



# SWAT

Danville • Lafayette • Moraga • Orinda • San Ramon & the County of Contra Costa

## *SOUTHWEST AREA TRANSPORTATION COMMITTEE*

### Meeting of January 7, 2008

**3:00 p.m. SWAT Board Meeting**  
District 2 Supervisor's Lamorinda Office  
Fire District Headquarters  
3338 Mt. Diablo Boulevard, Lafayette, CA

### AGENDA

1. Call to Order/Self Introductions
2. Public Comment
3. Board Member Comment
4. Administrative Items
5. Adoption of Agenda
6. **Review/Approval** of Minutes From December 3, 2007 \*
7. **Appoint** the new SWAT Chair and Vice Chair\*
8. **Consider Request** by Lafayette Representative on SWAT to Consider Addendum to SWAT Bylaws\*
9. **Appoint** the new SWAT South County representative to the CCTA\*
10. **Update and Discussion** on Draft Measure J Implementation Guide\*
11. **Status Update** on TVTC Transportation Plan/Action Plan
12. **Status Update** on 2008 Bike to Work Day\*
13. Written Communication, Items of Interest, Outgoing Communication - **Consider Actions as Appropriate\***
14. Discussion: Next Agenda
15. Adjourn to February 4, 2008 or Other Meeting as Deemed Appropriate

\*Indicates material on this item is attached.

The SWAT Committee will provide reasonable accommodation for persons with disabilities planning to participate in SWAT monthly meetings. Please contact Andy Dillard at least 48 hours before the meeting at (925) 314-3384 or [adillard@ci.danville.ca.us](mailto:adillard@ci.danville.ca.us)

**Staff Contact:** Andy Dillard, Town of Danville

Phone: (925) 314-3384 / E-Mail: [adillard@ci.danville.ca.us](mailto:adillard@ci.danville.ca.us)

Agendas, minutes and other information regarding this committee can be found at: [www.co.contra-costa.ca.us/depart/cd/transportation/committee/swat/](http://www.co.contra-costa.ca.us/depart/cd/transportation/committee/swat/)

***SOUTHWEST AREA TRANSPORTATION COMMITTEE***  
**MEETING LOCATION MAP**

**District 2 Supervisor's Lamorinda Office**  
**Fire District Headquarters**  
**3338 Mt. Diablo Boulevard, Lafayette, CA 94549**  
(parking is available behind the building)

**\*PLEASE NOTE NEW LOCATION\***



**AGENDA ITEM 6**



# SWAT

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Danville • Lafayette • Moraga • Orinda • San Ramon & the County of Contra Costa

**SUMMARY MINUTES**  
**December 3, 2007**  
**2200 Camino Ramon, San Ramon, CA**

**Committee Members Present:** Dave Hudson, City of San Ramon; Gayle Uilkema, Contra Costa County; Karen Stepper, Town of Danville; Amy Worth, City of Orinda; Mike Metcalf, Town of Moraga

**Staff members present:** Lisa Bobadilla, Darlene Amaral, Tai Williams, Andy Dillard, Leah Greenblat, Calvin Wong, Moncia Pacheco, Steve Goetz

**Others present:** Hisham Noeimi, CCTA; Jack Hall, CCTA; Michael Tanner, BART; Candace Andersen, Town of Danville

Meeting convened with a quorum by Chair Hudson at 3:08 p.m.

1. **Call to Order/Self Introductions**
2. **Public Comment:** None
3. **Board Member Comment:** None
4. **Administrative Items:** Andy Dillard recorded the minutes. Extra agenda packets and handouts were made available.

5. **Adoption of Agenda:**

The Committee took action to adopt the agenda as written.

**ACTION:** Worth/Metcalf/Unanimous

6. **Review/Approval** of Minutes from November 5, 2007

**ACTION:** Worth/Hudson/Unanimous

7. **Review and Consider** full funding of eBART in initial Measure J Strategic Plan

The Committee supported full funding for eBART in the Measure J Strategic Plan with the Authority's proposed option of committing a third bond issue in 2015. The Committee's motion of support was also made with the understanding that future STIP dollars will be committed to the other three sub regions of the county over the next ten years, a good faith resolution will be made by BART and MTC to commit funds to the project, the minimum scope of the project is constructed (through Antioch), and that the eBART program category will pay for the debt service and 5% of the project management costs.

**ACTION:** Uilkema/Metcalf/Unanimous

8. **Review and Comment** on 25-Year STIP project list

The Committee discussed the 25-year program for Contra Costa STIP funds for the 2009 RTP. The Committee did not recommend modifying the preliminary STIP project list, but did make a motion to prioritize the three STIP projects listed from the SWAT region. The prioritization order of projects was agreed to be 1) I-680 Auxiliary Lanes (Segment 2), 2) I-680/Norris Canyon HOV ramps, 3) Parallel Arterial Widening and Improvements. The Committee agreed that completing Measure C projects should take precedence over new projects.

**ACTION:** Stepper/Worth/Unanimous

9. **Status Update** on TVTC Transportation Plan/Action Plan

Tai Williams reported that the Tri-Valley Action Plan efforts are moving forward and on schedule. As part of the action plan update, TVTC has been discussing the possibility of classifying the Routes of Regional significance within the Tri-Valley in order to recognize the types of trips served on the routes. The routes would be classified as either interregional or intraregional.

**ACTION:** None

10. **Review** of 2008 SWAT Chair, Vice Chair, and potential CCTA appointments

The 2008 SWAT Chair and Vice Chair rotations were discussed. It was noted that the 2008 SWAT Chair is scheduled to rotate to the County representative, and the SWAT Vice Chair to the Lafayette representative. It was also noted that the San Ramon Valley SWAT representative to CCTA is scheduled to rotate to the Danville SWAT representative.

**ACTION:** None

11. **Written Communication, Items of Interest, Outgoing Communication - Consider Actions As Appropriate:**

The monthly update on the SWAT 511 Southwest County TDM Program was made available. Lafayette provided a Notice of Intent to Adopt a Negative Declaration for a project at 3800 Mt. Diablo Boulevard. A letter from the Authority requesting comments on the Draft *Implementation Guide for Measure J* was made available.

**ACTION:** None

12. **Discussion:** Next Agenda

It was decided that the January 7, 2008 SWAT meeting will be held in Lafayette.

**ACTION:** None

13. **Adjourn to January 7, 2008** which will be held at Supervisor Uilkema's Lamorinda Office in Lafayette, or **Other Meeting as Deemed Appropriate:**

**ACTION:** Meeting adjourned by Chair Hudson at approximately 4:23 p.m.

**Staff Contact:**

Andy Dillard

314-3384/838-0360

adillard@ci.danville.ca.us

**AGENDA ITEMS 7 & 9**

## **SOUTHWEST REGIONAL TRANSPORTATION PLANNING COMMITTEE**

### **RULES OF PROCEDURE**

1. **Composition.** The Southwest Area Transportation Planning Committee ("SWAT") is composed of representatives from Danville, Lafayette, Moraga, Orinda, San Ramon and the County.

2. **Membership of the SWAT.**

(a) **Composition**

(1) There shall be six voting members on the SWAT Board. Voting members must be elected officials, one each from the five city/town councils, and one from the County Board of Supervisors. If there are two supervisors who represent the region, the Board shall decide which of them is the voting member.

(2) Each Council/Board of Supervisors shall appoint a representative to the Contra Costa Transportation Authority Citizen Advisory Committee (CAC). This representative may be a Planning or Transportation Commissioner or Committee member who will serve at the discretion of the Council/Board of Supervisors. The role and term of this representative are to be defined by the Council/Board of Supervisors, and shall be forwarded to SWAT. Citizen Advisory committee representatives are not voting members of SWAT.

(b) **Terms of Office**

Appointments to the Committee are for two-year terms, coterminous with those of the Contra Costa Transportation Authority (CCTA). The appointee must remain a council member, mayor, or supervisor to serve.

(c) **Alternate**

Each member jurisdiction may appoint an alternate who must be and remain a mayor, council member or supervisor in order to serve.

(d) **Removal**

Alternates or representatives may be removed from office by the appointing jurisdiction. If a member is removed, the appointing jurisdiction shall appoint a replacement to fill the remainder of the member's term within 30 days after the removal.

3. **SWAT Chair and Vice-Chair**

(a) The SWAT Chair and Vice-Chair shall rotate on a 12-month term, from January through December.



- (b) The sequence of rotation shall be, Contra Costa County, Lafayette, Danville, Orinda, Moraga, San Ramon.
- (c) The Vice-Chair shall be the jurisdiction that is next in rotation to hold the Chair seat.

#### 4. Representation on Contra Costa Transportation Authority

- (a) The voting members of SWAT will appoint from among themselves two representatives and two alternates to the CCTA. Representatives and alternates must be and remain mayors or city council members.

One representative and one alternate shall be selected from the San Ramon Valley (SRV) cities and one representative and one alternate shall be selected from the Lamorinda cities. Representatives shall serve two-year terms.

- (b) Commissioners shall adhere to the policy direction of the SWAT.

Representatives or alternates may be removed from office by an absolute 2/3 vote of the Committee (four votes). If a member is removed, the Committee shall appoint a replacement to fill the remainder of the member's term as soon as possible after the removal. It is up to the subregions to make their determinations on selecting their representatives.

- (c) It is important to be fully represented at the Authority meetings. If the member or alternate cannot be present, the member shall attempt to have another elected official from the same area (Lamorinda or SRV) attend the Authority meeting.
- (d) The position of the representative to the Authority should be rotated among the member cities of the subregion (Lamorinda, SRV) at the end of each term.

#### 5. Functions of SWAT

- (1) To review and coordinate transportation plans and project proposals for the southwest region.
- (2) To serve as an advisory unit to the Contra Costa Transportation Authority, on all matters concerning the "Transportation Improvement and Growth Management Program" adopted by the voters of Contra Costa County on November 8, 1988.
- (3) To provide a forum on transportation issues which are regional in nature and to convey information on these issues to each jurisdiction.
- (4) To consider other transportation issues of mutual concern both in the southwest region and at a countywide level. Examples of such issues are integration of traffic signal systems, improvement in transit and paratransit systems, and transportation systems management.
- (5) Determine, pursuant to Section 27 of CCTA Ordinance No.88-01, the financial programming of the "Major Arterials" as defined therein, and provide input into the CCTA Strategic Plan update.

- (6) Review all proposed official actions of the Authority and provide the Authority with recommendations on such proposed action.
- (7) To coordinate and facilitate the process of taking appeals from actions of the Commission pursuant to Section 8 and 9 of Commission Ordinance No. 88-01.
- (8) To administer the Transportation Demand Management (TDM) Ordinances of member jurisdictions, at their options, and to accept grants for this purpose. Grant funds will be administered by a member jurisdiction designated by SWAT.
- (9) To assign members of the SWAT TAC to the CCTA Technical Coordinating Committee (TCC) to serve as representatives of the Committee and its member jurisdictions.

## 6. SWAT Staffing

SWAT may engage a member agency to provide staff services. Those services shall include:

- Attendance at monthly SWAT and SWAT TAC meetings.
- Maintenance of historical documents, records, and correspondence of the SWAT Board.
- Recordation and production of written minutes of SWAT Board meetings.
- Production and dissemination of the monthly agenda packet in accordance with state law governing public meetings.
- Develop and disseminate correspondence as directed by the Board or the Chair.
- Respond to administrative or historical inquiries from SWAT member jurisdictions, outside agencies, and the public. Refer other questions to SWAT chair or other appropriate individuals.
- Act as primary contact point and disseminate environmental documents, as outlined by SWAT, CCTA Lamorinda Project Management Committee, Tri-Valley Transportation Committee, and other agreements, as requested by the SWAT Board and /or the Chair.
- Perform other administrative duties only as directed by the SWAT Board.
- The member agency providing staff services may determine the most appropriate method of providing above service, as agreed by the SWAT Board.

## 7. Agenda Setting Procedures

The agenda for each meeting will be set by SWAT staff in consultation with the TAC members, Authority staff, and the Chair of SWAT, except that any member of SWAT can place an item on the agenda for the upcoming meeting by notifying SWAT staff of their request at least one week before the scheduled date of the meeting.

REVISED DRAFT RULES (10-04)

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**AGENDA ITEM 8**

## MEMORANDUM

DATE: December 20, 2007

TO: SWAT

FROM: Lafayette Staff

RE: Request to consider addendum to SWAT bylaws pertaining to SWAT's representation to the CCTA

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Lafayette Representative Don Tatzin is requesting that SWAT consider adding the paragraph below as item 4d to the SWAT bylaws.

“In order to achieve maximum participation at the CCTA from SWAT jurisdictions, whenever the Mayors’ Conference representative to CCTA is from a SWAT jurisdiction, then no council member from that jurisdiction shall serve as a SWAT representative to CCTA.”

### **Existing Section of SWAT Bylaws Pertaining to Representation at the CCTA:**

#### 4. Representation on Contra Costa Transportation Authority

- (a) The voting members of SWAT will appoint from among themselves two representatives and two alternates to the CCTA. Representatives and alternates must be and remain mayors or city council members.

One representative and one alternate shall be selected from the San Ramon Valley (SRV) cities and one representative and one alternate shall be selected from the Lamorinda cities. Representatives shall serve two-year terms.

- (b) Commissioners shall adhere to the policy direction of the SWAT. Representatives or alternates may be removed from office by an absolute 2/3 vote of the Committee (four votes). If a member is removed, the Committee shall appoint a replacement to fill the remainder of the member’s term as soon as possible after the removal. It is up to the subregions to make their determinations on selecting their representatives.
- (c) It is important to be fully represented at the Authority meetings. If the member or alternate cannot be present, the member shall attempt to have another elected official from the same area (Lamorinda or SRV) attend the Authority meeting.
- (d) The position of the representative to the Authority should be rotated among the member cities of the subregion (Lamorinda, SRV) at the end of each term.

**AGENDA ITEM 10**



## CONTRA COSTA TRANSPORTATION AUTHORITY

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**COMMISSIONERS:** Charlie Abrams, Chair   Dave Hudson, Vice Chair   Janet Abelson   Susan Bonilla   Donald P. Freitas  
Federal Glover   Brad Nix   Julie Pierce   Karen Stepper   Don Tatzin   Maria Viramontes  
**EX-OFFICIO MEMBERS:** Amy Worth, MTC   Gail Murray, BART   Joe Wallace, Bus Operators

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**Date:** November 26, 2007

**To:** City Managers, Planning Directors, Public Works Directors, RTPC Managers, Local Planners, and Other Interested Parties

**From:** Robert K. McCleary, Executive Director

**Re:** Review of the Draft *Implementation Guide* for Measure J. *Comments are due by Friday, January 25, 2008.*

Attached for your review is a copy of the Draft *Implementation Guide* for Measure J. The draft *Guide* is part of the Authority's comprehensive update of the Measure C Implementation Documents to reflect the changes to the Growth Management Program that Measure J will make when it goes into affect on April 1, 2009. While the transition from the Measure C to the Measure J GMP should be relatively straight forward, some minor course corrections are necessary for local jurisdictions to maintain compliance with the program.

The status of the updates is as follows:

- *Model Growth Management Element:* Adopted in June 2007;
- *Implementation Guide:* Draft released, November 2007 (attached);
- *Technical Procedures:* Scheduled for release in summer 2008;
- *Measure J GMP Compliance Checklist:* To be developed in fall 2008.

The *Implementation Guide* outlines the requirements for compliance with the Measure J Growth Management Program (GMP). Jurisdictions that are found to be in compliance with the GMP receive their share of 18% Local Street & Maintenance Funds, and, under Measure J, also become eligible to receive 5% Transportation for Livable Community (TLC) funds.

These changes include the elimination of traffic standards for Non-Regional Routes; discontinuation of local standards for fire, police, parks, sanitary services, flooding and water pro-

November 26, 2007

Page 2

vision; and adding provisions for the Urban Limit Line (ULL). A major focus is helping local staff carry out interjurisdictional cooperative planning for Regional Routes, including the process for setting flexible Multimodal Transportation Service Objectives (MTSOs) and implementing local actions to achieve them.

The Authority has authorized release of the Draft *Implementation Documents* for a 60-day review by the RTPCs and local jurisdictions. ***Comments on the draft are due no later than Friday, January 25, 2008.***

Attached is a detailed summary of the Draft *Implementation Guide*, including a discussion of one specific outstanding issue that we would like your feedback on: potentially raising the threshold for initiating traffic studies. Also attached is a PowerPoint presentation that is available for your use. (An electronic version is available on our website at [www.ccta.net](http://www.ccta.net))

Should you have any questions regarding this transmittal, or, if you would like Authority staff to make a presentation on the draft *Implementation Guide*, please do not hesitate to call Brad Beck, Senior Transportation Planner at CCTA. [(925)256-4726; [bbeck@ccta.net](mailto:bbeck@ccta.net)]

Attachments:

1. Overview of the Draft *Implementation Guide*
2. Members of the Growth Management Program Task Force
3. PowerPoint: Measure J *Implementation Guide* Update
4. List of Recipients
5. Draft *Implementation Guide* (see List of Recipients for Distribution Information – Also available at [www.ccta.net](http://www.ccta.net))

File: 4.03.02

## ATTACHMENT 1

### Overview of the Draft *Implementation Guide*

#### Background

Measure J updates and modifies requirements for jurisdictions participating in the Contra Costa Transportation Authority's Growth Management Program, first established in 1989 under Measure C. The new measure outlines a streamlined approach to growth management. It continues to require that each jurisdiction in Contra Costa participate in an ongoing cooperative multi-jurisdictional planning process, and adds a requirement for participating jurisdiction to have a voter-approved Urban Limit Line (ULL) as a boundary to urban growth. On the other hand, Measure J discontinues the requirement for level-of-service standards for non-regional routes, and performance standards for public facilities and services (fire, police, parks, sanitary, flood, and water).

As one component of the Measure J Implementation Documents, the *Guide* describes how the provisions of Measure J are to be implemented by cities and the County, the four Regional Transportation Planning Committees, and the Authority, with an emphasis on the cooperative planning component of Measure J. The *Implementation Guide* is intended to serve as a road map to help local jurisdictions and the RTPCs successfully navigate through this changed GMP landscape.

The updated *Guide* was developed collaboratively, in consultation with local planners and engineers who serve on the Authority's standing Technical Coordinating Committee (TCC) established under Measure C, and continued with Measure J. The Growth Management Task Force, which serves as a subcommittee to TCC, had two meetings – one on May 16<sup>th</sup>, 2007, and a second on July 18<sup>th</sup>, 2007 – to discuss the administrative draft *Implementation Guide*. Following the July meeting, the Task Force forwarded the document to TCC. The Authority thanks the Task Force (see attached roster of members) for their help in reviewing the draft document.

At a meeting on September 20<sup>th</sup>, the TCC reviewed the *Guide* and forwarded it to the Authority for approval to circulate the draft version to local jurisdictions. The Authority approved circulation of the draft *Guide* in October 2007.



## **GROWTH MANAGEMENT IMPLEMENTATION DOCUMENTS AND TECHNICAL MATERIALS**

The Growth Management Implementation Documents for Measure C included the *Implementation Guide*, the *Model Growth Management Element*, and the *Administrative Procedures Manual*. In preparation for Measure J, these documents are being updated to reflect new requirements and changed policies.

The *Model Growth Management Element (GME)* for Measure J was completed first to allow local staff enough lead time to get their GME amendments underway and approved by April 2009 when Measure J goes into effect. The Final *Model GME* was released in June 2007.

The update to the *Implementation Guide* is now ready for release as a draft for local review. As noted below, in an effort to streamline the implementation of the Measure J GMP, the *Administrative Procedures Manual* has been incorporated into the new *Implementation Guide*.

Regarding technical materials, Measure C has two documents that local staff may currently refer to during the GMP implementation and compliance process. These are the *Guide to Local Planning*, and the *Technical Procedures*. Here again, taking this as an opportunity to streamline the process, we have incorporated the *Guide to Local Planning* into the new draft of the *Implementation Guide*.

With the publication of the Draft *Implementation Guide*, only one major document – the *Technical Procedures* – remains to be updated. The adopted work plan for the Authority's Planning Section has that effort scheduled for completion in mid-2008.

To comply with the Measure J GMP, local jurisdictions will need to refer to the new set of documents, comprised of the *Implementation Guide*, the *Model Growth Management Element*, and the *Technical Procedures*. In addition, there is the Measure J GMP Compliance Checklist, which will be prepared in fall 2008.

## **CHANGES TO THE IMPLEMENTATION GUIDE**

*General:* The *Implementation Guide* included an overview called "A Prescription for Traffic Relief," which had one-page "fact sheets" that summarized each section of the "Implementation Documents;"

For the Measure J Update to the *Guide* staff proposes to re-issue the *Prescription for Traffic Relief* as a stand-alone overview with a new (to be determined) title, and gear it more towards the steps that local jurisdictions must take to achieve compliance with the Measure J GMP.

*Non-substantive Changes:* Some of the changes to the *Guide* were primarily stylistic in nature. Non-substantive, editorial changes included:

- Streamlining the organization of the document,

- Consolidating portions of the text that were redundant;
- Moving portions of the text from the body of the document to an appendix,
- Re-editing for clarity:

*Incorporation of Adopted Authority Policies:* More substantive changes were made where the 1990 document sketched out a policy that was later formally adopted in a more detailed form by Authority resolution. Three examples of this are:

- The requirement of circulation of traffic studies that generate more than 100 peak hour trips. This policy was initiated through the 1990 *Guide*, and later formalized through Authority Resolution 92-03-G;
- The General Plan Amendment Review Procedure, which the Authority implemented countywide through adoption of Resolution 95-05-G; and
- The Conflict Resolution Process, adopted by the Authority as Resolution 95-07-G.

*Process of Designating Routes of Regional Significance:* Given that all of the RTPCs<sup>1</sup> have already designated their routes of regional significance, and since the established network appears stable, lengthy sections in the previous *Guide* that focused on the designation process were cut back, while the text that deals with procedures for updates to the action plans, along with other procedures for carrying out the ongoing multi-jurisdictional planning process under Measure J were beefed up. Furthermore, an appendix was added listing the designated Routes of Regional Significance based upon the adopted action plans. The final *Guide* will have an updated appendix to reflect the most recent network of Regional Routes that is currently under discussion by the RTPCs. When the original version of the *Guide* was published, this information wasn't yet available because the first set of action plans hadn't yet been completed.

*Comparison of Measure C to Measure J:* Text has been report comparing the requirements of the Measure C GMP to Measure J. Also, an appendix was added, with a side-by-side comparison of the adopted language in the Measure J GMP with the language in Measure C.

*Elimination of the Sections Covering LOS and Performance Standards:* Since Measure J eliminates the requirements for level-of-service standards on non-regional routes, and also eliminates

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<sup>1</sup> The Regional Transportation Planning Committees (RTPCs) consist of WCCTAC in West County, TRANSPAC in Central County, TRANSPLAN in East County, and SWAT in Southwest County.

performance standards for fire, police, parks, sanitary, water, and flood, the sections of the former *Guide* covering these topics were deleted.

*Change from TSOs to MTSOs; Added Examples of Adopted Objectives:* With the change in terminology between Measure C and Measure J – from Traffic Service Objectives to Multi-Modal Transportation Objectives – it was necessary to carry this change throughout the document. Furthermore, the proposed update replaces the “generic” objectives and actions in the 1990 *Guide* with specific examples from adopted Action Plans.

*Added Discussion on the Use of Alternative MTSO’s:* The *Guide* now allows for the adoption of alternative MTSOs for specific route segments to address the accommodation of TOD, creation of infill development, adoption of Traffic Management Programs, and resolution with other governmental programs at the regional, state, or federal level, such as implementation of HOT lanes.

*Consolidation of a Variety of Existing Requirements into a New Section Called “Evaluating the Impacts of Proposed New Development”:* Measure J requires that local jurisdictions evaluate the impacts of major development projects and General Plan Amendments for their effects on the local and regional transportation system. Under Measure C, these requirements were developed through several different documents, then formalized by Authority resolution. Since many of the requirements were formalized after the 1990 *Guide* was published, it was difficult to know all the required steps for evaluating new development. The updated *Guide* puts all of the requirements in one section for easy reference.

*Incorporation of the “Guide to Local Planning” into the “Implementation Guide”:* The *Guide to Local Planning*, issued in October 1990, gave local staff instructions on how to get started with the implementation of Measure C. This document focused primarily on how to develop a Growth Management Element from scratch, and how to align an existing General Plan with the new Measure C local street LOS standards and performance standards. The sections of the local guide that applied to regional routes were consolidated into the new *Guide*, while the obsolete sections pertaining to the discontinued Measure C elements were discarded.

## **DISCUSSION POINT**

*Raising the Threshold Requirement for Traffic Studies:* While most issues have been resolved, the threshold for when a traffic study must be prepared has not. Under existing Authority policy, the threshold for a General Plan Amendment (GPA) is 500 or more peak hour vehicle trips and the threshold for a development that does not require a General Plan amendment is 100 or more peak hour vehicle trips. Table 1 below gives examples of projects that generate more than 100 peak hour trips. Current Authority policy, however, also allows RTPCs to set the threshold for requiring traffic impact studies for a GPA below 500 peak hour trips. Most of the RTPCs have done so.

The GMP Task Force has suggested that the Authority raise the minimum threshold for a traffic analysis to 500 peak hour vehicle trips for a development project that does not requires

a GPA. RTPCs could still adopt a lower threshold under this policy. Raising this threshold would require that the Authority amend Resolution 92-03-G, which sets the threshold for preparing and circulating traffic impact studies at 100 trips.

Authority staff notes that the *Implementation Guide*, however, still requires traffic impact studies when a project would have one or more significant impacts on the transportation system not evaluated in a General Plan EIR, or that would be substantially more severe than identified in that EIR. These analyses would need to be prepared consistent with the Authority's *Technical Procedures* and circulated for review and consultation consistent with CEQA Guidelines and adopted Action Plans.

**Table 1: Examples of Meeting the 100 Peak-Hour Trip Threshold**

<i>Development</i>	<i>Approximate Size</i>	<i>Comments</i>
Single-Family	100 units	
Condominium	180 units	
Apartments	150 units	
Hotel	145 rooms	
Fast Food Restaurant	3,900 square feet	Would include some but not all fast food restaurants
Shopping Center	14,000 square feet	Represents very small center
General Office	44,000 square feet	Represents small office building

## ATTACHMENT 2

### Members of the GMP Task Force

<i>Member</i>	<i>Agency Represented</i>
Aruna Bhat	Contra Costa County
Victor Carniglia	City of Antioch
Rich Davidson	City of Richmond
Elizabeth Dunn	City of Pinole
Steven L. Goetz	Contra Costa County
John Hall	City of Walnut Creek
Lisa Hammon	WCCTAC
Stephen Lawton	City of Hercules
Barbara Neustadter	TRANSPAC
Paul Reinders	City of Pittsburg
Patrick Roche	Contra Costa County
Lori Salamack	Town of Moraga
Tai Williams	Town of Danville

# Measure J Implementation Guide Update

November 26, 2007



## *Background*

- Measure J, approved in 2004, changed a number of requirements for the Growth Management Program:
  - Eliminated requirements for LOS standards for Non-Regional Routes and performance standards for public facilities
  - Renamed "Multimodal Transportation Service Objectives"
  - Decoupled HCD compliance from Measure J and refocused housing analysis on demonstrated progress toward meeting needs identified in the Housing Element
  - Added Urban Limit Line requirement
- Update of *Implementation Guide* to prepare for April 2009 when Measure J begins

## Overall Schedule for CCTA's 2007 Updates

Update Implementation Documents (Guide, Technical Procedures, and Checklist)	Draft: Winter 2007 Final: October 2008
2007 Congestion Management Program	Draft: September 2007 Final: November 2007
Action Plan Updates	Drafts: Fall 2007 Finals: February 2008
2008 Update to the Countywide Transportation Plan	Draft: Spring 2008 Final: Fall 2008
Program Guide for the Contra Costa Transportation for Livable Communities Program	Winter 2008

## Today's Focus: The Implementation Guide

- Programs for Routes of Regional Significance and relation to Action Plan Updates — *Chapters 2 & 3*
- Evaluating the Impacts of Proposed New Development — *Chapter 4*
- Outline of Decision-Making and Conflict Resolution — *Chapter 5*
- Tools and Procedures — *Chapters 6*
- Compliance and Compliance Reporting — *Chapters 7 & 8*

## *Key Changes Affecting the Guide*

- LOS Standards for Non-Regional Routes deleted (LOS can still be used as a MTSO)
- Performance Standards deleted
- Focus shifting from developing new components to updating existing ones
  - Action Plans
  - Mitigation programs

## *Objectives for this Draft*

- Streamline the process
  - Focus on the regional routes
  - Focus on how we evaluate the impacts of planned development
  - Emphasize measurable MTSOs that can be easily derived from the Countywide Model
- Build on established procedures
  - Summarize methods for impact analyses and mitigations
  - Clarify Document Notification Procedures
  - Refine Tools and Procedures summary (new countywide model)



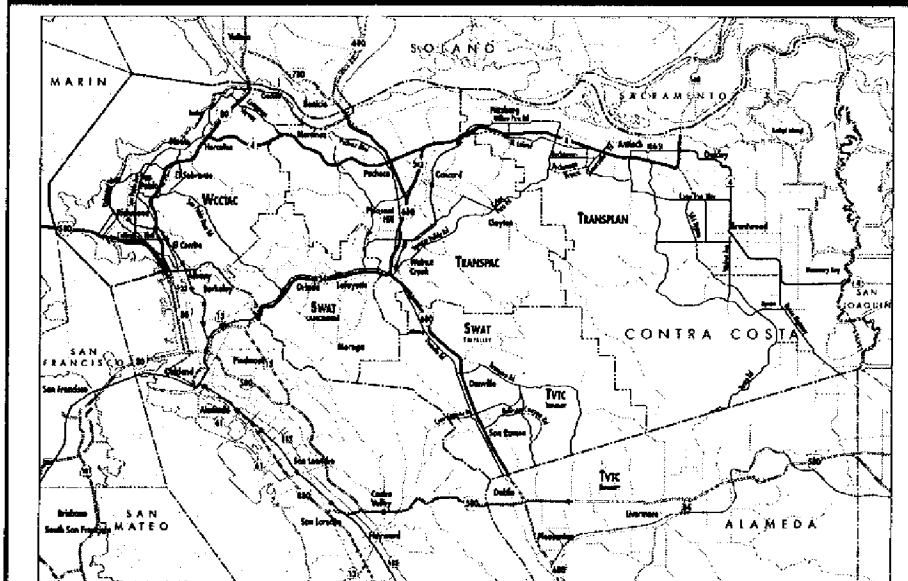
### *Carry Out the Objectives of Measure J*

- Assure that growth pays for facilities required to meet demands from that growth
- Require cooperative planning
- Support land use patterns that make efficient use of the transportation system
- Support infill and redevelopment

## PART 2: Important Revisions to the Guide

## *Regional Routes*

- Incorporates multimodal transit service objectives (MTSOs)
- Updates listing of current regional routes in Appendix E
- Clarifies procedures for designating a new regional route and for rescinding an existing regional route designation



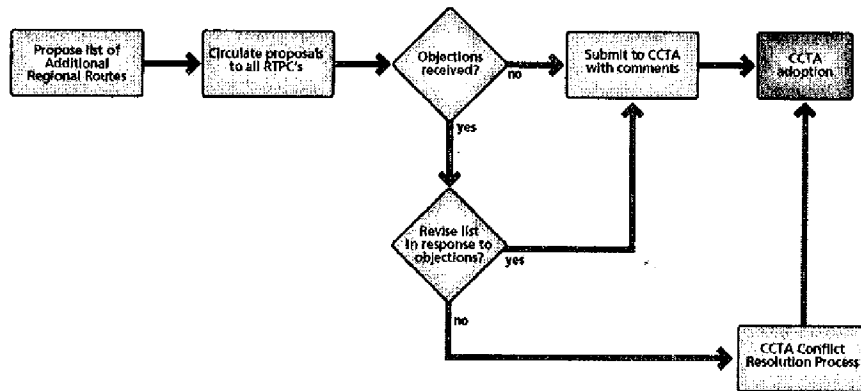


Figure 1

Process for Designation of Additional Regional Routes

May 4, 2007

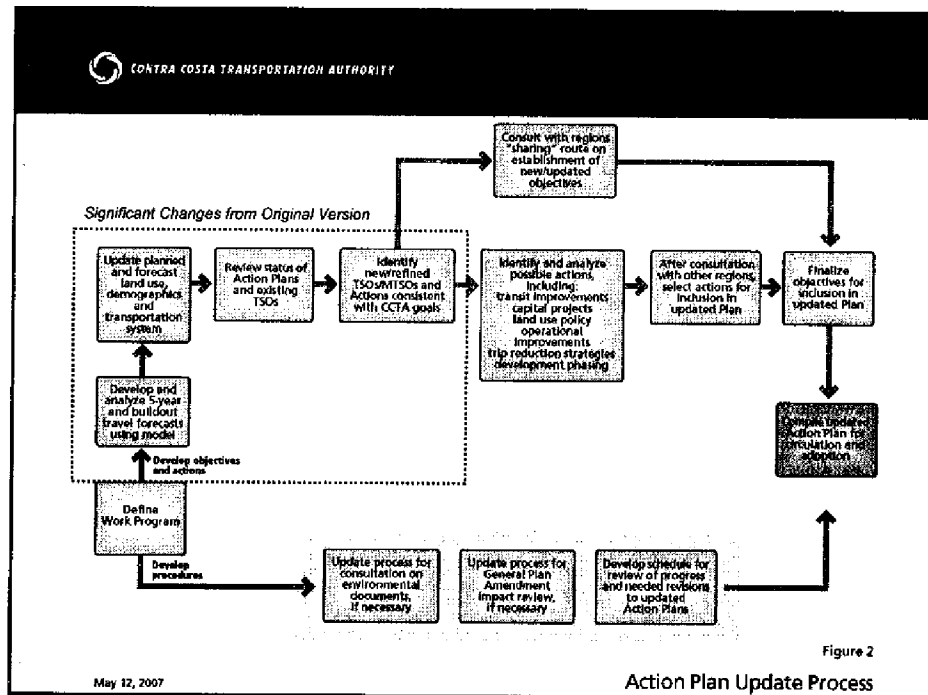
## Action Plans

- Updates examples of MTSOs using existing plans
- Establishes procedures for Action Plan updates, with an example work program included in the appendices
- Includes evaluation of current TSOs, issues and potential changes needed
- Identifies possible new MTSOs and additional actions to meet those objectives

• *Action Plans, continued*

– Limits alternative MTSOs for specified segments to:

- Accommodation of TOD
- Accommodation of Infill Development
- Adoption of Traffic Management Programs
- Resolution of conflicts with regional, statewide, or federal programs (HOT lanes, etc.)



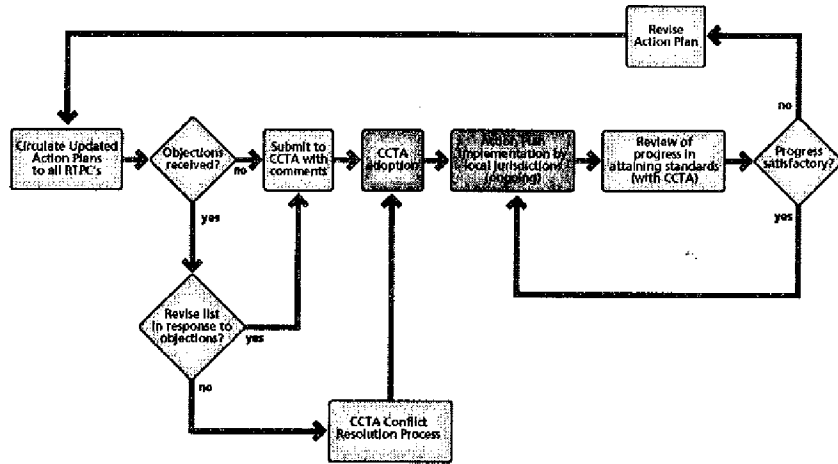


Figure 3

Circulation, Review and Adoption of Updated Action Plans

May 4, 2007

### Evaluating the Impacts of New Development

- Incorporates the "Guide to Local Planning" into the *Implementation Guide*
- Describes the criteria for "tiering" off of a Program EIR from an adopted General Plan
- Outlines adopted procedures for traffic impact analysis of projects within an adopted General Plan
- Documents the General Plan amendment review procedure
- Describes local and regional mitigation programs
- Summarizes adopted environmental consultation procedures and notification requirements

## *Decision-Making and Conflict Resolution*

- Includes the adopted process in a new appendix (Resolution 95-07-G)
- Affirms Role of Regional Committees
- Integrated with Action Plan review process

## *Tools and Procedures*

- Clarifies overall responsibilities
- Explains new Countywide Model and its role in Action Plans and subregional analysis
  - More detail in *Technical Procedures*
- Adds information on updating Subregional Transportation Mitigation Programs

