

# 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*

**1:15 p.m., Thursday, September 19, 2013  
San Mateo County Transit District Office<sup>1</sup>  
1250 San Carlos Avenue, 4<sup>th</sup> Floor Dining Room  
San Carlos, California**

### **\*\*Meeting located on 4<sup>th</sup> Floor Dining Room\*\***

#### TECHNICAL ADVISORY COMMITTEE (TAC) AGENDA

- |  |                      |              |
|--|----------------------|--------------|
| 1. Public comment on items not on the Agenda (presentations are customarily limited to 3 minutes).   | Porter/Hurley        | No materials |
| 2. Issues from the last C/CAG Board meeting (August 2013): <ul style="list-style-type: none"><li>• Approved – Agreements with County of San Mateo and SamTrans to receive up to \$155,000 and \$65,000 respectively to fund a limited term countywide Ped/Bike Coordinator position for FY13/14 and FY14/15</li><li>• Approved – Appointment of John Fuller from Daly City to the CMP TAC</li><li>• Approved – Draft 2013 CMP and authorized its release for public comments</li><li>• Approved – 2014 STIP for San Mateo County</li><li>• Approved – Prefunding of C/CAG actuarial liability of OPEB \$ 184,359</li></ul> | Hoang                | No materials |
| 3. Approval of the Minutes from August 15, 2013  | Hoang                | Page 1-2     |
| 4. Presentation on the Bus Rapid Transit (BRT) Study for El Camino Real (Information)  | Kim<br>(SamTrans)    | No materials |
| 5. Update on the Proposed Revisions to the Highway Design Manual (Information)   | Wessel<br>(SamTrans) | No materials |
| 6. Review and recommend approval of the program guidelines and application for the C/CAG Priority Development Area (PDA) Planning Program (Action)   | Abrazaldo            | Page 3-22    |
| 7. Regional Project and Funding Information (Information)  | Higaki               | Handouts     |
| 8. Executive Director Report   | Wong                 | No materials |
| 9. Member Reports  | All                  |              |

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<sup>1</sup> For public transit access use SamTrans Bus lines 260, 295, 390, 391, KX or take CalTrain to the San Carlos Station and walk two blocks up San Carlos Avenue. Driving directions: From Route 101 take the Holly Street (west) exit. Two blocks past El Camino Real go left on Walnut. The entrance to the parking lot is at the end of the block on the left, immediately before the ramp that goes under the building. Enter the parking lot by driving between the buildings and making a left into the elevated lot. Follow the signs up to the levels for public parking.

2013 TAC Roster and Attendance							
No.	Member	Agency	Mar	Apr	May	Jul	Aug
1	Jim Porter (Co-Chair)	San Mateo County Engineering	x	x			x
2	Joseph Hurley (Co-Chair)	SMCTA / PCJPB / Caltrain	x	x	x	x	
3	Afshin Oskoui	Belmont Engineering	x	x	x	x	x
4	Randy Breault	Brisbane Engineering	x	x	x	x	x
5	Syed Murtuza	Burlingame Engineering	x	x	x	x	x
6	Bill Meeker	Burlingame Planning					
7	Lee Taubeneck	Caltrans		x	x	x	x
8	Sandy Wong	C/CAG	x	x	x	x	x
9	John Fuller	Daly City Engineering	n/a	n/a	n/a	n/a	n/a
10	Tatum Mothershead	Daly City Planning	x	x	x	x	
11	Brad Underwood	Foster City Engineering	n/a	n/a	x	x	
12	Mo Sharma	Half Moon Bay Engineering	x	x		x	x
13	Paul Willis	Hillsborough Engineering	n/a	n/a	x		x
14	Chip Taylor	Menlo Park Engineering	x	x	x	x	
15	Van Ocampo	Pacifica Engineering	x	x	x	x	
16	Shobuz Ikbal	Redwood City Engineering	x	x	x		x
17	Klara Fabry	San Bruno Engineering		x	x	x	x
18	Jay Walter	San Carlos Engineering	x	x	x	x	x
19	Larry Patterson	San Mateo Engineering		x	x	x	
20	Steve Monowitz	San Mateo County Planning					
21	Brian McMinn	South San Francisco Engineering	x	x	x		x
22	Gerry Beaudin	South San Francisco Planning	x	x	x		x
23	Paul Nagengast	Woodside Engineering	x	x	x		
24	Kenneth Folan	MTC					

**TECHNICAL ADVISORY COMMITTEE (TAC)  
FOR THE  
CONGESTION MANAGEMENT PROGRAM (CMP)**

**August 15, 2013  
MINUTES**

The meeting of the Technical Advisory Committee (TAC) was held in the SamTrans Offices, 1250 San Carlos Avenue, 2<sup>nd</sup> Floor Auditorium, San Carlos, CA. Co-chair Porter called the meeting to order at 1:15 p.m. on Thursday, August 15, 2013.

TAC members attending the meeting are listed on the Roster and Attendance on the preceding page. Others attending the meeting were: Jim Bigelow, C/CAG CMEQ; Ronnie Kraft – SamTrans; Jean Higaki – C/CAG; John Hoang – C/CAG; Steve Taylor, and others

**1. Public comment on items not on the agenda.**

Sandy Wong, C/CAG Executive Director, introduced new C/CAG staff Wally Abrazaldo.

**2. Issues from the last C/CAG Board meeting.**

As noted on Agenda.

**3. Approval of the Minutes from July 18, 2013.**

Approved.

**4. Review and Recommend Approval of the Draft 2013 Congestion Management Program (CMP) and Monitoring Report**

John Hoang provided an overview of the Draft 2013 CMP and results of the monitoring effort. Once approved by the C/CAG Board, the draft document will be released for public review and comments. The Final 2013 CMP, which will incorporate comments received from the TAC as well as CMEQ Committee and Board, will be presented to the TAC in October for final recommendations. Comments and discussions were as follows:

- With regards to the tie-in between the CMP and the MTC's RTP (Plan Bay Area), MTC will perform a review to assure that the CMP reference the goals and policies of the Plan Bay Area including inclusion of the RTIP project list for San Mateo County and confirm that the C/CAG travel demand model is consistent with MTC's model.
- Roadway segments such as SR 35 (I-280 to SR92) where LOS Standard designation is B and a current LOS of C is still considered deficient therefore should receive the same considerations as a roadway with a calculated LOS F.
- Applying exemptions attributed to interregional trips can improve LOS for the purpose of identifying deficient segments for the CMP however all roadway segments with LOS F (before exemptions) experience significant traffic congestion and should be addressed.

**5. Make a Recommendation on the Proposed Highway Relinquishment Study for SR 82 El Camino Real/Mission Street**

Sandy Wong reported that after the TAC's motion at the May meeting to defer the proposed study, the study was presented and discussed at the subsequent CMEQ Committee meeting in May and Board meetings in June and August. This item is being brought back the TAC for a follow up recommendation. Comments and discussions were as follows:

- The scope of work doesn't address the pros and cons of relinquishment in addition to addressing questions regarding operational costs, mobility of the corridor, and future liabilities and responsibilities.
- There are three to four pilot projects underway. We should wait to receive results and findings from those projects first before considering going forward with the study.
- There are current discussions with Caltrans to change the Highway Design Manual and improve the design process therefore the focus should be placed on this effort rather than undertaking a relinquishment study.

The TAC recommends not participating in the highway relinquishment study.

**6. Review and Approval of the Written Response to the Revised Regional Project Delivery Policy for Regional Discretionary Funds (MTC Resolution 3606)**

Jean Higaki indicated that she received one additional comment from Daly City. The final letter will be sent to MTC this week.

**7. Regional Project and Funding Information**

Jean Higaki presented information on FHWA policies regarding inactive projects and MTC's Regional Streets and Roads Program.

**8. Executive Director Report**

None.

**9. Member Reports**

None.

End of meeting at 2:55 p.m.

# C/CAG AGENDA REPORT

**Date:** September 19, 2013

**To:** C/CAG CMP Technical Advisory Committee (TAC)

**From:** Wally Abrazaldo, Transportation Programs Specialist

**Subject:** Review and recommend approval of the call for projects guidelines and application for the C/CAG Priority Development Area (PDA) Planning Program

(For further information or questions contact Wally Abrazaldo at 650-599-1455)

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## **RECOMMENDATION**

That the C/CAG Technical Advisory Committee review and recommend approval of the call for projects guidelines and application for the C/CAG Priority Development Area (PDA) Planning Program.

## **FISCAL IMPACT**

There is approximately \$1,600,000 available for the planning and implementation of PDAs in the county. Up to five percent of this amount may be used to reimburse C/CAG program administration costs.

## **SOURCE OF FUNDS**

Federal Surface Transportation Program (STP) funds are the funding source for this program.

## **BACKGROUND/DISCUSSION**

In November 2012, the Metropolitan Transportation Commission (MTC) finalized the establishment of a \$20 million planning program for county congestion management agencies (CMAs) to support planning activities in their local priority development areas (PDAs). MTC Resolution 4035 describes the requirements for this program and the amount of funding made available to CMAs. Funds were allocated based on the One Bay Area Grant (OBAG) program distribution formula with no county receiving less than \$750,000. Based on this formula, San Mateo County will receive approximately \$1,600,000, of which up to five percent may be used to reimburse C/CAG program administration costs.

CMAs are required to distribute funds on a non-formula basis that targets assistance to PDAs that are high impact and capable of early implementation. Staff developed guidelines for the C/CAG PDA Planning Program based on MTC guidelines and requirements. The goals of the program, which are

aligned with the county’s adopted PDA Investment & Growth Strategy, are to:

- Support intensified land uses and increase the supply of housing, including affordable housing, and jobs in areas around transit stations, downtowns, and transit corridors;
- Assist in streamlining the entitlement process and help PDAs become more development ready;
- Address challenges to achieving infill development and higher densities.

Local governments (cities, towns, and the county) are eligible applicants. Given that federal Surface Transportation Program (STP) funds are the source of funding for this program, project activities are required to demonstrate a nexus to transportation to be eligible for funding. Jurisdictions that are awarded projects will directly access funds through Caltrans Local Assistance and must provide a minimum 11.47% local cash match.

The proposed schedule for the upcoming Call for Projects is presented below. Staff will select members of the Selection Panel in November/December 2013. Once the final PDA Planning Program project list is recommended by the Selection Panel, staff will bring the recommended projects to the C/CAG Technical Advisory Committee (TAC), Congestion Management Program and Environmental Quality Committee (CMEQ), and Board of Directors for review and approval. The list of projects is anticipated to come back to the TAC in March 2014.

**Proposed C/CAG PDA Planning Program Schedule**

<b>Event</b>	<b>Date*</b>
<b>Call for Projects Issued</b>	<b>October 2013</b>
<b>Application Workshops</b>	<b>October/November 2013</b>
<b>Applications Due</b>	<b>January 2014</b>
<b>Selection Panel Reviews Applications</b>	<b>January – February 2014</b>
<b>C/CAG Committees and Board Review Selection Committee Recommendations</b>	<b>March – April 2014</b>
<b>Projects Awarded</b>	<b>April 2014</b>

\*Dates may be adjusted as necessary.

**ATTACHMENTS**

1. Letter from Ann Flemer, MTC; RE: Local PDA Planning and Implementation Program
2. C/CAG PDA Planning Program Guidelines
3. C/CAG PDA Planning Program Application



METROPOLITAN  
TRANSPORTATION  
COMMISSION

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December 21, 2012

*Adrienne J. Tissier, Chair*  
San Mateo County

*Amy Rein Worth, Vice Chair*  
Cities of Contra Costa County

*Tom Azumbrado*  
U.S. Department of Housing  
and Urban Development

*Tom Bates*  
Cities of Alameda County

*David Campos*  
City and County of San Francisco

*Dave Cortese*  
Santa Clara County

*Bill Dodd*  
Napa County and Cities

*Dorene M. Giacopini*  
U.S. Department of Transportation

*Federal D. Glover*  
Contra Costa County

*Scott Haggerty*  
Alameda County

*Anne W. Halsted*  
San Francisco Bay Conservation  
and Development Commission

*Steve Kinsey*  
Marin County and Cities

*Sam Liccardo*  
San Jose Mayor's Appointee

*Jake Mackenzie*  
Sonoma County and Cities

*Joe Pirzynski*  
Cities of Santa Clara County

*Jean Quan*  
City of Oakland

*Bijan Sartipi*  
State Business, Transportation  
and Housing Agency

*James P. Spering*  
Solano County and Cities

*Scott Wiener*  
San Francisco Mayor's Appointee

*Vacant*  
Association of Bay Area Governments

*Vacant*  
Cities of San Mateo County

*Steve Heminger*  
Executive Director

*Ann Flemer*  
Deputy Executive Director, Policy

*Andrew B. Fremier*  
Deputy Executive Director, Operations

Ms. Sandy L. Wong  
City/County Association of Governments of San Mateo County  
555 County Center, 5<sup>th</sup> Floor  
Redwood City, CA 94063

RE: Local Priority Development Area (PDA) Planning and Implementation Program

Dear Ms. Wong:

In November, the Commission finalized the establishment of a \$20 million planning program for counties in the region to support local planning activities in their priority development areas (PDAs). The attachments to this letter include pertinent sections of MTC Resolution 4035, describing the structure of the program and the amounts being made available to the eight congestion management agencies (CMAs) and the San Francisco Planning Department in the city and county of San Francisco. Also attached for reference are the guidelines MTC and ABAG used for the most recent cycle of PDA Planning grants.

There are three program requirements of note:

- Grants need to be aligned with the PDA Growth and Investment Strategy that each congestion management agency is preparing under the OneBayArea Grant Program. CMAs are required to distribute these funds on a non-formula basis that targets assistance to PDAs that are high impact and capable of early implementation.
- CMA program administration costs for the PDA Planning program may be no greater than 5% of the county distribution.
- Jurisdictions may either directly obligate their grants through Caltrans, the CMAs may choose to obligate the funding for pass through to local jurisdictions, or the CMA may request that ABAG administer the grant.

Ms. Sandy L. Wong  
City/County Association of Governments of San Mateo County  
December 21, 2012  
Page 2

Staff will be contacting you shortly to discuss the next steps for accessing these funds through a Transportation Improvement Program (TIP) Revision and with additional guidance on eligible activities for Surface Transportation Program (STP) funds and the PDA Planning Program.

Sincerely,



Ann Flemer  
Deputy Executive Director, Policy

AF: AB  
Attachments



## Appendix A-7

### Cycle 2 County PDA Implementation FY 2012-13 through FY 2015-16 November 2012

#### County PDA Implementation

County	Administering Agency	OBAG Formula	PDA Planning Share *	County PDA Implementation Total
Alameda	ACTC	20.2%	19.5%	\$3,905,000
Contra Costa	CCTA	14.2%	13.7%	\$2,745,000
Marin	TAM	2.8%	3.8%	\$750,000
Napa	NCTPA	1.7%	3.8%	\$750,000
San Francisco **	City/County of SF	12.3%	11.9%	\$2,380,000
San Mateo	SMCCAG	8.3%	8.0%	\$1,608,000
Santa Clara	VTA	27.6%	26.7%	\$5,349,000
Solano	STA	5.5%	5.3%	\$1,066,000
Sonoma	SCTA	7.5%	7.2%	\$1,447,000
<b>County PDA Implementation Total:</b>		100.0%	100.0%	<b>\$20,000,000</b>

J:\PROJECT\Funding\T4 - New Act\T4 - STP-CMAQ\T4 Cycle Programming\T4 Second Cycle\Cycle 2 Policy Dev\One Bay Area Grant\[Cycle 2 STP-CMAQ-TE Fund Source Distribution.xls]CMA Planning

\* County minimum of \$750,000 for Marin and Napa results in actual PDA Implementation share different than OBAG formula share

\*\* Funding for San Francisco to be provided to San Francisco City/County planning department

### **Regional PDA Implementation:**

**ABAG Funding:** Funds directed to ABAG for implementation of PDAs.

**Affordable TOD fund:** This is a continuation of MTC's successful Transit Oriented Affordable Housing (TOAH) fund into Cycle 2 which successfully has leveraged a significant amount of outside funding. The TOD fund provides financing for the development of affordable housing and other vital community services near transit lines throughout the Bay Area. Through the Fund, developers can access flexible, affordable capital to purchase or improve available property near transit lines for the development of affordable housing, retail space and other critical services, such as child care centers, fresh food outlets and health clinics.

**PDA Planning Grants:** MTC and ABAG's PDA Planning Grant Program will place an emphasis on affordable housing production and preservation in funding agreements with grantees. Grants will be made to jurisdictions to provide support in planning for PDAs in areas such as providing housing, jobs, intensified land use, promoting alternative modes of travel to the single occupancy vehicle, and parking management. These studies will place a special focus on selected PDAs with a greater potential for residential displacement and develop and implement community risk reduction plans. Grants will be made to local jurisdictions to provide planning support as needed to meet regional housing goals. Also program funds will establish a new local planning assistance program to provide staff resources directly to jurisdictions to support local land-use planning for PDAs.

MTC will commence work with state and federal government to create private sector economic incentives to increase housing production.

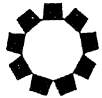
**Local Planning & Implementation:** Funds are made available to support local jurisdictions in their planning and implementation of PDAs in each of the nine counties, developed through the county PDA Investment & Growth Strategy in consultation with ABAG and MTC. Funding is distributed to the county CMAs (with funds for San Francisco distributed to the City/County of San Francisco planning department) using the OBAG distribution formula with no county receiving less than \$750,000 as shown in Appendix 5. Local jurisdictions will either directly access these funds through Caltrans Local Assistance similar to other OBAG grants provided to them by the CMAs, the CMAs may choose to provide individual grants to local jurisdictions through a single program administered by the CMA, or the CMA may request that ABAG administer the grants in cooperation with the local jurisdictions. CMA grants to local jurisdictions and the expenditure of funds by the San Francisco Planning Department are to be aligned with the recommendations and priorities identified in their adopted PDA Growth and Investment Strategy; as well as to the PDA Planning Program guidelines as they apply only to those activities relevant to those guidelines. The CMAs are limited to using no more than 5% of the funds for program administration.

### **6. Climate Change Initiatives**

The proposed funding for the Cycle 2 Climate Initiative Program is to support the implementation of strategies identified in Plan Bay Area to achieve the required CO2 emissions reductions per SB375 and federal criteria pollutant reductions. Staff will work with the Bay Area Air Quality Management District to implement this program.

### **7. Safe Routes to Schools**

Within the Safe Routes to School Program (SR2S program) funding is distributed among the nine Bay Area counties based on K-12 total enrollment for private and public schools as reported by the



ABAG

PDA Planning Program  
CYCLE FIVE  
PROGRAM GUIDELINES



**PROGRAM DESCRIPTION & GENERAL GUIDANCE**

The PDA Planning Program is an initiative to finance planning in Priority Development Areas (PDA) that will result in intensified land uses around public transit hubs and bus and rail corridors in the nine-county San Francisco Bay Area. The key goals of this program are to:

- (1) Increase both the housing supply, including affordable housing for low-income residents, and jobs within the planning area
- (2) By increasing land use intensities in the planning area, boost transit ridership and thereby reduce vehicle miles traveled (VMT) by PDA residents, employees and visitors
- (3) Increase walking, bicycling, carpooling and carsharing by effectively managing parking and driving while promoting multimodal connections for residents, employees and visitors within the PDA
- (4) Locate key services and retail within the planning area.

Grantees must address **all** PDA planning elements listed below under Planning Elements. If a precise or specific plan encompassing the PDA has been completed or amended within the last 10 years, select planning elements may be excluded from the planning process. An explanation of how these elements have been addressed must be included in the application.

Note that some of the planning elements listed below (i.e. multimodal access and connectivity, parking demand analysis) should address the relationship between the identified planning area and key surrounding land uses outside of the planning boundaries.

Jurisdictions must be prepared to comply with all federal contracting requirements associated with planning grant funds.

Grant funding works on a reimbursement basis for agreed-upon deliverables associated with the scope of work for the project. The grant and match are to cover direct project costs, including staff and project oversight.

Specific plans—or an equivalent—are preferred due to the ability to conduct programmatic Environmental Impact Reports (EIRs) on the plan in order to facilitate the development process. EIRs are strongly recommended as part of the proposed planning process, although not required. However, there must be a strong implementation component for any planning process funded through this program, including agreement by the local jurisdiction to formally adopt the completed plan. Refer to the chart below for specific award guidelines by place-type. A description of development guidelines associated with each FOCUS Program place-type is found in Appendix 2.

**Award Guidelines by Place-type**

Place-type	Regional Center, City Center, Suburban Center, Urban Neighborhood	Transit Neighborhood, Transit Town Center, Mixed-Use Corridor, Employment Center
Award	<ul style="list-style-type: none"> <li>▪ Up to \$750,000 if both Specific Plan &amp; EIR</li> <li>▪ Up to \$400,000 if EIR only</li> </ul>	<ul style="list-style-type: none"> <li>▪ Up to \$500,000 if both Specific Plan &amp; EIR</li> <li>▪ Up to \$250,000 if EIR only</li> </ul>
Outcome	Specific Plan and/or EIR	Specific Plan and/or EIR

## PLANNING ELEMENTS

Plans funded under this program should address the Station Area Planning Principles outlined in the *Station Area Planning Manual* ([http://www.mtc.ca.gov/planning/smart\\_growth/Station\\_Area\\_Planning\\_Manual\\_Nov07.pdf](http://www.mtc.ca.gov/planning/smart_growth/Station_Area_Planning_Manual_Nov07.pdf)). At a minimum, plans should include the planning elements listed below.

As noted above, if a precise or specific plan encompassing the planning area has been completed or amended within the last 10 years, select planning elements from the list below may be excluded from the planning process. In that case, the applicant should outline the requested needs **and explain how all remaining planning elements outlined below have been satisfied.**

A detailed description of each planning element is included in **Appendix 1**. Additional information is also found in the *Station Area Planning Manual* referenced above.

- (1) An **overview profile** of the planning area including demographic and socio-economic characteristics, transit/travel patterns and use, physical aspects of the PDA, as well as any known issues to be addressed in the planning process
- (2) A significant public **outreach and community involvement** process targeting traditionally under-served populations
- (3) The development of several detailed **land use alternatives**
- (4) A **market demand analysis** for housing at all levels of affordability, jobs and retail in the planning area
- (5) A **housing strategy** that promotes housing affordable to low-income residents and attempts **to minimize displacement** of existing residents
- (6) A multi-modal **access and connectivity** component
- (7) **Pedestrian-friendly design standards** for streets, buildings and open space
- (8) An **accessibility analysis** for people with disabilities that ensures fully accessible transit stations, paths of travel between stations and surrounding areas, and visitable and habitable housing units
- (9) A **parking analysis** to create a parking policy and management element that aims at reducing parking demand and supply through pricing, zoning, and support for alternative modes
- (10) An **infrastructure development analysis** and budget
- (11) An **implementation plan**, along with a financing strategy, to ensure that the plan will be adopted and all necessary supporting policies, zoning, and programs will be updated.

# 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*

## **C/CAG Priority Development Area (PDA) Planning Program Call for Projects Guidelines**

### **Program Goals**

The C/CAG PDA Planning Program is part of a regional initiative to finance planning in areas that are designated as planned or potential PDAs through the Association of Bay Area Governments (ABAG). PDAs play a critical role in the region's Sustainable Communities Strategy (SCS), which seeks to coordinate land use and transportation to reduce greenhouse gas emissions. The key goals of the C/CAG PDA Planning Program are to:

- Support intensified land uses and increase the supply of housing, including affordable housing, and jobs in areas around transit stations, downtowns, and transit corridors;
- Assist in streamlining the entitlement process and help PDAs become more development ready;
- Address challenges to achieving infill development and higher densities.

The program will provide resources to project sponsors to complete specific or area plans, required CEQA analyses (i.e. programmatic environmental impact reports), zoning code updates, and technical studies or analyses that facilitate the implementation of existing plans. Funding will be targeted to PDAs that are high impact and capable of early implementation.

### **Eligible Applicants**

Local governments (cities, towns, and the county) in San Mateo County are eligible applicants. Transit agencies that serve PDAs, such as the San Mateo County Transit District (SamTrans), Bay Area Rapid Transit (BART), and the Peninsula Corridor Joint Powers Board (JPB) must partner with local governments. Applicants are encouraged to involve local non-profit groups and community-based organizations. Multiple jurisdictional planning projects are also encouraged.

### **Eligible Project Locations**

Areas approved as planned or potential PDAs in San Mateo County through ABAG. For a list of eligible PDAs, see Attachment 1: San Mateo County Priority Development Areas.

### **Eligible Activities**

Federal Surface Transportation Program (STP) funds are the source of funding for this program. Given that the overall purpose of STP funds is to support investments in the surface transportation system, project activities require a nexus to transportation. Eligible planning activities that support transportation objectives include:

- Station area/PDA planning, i.e. specific or precise plan with an environmental impact report
- Planning for mixed-income housing near transit: increasing affordability with local efficiency
- Transit and employment studies

- Transit corridors and transit-oriented development (TOD)
- Families and TOD: planning complete communities that attract diverse households (families, singles, couples without children, the elderly, and low-income minority households)
- Expanding housing opportunities near transit
- Parking management and pricing connected to new land uses
- Bicycle and pedestrian planning connected to new land uses

Planning activities that do not support the surface transportation system are not eligible. For example, the update of a general plan housing element or an environmental impact report to assess the impacts of a particular housing/commercial development may not be eligible unless land-use planning is specifically related to transportation investments. Other ineligible planning examples include CEQA clearance for single development entitlements, planning department staffing/consultant costs to provide general planning (development plans and review, general plan updates without a transportation focus) and permitting functions.

Potential activities include but are not limited to:

- Preparation of planning documents (specific plans, area plans, general plan amendments, etc.) and associated technical studies that are related to transportation investments;<sup>1</sup>
- Preparation of required CEQA documents and technical studies related to transportation investments;
- Preparation of corridor plans integrating one or more PDAs;
- Study of multimodal access and complete streets needs;
- Study of alternative parking solutions to meet multiple needs and facilitate infill development;
- Preparation of zoning code amendments related to development in PDAs (i.e., TOD-supportive zoning such as form-based codes, smart growth urban design guidelines to address building form and scale, urban character, connectivity and accessibility, and placemaking);
- PDA-wide infrastructure planning and design, emphasizing green infrastructure and low-impact development for energy activities efficiency, storm water management, etc.;
- Various economic analyses related to development in PDAs, including but not limited to development feasibility and market analyses, financing strategies for infrastructure capital and maintenance costs, and construction and maintenance of affordable housing;
- Development of station access improvements for new and existing developments that emphasizing and prioritizing the needs of pedestrians, persons with disabilities, bicycles, shuttles, drop-off, and local circulation.

### **Funding Details**

There is a total of approximately \$1,600,000 of Surface Transportation Program (STP) funds available for PDA planning and implementation projects. The minimum grant amount is set at \$250,000, and the maximum amount that can be allocated per agency is \$500,000. Funding is available for FY 2014/15 and FY 2015/16. Applicants must provide a minimum local cash match of 11.47%.

### **Jurisdiction and Project Requirements**

Selected projects will be subject to federal, state, and regional delivery requirements as noted in

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<sup>1</sup> Specific and station area plans should be consistent with Attachment 2: MTC PDA Planning Program Guidelines.

Metropolitan Transportation Commission (MTC) Resolution No. 3606. See [http://www.mtc.ca.gov/funding/delivery/MTC\\_Res\\_3606.pdf](http://www.mtc.ca.gov/funding/delivery/MTC_Res_3606.pdf).

- Jurisdiction must be in compliance with the Regional Project Funding Delivery Policy requirements at the time of project application.
- Jurisdiction must comply with all Federal Highway Administration (FHWA) and Caltrans Local Assistance and MTC project delivery and reporting requirements.
- Every recipient of funds will need to identify a single point of contact for the implementation of all FHWA administered funds within that jurisdiction. This person must have sufficient knowledge in the federal-aid delivery process to coordinate issues and questions that may arise from project inception to project close-out.
- Jurisdiction must provide a minimum FHWA-required local cash match of 11.47%.
- Jurisdiction must submit a complete package for funding obligation by January 1<sup>st</sup> of the year programmed. Example, a project programmed in FY 2014/15, must submit a complete package for obligation by January 1, 2015. The failure to meet these deadlines may result in the de-programming and redirection of grant funds to other projects.
- Jurisdiction is to submit a “resolution of local support” prior to programming. Template for the resolution is found at: [http://www.mtc.ca.gov/funding/STPCMAQ/STP\\_CMAQ\\_LocalSupportReso.doc](http://www.mtc.ca.gov/funding/STPCMAQ/STP_CMAQ_LocalSupportReso.doc)
- Jurisdiction is to input project information into the MTC Fund Management System (FMS) project application, prior to programming.

### Evaluation Criteria

The proposed project selection and scoring criteria are described below. These are based on criteria used for MTC’s PDA Planning Program and ABAG’s FOCUS Technical Assistance Program.

<b>C/CAG PDA Planning Program Evaluation Criteria</b>	<b>Points</b>
<b>Screening Criteria</b>	
1. <b>Project Location.</b> Project is located in planned or potential PDA.	Required
2. <b>Eligible Activity.</b> Planning activity demonstrates a nexus to transportation	Required
<b>Project Evaluation Criteria</b>	
1. <b>Location within a Community of Concern.</b> Project is located within or serves a Community of Concern as defined by MTC’s Lifeline Transportation Program. See <a href="http://www.mtc.ca.gov/planning/snapshot/0_COC_Reference_Map_11_17.pdf">http://www.mtc.ca.gov/planning/snapshot/0_COC_Reference_Map_11_17.pdf</a> .	5
2. <b>Project Impact.</b> Project demonstrates the potential to: <ul style="list-style-type: none"> <li>• Increase the supply of housing, including affordable housing, and jobs in areas around transit stations, downtowns, and transit corridors</li> <li>• Assist in streamlining the entitlement process and help the PDA become more development ready</li> <li>• Address challenges to achieving infill development and higher densities</li> </ul>	25
3. <b>Project Approach/Scope of Work and Timeline.</b> Project has a well-defined scope of work and timeline identifying the key purpose and objectives	20
4. <b>Matching Funds.</b> The project exceeds the minimum required match and leverages other funding.	15
5. <b>Existing Policies.</b> Jurisdiction has demonstrated a commitment to provide an increase in housing and transportation choices through existing policies, such as innovative parking policies, TOD zoning, transportation demand management strategies, existing citywide affordable housing policies and approved projects,	15

<b>C/CAG PDA Planning Program Evaluation Criteria</b>	<b>Points</b>
supportive general plan policies, sustainability policies, including green building policies and alternative energy policies, etc.	
6. <b>Support.</b> Project demonstrates local community support from major property owner(s), city councils, and relevant transit operator(s) (i.e., public involvement to date, letters of support).	15
7. <b>Commitment to Implementation.</b> Project sponsor has a commitment to and a clear approach and timeframe for plan or project implementation once planning and/or studies are completed.	5

### C/CAG PDA Planning Program Schedule

<b>Event</b>	<b>Date*</b>
<b>Call for Projects Issued</b>	<b>October 2013</b>
<b>Application Workshops</b>	<b>October/November 2013</b>
<b>Applications Due</b>	<b>January 2014</b>
<b>Selection Panel Reviews Applications</b>	<b>January – February 2014</b>
<b>C/CAG Committees and Board Review Selection Committee Recommendations</b>	<b>March – April 2014</b>
<b>Projects Awarded</b>	<b>April 2014</b>

\*Dates may be adjusted as necessary.

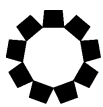
For any questions regarding the program or application process please contact Wally Abrazaldo at 650-599-1455 or [wabrazaldo@smcgov.org](mailto:wabrazaldo@smcgov.org).



## San Mateo County Priority Development Areas

(Source: Association of Bay Area Governments)

Priority Development Area	Place Type	2010-2040 HU Growth
		<b>Jobs-Housing Connection Strategy</b>
<i>(CoC)= Community of Concern</i>		
Downtown Redwood City	City Center	5,243
Downtown San Mateo <i>(CoC)</i>	City Center	1,070
	<b>Total City Center:</b>	<b>6,313</b>
Brisbane, San Francisco/San Mateo Bi-County Area	Suburban Center	0 (in Brisbane Portion)
	<b>Total Suburban Center:</b>	<b>0</b>
Burlingame El Camino Real	Transit Town Center	3,258
Daly City - Bayshore	Transit Town Center	1,992
East Palo Alto - Ravenswood <i>(CoC)</i>	Transit Town Center	856
Menlo Park- El Camino Real Corridor & Downtown	Transit Town Center	915
San Carlos Railroad Corridor	Transit Town Center	774
Downtown South San Francisco <i>(CoC)</i>	Transit Town Center	3,116
	<b>Total Transit Town Center:</b>	<b>10,911</b>
San Mateo Rail Corridor	Transit Neighborhood	5,028
	<b>Total Transit Neighborhood:</b>	<b>5,028</b>
Redwood City - Broadway/Veterans Blvd. Corridor	Mixed-Use Corridor	1,529
San Bruno Transit Corridors <i>(CoC)</i>	Mixed-Use Corridor	3,328
Villages of Belmont	Mixed-Use Corridor	907
Daly City - Mission Blvd. <i>(CoC)</i>	Mixed-Use Corridor	1,048
San Mateo - El Camino Real	Mixed-Use Corridor	1,204
Millbrae Transit Station Area	Mixed-Use Corridor	2,424
El Camino Real Countywide Corridor	Mixed-Use Corridor	3,630
	<b>Total Mixed Use Corridor:</b>	<b>14,070</b>



ABAG

PDA Planning Program  
CYCLE FIVE  
PROGRAM GUIDELINES



**PROGRAM DESCRIPTION & GENERAL GUIDANCE**

The PDA Planning Program is an initiative to finance planning in Priority Development Areas (PDA) that will result in intensified land uses around public transit hubs and bus and rail corridors in the nine-county San Francisco Bay Area. The key goals of this program are to:

- (1) Increase both the housing supply, including affordable housing for low-income residents, and jobs within the planning area
- (2) By increasing land use intensities in the planning area, boost transit ridership and thereby reduce vehicle miles traveled (VMT) by PDA residents, employees and visitors
- (3) Increase walking, bicycling, carpooling and carsharing by effectively managing parking and driving while promoting multimodal connections for residents, employees and visitors within the PDA
- (4) Locate key services and retail within the planning area.

Grantees must address **all** PDA planning elements listed below under Planning Elements. If a precise or specific plan encompassing the PDA has been completed or amended within the last 10 years, select planning elements may be excluded from the planning process. An explanation of how these elements have been addressed must be included in the application.

Note that some of the planning elements listed below (i.e. multimodal access and connectivity, parking demand analysis) should address the relationship between the identified planning area and key surrounding land uses outside of the planning boundaries.

Jurisdictions must be prepared to comply with all federal contracting requirements associated with planning grant funds.

Grant funding works on a reimbursement basis for agreed-upon deliverables associated with the scope of work for the project. The grant and match are to cover direct project costs, including staff and project oversight.

Specific plans—or an equivalent—are preferred due to the ability to conduct programmatic Environmental Impact Reports (EIRs) on the plan in order to facilitate the development process. EIRs are strongly recommended as part of the proposed planning process, although not required. However, there must be a strong implementation component for any planning process funded through this program, including agreement by the local jurisdiction to formally adopt the completed plan. Refer to the chart below for specific award guidelines by place-type. A description of development guidelines associated with each FOCUS Program place-type is found in Appendix 2.

**Award Guidelines by Place-type**

Place-type	Regional Center, City Center, Suburban Center, Urban Neighborhood	Transit Neighborhood, Transit Town Center, Mixed-Use Corridor,
Award	<ul style="list-style-type: none"> <li>▪ Up to \$750,000 if both Specific Plan &amp; EIR</li> <li>▪ Up to \$400,000 if EIR only</li> </ul>	<ul style="list-style-type: none"> <li>▪ Up to \$500,000 if both Specific Plan &amp; EIR</li> <li>▪ Up to \$250,000 if EIR only</li> </ul>
Outcome	Specific Plan and/or EIR	Specific Plan and/or EIR

## PLANNING ELEMENTS

Plans funded under this program should address the Station Area Planning Principles outlined in the *Station Area Planning Manual* ([http://www.mtc.ca.gov/planning/smart\\_growth/Station\\_Area\\_Planning\\_Manual\\_Nov07.pdf](http://www.mtc.ca.gov/planning/smart_growth/Station_Area_Planning_Manual_Nov07.pdf)). At a minimum, plans should include the planning elements listed below.

As noted above, if a precise or specific plan encompassing the planning area has been completed or amended within the last 10 years, select planning elements from the list below may be excluded from the planning process. In that case, the applicant should outline the requested needs **and explain how all remaining planning elements outlined below have been satisfied.**

A detailed description of each planning element is included in **Appendix 1**. Additional information is also found in the *Station Area Planning Manual* referenced above.

- (1) An ***overview profile*** of the planning area including demographic and socio-economic characteristics, transit/travel patterns and use, physical aspects of the PDA, as well as any known issues to be addressed in the planning process
- (2) A significant public ***outreach and community involvement*** process targeting traditionally under-served populations
- (3) The development of several detailed ***land use alternatives***
- (4) A ***market demand analysis*** for housing at all levels of affordability, jobs and retail in the planning area
- (5) A ***housing strategy*** that promotes housing affordable to low-income residents and attempts ***to minimize displacement*** of existing residents
- (6) A multi-modal ***access and connectivity*** component
- (7) ***Pedestrian-friendly design standards*** for streets, buildings and open space
- (8) An ***accessibility analysis*** for people with disabilities that ensures fully accessible transit stations, paths of travel between stations and surrounding areas, and visitable and habitable housing units
- (9) A ***parking analysis*** to create a parking policy and management element that aims at reducing parking demand and supply through pricing, zoning, and support for alternative modes
- (10) An ***infrastructure development analysis*** and budget
- (11) An ***implementation plan***, along with a financing strategy, to ensure that the plan will be adopted and all necessary supporting policies, zoning, and programs will be updated.

## EVALUATION CRITERIA (100 POINTS TOTAL)

### 1. Location within a Community of Concern (7 points)

Project area includes a Community of Concern as defined by MTC's Lifeline Transportation Program - see <http://geocommons.com/maps/110983>

### 2. Project Impact (25 points)

- (a) Potential to increase the following within the planning area:
  - Housing supply, particularly affordable housing for low-income residents
  - Employment, key services and retail
  - Transit ridership and multi-modal transportation options
- (b) If applicable, potential for the transit station and/or transit serving the station or planning area to be operational within 10 years
- (c) Selection of appropriate place-type and ability to meet associated development guidelines as found in Appendix 2.

### 3. Existing Policies (15 points)

- (a) Jurisdiction has demonstrated a commitment to provide an increase in housing and transportation choices demonstrated through existing policies, such as innovative parking policies, TOD zoning, transportation

demand management strategies, existing citywide affordable housing policies and approved projects, supportive general plan policies, sustainability policies, including green building policies and alternative energy policies, etc.

#### **4. Planning Process (23 points)**

- (a) Potential for plan to address the planning elements described above and in Appendix 1. Narrative includes strong strategic approach to addressing **all** of the planning elements and highlights any local issues or conditions related to the elements, indicating how they may factor into the planning process. If any planning element(s) will not be included in plan because the jurisdiction has completed or updated a precise or specific plan in the last 10 years, applicant has demonstrated that policies, programs or analyses already exist that satisfy the intent of each element.

#### **5. Local Commitment (15 points)**

- (a) Planning process is ready to begin. City is prepared to see the plan through to implementation, including any associated updates to the jurisdiction's general plan and zoning code.
- (b) Demonstration of community, major property owner(s), City Council, relevant transit operator(s) and congestion management agency support for planning process (public involvement to date, support letters, etc.).

#### **6. Implementation (15 points)**

- (a) Plan, related zoning changes and general plan amendments and EIR (if applicable) are intended for adoption by City Council or Board of Supervisors
- (b) Jurisdiction has plans to ensure that development proposals conform to both the plan and community expectations.

**PDA Plans must be completed within 30 months from execution of the funding agreement.** Planning funds not invoiced within 30 months will revert to the planning program.

# C/CAG Priority Development Area (PDA) Planning Program Application

## Section 1: General Project Information

### General Project Information

Sponsor Agency:

Implementing Agency:

Project Title:

Name of PDA:

Funds Requested:  
Minimum \$250,000  
Maximum \$500,000

Note:

- Maximum amount that can be awarded per agency is \$500,000

### Project Manager

Name:

Title:

Agency:

Phone Number:

E-mail Address:

## Section 2: Project Description and Narrative

### Project Location

Name of PDA:

Description of project area and boundaries:  
(also attach map showing relevant transportation and land use information)

Does the project area fall within or serve a Community of Concern (CoC) as defined by the MTC Lifeline Program?

- Yes
- No

See [http://www.mtc.ca.gov/planning/snapshot/0\\_COC\\_Reference\\_Map\\_11\\_17.pdf](http://www.mtc.ca.gov/planning/snapshot/0_COC_Reference_Map_11_17.pdf).

**Type of Planning Activity (check all that apply)**

- Specific Plan
- Precise Plan
- Zoning Amendment
- Form-Based Code
- Program-Level Environmental Impact Report (EIR)
- Other (describe in narrative)

Note:

- Specific and station area plans should be consistent with the attached PDA Planning Program Guidelines from MTC.

**Project Narrative**

Describe the impacts of project and explain how they are aligned with the goals of the C/CAG PDA Planning Program.

Describe the project approach, scope of work, expected deliverables, estimated budget, and timeline. Include attachments as necessary.

Have any other plans (targeted planning efforts, including specific plans, precise plans, area plans, concept plans, etc.) been developed within the last 10 years that cover the project area?

- Yes – Please attach list of individual planning efforts and date completed.
- No

If yes, please explain the reason for updating existing plans and how previous plans were implemented.

**Project Cost**

Requested PDA  
Planning Funds:

Local Match:  
(Minimum 11.47%)

Other Project Funds:

Total Project Funds:

Source of Other Project  
Funds:

**Section 3: Existing Policies and Community Support**

**Existing Policies**

Describe how the jurisdiction in which the project is located has demonstrated a commitment to provide an increase in housing and transportation choices through existing policies (i.e. innovative parking policies, pedestrian-oriented design standards, transportation demand management strategies, affordable housing policies/ordinances, general or specific plan policies, etc.).

**Support and Commitment to Implementation**

Does this project have local community involvement in the planning process leading to the project and local support and/or council approval?

- Yes – Attach any supporting documentation (e.g. letters of support)
- No

If yes, please describe the community involvement and/or evidence of local support.

Describe the proposed approach and timeframe for plan implementation or project implementation once planning and/or studies have been completed.