 6, 2017**

Copies of the full Agenda Packet are available at <http://scta.ca.gov/meetings-and-events/board-meetings/>

DISABLED ACCOMMODATION: If you have a disability that requires the agenda materials to be in an alternate format or that requires an interpreter or other person to assist you while attending this meeting, please contact SCTA/RCPA at least 72 hours prior to the meeting to ensure arrangements for accommodation.

SB 343 DOCUMENTS RELATED TO OPEN SESSION AGENDAS: Materials related to an item on this agenda submitted to the SCTA/RCPA after distribution of the agenda packet are available for public inspection in the SCTA/RCPA office at 490 Mendocino Ave., Suite 206, during normal business hours.

Pagers, cellular telephones and all other communication devices should be turned off during the committee meeting to avoid electrical interference with the sound recording system.

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