



GROWTH MANAGEMENT PROGRAM CHECKLIST

Allocation of 18% Local Street Maintenance & Improvement Funds for Fiscal Years 2011–12 and 2012–13

Reporting Period: Calendar Years 2010 & 2011

Introduction

Note: This document may be downloaded from the Web at www.ccta.net.

To receive its share of funds from the 18 Percent Local Street Maintenance and Improvement (LSM) program and to be eligible for funds from the Transportation for Livable Communities (CC-TLC) program, Measure J requires each jurisdiction in Contra Costa to comply with all the components of its Growth Management Program (GMP). The Authority assesses compliance with the GMP through the review and approval of a jurisdiction's GMP Compliance Checklist. Each jurisdiction must complete the checklist (attached), prepare the detailed information requested in the attachments section, approve the completed Checklist and attachments, and transmit a fully executed and signed original to the Authority.

The Authority generally distributes the checklist by January 31 of even-numbered years. Jurisdictions may submit their Checklists for review any time thereafter. Provided they have demonstrated compliance with the GMP, jurisdictions are eligible to receive 18 percent funds on July 1 following the close of each fiscal year. If the jurisdiction cannot certify that it meets all of the program requirements by June 30 of the year following the year that the checklist is issued (June 30, 2013), it should prepare a "Statement of Progress" outlining how it is working to meet those requirements.

COMPLETING AND SUBMITTING THE CHECKLIST

In addition to this introduction, the Checklist has two parts: the Checklist itself and the instructions. The Checklist for CY 2010 & 2011 is a PDF form and can be completed by anyone with Adobe Acrobat or Acrobat Reader version 7 or higher. The instructions provide greater detail on the requirements and links to relevant Authority documents. The Checklist and the instructions are linked files and need to be kept in the same folder to work properly.

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A jurisdiction must respond to each question. A “Yes” or “No” answer will suffice for most questions, depending upon whether the jurisdiction has fulfilled the requirement although, for certain questions, the “Not Applicable” response may be more appropriate.

Once completed, the Checklist, including attachments, must be reviewed and approved by the jurisdiction’s Council or Board, and a fully executed and signed original submitted to the Authority.

AUTHORITY REVIEW AND APPROVAL OF CHECKLISTS

The completed checklist will be reviewed first by Authority staff for completeness and then by two of the authority’s standing committees; the Citizens Advisory Committee (CAC) and the Planning Committee (PC). After these committees review it, the Authority will review and, if it finds the jurisdiction in compliance with the GMP, approve the Checklist. Once it approves a jurisdiction’s checklist, the Authority will allocate funds by the adopted formula of 50 percent population and 50 percent road miles. For Fiscal Year 2011–12, approximately \$11.52 million will be available through the LSM program for allocation to local jurisdictions. An estimated \$14.9 million will also be available through FY 2015 through the CC-TLC program to jurisdictions that comply with the GMP.

GMP COMPONENTS REQUIRED FOR COMPLIANCE

Under the Measure J GMP, local jurisdictions must comply with several requirements, described in greater detail below. The initial GMP was established in Measure C which Contra Costa voters approved in November 1988. It was superseded on April 1, 2009 by Measure J which carried forward some of the requirements of the Measure C GMP, while modifying or discontinuing others.

Elimination of Some Measure C Requirements

While both Measure C and its successor Measure J included and required local compliance with a GMP, Measure J made several changes to the program. These changes are reflected in the attached Checklist. The previous Checklist, because it covered years in which both Measure C and Measure J were in effect, required compliance with both programs. The attached Checklist for the reporting period of CY 2010 & 2011 is the first where the new Measure J requirements are fully in effect and compliance eliminated for those parts of the Measure C GMP that were discontinued or changed:

- **The requirement that local jurisdictions maintain LOS standards on non-regional routes.** Local jurisdictions are no longer required to monitor LOS for reporting intersections.
- **The requirement that local jurisdictions adopt performance standards for other public facilities and services.** Similarly, performance standards for fire, police, parks, sanitary, water, and flood control services, were discontinued as of March 31, 2009.
- **The requirements for addressing housing and jobs.** Beginning on April 1, 2009, the housing requirement changed, and a new requirement for adopting policies and standards into the local development review and approval process that ensure that pedestrian and bicycle movement and transit access are considered.
- **Adoption of an Urban Limit Line.** The new Measure J requirement for a voter approved Urban Limit Line (ULL) went into effect.

Measure J Requirements for Compliance

The following requirements for Measure J are currently in effect:

- **Implementation of Action Plans.** Part of the responsibilities of local jurisdictions is to implement the actions outlined in the adopted Action Plan for their respective RTPC. During the CY 2010 & 2011 reporting period, updated Action Plans were in effect as of June 17, 2009 – the date the Authority’s adopted the 2009 Countywide Transportation Plan. In addition, jurisdictions must comply with the policies and procedures included in the Action Plans, the *Implementation Guide* and the *Technical Procedures*. These include circulation of environmental documents, analysis of the impacts of proposed General Plan amendments and recommendation of changes to Action Plans, conditioning the approval of projects consistent with Action Plan policies, and RTPC review of General Plan Amendments.
- **New or Continued Development Mitigation Programs.** Local jurisdictions must continue and update their existing Development Mitigation Programs: their local program to mitigate development impacts on local streets, and a regional program developed by the Regional Transportation Planning Committee (RTPC) within their subarea. The regional program establishes fees, exactions, assess-

- ments, or other measures to fund regional and subregional transportation projects to mitigate the impacts of new growth on the transportation system.
- **Housing Options.** Each jurisdiction must demonstrate reasonable progress in achieving the objectives in its Housing Element. The jurisdiction must report on this progress in one of three ways, as described in the instructions. Additionally, jurisdictions must incorporate policies and standards to support transit, bicycle, and pedestrian access in new development.
 - **Traffic Impact Studies.** Jurisdictions must conduct traffic impact studies as part of development review for any project estimated to generate more than 100 net new peak-hour vehicle trips. The relevant may establish a lower threshold. These studies must comply with the Authority's *Technical Procedures*.
 - **Multi-Jurisdictional Planning.** Each jurisdiction must continue its current efforts to participate in an ongoing, multi-jurisdictional planning process through the RTPCs. This includes participation in meetings of the appropriate RTPC, working with the RTPC to develop and implement the Action Plans, and applying the Authority's travel demand model and *Technical Procedures* to the analysis of General Plan Amendments (GPAs) and developments exceeding specified thresholds for their effect on the regional transportation system.
 - **Five-Year Capital Improvement Program.** Jurisdictions must continue to prepare five-year capital improvement programs, including approved projects and an analysis of the costs of proposed projects. The program must outline a financial plan for providing proposed improvements.
 - **TSM Ordinance, Resolution, or Alternative Form of Mitigation.** Local jurisdictions should have in place an adopted Transportation Systems Management (TSM) or Transportation Demand Management (TDM) ordinance, resolution, or alternative form of mitigation that substantially conforms to the Authority's Model TSM Resolution.
 - **Growth Management Element.** Local jurisdictions must update their Growth Management Elements (GME) consistent with the new Model Growth Management Element adopted by the Authority in June 2007. The GME is the jurisdiction's main platform for outlining goals and policies for managing growth and requirements for achieving those goals. Jurisdictions are encouraged to supple-

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ment their GMEs with any elements outside of the Model GME that may be helpful in achieving the objectives of the GMP as well as local General Plan goals and policies. For the previous reporting period (CY 2008 & 2009), local jurisdictions were required to prepare a draft Measure J GME. For the current reporting period (CY 2010 & 2011), each local jurisdiction is required to adopt a final Measure J GME as part of its General Plan.

- **Urban Limit Line.** To comply with the GMP, jurisdictions must adopt and continuously comply with the provisions of a voter-approved Urban Limit Line (ULL) in order to be considered in compliance with the Measure J Growth Management Program. A jurisdiction may adopt its own local voter-approved Urban Limit Line, or adopt the County's ULL (Measure L, 2006) to fulfill this requirement.

SUGGESTED REFERENCES

Some important reference documents that the Authority has adopted and that local staff should have on hand when completing the Checklist are:

- 1) *Growth Management Implementation Guide*, July 2010;
- 2) *The 2009 Update to the Countywide Comprehensive Transportation Plan*, including the Action Plans for Routes of Regional Significance, adopted June 17, 2009.
- 3) *Measure J Model Growth Management Element*, June 8, 2007;
- 4) *Technical Procedures*, updated July 2006; and
- 5) *Model Transportation System Management Ordinance*, adopted in 1997.

All of these may be downloaded from our website at www.ccta.net. Links to these documents are also provided in the Checklist instructions.