AGENDA TRANSMITTAL

MEETING DATE: March 5, 2013

CITY AGENDA ITEM: Council Adoption of Resolution No. 2013-___: Authorizing the City Manager to Execute a Grant Application for a Priority Development Area Planning Grant to Confirm, Update and Expand the Downtown Waterfront Specific Plan (DWSP).

FISCAL IMPACT: There is a total of \$1.06 million in grant monies for which all Priority Development Area's (PDA's) in Solano County may compete through the Metropolitan Transportation Commission (MTC). If selected, Suisun City would have the potential to receive approximately \$163,000 that would be expended to confirm, update, and expand the Downtown Waterfront Specific Plan to include the full Downtown PDA. The local match for this grant would be 11.47% or \$18,696. Staff time to administer the grant and manage the work of outside consultants may be used to meet the match requirement. The local match requirement may be met anytime within the 30-month life of the grant (e.g., \$9,348 per year for two years).

BACKGROUND: The Priority Development Area (PDA) Planning Program is an initiative by the Metropolitan Transportation Commission (MTC) to finance planning in PDA's that would result in intensified land uses around public transit hubs, as well as bus and rail corridors in the nine-county San Francisco Bay Area.

Local governments are eligible for planning funds, and the Solano Transportation Authority (STA) Technical Advisory Committee (TAC) has recommended approval of \$163,000 for the City to update its Specific Plan to include the full PDA. The City's application would be considered by the STA Board at its March 13, 2013 meeting. Specific Plans funded under this program must be consistent with the Program Guidelines (Attachment 3).

Following MTC's approval, grantees will enter into a funding agreement with MTC and initiate the planning process. The plan must be completed within 30 months from execution of the funding agreement.

STAFF REPORT: The current and proposed Downtown Waterfront Specific Plans are discussed in more detail below:

The Current Downtown Waterfront Specific Plan

<u>A Specific Plan is a tool for the systematic implementation of the General Plan</u>. It establishes a link between implementing policies of the General Plan and the individual development proposals in a defined area. It may simply set forth broad policy concepts or provide detailed direction to every facet of development in a defined area such as the type, location, and intensity of uses; the design and capacity of infrastructure; the resources used to finance public improvements; or residential or commercial design guidelines. A Specific Plan may also address issues not included in the General Plan, but which are viewed by the community as important.

All Specific Plans must comply with Sections 65450 - 65457 of the Government Code, which require that a Specific Plan be consistent with the adopted General Plan of the jurisdiction and with any Airport Land Use Plan pursuant to Public Utilities Code §21676.

The adopted Downtown Waterfront Specific Plan (DWSP) includes policies to protect important Suisun City assets such as Old Town, historic resources, the waterfront, the train station, and, to a certain degree, destination tourism uses such as the hotel. Since the downtown waterfront is a synergistic area, what happens in the residential area on the east side of the basin can affect what happens on the west side of Main Street.

The Proposed Expanded Specific Plan (north of Highway 12 and west of Marina Blvd.)

The same synergy exists between the existing area of the DWSP and the property north of Highway 12 and west of Marina Boulevard. What happens in this area will affect what happens in the rest of the downtown waterfront. By including this property in the DWSP area, policies can be developed to ensure that its future development is beneficial to the rest of the downtown area. By including policies to provide for additional housing, retail, and services on the property, the rest of the DWSP area will benefit from more customers, more visitors for the hotel, and more revenue for the City. This will help the City achieve its goal of a vibrant, waterfront community.

The goals of the PDA Planning Program include:

- Increase housing and jobs within planning area.
- Increase land use intensities in the planning area.
- Increase all modes of transportation within the PDA.
- Locate key services and retail within the planning area.

More specifically, Suisun City's PDA, encompassing about 450 acres, is designated as a Transit Town Center place-type PDA by MTC. MTC's Planning Area Development Guidelines for a transit town center of 500 acres provide a planning area jobs target of 2,000 to 7,500. In addition, the guidelines provide for a mix of small-lot single-family homes, townhomes, and low- to mid-rise multi-family, with an ultimate build-out of between 3,000 and 7,500 housing units in the PDA, at a minimum net project density for new housing of 20 units per acre.

The goals articulated by the City Council through the DWSP and other direction to date include:

- Increased housing and commercial land use intensity in the Benton Court area, anticipated to occur in mixed-use development.
- Increased connectivity to the train station.
- Development of the Denverton Curve site and the 30-acre site, north of Highway 12 and west of Marina Boulevard.
- Development of the property east of Marina Shopping center and south of Highway 12.
- Improved pedestrian and bicycle connectivity with Grizzly Island trail, the waterfront promenade, the Central County Bikeway, the train station, and the existing housing and commercial development in DWSP area.

• Greater connectivity between Fairfield and Suisun City downtowns, ideally with at least one street-level grade crossing.

These goals would consistent with the Program Guidelines found in Attachment 3.

Prior Studies

Three prior studies are highlighted below:

Name of Study	Cost (Funding Source)		
Transit-Oriented Feasibility Study, 2009	\$35,000 (CDBG grant)		
Senior Housing Feasibility Study, 2011	\$30,000 (CDBG grant)		
Development Feasibility Study, 2012	\$60,000 (MTC technical assistance)		

Transit-Oriented Feasibility Study

Since the Suisun-Fairfield Train Station has been identified as a key resource of the downtown area, the City applied for a grant to study opportunities around the station. In 2009, Applied Development Economics (ADE) completed a Transit-Oriented Feasibility Study. This effort provided the City with opportunities for increased land use intensity around the Suisun-Fairfield Train Station. The study also suggested extending the streetscape improvements along the waterfront to the west side of Main Street in order to unify overall streetscape for downtown. These recommendations build upon the adopted objectives of the Downtown Waterfront Specific Plan including "Strengthen Downtown as a place to live" and "Improve the streetscape environment to promote pedestrian circulation and cohesive development of the downtown". This study also concluded that the City should prioritize infill development, leading to consideration of a Senior Housing Feasibility Study to evaluate senior housing as an infill product.

Senior Housing Feasibility Study

As a result of a stated need to provide more housing for seniors and to provide a mix of housing for all age groups, the City applied for a grant to study the feasibility of senior housing the downtown area. In 2011, Principle Valuation completed a Senior Housing Feasibility Study that identified a market for senior housing. This conclusion supports the first objective of the Downtown Waterfront Specific Plan which states "Strengthen Downtown as a place to live". Additionally, building upon the Transit-Oriented Feasibility Study, which concluded the City should prioritize infill development and consider a mix of uses, the Senior Feasibility Study analyzed three infill sites and provided findings.

Development Feasibility Study

With the guidance provided in the Downtown Waterfront Specific Plan and the conclusions of both the Transit-Oriented Feasibility Study and the Senior Housing Feasibility Study, as well as the undertaking of both the General Plan and Zoning Ordinance updates, the City positioned itself for assistance from MTC in considering development feasibility in the downtown. MTC funded \$60,000 worth of consultant assistance regarding development feasibility within the Priority Development Area (PDA). The feasibility study showed some development potential

within the PDA within the next decade. Specific uses that were identified with near-term potential for development included senior housing and a hotel/destination restaurant/conference center. The consultants provided site-specific analysis of these uses and developed a conceptual land plan for both a site on Civic Center Boulevard (Parcels 12 and 13) and the site directly east of the existing Marina Center, south of Highway 12.

Timing

The timing which would be required by MTC to complete the update of the DWSP fits comfortably within the City's GPU/ZOU timeline. Staff anticipates that from the final approval of a preferred land use map, which will serve as the basis for the GPU Environmental Impact Report (EIR), the GPU would be ready for review and adoption by Planning Commission and City Council within 9 to 12 months. The ZOU would be ready for review and adoption by Planning Commission and City Council approximately 3 to 4 months later. It is anticipated that the amended DWSP would be ready for review and adoption by Planning Commission and City Council approximately 3 to 4 months later. It is anticipated that the amended DWSP would be ready for review and adoption by Planning Commission and City Council approximately 3 to 4 months after the adoption of the Zoning Ordinance, and not later than 30 months from funding agreement execution.

In the event that development projects within the DWSP area are proposed during the preparation of these documents, such projects may move forward through the entitlement process. Since there is no current EIR for the DWSP, each project would be required to provide project-level environmental review, which would likely require the preparation of a project-level EIR. However, once the environmental review is completed for the updated DWSP, the required level of environmental review for proposed projects consistent with the plan would be a project-level Mitigated Negative Declaration, or even a Negative Declaration, rather than an EIR. If the proposed project met the requirements of recent legislation designed to encourage transit-oriented development and the DWSP has been completed, the proposed project would be exempt from environmental review.

RECOMMENDATION: It is recommended that the City Council Adopt Resolution No. 2013-____: Authorizing the City Manager to Execute a Grant Application for a Priority Development Area Planning Grant to Confirm, Update and Expand the Downtown Waterfront Specific Plan (DWSP).

ATTACHMENTS:

- 1. February 26, 2013 Special Meeting Staff Report.
- 2. Map of the proposed Downtown Waterfront Specific Plan area.
- 3. PDA Planning Program Cycle Five Program Guidelines.
- 4. Adopt Resolution No. 2013-___: Authorizing the City Manager to Execute a Grant Application for a Priority Development Area Planning Grant to Confirm, Update and Expand the Downtown Waterfront Specific Plan (DWSP).

RESOLUTION NO. 2013-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY AUTHORIZING THE CITY MANAGER TO EXECUTE A GRANT APPLICATION FOR A PRIORITY DEVELOPMENT AREA PLANNING GRANT TO CONFIRM, UPDATE AND EXPAND THE DOWNTOWN WATERFRONT SPECIFIC PLAN

WHEREAS, in 1983, the City Council of the City of Suisun City adopted a Downtown Waterfront Specific Plan to include the land in and around the City's waterfront and Old Town area, determining that this unique and valuable area should be protected and development within this area should be guided by policies and guidelines in addition to those included in the City's General Plan; and

WHEREAS, on October 7, 2008, the City Council of the City of Suisun City approved a Priority Development Area Designation for an area which encompassed the land included in the Suisun City Downtown Waterfront Specific Plan; and

WHEREAS, the Metropolitan Transportation Commission has made funding available to local units of government in order to finance planning in Priority Development Areas that will result in intensified land uses around public transit hubs and bus and rail corridors; and

WHEREAS, the Downtown Waterfront Specific Plan has not been comprehensively updated since 1991, and such an update will be necessitated up the City Council's adoption of a General Plan Update; and

WHEREAS, the funding available through the Metropolitan Transportation Commission PDA Planning Program would provide the funding necessary for the City to accomplish an update of the Downtown Waterfront Specific Plan, including required environmental review.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Suisun City hereby authorizes the City Manager to execute a grant application for a Priority Development Area Planning grant to confirm, update and expand the Downtown Waterfront Specific Plan.

PASSED AND ADOPTED by the following vote at a regular meeting of the City Council of the City of Suisun City, duly held on the 5th day of March 2013:

AYES:	Council Members:
NOES:	Council Members:
ABSENT:	Council Members:
ABSTAIN:	Council Members:

WITNESS my hand and the seal of said City this 5th day of March 2013.

Linda Hobson, CMC City Clerk

AGENDA TRANSMITTAL

MEETING DATE: February 26, 2013

CITY AGENDA ITEM: Presentation of a Grant Opportunity to Confirm, Update and Expand the Downtown Waterfront Specific Plan (DWSP) to include the Full Downtown Priority Development Area (PDA).

FISCAL IMPACT: There is a total of \$1.06 million in grant monies for which all Priority Development Area's (PDA's) in Solano County may compete through the Metropolitan Transportation Commission (MTC). If selected, Suisun City has the potential of receiving approximately \$150,000 that would be expended to confirm, update and expand the Downtown Waterfront Specific Plan to include the full Downtown PDA. The local match of this grant is 11.47% or \$17,205. Staff time to administer the grant and manage the work of outside consultants can be used to meet the match requirement. The local match covers the 30-month life of the grant (i.e. \$8,603 over two years).

BACKGROUND: In 2008, the Association of Bay Area Governments (ABAG) approved the City's Downtown Waterfront Area as a Planned Priority Development Area. The PDA includes the Downtown Waterfront Specific Plan area as well as the land north of Highway 12 and west of Marina Boulevard, which are commonly referred to as the 30 acre site and Denverton Curve (see Attachment 1 – Downtown Specific Plan/PDA map.) A purpose of establishing the PDA was to allow the City to apply for and compete for grants to facilitate planning and development within the PDA. Since the PDA was established in 2008, the City has been awarded grant monies to undertake a transit oriented development (TOD) study, complete a senior housing feasibility study, which looked at developing a hotel/meeting rooms on the two parcels along the eastern side of the waterfront.

STAFF REPORT: The City currently has a unique opportunity to apply for grant funding to support planning and development of the City's Priority Development Area (PDA) through Cycle Five of ABAG's PDA Planning Program. Previously, we have applied and been awarded monies through Cycle Two; this was for the development feasibility study noted earlier.

Process and Timing

The Solano Transportation Authority (STA) has taken an aggressive approach to move forward in the short-term to provide funding through the current Transportation Improvement Plan (TIP), hence the goal for the STA Board to act on this, as well as other funding opportunities, by their March 13, 2013 Board Meeting. By doing so now, maximum time is allowed to complete the work (approximately 30 months from the date of award) versus losing 12 months by waiting an extra year.

Supporting this timeframe, the City was requested to submit a letter of interest to STA last Friday, February 22, 2013 (see Attachment 2, Letter of Interest and Draft Scope of Work.) This letter of interest is not binding, but rather is only used to confirm interest and remain eligible to compete for the grant funding. The STA Technical Advisory Committee (TAC) is scheduled to review the letters of interest on February 27th and, taking into account Council's interest in pursuing the grant or not (which will occur at your March 5th meeting), make recommendations to the STA Board at their March 13, 2013 meeting.

City Goals and Objectives of the Planning Study

Big picture, the overall goal of confirming, updating and expanding the Downtown Waterfront Specific Plan (DWSP) to include the full PDA is the realization of a vibrant, downtown waterfront community that will benefit the entire area. By completing an environmental review of the resulting Specific Plan, as anticipated in the draft scope of work for this project, development potential of the PDA will be enhanced; future development projects will be able to "tee off" this fresh environmental analysis versus the EIR that was completed in 1991 on the DWSP, hence reducing their environmental efforts.

Furthermore, the City is in the midst of updating both its General Plan and Zoning Ordinance. As a part of this effort, General Plan policies will be developed that support the Preferred Land Use Alternative, among other things, ultimately adopted by the Council. Once the General Plan and Zoning Ordinance are finalized and adopted, there will be a need to update the policies of the DWSP in order to achieve overall consistency between the General Plan and the Specific Plan. Attachment 1 shows the land uses that have been proposed to change in the downtown area through the General Plan Update. These include:

- Old Crystal Middle School Site #2 (medium density residential)
- Benton Court area #3 (mixed use)
- Train Station area #4 (mixed use)
- East of Marina Shopping Center #7 (mixed use)
- Area by Grizzly Island Trail #8 (single family residential)
- South-end Marina Blvd. #9 (destination tourism/medium density residential)
- South waterfront around Cal Marine #10 (destination tourism)

No money has been allocated to update the Specific Plan to reflect these changes; the planning study proposed through this grant would reflect these proposed changes in both the Specific Plan and supporting environmental analysis.

Finally, the City of Fairfield is likewise competing for grant monies through Cycle Five of ABAG's PDA Planning Program to prepare Specific Plans for two of their downtown PDA's. As this is a competitive process to receive grant monies, both cities believe that by including discussions in their separate applications about linkages and common interests between the two cities that can be achieve through the award of these grants, that both cities stand a better chance of being awarded grant monies. Such opportunities include:

• Improved connectivity between Suisun City's PDA and Fairfield-South PDA

- Such connectivity can be pedestrian and/or vehicular
- Improved access and connectivity between different modes of transportation between the two cities including the Fairfield/Suisun Train Station at the heart of our PDA

It is important to emphasize that each city is undertaking its own planning effort to update its Specific Plan(s); this <u>IS NOT</u> a joint study. However, by working closely and collaborating with the City of Fairfield to address mutual land use and transportation planning issues, such as enhanced connectivity between the two downtown areas, both cities benefit.

Cycle Five PDA Planning Program Guidelines

For the Council's reference, the Cycle Five of 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 (see Attachment #3 – PDA Planning Program Cycle Five, Program Guidelines.) As indicated therein, 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 car-sharing 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.

Since 1999, the City has undertaken many planning studies to guide the development of the downtown core in recognition of its assets and uniqueness. Likewise, these planning efforts have worked, step-by-step, to achieve and/or position the City to achieve the key goals outlined above. These efforts include:

- Downtown Waterfront Specific Plan adopted 1999
- RDA Implementation Plan
- Designation of a Downtown Priority Development Area
- Transit Oriented Development (TOD) study for the PDA
- Parking study for the PDA, as part of DDA with Main Street West
- Certification of Housing Element that identified locations for increased downtown housing
- Senior Housing Feasibility Study (property east of Marina Shopping Center)
- FOCUS grant-funded Development Feasibility Analysis (hotel/meeting rooms eastern waterfront.)

This grant opportunity, in essence, has the potential of allowing the Council to look big picture at what it takes – from a planning perspective – to help realize the vision that has been developing since 1999 for this area. Reviewing, updating and expanding the DWSP to include all properties in the PDA does not mean "starting from scratch" or "disregarding" visioning and plans that have been developed to date. In fact, just as the GP Update did not change the preferred land use

designations of probably 90% or more of the city's parcels, it likewise is expected that much of the DWSP would remain the same. However, given the opportunities that the City has with respect to the 30 acre site, as well as improved connectivity opportunities given that the City of Fairfield is hoping to be able to taking a comprehensive look at its two downtown PDA's, this grant would provide an opportunity to complete detailed planning work that supports/encourages development in the downtown area.

STAFF RECOMMENDATION: Accept staff presentation on a grant opportunity to confirm, update and expand the City's Downtown Waterfront Specific Plan to include the full downtown PDA. This item will be placed on the March 5, 2013 for action.

ATTACHMENTS:

- 1. Downtown Specific Plan/PDA Map
- 2. Letter of Interest and Draft Scope of Work, dated February 21, 2013
- 3. PDA Planning Program Cycle Five Program Guidelines



Source: Suisun City 2011, AECOM 2011

Preferred Conceptual Land Use Alternative



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 <u>federal</u> 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.

Place-type	Regional Center, City Center, Suburban Center,	Transit Neighborhood, Transit Town Center, Mixed-						
	Urban Neighborhood	Use Corridor,						
Award	 Up to \$750,000 if both Specific Plan & EIR 	 Up to \$500,000 if both Specific Plan & EIR 						
	 Up to \$400,000 if EIR only 	 Up to \$250,000 if EIR only 						
Outcome	Specific Plan and/or EIR	Specific Plan and/or EIR						

Award Guidelines by Place-type

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). 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 <u>and explain how all remaining planning elements outlined below have been satisfied</u>.

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.

Appendix 1 PDA Planning Elements Description & Guidance

The following pages document each of the PDA planning elements, including the goal the element should aim to achieve, a description, examples or suggestions about what to include in the development of the element and what the deliverable should include. This information provides PDA planning grantees with an expectation of the scope for each element and what MTC/ABAG will be looking for in submitted deliverables.

Priority Development Area (PDA) Profile

Goal: Brief initial report providing an overview of demographic and socio-economic characteristics of the planning area, transit/travel patterns and use, physical aspects of the planning area, as well as any known issues that will need to be considered or addressed in the planning process. Context for the relationship between the planning area and the jurisdiction's surrounding area should be provided.

Data sources should include the US Census, as well as other planning efforts.

Results from the PDA Profile should inform subsequent planning elements.

Measures to be included or described in the PDA Profile

- Population
- Age
- Ethnicity
- Language
- Place of birth and residence
- Disability
- Households
- Employment
- Income and poverty status
- Household tenure and costs
- Place of work
- Travel mode to work
- Vehicle availability
- Travel time to work
- Physical landscape (inventory of housing, jobs, parks, neighborhood amenities/retail, social services, schools/playgrounds, activity nodes, etc.)
- Known issues or concerns to be included in the planning process

Deliverable: Report containing the above-referenced measures describing the planning area. The information contained in this report should be referenced throughout the planning process in the development of subsequent planning elements.

Community Involvement

Goal: Create a collaborative planning process with community stakeholders, including residents, business proprietors, property owners, transit agencies, neighborhood associations, non-profit or other community or faith-based organizations, etc. Special attention should be paid to involve community groups and minority, low-income, youth, renter, and non-English speaking populations. The purpose of the collaboration is to solicit comments from these stakeholders, review preliminary findings with them, and utilize their perspective in developing a vision for the planning area. The outcome of successful community involvement is broad-based community support for the final plan, as well as for the process to develop the plan.

Create a Community Involvement Plan

Before beginning the planning process, develop a plan for community involvement. As a first step, refer to the PDA Profile for an understanding of the residents and stakeholders to be engaged in the process. The plan should outline various strategies to involve these residents and stakeholders, and should provide for on-going oversight of the planning process, as well as opportunities for input at specific points in the process. Depending on the demographic make-up of the project area, translation of materials into languages other than English may be necessary and should be factored into the community involvement budget.

The involvement plan should identify:

- a. Potential Technical Advisory Committee (TAC) and Citizens Advisory Committee (CAC) members, and/or a process for selecting members
- b. Strategies to partner with local community organizations and engage community members (see below)
- c. Strategies specific to engaging low-income communities and communities of color
- d. Schedule of public meetings, TAC and CAC meetings, and other public events/meetings

Community Involvement Strategies

Strategies to consider incorporating into your community involvement plan are detailed below.

- Develop a *Citizens Advisory Committee (CAC)* <u>required</u>
 CACs can provide a broad-based participation in the development of the plan and offer a mechanism for ongoing oversight of the planning process. A CAC also allows the community to share ownership of the planning process as well as the final plan, and can help to create community buy-in.
- Develop a *Technical Advisory Committee (TAC) <u>required</u> A TAC provides input from partner agencies, including other city departments, transit providers, the congestion management agency and regional agencies.*
- Partner, collaborate or *contract with local community-based organization(s)(CBO)* To engage the direct participation of residents in the project area, partnering or contracting with local community-based organizations that provide services to the residents may be an effective strategy. Local CBOs may be most familiar with how to reach their client base, particularly non-traditional participants in the process.
- Establish *project-specific fact sheets, telephone hotlines, posters, maps or websites* Offer a variety of ways the community can access information and/or provide feedback about the planning process.
- Attend *regularly-scheduled meetings or public events in plan area* Getting on the agenda of regularly scheduled meetings, such as homeowners associations, community groups, rotary clubs, or places of worship offer an opportunity to discuss the planning process when interested stakeholders are already meeting rather than having them attend a separate meeting about the planning process. In addition, community events such as Farmer's Markets or street fairs can be used to distribute

project fact sheets, surveys or other information about the planning process. These events will also be a good opportunity to build the project mailing list for later project events.

- Conduct *focus groups and interviews* Focus groups or interviews offer an opportunity to obtain in-depth feedback from key stakeholders or groups.
- Distribute *surveys* Develop a project survey to both educate stakeholders and solicit feedback about needs, values and tradeoffs.
- Host project-specific *public meetings, workshops or open houses* Offer a range of options that accommodate busy schedules, allowing attendees to spend as much or as little time as they wish
- Involve *City Council and Planning Commissioners* Early involvement of elected and appointed officials can help ensure their buy-in and smooth the plan adoption process
- Include developers

Developers and property owners bring an important perspective, particularly regarding market feasibility of plan alternatives

• Develop photosimulations

Photosimulations, particularly of development alternatives, may be a useful tool to engage stakeholders, as well as help to provide visualization of densification

- Involve *local media* Coverage by local media can help secure coverage of planning efforts.
- Post-plan *follow-up* Potentially through the CAC, survey the community to identify areas of agreement, as well as what issues require additional attention

Groups to include in Community Involvement

- Residents home owners and renters
- Businesses
- Property owners
- Local groups (i.e. neighborhood and business associations)
- Community and faith-based organizations (i.e. local non-profits serving residents in plan area)
- Seniors, including senior centers/housing
- Youth
- Non-English speaking population

Techniques for Involving Low-Income Communities and Communities of Color*

- Outreach in the community (flea markets, places of worship, health centers, etc.)
- Translate materials; have translators available at meetings as requested
- Include information on meeting notices on how to request translation assistance
- Robust use of "visualization" techniques, including maps and graphics
- Use of community and minority media outlets to announce participation opportunities

Deliverables:

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- a. A community involvement plan detailing who will be engaged and when, along with the strategies that will be used to engage them
- b. Materials for distribution
- c. Meeting minutes, public comment summaries, survey or focus group summaries

* from MTC's 2010 Public Participation Plan

Alternatives Analysis

Goal: Development of several land use alternatives or visions over the long term, their impacts upon the existing community and neighboring land uses, the feasibility of instituting each alternative, and the selection of a preferred development scenario. The alternatives should include an analysis of potentially incompatible land uses and resulting exposure issues.

Considerations:

- Specify the time horizon for the scenarios, taking into consideration the implementation timeframe of the plan
- Review existing place-type for the planning area; does the place type change based on the community's vision in the preferred alternative?
- Develop options for different development scenarios early in the process to allow for discussion and input from community and key stakeholders (see Community Involvement)
- Scenarios may include
 - * Minimum allowable density standards
 - * Ridership forecasts based on different development scenarios
- How do different land uses relate to circulation in the planning area, ridership, parking, open space, etc.
- What land uses are under consideration now vs. what uses are proposed for the future
- Land uses should consider zoning, form based code or both

Deliverable: Memo including:

- Alternatives considered
- Process for selecting the preferred alternative
- Description of the preferred alternative
- Supporting maps, i.e. land use map, circulation map, density/form map

Market Demand Analysis

Goal: An analysis of the future market demand for higher density-housing at all levels of affordability, retail, commercial and industrial (if appropriate) uses. The analysis should consider the existing market and outcomes in the short-term, as well as an assessment of trends with a long-range perspective. The trend analysis should reflect outcomes identified in the Alternatives Analysis.

Elements to include in Market Demand Analysis

- Delineation of primary and secondary (broader) market areas (set context for analysis)
- Assessment of *potential for employment* in the planning area
 - * Identify characteristics of current employment near planning area based on land use, industry breakdown, and the type and frequency of nearby transit
 - * Describe trends in the current real estate market and expected patterns of growth based on reports from commercial real estate brokers or government agencies
 - * Analyze feasibility of various mixed-use components
 - * Project employment based on projected square footage of potential commercial development of each type (see below)
- Assessment of *potential for housing* in the planning area
 - * Assess current demographics (population, household type, age, income, etc), as well as projected growth and projected changes in trends (i.e., more households of a certain type)
 - * Consider tendency of various household types and age groups to locate near transit
- Assessment of *potential for commercial development* (i.e. retail, entertainment, etc.)
 - * Assess existing commercial development
 - * Describe trends in the current real estate market and expected patterns of growth based on reports from commercial real estate brokers or government agencies
 - * Cross reference with analysis of how much more retail could be supported by expected growth in housing and population.
- Projected absorption of housing at various income levels

Deliverable: A report containing current conditions, as well as short-term and long-term potential for employment, housing and commercial development in the planning area. Analysis should link back to the preferred vision identified in the Alternatives Analysis

Affordable Housing and Anti-Displacement Strategy

Goal: Develop a strategy to provide existing and future plan area residents with a range of housing options that are affordable to households at all income levels. The strategy should describe the existing demographic and housing profile of the area, quantify the need for affordable housing, identify specific affordable housing goals for the plan, assess the financial feasibility of meeting the need for affordable housing, and identify strategies needed to meet the affordable housing goals.

To limit or prevent displacement in the area, the strategy should identify how non-subsidized affordable housing units in or neighboring the plan area may be impacted by the plan build-out. The plan should describe existing preservation policies to maintain neighborhood affordability and additional zoning changes or policies needed. The anti-displacement strategy may also include the maintenance and enhancement of small businesses, services and community centers that serve lower-income residents.

Elements to include in Affordable Housing and Anti-Displacement Strategy:

Assessment of Existing Conditions

- Describe the demographic characteristics of the existing population in the plan area, including factors such as income levels, ethnic/racial composition, and presence of low-income renters (who are at greatest risk of displacement)
- Describe the housing characteristics in the plan area, including factors such as housing tenure, household size, and housing affordability for both deed-restricted and market-rate units
- Describe market conditions that affect the provision of affordable housing, such as land availability and value, obstacles to development in the plan area, and existing affordable housing policies (e.g., inclusionary zoning, rent control or stabilization policies, housing preservation programs, etc.)

Quantification of Affordable Housing Need

- Quantify the expected need for affordable housing, by income level, in the plan area based on the characteristics of the existing and expected future population
- The statement of need should not be limited by estimates of what seems feasible

Identification of Goals

- Consider goals such as:
 - No net loss of affordability in the plan area
 - o Total number of affordable units, by income level, that will be accommodated in the plan area
 - Target for percentage of total units that are affordable
- Demonstrate consistency with the jurisdiction's Regional Housing Need Allocation and the sites and policies identified in the Housing Element

Feasibility Analysis

- Assess the amount of affordable housing, by income level, that is likely to be produced by the market
- Estimate the public financial burden and the private costs required to meet the identified housing need
- Identify potential funding sources available to develop affordable housing
- Identify the "gap" between the dollar amount needed for affordable housing and the potential sources available

Implementation Strategy

- Identify specific strategies to retain existing affordable units
- Specify the location and type of units (size, tenure, etc.) to be developed in the plan area
- Identify funding sources that will be used to preserve or add affordable housing
 - o Local sources (bonds, impact fees, housing trust fund, etc.)
 - State and Federal sources (HOME, CDBG, tax credits, grants, etc.)
 - o Other

- Identify policies that will be used to preserve or add affordable housing
 - o Inclusionary housing
 - Housing trust fund
 - Reduced parking standards
 - Rehabilitation programs
 - o Land trusts
 - o Foreclosure mitigation
 - o Other
- Identify policies that will be used to avoid displacing existing residents
 - o Engagement of communities likely to be displaced
 - Economic development (locally owned businesses, local hire, new area jobs that meet residents' skill levels)
 - Enhancement of community centers and facilities

Deliverable: A report that outlines the plan's approach to providing a range of affordable housing options to existing and future residents, based on the elements identified above.

Multimodal Access & Connectivity Component

Goal: Strategies for improving bus access to rail stations and ferry terminals and frequency of feeder services (in consultation with transit providers) as well as pedestrian, bicycle and auto access and safety. Multi-modal connections between transit stations and high-density housing, surrounding neighborhood amenities, activity nodes, and open space should be emphasized. This should apply throughout the planning area boundaries (include significant nodes outside plan area boundaries).

Pedestrian Access & Circulation (see also, Pedestrian-Friendly Design Standards)

Identify pedestrian access and circulation patterns between station/terminal, local transit, neighborhood amenities and activity nodes in the planning area. Utilizing the PDA Profile and Alternatives Analysis (for future land uses), show the most heavily pedestrian traveled routes in your planning area, emphasizing pedestrian safety.

- Identify primary pedestrian routes
- Consolidate and minimize driveways
- Accommodate ADA requirements

Bicycle Access & Circulation

Incorporate county-wide and local bike plans, station/terminal access for bicycles, bicycle parking and storage. Identify circulation pattern to adjacent activity centers and nodes. Show the bicycle network identified by class in the planning area. Identify connections to regional routes.

- Incorporate Countywide and City Bike Plans
- Bike lane treatments at intersections
- Bike racks and storage
- Bike lane width and treatment, designation class I-III and sharrows

Transit Connectivity

Identify and locate feeder bus service/hubs at stations/terminals, identify various lines serving stations, and routes and stops within the planning area.

- Bus stops at intersections
- Bus Shelters
- Bus bulb outs
- Intermodal access, including way-finding signage, accessible transit information, real-time technology, schedule coordination, fare coordination and last-mile connecting services
- Close and early consultation/coordination with all affected transit operators

Auto Circulation

Locate vehicular routes from core planning area parking structures/ lots to arterials, expressways, and freeways. Minimize auto and pedestrian/bicycle conflicts.

- Identify auto intensive land uses
- Keep vehicular circulation to a minimum in pedestrian core areas
- Relocate auto oriented land uses in highly pedestrian trafficked areas. Including vehicular entrances of parking structures

Deliverable: Multimodal access and connectivity plan/memo and pedestrian-friendly design standards or similar (See Pedestrian-Friendly Design Standards)

Pedestrian-Friendly Design Standards

Goal: Building, open space and street design standards that focus on pedestrian-oriented design that enhances the walking environment and increases pedestrian comfort and convenience as well as the safety and security of transit patrons in and around the plan area.

Background:

In preparation for the TLC 2010 Capital Call for Projects, MTC developed design guidance utilizing context-sensitive design solutions. The guidance suggests ranges (minimum and maximums) for a variety of design elements, which can be viewed as best practices, and can be considered a base from which to work for the design elements included in the plan.

Possible approaches that prioritize pedestrians: Pedestrian Friendly Design Guidelines Form Based Code Street Design Guidelines Context Sensitive Solutions

Considerations to prioritize pedestrians include:

- Sidewalk width
- Block Length 300'-400'
- Mid-block crossings (controlled)
- High visibility crosswalk treatments at all legs of intersections
- Pedestrian refuge islands
- Pedestrian-scaled lighting
- Curb return radii
- Audible signals
- Curb extensions (Bulb outs)
- ADA compliant ramps
- Street trees & planters
- Street furniture and fixtures
- Max. Travel lane width
- Way Finding signage
- 25 mph Speed Limit in Pedestrian Zones

Deliverable - See Multimodal Access and Connectivity Component

Accessible Design

Goal: Create an accessibility plan for people with disabilities, ensuring fully accessible transit stations, accessible paths of travel between the stations and surrounding areas, and visitable and habitable housing units adjacent to transit stations and in the planning area where feasible. If new housing is proposed within the planning area, at least 10% of townhomes should be habitable by persons with disabilities. Accessible paths of travel between the transit stations and essential destinations within the planning area should take into consideration width of sidewalks, presence of curb cuts, physical barriers that would prevent persons with mobility limitations from access and enhancements that would facilitate access.

Key Definitions

- *Accessible*: Housing and routes to transit that meet the needs of an individual of a person with mobility limitations
- *Adaptable*: Housing that allows some features of a building or dwelling to be readily changed to be accessible
- Habitable: Dwelling where a person with a disability can live with an accessible bedroom
- Visitable: Dwelling where a person with a disability can visit with an accessible restroom
- *Townhome*: A multi-story residence that is connected by a common wall to another residence
- Universal Design (UD)*:

- The design of products and environments to be usable by all people, to the greatest extent possible, without adaptation or specialized design.

- A user-friendly approach to design in the living environment where people of any culture, age, size, weight, race, gender and ability can experience an environment that promotes their health, safety and welfare today and in the future.

Considerations when developing the Accessibility Plan

- Do new housing units (including townhomes) in the planning area incorporate universal design, or are habitable by persons with mobility limitations (e.g have accessible bathrooms and bedrooms, or can be converted through universal design)
- Does your jurisdiction have a policy to incorporate universal design in new housing developments in the planning area? If yes, what is the policy and how will it apply to the planning area?
- Describe the path of access to and from transit and essential services within a ½ mile from existing and planned housing units in the planning area. Description should include width of sidewalks, presence of curb cuts, physical barriers that would prevent persons with mobility limitations from access, and enhancements that would facilitate access.

Deliverable: Memo containing how the planning area will accommodate persons with disabilities, both in path of travel to/from transit and surrounding destinations, as well as habitable and visitable housing units.

^{*} from Universal Design Alliance, http://www.universaldesign.org/universaldesign1.htm

Parking Policy and Management

Goal: Create a parking policy and management element that aims at reducing parking demand through pricing, zoning, and support for alternative modes. Pricing and zoning requirements have the largest impact on parking demand. Although most drivers do not pay a direct fee to use most parking, creation and operations of the spaces is not free: developers must pay to build and maintain the parking spaces and they add a cost to rental and purchase prices, typically hidden. Commercial tenants, in turn, pass the cost on to consumers by adding it to prices of good and services. Minimum parking requirements tend to lower density, encourage sprawl and reduce demand for transit and other modes. The plan should include requirements on new developments/uses, and employers in the planning area as described below.

A. New developments or uses - City Parking Requirements

Include one or more of the following three approaches:

1. Eliminate parking minimums for new developments in the planning area

2. Reduce parking minimums to levels consistent with AB 710 (Skinner), as proposed in 2011, specifically: City requirements of no more than:

- i. 1 space per residential unit
- ii. 1 space per 1,000 square ft of commercial space, or

3. Establish parking maximums at a level of no higher than one and one-half the minimums above, i.e., 1.5 spaces per residential unit and 1.5 spaces per 1,000 sq ft commercial space

Approaches 1 & 2 provide greater flexibility and choice for developers to customize their housing products to address local demand and context, providing consumers more choices. Reductions in city requirements allow developers to propose development with lower levels of parking, including for reuse of existing buildings. Examples of no parking requirements on residential developments or use include downtown areas in San Francisco, Los Angeles, Berkeley, Seattle, WA and Portland OR. Note that these approaches do not limit the level of parking that can be proposed or built by developers.

Approach 3, creating parking maximums, limits the level of parking that can be proposed or built by developers. Parking maximums are a relatively new strategy, and serve to reduce automobile travel and congestion in the local areas with good availability of alternative modes. The number of spaces allowed is typically based on either quality of transit modes or local utilization rates. Examples include downtown San Francisco, Cambridge, MA, Portland, Bend and Hood River, OR. Use of parking maximums should be carefully evaluated to determine that development is financially viable in the local context.

These strategies can be used in combination, i.e., both a lower or no minimum and a maximum. In addition, the plan should consider other appropriate strategies, such as unbundling, car-share, bicycle parking, pedestrian accessibility, shared parking, and transit passes to support these approaches.

B. Employers - City Parking Requirements

Include one or more of the three approaches:

- 1. Commuter Benefit Ordinance requiring employers to choose one of the following (using the models of SF, Richmond and Berkeley)
 - a. Pre-tax dollars- Employer sets up a deduction program under existing IRS code 132(f), allows employees to make monthly pretax deductions to purchase transit passes or vanpool rides.
 - b. Employer Subsidy, see <u>CommuterBenefits.org</u> or the IRS Fringe Benefits Guide at
 - IRS.gov/publications/p15b/index.html for more information
- c. Employer Provided Employer offers workers free shuttle service on company-funded bus/van.
- 1. Parking cash-out based on city enforcement of state law, as per SB 728, Lowenthal, passed 2010
- 2. Transportation Demand Management participation in an active TDM Association

Additional information on parking planning and management approaches, steps and strategies is available in the MTC Parking Toolbox - http://www.mtc.ca.gov/planning/smart_growth/parking/parking_seminar.htm.

Deliverable: Parking management plan/memo incorporating elements listed above

Infrastructure Development and Budget

Goal: Describe existing public infrastructure (streets and roadways, sidewalks, bike lanes and racks, utilities, street furniture, street trees, parking, stormwater management, etc.) and public facilities/services (transit stations/shelters, libraries, parks, centers, schools, police/fire, etc.) within the planning area, determine improvements needed to meet the demands of the existing and anticipated service population, develop cost estimates, and identify potential funding mechanisms for necessary improvements and maintenance.

Considerations:

- Describe existing public infrastructure and facilities and highlight strengths/weaknesses in the PDA Profile
- Incorporate findings from the Market Demand Analysis
 - For example, if the Market Demand Analysis finds that higher density housing can be accommodated, will utility pipe upgrades be needed?
- Factor in regulatory requirements for new development (e.g. stormwater or fire protection)
- Coordinate with local service agencies, such as school districts, police and fire to determine potential budget/facility impacts as a result of new development
- Specific mapping or analysis may be needed to fill in data gaps to assess infrastructure needs and identify service factors for estimating costs (e.g. cost per service population or per user)
- Conduct a fiscal impact analysis to determine the impact of the plan on public services and determine appropriate financing strategies to meet costs
- Prioritize/phase improvements and include in Implementation Plan and Financing Strategy

Deliverable: Memo outlining infrastructure development and budget

Implementation Plan and Financing Strategy

Goal: List action items necessary to implement the goals of the plan and identify responsible department, cost estimates, potential revenue sources, and timeframe for completion.

Considerations:

- Identify action items for each topical section (e.g. land use or connectivity) of the plan to implement the goals of that section and for overall plan implementation, such as programmatic changes to incorporate new programs.
- Action items should be categorized and listed in a logical format (e.g. bulleted list and/or table)
- Each action item should be assigned a time frame for implementation (e.g. short 0-2 years, medium 3 to 5 years, long-term 6+ years) to easily identify immediate next steps and longer term priorities.
- Each action should have a cost estimate and potential funding sources
- Each action item should be assigned to a responsible department
- Evaluate opportunities for neighborhood groups/other organizations to implement/assist with projects (e.g. street clean-up)
- Establish a mechanism for annual review of plan implementation progress and priorities (e.g. annual staff status report to planning commission/city council or have each department review implementation action items and incorporate into their departmental budget review process)

Deliverable: Implementation Plan with Financing Strategy

Preparation for Plan Implementation

Goal: Prepare all necessary documents and changes at the time of plan adoption to proceed immediately with plan implementation, such as Program-level EIR

- Zoning changes
- General Plan amendments
- Developer agreements

Appendix 2 Planning Area Development Guidelines for New Development (based on 500-acre planning area)

	Regional Center	City Center	Suburban Center	Transit Town Center	Urban Neighborhood	Transit Neighborhood	Mixed-Use Corridor
Housing Mix (New Development) [1]	High-rise & mid-rise apartments, condos	Mid-rise, low- rise, some high- rise & townhomes	Mid-rise, low- rise, some high- rise & townhomes	Mid-rise, low- rise, townhomes, small lot single family	Mid-rise, low- rise, townhomes	Low-rise, townhomes, some mid-rise & small lot single family	Mid-rise, low- rise, townhomes, small lot single family off immediate corridor
Planning Area Total Units Target	8,000 - 30,000	5,000 – 15,000	2,500 – 10,000	3,000 – 7,500	2,500 – 10,000	1,500 – 4,000	2,000 – 5,000
Net Project Density (New Housing) [2]	75-300 du/acre	50-150 du/acre	35-100 du/acre	20 – 75 du/acre	40–100 du/acre	20-50 du/acre	25-60 du/acre
Planning Area Total Jobs Target	40,000-150,000	5,000 – 30,000	7,500 – 50,000	2,000 – 7,500	N.A.	N.A.	750 – 1,500
Minimum FAR (New Employment Development)	5.0 FAR	2.5 FAR	4.0 FAR	2.0 FAR	1.0 FAR	1.0 FAR	2.0 FAR

[1] See Station Area Planning Manual for detail on each building type[2] Allowable densities within the planning area should fall within this range and should be planned in response to local conditions, with higher intensities in close proximity to transit and neighborhood-serving retail areas.

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