C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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AGENDA

The next meeting of the
Congestion Management & Air Quality Committee
will be as follows.

Date: Monday, June 26, 2006 3:00 p.m. to 5:00 p.m.
Place: San Mateo City Hall
330 West 20th Avenue, San Mateo, California
Conference Room C (across from Council Chambers)

PLEASE CALL WALTER MARTONE (599-1465) IF YOU ARE UNABLE TO ATTEND.

1.	Public Comment On Items Not On The Agenda	Presentations are limited to 3 minutes.		3:10 p.m. 5 mins
	CONSENT AGENDA			
2.	Minutes of April 24, 2006 meeting.	Action (Walter Martone)	Pages 1-4	3:15 p.m. 5 mins
	REGULAR AGENDA			
3.	Revised Final Policy on Traffic Impact Analysis (TIA) to determine impacts on the Congestion Management Program (CMP) roadway network resulting from roadway changes, general plan updates, and land use development projects.	Action (Sandy Wong)	Pages 5-20	3:20 p.m. 20 mins
4.	Recommendations for the development of a Traffic Incident Management Plan for the U.S. 101 Corridor.	Action (John Hoang)	Pages 21-25	3:40 p.m. 10 mins
5.	Roles and responsibilities of the CMAQ Committee	Potential Action (Irene O'Connell)	Pages 27-33	3:50 p.m. 30 mins

555 County Center, 5th Floor, Redwood City, CA 94063 PHONE: 650.599.1406 FAX: 650.361.8227

6.	Discussion of various housing items. • Housing needs study • Subregional housing allocation • El Camino Real Workshops	Update (Rich Napier)	Pages 35-40	4:20 p.m. 20 mins
7.	Member comments and announcements.	Information (Irene O'Connell)		4:40 p.m. 10 mins
8.	Adjournment.	Action (Irene O'Connell)		4:50 p.m.

NOTE: **All items appearing on the agenda are subject to action by the Committee. Actions recommended by staff are subject to change by the Committee.**

NOTE: ***Persons with disabilities who require auxiliary aids or services in attending and participating in this meeting should contact Nancy Blair at 650 599-1406, five working days prior to the meeting date.***

Other enclosures/Correspondence - None

CITY/COUNTY ASSOCIATION OF GOVERNMENTS
COMMITTEE ON CONGESTION MANAGEMENT
AND AIR QUALITY (CMAQ)

MINUTES
MEETING OF APRIL 24, 2006

At 3:03 p.m., the meeting was called to order by Chairwoman Irene O'Connell in Conference Room C of San Mateo City Hall.

Members Attending: Jim Bigelow, Deberah Bringelson, Judith Christensen, William Dickenson, Linda Koelling, Linda Larson, Sue Lempert, Arthur Lloyd, Karyl Matsumoto, Chairwoman Irene O'Connell, Naomi Patridge, Barbara Pierce, Vice-Chairwoman Sepi Richardson, Lennie Roberts, and Onnolee Trapp.

Staff/Guests Attending: Sandy Wong and Walter Martone (C/CAG Staff - County Public Works), Pat Dixon (Transportation Authority Citizens Advisory Committee), Marshall Loring (MTC Elderly and Disabled Advisory Committee), Paul McGrath (RideSpring), Jill Boone (Recycleworks – County Public Works).

1. Public comment on items not on the agenda.

None.

CONSENT AGENDA

2. Minutes of March 27, 2006 meeting.

Motion: To approve the Minutes as presented. Bigelow/Richardson, unanimous.

REGULAR AGENDA

3. Utilities Working Group – Committee and Priorities.

Jill Boone provided the following report:

- An updated list of potential working group members was provided.
- Genentech unfortunately decided that they would not be able to participate on the group.
- Recruitment of additional members is continuing.
- A sample list of the goals that were established for a similar effort in San Diego was provided. The working group and staff will be developing goals that are specific for San Mateo County.
- Additional information that was requested at the last CMAQ meeting about PG & E usage was provided. Staff is working on the development of a trend report.

Comments from CMAQ Members:

- Some cities are purchasing power directly (i.e. Palo Alto). This often results in the cities acquiring more green energy, and having more conservation efforts.
- After having discussions within San Mateo County about the feasibility of purchasing power directly for our local jurisdictions, this discussion should be expanded to include San Francisco and other Bay Area communities.
- Clarification was requested on the additional information provided about PG and E usage. For example, it was not clear what is the definition of "commercial" that is referred to. The numbers related to "commercial" use that were included in the report appear to be unusually

high for some of the jurisdictions.

- Information on the breakdown by users for natural gas would be helpful.
- The League of California Cities has a Local Government Coalition that is involved in energy issues. This would be a good group to engage as part of the work of this CMAQ Working Group.
- If there is a difference in definition of the word "commercial" between the cities and P.G. & E., this difference should be resolved so that the information produced is not confusing.
- It was noted that the example of goals from San Diego does not address the retrofitting of existing structures. This should be included with the goals for C/CAG's program.
- On May 11, 2006 an update on the efforts to establish this working group will be provided to the C/CAG Board along with the recommendations of CMAQ.
- CMAQ members recommended that the presentation made to CMAQ on Global Warming, be provided to the C/CAG Board.
- Oracle Corporation should be recruited to be one of the business representatives on this Working Group. Deberah Bringelson (SAMCEDA) can assist in recruiting an Oracle representative.

Motion: To approve the staff recommendations as presented. Richardson/Bigelow, unanimous.

4. Presentation on RideSpring – the better commute.

Paul McGrath provided a demonstration of the web-based software developed by the company he represents:

- This program includes establishing a website for individual companies to allow their employees to establish "carpooling wanted" and "carpooling available" profiles that are then matched through the automated system.
- Each website is company specific and access is only available to employees of that company that have an e-mail address from the company.
- The cost for this service is $1.50 to $5.00 per person enrolled per month depending on the size of the company.
- Currently this system is being used by the City of Santa Cruz.
- Prizes are offered to participants in the program. Local merchants generally provide the prizes.
- This program could be used by large developments to satisfy C/CAG's requirements for implementing Transportation Demand Management programs to reduce the number of new trips generated by the development.

Comments from the CMAQ included:

- This program needs to be coordinated with the Regional Rideshare Program and also the services offered by the Peninsula Traffic Congestion Relief Alliance to ensure that there is no duplication.

5. Acceptance of project application scoring and approval of recommendations on projects to be submitted to the Metropolitan Transportation Commission (MTC) for funding for the Third Cycle Federal Surface Transportation Program Local Streets and Roads Shortfall.

Sandy Wong provided the following report:

- The Technical Advisory Committee (TAC) established a scoring subcommittee composed of representatives from five local jurisdictions to evaluate the applications. The evaluation was based on scoring criteria that had been previously adopted by the TAC and CMAQ

Committees.

- The top 19 projects are being recommended for funding.
- Only projects that are included on the Federal roadway system were eligible for funding. The project submitted by San Mateo County may not meet this criteria. Clarification is being sought by the Metropolitan Transportation Commission as to this project's eligibility.

Comments by the CMAQ members and responses to questions included:

- Each local jurisdiction was allowed to develop its own specifications. Generally the jurisdiction retained consultants to do the design work for the project.
- The multi-jurisdiction criteria needs to be better defined and called out to the applicants. There should be some equity built into the process to ensure that the money is spread over more jurisdictions.
- It appears that the criteria and the committee were as objective a possible.
- The scoring criteria place a great deal of emphasis (points) on multi-regional, readiness, and local match. The amount of emphasis on each of these criteria should be reviewed again.
- The one million dollar limit for individual projects and the limit of ten applications per jurisdiction appear to be too large and too many. This severely limited the number of projects that could be funded. More jurisdictions need to be served through this process.
- In reviewing the muli-regionality of the project, the applicants need to show who are the benefiting jurisdictions in addition to the sponsoring jurisdiction.
- Much of the criteria used in this process came from the Metropolitan Transportation Commission (MTC). MTC should allow local adjustments to meet local needs so that CMAQ's concerns about regionality, match, and readiness could be addressed.
- The multipliers in the criteria tended to overemphasize the importance of the match and readiness.
- Some consideration needs to be given to assisting jurisdictions that have important needs but do not have local funds to provide a highly competitive match to the project funds.
- In the future it would be helpful to have a chart showing the history of the funding allocations to each of the jurisdictions.
- Some of the smaller cities may not be able to demonstrate regionality for their projects and should possibility receive separate treatment.
- We should conduct a debrief/critique of the process now, while the information and experience is fresh instead of later on.
- Consideration should be given to making the limit of dollars per jurisdiction based on the relative size of the jurisdiction.

Motion: To approve the TAC recommendations as presented and to direct staff to work with the TAC to critique the process and address the issues raised by CMAQ as soon as reasonable. Bigelow/Larson, unanimous.

6. Review and approval of C/CAG Budget for Fiscal Year 2006-07.

Richard Napier presented the budget:

- Member agency assessments for the General Fund and the Transportation Fund are being increased by five percent as per the direction of the C/CAG Board during the 05-06 budget deliberations. This represents the first member assessment increase in the last five years.
- Fiscal Year 06-07 represents the last year for the Congestion Relief Program. The C/CAG Board will need to determine if this program should be extended further.
- The cost for the National Pollutant Discharge Elimination System (NPDES) will increase

by one percent next year.

- The Transportation Fund, Transportation Fund for Clean Air (TFCA), and NPDES Fund will be charged their proportionate share of General Fund costs beginning this year based on a policy adopted by the Board. This will be reflected in the budget as "transfers."
- The Transportation Fund was balanced this year due to a surplus in the Streets/Bus Repair Program Fund.
- The AB 1546 (Vehicle Registration Fee) Program has been developing a surplus. The cities/County need to ensure that they are billing C/CAG for the full amount they are eligible to receive under this program.
- The overall status of the budget and the balances are healthy.

Comments and questions from CMAQ members included:

- Consideration should be given to assessing the percent increases in Member Assessments using a different methodology that considers the fact that the increase for the larger cities escalates faster due to the higher amounts involved. Richard noted that the formula use is currently set forth in the Joint Powers Agreement establishing C/CAG and any change would require an amendment to that Agreement.
- The $70,000 noted in the budget for the Regional Rideshare Program is a direct pass through of funding from MTC to the Alliance.
- Consideration was requested for CMAQ to look into ways that C/CAG, acting on behalf of all of its member jurisdictions, could help to support the operations of the Peninsula Policy Partnership (P3). P3 was very instrumental in raising funds and campaigning for the passage of the renewal of Measure A, for bringing Virgin Airlines to Burlingame, and for advancing the Grand Boulevard initiative. This organization is a way for C/CAG to promote its agenda with the business community. P3 was also very helpful in developing support from the business community for C/CAG's vehicle registration fee program. C/CAG's participation in the P3 program will be taken up at the next City Managers' Association meeting. This item should be brought back for further discussion at CMAQ after the City Managers' meeting and discussion at the C/CAG Finance Committee.
- The line item for publications for $25,000 is really the cost of printing the monthly C/CAG Board packet.
- Staff was encouraged to not use acronyms in the budget.
- The line item for professional dues and memberships is for C/CAG's membership in the Bay Area Storm Water Management Association (BASWMA).

Motion: To approve the draft C/CAG budget for 06-07 as presented. Christensen/Pierce, unanimous.

7. Member comments and announcements.

Linda Larson requested that C/CAG look into possible things that could be done to provide relief to the Coastsiders experiencing extreme traffic congestion due to the closure of Devil's Slide. Sue Lempert reported that she will also be discussing this item with the MTC Board. Naomi Patridge encourage all to get out the word that the Coastside is still open for business.

8. Adjournment and establishment of next meeting date for May 22, 2006 (moved up one week due to Memorial Day holiday [this meeting was subsequently canceled].

The next regular meeting of CMAQ will be on May 22, 2006 [this meeting was subsequently canceled]. At 5:02 p.m., the meeting was adjourned.

C/CAG AGENDA REPORT

Date: June 26, 2006

To: Congestion Management and Air Quality (CMAQ) Committee

From: CMP Technical Advisory Committee (TAC)

Subject: Review and approval of the revised Final Policy on Traffic Impact Analysis (TIA) to determine traffic impacts on the Congestion Management Program (CMP) roadway network.

(For further information or questions contact Sandy Wong at 599-1409)

RECOMMENDATION

That the CMAQ review and approve the revised Final Policy on Traffic Impact Analysis (TIA) to determine traffic impacts on the Congestion Management Program (CMP) roadway network.

FISCAL IMPACT

Included in the adopted C/CAG budget.

SOURCE OF FUNDS

Policy compliance will be monitored by existing C/CAG staff.

BACKGROUND/DISCUSSION

At the December 8, 2005 C/CAG Board meeting, the Board directed staff to distribute the Draft Policy on Traffic Impact Analysis (TIA) to cities/county for comments. Since then, the Draft Policy has been circulated to all City Managers and County Manager for review and comment. Responses were received from the cities of Menlo Park and Redwood City. The TIA Subcommittee met on February 28, 2006 to address the comments received and developed responses to City of Menlo Park and City of Redwood City. At the March 16, 2006 TAC meeting, the TAC recommended approval of the policy.

CMAQ reviewed and approved that policy at its March 27, 2006 meeting. However, just before this item was forwarded to the C/CAG Board for approval, City of Menlo Park submitted further concerns on the policy due to that the city updates its General Plan relatively frequently. As a result, staff has made changes to the policy to accommodate Menlo Park's unique situation. At the mean time, the document has been reformatted for easier reading.

ATTACHMENT

- Policy on Traffic Impact Analysis (TIA) to Determine traffic impact on the Congestion Management Program (CMP) roadway network.

C/CAG

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Policy on Traffic Impact Analysis (TIA) to Determine Traffic Impacts on the Congestion Management Program (CMP) Roadway Network

June 26, 2006

Section I
INTRODUCTION

As the Congestion Management Agency for San Mateo County, C/CAG is responsible for maintaining the performance and standards of the Congestion Management Program (CMP) roadway network. The CMP roadway network is of countywide significance, and their performance must be preserved.

Traffic Impact Analysis (TIA) is the term used in the study of the expected effects of projects and land use decisions on transportation facilities. The study's purpose is to determine whether the transportation system can accommodate the traffic generated by the projects or land use decisions. And to help decision makers to make improvements needed to the roadways, bike routes, sidewalks, and transit services affected by the project. This helps decision makers determine whether to approve the project and what conditions to impose on the project.

This document includes the following sections:

- Section I: Introduction
- Section II: Definition & Purpose
- Section III: Policy
  1. Roadway Modification Projects
  2. General Plan and Specific Plans
  3. Land Use Development Projects
- Section IV: Scope and Parameters of Traffic Impact Analysis
- Section V: Definition of CMP Impact

Section II
DEFINITION & PURPOSE

Definition

This document states policy and establishes procedures to determine cumulative capacity impacts on the CMP roadway network (impacts on the quality of traffic services) from the following three types of projects:

1. **Roadway modification projects**:
   a. Projects that change the traffic capacity of CMP roadway.
   b. Projects near the CMP roadway and impact the CMP roadway network.
2. **General Plan and Specific Plans**.
   a. New General Plan or General Plan updates which include land use changes that would cause an impact on the CMP roadway network.
   b. Specific Plans, Specific Area Plans, Precise Plans, which include land use changes that would cause an impact on the CMP roadway network.
3. **Land use development project**.

Purpose

The purpose of this policy is to ensure uniform procedures for performing Traffic Impact Analysis to evaluate impacts on the CMP roadway resulting from land use and project decisions in San Mateo County.

The intent of this policy is to preserve acceptable performance on the CMP roadway network, and to establish community standards for consistent system-wide transportation review. Preservation of CMP roadway and intersection performance will require an evaluation of the near and long term impacts of General Plan updates, land use development proposals, as well as proposed roadway modifications that will either reduce the capacity of the CMP network, or cause additional traffic on the CMP network.

It is not intended that the Traffic Impact Analysis guided by this document will provide all information required for California Environmental Quality Act (CEQA) purposes. Traffic impact analysis to determine traffic impacts on the CMP network may be conducted as part of the CEQA process.

This policy will be reviewed and integrated into the 2007 Congestion Management Program for San Mateo County. It will be reviewed subsequently in two years.

Section III
POLICY

This policy provides an avenue to assess the cumulative traffic impacts on the Congestion Management (CMP) roadway network, of General Plan decisions made by local jurisdictions. It provides direction to local jurisdictions on how to analyze CMP traffic impacts resulting from roadway changes or land use decisions, determine feasible and appropriate mitigations.

Land use development proposals and proposed roadway modifications must be consistent with the jurisdiction's adopted General Plan, unless the proposal is to be amended into the General Plan before final approval by the jurisdiction. Local jurisdictions must evaluate traffic impacts of proposed revisions to their jurisdiction-wide General Plans and Specific Area Plans on the CMP network.

1. Roadway Modification Projects

Project sponsor, in consultation with C/CAG staff, shall determine if a roadway modification project on or near a CMP roadway will have potential near-term and long-term traffic impacts on the CMP roadway network. Section 4, *Scope and Parameters of Traffic Impact Analysis*, and more specifically the definition of impacts in Section 5, *Definition of CMP Impacts* should be used in developing initial thresholds (e.g. change in intersection or lane volumes) to determine significant traffic impacts on a CMP roadway.

If initial assessment indicates that significant traffic impact on the CMP network may result from the proposed project, its sponsor must conduct traffic impact analysis consistent with this policy to determine traffic impacts on the CMP roadway system. Moreover, a travel demand forecasting model must be used to determine long-term traffic impacts if the project is to modify the CMP roadway. See "Travel Demand Forecasting" requirements below. For near term analysis, if the travel demand forecasting model does not provide the level of detail desired, then the use of manual assignment models, micro-simulation models or other tools to provide a more detailed and informative analysis of a roadway project is acceptable.

Mitigation:

Proposed roadway changes to the CMP roadway that are determined to have a CMP traffic impacts for current or future years cannot be considered in conformity with the Congestion Management Program unless mitigated to no CMP impact.

CMP traffic impacts could be mitigated through modifications of the proposed project. The level of service analysis or simulation can often be used to identify elements of the project that, if modified, will reduce the project impacts. Mitigation measures may also include roadway improvements, operational changes, or a provision for alternate routes. For example, adding a turn lane at

the intersection, modifying or eliminating on street parking may improve travel times. All mitigation measures shall first be discussed with and reviewed by C/CAG staff.

2. General Plan and Specific Plans

Project sponsor, in consultation with C/CAG staff, shall determine if a General Plan change or a Specific Plan will have potential traffic impacts on the Congestion Management Program (CMP) roadway network. Jurisdictions must conduct travel demand forecasting and traffic impact analysis to determine long term cumulative traffic impacts on the CMP roadway system. See "Travel Demand Forecasting" requirements below. For scope and parameters of traffic impact analysis, see Section 4. For definition of traffic impacts on the CMP system, see Section 5. If a jurisdiction makes small and incremental amendments to its General Plan to include land use changes, and that each individual land use change would not have CMP traffic impact, then flexibility is provided that the travel demand forecasting model needs to be run every two years to account for the cumulative list of projects and site specific General Plan changes.

Mitigation:
General Plan updates or Specific Plans that are determined to have CMP traffic impacts must consult C/CAG staff to identify feasible mitigations.

Cumulative development traffic impacts identified in the evaluation of a jurisdiction may be mitigated in a variety of ways. Clearly, revising the allowable land use intensities is the most direct way to mitigate traffic impacts to the CMP network. However, it is recognized that this may not be consistent with the jurisdiction's economic development plans. As alternatives, the jurisdiction may adopt a trip reduction policy that requires new development to make measurable reductions in their trip generation. These trip reduction requirements should be incorporated in the standard Conditions of Approval. The local jurisdiction should also implement a plan to monitor or sample actual trip generation to ensure that the trip reduction conditions are being met following project occupancy. Alternatively, jurisdictions may elect to provide capital improvements to reduce the traffic impact of cumulative development. To be viable, this type of mitigation must include a reliable funding mechanism such as a traffic mitigation fee program that includes, at a minimum, partial funding for the impacted CMP roadways. Where the impact is on the freeway system it will usually not be feasible to fully fund a needed improvement through a local fee. However, the fee program should provide a minimum of funding that would meet likely local share requirements, if approved by the jurisdiction.

All mitigation measures shall first be discussed with and reviewed by C/CAG staff before they are included in the report.

3. Land Use Development Projects

Project sponsor shall comply with the "Land Use Impact Analysis Program" guidelines in the latest Congestion Management Program (CMP) for San Mateo County. Project sponsors shall consult C/CAG staff regarding land use development projects that are determined to have traffic impacts on the CMP roadway network.

Mitigations:

Adopted General Plan trip reduction requirements should ultimately be implemented at the project level through Conditions of Approval. As with the General Plan mitigations, the trip reduction program should include a plan for monitoring trip generation and procedures to determine if established targets are met or exceeded. The option to reduce the intensity of a project to eliminate significant impacts to the CMP network should also be considered. If physical mitigation is desired, the jurisdiction should determine whether the project can and should be required to construct the mitigation project or whether funding the project's pro rata share is appropriate, and paid to the jurisdiction.

Travel Demand Forecasting Requirements

It is the intent of this policy that the cumulative traffic impacts to the CMP roadway system be evaluated consistently throughout the County. Toward this end, the C/CAG Countywide Travel Demand Forecasting Model must be used to forecast traffic demand for the analysis of the long-term cumulative traffic impacts of CMP roadway modification projects, General Plan updates, Specific Area Plans, or individual development projects.

Long Term Cumulative Analysis

The long-term cumulative analysis must be based on C/CAG or C/CAG derivative model forecasts. C/CAG will periodically update the model to provide travel demand forecasts under a 15 to 20 year planning horizon. This does not, necessarily require individual cumulative model runs for each land use development project. For example, a project that is consistent with the City's existing General Plan may not require a new model run. Previous General Plan consistent model results can be used. The alternative methods used for near term analysis or individual development projects as described in the next section may be used to modify the existing model results to illustrate conditions with and without the proposed project. If alternative methods are used to modify cumulative model forecasts, comparison must be made with long-range C/CAG model forecasts to ensure consistency. This type of minor adjustments to the C/CAG model results is permitted for individual land use development projects or minor changes to an existing General Plan. However new C/CAG model runs are required at least every two years[1], for Specific Plans and for major General Plan updates. Updating the C/CAG model runs is necessary to ensure that the cumulative impacts both within each jurisdiction as well as from

1 The biennial update of the C/CAG model runs can be postponed until they are needed for the analysis of a development, planning or CMP roadway project. Therefore, in communities with limited development activity, the two-year-old model runs need only be updated when there is a land use or roadway project to be analyzed.

neighboring jurisdictions are represented in the model results.

A C/CAG derivative model that is consistent with the C/CAG model may also be used; however, it must be reviewed and approved by C/CAG staff in advance. Derivative models must be updated periodically to maintain a 15 to 20 year planning horizon. Approval of a C/CAG derivative model includes the demonstration to C/CAG staff that the model yields similar output as the C/CAG model given the same input assumptions. In addition, the land use assumptions and transportation network assumptions incorporated in a C/CAG derivative model must be consistent with the most recent C/CAG model in order to be eligible for consideration. The C/CAG Countywide Travel Demand Forecasting Model runs must be reviewed by C/CAG. C/CAG may hire its travel demand model consultant to conduct the review, and costs incurred will be borne by the project sponsor.

Near Term Analysis

The use of C/CAG Countywide Travel Forecasting Model or a C/CAG derivative model is not mandatory for near term analysis of projects. The use of methodologies that are widely accepted by the traffic engineering profession such as applying established growth factors to existing traffic volumes, manual assignment models (e.g. TRAFFIX) are also allowable for these analysis scenarios. However, alternative methods for near term impact or individual development project analysis do not replace the requirement for a long-term cumulative impact analysis consistent with this Traffic Impact Analysis Policy.

C/CAG Review for Conformance

For roadway modification projects, C/CAG staff shall review for consistency with this Traffic Impact Analysis (TIA) policy and determine conformity with the Congestion Management Program (CMP).

For General Plan updates, Specific Plans, and land use development projects, C/CAG staff shall review TIA reports for consistency with this TIA policy. This review shall not constitute approval or disapproval of the project that is the subject of the report. C/CAG does not have the authority to approve or reject projects. That decision rests with the lead agency. However, the CMP establishes community standards and guidelines for consistent system-wide transportation review and provides comments to the lead agency on the TIA report based on staff review. Compliance with the Congestion Management Program may be enforced through the withholding of apportionments under Section 2105 of the Streets & Highways Code as well as declaring a local agency ineligible for future transportation funds.

Section IV
SCOPE AND PARAMETERS FOR TRAFFIC IMPACT ANALYSIS (TIA)

Project sponsors must initiate consultation between the lead agency, C/CAG, Caltrans (if applicable), and those preparing the Traffic Impact Analysis (TIA) before commencing work on the study to establish the appropriate traffic impact analysis scope. At a minimum, the TIA should include the following:

A. Boundaries of the TIA

The boundaries of a TIA must not only include the immediate project area but also areas outside of the project area that may be impacted by the project. For example, the boundaries of an arterial segment, for analysis purposes, may be defined as at least one signalized intersection beyond the project limits on either end. If modification to a segment between intersections will affect the up-stream or down-stream intersection, then average travel time or average travel speed for a segment covering the up- and down-stream intersections must be analyzed.

Boundaries of a TIA must be agreed upon by the lead agency and C/CAG before commencing work on the analysis. Consultation with Caltrans is recommended, if applicable. However, if the project proposes to change a State owned facility, then the boundaries of analysis must be agreed upon by Caltrans as well.

B. Traffic Analysis Scenarios

Consultation between the lead agency, C/CAG, Caltrans (if applicable), and those preparing the TIA is recommended to determine the appropriate scenarios for the analysis. The following scenarios should be addressed as a minimum:

- Existing background condition (includes already approved developments and roadway network changes)
- Existing condition plus Project
- Future (15[2] to 20 year horizon) background without Project (no-build)
- Future (20 year horizon) background condition plus project

C. Analysis Period

Consultation between the lead agency, C/CAG, Caltrans (if applicable), and those preparing the TIA is recommended to determine the appropriate analysis periods. The TIA shall include, at a minimum, an analysis of transportation conditions in the AM and PM peak hours.

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2 20-year Model forecasts are assumed to be updated every 5 years so forecast horizon may be as short as 15 years.

D. Facilities To Be Included In the Analysis

1. A CMP intersection shall be included in a TIA if it is expected to be impacted by the proposed project.
2. A non-CMP intersection that is along a CMP segment shall be included in a TIA if it is expected to be impacted by the proposed project.
3. A freeway segment shall be included in a TIA if it is expected to be impacted by the proposed project.
4. A CMP arterial segment shall be included in a TIA if it is expected to be impacted by the proposed project.

E. Report Format

Traffic Impact Analysis reports must present findings for the various analysis scenarios and analysis periods as described above in the following units of measurement:

Intersections:	LOS and delay time
Freeway segments:	LOS and volume-to-capacity ratio
Arterial segments:	LOS and average travel speed

Section V
DEFINITION OF CMP IMPACT

A project is considered to have a CMP impact if it causes one or more of the following:

1. **CMP Intersection currently in compliance with the adopted LOS standard**:

   A. A project will be considered to have a CMP impact if the project will cause the CMP intersection to operate at a level of service that violates the standard adopted in the current Congestion Management Program (CMP).

   B. A project will be considered to have a CMP impact if the cumulative analysis indicates that the combination of the proposed project and future cumulative traffic demand will result in the CMP intersection to operate at a level of service that violates the standard adopted in the current Congestion Management Program (CMP) and the proposed project increases average control delay at the intersection by four (4) seconds or more.

2. **CMP Intersection currently not in compliance with the adopted LOS standard**:

   A project is considered to have a CMP impact if the project will add any additional traffic to the CMP intersection that is currently not in compliance with its adopted level of service standard as established in the CMP.

3. **Freeway segments [3] currently in compliance with the adopted LOS standard:**

   A. A project is considered to have a CMP impact if the project will cause the freeway segment to operate at a level of service that violates the standard adopted in the current Congestion Management Program (CMP).

   B. A project will be considered to have a CMP impact if the cumulative analysis indicates that the combination of the proposed project and future cumulative traffic demand will result in the freeway segment to operate at a level of service that violates the standard adopted in the current Congestion Management Program (CMP) and the proposed project increases traffic demand on the freeway segment by an amount equal to one (1) percent or more of the segment capacity, or causes the freeway segment volume-to-capacity (v/c) ratio to increase by one (1) percent.

4 **Freeway segments currently not in compliance with the adopted LOS standard**:

   A project is considered to have a CMP impact if the project will add traffic demand equal to one (1) percent or more of the segment capacity or causes the freeway segment

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3 Freeway segments are as defined in the Congestion Management Program Monitoring Program and are directional.

volume-to-capacity (v/c) ratio to increase by one (1) percent, if the freeway segment is currently not in compliance with the adopted LOS standard.

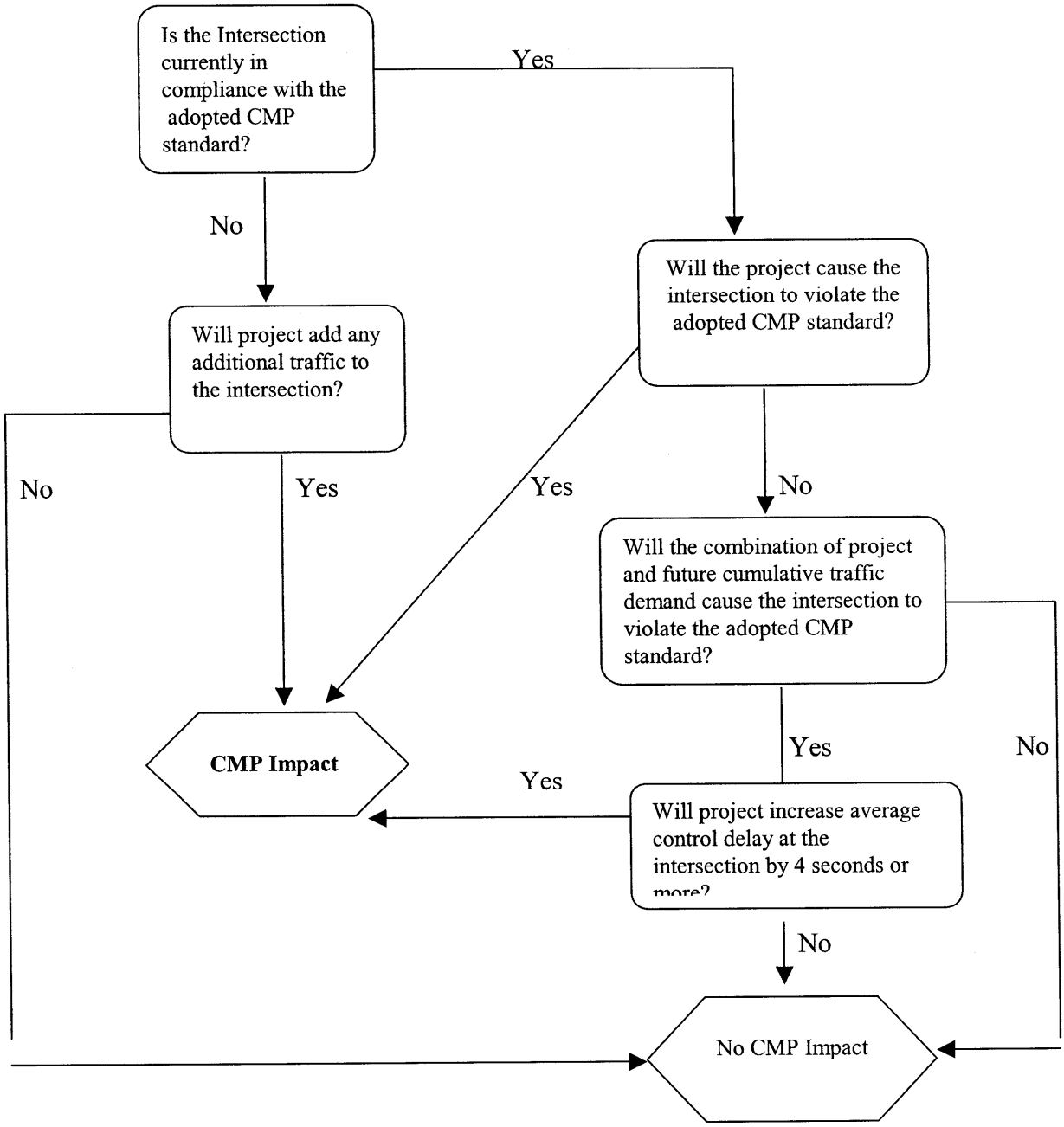
5 **CMP Arterial Segments**:

The analysis of arterial segments is only required when a jurisdiction proposes to reduce the capacity of a CMP designated arterial through reduction in the number of lanes, adding or modifying on-street parking, or other actions that will affect arterial segment performance.

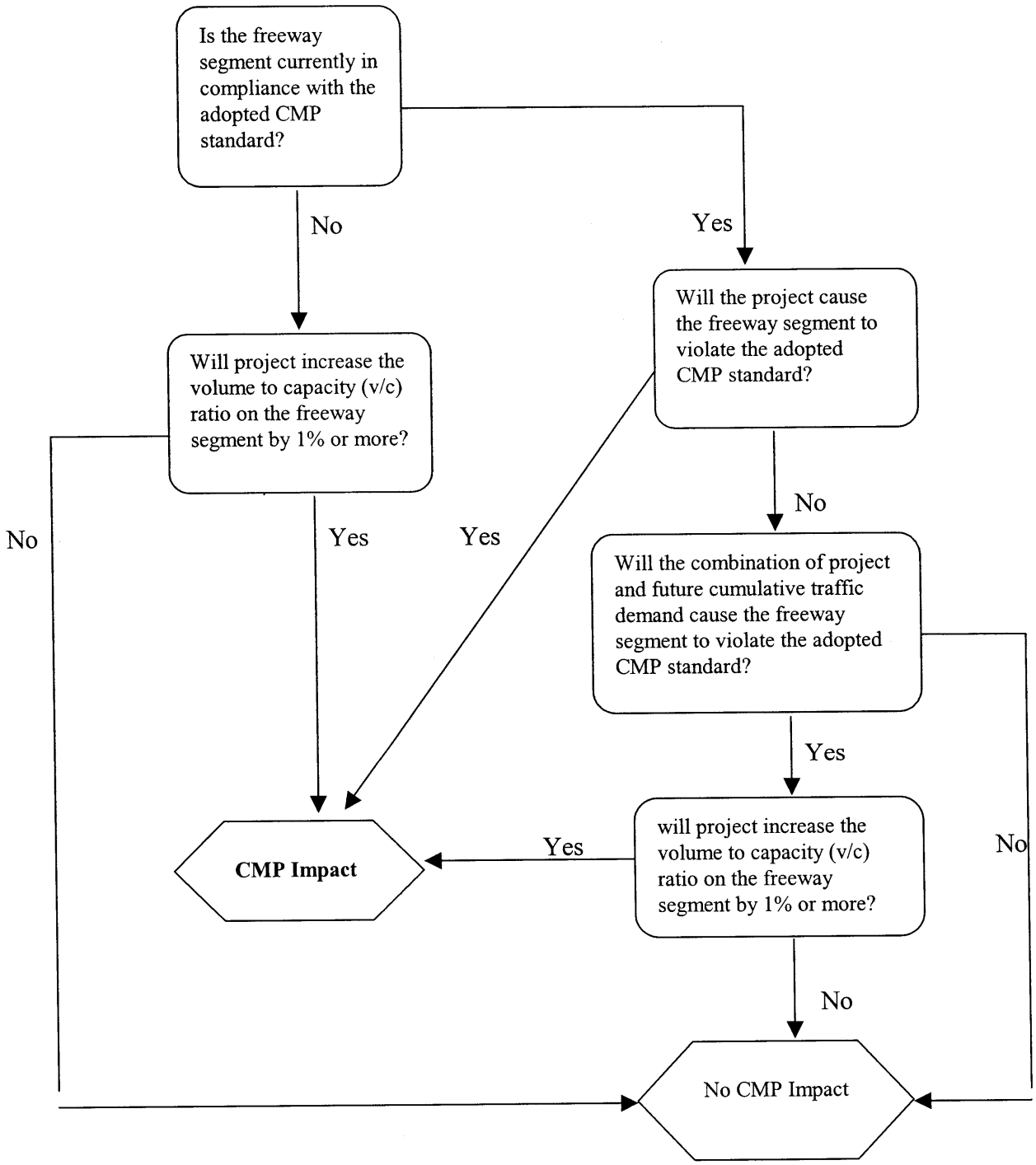
A project is considered to have a CMP impact if it causes mid-block queuing, parking maneuver resulting in delays or other impacts that result in any segment intersection to operate at a level of service that violates the adopted LOS standard set for the nearest CMP intersection.

Analysis of the segment using a calibrated micro-simulation model may be required by C/CAG staff to evaluate non-intersection impacts of the proposed project. CMP impact is determined if, based on the micro-simulation model, the average travel speed for the arterial segment is reduced by 4 miles per hour (mph) or more. Segments with average speeds that indicate LOS E or worse (based on Exhibit 15-2, HCM2000) cannot be modified by local jurisdictions if the proposed modifications would further reduce travel speeds on the segment.

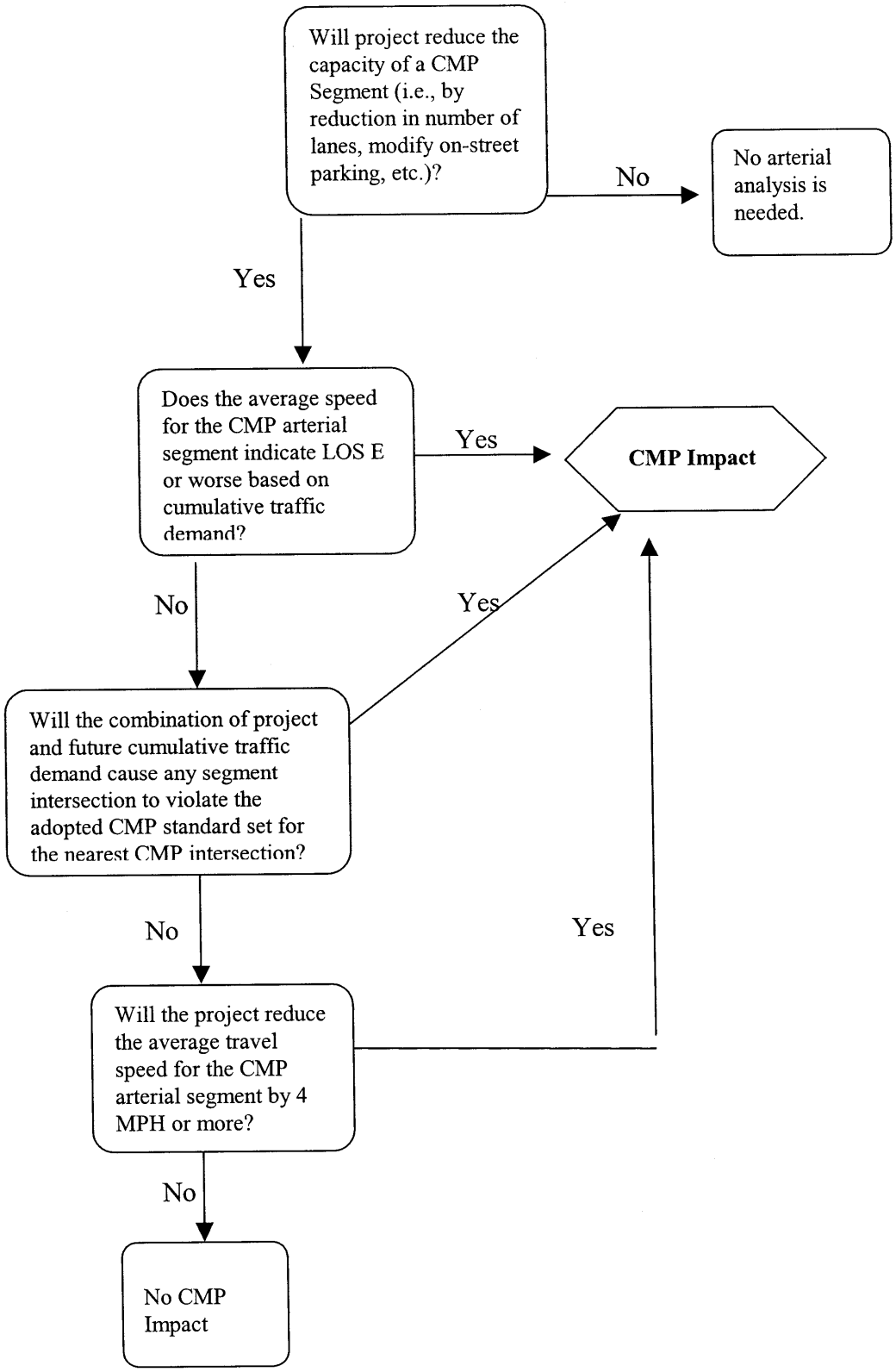
To determine CMP impact on a CMP Intersection



To determine CMP impact on a Freeway Segment



To determine CMP impact on Arterial Segment



June 26, 2006

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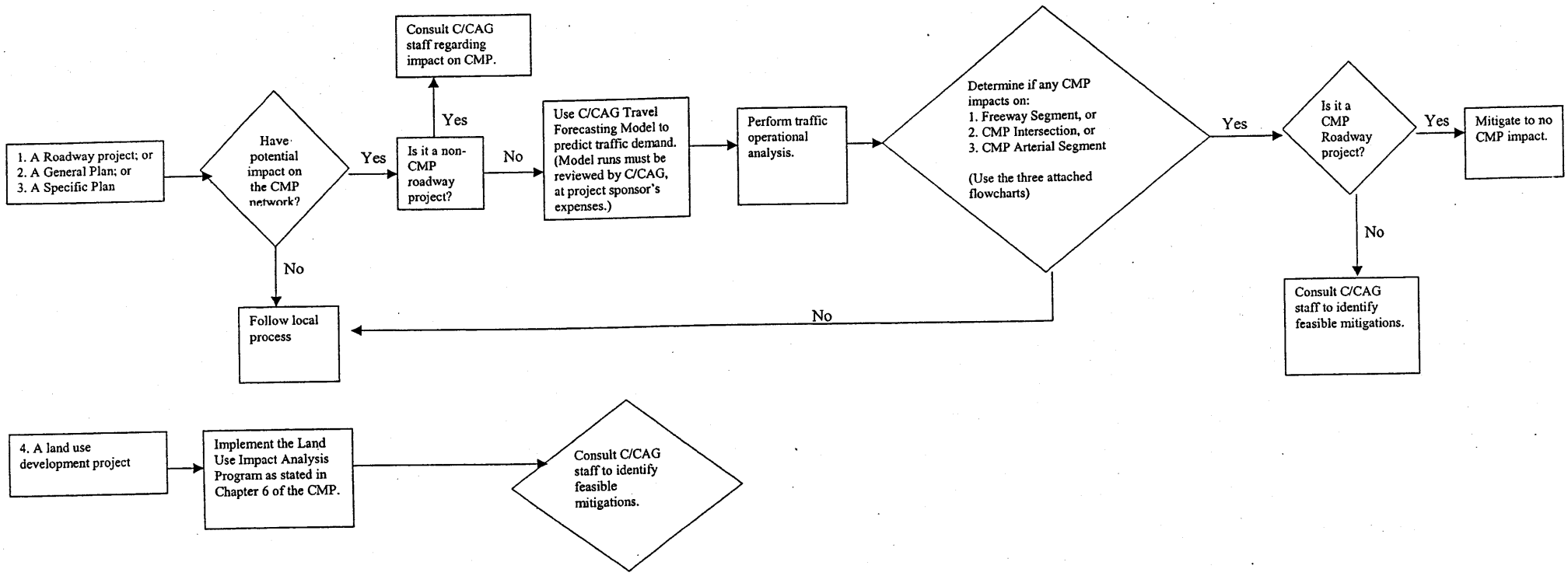
Flow chart for traffic impacts on the congestion management program (CMP) roadway network



C/CAG AGENDA REPORT

Date: June 26, 2006

To: Congestion Management and Air Quality (CMAQ) Committee

From: CMP Technical Advisory Committee (TAC)

Subject: RECOMMENDATIONS FOR THE DEVELOPMENT OF A TRAFFIC INCIDENT MANAGEMENT PLAN FOR THE U.S. 101 - EMERGENCY BYPASS ROUTES

(For further information contact John Hoang at 363-4105)

RECOMMENDATION

That the CMAQ adopt the process and goals to guide the development of the Traffic Incident Management Plan and establishing emergency bypass routes for the U.S. 101.

FISCAL IMPACT

Staff and committee members from public agencies will perform the initial project development stages; therefore, no immediate fiscal impacts are anticipated. If a consultant will be retained for this project, then it is anticipated that there will be up to $200,000 available for the completion of the incident management plan for the U.S. 101.

SOURCE OF FUNDS

Funds have been budgeted and will be made available under the Congestion Relief Fund Program.

BACKGROUND/DISCUSSION

The San Mateo County Intelligent Transportation System (ITS) Strategic Plan, which was completed in 2005 and adopted by C/CAG, provides the County with an overall framework for the development, implementation, and integration of ITS project applications. The Strategic Plan identified seven transportation elements each of which identified and prioritized several individual ITS project opportunities and concepts. The seven transportation elements in the Strategic Plan are listed below:

• Freeway/Highway Management	• **Emergency and Incident Management**
• Arterial Management	• Parking Management
• Transit Management	• Supporting Elements
• Traveler Information	

Based on project recommendations by the Strategic Plan, C/CAG staff proposes to pursue the Emergency and Incident Management (or Incident Management) element and initiate a project to develop and implement an Incident Management Plan for the U.S. 101. The Strategic Plan identified this project as a "high priority" project.

The development and implementation of the Traffic Incident Management Plan will focus on establishing emergency bypass routes for the US 101. For this Plan, it is recommended that the study be separated into two phases. The first phase of the plan will focus specifically between S.R. 92 and the southern boundary at Santa Clara County. This segment of freeway along the U.S. 101 was selected due to the prevalence of high traffic congestion during peak periods and that any major incidents along this segment will significantly delay traffic flow. The second phase limits will be from the San Francisco County Line to S.R. 92.

The project goal is to develop a formalized traffic incident management plan to establish predetermine emergency bypass routes from U.S. 101 in instances of a major traffic incident occurrence. These routes will be utilized for the duration of the traffic incident and until the freeway segment is reopened to traffic. The development of a combined strategy and implementation plan will improve the ability of local transportation and emergency services agencies to exchange information and coordinate effectively to detect and respond to traffic incidents, which will lower incident clearance times and decrease the time it takes restore traffic services.

To help guide the development of the Incident Management Plan for the U.S. 101, it is recommended that a Working Group be established to provide input pertaining to the design and implementation of the Plan and report recommendations to the C/CAG Board for approval. The Working Group will consist primarily of stakeholders including representatives from jurisdictions located along the U.S. 101. All agencies and jurisdictions will be involved at the Technical Advisory Committee (TAC) level. The following is a list of all jurisdictions and agencies:

• Town of Atherton	• City of Foster City*	• City of Redwood City*
• City of Belmont*	• City of Half Moon Bay	• City of San Bruno*
• City of Brisbane*	• Town of Hillsborough	• City of San Carlos*
• City of Burlingame*	• City of Menlo Park*	• City of San Mateo*
• Town of Colma	• City of Millbrae*	• City of S.S.F*
• City of Daly City	• City of Pacifica	• Town of Woodside
• City of East Palo Alto*	• Town of Portola Valley	• County of San Mateo*
• C/CAG	• SamTrans	• CHP

• SMCTA	• CalTrains	• Caltrans
• County OES (Office of Emergency Services)	• Local ESP (Emergency Service Providers)	• MTC
• Others TBD		

* Cities adjacent to U.S. 101

A consultant may be retained to provide technical assistance during the development and implementation of the Traffic Incident Management Plan. The work plan will be subject to the review and recommendations of the TAC, which will act as the steering committee in the development of this Plan. The work plan will be presented to the CMAQ Committed for review and to the C/CAG Board for review and approval.

Proposed Work Plan

The development of the Incident Management Plan for the U.S. 101 Emergency Bypass Routes will be performed in two phases and will involve significant interagency coordination and cooperation. The initial steps will focus on identifying emergency bypass routes for the Phase I to be followed by Phase II (between San Francisco County line and S.R. 92.) Both phases will involve significant interagency coordination and cooperation.

The proposed scope of work for the development and implementation of the Plan includes the following tasks:

I. Establish Interagency Cooperation
- Identify key stakeholders/agencies and obtain buy-in
- Define roles and responsibilities

II. Develop Program Concept
- Develop/refine program goals & objectives
- Describe current state of incident management efforts
- Review current plans, procedures, and protocols
- Identify incident detection, verification, and response methods

III. Develop Incident Management Plan
- Identify/Develop emergency bypass routes and facilities
- Identify infrastructure, equipment, and resource needs
- Establish communication protocols
- Develop concepts of operations, procedures, protocol
- Define management strategies and requirements
- Develop performance measures for objectives

IV. Establish Interagency Agreement
- Develop interagency agreements/MOU

Proposed Schedule

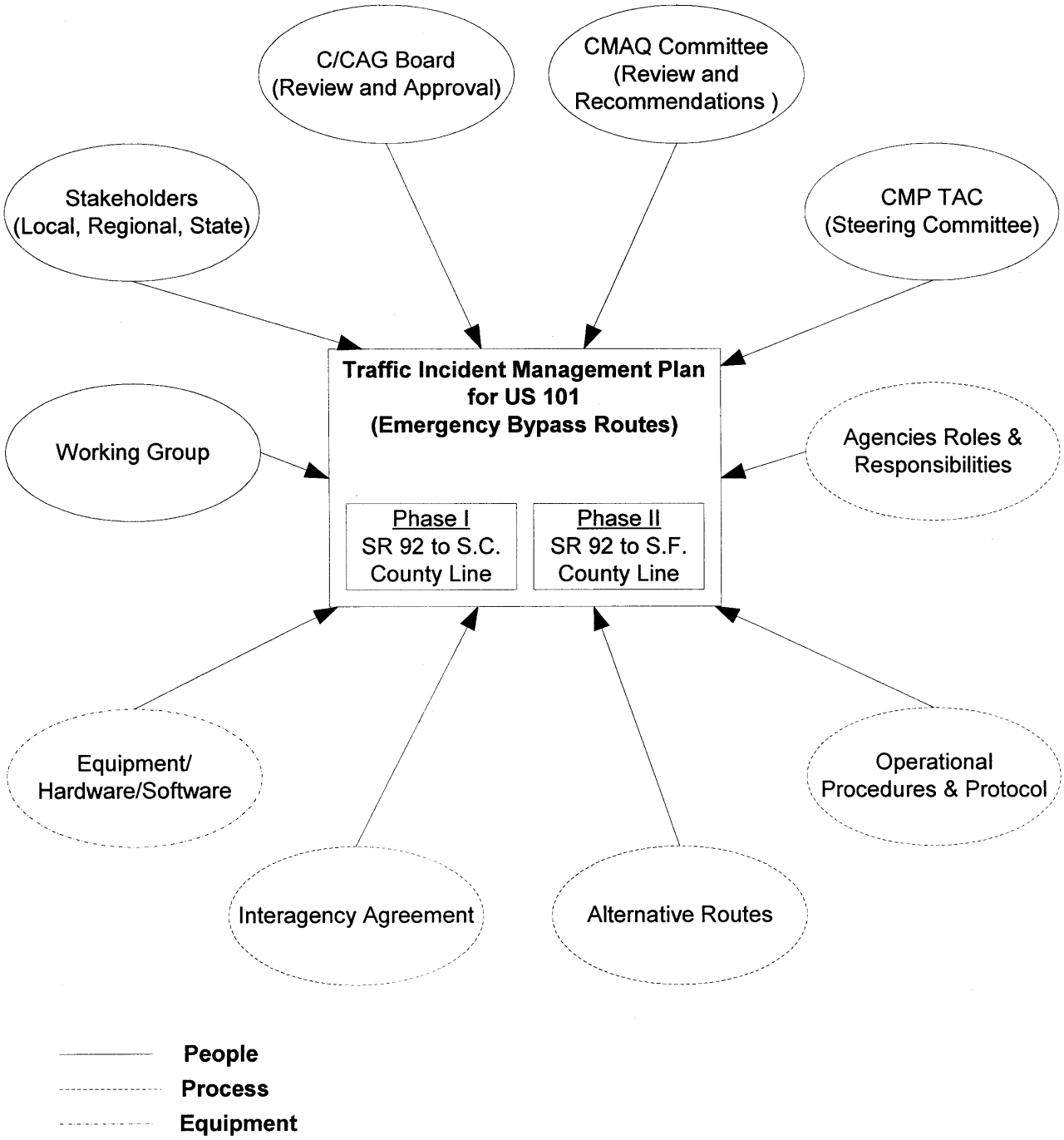
C/CAG staff recommends coordinating the Incident Management Plan for U.S.101 Kick-Off meeting to be held within the next three weeks. From that meeting, a more detailed schedule will be established.

ATTACHMENTS

- Traffic Incident Management Plan for U.S. 101 Block Diagram

Attachment A

TRAFFIC INCIDENT MANAGEMENT PLAN FOR U.S. 101



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C/CAG AGENDA REPORT

Date: June 26, 2006

To: Congestion Management and Air Quality Committee

From: Richard Napier, Executive Director

Subject: ROLES AND RESPONSIBILITIES OF THE CMAQ COMMITTEE

(For further information or questions contact Walter Martone at 650 599-1465)

RECOMMENDATION

That the CMAQ Committee review and consider adoption of the statement of CMAQ Committee roles and responsibilities as detailed in this report.

FISCAL IMPACT

None specifically as a result of defining the roles and responsibilities of the CMAQ Committee.

SOURCE OF FUNDS

Not applicable.

BACKGROUND/DISCUSSION

At its meeting on March 27, 2006, the CMAQ Committee requested that staff prepare the following information and bring it back to a future meeting for further discussion:

- A summary of the comments from the meeting where the environmental component of CMAQ was presented and adopted, including the discussion on the change in name for the Committee.
- A concise mission statement for the Committee that could also include a matrix that outlines the various functions of the Committee.

Staff has researched past materials and meeting minutes where the role and responsibility of the CMAQ Committee was mentioned. A summary of that research is attached. The following draft mission statement is hereby presented to the Committee for consideration:

> *The Congestion Management and Air Quality Committee (CMAQ) provides advice and recommendations to the C/CAG Board of Directors on all matters relating to traffic congestion management, travel demand management, coordination of land use and transportation planning, mobile source air quality programs, energy resources and conservation, and other environmental issues facing the local jurisdictions in San Mateo County.*

This role of the CMAQ Committee also includes making recommendations to the C/CAG Board on the allocation of funding for specific projects and activities addressing these programmatic areas. Some of the individual programs and activities that the CMAQ Committee oversees and/or provides input on include:

1. *Congestion Management Program*
2. *Countywide Transportation Plan*
3. *Measure A Strategic Plan*
4. *Transportation Fund for Clean Air Program*
5. *C/CAG's Vehicle Registration Fee Program*
6. *C/CAG's Congestion Relief Program*
7. *Countywide Integrated Waste Management Plan*
8. *Green Building Program*
9. *Energy Program*
10. *Water Conservation Program*
11. *Greenhouse Gas Emission Program*
12. *Transportation Fund for Clean Air Program*
13. *Land Use Monitoring and Impact Analysis Program*
14. *Shuttle Programs*
15. *El Camino Real Incentive Program*
16. *Traffic Impact Analysis Program*
17. *Transportation Demand Management Program*
18. *Roadway and Transit Capital Improvement Program*

Staff has also researched the origin of the name of the Committee. It appears that when it was first created there were two related programs that the Committee was given the responsibility to oversee – The Congestion Management Program and the Transportation Fund for Clean Air Program; hence the name "Congestion Management and Air Quality (CMAQ) Committee" was established.

ATTACHMENTS

Excerpts from various meeting materials and other documents that make reference to the responsibilities of the CMAQ Committee.

I. From C/CAG By Laws as amended on June 10, 2004

Section 2. Persons who are not members of the Board of Directors, including other elected officials and public members, may be appointed to serve on any committee or advisory board established by the Board of Directors.

Section 3. During any consecutive twelve month period, members will be expected to attend at least 75% of the scheduled meetings and not have more than three consecutive absences. If the number of absences exceed these limits, the seat may be declared vacant by the C/CAG Chair. Attendance by designated alternates, where included n the composition of the committee, will not count toward meeting the attendance requirement of the member. Appointments to fill the vacant seats will be made at the next regularly scheduled C/CAG meeting from existing waiting lists if available. If not, a recruitment process will be initiated and the appointment will be made as soon as practical. (Note from discussion at C/CAG meeting where this attendance item was discussed: Appointments to fill vacancies on committees should also make every attempt to balance the representation to include the different regions of the County. Although this is not always possible, it should become a prime consideration of the Board when conducting recruitments and making appointments. The C/CAG Executive Director will notify the C/CAG Chair if and when there is the need to apply this new policy, and will also periodically report on the attendance of member jurisdictions at meetings of the full Board.)

II. From staff report for the CMAQ meeting of July 25, 2005 where the new energy/environmental role of CMAQ was outlined and the topic of a name change was discussed

Role	Anticipated Frequency	Potential Products
Advise CCAG on official issues relating to AB 939. CCAG is the Local Task Force for AB 939 implementation. This would include reviewing and commenting on any official documents, such as the Five Year Review Report, Revisions to any of the Elements to the Countywide Integrated Waste Management Plan. We expect that there will be a revision to the Household Hazardous Waste Element or at least some kind of review of the updated element this year.	Once or twice this year and infrequently after that.	1. Five Year Review Report 2. Revisions to elements of the Countywide Integrated Waste Management Plan
Exploring options for collaborative work on Green Building programs and strategies.	Once or twice in the next year.	1. An integration of the Bay Area Regional Guidelines into the San Mateo Countywide Sustainable Buildings Guide.
Exploring options for collaborative work on Energy programs and strategies*	3-4 times over next year.	1. A process for developing an Energy Strategy for San Mateo County.
Exploring options for collaborative work	TBD	1. Countywide approach to water

on Water Conservation programs and strategies.		conservation.
Exploring options for collaborative work on Greenhouse Gas Emissions in relation to energy use and transportation*	2 times over next year.	1. Countywide commitment to reduce greenhouse gas emissions.
Exploring options for collaborative work on Environmental Purchasing.	TBD	TBD
Exploring options for collaborative work on Air Quality programs and strategies*	TBD	TBD

* These are all related issues and will start with some educational presentations on how we are doing in San Mateo County on these issues.

CMAQ will not be taking on the role of overseeing the National Pollutant Discharge Elimination System (NPDES) Program. This Program requires substantially greater time and involvement, and it already has committees that are providing this function satisfactorily.

Given the frequency and intensity of the environmental matters identified in the above chart that are anticipated to be brought before the Committee, it is expected that these items can be managed within the existing schedule of regular CMAQ meetings. Staff support for this additional effort will come from the existing staff participating in the various technical forums.

Name change: As a result of this change in responsibilities, CMAQ may want to consider a change in the name of the Committee. The acronym "CMAQ" is frequently confused with the Federal funding category that is administered by C/CAG. That category is called the Congestion Mitigation and Air Quality (CMAQ) Program. It is recommended that the Committee consider a change in name to the Congestion Management and Environmental Quality (CMEQ) Committee. This would avoid confusion and better describe the new functions that the Committee has assumed.

III. Comments from the meeting where the environmental component of CMAQ was presented and adopted, including the discussion on the change in name for the Committee (July 25, 2005)

- The mailing list for the Committee should be expanded to include a wide range of environmental groups so that they can be alerted when CMAQ is dealing with items that may be of interest to them. Staff was requested to work with CMAQ Member Lennie Roberts to compile a contact list. The Bay Area Water Supply and Conservation Agency was cited as one of the organizations that should be included on our list.
- Concern was expressed that this environmental role appears to be an unfunded mandate.
- A number of variations of the CMAQ name were considered. Ultimately the members felt that unless there was a compelling reason to change the name (which is already very well known), it should remain the same.

IV. From recruitment letter for new CMAQ members on December 29, 2005

The Congestion Management and Air Quality Committee (CMAQ) provides advice and recommendations to the full C/CAG Board on all matters relating to transportation planning, congestion management, and selection of projects for state and federal funding. The Committee also has the specific responsibility for the development and updating of the Congestion Management Program and the Countywide Transportation Plan. The Committee meets on the last Monday of each month from 3:00 p.m. to 5:00 p.m. in the San Mateo City Hall.

V. From C/CAG New Member Orientation (January 2006)

Transportation responsibilities

Purpose:

- To develop a consensus on countywide transportation issues and to manage congestion to allow for orderly economic growth in San Mateo County.
- To educate and broaden the professional staff and elected officials such that their local decisions will benefit the county as a whole.
- To collectively develop local and countywide transportation plans to minimize congestion.
- To provide information to local agencies on the cumulative impact of local decisions
- To coordinate land use and transportation decisions.
- To maximize transportation funding for San Mateo County projects.

C/CAG Board Role:

- Establish vision and long-term (twenty year) goals for resolving mobility and congestion issues in San Mateo County.
- Program State and Federal funding to implement the vision and long-term goals.

Planning:

- Congestion Management Plan (CMP) - Specific Implementation - Every 2 years - Short Term.
- Countywide Transportation Plan (CTP) - Broad Strategies - Long Term.
- Congestion Relief Plan - Intelligent Transportation System (ITS), Ramp Metering.
- 2020 Gateway Study - 101 from Hwy 85 to Hwy 84 and approaches to Dumbarton Bridge.
- El Camino Real Incentive (ECR) Program - Facilitate local improvements to ECR
- Countywide Bicycle Plan - Broad Strategies - Long Term.

Project oversight/ support:

- Assist City/ County Project Sponsors in meeting Federal/ State/ Regional Requirements.
- Represent City/ County Project Sponsors at Federal/ State/ Regional Levels.
- Technical assistance and training.
- Shuttle Programs.

Countywide land use responsibilities

Purpose:

- To relate land use and transportation decisions.
- To provide information to local agencies on the cumulative impact of local land use decisions.
- Facilitate local land use that is beneficial and meets Countywide needs and goals while respecting local control of land use.
- To educate and broaden the professional staff and elected officials such that local decisions will benefit the county as a whole.
- To provide information to local agencies on the cumulative impact of local decisions.
- Serve as the Airport Land Use Commission for San Mateo County.

C/CAG Board Role:

- Adopt land use policies while respecting local control of land use.
- Provide funding for land use incentive programs.
- Determine project consistency with the Comprehensive Land Use Plan (CLUP).

Planning:

- Countywide Transportation Plan - Land Use Chapters.
- Housing Analysis Needs Study.
- El Camino Real Incentive (ECR) Program - Facilitate local improvements to ECR.
- Housing Element Support.
- Comprehensive Land Use Plans (As Airport Land Use Commission).

Countywide data:

- Unique Countywide presentation of Census data.
- Census data customized for individual Cities/ County.
- C/CAG developed Countywide Housing and Jobs Data.
- Geographical Information System (GIS) Database.
- Airport Influence Area Boundary Definitions.

Solid waste/ environmental responsibilities

Purpose:

- Serve as the Local Task Force and review Countywide Integrated Waste Management Plan including Summary and Elements.
- Facilitate sharing of information on Solid Waste Management.
- Policy direction on environmental issues.

C/CAG Board Role:

- Serve as the Local Task Force and review Waste Management Plans.
- Determine policy direction on environmental issues.
- Encourage City/ County staff participation.

Planning:

- Countywide Integrated Waste Management Plan.
- Countywide Siting Element.
- Hazardous Waste Element, Source Reduction and Recycling Element and Non Disposal Facility Element (one of each for each jurisdiction).
- Encourage countywide efforts in green building and energy reduction.

Facilitation/ information sharing:

- Countywide Recycling Committee – informal meetings of staff and related businesses to share information and work cooperatively.
- RecycleWorks – a program of the County that provides resources to the cities, and residents and businesses in the county.
- Congestion Management and Air Quality Committee (also serves as the Environmental Committee). Includes Elected officials and public members.
- Events to facilitate information sharing with elected officials, staff, and public.
- Educational presentations on different environmental issues.

VI. CMAQ meeting of April 24, 2006 where the initial membership and workplan for the Utilities Working Group was presented

The focus of the Utilities Working Group will be to consider the future energy needs of the County and to identify and recommend solutions that will address these needs in an environmentally, socially and fiscally responsible manner.

The Working Group will:

1. Identify and collect data that is needed to understand current and future energy needs of the county and the capacity of our system.
2. Develop objectives and guiding principles for an energy strategy. (See attached example from San Diego).
3. Develop a working plan to identify, evaluate and consider solutions that will meet the needs and work within or expand the capacity of the system.
4. Report to CMAQ on progress.
5. Identify potential strategies to ensure that the energy needs of the future are met, including but not limited to:
    - Conservation
    - Efficiency
    - Renewable Energy
    - Infrastructure
    - Policy and Programs
    - Permanent Oversight/Committee if needed
    - Funding Sources
6. Evaluate and prioritize the options.
7. Report to CMAQ with options and recommendations.
8. After CMAQ And CCAG determine which strategies to pursue, develop Action Plan to accomplish these strategies.

C/CAG AGENDA REPORT

Date: June 8, 2006

To: City/County Association of Governments Board of Directors

From: Richard Napier, C/CAG Executive Director

Subject: Report and recommendations from C/CAG Staff on potential future role of C/CAG in the Regional Housing Needs Allocation (RHNA) - Sub-regional delegation process.

(For further information or questions, contact Richard Napier at 650-599-1420)

RECOMMENDATION:

Work with the Cities and County to determine the interest in the Regional Housing Needs Allocation (RHNA) - Sub-regional delegation process. C/CAG would facilitate and staff this process if there is interest.

FISCAL IMPACT:

Limited to the current C/CAG budget. Less than $5,000.

SOURCE OF FUNDS:

Metropolitan Transportation Commission (MTC) Transportation plus Land Use grant.

BACKGROUND/DISCUSSION:

At the C/CAG retreat in April the Board indicated interest in the Regional Housing Needs Allocation (RHNA) - Sub-regional delegation process. However, the main question was whether C/CAG could meet all the requirements necessary by the 8/31/06 Association of Bay Area Governments (ABAG) deadline. Staff had discussions with ABAG and determined that the following needs to be done.

1- Must provide resolutions from all participating Cities and County by 8/31/06. It is not necessary to have the plan or process defined.

There is a meeting on 6/16/06 with ABAG to discuss this with those possibly interested in participating in the delegation process. The Cities/ County can drop out later if unacceptable.

Based on this it is suggested that the Board direct C/CAG staff to work with the Cities and County to develop interest in this delegation process. It is reasonable to get the resolutions by the end of August. This will be taken to the City Managers at their June meeting. This is also being scheduled with the Planning Directors and Planners. It is also recommended that C/CAG

staff draft a sample staff report and resolution to expedite the City/ County adoption of the resolutions. This would then be brought to the Board at the August meeting for status on the resolutions and final determination as to whether to pursue the Regional Housing Needs Allocation (RHNA) - Sub-regional delegation process.

C/CAG's role would primarily be as a facilitator and to provide staff support. The primary responsibility rests with the cities and the County that have the land use responsibility. A rough draft of a City/ County based San Mateo County RHNA process is attached.

ATTACHMENTS:

- San Mateo County RHNA Process
- Duane Bay Staff Report Dated 4/13/06 on Housing Element Update

ALTERNATIVES:

1- Work with the Cities and County to determine interest in the Regional Housing Needs Allocation (RHNA) - Sub-regional delegation process. C/CAG would facilitate and staff this process if there is interest.

2- No action.

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS
OF SAN MATEO COUNTY

Atherton • Belmont • Brisbane • Burlingame • Colma • Daly City • East Palo Alto • Foster City • Half Moon Bay • Hillsborough • Menlo Park
Millbrae • Pacifica • Portola Valley • Redwood City • San Bruno • San Carlos • San Mateo • San Mateo County • South San Francisco • Woodside

San Mateo County RHNA Process

1) Resolutions from 20 cities and the County to accept the housing delegation by 8/31/06

2) ABAG scoping meeting/research

3) Work with Cities/ County to define a City/ County based process

4) City Managers/Housing Directors Scoping Meeting

5) Work scope to CMAQ

6) Work scope for C/CAG Board approval

7) Establish Housing Committee

8) Housing/Planning Directors Policy development

9) To CMAQ and C/CAG Board for policy approval

10) Process to determine City/County housing production commitments

11) Research local housing opportunities based on prior studies (Housing Needs Study, ECR, TOD, etc.)

12) Determine City/County swap opportunities

13) Determine countywide credits/incentives

14) Other housing opportunities based on credits and incentives

15) Have we met countywide target (ABAG numbers for San Mateo County)?

16) If shortfall then negotiate method for allocation of residual.

17) Is the plan reasonable?

    a) If yes, sub-regional delegation accepted
    b) If no, give back to ABAG

18) Submittal to the Cities and County for approval

555 County Center, 5th Floor, Redwood City, CA 94063 PHONE: 650.599.1460 FAX: 650.361.8227

April 13, 2006

To: C/CAG Board

From: Duane Bay

Re: Housing Element Update: Common sections (generic and/or city-specific) & Sub-Regional Housing Needs Allocation (SubRHNA)

The table below outlines two opportunities through which C/CAG member jurisdictions could save money and/or increase local control in the next mandatory Housing Element update. A separate handout details the schedule of the update process through a June 2009 deadline.

Common Housing Element Sections	**Sub-Regional Housing Needs Allocation**
Each jurisdiction could save money by using a jointly-authored common version of certain required housing elements sections that recite statistics and offer generic analysis of housing supply and demand.	Exercising our existing local right to negotiate a sub-regional housing needs allocation cooperatively would increase local control while preserving existing autonomy of action and appeal for each local jurisdiction.
Straightforward Process	
Any jurisdictions may cooperate on update text as they wish.	The County plus any two or more contiguous jurisdictions may cooperate to sub-allocate their block of housing requirement among themselves. In a cooperative process, the schedule for submittal and appeal closely tracks the comparable schedule for jurisdictions working independently, and is designed to make independent compliance possible if cooperative process falls apart.
Timing	
The initial technical step, development of an RFP, could proceed almost any time after Housing Needs Analysis Study is complete. However, it would be prudent to wait to see if/how the Sub-RHNA alternative unfolds. An initial administrative step would be to develop a draft technical scope, and use it to pursue grant funding.	Participating jurisdictions must apply for delegation of authority by August 31, 2006. Subsequent steps are outlines in separate handout published recently by ABAG.

Cost Reduction	
Collectively, cities and county will spend from $2 million to $4 million on updating our Housing Elements. About 80% of the pages and 40% of the cost will be spent on an obligatory analysis of housing needs and housing supply. This could be done once, by one contractor, with countywide information and local break-outs. Jurisdiction-specific policy sections would still be done locally. There might also be some economies of scale available through developing a countywide housing-site GIS to support the State-required process of each jurisdiction identifying "adequate housing sites." Of course, the actual identification would remain the technical and political responsibility of each jurisdiction.	Advantage is in flexibility and autonomy, not cost reduction. However, cooperative sub-allocation will not cost extra. Grant funding may be obtainable.
Increased Local Control	
The common Housing Element sections are descriptive, not prescriptive. Local control is not an issue.	Alternatives are available that otherwise would not be through trades and local customizations, subject to mutual agreement. Jurisdictions that want fewer units might offer incentives to others to accept units. Jurisdictions that want more housing, or are at least willing to take more housing with appropriate trade-offs, might negotiate with other jurisdictions for traffic mitigations, or Hetch Hetchy water rights, or priority in building Caltrain grade separations, or loans or grants for subsidies for affordable or supportive housing.
Each Jurisdiction's Rights Are Preserved	
The common Housing Element sections are descriptive, not prescriptive—they recite statistics about housing supply and demand. Each jurisdiction prepares its own Housing Program section that outlines actions it intends to take. Each jurisdiction makes its own determination of "adequate sites for housing."	Any jurisdiction may opt out (<u>even after joining the consortium)</u> and will then be assigned an allocation directly by ABAG. All existing rights to trade allocations with consenting neighboring jurisdictions are preserved. All rights to appeal allocations are preserved (<u>even allocations agreed to as part of a sub-regional negotiation process</u>).