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AGENDA

Congestion Management & Environmental Quality (CMEQ) Committee

Date: Monday, November 29, 2021
Time: 3:00 p.m.

On September 16, 2021, the Governor signed AB 361, which amended certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings remotely via telephonically or by other electronic means under specified circumstances. Thus, pursuant to Government Code section 54953(e), C/CAG Committee meetings will be conducted via remote conferencing. Members of the public may observe or participate in the meeting remotely via one of the options below.

Join Zoom Meeting:

<https://us02web.zoom.us/j/82013603969?pwd=NEZZaDBMR013UWMwOUVjNHZkdXFiUT09>

Meeting ID: 820 1360 3969
Passcode: 443599

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Persons who wish to address the C/CAG CMEQ Committee on an item to be considered at this meeting, or on items not on this agenda, are asked to submit written comments to jlacap@smcgov.org. Spoken public comments will also be accepted during the meeting through Zoom. Please see instructions for written and spoken public comments at the end of this agenda.

1. Brief Overview of Teleconference Meeting Procedures	Information (Lacap)	No Materials
2. Public comment on items not on the agenda	Presentations are limited to 3 mins	No Materials
3. Issues from the November 2021 C/CAG Board meeting:	Information (Lacap)	No Materials
<ul style="list-style-type: none"> • Approved Resolution 21-80 to allow continuation of remote meetings • Approved – Open a public hearing on the draft update to the Congestion Management Program and continue the public hearing to December 9, 2021 • Approved – US 101 Mobility Action Plan 		
4. Approval of minutes of October 25, 2021 meeting	Action (O’Neill)	Pages 1 – 3
5. Review and approval of the 2022 CMEQ meeting calendar	Action (Lacap)	Page 4



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| 6. Review and recommend approval of the Final 2021 Congestion Management Program (CMP) and Monitoring Report | Action (Lacap) | Page 5 – 7 |
| 7. Receive a presentation on the San Mateo Countywide Vehicles Miles Traveled (VMT) Estimation Tool | Information (Lacap) | Page 8 - 9 |
| 8. Executive Director Report | Information (Charpentier) | No Materials |
| 9. Member comments and announcements | Information (O'Neill) | No Materials |
| 10. Adjournment and establishment of next meeting date:
January 31, 2022 | Action (O'Neill) | No Materials |

PUBLIC NOTICING: All notices of C/CAG regular Board meetings, standing committee meetings, and special meetings will be posted at the San Mateo County Transit District Office, 1250 San Carlos Ave., San Carlos, CA, and on C/CAG's website at: <http://www.ccag.ca.gov>.

PUBLIC RECORDS: Public records that relate to any item on the open session agenda for a regular Board meeting, standing committee meeting, or special meeting are available for public inspection. Those public records that are distributed less than 72 hours prior to a regular Board meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members, of the Board. The Board has designated the City/County Association of Governments of San Mateo County (C/CAG), located at 555 County Center, 5th Floor, Redwood City, CA 94063, for the purpose of making public records available for inspection. Such public records are also available on C/CAG's website at: <http://www.ccag.ca.gov>. Please note that C/CAG's office is temporarily closed to the public; please contact Mima Guilles at (650) 599-1406 to arrange for inspection of public records.

PUBLIC PARTICIPATION DURING VIDEOCONFERENCE MEETINGS: Persons with disabilities who require auxiliary aids or services to participate in this meeting should contact Mima Guilles at (650) 599-1406, five working days prior to the meeting date.

Written comments should be emailed in advance of the meeting. Please read the following instructions carefully:

1. Your written comment should be emailed to jlacap@smcgov.org.
2. Your email should include the specific agenda item on which you are commenting or note that your comment concerns an item that is not on the agenda.
3. Members of the public are limited to one comment per agenda item.
4. The length of the emailed comment should be commensurate with the two minutes customarily allowed for verbal comments, which is approximately 250-300 words.
5. If your emailed comment is received at least 2 hours prior to the meeting, it will be provided to the C/CAG CMEQ Committee members, made publicly available on the C/CAG website along with the agenda. We cannot guarantee that emails received less than 2 hours before the meeting will be read during the meeting, but such emails will be included in the administrative record of the meeting.

Spoken comments will be accepted during the meeting through Zoom. Please read the following instructions carefully:

1. The C/CAG Board meeting may be accessed through Zoom at the online location indicated at the top of this agenda.
2. You may download the Zoom client or connect to the meeting using an internet browser. If using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
3. You will be asked to enter an email address and name. We request that you identify yourself by your name as this will be visible online and will be used to notify you that it is your turn to speak.
4. When C/CAG staff or CMEQ Chair call for the item on which you wish to speak, click on "raise hand." Staff will activate and unmute speakers in turn. Speakers will be notified shortly before they are called on to speak.
5. When called, please limit your remarks to the time allotted.

If you have any questions about this agenda, please contact C/CAG staff: Jeff Lacap, jlacap@smcgov.org

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS COMMITTEE ON CONGESTION
MANAGEMENT AND ENVIRONMENTAL QUALITY (CMEQ)**

**MINUTES
MEETING OF October 25, 2021**

The meeting was called to order by Vice Chair Alba at 3:01 p.m. via Zoom Videoconference. Roll call for attendance was taken. Attendance sheet is attached.

1. Brief Overview of Teleconference Meeting Procedures

Jeff Lacap, C/CAG Staff, provided an overview of the teleconference meeting procedures.

2. Public comment on items not on the agenda

None.

3. Issues from the October 2021 C/CAG Board meeting. (Information)

Jeff Lacap, C/CAG Staff, noted the agenda listed the status of items recently addressed by the C/CAG Board, and offered to respond to any questions.

4. Approval of minutes of the September 27, 2021, 2021 meeting. (Action)

Motion – To approve the minutes of the September 27, 2021 CMEQ meeting, Koelling/Reddy. Beach, Bonilla, Mates, Reddy, Brown, McCune, Koelling, and Alba approved. Motion passed 8-0.

5. Review and recommend approval of the Draft 2021 Congestion Management Program (CMP) and Monitoring Report. (Action)

C/CAG staff Jeff Lacap introduced Cory Peterson of TJKM, who presented the findings of the Draft 2021 Congestion Management Program (CMP) and Monitoring Report.

Committee members had questions about the pedestrian and bicycle counts collected, using real time transit arrival data to measure travel time, and cut-through traffic. Staff committed to incorporate the requested changes in the 2021 CMP if possible, given the timeframe and budget, and to ensure that they are included in the 2023 CMP.

Motion – To recommend approval of the Draft 2021 Congestion Management Program (CMP) and Monitoring Report, Beach/Reddy. Beach, Bonilla, Mates, Reddy, Brown, McCune, Koelling, and Alba approved. Motion passed 8-0.

6. Executive Director Report (Information)

Sean Charpentier, C/CAG Executive Director, provided the following updates:

- CMEQ Committee Member Bonilla received the 2021 Housing Leader Award by the Housing Leadership Council of San Mateo County.
- C/CAG Staff Jeff Lacap has been promoted to Transportation Systems Coordinator.

- C/CAG is recruiting for two Transportation Programs Specialists.
- Applications for TDA Article 3 Call for Projects is due on November 15.
- C/CAG is soliciting applications for City Councilmembers for the City-At Large, Coastal, and Central seats for the OneShoreline Board of Directors. Deadline is Nov 30th and the CCAG Board is expected to appoint at the December 9th meeting.

7. Member comments and announcements (Information)

None.

8. Adjournment and establishment of next meeting date

The meeting adjourned at 3:55 p.m.

The next regular meeting was scheduled for November 29, 2021

2021 C/CAG Congestion Management & Environmental Quality (CMEQ) Committee Attendance Report

Name	Representing	Jan	Feb	Mar	Apr	May	Jun	Jul (No Mtg.)	Aug	Sept	Oct	Nov	Dec (No Mtg.)
Emily Beach (Burlingame City Council Member)	Elected Official	X	X	X	X	X			X	X	X		
Rick Bonilla (San Mateo City Council Member)	Elected Official	X		X	X	X			X	X	X		
Julia Mates (Belmont City Council Member)	Elected Official		X	X	X				X	X	X		
Mike O’Neill (Pacifica City Council Member)	Elected Official	X	X	X	X	X	X			X			
Diana Reddy (Redwood City Council Member)	Elected Official		X	X	X	X	X		X	X	X		
Dick Brown (Woodside Town Council Member)	Elected Official	X	X	X	X	X	X		X	X	X		
Reuben Holober (Millbrae City Council Member)	Elected Official	X	X	X	X	X	X		X	X			
Tom McCune (Belmont City Council Member)	Elected Official		X	X	X	X			X	X	X		
Patrick Sullivan (Foster City Council Member)	Elected Official	X			X	X	X		X	X			
Gina Papan (MTC Commissioner)	Metropolitan Transportation Commission (MTC)	X	X	X	X	X	X		X	X			
Lennie Roberts	Environmental Community	X			X	X	X			X			
Linda Koelling	Business Community	X	X	X	X	X	X		X	X	X		
Peter Ratto	San Mateo County Transit District (SamTrans)		X	X	X	X	X		X	X	X		
Jessica Alba	Public Member	X	X	X	X	X			X	X	X		
<i>Vacant</i>	<i>Peninsula Corridor Joint Powers Board (Caltrain)</i>												
<i>Vacant</i>	Agencies with Transportation Interests												

Staff and Guests in attendance for the October 25, 2021 Meeting

Sean Charpentier, Kaki Cheung, Kim Springer, Jeff Lacap - C/CAG Staff

Emma Shlaes – Commute.org, Cory Peterson, Ruta Jariwala - TJKM

C/CAG AGENDA REPORT

Date: November 29, 2021
To: C/CAG Congestion Management and Environmental Quality (CMEQ) Committee
From: Jeff Lacap, Transportation Systems Coordinator
Subject: Review and approval of the 2022 CMEQ meeting calendar.

(For further information or response to questions, contact Jeff Lacap at jlacap@smcgov.org)

RECOMMENDATION

That the C/CAG Congestion Management and Environmental Quality (CMEQ) Committee review and approve the regular meeting calendar for 2022.

FISCAL IMPACT

None

SOURCE OF FUNDS

N/A

BACKGROUND

The proposed meeting calendar for 2022 is as follows:

C/CAG Congestion Management & Environmental Quality Committee	
Mondays 3:00 p.m.	
January 31	July – No Meeting
February 28	August 29
March 28	September 26
April 25	October 31
May 23 (May 30 is Memorial Day)	November 28
June 27	December - No Meeting

All meetings are scheduled for the last Monday of the month except for May 23rd. Also, following the CMEQ committee’s decision for past years, staff recommends to not schedule meetings for the months of July and December. It is noted that Rosh Hashanah falls on September 26, 2022 and staff requests that the Committee determine if the September CMEQ Meeting should be rescheduled.

Meetings begin at 3:00 p.m. and are currently held via Zoom Videoconference due to COVID-19.

ATTACHMENTS

None.

C/CAG AGENDA REPORT

Date: November 29, 2021
To: C/CAG Congestion Management and Environmental Quality (CMEQ) Committee
From: Jeff Lacap, Transportation Systems Coordinator
Subject: Review and recommend approval of the Final 2021 Congestion Management Program (CMP) and Monitoring Report

(For further information contact Jeff Lacap at jlacap@smcgov.org)

RECOMMENDATION

That the C/CAG CMEQ Committee review and recommend approval of the Final 2021 Congestion Management Program (CMP) and Monitoring Report

FISCAL IMPACT

\$120,796 for consultant services to provide traffic monitoring services for the 2021 CMP; approved by the C/CAG Board at the March 2021 meeting.

SOURCE OF FUNDS

Funding for consultant services will come from the C/CAG Transportation Fund.

BACKGROUND

Overview

Every two years, C/CAG as the Congestion Management Agency for San Mateo County, is required to prepare and adopt a Congestion Management Program (CMP) for San Mateo County. The purpose of the CMP is to identify strategies to respond to future transportation needs, develop procedures to alleviate and control congestion, and promote countywide solutions. The CMP is required to be consistent with the Metropolitan Transportation Commission (MTC) planning process that includes regional goals, policies, and projects for the Regional Transportation Improvement Program (RTIP). The 2021 CMP, which is developed to be consistent with MTC's Plan Bay Area 2050, also provides updated program information and performance monitoring results for the CMP roadway system.

2021 Final CMP Update

On October 21, 2021, the C/CAG Congestion Management Program Technical Advisory Committee (CMP TAC) recommended approval of the 2021 Draft CMP.

The C/CAG Congestion Management and Environmental Quality Committee (CMEQ) also recommended approval at their meeting on October 25, 2021, but further recommended that staff provide a comparison in the bicycle and pedestrian counts taken from the 2019 monitoring report versus 2021 bicycle and pedestrian counts. The committee also recommended that staff investigate

whether real time transit travel times should be used versus the published transit timetables currently used in reporting travel times.

Responses to the comments received from the CMP TAC, CMEQ Committee, and C/CAG Board are summarized in the table below:

<u>Date</u>	<u>Committee/Board</u>	<u>Comment</u>	<u>Response</u>
10/21/2021	CMP TAC	Will the traffic count data will be shared with the member agencies?	Yes, this data will be shared with C/CAG, who will then share it with member agencies as requested.
10/25/2021	CMEQ	Regarding bicycle and pedestrian counts, it was requested to include a comparison with available data from past years.	A comparison between 2021 counts and available 2019 counts has been included in the revised Draft Report.
10/25/2021	CMEQ	Several members commented on the use of published schedules to calculate SamTrans travel times. There is concern that it would not provide an accurate picture as buses are often late due to traffic. It was requested to include actual travel times of the SamTrans buses in the CMP Monitoring Report.	TJKM and C/CAG has worked with SamTrans to obtain transit data for 2021 and will be included in the Draft Final Report.
10/25/2021	CMEQ	A concern was raised regarding cut through traffic along city streets in Foster City, primarily on Hillsdale Blvd, Edgewater Dr, and Foster City Blvd. Can the CMP address this?	The analysis of cut through traffic is outside the scope of the CMP. However, member agencies can use the Streetlight Data subscription, which includes origin and destination data, to analyze potential cut through traffic.
11/18/2021	C/CAG Board	Regarding the use of Vehicle Miles Traveled (VMT) as a Performance Metric, can the CMP address this?	While the CMP legislation still requires the use of Level of Service (LOS) as a metric, staff is exploring ways to incorporate VMT into future updates but continue to perform monitoring on the CMP roadway network.
11/18/2021	C/CAG Board	A comment was raised regarding references to shuttle services in the City of Millbrae and other various editorial comments.	TJKM will update the report to address the comments received.

The C/CAG Board approved to open a public hearing on the update to the 2021 Congestion Management Program and continue the public hearing to December 9, 2021 at their November 18, 2021 meeting.

The C/CAG CMP TAC recommended approval of the Final 2021 Congestion Management Program at their November 18, 2021 meeting.

Recommendation

Staff requests that the CMEQ Committee review and recommend approval of the Final 2021 Congestion Management Program (CMP) and Monitoring Report.

The next steps include:

<u>Date</u>	<u>Activity</u>
November 29, 2021	Final 2021 CMP to CMEQ
December 9, 2021	Final 2021 CMP to Board

ATTACHMENTS

- Final Draft 2021 San Mateo County CMP – Executive Summary (*Available for download at:*
<https://ccag.ca.gov/committees/congestion-management-and-environmental-quality-committee/>
/)
- Final Draft 2021 CMP Monitoring Report (*Available for download at:*
<https://ccag.ca.gov/committees/congestion-management-and-environmental-quality-committee/>
/)
- Final Draft 2021 San Mateo County CMP & Appendix (*Available for download at:*
<https://ccag.ca.gov/committees/congestion-management-and-environmental-quality-committee/>
/)

C/CAG AGENDA REPORT

Date: November 29, 2021
To: C/CAG Congestion Management and Environmental Quality (CMEQ) Committee
From: Jeff Lacap, Transportation Systems Coordinator
Subject: Receive a presentation on the San Mateo Countywide Vehicles Miles Traveled (VMT) Estimation Tool

(For further information or response to questions, contact Jeff Lacap at jlacap@smcgov.org)

RECOMMENDATION

That the C/CAG CMEQ Committee receive a presentation on the San Mateo Countywide Vehicles Miles Traveled (VMT) Estimation Tool.

FISCAL IMPACT

The cost of providing technical services to develop a VMT estimation tool is not to exceed \$241,000.

SOURCE OF FUNDS

Funding for this agreement will come from the C/CAG Congestion Relief Funds.

BACKGROUND

Senate Bill (SB) 743

In September 2013, the governor signed into law Senate Bill (SB) 743, which required agencies to change the significance metric used to assess the transportation impacts of land use and transportation projects under CEQA (California Environmental Quality Act) from LOS (automobile delay, Level of Service) to VMT (Vehicle Miles Traveled). The intent is that the new metric will better align with other statewide goals, such as greenhouse gas emissions reduction and Sustainable Communities Strategies (SCS) that encourage multimodal development and promote infill opportunities in dense urban areas.

As the Congestion Management Agency (CMA) for Santa Mateo County and through its Congestion Management Program (CMP), C/CAG has a statutory role to work with its member agencies (the 20 cities and towns in Santa Clara County, as well as the County of San Mateo) on issues related to land use and transportation. As part of this role, C/CAG is working with its member agencies on the transition from LOS to VMT.

OPR (Governor's Office of Planning Research) was the lead in developing guidelines to implement SB 743. Since early 2014, OPR has worked with numerous stakeholders across the state in developing guidelines for evaluation of the transportation impacts of proposed residential, mixed use, commercial developments, and transportation projects under CEQA. C/CAG has provided comments to OPR on previous draft and final guidelines.

In January 2018, OPR submitted proposed CEQA amendments to the California Natural Resources Agency (CNRA) for final rulemaking. CNRA concluded the rule making process on March 15, 2018 and the final CEQA Guidelines were published on December 28, 2018. Statewide application of the new metric began on July 1, 2020.

As local agencies implement SB 743, one of the decisions they need to make is what tool they will use to estimate VMT for land use projects and plans in their CEQA documents. OPR provided some general guidance on estimating project VMT in their Technical Advisory, but has left much of the discretion to lead agencies to select a tool. Based on some of the Bay Area agencies that have made the switch from LOS to VMT so far, it appears that land use project evaluation will involve a combination of: (a) "screening out" projects that meet certain criteria so their VMT does not need to be quantified; (b) running a travel demand model for larger or more unique projects; and (c) using a spreadsheet or web-based "sketch/estimation tool" for more routine projects.

C/CAG Staff has convened the SB 743 Ad Hoc Working Group, represented by staff of C/CAG member agencies, and received responses for C/CAG to assist in the SB 743 implementation process by coordinating consistent methods to estimate VMT across the county.

At the November 19, 2019 meeting, the C/CAG Board approved Resolution 19-75, which authorized C/CAG to enter into a contract with Fehr & Peers to develop a VMT Estimation Tool for San Mateo County in an amount not to exceed \$241,000. Since that time, C/CAG staff, together with Fehr & Peers and a Technical Advisory Group comprised of staff members from city staff representing both transportation and planning staff have worked together to develop the recommendations that are the basis for the estimation tool.

C/CAG has developed a countywide, web and Geographic Information Systems (GIS)-based tool, called the San Mateo Countywide VMT Evaluation Tool that local agencies will be able to perform the following to assist with determining the significance of a project's transportation impacts under CEQA

- **Baseline VMT Screening Evaluation** - The tool helps conduct a baseline VMT screening evaluation for small- to medium-sized residential, office and industrial land use projects within San Mateo County. The Tool can evaluate these land uses individually, in combination with each other, and with or without local-serving retail.
- **Screens Land Use Projects** – By identifying whether projects fall within a low-VMT area according to the applicable jurisdiction's VMT threshold, and/or whether they fall within proximity to transit, the tool screens land use projects to determine whether further VMT analysis is necessary,
- **Land Use Project-Generated VMT Estimation** - Using VMT data from a travel demand model at the specific project location, the tool estimates the project-generated VMT associated with the project and calculates project-generated VMT after reductions from certain VMT-reducing measures are applied.

ATTACHMENTS

None.