



Western Riverside Council of Governments Planning Directors Committee

AGENDA

**Thursday, March 12, 2020
9:30 a.m.**

**Western Riverside Council of Governments
Citrus Tower (New Office)
3390 University Avenue, Suite 200
Riverside, CA 92501**

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in the Planning Directors Committee meeting, please contact WRCOG at (951) 405-6703. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting. In compliance with Government Code Section 54957.5, agenda materials distributed within 72 hours prior to the meeting which are public records relating to an open session agenda item will be available for inspection by members of the public prior to the meeting at 3390 University Avenue, Suite 200, Riverside, CA, 92501.

The Planning Directors Committee may take any action on any item listed on the agenda, regardless of the Requested Action.

- 1. CALL TO ORDER (H.P. Kang, Chair)**
- 2. SELF INTRODUCTIONS**
- 3. PLEDGE OF ALLEGIANCE**
- 4. PUBLIC COMMENTS**

At this time members of the public can address the Planning Directors Committee regarding any items with the subject matter jurisdiction of the Committee that are not separately listed on this agenda. Members of the public will have an opportunity to speak on agenda items at the time the item is called for discussion. No action may be taken on items not listed on the agenda unless authorized by law. Whenever possible, lengthy testimony should be presented to the Committee in writing and only pertinent points presented orally.

5. MINUTES

- A. Summary Minutes from the February 13, 2020, Planning Directors Committee Meeting are Available for Consideration. P. 1

Requested Action: 1. Approve Summary Minutes from the February 13, 2020, Planning Directors Committee meeting.

6. CONSENT CALENDAR

All items listed under the Consent Calendar are considered to be routine and may be enacted by one motion. Prior to the motion to consider any action by the Committee, any public comments on any of the Consent Items will be heard. There will be no separate action unless members of the Committee request specific items be removed from the Consent Calendar.

- A. WRCOG Committees and Agency Activities Update Chris Gray P. 5

Requested Action: 1. Receive and file.

- B. Traffic Impact Analysis Guidelines Template Chris Gray P. 19

Requested Action: 1. Receive and file.

7. REPORTS / DISCUSSION

- A. Senate Bill 330 Summary Chris Gray, WRCOG P. 65

Requested Action: 1. Receive and file.

- B. Update on Statewide Study on Residential Development Impact Fees Chris Gray, WRCOG P. 67

Requested Action: 1. Receive and file.

- C. Local Early Action Planning Grants Opportunity Christopher Tzeng, WRCOG P. 71

Requested Action: 1. Receive and file.

- D. Subregional Climate Action Plan Activities Update Christopher Tzeng, WRCOG P. 99

Requested Action: 1. Receive and file.

- E. Call for Proposals – ‘Place’ Panel Discussion at WRCOG’s Leadership Conference Elisa Laurel, WRCOG P. 101

Requested Action: 1. Receive and file.

8. REPORT FROM THE DIRECTOR OF TRANSPORTATION & PLANNING

9. ITEMS FOR FUTURE AGENDAS

Members

Members are invited to suggest additional items to be brought forward for discussion at future Planning Directors Committee meetings.

10. GENERAL ANNOUNCEMENTS

Members

Members are invited to announce items / activities which may be of general interest to the Planning Directors Committee.

- 11. NEXT MEETING:** **The next Planning Directors Committee meeting is scheduled for Thursday, April 9, 2020, at 9:30 a.m. at WRCOG's office located at 3390 University Avenue, Suite 200, Riverside.**

12. ADJOURNMENT

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1. CALL TO ORDER

The meeting of the Planning Directors Committee was called to order at 9:36 a.m. by Chair H.P. Kang, at the WRCOG Office, Citrus Conference Room.

2. SELF INTRODUCTIONS

Members present:

Adam Rush, City of Banning
Christina Taylor, City of Beaumont
Joanne Coletta, City of Corona
H.P. Kang, City of Hemet, Chair
Tamara Campbell, City of Jurupa Valley
Richard MacHott, City of Lake Elsinore
Cheryl Kitzerow, City of Menifee
Patty Nevins, City of Moreno Valley
Jarett Ramaiya, City of Murrieta
Travis Randel, City of San Jacinto
Matt Peters, City of Temecula
Matt Bassi, City of Wildomar
Jeffrey Smith, March JPA (10:24 a.m. departure)
Jennifer Nguyen, Riverside Transit Agency

Staff present:

Andrew Ruiz, Chief Financial Officer
Christopher Gray, Director of Transportation & Planning
Christopher Tzeng, Program Manager
Cameron Brown, Program Manager
Elisa Laurel, Program Manager
Daniel Soltero, Staff Analyst
Ivana Medina, Staff Analyst
Rachel Singer, Staff Analyst
Kyle Rodriguez, Staff Analyst
Suzy Nelson, Administrative Assistant
Haley Henson, Intern

Guests present:

Jenny Chan, Riverside County Transportation Commission
Kevin White, City of San Jacinto
Tammy Seale, PlaceWorks
Eli Krispi, PlaceWorks
Andrea Howard, PlaceWorks
Mike Flood, WSP

3. PLEDGE OF ALLEGIANCE

Chair H.P. Kang led members and guests in the Pledge of Allegiance.

4. PUBLIC COMMENTS

There were no public comments.

5. MINUTES – *(San Jacinto / Lake Elsinore) 12 yes; 0 no; 2 abstention. Item 5.A was approved. The Cities of Calimesa, Canyon Lake, Eastvale, Norco, Perris, and Riverside, and the County of Riverside, Western Municipal Water District, and Morongo Band of Mission Indians were not present. The Cities of Menifee and Moreno Valley abstained.*

A. Summary Minutes from the December 12, 2019, Planning Directors Committee Meeting are Available for Consideration.

Action: 1. *Approved the Summary Minutes from the December 12, 2019, Planning Directors Committee meeting.*

6. CONSENT CALENDAR – *(San Jacinto / Banning) 14 yes; 0 no; 0 abstentions. Items 6.A was approved. The Cities of Calimesa, Canyon Lake, Eastvale, Norco, Perris, and Riverside, and the County of Riverside, Western Municipal Water District, and Morongo Band of Mission Indians were not present.*

A. WRCOG Committees and Agency Activities Update

Action: 1. *Received and filed.*

7. REPORTS / DISCUSSION

A. Resilient IE Activities Update

Andrea Howard and Eli Krispi provided an update on the final draft of the Caltrans-funded Resilient IE Toolkit. In collaboration with the San Bernardino County Transportation Commission (SBCTA) and WRCOG, the Toolkit will provide member jurisdictions with a streamlined and cost-effective climate resiliency plan as well as help with legislative compliance. Resources within the toolkit include city-level evacuation routes with identified route hazards, a guidebook to support resilient transportation infrastructure, and a template resilience element that can be used to comply with State mandates for local planning.

Mike Flood provided an overview of two risk-based vulnerability assessment pilots that were surveyed, one being the I-10 in Ontario, near Ontario Airport, and the other being the I-15 through the Cajon Pass. WRCOG and SBCTA received a follow-up grant from Caltrans to build upon these pilots and implement for different assets. A risk-based approach can provide critical data points for stakeholders as well as a better understanding of socioeconomic impacts.

Staff and consultants are now working to address the final requirements of the grant, in addition to preparing a final project case study. Per the grant requirements, the principle components of Resilient IE will conclude by the end of February 2020 and staff will submit all invoicing and reporting requirements to Caltrans by March 2020.

Action: 1. *Received and filed.*

B. Adoption and Implementation of Senate Bill 743

Chris Gray provided an update on the status of the Senate Bill (SB) 743, which will require local agencies to use Vehicle Miles Traveled (VMT) as an impact criterion when evaluating a project's transportation impacts under the California Environmental Quality Act (CEQA).

On November 26, 2019, a decision was published by the Third Appellate District for the California Court

of Appeals that directly addressed SB 743. The Court reached three major findings: 1) when considering issues like SB 743 and its applicability, the timing is determined by the date the document was circulated, not when it was reviewed; 2) VMT analysis is not required at this time, since the requirement does not apply until July 1, 2020; and 3) level of service (LOS) cannot be used in context of CEQA decision-making for transportation-related impacts. Based on staff's research, the first two items can be viewed in a positive light, meaning that projects are not yet required to consider VMT as a transportation impact and it verifies that the requirement does not apply until July 1, 2020. Staff finds the third conclusion to be problematic since many jurisdictions are currently evaluating projects using LOS solely as the basis for transportation impacts under CEQA. Based on this conclusion, there are on-going discussions between various CEQA attorneys, transportation consultants, and agency staff.

WRCOG recommends that each member agency consult with its legal counsel to determine the most appropriate course of action for projects which are currently in process. There is a clear agreement on one topic – VMT analysis will need to be incorporated into any environmental document circulated after July 1, 2020. Because of that WRCOG strongly recommends that each of its member agencies move forward with developing and applying VMT-based thresholds and analysis procedures. Staff has provided a sample resolution and staff report attached to the staff report.

Action: 1. *Received and filed.*

C. 2020 Legislation Update

Chris Gray provided a summary update on current State legislation. Senate Bill (SB) 50, authored by Senator Scott Weiner of San Francisco, previously failed twice before reintroduction for a third time in 2020. This controversial bill was aimed to boost construction of housing by requiring cities and counties to allow higher density housing near job and transit centers. SB 50 did not pass through the State Senate. Senator Weiner has since stated the need to continue working on a major housing bill.

The Governor's office released the budget for Fiscal Year 2020/2021. Some key components of the budget included housing, homelessness, transportation and infrastructure, and climate-related items.

Mr. Gray defined the housing component of the budget to include revising the Regional Housing Needs Assessment to promote and streamline housing development. The budget also recommends that the State streamline the creation of Enhanced Infrastructure Financing District to fund housing and infrastructure projects. The budget included \$10 million a year for the next three years to fund policies that will support housing production and hold local jurisdictions accountable in order to remove barriers that hinder housing production in the state.

Within the Transportation and Infrastructure Budget, \$53 billion was set aside for a five-year infrastructure plan which includes \$45 billion for surface transportation.

Action: 1. *Received and filed.*

D. Updated Traffic Impact Analysis Guidelines Template

Chris Gray provided an update on the Traffic Impact Analysis (TIA) Guidelines template which is available for use by any jurisdiction in the WRCOG subregion. The Guidelines focus on two major components: 1) Vehicle Miles Traveled (VMT) guidance consistent with information from the WRCOG SB 743 Implementation Pathway Study, and 2) updates to the level of service (LOS) guidelines currently being utilized in the subregion.

In addition, the Guidelines include state-of-the-practice analysis techniques for LOS assessment. TIA Guidelines in general should be updated in a manner that are easy to adjust and revise for jurisdictions to utilize for its purposes. The Guidelines references required improvements instead of historic

California Environmental Quality Act (CEQA) terminology in order to distinguish between CEQA and non-CEQA requirements. Lastly, the LOS naming is simplified to be more consistent with requirements in other jurisdictions statewide.

The project team will communicate its findings and present the updated Guidelines through the WRCOG standing committees and distribute such at the March Planning Directors and Public Works Committees.

Action: 1. *Received and filed.*

E. Public Service Fellow Presentations

Rachel Singer introduced Andrea Mares, who is currently completing her Fellowship in the City of Banning, and Haley Henson, who is completing her Fellowship with WRCOG. Each Fellow presented on their current projects that they have helped work on and shared future plans as their fourth round of the Fellowship comes to a close at the end of March 2020.

Action: 1. *Received and filed.*

F. Grant Opportunities Summary Table

Christopher Tzeng provided an update on the current grant opportunities available to member jurisdictions. WRCOG provides assistance to its member jurisdictions to fund local projects through the Grant Writing Assistance Program. The Program aims to strengthen the subregion's overall competitiveness for statewide funding and to provide supplemental support to member jurisdictions that can be prevented from seeking grant funds due to limited capacity and/or resources.

Mr. Tzeng surveyed the Committee to ensure effectiveness of the summary table. Members were very thankful and shared that the email that staff sends out also gets forwarded to other departments within its agency.

Action: 1. *Received and filed.*

8. REPORT FROM THE DIRECTOR OF TRANSPORTATION & PLANNING

Chris Gray introduced Elisa Laurel, the new Planning Program Manager.

9. ITEMS FOR FUTURE AGENDAS

There were no items for future agendas.

10. GENERAL ANNOUNCEMENTS

There were no general announcements.

11. NEXT MEETING: The next Planning Directors Committee meeting is scheduled for Thursday, March 12, 2020, at 9:30 a.m., at WRCOG's office located at 3390 University Avenue, Suite 200, Riverside.

12. ADJOURNMENT: The meeting of the Planning Directors Committee adjourned at 11:04 a.m.



Western Riverside Council of Governments Planning Directors Committee

Staff Report

Subject: WRCOG Committees and Agency Activities Update

Contact: Chris Gray, Director of Transportation & Planning, cgray@wrcog.us, (951) 405-6710

Date: March 12, 2020

The purpose of this item is to provide updates on noteworthy actions and discussions held in recent standing Committee meetings, and to provide general project updates.

Requested Action:

1. Receive and file.

Attached are summary recaps of actions and activities from recent WRCOG standing Committee meetings that occurred during the month of February.

Prior Action:

March 2, 2019: The Executive Committee received and filed.

Fiscal Impact:

This item is for informational purposes only; therefore, there is no fiscal impact.

Attachment:

1. Summary recaps from February Committee meetings.

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Item 6.A

WRCOG Committees and Agency
Activities Update

Attachment 1

Summary recaps from February
Committee meetings

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**Western Riverside Council of Governments
Executive Committee
Meeting Recap
February 3, 2020**

*Following is a summary of key items discussed at the last Executive Committee meeting. To review the full agenda and staff reports for all items, please click [here](#). To review the meeting **PowerPoint presentation**, please click [here](#).*

Myths Regarding New California Efficiency Laws Debunked

- Tim Barr (WMWD) provided a presentation on the background behind new California Water Efficiency Laws.
- **There is no law against showering and doing laundry on the same day.** There are no specific statewide laws that require individual households to meet any specific targets.
- Water targets will be set based on the overall water use of water providers – not the individual customers.
- Starting in 2023, water providers will need to meet the sum of four standards: Indoor and Outdoor Residential Use, Water Loss within providers' systems, and Commercial, Industrial and Institutional Use, which will equal the water provider's unique water target.
- Individuals will NOT be responsible for State Water Resources Control Board fines. Instead, the State Water Board can fine water providers up to \$10,000 per day if the agency does not meet its cumulative standard.

Public Service Fellowship Update

- Staff presented an update on the Public Service Fellowship Program, which places exceptional students from local colleges in 30-hour per week positions working for WRCOG member agencies.
- To extend remaining program funds and preserve the integrity of the Program, the Executive Committee instituted a 50/50 split where the cost of a Fellow is split between the host agency/jurisdiction and WRCOG beginning in Round 5 of the Program (FY 20/21).
- The Executive Committee also enacted a variety of Program updates including: maintaining alternate placements for the Fellow placement (e.g. agencies would get a fellow every-other round), enacting a 30-hour a week maximum for Fellows, implementing an exit interview for Fellows and host agencies, requiring agencies applying for a WRCOG Fellow to contribute 50% towards the cost of the Fellow, and requiring agencies to provide specific project descriptions as a part of the host agency application.

Western Community Energy Update

- Western Community Energy (WCE) is set to launch in the Cities of Norco, Perris, Wildomar, Eastvale, Jurupa Valley and Hemet in April / May 2020.
- WCE's Governing Board (comprised of elected officials from the cities mentioned above) has adopted energy rates for customers on January 8, 2020.
 - WCE customers will see a 2% reduction in their electricity bills
 - That amounts to a savings of \$6 million annually for residents and businesses in these jurisdictions.
- Cities / Counties that want to join WCE for a 2022 launch must join by December 31, 2020.
- Staff is available to make a presentation on the benefits WCE offers as requested.

TUMF Program 2018/2019 Year in Review

- Staff presented an overview of the TUMF Program for the previous Fiscal Year (July 2018 to June 2019).
- TUMF revenues were nearly \$64 million, which represents the largest amount collected since 2007.
- Several major TUMF funded projects are nearly complete including the I-215/Scott Road and I-15 / Cajalco Road Interchanges.
- The WRCOG fee collection portal is now live, which allows developers to calculate and pay TUMF online.
- Staff is currently preparing for an update of the Nexus Study, to start in July 2020. Prior to this Nexus Study update, Staff will provide Nexus Study goals and principles for review and adoption by the WRCOG Committees. Other efforts include a Background White Paper on key transportation issues affecting the Nexus Study and a review of recent project costs.

Appointment of a WRCOG Representative to SCAG Policy Committee

- The Executive Committee appointed Jurupa Valley Council member Micheal Goodland to SCAG's Community, Economic, and Human Development Policy Committee for a term commencing February 3, 2020, ending December 31, 2020.

Next Meeting

The next Executive Committee meeting is scheduled for Monday, March 2, 2020, at 2:00 p.m., at the County of Riverside Administrative Center, 1st Floor, Board Chambers.



**Western Riverside Council of Governments
Finance Directors Committee
Meeting Recap
February 6, 2020**

Following is a summary of major items discussed at the last Finance Directors Committee meeting. To review the full agenda and staff reports, please click [here](#). To review the meeting PowerPoint Presentation, please click [here](#).

2nd Quarter Draft Budget Amendment for Fiscal Year 2019/2020

- Staff provided an update on the 2nd quarter draft budget amendment for Fiscal Year 2019/2020. The single largest amendment was a transfer out to Western Community Energy (WCE) for \$400k. The transfer to WCE is for mail costs associated with WCE's pre-enrollment notifications that must be mailed out to WCE's customers prior to launch. All start-up costs will be paid back to WRCOG.

Fiscal Year 2018/2019 Comprehensive Annual Financial Report

- Terry Shea with RAMS, and staff provided an overview of WRCOG's Fiscal Year 2018/2019 audit. WRCOG had no findings and was issued an unmodified opinion, which is the highest form of assurance an auditing firm can provide to an agency.

Presentation by PARS

- Maureen Toal with PARS presented on WRCOG's Unfunded Accrued Liability (UAL) and the strategies that WRCOG is taking, such as opening a Section 115 Trust with PARS.
- Several strategies to reduce UAL were shared that local jurisdictions can adopt.

Presentation by CitizensTrust on the Economy and Financial Markets

- Mike Gardner and Dick McDonald from CitizensTrust presented on the national economy and highlighted that unemployment is at a 50-year low and basic market conditions remain favorable. However, they also noted that trade concerns, higher interest rates, and geo-political events could impact long-term economic growth.

Next Meeting

The next meeting of the Finance Directors Committee is scheduled for Thursday, April 23, 2020, at 1:00 p.m., at WRCOG's office located at 3390 University Avenue, Suite 200, Riverside.



**Western Riverside Council of Governments
Administration & Finance Committee
Meeting Recap
February 12, 2020**

Following is a summary of key items discussed at the last Administration & Finance Committee meeting. To review the full agenda and staff reports, please click [here](#). To review the meeting PowerPoint presentation, please click [here](#).

PACE Programs Update

- In order to increase consumer protections related to WRCOG's PACE Programs, the Committee approved the following changes to WRCOG's Program Reports:
 1. An extended 5-day right to cancel for seniors.
 2. Not allowing a PACE assessment when a reverse mortgage exists on the property.
 3. Linking the WRCOG Program Report to the Consumer Protections Policy.
- These changes will be implemented across all PACE providers who are under WRCOG's PACE umbrella.

Regional Energy Network (REN) Development Activities Update

- Staff provided an update on the development Inland Regional Energy Network (I-REN) which is a collaborative effort between CVAG, SBCOG, and WRCOG to implement a variety of energy efficiency projects for municipalities and provide related programs to constituents.
- I-REN will provide programs services in the areas of Workforce Education & Training, Codes & Standards, and the Public sector for the regions of Riverside and San Bernardino County.
- I-REN aims to submit its business plan for CPUC approval in July 2020 with a potential decision occurring in Q1 2021.

29th Annual General Assembly & Leadership Conference

- Staff provided an update on the 29th Annual General Assembly & Leadership Conference, which will occur on Thursday, June 25, 2020 at Pechanga Resort Casino.
- Following the format from last year's event, this year will feature a full-day program beginning with the Leadership Conference in the late morning and closing out with the General Assembly and Keynote Address in the evening.
- Two keynote speakers were selected, Reince Priebus, White House Chief of Staff (2017) and Chair of the Republican National Committee (2011-2017), and Denis McDonough, White House Chief of Staff (2013-2017). Priebus served under President Trump's administration and McDonough served under President Obama's administration.

2nd Quarter Draft Budget Amendment for Fiscal Year 2019/2020

- Staff provided an update on the 2nd quarter draft budget amendment for Fiscal Year 2019/2020. The single largest amendment was a transfer out to Western Community Energy (WCE) for \$400k. The transfer to WCE is for mail costs associated with WCE's pre-enrollment notifications that must be mailed out to WCE's customers prior to launch. All start-up costs will be paid back to WRCOG.

Personnel Update

- Staff provided an update on WRCOG's anticipated staffing needs for FY 2020/2021. WRCOG, including the two JPA's it manages, RCHCA and WCE, anticipates to add a total of three new positions in FY 2020/2021. Two positions will be under RCHCA (funded by RCHCA) and one will be under WRCOG.

Resilient IE Activities Update

- Consultants provided a presentation on the final Caltrans-funded Resilient IE toolkit.
- Resilient IE is a Toolkit of resources to support WRCOG and SBCTA member jurisdictions with streamlined and cost-efficient climate resilience planning and legislative compliance.
- Among the Toolkit resources are city-level evacuation routes with identified route hazards (e.g. risk of flooding), a Guidebook to support resilient transportation infrastructure, and a template resilience element to be used to comply with new State mandates for local planning.
- WRCOG has secured additional Caltrans funding to prepare a follow-up analysis that will support more strategic prioritization of transportation infrastructure spending.
- All Resilient IE resources will be available at <http://www.wrcog.us/285/Resilient-IE> as they are finalized.

Next Meeting

The next Administration & Finance Committee meeting is scheduled for Wednesday, March 11, 2020, at 12:00 p.m. in WRCOG's office, located at 3390 University Avenue, Suite 200, Riverside.



**Western Riverside Council of Governments
Planning Directors Committee
Meeting Recap
February 13, 2020**

Following is a summary of key items discussed at the last Planning Directors Committee meeting. To review the full agenda and staff reports, please click [here](#). To review the meeting PowerPoint presentation, please click [here](#).

Resilient IE Activities Update

- Consultants provided a presentation on the final Caltrans-funded Resilient IE toolkit.
- Resilient IE is a toolkit of resources to support WRCOG and SBCTA member jurisdictions with streamlined and cost-efficient climate resilience planning and legislative compliance.
- Among the toolkit resources are city-level evacuation routes with identified route hazards (e.g. risk of flooding), a guidebook to support resilient transportation infrastructure, and a template resilience element that can be used to comply with new State mandates for local planning.
- WRCOG has secured additional Caltrans funding to prepare a follow-up analysis that will support more strategic prioritization of transportation infrastructure spending.
- All Resilient IE resources will be available at <http://www.wrcog.us/285/Resilient-IE> as they are finalized.

SB 743: Adoption and Implementation Process

- SB 743 requires local agencies to use VMT as an impact criterion when evaluating a project's transportation impacts under CEQA. VMT analysis will need to be incorporated into any environmental documents circulated after July 1, 2020. WRCOG recommends that each member agency consult with its legal counsel to determine the most appropriate course of action for projects which are currently in process.
- Jurisdictions must adopt a resolution to implement SB 743 and evaluate transportation impacts utilizing VMT. A draft resolution and template staff report for jurisdictions to utilize was provided as part of the agenda packet. WRCOG will provide a working document to the Committee.
- Jurisdictions must, at the very least, follow its standard protocol in adopting resolutions when adopting the resolution to implement VMT as the measure of transportation impacts.

Legislation Update

- Senate Bill 50 aimed to boost construction of housing by requiring cities and counties to allow higher-density housing near job and transit centers. SB 50 was not passed by the State Senate. Members of the legislature, including SB 50's author, Senator Wiener, have since stated the need to continue working on a major housing bill.
- The Governor's office released the budget for Fiscal Year 2020/2021. Some highlights include revising the Regional Housing Needs Assessment (RHNA) to promote and streamline housing development, and a \$53 billion five-year infrastructure plan, which includes \$45 billion for surface transportation (roads, transit, and high-speed rail), and a \$4.75 billion climate resiliency bond.

Update Traffic Impact Analysis Guidelines Update

- In order to reduce resources needed from jurisdictions to implement SB 743 prior to July 1, 2020, WRCOG has drafted a Traffic Impact Analysis Guidelines template to incorporate required aspects of utilizing VMT to evaluate transportation impacts.

- The Guidelines focus on two main components: (1) VMT guidance consistent with information from the WRCOG SB 743 Implementation Pathway Study, and (2) updates to the LOS guidelines currently being utilized in the subregion.
- It is anticipated that the updated Guidelines will be ready for distribution at the March PDC and PWC meetings.

Grant Opportunities Summary Table

- WRCOG provides assistance to its member jurisdictions to fund local projects through the Grant Writing Assistance Program.
- The Program aims to strengthen the subregion's overall competitiveness for statewide funding and to provide needed supplemental support to member jurisdictions prevented from seeking grant funds due to limited capacity and/or resources. The Program has enabled member jurisdictions and WRCOG to receive over \$15 million in awarded grants to date.
- The Program also provides regular updates on various grant opportunities that may be of interest to member jurisdictions with the goal of allowing member jurisdictions to be proactive in pursuing grant funding.
- WRCOG asked for feedback on the table to ensure it continues to be an effective resource. Any feedback can be sent to Christopher Tzeng at ctzeng@wrcog.us.

Next Meeting

The next Planning Directors Committee meeting is scheduled for Thursday, March 12, 2020, at 9:30 a.m., at WRCOG's office located at 3390 University Avenue, Suite 200, Riverside.



**Western Riverside Council of Governments
Public Works Committee
Meeting Recap
February 13, 2020**

Following is a summary of key items discussed at the last Public Works Committee meeting. To review the full agenda and staff reports, please click [here](#). To review the meeting PowerPoint presentation, please click [here](#).

Resilient IE Activities Update

- Consultants provided a presentation on the final Caltrans-funded Resilient IE toolkit.
- Resilient IE is a Toolkit of resources to support WRCOG and SBCTA member jurisdictions with streamlined and cost-efficient climate resilience planning and legislative compliance.
- Among the Toolkit resources are city-level evacuation routes with identified route hazards (e.g. risk of flooding), a Guidebook to support resilient transportation infrastructure, and a template resilience element to be used to comply with new State mandates for local planning.
- WRCOG has secured additional Caltrans funding to prepare a follow-up analysis that will support more strategic prioritization of transportation infrastructure spending.
- All Resilient IE resources will be available at <http://www.wrcog.us/285/Resilient-IE> as they are finalized.

SB 743: Adoption and Implementation Process

- SB 743 requires local agencies to use VMT as an impact criterion when evaluating a project's transportation impacts under CEQA. VMT analysis will need to be incorporated into any environmental documents circulated after July 1, 2020. WRCOG recommends that each member agency consult with its legal counsel to determine the most appropriate course of action for projects which are currently in process.
- Jurisdictions must adopt a resolution to implement SB 743 and evaluate transportation impacts utilizing VMT. A draft resolution and template Staff Report for jurisdictions to utilize was provided as part of the agenda packet. WRCOG will provide a working document to the Committee.
- Jurisdictions must, at the very least, follow its standard protocol in adopting resolutions when adopting the resolution to implement VMT as the measure of transportation impacts.

Update Traffic Impact Analysis Guidelines Update

- In order to reduce staff resources needed from jurisdictions to implement SB 743 prior to July 1, 2020, WRCOG drafted Traffic Impact Analysis Guidelines template to incorporate required aspects of utilizing VMT to evaluate transportation impacts.
- The Guidelines focus on two main components: (1) VMT guidance consistent with information from the WRCOG SB 743 Implementation Pathway Study, and (2) updates to the LOS guidelines currently being utilized in the subregion.
- It is anticipated that the updated Guidelines will be ready for distribution at the March PDC and PWC meetings.

Grant Opportunities Summary Table

- WRCOG provides assistance to its member jurisdictions to fund local projects through the Grant Writing Assistance Program.

- The Program aims to strengthen the subregion's overall competitiveness for statewide funding and to provide needed supplemental support to member jurisdictions prevented from seeking grant funds due to limited capacity and/or resources. The Program has enabled member jurisdictions and WRCOG to receive over \$15 million in awarded grants to date.
- The Program also provides regular updates on various grant opportunities that may be of interest to member jurisdictions with the goal of allowing member jurisdictions to be proactive in pursuing grant funding.
- WRCOG is interested in feedback on the table to ensure it is an effective resource. Any feedback should be sent to Christopher Tzeng at ctzeng@wrcog.us.

TUMF Nexus Study Survey Results

- WRCOG will commence the next update of the TUMF Nexus Study this summer. The results of a survey that focused on framing the direction of the TUMF Nexus Study update were presented. To view the survey results, click [here](#).
- Committee members will be requested to provide recommendations on a number of actions on how to proceed in the multiple of options provided in the coming months.
- WRCOG announced the retainment of consultant firm, Kimley-Horn, to conduct an in-depth analysis of factors that contribute to increasing project costs. The results will be presented in the spring 2020.

Next Meeting

The next Public Works Committee meeting is scheduled for Thursday, March 12, 2020, at 2:00 p.m. at WRCOG's office located at 3390 University Avenue, Suite 200, Riverside.

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Western Riverside Council of Governments

Planning Directors Committee

Staff Report

Subject: Traffic Impact Analysis Guidelines Template

Contact: Chris Gray, Director of Transportation & Planning, cgray@wrcog.us, (951) 405-6710

Date: March 12, 2020

The purpose of this item is to provide a final draft of the updated WRCOG Recommended Traffic Impact Analysis (TIA) Guidelines for utilization by WRCOG member agencies.

Requested Action:

1. Receive and file.

Most jurisdictions in the WRCOG subregion utilize the Riverside County Transportation Department TIA Preparation Guide as a basis for its traffic study guidelines and utilizes level of service (LOS) to measure transportation impacts. SB 743 changes how these impacts are measured under the California Environmental Quality Act (CEQA) from using vehicle LOS to using Vehicle Miles Traveled (VMT). WRCOG is providing a draft updated Traffic Impact Analysis (TIA) Guidelines in order to lessen the amount of work each jurisdiction must complete prior to July 1, 2020, which is when the legislation is to be implemented.

TIA Guidelines

In order to lessen the resources needed from jurisdictions to implement SB 743 prior to July 1, 2020, WRCOG drafted a TIA Guidelines (Guidelines) template to incorporate required aspects of the legislation. Fehr & Peers consultants completed the draft Guidelines to ensure consistency with SB 743 implementation, as they also completed the SB 743 Implementation Pathway Study that WRCOG conducted on behalf of the subregion. The Guidelines focus on two main components: 1) VMT guidance consistent with information from the WRCOG SB 743 Implementation Pathway Study, and 2) updates to the LOS guidelines currently being utilized in the subregion.

The VMT guidelines tiered from the WRCOG study and includes “likely” VMT thresholds of significance that would be considered by each member jurisdiction. The guidelines refer to the WRCOG screening tool that was developed for the SB 743 Implementation Pathway Study and provides directions for model use of projects that are likely not screened out. Mitigation measures and methods for quantification have been identified.

In addition, the Guidelines include state-of-the-practice analysis techniques for LOS assessment. TIA Guidelines in general should be updated in a manner that are easy to adjust and revise for jurisdictions to utilize for its purposes. The Guidelines references required improvements instead of historic CEQA terminology in order to distinguish between California Environmental Quality Act (CEQA) and non-CEQA requirements. Lastly, the LOS naming is simplified to be more consistent with requirements in other jurisdictions statewide.

The Guidelines were provided to both the Planning Directors Committee and Public Works Committee at the February 2020 meetings. Staff requested that any revisions be provided to WRCOG staff prior to the March 2020 meetings. The Guidelines provided as an attachment to this report include revisions based on comments

provided by Committee members. WRCOG is encouraging jurisdictions to revise the Guidelines as necessary to fit within the parameter of its respective jurisdictions.

Prior Action:

February 13, 2020: The Planning Directors Committee received and filed.

Fiscal Impact:

This item is for informational purposes only; therefore, there is no fiscal impact.

Attachment:

1. WRCOG Recommended Traffic Impact Analysis Guidelines for Vehicle Miles Traveled and Level of Service Assessment.

Item 6.B

Traffic Impact Analysis Guidelines Template

Attachment 1

WRCOG Recommended Traffic Impact Analysis Guidelines for Vehicle Miles Traveled and Level of Service Assessment

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Recommended Traffic Impact Analysis Guidelines for Vehicle Miles Traveled and Level of Service Assessment

DRAFT

FEHR  PEERS

Updated January 2020

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Introduction

Background Information

SB 743, signed by the Governor in 2013, is changing the way transportation impacts are identified. Specifically, the legislation has directed the Office of Planning and Research (OPR) to look at different metrics for identifying transportation as a CEQA impact. The Final OPR guidelines were released in December 2018 and identified vehicle miles of travel (VMT) as the preferred metric moving forward. The Natural Resources Agency completed the rule making process to modify the CEQA guidelines in December of 2018.

In anticipation of the change to VMT, WRCOG completed a SB 743 Implementation Pathway Study in 2019 to assist their member organizations with answering important implementation questions about the methodology, thresholds, and mitigation approaches for VMT impact analysis. The WRCOG study can be accessed on-line (<http://www.fehrandpeers.com/wrcog-sb743/>) and includes the following main components.

- Thresholds Evaluation Memorandum – Potential thresholds WRCOG agencies could consider when establishing thresholds of significance for VMT assessment
- Methodologies and Calculations Memorandum – Types of VMT that could be considered for impact assessment
- Tools Evaluation Memorandum – Types of tools that could be used to estimate VMT and the pros/cons associated with each tool
- Mitigation Memorandum – Types of mitigation that can be considered for VMT mitigation
- VMT Screening Tool – An on-line GIS tool that can be used for VMT screening

All WRCOG agencies can utilize the information produced through the Implementation Pathway Study to adopt their own methodology and significance thresholds for use in CEQA compliance. As noted in CEQA Guidelines Section 15064.7(b) below, lead agencies are encouraged to formally adopt their significance thresholds and this is key part of the SB 743 implementation process. .

(b) Each public agency is encouraged to develop and publish thresholds of significance that the agency uses in the determination of the significance of environmental effects. Thresholds of significance to be adopted for general use as part of the lead agency's environmental review process must be adopted by ordinance, resolution, rule, or regulation, and developed through a public review process and be supported by substantial evidence. Lead agencies may also use thresholds on a case-by-case basis as provided in Section 15064(b)(2).

To complement the previous work, WRCOG has produced these Transportation Impact Analysis (TIA) Guidelines to outline the specific steps for complying with the new CEQA expectations for VMT analysis and the applicable general plan consistency requirements, which may still involve performing level of service (LOS) analysis for most agencies. ***These guidelines are intended to be a discretionary 'template' that WRCOG agencies may choose to use or modify.***

Is Level of Service Still Important?

Many jurisdictions in the WRCOG region have adopted vehicle LOS policies that set standards for which local agency infrastructure will strive to maintain. These policies are contained in general plans and therefore apply to discretionary approvals of new land use and transportation projects. Therefore, these guidelines also include instructions for vehicle LOS analysis consistent with general plan requirements. The LOS guidelines are largely based on the Riverside County guidelines that were developed in April of 2008 and have been updated to reflect state of the practice.

Note to WRCOG Member Agencies

These guidelines have been developed as a resource to WRCOG member agencies. As such, member agencies should utilize and modify these guidelines at their discretion to assist with traffic impact analysis requirements.

In many cases, these guidelines represent thresholds recommended by WRCOG that are applicable to most WRCOG member agencies; however, lead agencies may wish to modify the identified requirements to reflect appropriate goals and values of the agency.

Finally, it should be noted that CEQA requirements change as the CEQA Guidelines are periodically updated and/or legal opinions are rendered that change how analysis is completed. As such, WRCOG local agencies should continually review their guidelines for applicability and consultants should contact the member agency to ensure that they are applying the most recent guidelines for project impact assessment.

Guidelines Organization

The remainder of this guidelines document is organized as follows. We have attempted to organize this memorandum to provide background information, assessment for congestion management/General Plan Consistency (e.g. LOS analysis), and CEQA assessment (e.g. VMT analysis).

1. Introduction
2. Need for Transportation Impact Study
3. LOS Assessment for General Plan Consistency
4. CEQA Assessment - VMT Analysis
5. CEQA Assessment - Active Transportation and Public Transit Analysis
6. Transportation Impact Analysis Format

Introduction

One of the fundamental roles of government agencies is the construction and maintenance of public infrastructure facilities including roadways, rail and bus facilities, bicycle and pedestrian infrastructure, water lines, sanitary sewer lines, stormwater treatment facilities, parks, and other public facilities.

When private development occurs, it is the responsibility of government to ensure that there are adequate public facilities to serve increment population and employment growth. For the transportation system, one way to address this issue is the preparation of a Traffic Impact Analysis (TIA).

For the past several decades, the preparation of a TIA was integrated into the CEQA process, in which the TIA was used primarily to analyze a project's impacts under CEQA. However, with the passage of SB 743, changes to the TIA process are necessary. Specifically, a TIA may need to be a stand-alone document which is a requirement of project approval and will include information for the decision makers that is not required as part of the CEQA process.

The purpose of Transportation Impact Analysis (TIA) Guidelines is to provide general instructions for analyzing the potential transportation impacts of proposed development projects (e.g., General Plan Amendments and zoning changes). These guidelines present the recommended format and methodology that should generally be utilized in the preparation of TIAs. These recommendations are based on Riverside County's most recent TIA Guidelines from April 2008 with updates to comply with the state of the practice advances and new California Environmental Quality Act (CEQA) expectations prompted by Senate Bill 743 (SB 743). These recommendations are general guidelines and the local agency has the discretion to modify the TIA requirements based on the unique characteristics of a particular project.

To avoid unnecessary delays or revisions and to streamline the TIA preparation and review process, the local agency should require that the applicant submit and have approved a scoping form prior to the preparation and submittal of a draft TIA. A version of the scoping form in Word format is attached to this document and includes a process for both LOS assessment and VMT assessment.

CEQA Changes

Since the last TIA Guidelines update, SB 743 was signed into law. A key element of this law is the elimination of auto delay, level of service (LOS), and other similar measures of vehicular capacity or traffic congestion as a basis for determining significant impacts. This change is intended to assist in balancing the needs of congestion management with statewide goals related to infill development, promotion of public health through active transportation, and reduction of greenhouse gas emissions.

SB 743 contains amendments to current congestion management law that allows cities and counties to effectively opt-out of the LOS standards that would otherwise apply in areas where Congestion Management Plans (CMPs) are still used (including Riverside County). Further, SB 743 required the Governor's Office of Planning and Research (OPR) to update the CEQA Guidelines and

establish criteria for determining the significance of transportation impacts. In December 2018, OPR released their final recommended guidelines based on feedback from the public, public agencies, and various organizations and individuals. OPR recommended Vehicle Miles Traveled (VMT) as the most appropriate measure of project transportation impacts for land use projects and land use plans. For transportation projects, lead agencies may select their own preferred metric but must support their decision with substantial evidence that complies with CEQA expectations. SB 743 does not prevent a city or county from continuing to analyze delay or LOS outside of CEQA review for other transportation planning or analysis purposes (i.e., general plans, impact fee programs, corridor studies, congestion mitigation, or ongoing network monitoring); but these metrics may no longer constitute the sole basis for CEQA impacts.

These updated TIA Guidelines have been designed to comply with the new CEQA Guidelines expectations and build on the information prepared for WRCOG's Implementation Pathway Study. The TIA Guidelines are intended for the sole use of WRCOG member agencies. Each member agency can utilize or modify these guidelines as appropriate.

Need for Transportation Impact Analysis

The need for a TIA may stem from CEQA compliance, general plan consistency, or both. Discretionary actions of public agencies all trigger CEQA review, but whether a TIA is required depends on the findings of the local agency initial study and the potential for the project to cause a significant impact. General plan consistency is required for all discretionary actions as well but local agencies have discretion as to how consistency is determined. To aid development review, each local agency should establish an early review process for determining whether a TIA is required and what type of TIA should be prepared with respect to CEQA compliance and general plan consistency.

Need to Complete LOS as part of the TIA Analysis

The following activities generally will not require a TIA that includes LOS analysis. This presumption is based on the activities associated with the project (e.g. they are local serving) or the limited trip generation of the project (e.g. projects that generate less than 100 peak hour trips as projects that generate 100 or less trips typically do not affect LOS significantly once distributed to the local roadway network).

- All residential parcel maps
- Single family residential tracts of less than 100 lots
- Apartments and multi-family projects of less than 150 units
- Plot plan and uses cases for projects of one acre or less
- Preschools, local serving elementary schools and local serving middle schools
- Local serving churches, lodges, community centers, neighborhood parks and community parks
- Mini storage yards
- Congregate care facilities that contain significant special services, such as medical facilities, dining facilities, recreation facilities and support retail services
- Any use which can demonstrate trip generation of less than 100 vehicle trips in the peak hour.

The lead agency reserves the right to require an applicant to prepare additional traffic analysis based on:

- Presence of an existing or potential safety problem
- Location of the development in an environmentally or otherwise sensitive area, or in an area that is likely to generate public controversy
- Presence of a nearby substandard intersection or street
- Need for a focused study for access/operational issues
- Request from an affected agency, such as Caltrans or adjacent City; if the request is deemed reasonable and appropriate

Need to Complete VMT as part of the TIA Analysis

The following activities generally will not require a TIA that includes VMT. This presumption is based on the substantial evidence provided in the OPR Technical Advisory supporting SB 743 implementation or is related to projects that are local serving which, by definition, would decrease the number of trips or the distance those trips travel to access the development (and are VMT-reducing projects).

- Projects located in a Transit Priority Areas (TPA) (as defined later in this guidance)
- Projects located in a low-VMT generating area (as defined later in this guidance)
- Local-serving K-12 schools
- Local parks
- Day care centers
- Local-serving gas stations
- Local-serving banks
- Local-serving hotels (e.g. non-destination hotels)
- Student housing projects
- Local serving community colleges that are consistent with the assumptions noted in the RTP/SCS
- Projects generating less than 110 daily vehicle trips¹
 - This generally corresponds to the following “typical” development potentials:
 - 11 single family housing units
 - 16 multi-family, condominiums, or townhouse housing units
 - 10,000 sq. ft. of office
 - 15,000 sq. ft. of light industrial²
 - 63,000 sq. ft. of warehousing³
 - 79,000 sq. ft. of high cube transload and short-term storage warehouse³

¹ This threshold ties directly to the OPR technical advisory and notes that CEQA provides a categorical exemption for existing facilities, including additions to existing structures of up to 10,000 square feet, so long as the project is in an area where public infrastructure is available to allow for maximum planned development and the project is not in an environmentally sensitive area. (CEQA Guidelines, § 15301, subd. (e)(2).) Typical project types for which trip generation increases relatively linearly with building footprint (i.e., general office building, single tenant office building, office park, and business park) generate or attract an additional 110-124 trips per 10,000 square feet. Therefore, absent substantial evidence otherwise, it is reasonable to conclude that the addition of 110 or fewer trips could be considered not to lead to a significant impact.

² Threshold may be higher depending on the tenant and the use of the site. This number was estimated using rates from ITE’s Trip Generation Manual.

Coordination with the Lead Agency

To streamline the TIA preparation and review process, the TIA preparer shall solicit input and approval for the lead agency prior to the preparation and submittal of a draft TIA document. A TIA "Project Scoping Form", attached, shall be prepared by the Engineer and submitted to the Lead Agency for approval prior to the preparation of a draft TIA. The Project Scoping Form provides for agreement of the following key points before initiating the TIA.

- Determination of study area, intersections, and roadway links to be analyzed.
- Project trip generation, distribution, and assignment.
- Presentation of screening criteria used to screen the project from VMT assessment or proposed methodology/metrics that will be applied to estimate VMT.
- Use of other approved projects for background traffic, traffic growth assumptions, or integration with RIVTAM or RIVCOM³ travel demand model.
- Coordination with adjacent agencies.
- For projects within one mile of a state highway, or any project that may add traffic on the state highway, the Engineer shall also coordinate with Caltrans.

³ Note – RIVCOM is currently under development with an anticipated completion date in the Spring/Summer of 2020. Once finalized, RIVCOM should be utilized for all forecasting activity. Please coordinate with WRCOG to ensure that the prepare utilizes the most recent travel demand forecasting model.

Level of Service Assessment for General Plan Consistency

Methodologies

The following LOS analysis is required to meet with general plan consistency requirements.

Intersections

The most recent version of the *Highway Capacity Manual* (Transportation Research Board) should be utilized for both signalized and unsignalized intersections. The following parameters should be included in the analysis.

- Saturation Flow Rate consistent with field measurements or 1,900 passenger cars/hour/lane
- Heavy Vehicle Factor based on count data or provided by the local agency; analyst may use a Passenger Car Equivalent (PCE) conversion to reflect heavy vehicles in the volume or incorporate the heavy vehicle factor in the capacity calculation consistent with HCM requirements
- Grade based on existing or proposed grade of the facility
- Minimum green time should be based on existing signal timings (timing sheets provided by the local agency or collected in the field)
- Cycle lengths should be based on existing signal timings or measured in the field
- Lost time should be based on existing signal timings or consistent with the recommendations from the HCM
- Peak hour factors should be based on count data; future peak hour factor should be 0.95
- Intersections must be evaluated with HCM-consistent software; for locations where closely spaced intersections occur or queues build over space and time (extending to upstream or downstream intersections), microsimulation should be utilized to accurately evaluate the intersections as a system. This may require inclusion of freeway facilities.

When developing mitigation, the following recommendations should be considered.

- Exclusive left-turn lanes should be considered when peak hour left-turn volumes exceed 100
- Dual left-turn lanes should be considered when peak hour left-turn volumes exceed 300
- Protected left-turn phasing should be considered when the peak hour left turn volume exceeds 240 vehicles

Roadway Segment Assessment

The local agency may require roadway segment evaluation in addition to intersection analysis. In those instances, roadway segment capacity should be based on local agency preferences as documented in their General Plan, General Plan EIR, or equivalent document. If capacities are not identified, then the capacities utilized for roadway segment evaluation should be based on the HCM.

Study Area Boundaries for LOS assessment

In general, the minimum area to be studied should include any intersection of "Collector" or higher classification street, with "Collector" or higher classification streets; at which the proposed project will add 50 or more peak hour trips. In general, the study area should not exceed a 5-mile radius from the project site unless evidence is available to justify a larger area. Please note that the local agency may expand or contract the study area at their discretion.

Analysis Scenarios

The following study scenarios should be included for intersection capacity analysis:

- a) Existing Conditions
- b) Background Conditions – Defined as Opening Year Conditions with traffic from approved projects in the area (note, if there are no or limited approved projects in the area of the project, an ambient growth rate could be considered in lieu of assigning traffic from approved projects in the area)
- c) Background Plus Project Conditions – Defined as background conditions plus traffic from the proposed project
- d) Cumulative No Project Conditions – Defined as ambient growth to the Cumulative Horizon (typically coinciding with the forecast horizon of the RIVTAM/RIVCOM travel demand forecasting model) that includes traffic from approved and pending projects in the area
- e) Cumulative Plus Project Conditions – Defined as Cumulative No Project Conditions plus traffic from the proposed project

Phased projects could be evaluated in three ways. First, the analyst can identify which phase of a project triggers a needed improvement based on the comparison of Background Conditions to Background Plus Project Conditions. Alternatively, they can provide a phased assessment looking at opening years of each phase. Finally, for large phased projects, the project as a whole could be evaluated initially; however, subsequent traffic studies would have to be completed for each proposed phase implementation to ensure that improvements are implemented when they are needed. The local agency should be consulted to identify which approach is most appropriate for a proposed project if phasing is proposed; however, the first option noted above is recommended for most phased projects.

Recommendations for developing Ambient Traffic and Cumulative Traffic are provided in the next section of this document.

Data Collection, Project Trip Generation, and Forecasting Methodologies

The following recommendations pertaining to traffic count collection, project trip development, and traffic forecasting methodologies have been developed to maintain consistency across different TIAs and reflect current state of the practice.

Traffic Counts

Data for existing traffic conditions should be collected for the project using the following guidelines.

- Peak period turning movement counts at all study intersections, roadway segments (if required) and/or driveways, including bicycle and pedestrian counts at intersections with high non-automotive use, should be collected. For intersections with high percentages of heavy vehicles, turning movement counts should count heavy vehicles separately.
- Average Daily Traffic (ADT) for all roadways within study area (if required) and vehicle classification counts in areas with a high percentage of heavy vehicle use.
- Traffic counts should not be used if more than one year old without prior approval.
- Traffic data should not be collected on weeks that include a holiday and non-school session time periods unless approved by the local agency.
- Traffic data should not be collected between Thanksgiving and the first week of the new year without prior approval.
- Traffic counts should be conducted on Tuesdays, Wednesdays, or Thursdays.
- For congested conditions, back of queue estimates by approach (and turning movement) should be conducted every 15 minutes.
- Traffic counts should not be collected in an active construction work-zone.

Unless directed otherwise by the local agency, counts should be collected during the following time frames presuming the time period captures the beginning and end times of any congested conditions.

- Morning (7:00 a.m. to 9:00 a.m.)
- Afternoon/evening (4:00 p.m. to 6:00 p.m.)
- Midday and "School-Release" peak hours – If directed by the Lead Agency
- Other peak hours, off-peak, weekend or special event, may also be required depending on the project location and type of use

Count data should be included in the study appendices.

Trip Generation

Local trip generation surveys should be conducted for at least three similar project sites following the methodology contained in the Institute of Transportation Engineers (ITE) Trip Generation Handbook. If locally valid trip generation surveys cannot be conducted, then use of the ITE trip generation rates is allowed but limitations of the data should be fully disclosed especially related to land use context. Trip generation for high truck generating uses such as high cube warehouses, logistics space, etc. shall be determined with local agency input on a case-by-case basis. The proposed trip generation should be listed in the scoping form for review and approval prior to study initiation.

Trip internalization for mixed use developments (if applicable) should be calculated using state of the practice methodologies. At the time of this memorandum, the EPA's mixed-use trip generation (or MXD) methodology or ITE's mixed use trip generation method are the state of the practice and should be approved by the local agency prior to use in any studies. Trip internalization calculations (including gross trips, net trips after internalization, and MXD input assumptions (such as intersection density, TOD assumptions, acres, etc.)) should be documented in the TIA.

For projects that anticipate the generation of significant truck traffic, all truck trips should be converted into passenger car equivalents (PCE) for the demand analysis or the analyst should adjust the heavy vehicle percentage in the capacity assessment appropriately. If PCE's are used for adjustment, it is recommended that the analyst coordinate with the lead agency in developing appropriate PCE values based on heavy vehicle type.

Trip Distribution

The project's trip distribution should be based on expected origin-destination patterns related to the project's land uses. Preferred methods include the use of mobile device data measuring trip distribution for similar sites or land uses (a minimum of three locations) and select zone assignments from RIVTAM and/or RIVCOM. Other data may be used to help refine trip distribution patterns including the relative location of population, commercial, recreational and employment centers; existing peak hour link and turning movement volumes; ADT volumes; proximity to regional transportation corridors; and knowledge of local and regional traffic circulation. A preliminary trip distribution pattern map should be submitted in the scoping form for review and approval by the local agency.

The trip distribution may be further refined, after consultation with the local agency, based on consideration of following factors:

- Type of proposed development
- Location and intensity of development
- Conditions on the roadway network in the vicinity
- Similar land use in the vicinity

- Truck route system
- As directed by the local agency

Trip Forecasts

For Cumulative Conditions, the adopted Riverside County Travel Demand Model should be used to develop future traffic volume forecasts for the cumulative horizon year. Prior to running the model, the Traffic Study preparer should review the land use growth allocations in the study area to verify that the allocations are representative of the available land supply created by previously approved projects, the general plan, and applicable zoning.

Intersection General Plan Consistency Requirements

Consistent with the acceptable LOS in the local agency's General Plan⁴, the local agency considers the following criteria for application in a traffic study to identify infrastructure improvements required to provide acceptable operations. Please note that this analysis will be completed to demonstrate general plan consistency. Specific CEQA thresholds, which are based on VMT requirements, are described later in these guidelines and shall be the sole basis for determining CEQA-related impacts.

Signalized Intersection Operating Requirements

- Any signalized study intersection operating at an acceptable LOS D⁴ or better without project traffic in which the addition of project traffic causes the intersection to degrade to a LOS E or F shall identify improvements to improve operations to LOS D or better.
- Any signalized study intersection that is operating at LOS E or F² without project traffic where the project increases delay by 5.0 or more seconds shall identify improvements to offset the increase in delay.

Unsignalized Intersection General Plan Consistency Requirements

Consistent with the acceptable LOS for the local agency's General Plan, the local agency considers the following unsignalized intersection criteria when identifying operational deficiencies:

An operational improvement would be required if the study determines that either section a) or both sections b) and c) occur:

⁴ These standards are based on the majority of LOS policies in the WRCOG region; the local agency General Plan shall be reviewed to establish the actual LOS goal.

- a) The addition of project related traffic causes the intersection to degrade from an acceptable LOS D⁴ or better to LOS E or F⁴.

OR

- b) The project adds 5.0 seconds or more of delay to an intersection that is already projected to operate without project traffic at a LOS E or F⁴,

AND

- c) The intersection meets the peak hour traffic signal warrant after the addition of project traffic.

If the conditions above are satisfied, improvements should be identified that achieve the following:

- LOS D⁴ or better for case a) above or to pre-project LOS and delay for case b) above.

Roadway Segment General Plan Consistency Requirements

Intersections typically provide the transportation constraint on vehicle capacity. As such, these guidelines focus on the evaluation of intersections. However, in some instances, roadway segment evaluation could be appropriate and may be requested by the Lead Agency.

Consistent with the acceptable LOS for the Lead Agency, the following roadway segment requirements should be considered and improvements recommended if the project exceeds the noted operational goals:

- Any study roadway segment operating at a LOS D⁴ or better without project traffic in which the addition of project traffic causes the segment to degrade to an LOS E or F⁴ should identify improvements to achieve LOS D.
- Any roadway segment that operates unacceptably in the no project scenario where the project adds traffic in excess of 5% of the roadway capacity (e.g. a volume-to-capacity ratio increase of 0.05) should identify improvements to add capacity to the segment.

Site Access, Safety, and Other Analyses

A project's TIA should analyze site access and safety around the project and on adjacent streets. The recommended analyses are summarized below.

Site Access Analysis

The following analyses are recommended to improve the project access circulation and to limit driveways and local street access on arterial streets:

- a) **Intersection Sight Distance** – All on-site intersections, project access driveways or streets to public roadways should provide adequate sight distance. Adequate intersection sight distance should be determined using the Caltrans Highway Design Manual or locally developed standards.
- b) **Driveway Length and Gated Entrance** – Primary project driveways should have a throat of sufficient length to allow vehicles to enter the project area without causing subsequent vehicles to back up into the public street system.
- c) **Limit Driveway Impacts** – Driveways and local streets access on arterial streets should be limited to minimize the impacts on arterial streets. Driveways should be located to maintain a reasonable distance from an adjacent intersection and/or driveway. Whenever possible, driveways should be consolidated with adjacent properties.
- d) **Corner Clearance** – A driveway should be a sufficient distance from a signalized intersection so that right-turn egress movements do not interfere with the right-turn queue at the intersection. In addition, every effort should be made to provide right-turn egress movements with sufficient distance to enter the left-turn pocket at the adjacent intersection.
- e) **Right Turn Lanes at Driveways** – If the project right turn peak hour volume is 50 or more vehicles, a right-turn deceleration lane should be reviewed for appropriateness on all driveways accessing major arterial and secondary streets. The length of right turn lane should be sufficient to allow a vehicle traveling at the posted speed to decelerate before entering the driveway as outlined in the Caltrans Highway Design Manual.
- f) Adequacy of pedestrian facilities to/from the project site providing convenient and direct access for those users.
- g) Bicycle accessibility from nearby bike routes to the project site.
- h) Accessibility from adjacent transit stops to/from the project site providing convenient and direct access for those users.

Traffic Signal Warrant Analysis

A traffic signal warrant analysis should be performed for all unsignalized study intersections for the project opening year (if applicable) and build-out year conditions. Traffic signal warrant analysis should be performed using the latest edition of the California MUTCD. The warrant analysis should be included in the study appendices.

In determining the location of a new traffic signal on an arterial street or approaching an arterial street, traffic progression and simulation analysis may be required using Synchro/SimTraffic software or equivalent at the direction of the local agency.

Improvements for Transportation Impacts

As part of the final acceptance of a TIA, the local agency should review and approve any required improvements and/or fair share contributions necessary to improve the transportation-related deficiencies caused by the proposed development. These should be included as part of the conditions of approval and should be in addition to any improvements required by any other departments. Any transportation improvements based on a transportation study will be in addition to any other fees related to the existing fee programs (unless the needed improvement is already included in an existing fee program (such as TUMF).

Fair share contributions identified in the TIA and subsequently listed in the conditions of approval shall be required before a building permit will be issued. Improvements required in a TIA and subsequently listed in the conditions of approval shall be completed prior to occupancy.

Level of Service Improvements

Improvements for project level impacts should focus on providing operations that offset the project impact (e.g. achieve a “no project” level of service). Improvements could consist of signal timing improvements, lane restriping, or adding new lanes to study facilities.

Cumulative deficiencies should include a fair-share contribution toward achieving acceptable levels of service as noted below. Alternatively, if a cumulative location is included in an existing traffic impact fee program (such as TUMF), payment of those fees would constitute an appropriate contribution.

Finally, the project applicant could revisit the project description in an effort to reduce the project impacts if viable.

For improvements that are needed where the applicant is not solely responsible, a fair share computation should be computed and reported for each such mitigation. The fair share amount should be calculated using the following formula:

$$\text{Fair share percentage} = \frac{\text{project trips}}{\text{project trips} + \text{future development trips}}$$

Trips noted above should correspond to the peak hour where the deficiency occurs for intersection assessment or daily trips for roadway segment impacts. If a project degrades operations during both peak hours, then the analysis should identify the peak hour for fair share assessment that has the highest project burden.



CEQA Assessment - VMT Analysis

A key element of SB 743, signed in 2013, is the elimination of automobile delay and LOS as the sole basis of determining CEQA impacts. The most recent CEQA guidelines, released in December 2018, recommend VMT as the most appropriate measure of project transportation impacts. However, SB 743 does not prevent a city or county from continuing to analyze delay or LOS as part of other plans (i.e., the general plan), studies, or ongoing network monitoring.

The following recommendations assist in determining VMT impact thresholds and mitigation requirements for various land use projects' TIAs.

Analysis Methodology

For purposes of SB 743 compliance, a VMT analysis should be conducted for land use projects as deemed necessary by the Traffic Division and would apply to projects that have the potential to increase the average VMT per service population (e.g. population plus employment) compared to the WRCOG region or the lead agency threshold. Normalizing VMT per service population essentially provides a transportation efficiency metric that the analysis is based on. Using this efficiency metric allows the user to compare the project to the remainder of the unincorporated area for purposes of identifying transportation impacts.

These guidelines are based on the WRCOG Implementation Pathway Study which provides options for both methodologies and VMT screening. The methodologies and significance thresholds presented below are based on WRCOG recommendations from the Implementation Pathway Study; lead agencies may wish to modify these thresholds with alternative thresholds of significance and methodologies as appropriate. Additional information related to the Implementation Pathway Study can be found at <https://www.fehrandpeers.com/wrcog-sb743/>.

Project Screening

There are three types of screening that lead agencies can apply to effectively screen projects from project-level assessment. These screening steps are summarized below:

Step 1: Transit Priority Area (TPA) Screening

Projects located within a TPA⁵ may be presumed to have a less than significant impact absent substantial evidence to the contrary. This presumption may **NOT** be appropriate if the project:

⁵ A TPA is defined as a half mile area around an existing major transit stop or an existing stop along a high quality transit corridor per the definitions below.

Pub. Resources Code, § 21064.3 - 'Major transit stop' means a site containing an existing rail transit station, a ferry terminal served by either a bus or rail transit service, or the intersection of two or more major bus routes with a frequency of service interval of 15 minutes or less during the morning and afternoon peak commute periods.

1. Has a Floor Area Ratio (FAR) of less than 0.75;
2. Includes more parking for use by residents, customers, or employees of the project than required by the jurisdiction (if the jurisdiction requires the project to supply parking);
3. Is inconsistent with the applicable Sustainable Communities Strategy (as determined by the lead agency, with input from the Metropolitan Planning Organization); or
4. Replaces affordable residential units with a smaller number of moderate- or high-income residential units.

Step 2: Low VMT Area Screening

Residential and office projects located within a low VMT-generating area may be presumed to have a less than significant impact absent substantial evidence to the contrary. In addition, other employment-related and mixed-use land use projects may qualify for the use of screening if the project can reasonably be expected to generate VMT per resident, per worker, or per service population that is similar to the existing land uses in the low VMT area.

For this screening in the WRCOG area, the RIVTAM travel forecasting model was used to measure VMT performance for individual jurisdictions and for individual traffic analysis zones (TAZs). TAZs are geographic polygons similar to Census block groups used to represent areas of homogenous travel behavior. Total daily VMT per service population (population plus employment) was estimated for each TAZ. This presumption may not be appropriate if the project land uses would alter the existing built environment in such a way as to increase the rate or length of vehicle trips.

To identify if the project is in a low VMT-generating area, the analyst may review the WRCOG screening tool and apply the appropriate threshold (identified later in this chapter) within the tool. Additionally, as noted above, the analyst must identify if the project is consistent with the existing land use within that TAZ and use professional judgement that there is nothing unique about the project that would otherwise be mis-represented utilizing the data from the travel demand model.

The WRCOG screening tool can be accessed at the following location:

<http://gis.fehrandpeers.com/WRCOGVMT/>

Step 3: Project Type Screening

Local serving retail projects less than 50,000 square feet may be presumed to have a less than significant impact absent substantial evidence to the contrary. Local serving retail generally improves the convenience of shopping close to home and has the effect of reducing vehicle travel.

Pub. Resources Code, § 21155 - For purposes of this section, a 'high-quality transit corridor' means a corridor with fixed route bus service with service intervals no longer than 15 minutes during peak commute hours.

In addition to local serving retail, the following uses can also be presumed to have a less than significant impact absent substantial evidence to the contrary as their uses are local serving in nature:

- Local-serving K-12 schools
- Local parks
- Day care centers
- Local-serving gas stations
- Local-serving banks
- Local-serving hotels (e.g. non-destination hotels)
- Student housing projects
- Local serving community colleges that are consistent with the assumptions noted in the RTP/SCS
- Projects generating less than 110 daily vehicle trips⁶
 - This generally corresponds to the following “typical” development potentials:
 - 11 single family housing units
 - 16 multi-family, condominiums, or townhouse housing units
 - 10,000 sq. ft. of office
 - 15,000 sq. ft. of light industrial⁷
 - 63,000 sq. ft. of warehousing⁷
 - 79,000 sq. ft. of high cube transload and short-term storage warehouse⁷

VTM Assessment for Non-Screened Development

Projects not screened through the steps above should complete VMT analysis and forecasting through the RIVCOM model (once complete) or RIVTAM model to determine if they have a significant VMT impact. This analysis should include ‘project generated VMT’ and ‘project effect on VMT’ estimates for the project TAZ (or TAZs) under the following scenarios:

⁶ This threshold ties directly to the OPR technical advisory and notes that CEQA provides a categorical exemption for existing facilities, including additions to existing structures of up to 10,000 square feet, so long as the project is in an area where public infrastructure is available to allow for maximum planned development and the project is not in an environmentally sensitive area. (CEQA Guidelines, § 15301, subd. (e)(2).) Typical project types for which trip generation increases relatively linearly with building footprint (i.e., general office building, single tenant office building, office park, and business park) generate or attract an additional 110-124 trips per 10,000 square feet. Therefore, absent substantial evidence otherwise, it is reasonable to conclude that the addition of 110 or fewer trips could be considered not to lead to a significant impact.

⁷ Threshold may be higher depending on the tenant and the use of the site. This number was estimated using rates from ITE’s Trip Generation Manual.

- Baseline conditions - This data is already available in the web screening map.
- Baseline plus project for the project - The project land use would be added to the project TAZ or a separate TAZ would be created to contain the project land uses. A full base year model run would be performed and VMT changes would be isolated for the project TAZ and across the full model network. The model output must include reasonableness checks of the production and attraction balancing to ensure the project effect is accurately captured. If this scenario results in a less-than-significant impact, then additional cumulative scenario analysis may not be required (more information about this outcome can be found in the Thresholds Evaluation discussion later in this chapter).
- Cumulative no project - This data is available from WRCOG.
- Cumulative plus project - The project land use would either be added to the project TAZ or a separate TAZ would be created to contain the project land uses. The addition of project land uses should be accompanied by a reallocation of a similar amount of land use from other TAZs; especially if the proposed project is significant in size such that it would change other future developments. Land use projects will generally not change the cumulative no project control totals for population and employment growth. Instead, they will influence the land use supply through changes in general plan land use designations and zoning. If project land uses are simply added to the cumulative no project scenario, then the analysis should reflect this limitation in the methodology and acknowledge that the analysis may overestimate the project's effect on VMT.

The model output should include total VMT, which includes all vehicle trips and trip purposes, and VMT per service population (population plus employment). Total VMT (by speed bin) is needed as an input for air quality, greenhouse gas (GHG), and energy impact analysis while total VMT per service population is recommended for transportation impact analysis⁸.

Both "plus project" scenarios noted above will summarize two types of VMT: (1) project generated VMT per service population and comparing it back to the appropriate benchmark noted in the thresholds of significance, and (2) the project effect on VMT, comparing how the project changes VMT on the network looking at Citywide VMT per service population or a subregional VMT per service population and comparing it to the no project condition.

Project-generated VMT shall be extracted from the travel demand forecasting model using the origin-destination trip matrix and shall multiply that matrix by the final assignment skims. The project-effect on VMT shall be estimated using a subregional boundary (such as a City limit or

⁸ This assumes that the lead agency will use VMT per service population for its impact threshold. If a lead agency decides to isolate VMT by trip purpose, then the lead agency would need to update this section of the recommended guidelines.

WRCOG TUMF Zone boundary) and extracting the total link-level VMT for both the no project and with project condition.

A detailed description of this process is attached to these guidelines.

CEQA VMT Impact Thresholds

The WRCOG Implementation Pathway Study provided several options related to VMT thresholds of significance and guidance/substantial evidence related to thresholds of significance. Lead agencies should refer to that document for guidance/options.

VMT Impacts

An example of how VMT thresholds would be applied to determine potential VMT impacts is provided below.

A project would result in a significant project-generated VMT impact if either of the following conditions are satisfied:

1. The baseline project-generated VMT per service population exceeds the lead agency's baseline VMT per service population (note, for more efficient cities in the WRCOG region, the lead agency could compare itself to the WRCOG regional average instead), or
2. The cumulative project-generated VMT per service population exceeds the lead agency's baseline VMT per service population (note, for more efficient cities in the WRCOG region, the lead agency could compare itself to the WRCOG regional average instead).

The project's effect on VMT would be considered significant if it resulted in either of the following conditions to be satisfied:

1. The baseline link-level boundary VMT per service population (City or subregional boundary) to increase under the plus project condition compared to the no project condition), or
2. The cumulative link-level boundary VMT per service population (City or subregional boundary) to increase under the plus project condition compared to the no project condition).

Please note that the cumulative no project shall reflect the adopted Regional Transportation Plan/Sustainable Communities Strategy; as such, if a project is consistent with the regional RTP/SCS, then the cumulative impacts shall be considered less than significant subject to consideration of other substantial evidence

VMT Mitigation Measures

To mitigate VMT impacts, the following choices are available to the applicant:

1. Modify the project's built environment characteristics to reduce VMT generated by the project
2. Implement transportation Demand Management (TDM) measures to reduce VMT generated by the project.
3. Participate in a VMT fee program and/or VMT mitigation exchange/banking program (if they exist) to reduce VMT from the project or other land uses to achieve acceptable levels

As part of the WRCOG Implementation Pathway Study, key TDM measures that are appropriate to the region were identified and can be accessed at the following location,

<https://www.fehrandpeers.com/wp-content/uploads/2019/03/TDM-Strategies-Evaluation.pdf>

Measures appropriate for most of the WRCOG region are summarized in Attachment B of the TDM Strategies Evaluation Memorandum. Evaluation of VMT reductions should be evaluated using state-of-the-practice methodologies recognizing that many of the TDM strategies are dependent on building tenant performance over time. As such, actual VMT reduction cannot be reliably predicted and monitoring may be necessary to gauge performance related to mitigation expectations.

CEQA Assessment - Active Transportation and Public Transit Analysis

Potential impacts to public transit, pedestrian facilities and travel, and bicycle facilities and travel can be evaluated using the following criteria.

- A significant impact occurs if the project conflicts with adopted policies, plans, or programs regarding public transit, bicycle, or pedestrian facilities, or otherwise decreases the performance or safety of such facilities.

Therefore, the TIA should include analysis of a project to examine if it is inconsistent with adopted policies, plans, or programs regarding active transportation or public transit facilities, or otherwise decreases the performance or safety of such facilities and make a determination as to whether it has the potential to conflict with existing or proposed facilities supporting these travel modes.

Transportation Impact Study Format

The recommended TIA format is as follows:

1. Executive Summary
 - a. Table summarizing significant impacts and mitigation measures
2. Introduction
 - a. Purpose of the TIA and study objective
 - b. Project location and vicinity map (Exhibit)
 - c. Project size and description
 - d. Existing and proposed land use and zoning
 - e. Site plan and proposed project (Exhibit)
 - f. Proposed project opening year and analysis scenarios
3. Methodology and Impact Thresholds
4. Existing Conditions
 - a. Existing roadway network
 - b. Existing traffic control and intersection geometrics (Exhibit)
 - c. Existing traffic volumes – AM and PM peak hour and ADT (Exhibit)
 - d. Existing level of service (LOS) at intersections (Table)
 - e. Existing bicycle facilities (Exhibit)
 - f. Existing transit facilities (Exhibit)
 - g. Existing pedestrian facilities
5. Project Traffic
 - a. Trip generation (Table)
 - b. Trip distribution and assignment (Exhibit)
 - c. Project peak hour turning movements and ADT (Exhibit)
6. Background Conditions (Opening Year) Analysis
 - a. No Project analysis
 - i. Committed (funded) roadway improvements
 - ii. Approved project trip generation (Table, if required)
 - iii. Approved project trip assignment and distribution (Exhibit, if required)
 - iv. Peak turning movement and ADT (Exhibit)
 - v. Intersection level of service (Table)
 - vi. Roadway segment level of service (Table)
 - b. Plus Project analysis
 - i. Plus Project peak turning movement and ADT (Exhibit)
 - ii. Intersection level of service (Table)
 - iii. Roadway segment level of service (Table)

- iv. Identification of intersection and roadway segment deficiencies
- 7. Cumulative Year Analysis
 - a. No Project analysis
 - i. Committed (funded) roadway improvements
 - ii. Pending projects and verification of how they are included in the travel demand forecasting model
 - iii. Cumulative Year peak turning movement and ADT (Exhibit)
 - iv. Intersection level of service (Table)
 - v. Roadway segment level of service (Table)
 - b. Plus Project Analysis
 - i. Plus Project peak turning movement and ADT (Exhibit)
 - ii. Intersection level of service (Table)
 - iii. Roadway segment level of service (Table)
 - iv. Identification of intersection and roadway segment deficiencies
- 8. Traffic Signal Warrant Analysis
- 9. Site Access Analysis
- 10. Safety and Operation Improvement Analysis
- 11. Active Transportation and Public Transit Analysis
- 12. Improvements and Recommendations
 - a. Proposed improvements at intersections
 - b. Proposed improvements at roadway segments
 - c. Recommended Improvements categorized by whether they are included in fee plan or not. (Identify if these improvements are included in an adopted fee program)
- 13. Vehicle Miles Traveled (VMT) Analysis
 - a. Project VMT per person/employee for all analysis scenarios
 - b. Project effect on VMT for all analysis scenarios
 - c. Identification of VMT impacts
 - d. Proposed VMT Mitigation Measures
- 14. Appendix
 - a. Approved scope of work
 - b. Traffic counts
 - c. Intersection analysis worksheets
 - d. VMT and TDM calculations
 - e. VMT and TDM mitigation calculations
 - f. Signal warrant worksheets

Attachments

Project Scoping Form

This scoping form shall be submitted to the Lead Agency to assist in identifying infrastructure improvements that may be required to support traffic from the proposed project.

Project Identification:

Case Number:	
Related Cases:	
SP No.	
EIR No.	
GPA No.	
CZ No.	
Project Name:	
Project Address:	
Project Opening Year:	
Project Description:	

	Consultant:	Developer:
Name:		
Address:		
Telephone:		
Fax/Email:		

Trip Generation Information:

Trip Generation Data Source: _____

Current General Plan Land Use:

Proposed General Plan Land Use:

Current Zoning:

Proposed Zoning:

	Existing Trip Generation			Proposed Trip Generation		
	In	Out	Total	In	Out	Total
AM Trips						
PM Trips						

Trip Internalization: ☐ Yes ☐ No (_____% Trip Discount)

Pass-By Allowance: ☐ Yes ☐ No (_____% Trip Discount)

Potential Screening Checks

Is your project screened from specific analyses (see Page 11 of the guidelines related to LOS assessment and Pages 24-26).

Is the project screened from LOS assessment? ☐ Yes ☐ No

LOS screening justification (see Page 11 of the guidelines): _____

Is the project screened from VMT assessment? ☐ Yes ☐ No

VMT screening justification (see Pages 24-26 of the guidelines): _____

Level of Service Scoping

- Proposed Trip Distribution (Attach Graphic for Detailed Distribution):

North	South	East	West
%	%	%	%

- Attach list of Approved and Pending Projects that need to be considered (provided by the lead agency and adjacent agencies)
- Attach list of study intersections/roadway segments
- Attach site plan
- Note other specific items to be addressed:
 - Site access
 - On-site circulation
 - Parking
 - Consistency with Plans supporting Bikes/Peds/Transit
 - Other _____
- Date of Traffic Counts _____
- Attach proposed analysis scenarios (years plus proposed forecasting approach)
- Attach proposed phasing approach (if the project is phased)

VMT Scoping

For projects that are not screened, identify the following:

- Travel Demand Forecasting Model Used _____
- Attach WRCOG Screening VMT Assessment output or describe why it is not appropriate for use
- Attach proposed Model Land Use Inputs and Assumed Conversion Factors (attach)

Detailed VMT Forecasting Information

Most trip-based models generate daily person trip-ends for each TAZ across various trip purposes (Home-Based Work (HBW), Home-Based Other (HBO), and Non-Home Based (NHB), for example) based on population, household, and employment variables. This may create challenges for complying with the VMT guidance because trip generation is not directly tied to specific land use categories. The following methodology addresses this particular challenge among others.

Production and attraction trip-ends are separately calculated for each zone, and, generally, production trip-ends are generated by residential land uses and attraction trip-ends are generated by non-residential land uses. OPR's guidance addresses residential, office, and retail land uses. Focusing on residential and office land uses, the first step to forecasting VMT requires translating the land use into model terms, the closest approximations are:

- Residential: home-based production trips
- Office: home-based work attraction trips

Note that this excludes all non-home-based trips including work-based other and other-based other trips.

The challenges with computing VMT for these two types of trips in a trip-based model are 1) production and attraction trip-ends are not distinguishable after the PA to OD conversion process and 2) trip purposes are not maintained after the mode choice step. For these reasons, it is not possible to use the VMT results from the standard vehicle assignment (even using a select zone re-assignment). A separate post-process must be developed to re-estimate VMT for each zone that includes trip-end types and trip purposes. Two potential approaches to tackle this problem are described below.

Quick and Easy

This approach uses standard model output files and requires minimal custom calculations. It is based on a regional MPO trip-based model with peak (PK) and off-peak (OP) skims and person trip production-attraction (PA) matrices.

- Calculate custom vehicle trip PA matrices from PK and OP person trip matrices
 - Keep trip purposes and modes separate
 - Use average vehicle occupancy rates for drive-alone and shared ride trips
- Use the final congested drive-alone PK and OP skim matrices to estimate trip length between zones
- Multiply the skim matrices by vehicle trip matrices to estimate VMT
- Sum the PK and OP results to estimate daily VMT and aggregate mode trip purpose and mode
- Calculate automobile VMT for individual TAZs using marginal totals:
 - Residential (home-based) - row total

- Office (home-based work) - column total

Detailed and Complicated

The quick and easy process described above simplifies the approach but does not account for different congestion patterns throughout the day (AM, MD, PM, and NT), the direction of travel (all productions are origins and all attractions are destinations), or the benefits of exclusive lanes (HOV or HOT lanes). This more detailed approach attempts to address these limitations and better estimate the VMT produced by the vehicle assignment model.

- Re-skim final loaded congested networks for each mode and time period
- Run a custom PA to OD process that replicates actual model steps, but:
 - Keeps departure and return trips separate
 - Keeps trip purpose and mode separate
 - Converts person trips to vehicle trips based on auto occupancy rates and isolates automobile trips
 - Factors vehicle trips into assignment time periods
- Multiply appropriate distance skim matrices by custom OD matrices to estimate VMT
- Sum matrices by time period, mode, and trip purpose to calculate daily automobile VMT
- Calculate automobile VMT for individual TAZs using marginal totals:
 - Residential (home-based) - row of departure matrix plus column of return matrix
 - Office (home-based work) - column of departure matrix plus row of return matrix

Appropriateness Checks

Regardless of which method is used, the number of vehicle trips from the custom PA to OD process and the total VMT should match as closely as possible with the results from the traditional model process. The estimated results should be checked against the results from a full model run to understand the degree of accuracy. Note that depending on how each model is setup, these custom processes may or may not include IX/XI trips, truck trips, or special generator trips (airport, seaport, stadium, etc.).

When calculating VMT for comparison at the study area, citywide, or regional geography, the same methodology that was used to estimate project-specific VMT should be used. The VMT for these comparisons can be easily calculated by aggregating the row or column totals for all zones that are within the desired geography.

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Western Riverside Council of Governments

Planning Directors Committee

Staff Report

Subject: Senate Bill 330 Summary

Contact: Chris Gray, Director of Transportation & Planning, cgray@wrcog.us, (951) 405-6710

Date: March 12, 2020

The purpose of this item is to provide a summary of Senate Bill 330 that was signed into law and the requirements for local jurisdictions.

Requested Action:

1. Receive and file.

Senate Bill 330 (Skinner)

Senate Bill (SB) 330 was signed into law on October 9, 2019, as the Housing Crisis Act of 2019. The Act targets some of the local barriers to the creation of new housing in the State of California. The Bill amends the Housing Accountability Act and establishes new timelines for the development application and approval processes.

The Act will be in effect from January 1, 2020, and sunsets on January 1, 2025.

The Act addresses local agencies, defined as a city, county, or special districts, that have housing development projects which are defined as the following: single-family dwelling units, multi-family dwelling units, mixed use projects, transitional, and supportive housing projects.

Amendments to the Current Project Approval Process:

- Local agencies are prohibited from holding more than **5 public hearings** in connection with the approval of a development project, as long as the project complies with the general plan and the current zoning standards that are in place at the time that the development application is deemed complete.
- Local agencies are required to provide each project applicant a checklist which contains all information and requirements which are required for the application to be deemed complete.
- Local agencies have **30 calendar days** from the submittal of a development project to determine in writing if the application is deemed complete. If a local agency deems an application to be incomplete, the local agency must provide the applicant with a list of items that are required to complete the approval checklist. All future reviews of the application are limited to the information that were determined to be absent from the initial checklist.
- A project applicant is required to submit a full development application within **180 days** of the submittal of a preliminary application. The applicant will need to resubmit within 90 days of receiving written notice of incompleteness, or their preliminary application will expire.
- Local agencies are required to approve or disapprove a project within **90 days vs. 120 days** from the date of the Environmental Impact Report (EIR) certification for a housing development project and within **60 days vs. 90 days** from the date of an EIR certification for specific affordable housing projects.

Amendments to the Current Housing Accountability Act:

- Local agencies are prohibited from applying new ordinances, policies, adopted standards, and development fees, to a pending project that were not previously adopted and in effect when the development project application was deemed complete. However, there is an exception of written findings that are project specific.
- A development project application will be deemed complete once the preliminary application which contains all information that is established under a local agency's current law has been submitted.

Additional Amendments Impacting the Approval Process:

A city or county, as defined by the Act, is prohibited from imposing a development policy or condition for approval that would have any of the following effects on land use when housing is an allowed use:

- Imposing or enforcing a moratorium on housing development.
- Imposing or enforcing new design standards that were established after January 1, 2020.
- Establishing or implementing limits on the number of permits issued by, or the population of the city and county, unless the limit was approved prior to January 1, 2005, in a predominately agricultural county, as defined in the Act.
- The Bill limits a local agency to change the land use designation or the down zoning of a parcel or parcels to a less intensive use.
- Reducing the intensity of land use within an existing zoning area below what was previously allowed under the established general plan or specific plan and was in effect as of, January 1, 2018.

Given the complexities of SB 330 and its various requirements, WRCOG urges each of its member agencies to discuss this legislation with agency legal staff to ensure that the agency is in full compliance with these new requirements.

Prior Action:

February 13, 2019: The Planning Directors Committee received and filed.

Fiscal Impact:

This item is for informational purposes only; therefore, there is no fiscal impact.

Attachment:

None.



Western Riverside Council of Governments Planning Directors Committee

Staff Report

Subject: Update on Statewide Study on Residential Development Impact Fees

Contact: Chris Gray, Director of Transportation & Planning, cgray@wrcoq.us, (951) 405-6710

Date: March 12, 2020

The purpose of this item is to provide an update on recent statewide efforts to limit residential development impact fees.

Requested Action:

1. Receive and file.

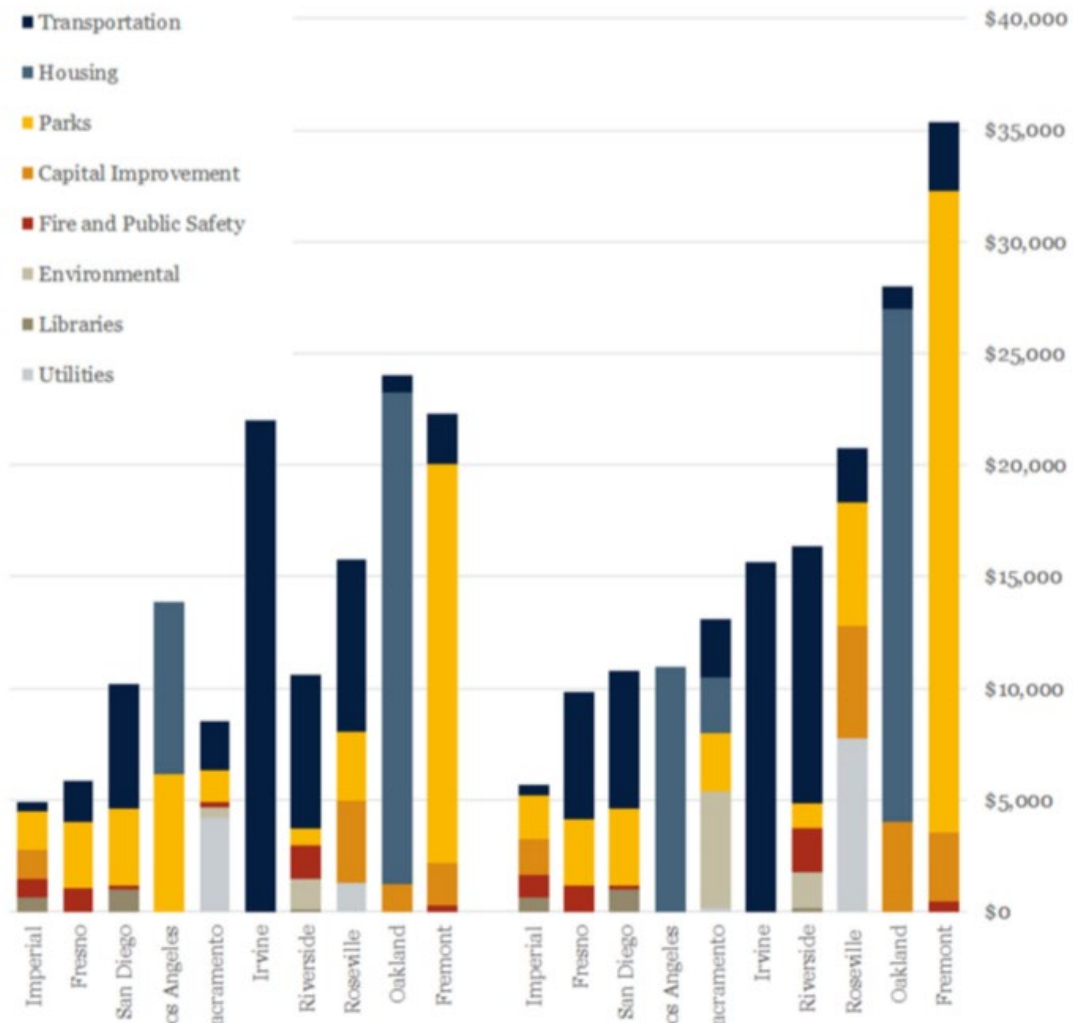
Background

In 2017, the Turner Center for Housing Innovation was commissioned to provide a statewide overview of development impact fees as it relates to housing. This study resulted from discussions in the State Legislature related to the cost of housing and the perception that impact fees significantly contribute to the high cost of housing in California. The study was released in March 2018 and can be found at <https://turnercenter.berkeley.edu/development-fees>.

Since the completion of this first study, a second and more comprehensive study was completed in August 2019. This second study addressed more jurisdictions in California and is titled "Current Practices and Policy Considerations to Improve Implementation of Fees Governed by the Mitigation Fee Act." This Study can be found at <https://turnercenter.berkeley.edu/residential-impact-fees-in-california>.

Study Summary

One difference between the earlier study and this latest study is that it focuses solely on fees assessed by the local government through AB 1600 (Mitigation Fee Act). Therefore, the information presented in this more recent study excluded water, sewer, and school fees. Using this methodology, fees for a multi-family unit ranged from \$5,000 in rural areas like Imperial County and the City of Fresno, to a high of \$25,000 in higher-cost regions such as the Cities of Fremont, Irvine, and Oakland. Single-family unit fees also varied from \$5,000 in Imperial County to over \$35,000 in the City of Fremont. The County of Riverside was included in this comparison and was in the mid-range of all of these fees. An excerpt of the report summarizing these impact fee comparisons is shown below.



Study Conclusions: The Study provided a number of conclusions, which range from minor procedural changes to larger changes in the statewide fiscal structure. Some key recommendations include:

- Create greater transparency by requiring agencies to make materials more readily available to the public including Nexus Studies, annual reports, and fee estimates
- Reduce fees in accessory dwelling units and multi-family units situated near transit because of the likelihood that the impact would be less than standard development types
- Increase fees incrementally
- Split collection times for fees
- Consider the economic impact of increasing fees
- Consider a statewide tax reform to reduce jurisdictional reliance on impact fees

Recent Legislation

In February 2020, eight Assembly bills were introduced that implements many of the recommendations of the two Turner Center studies. The bills include:

- AB 1484: Changes the methodology used in Nexus Studies (previously introduced in 2019)
- AB 1924: Requires jurisdictions to assess fees on a per-square-foot basis
- AB 3144: Provides state funding to reimburse local governments that waive impact fees on affordable housing
- AB 3145: Establishes a ceiling for development fees based on the median home price in a jurisdiction
- AB 3146: Requires cities and counties to report the number of new housing units that have been issued a

- completed entitlement, building permit, or certificate of occupancy
- AB 3147: Allows impact fees to be paid under protest
- AB 3148: Reduces the impact fees paid on affordable housing units that are built using the state's density bonus program
- AB 3149: Imposes new requirements on local agencies related to noticing of fee increases and updates

Links to each of these bills can be found at <https://californiaglobe.com/section-2/eight-bills-introduced-to-assembly-that-go-after-housing-development-fees/>

WRCOG, its consultants, and legal counsel are still reviewing these bills which were introduced at the end of February. The initial review indicates that AB 1484 and AB 3145 will have the most significant impact on the process by which development fees are assessed and could limit the amount of fees which are changed by local agencies. AB 1924 also impacts the manner in which single-family fees are calculated in Nexus Studies, which will also directly affect the manner in which fees are calculated.

One bill (AB 3144) could actually be beneficial to the WRCOG subregion. For example, WRCOG currently exempts affordable housing projects from paying fees from the Transportation Uniform Mitigation Fee Program. It may be possible for WRCOG or its member agencies to receive some additional funding if this bill were to pass.

Other bills, in their current form, may have a negligible effect on the WRCOG subregion. For example, it appears that AB 3146 might already duplicate existing requirements, as is the case with AB 3147.

Staff expect that these bills will likely move forward over the next several months and will continue to monitor them on a regular basis. Staff will provide updates as additional information becomes available.

Prior Action:

October 10, 2019: Planning Directors Committee received and filed.

Fiscal Impact:

This item is for informational purposes only; therefore, there is no fiscal impact.

Attachment:

None.

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Western Riverside Council of Governments

Planning Directors Committee

Staff Report

Subject: Local Early Action Planning Grants Opportunity

Contact: Christopher Tzeng, Program Manager, ctzeng@wrcog.us, (951) 405-6711

Date: March 12, 2020

The purpose of this item is to provide a summary on a new planning grant opportunity from the California Housing and Community Development Department (HCD) – Local Early Action Planning (LEAP) Grant.

Requested Action:

1. Receive and file.

Members of the Planning Directors Committee requested more information on the new LEAP grant opportunity from HCD during its February meeting. This new grant opportunity was released in January 2020, but technical assistance will be provided beginning in April 2020. This Program will fund technical assistance, preparation and adoption of planning documents, and process improvements that accelerate housing production and facilitate compliance to implement the sixth-cycle Regional Housing Needs Assessment (RHNA). It is advised that jurisdictions planning to develop a project for the LEAP grants reach out directly to HCD staff or the technical assistance staff when they become available. WRCOG will provide updates on the LEAP grants and notify members when technical staff becomes available.

Background

To assist cities and counties, HCD is providing funding, incentives, and resources to local governments and regional entities. One of these funding incentives - the LEAP - is available to local governments. The grant provides over-the-counter funding that is complemented with technical assistance to local governments for the preparation and adoption of planning documents, and process improvements that accelerate housing production and facilitate compliance to implement the sixth cycle RHNA. This is not a competitive grant but is offered on an over-the-counter basis.

HCD is encouraging applicants to consider LEAP funds to facilitate designation as a Pro-housing jurisdiction. The 2019-2020 Budget Act requires HCD to develop the Pro-housing designation emergency regulations by no later than July 1, 2021. This Program will allow HCD to designate jurisdictions as “Pro-housing,” when it demonstrates policies and strategies to accelerate housing production. In turn, Pro-housing jurisdictions will be awarded additional points or preference in programs such as the Affordable Housing and Sustainable Communities (AHSC), Transformative Climate Communities (TCC), Infill Infrastructure Grant (IIG) Programs, and other state-funded programs. HCD anticipates developing emergency regulations and Pro-housing designations prior to July 1, 2021.

Eligible activities include, but are not limited to:

- Must demonstrate an increase in housing-related planning activities and facilitate accelerated housing production.

- May be part of a larger planning effort (e.g., a comprehensive zoning code update) if proposed activities have not been completed prior to the Notice of Funding Availability (NOFA) date, are distinct, and demonstrate a nexus to accelerating housing production.
- Are not necessarily jurisdiction-wide and may include a smaller geography with a significant impact on housing production. For example, eligible activities may include a housing development-related project with a significant community level impact or planning or process improvement for a project with an ongoing community impact beyond the project.
- May include a variety of planning documents and processes, including, but not limited to, the following as set forth in the Health and Safety Code Section 50515.03(c):
 1. Rezoning and encouraging development by updating planning documents and zoning ordinances, such as General Plans, community plans, specific plans, implementation of sustainable communities' strategies, and local coastal programs.
 2. Completing environmental clearance to eliminate the need for project-specific review.
 3. Establishing housing incentive zones or other area-based housing incentives beyond State Density Bonus Law such as a workforce housing opportunity zone pursuant to Article 10.10 (commencing with Section 65620) of Chapter 3 of Division 1 of Title 7 of the Government Code, or a housing sustainability district pursuant to Chapter 11 (commencing with Section 66200) of Division 1 of Title 7 of the Government Code.
 4. Performing infrastructure planning, including for sewers, water systems, transit, roads, or other public facilities necessary to support new housing and new residents.
 5. Planning documents to promote development of publicly-owned land, such as partnering with other local entities to identify and prepare excess or surplus property for residential development.
 6. Revamping local planning processes to speed-up housing production.
 7. Developing or improving an accessory dwelling unit ordinance in compliance with Section 65852.2 of the Government Code.
 8. Planning documents for a smaller geography (less than jurisdiction-wide) with a significant impact on housing production, including an overlay district, project-level specific plan, or development standards modifications proposed for significant areas of a locality, such as corridors, downtown, or priority growth areas.
 9. Rezoning to meet requirements pursuant to Government Code Section 65583(c)(1), and other rezoning efforts to comply with Housing Element requirements, including Government Code Section 65583.2(c) (AB 1397, Statutes of 2018).
 10. Up-zoning or other implementation measures to intensify land use patterns in strategic locations, such as close proximity to transit, jobs, or other amenities.
 11. Rezoning for multi-family housing in high resource areas (according to Tax Credit Allocation Committee / Housing Community Development Opportunity Area Maps).
 12. Establishing pre-approved architectural and site plans.
 13. Preparing and adopting Housing Elements of the General Plan that include an implementation component to facilitate compliance with the sixth cycle RHNA.
 14. Adopting planning documents to coordinate with sub-allocations under Regional Early Action Planning Grants (REAP) pursuant to Health and Safety Code Section 50515.02(f) that accommodate the development of housing and infrastructure, and accelerate housing production in a way that aligns with state planning priorities, housing, transportation equity, and climate goals, including hazard mitigation or climate adaptation.
 15. Zoning for by-right supportive housing, pursuant to Government Code Section 65651 (Chapter 753, Statutes of 2018).
 16. Zoning incentives for housing for persons with special needs, including persons with developmental disabilities.
 17. Planning documents related to carrying out a local or regional housing trust fund.
 18. Environmental hazard assessments, data collection on permit tracking, feasibility studies, site analysis, or other background studies that are ancillary (e.g., less than 15 percent of the total grant amount) and part of a proposed activity with a nexus to accelerating housing production.
 19. Other planning documents or process improvements that demonstrate an increase in housing-related planning activities and facilitate accelerating housing production.
 20. Establishing Pro-housing policies.

Grant uses include:

1. Grant funds may cover the costs of temporary staffing or consultant needs associated with eligible activities.
2. Grant funds shall be used for the costs of preparing and adopting the proposed activity.
3. A jurisdiction that receives funds under this Program may use a subcontractor. The subcontractor shall provide for compliance with all the requirements of the Program. The subcontractor shall not relieve the jurisdiction of its responsibilities under the Program.
4. Eligible expenditures may be incurred and expended for the project(s) subject to the terms and conditions of the Standard Agreement.
5. Only approved and eligible costs incurred for work after the NOFA date, continued past the date of the Standard Agreement, and completed during the grant term, will be reimbursable.

One question that has come up is whether jurisdictions should defer any consultant selection or other activities if a jurisdiction has received SB 2 funding. At this time, WRCOG recommends that each agency should proceed with any activities that has received SB 2 funding and also apply for the LEAP funding. This item was discussed during a recent informational session on the grants held by HCD at the Southern California Association of Governments' office on February 20, 2020, because some agencies are experiencing difficulty in finding consultants who are able to perform the work based on the SB 2 budget. The LEAP grant is one way to back-fill any funding gaps that exist.

Prior Action:

None.

Fiscal Impact:

This item is for informational purposes only; therefore, there is no fiscal impact.

Attachment:

1. Notice of Funding Availability – Local Early Action Planning Grants Program.

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Item 7.C

Local Early Action Planning Grants
Opportunity

Attachment 1

Notice of Funding Availability – Local
Early Action Planning Grants
Program

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**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF FINANCIAL ASSISTANCE**

2020 W. El Camino Avenue, Suite 500
Sacramento, CA 95833
(916) 263-2771 / FAX (916) 263-2763
www.hcd.ca.gov



January 27, 2020

MEMORANDUM FOR: All Potential Applicants

**FROM: Zachary Olmstead, Deputy Director
Division of Housing Policy Development**

**SUBJECT: NOTICE OF FUNDING AVAILABILITY -
LOCAL EARLY ACTION PLANNING GRANTS PROGRAM**

The California Department of Housing and Community Development (Department) is pleased to announce the release of this Notice of Funding Availability (NOFA) for approximately \$119,040,000 as part of the Local Early Action Planning Grants Program (LEAP or Program). LEAP is made available as a portion of the Local Government Planning Support Grants Program pursuant to Chapter 3.1 of Health and Safety Code (Sections 50515 to 50515.05) (Chapter 159, Statutes of 2019). LEAP provides funding to jurisdictions for the preparation and adoption of planning documents, process improvements that accelerate housing production, and facilitate compliance in implementing the sixth cycle of the regional housing need assessment (RHNA).

In order to be eligible for grant funding, an applicant must submit a completed, signed original application and an electronic copy on CD or USB flash drive. Applications will be accepted on an Over-the-Counter (OTC) basis as of the date of this NOFA through July 1, 2020. The Department encourages early applications and will accept applications post-marked by the July 1, 2020 deadline. Applicants may utilize various carrier services, such as the U.S. Postal Service, UPS, FedEx, or other carrier services. All applications must be submitted to the Department at the following address:

**California Department of Housing and Community Development
Division of Housing Policy Development
2020 West El Camino Ave, Suite 500
Sacramento, CA 95833**

Program applications, forms and instructions are available on the Department's website at <https://www.hcd.ca.gov/grants-funding/active-funding/leap.shtml>. If you have questions regarding this NOFA, please email the Department at EarlyActionPlanning@hcd.ca.gov.

Attachment

**LOCAL EARLY ACTION PLANNING GRANTS PROGRAM
(LEAP)
2020 NOTICE OF FUNDING AVAILABILITY**



**State of California
Governor Gavin Newsom**

**Alexis Podesta, Secretary
Business, Consumer Services and Housing Agency**

**Douglas R. McCauley, Acting Director
California Department of Housing and Community Development**

**Zachary Olmstead, Deputy Director
California Department of Housing and Community Development
Division of Housing Policy Development**

2020 West El Camino Avenue, Suite 500
Sacramento, CA 95833
Telephone: (916) 263-2911

Website: <https://www.hcd.ca.gov/grants-funding/active-funding/leap.shtml>

Email: EarlyActionPlanning@hcd.ca.gov

January 27, 2020

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2019 NOTICE OF FUNDING AVAILABILITY LOCAL EARLY ACTION PLANNING GRANTS PROGRAM

I. Introduction

The California Department of Housing and Community Development (Department) is pleased to announce the release of this Notice of Funding Availability (NOFA) for approximately \$119,040,000 as part of the Local Early Action Planning Grants Program (LEAP or Program). LEAP is made available as a portion of the Local Government Planning Support Grants Program pursuant to Chapter 3.1 of Health and Safety Code (Sections 50515.03 (Chapter 159, Statutes of 2019)). The Program provides funding to jurisdictions for the preparation and adoption of planning documents, process improvements that accelerate housing production, and facilitate compliance in implementing the sixth cycle of the RHNA.

II. Authority and Scope

This NOFA is authorized pursuant to Chapter 3.1 of Health and Safety Code (Sections 50515 to 50515.05). The NOFA implements, interprets, and makes specific provisions for purposes of implementing planning grants to jurisdictions pursuant to 50515.03 (hereinafter “LEAP”).

This NOFA establishes terms, conditions, forms, procedures and other mechanisms as the Department deems necessary to exercise the powers and perform the duties conferred by Chapter 3.1.

The matters set forth herein are regulatory mandates, and are adopted in accordance with the authorities set forth below:

Quasi-legislative regulations ... have the dignity of statutes ... [and]... delegation of legislative authority includes the power to elaborate the meaning of key statutory terms...

Ramirez v. Yosemite Water Co., 20 Cal. 4th 785, 800 (1999)

Further, the Department may implement the Program through the issuance of forms, guidelines, and one or more NOFAs, as the Department deems necessary, to exercise the powers and perform the duties conferred on it by this chapter. Any forms, guidelines, and notices of funding availability adopted pursuant to this section are hereby exempted from the rulemaking provisions of the Administrative Procedure Act (Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code). (Health and Safety Code Section 50515.04(f)).

The Department reserves the right, at its sole discretion, to suspend or amend the provisions of this NOFA, including, but not limited to, grant award amounts.

III. Program Summary

The Local Early Action Planning Grants Program (LEAP or Program) is part of the broader Program formerly known as the Local Government Planning Support Grants Program, which was established as part of the 2019-20 Budget Act. The 2019-20 Budget Act provides a spectrum of support, incentives, resources and accountability to meet California's housing goals. Some specific elements include:

- Planning Support (local and regional planning grants)
- Incentives (Prohousing preference and infill incentive grants)
- Funding Resources
- Accountability (penalties for noncompliant housing plans)
- Reform (collaborative processes to reform regional housing needs)

The Local Government Planning Support Grants Program provides one-time grant funding to regions and jurisdictions for technical assistance, preparation and adoption of planning documents, and process improvements. The over-arching goals of the Program are to (1) accelerate housing production; and (2) facilitate compliance to implement the sixth cycle of the regional housing need assessment (RHNA).

IV. Program Timeline

Grants will be available to eligible applicants on a noncompetitive, Over-the-Counter (OTC) basis. Applications will be accepted from the date of the release of this NOFA and up until July 1, 2020. See Table 1 below for the anticipated timeline for awards for the OTC period.

Event	Date
NOFA Release	January 27, 2020
NOFA Application Webinar	February 14, 2020
NOFA Application Workshops	February and March 2020
Final Due Date for OTC Applications	July 1, 2020
Technical Assistance	February 2020 through December 31, 2023
Expenditure Deadline	December 31, 2023

The Department will review applications within 30 days and target award of applications within 60 days, with subsequent Standard Agreements processed within 60 days of award. Applicants are encouraged to submit early in the application window.

The Department will hold workshops and a webinar to review the LEAP NOFA and application and will be conducting technical assistance to aid applicants throughout the OTC period and implementation of the grant. For a list of dates, times, and locations for the workshops as well as information on technical assistance, please visit the Department's website at <https://www.hcd.ca.gov/grants-funding/active-funding/leap.shtml>.

V. Award Amounts

This Program will make \$119,040,000 dollars available to jurisdictions for Program implementation, including state operations and expenditures, and technical assistance. Maximum award amounts are based on population estimates as of January 1, 2019.¹ The minimum award amount is \$25,000. The maximum amount that a jurisdiction may receive pursuant to this subdivision shall be as follows:

Jurisdiction Size (in population)	Maximum Award Amount
750,000 or greater	\$1,500,000
300,000 to 749,999	\$750,000
100,000 to 299,999	\$500,000
60,000 to 99,999	\$300,000
20,000 to 59,999	\$150,000
Less than 20,000	\$65,000

Applicants seeking partnerships with other local governments will be additive. For example, two jurisdictions between 100,000 and 299,999 people could submit a proposal for up to \$1.0 million.

VI. Eligible Applicants

Eligible applicants are limited to local governments, i.e., cities and counties. However, local governments may partner through legally binding agreements with other forms of governments or entities where the proposal will have a direct effect

¹ Population estimates, posted as of January 1, 2019, are based on the Department of Finance E-1 report. Official maximum amounts per jurisdiction can be found at the Department's website at <https://www.hcd.ca.gov/grants-funding/active-funding/leap.shtml>.

on land-use or development within the participating localities. This includes, but is not limited to, partnerships with other localities, regional governments, housing authorities, school districts, special districts, community-based organizations, or any duly constituted governing body of an Indian Reservation or Rancheria. Applicants forming partnerships, must submit separate, completed and signed application packages, including resolutions and a copy of the signed agreement between partners to the Department in order to be awarded funds.

VII. Eligible Activities

Eligible activities must demonstrate an increase in housing related planning activities and facilitate accelerated housing production. Eligible activities may be part of a larger planning effort (e.g., a comprehensive zoning code update) if proposed activities have not been completed prior to the NOFA date, are distinct, and demonstrate a nexus to accelerating housing production. Eligible activities are not necessarily jurisdiction-wide and may include a smaller geography with a significant impact on housing production. For example, eligible activities may include a housing development-related project with a significant community level impact, or planning or process improvement for a project with an ongoing community impact beyond the project. Eligible activities may include a variety of planning documents and processes, including, but not limited to, the following as set forth in Health and Safety Code section 50515.03(c):

1. Rezoning and encouraging development by updating planning documents and zoning ordinances, such as General Plans, community plans, specific plans, implementation of sustainable communities' strategies, and local coastal programs;
2. Completing environmental clearance to eliminate the need for project-specific review;
3. Establishing housing incentive zones or other area-based housing incentives beyond State Density Bonus Law such as a workforce housing opportunity zone pursuant to Article 10.10 (commencing with Section 65620) of Chapter 3 of Division 1 of Title 7 of the Government Code, or a housing sustainability district pursuant to Chapter 11 (commencing with Section 66200) of Division 1 of Title 7 of the Government Code;
4. Performing infrastructure planning, including for sewers, water systems, transit, roads, or other public facilities necessary to support new housing and new residents;
5. Planning documents to promote development of publicly-owned land, such as partnering with other local entities to identify and prepare excess or surplus property for residential development;
6. Revamping local planning processes to speed up housing production;
7. Developing or improving an accessory dwelling unit ordinance in compliance with Section 65852.2 of the Government Code;
8. Planning documents for a smaller geography (less than jurisdiction-wide) with a significant impact on housing production, including an overlay district, project level specific plan, or development standards modifications proposed for significant areas of a locality, such as corridors, downtown or priority growth areas;

9. Rezoning to meet requirements pursuant to Gov. Code Section 65583(c)(1), and other rezoning efforts to comply with Housing Element requirements, including Gov. Code Section 65583.2(c) (AB 1397, Statutes of 2018);
10. Upzoning or other implementation measures to intensify land use patterns in strategic locations, such as close proximity to transit, jobs or other amenities;
11. Rezoning for multifamily housing in high resource areas (according to Tax Credit Allocation Committee/Housing Community Development Opportunity Area Maps);
12. Establishing pre-approved architectural and site plans;
13. Preparing and adopting Housing Elements of the General Plan that include an implementation component to facilitate compliance with the sixth cycle RHNA;
14. Adopting planning documents to coordinate with suballocations under Regional Early Action Planning Grants (REAP) pursuant to Health and Safety Code Section 50515.02(f) that accommodate the development of housing and infrastructure, and accelerate housing production in a way that aligns with state planning priorities, housing, transportation equity and climate goals, including hazard mitigation or climate adaptation;
15. Zoning for by-right supportive housing, pursuant to Gov. Code section 65651 (Chapter 753, Statutes of 2018);
16. Zoning incentives for housing for persons with special needs, including persons with developmental disabilities;
17. Planning documents related to carrying out a local or regional housing trust fund;
18. Environmental hazard assessments; data collection on permit tracking; feasibility studies, site analysis, or other background studies that are ancillary (e.g., less than 15 percent of the total grant amount) and part of a proposed activity with a nexus to accelerating housing production; and
19. Other planning documents or process improvements that demonstrate an increase in housing related planning activities and facilitate accelerating housing production; and
20. Establishing Prohousing Policies, as follows:

Prohousing Policies

The Department encourages applicants to consider LEAP funds to facilitate designation as a Prohousing jurisdiction.

The 2019-20 Budget Act requires the Department to develop the Prohousing designation emergency regulations by no later than July 1, 2021. This program will allow the Department to designate jurisdictions as “Prohousing,” when they demonstrate policies and strategies to accelerate housing production. In turn, Prohousing jurisdictions will be awarded additional points or preference in programs such as the Affordable Housing and Sustainable Communities (AHSC), Transformative Climate Communities (TCC), Infill Infrastructure Grant (IIG) programs and other state funding programs. The Department anticipates developing emergency regulations and Prohousing designations prior to July 1, 2021, and will seek to designate jurisdictions prior to future rounds of AHSC, TCC and IIG

programs.

Pursuant to Gov. Code Section 65589.9(f)(2), “Prohousing” policies mean policies that facilitate the planning, approval, or construction of housing. These policies may include, but are not limited to, the following:

- A. Planning for local financial incentives for housing, including, but not limited to, establishing a local housing trust fund;
- B. Reducing parking requirements for sites that are zoned for residential development;
- C. Adoption of zoning allowing for use by right for residential and mixed-use development;
- D. Zoning more sites for residential development or zoning sites at higher densities than is required to accommodate the minimum existing RHNA for the current Housing Element cycle;
- E. Adoption of accessory dwelling unit ordinances or other mechanisms that reduce barriers for property owners to create accessory dwelling units beyond the requirements outlined in Section 65852.2, as determined by the Department;
- F. Process improvements that reduce permit processing time;
- G. Creating of objective development standards;
- H. Studies and implementing actions that reduce development impact fees; and
- I. Establishing a Workforce Housing Opportunity Zone, as defined in Section 65620, or a housing sustainability district, as defined in Section 66200.”

VIII. Ineligible Activities

- 1. Activities unrelated to preparation and adoption of planning documents, and process improvements to accelerate housing production and facilitate compliance to implement the sixth cycle of the RHNA;
- 2. Activities that obstruct or hinder housing production, e.g., moratoriums, downzoning, planning documents with conditional use permits that significantly impact supply, cost, approval certainty and timing, planned development, or other similarly constraining processes; and
- 3. Project specific planning documents that do not have a significant impact on accelerating housing production or significant community level or re-occurring benefit beyond the project.
- 4. The Department may consider proposals that are combined with larger proposals that have a positive housing component and the net effect on accelerating housing production is significant. For example, an applicant may propose combining an open-space designation, downzoning, or anti-displacement measures with by-right upzoning that has a significant net gain in housing capacity.

IX. Eligible Uses

1. Grant funds may cover the costs of temporary staffing or consultant needs associated with eligible activities;
2. Grant funds shall be used for the costs of preparing and adopting the proposed activity;
3. A jurisdiction that receives funds under this Program may use a subcontractor. The subcontract shall provide for compliance with all the requirements of the Program. The subcontract shall not relieve the jurisdiction of its responsibilities under the Program;
4. Eligible expenditures may be incurred and expended for the project(s) subject to the terms and conditions of the Standard Agreement; and
5. Only approved and eligible costs incurred for work after the NOFA date, continued past the date of the Standard Agreement, and completed during the grant term, will be reimbursable.

X. Ineligible Uses

1. Program grant funds may not be used for administrative costs of persons employed by the grantee for activities not directly related to the preparation and adoption of the proposed activity;
2. No more than 5 percent of the grant amount may be used for administrative costs for any proposed use, to be approved by the Department upon disbursement; and
3. Approved and eligible costs incurred prior to the NOFA date are ineligible.

XI. Application Requirements

Until July 1, 2020, a jurisdiction may request an allocation of funds pursuant to this section by submitting a complete application to the Department that demonstrates:

1. A budget, including timelines, deliverables, sub-steps and adoption, that demonstrates funds will be utilized for eligible activities and uses;
2. How proposed activities will increase housing planning and facilitate accelerating local housing production;
3. Completed or proposed activities consistent with the state or other planning priorities; and
4. All other required information contained in the Department's application

Applicants will demonstrate consistency with these requirements utilizing the forms and manner prescribed in the Department application.

Accelerating Housing Production: Applicants must propose and document plans or processes that increase housing planning and facilitate accelerating local housing production. The application must demonstrate a significant positive effect on accelerating housing production through timing, cost, approval certainty, entitlement streamlining, feasibility, infrastructure capacity, or impact on housing

supply and affordability. An application must include an explanation and documentation of the nexus to accelerating housing production based on a reasonable and verifiable methodology and must utilize the Department's form (see the Department's application). A verifiable methodology may include a statement of support from a non-profit or for-profit developer that is active in the locality.

State and Other Planning Priorities: Consistency with state or other planning priorities may be demonstrated through proposed activities in the application **OR** activities that were completed within the last five years. Applicants must self-certify utilizing the Department's form (see Department's application).

XII. Application Submission Requirements

In order to be eligible for grant funding, an applicant must submit a completed, signed original application and an electronic copy on CD or USB flash drive. Applications will be accepted on an OTC basis as of the date of this NOFA through July 1, 2020. The Department encourages early applications and will accept applications post-marked by the July 1, 2020 deadline. Applicants may utilize various carrier services, such as the U.S. Postal Service, UPS, FedEx, or other carrier services. All applications must be submitted to the Department at the following address:

**California Department of Housing and Community Development
Division of Housing Policy Development
2020 West El Camino Ave, Suite 500
Sacramento, CA 95833**

Applications must be on Department forms and cannot be altered or modified by the applicant. Program applications and forms are available on the Department's website located at <https://www.hcd.ca.gov/grants-funding/active-funding/leap.shtml>.

XIII. Application Review

1. The Program will not utilize a competitive process to award funds.
2. Funds will be available to eligible applicants on a rolling OTC basis that begins as of the date of this NOFA and ends July 1, 2020.
3. An application form will be available upon release of the NOFA and will include forms to demonstrate meeting eligibility requirements such as, among other forms, a resolution, a proposed budget and timeline table and self-certified attachments demonstrating a nexus to housing production and consistency with state planning and other priorities;
4. Applications will first be reviewed for, among other things, completeness, eligibility requirements, and accuracy;
5. In order to be considered complete, an application must contain requested

- information and supporting documentation where appropriate;
6. All applications must meet the eligibility requirements as specified in this NOFA;
 7. If the application is ineligible, it will not be considered for funding, but may be amended and resubmitted;
 8. The Department may request additional information to complete and approve the application for funding;
 9. Applications recommended for funding are subject to conditions specified by the Department;
 10. Applications will be reviewed within 30 days from the date the Department receives the application; and
 11. All applicants not meeting the eligibility requirements will be informed within 30 days from the date the Department receives the application.

XIV. Award Letter and Standard Agreement

Successful applicants will receive an Award Letter from the Department and will be awarded funds. Applicants will enter into a state Standard Agreement (Standard Agreement) for distribution of funds. The Standard Agreement process will specify, among other things, the amount of funds granted, timeline for expenditure of funds, and the approved use of funds. Expenditure report dates and other requirements will also be identified in the Standard Agreement.

XV. Appeals

1. Basis of Appeals:
 - A. Upon receipt of the Department's notice deeming an application incomplete or ineligible, applicants under this NOFA may appeal such decision(s) to the Department Director.
 - B. The decision of the Director is final and not subject to further administrative or judicial review.
 - C. No applicant shall have the right to appeal a decision of the Department relating to another applicant's eligibility, award, denial of award, or any other related matter.
2. Appeals Process and Deadlines:
 - A. Process. In order to lodge an appeal, applicants must submit to the Director by the deadline set forth in subsection (b) below, a written appeal which states all relevant facts, arguments, and evidence upon which the appeal is based. No new or additional information will be accepted. Once the written appeal is submitted to the Director, no further information or materials is required to be accepted or considered thereafter. Appeals are to be submitted to the Director at following address:

California Department of Housing and Community Development
Division of Housing Policy Development
2020 W. El Camino Avenue, Suite 500
Sacramento, California 95833
EarlyActionPlanning@hcd.ca.gov

The Director will accept appeals delivered through a carrier service such as the U.S. Postal Service, UPS, Fed-Ex, or other carrier services that provide date stamp verification of delivery. Deliveries must be received during the Department's weekday (non-state holiday) business hours of 9:00 a.m. to 5:00 p.m. Pacific Standard Time. Additionally, emails to the email address listed above will be accepted if the email time stamp is prior to the appeal deadline.

- B. Filing Deadline. Appeals must be received by the Director no later than (5) five business days from the date of the Department's determination.

3. Decision:

Any request to amend the Department's decision shall be reviewed for compliance with this NOFA and its application. The Director shall render his/her decision in writing within fifteen (15) business days of receipt of the applicant's written appeal. The decision of the Director shall be the Department's final decision, and shall not be appealable to any court or tribunal.

XVI. Administration

1. Grant Execution and Term

- A. The Department will notify the grantee if they have been selected for a grant award;
- B. After the Standard Agreement has been drawn, the grantee will be provided instructions for signing all required documents. The grantee must submit all supporting materials and a signed Standard Agreement within the timeline provided in the instructions, or risk forfeiting the grant award;
- C. The grant term begins on the day the Department and the grantee have fully executed the Standard Agreement. The Department will notify the grantee and partners when work may proceed under the agreement. However, eligible activities that are approved by the Department may be retroactively reimbursed to the date of the NOFA; and
- D. The end of the grant term will be determined by the state based on the availability of grant funds and the administrative requirements for liquidation.

2. Payment and Accounting of Grant Funds

- A. Grant funds cannot be disbursed until the Standard Agreement has been fully executed;
- B. The grantee will be responsible for compiling and submitting all invoices and reporting documents. Grantees will submit for reimbursements to the Department based on actual cost incurred;
- C. The grantee must bill the state based on clear deliverables outlined in the Standard Agreement or budget timeline. Only approved and eligible costs incurred for work after the NOFA date, continued past the date of the Standard Agreement, and completed and processed prior to the expenditure deadline, will be reimbursable. Approved and eligible costs incurred prior to the NOFA date are ineligible;
- D. Work must be completed prior to requesting reimbursement;
- E. Grant fund payment will be made on a reimbursement basis; advance payments are not allowed. The grantee and partners must have adequate cash flow to pay all grant-related expenses prior to requesting reimbursement from the Department. Project invoices will be submitted to the Department by the grantee on a quarterly basis;
- F. In unusual circumstances, the Department may consider alternative arrangements to reimbursement and payment methods based on documentation demonstrating cost burdens, including the inability to pay for work;
- G. Supporting documentation may include, but is not limited to: receipts, progress payments, subcontractor invoices, time cards, etc.;
- H. Invoices must be accompanied by reporting materials where appropriate. Invoices without the appropriate reporting materials will not be paid. The Department may withhold 10 percent of the grant until grant terms have been fulfilled; and
- I. Each recipient of funds under the Program shall expend those funds no later than December 31, 2023.

3. Accounting Records and Audits

- A. The grantee must establish a separate ledger account for receipts and expenditures of grant funds and maintain expenditure details in accordance with the budget and timeline. Separate bank accounts are not required;
- B. The grantee shall maintain documentation of its normal procurement policy and competitive bid process (including the use of sole source purchasing), and financial records of expenditures incurred during the course of the project, in accordance with generally accepted accounting principles;
- C. The grantee agrees that the state or designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of the Standard Agreement;
- D. The grantee agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated;
- E. Subcontractors employed by the grantee and paid with moneys under the

terms of this Standard Agreement shall be responsible for maintaining accounting records as specified above;

- F. At any time during the term of the Standard Agreement, the Department may perform, or cause to be performed, a financial audit of any and all phases of the award. At the Department's request, the awardee shall provide, at its own expense, a financial audit prepared by a certified public accountant. The State of California has the right to review project documents and conduct audits during project implementation and over the project life;
- G. The Department may request additional information, as needed, to meet other applicable audit requirements; and
- H. The Department may monitor expenditures and activities of an applicant, as the Department deems necessary, to ensure compliance with Program requirements.

4. Remedies of Nonperformance

- A. In the event that it is determined, at the sole discretion of the state, that the grantee is not meeting the terms and conditions of the Standard Agreement, immediately upon receiving a written notice from the Department to stop work, the grantee shall cease all work under the Standard Agreement. The Department has the sole discretion to determine that the grantee meets the terms and conditions after a stop work order, and to deliver a written notice to the grantee to resume work under the Standard Agreement;
- B. Both the grantee and the Department have the right to terminate the Standard Agreement at any time upon 30 days written notice. The notice shall specify the reason for early termination and may permit the grantee or the Department to rectify any deficiency(ies) prior to the early termination date. The grantee will submit any requested documents to the Department within 30 days of the early termination notice; and
- C. There must be a strong implementation component for the funded activity through this Program, including, where appropriate, agreement by the locality to formally adopt the completed planning document. Localities that do not formally adopt the funded activity could be subject to repayment of the grant.
- D. The Department may, as it deems appropriate or necessary, request the repayment of funds from an applicant, or pursue any other remedies available to it by law for failure to comply with Program requirements (Health and Safety Code section 50515.04(e)).

5. Reporting

- A. At any time during the term of the Standard Agreement, the Department may request a performance report that demonstrates satisfaction of all requirements identified in the Standard Agreement with emphasis on eligible activities, eligible uses, ineligible uses, and expenditures, according to timelines and budgets referenced in the Standard Agreement;
- B. Awardees shall submit a report, in the form and manner prescribed by

the Department, to be made publicly available on its internet website, by April 1 of the year following the receipt of those funds, and annually thereafter until those funds are expended, that contains the following information:

- The status of the proposed uses listed in the entity's application for funding and the corresponding impact on housing within the region or jurisdiction; and
 - A summary of building permits, certificates of occupancy, or other completed entitlements issued by entities within the region, or by the jurisdiction, as applicable.
- C. The awardee must, in lieu of a separate report, provide the above described information as part of its annual report pursuant to Gov. Code Section 65400;
- D. The Department may request additional information, as needed, to meet other applicable reporting requirements;
- E. Upon completion of all deliverables within the Standard Agreement, the awardee shall submit a close out report. See Attachment 1; and
- F. The Department shall maintain records of the following and provide that information publicly on its internet website:
- The name of each applicant for Program funds and the status of that entity's application;
 - The number of applications for Program funding received by the Department; and
 - The information described in 5(B) above for each recipient of Program funds.

XVII. Right to Modify or Suspend the NOFA, and Final Decision-making

The Department reserves the right, at its sole discretion, to suspend, amend, or modify the provisions of this NOFA at any time, including, without limitation, the amount of funds available hereunder. If such an action occurs, the Department will notify all interested parties and will post the revisions to the Department's website. You may subscribe to the Department's email list here:

http://www.hcd.ca.gov/HCD_SSI/subscribe-form.html.

Further, the Department's decision to approve or deny an application or request for funding pursuant to the Program, and its determination of the amount of funding to be provided, shall be final.

XVIII. Definitions

All terms not defined below shall, unless their context suggests otherwise, be interpreted in accordance with the meanings of terms described in Health and Safety Code section 50470.

- A. “Accelerating Housing Production” means improving the timing, cost, feasibility, approval and amount of development through various mechanisms such as zoning incentives (e.g., increased density and heights, reduced parking requirements), upzoning, zoning amendments to permit residential in non-residential zones, corridor planning, development standards modifications, non-discretionary review, financing strategies, sliding scale fee modifications, facilitating adequate infrastructure to support development, approval streamlining that addresses quickness and ease of entitlements, and other mechanisms that promote production or remove or mitigate regulatory barriers.
- B. “Affordability” means a housing unit that satisfies at least one of the following criteria:
 - 1. It is available at an “affordable rent” as that term is used and defined in Section 50053 of the Health & Safety Code;
 - 2. It is offered at an “affordable housing cost”, as that term is used and defined in Section 50052.5 of the Health & Safety Code; or
 - 3. It is available at an “affordable rent” or an “affordable housing cost” according to the alternative percentages of income for agency-assisted rental and cooperative housing developments pursuant to Department regulations adopted under Health and Safety Code section 50462(f).
- C. “Annual Progress Report” (APR) means the annual report required to be submitted to the Department pursuant to paragraph (2) of subdivision (a) of Section 65400 of the Government Code.
- D. “Completed entitlement” means a housing development project that has received all the required land use approvals or entitlements necessary for the issuance of a building permit and for which no additional action, including environmental review or appeals, is required to be eligible to apply for and obtain a building permit.
- E. “Council of governments” means a single or multicounty council created by a joint powers agreement pursuant to Chapter 5 (commencing with Section 6500) of Division 7 of Title 1 of the Government Code that is responsible for allocating regional housing need pursuant to Sections 65584, 65584.04, and 65584.05 of the Government Code.
- F. “Department” means the California Department of Housing and Community Development.

G. “Housing” means any development that satisfies both of the following criteria:

1. At least two-thirds of the square footage of the development must be designated for residential use; and
2. Includes a house, an apartment, a mobile home or trailer, a group of rooms, or a single room that is occupied as separate living quarters, or, if vacant, is intended for occupancy as separate living quarters. Separate living quarters are those in which the occupants live separately from any other individuals in the building, and which have a direct access from the outside of the building, or through a common hall.

Note: accessory dwelling units (ADU) and junior accessory dwelling units (JADU) pursuant to Gov. Code sections 65852.2 and 65852.22 meet the definition above.

- H. “Housing Element” or “element” means the Housing Element of a community’s General Plan, as required pursuant to subdivision (c) of Section 65302 of the Government Code and prepared in accordance with Article 10.6 (commencing with Section 65580) of Chapter 3 of Division 1 of Title 7 of the Government Code.
- I. “Jurisdiction” means any city, including a charter city, county, including a charter county or city and county, including a charter city and county.
- J. “Local government” or “Locality” means any city, including a charter city, county, including a charter county or city and county, including a charter city and county.
- K. “Objective zoning standard”, “objective subdivision standard”, and “objective design review standard” means standards that involve no personal or subjective judgment by a public official, and are uniformly verifiable by reference to an external and uniform benchmark or criterion available, and knowable by both the development applicant or proponent and the public official prior to submittal. “Objective design review standards” means only objective design standards published and adopted by ordinance or resolution by a local jurisdiction before submission of a development application, which are broadly applicable to development within the jurisdiction.
- L. “Other Planning Priorities” means planning, policies, programs or investments to promote housing choices and affordability to lower and moderate income households, the encouragement of conservation of the existing affordable housing stock, and efforts to take into account current and future impacts of climate change, including hazard mitigation.
- M. “Regional housing need assessment” means the existing and projected need for housing for each region, as determined by the Department pursuant to Section 65584.01 of the Government Code.

- N. “State Planning Priorities” means priorities which are intended to promote equity, strengthen the economy, protect the environment, and promote public health and safety in the state, including in urban, suburban, and rural communities pursuant to Gov. Code Section 65041.1.
- O. “Streamlined Housing Production” means improving the entitlement process through actions such as removing, mitigating or minimizing local regulatory requirements, reforming the local approval process to reduce processing times, the number of local discretionary approvals and permits needed for projects, improving approval certainty, establishing non-discretionary processes, modifying development standards, such as reducing parking requirements and increasing height limits, or other efforts, such as taking the fullest advantage of existing streamlining mechanisms provided in state law.

Attachment 1

Close Out Reporting Form

LEAP Grant Close Out Reporting Template

Brief Summary

- Overview of the project
- Project start date and duration
- Project goals and relevance to LEAP goals
- Quantified outcomes

Lead Agency and Partnerships

- List lead agency and partnerships (including names, titles, organizations, and roles and responsibilities of each)
- What did those collaborative relationships and processes look like?

Drivers

- Did any local, state, or federal legislation or mandates drive the project? (SB 35, AB 1397, etc.)
- Was it a community driven effort?
- Were there additional funding opportunities present?

Engagement Process

- Who were your stakeholders?
- What did the engagement process look like?
- What role did stakeholders play in the process? (Keep in mind: training, education, council formation, technical assistance, etc.)
- What were the outcomes of the engagement process?

Challenges

- What challenges were encountered?
- What solutions were encountered or created?
- Are there areas for improvement of policy alignment at the state or federal level to help achieve this project more easily?

LEAP Grant Close Out Reporting Template

Outcomes

- What are the current or projected outcomes? Benefits?
- Were outcomes as anticipated?
- Have new opportunities arisen as a result of this project?
- What are the next steps?

Replicability

- What aspects of the project could be replicated in other communities?
- Useful resources and tools? For a specific region or sector?

Additional Resources

- Links to the project itself
- Links to resources used throughout and any other relevant resources

Further Information

- Who can be reached to ask more questions about this project?
- Name
- Number and/or email



Western Riverside Council of Governments

Planning Directors Committee

Staff Report

Subject: Subregional Climate Action Plan Activities Update

Contact: Christopher Tzeng, Program Manager, ctzeng@wrcog.us, (951) 405-6711

Date: March 12, 2020

The purpose of this item is to provide an update on the Western Riverside County Subregional Climate Action Plan (CAP).

Requested Action:

1. Receive and file.

Components of the CAP

The Subregional Climate Action Plan is an update to the 2010 data including inventories, targets and greenhouse gas (GHG) emissions reduction measures, as there have been several technological and community shifts in Western Riverside County. The CAP will provide a roadmap for the subregion to achieve deep GHG emissions reductions through the year 2050 and will establish policies and priorities enabling participating cities to implement strategies that successfully fulfill the requirements of Executive Order (EO) S-3-05, Assembly Bill (AB) 32, Senate Bill (SB) 375, SB 32, SB 97, SB 535 and SB 379.

The project team has undertaken the task of gathering data to update the baseline GHG inventories since the project commenced in June 2019. This baseline inventory is the first step to establish long-term GHG emissions reduction targets for the years 2030 and 2050 to help ensure that the CAP is consistent with SB 32 and the Target 2030 Scoping Plan Update. The baseline GHG inventories of the subregion should be ready to present to this Committee in April.

The project team will be discussing the benefits of a CAP to a jurisdiction and explain the state mandates that jurisdictions should be aware of. Lastly, the project team will be requesting feedback from jurisdictions on the CAP, specifically understanding more about barriers to implementing measures that will decrease a jurisdiction's GHG emissions. It is the goal of WRCOG to produce a CAP that contains realistic goals and implementation measures that can be realized, so feedback from the Committee is imperative to achieve this.

Prior Action:

December 12, 2019: The Planning Directors Committee received and filed.

Fiscal Impact:

The total contract amount with ESA of \$362,423 has two funding sources. Caltrans grant funding will offset \$267,474 for the contract with ESA and WRCOG will match funds and support other CAP-related activities in the amount of \$94,949, which will be funded through WRCOG's Local Transportation Funds (LTF) over this and the next two fiscal years (FY 2019/2020, 2020/2021, and 2021/2022).

Attachment:

None.



Western Riverside Council of Governments

Planning Directors Committee

Staff Report

Subject: Call for Proposals – ‘Place’ Panel Discussion at WRCOG’s Leadership Conference

Contact: Elisa Laurel, Program Manager, elaurel@wrcog.us, (951) 405-6752

Date: March 12, 2020

The purpose of this item is to provide a Call for Proposals regarding the ‘Place’ panel discussion during WRCOG’s Leadership Conference.

Requested Action:

1. Receive and file.

WRCOG’s 29th Annual General Assembly & Leadership Conference will be held on Thursday, June 25, 2020, at the Pechanga Resort Casino. Preceding the General Assembly is its Leadership Conference from 11:30 a.m. – 3:30 p.m. This year’s theme is “A Region at its TIPing point – Dynamic discussion on Talent, Innovation, and Place,” and will explore equipping future leaders with the tools to activate change in light of future growth.

We are seeking proposals for our ‘Place’ panel discussion which will take place from 2:30 p.m. – 3:10 p.m. and will consist of a Moderator selected by WRCOG and 3 panelists (which will be filled through this ‘Call for Proposal’). The ‘Place’ panel discussion seeks to highlight the exciting spaces, places, and trends that are developing in Western Riverside County.

If you and/or your jurisdiction is interested in being part of this year’s panel discussion please submit your interest to Elisa Laurel at elaurel@wrcog.us by **end of business day, March 31, 2020**. In order to be considered, simply include the following in your email:

- Name of proposed speaker for the panel
- Brief summary of the development you are proposing
- Contact information for follow-up

Prior Action:

None.

Fiscal Impact:

This item is for informational purposes only; therefore, there is no fiscal impact.

Attachment:

None.

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