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Planning Advisory Committee

Monday, June 4 - Special Meeting

2:00pm – 4:00pm

SCTA conference room – 490 Mendocino Avenue, #206, Santa Rosa

Please note – new location – see attached map

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- I. Introductions & Public Comment
 - II. Consent
 - A. Approval of Minutes of April 30, 2007 ACTION
 - B. Approval of the Agenda ACTION
 - III. FOCUS –Priority Development Areas – James Corless (MTC)
DISCUSSION/ACTION
 - IV. SCTA - SCTA Bicycle/Pedestrian Master Plan*
 - V. Comprehensive Transportation Plan update* DISCUSSION/ACTION
 - VI. Regional Traffic Mitigation fee – methodologies* DISCUSSION/ACTION
 - VII. Announcements
 - VIII. Adjournment

* materials attached

The next SCTA meeting will be held June 11, 2007

The next **PAC** will be held **July 23, 2007**

SCTA Staff: Janet Spilman 565-5373. jspilman@sctainfo.org

The agenda packet is available online at www.sctainfo.org

Planning Advisory Committee

MINUTES OF MEETING

Monday, April 30, 2007

ATTENDEES

Mona Babauta, City of Santa Rosa	Wayne Goldberg, City of Santa Rosa
Jennifer Barrett, County PRMD	Gary Helfrich, County of Sonoma PRMD
Ron Bendorff, City of Rohnert Park	Michael Ivory, City of Santa Rosa
Peter Chamberlin, Town of Windsor	Ian Moore, Design Community & Environment
Rachel Ede, Nelson Nygaard	

SCTA Staff Present: Chris Barney, Nina Donofrio, Lynne March, Suzanne Smith, Janet Spilman

I. Consent

A. Approval of Minutes of January 29,
The minutes were approved as submitted.

B. Approval of the Agenda

At the request of Janet Spilman, Item II, the Community Based Transportation Plan – Roseland, presentation, was moved to the end of the agenda. The agenda proceeded to Item III, Comprehensive Transportation Plan Update.

III. Comprehensive Transportation Plan Update

Ms. Spilman reported that at their March 12, 2007 meeting the SCTA formed a Steering Committee comprised of Board members Bob Blanchard, Stanley Cohen, Jake Mackenzie and Sam Pierce. The Steering Committee first met April 6, and has had one additional meeting.

The objective of the Steering Committee is: (1) to identify a variety of options to go through the process of updating the Comprehensive Transportation Plan (CTP), which includes a scope of work. It was decided to release several Requests for Proposals (RFP's) and to have contracts with several consultants. Some writing of major elements of the project, the public participation plan and environmental review, will be contracted out. Staff has amended the Dowling contract for the Board's approval to include modeling of an enhanced mode split, among other items, such as enhanced data collection, and is working with Dowling & Associates on this.

The first of the RFP's would be for the public participation plan. This will include not only public outreach, but also public input and information in order to get a good representation in the community and in a variety of media outlets.

The Steering Committee is particularly interested in the Goals of the Plan and evaluative benchmarks. The 2004 Plan Goals in the handout are divided by mode and then reiterated/summarized in a listing at the end. Staff reviewed goals and benchmarks, analyzing each with the Steering Committee, and presented a draft list of high-level goals for consideration. The Steering Committee is principally interested in the following:

1. Reduction of greenhouse gases.
2. Congestion reduction.
3. Maintenance of the system.

4. Identify funding sources.
5. Improvement of data collection.

Ms. Spilman explained that the Board is interested in how to evaluate these goals, and confirmed that these would be forwarded to the Committee after they are written. This item will come before the Board at the next meeting on May 14, 2007. She welcomed ideas and input from the Committee.

There was discussion about the methodology for evaluating the Goals. Ms. Spilman added that one of the determinants in measuring greenhouse gases is vehicle miles traveled (VMT), which is connected to land use.

Item IV, Land Use Updates, was rescheduled to be addressed later in the agenda, in order to continue the transportation planning discussion at the regional level with Item VIa, the MTC Regional Transportation Plan Update. The agenda proceeded with Item VIa:

VI. Reports

a. MTC – Regional Transportation Plan (RTP) update*

Ms. Spilman reported that the MTC is in the preparation and visioning stages of the Regional Transportation Plan (RTP), and referred to materials from the MTC, included in the packet. The project list for the RTP is high level, including major capacity investment projects (freeway projects). Staff will be updating the project list for accuracy, to ensure it is well defined and includes cost estimates, and is trying to get further clarification as to what the MTC requires. June 22, 2007 is the deadline to have this to the MTC.

The projects will be analyzed against three factors in testing the scenario performance of the RTP – delay, vehicle miles traveled, and emissions. In response to questions from the Committee, Ms. Spilman confirmed that the MTC will be adding to existing lists. She expressed the need for staff to meet with transit providers in order to determine if these providers have major projects.

Ms. Spilman noted the addition of two more goals by the MTC to their list - reduction of greenhouse gases and security (protection from terrorist activity).

Ms. Spilman then referred to the FOCUS (Focusing Our Vision) application guidelines, a multi-agency, regional planning initiative under the administration of the Association of Bay Area Governments (ABAG), MTC, in coordination with the Bay Area Air Quality Management District (BAAQMD) and Bay Conservation and Development Commission (BCDC).

Mr. Moore announced that he and Keith Parkinson are the Sonoma County representatives for the FOCUS process. He noted that, because of the timing on this, it is still unclear what local governments will get by deciding to proceed in the program. This was originally created to give the Bay Area a way to qualify for State bond funds, under Proposition 1C and 84 in particular.

Mr. Moore reported that, as of the last three months, there is concern that there will not be as much funding available from the Bond as expected. The Bay area may get, at a maximum, \$30 to \$40 million out of the Bond funding that relates to planning issues. The strategy has now been shifted to getting funding through the Regional Transportation Plan, because more money will come to the Bay area over the course of the next RTP cycle than would come through bond funds.

Ms. Spilman stated that the program has not yet been completely defined, and MTC is endeavoring to incorporate it into the RTP.

Mr. Moore observed that most of this funding is for road maintenance and transit; a very small amount is discretionary. He stated that the (FOCUS) Technical Advisory Committee mapped proposed priority development areas. Ms. Spilman reported that she had been advised that all the SMART stations would qualify. Mr. Moore said the expectation is that by having this process and making the declaration of being a priority development area voluntary there will be more cooperation between the regional agencies and the local governments. A variety of types of projects could be eligible. Mr. Goldberg asked if there were any on the Committee who were going to apply for these funds. Ron Bendorff of the City of Rohnert Park and Mr. Moore both announced their intention to apply.

b. SCTA - SCTA Bicycle/Pedestrian Master Plan

Lynne March addressed the Committee with a discussion/draft of the Countywide Bicycle and Pedestrian Master Plan, in an effort to identify high-level objectives. Staff is seeking concurrence on the high-level objectives. Workshops are scheduled. This is an MTC-funded project directed toward low-income communities that includes a good deal of outreach.

c. Call for Projects released – Bike/Ped program, Lifeline* - (see packet)

IV. Land Use updates*

Chris Barney reported that staff had begun updating these last fall. Two sets of scenarios have been developed that they would like to introduce into the travel demand model program. The first set is consistent with 2005 figures, which will be updated to 2007. The other set of scenarios is consistent with local forecast numbers that are available. The Association of Bay Area Governments (ABAG) over predicts development in rural counties, and under predicts larger jurisdictions, such as Petaluma and Santa Rosa. A jurisdictional breakdown of figures has been provided. The only forecast still outstanding is Windsor. Staff is working with W-Trans on this. In response to questioning from Mr. Goldberg, Mr. Barney explained that the figures that have changed are in bold.

Jennifer Barrett noted that it appears that unincorporated County industrial square footage has been reduced. Mr. Barney responded that industrial use includes agricultural use as well, and that according to ABAG, this shows a net loss in industrial jobs. Light industrial use is included in office square footage. ABAG does not have forecasts for institutional square footage; staff referred to the General Plan for this data. Mr. Bendorff asked if this data included Sonoma State University. Mr. Barney replied in the affirmative.

V. Wine Country Interregional Plan

Mr. Barney reported that this has been completed and the final report has been released. A link to the entire report has been included in the staff report. The Origin and Destination study showed a job/housing imbalance between northern counties and southern counties. Only 35% of the trips are projected to be work commute trips, and there are a large percentage of shopping/recreation trips. 40% are daily trips. Caltrans is working on a Request for Proposal to have a travel model done. They would like to have a recreational model also, and are putting together an RFP for a base model. Mr. Goldberg asked what they would use for land base model. Mr. Barney replied that they would use the staff data, and for Lake and Mendocino County, they would probably refer to the Assessor's model. He invited members to let him know of any questions they may have.

II. Community Based Transportation Plan – Roseland, presentation

Ian Moore of Design Community & Environment presented a summary of the outreach process that was conducted for this project, explaining that this is an offshoot of MTC's Lifeline program. Analysis is census-based, GIS analysis. He provided an overview of Roseland area demographics (48% is Latino, 58% of households are English-speaking, and 34% of households are Spanish-speaking), including income levels and population data. He reported that 16% of Roseland residents live below the Federal poverty level.

The Roseland area is within one-quarter mile of transit service and three City bus routes (12, 9 and 15). Analysis is seeking to identify transit needs (scheduling, frequency of service, etc.). Closer examination also identified transit gaps, but it was noted that other than a short ending time of 8:00 to 9:00 p.m., the transit system meets or exceeds the frequency standard for weekdays. It does not meet the standard on weekends.

Pedestrian and bicycle needs were researched directly from outreach in a series of community meetings and focus groups. 170 questionnaires were returned in response to the 1,400 that were distributed. 15 informational interviews were conducted within a focus group setting.

Out of these focus groups, the five major concerns were:

- Sidewalk conditions
- Connectivity or physical condition of transit locations.
- Bus trips taking too long.
- General public safety concerns about walking (vehicle/pedestrian issues) and crime issues.
- The cost of gasoline.

Rachel Ede of Nelson Nygaard explained that they worked closely with Santa Rosa CityBus to define strategies and that outreach results corroborated what CityBus had perceived as a need. This included expanding the service on the three bus routes to provide service until 11:00 p.m. Frequency of service during the week could also be improved, as well as bus stops (more lighting), as well as accommodating more bicycles and making ADA improvements.

Multi-use paths were also identified as a major part of improving the Roseland area.

VII. Announcements: **Members agreed to meet again on Monday, June 4th.**

VIII. Adjournment : There being no further business, the meeting was adjourned at 4:00 p.m.

Staff Report

To: SCTA's Planning Advisory Committee (PAC)
From: Lynne March, Transportation Planner
Re: ***SCTA Countywide Bicycle & Pedestrian Master Plan***
Date: June 4, 2007

Status Report:

The *SCTA Countywide Bicycle & Pedestrian Master Plan* has been underway since late November. The plan is being advised by the Countywide Bicycle & Pedestrian Advisory Committee (CBPAC). W-Trans, the consultant, has been gathering data from all participating jurisdictions and working with SCTA to map the resulting updates. One objective for the coordinated effort has been to identify a countywide bicycle network of through routes in Sonoma County. Meetings have been held with all participating entities.

The review of existing goals, objectives and policies is also being conducted. The intent is both the setting of mutually-agreed upon high-level countywide goals and objectives for the countywide plan; and the setting of goals, objectives and policies for the individual jurisdictional plans.

The work scope includes public outreach. Four workshops were initially envisioned for May or June, however to best utilize the workshops, the timing for them has been changed to September. The longer time frame will allow the presentation of more refined planning products for the public to review and comment upon. The target date for project completion remains December 2007

The schedule for the "Open House" style outreach workshops is as follows:

- ✓ Tuesday 9/18 for "North County" at Huerta Gym in the Town of Windsor (firm)
- ✓ Thursday 9/20 for "South County" in Cotati or Rohnert Park (tentative)
- ✓ Wednesday 9/26 for "East County" at the Community Center (firm)
- ✓ Thursday 9/27 for "West County" at the Veterans Memorial Building (firm)

Staff Report

To: Planning Advisory Committee (PAC)

From: Janet Spilman, Deputy Director Planning and Public Outreach

Re: **SCTA Comprehensive Transportation Plan Update**

Date: June 4, 2007

Issue:

What is the status of the SCTA Comprehensive Transportation Plan (CTP) Update?

Background

The CTP Steering Committee reviewed the Goals and Benchmarks of the last CTP and provided direction on a new set of Goals and Benchmarks. Staff was also directed to release RFPs for components of the CTP. Attached are the Scopes of Work for Public Participation and for Content. At the SCTA website www.sctainfo.org you will find the RFPs in their entirety.

Review of Goals and Benchmarks

Staff provided a brief analysis of the Goals from the last CTP as well as from MTC. Data resources were identified to give a sense of how policies might be evaluated over time. In addition, staff provided a list of potential goals to review.

The CTP Steering Committee considered the overall impact of the Comprehensive Transportation Plan and opted for a more proactive approach. They proposed the following CTP Plan Goals:

- 1) Reduce Greenhouse Gas emissions
- 2) Maintain the existing transportation system
- 3) Relieve congestion
- 4) Develop resources to collect relevant data
- 5) Pursue funding to implement CTP

It was suggested that the goals provided by staff were better suited as metrics or benchmarks. They are

- 1) Cost Effectiveness
- 2) Customer Satisfaction
- 3) Economic Well-Being
- 4) Environmental Quality
- 5) Equity
- 6) Mobility/Accessibility
- 7) Neighborhood Vitality
- 8) Reliability
- 9) Safety/Security
- 10) Sustainability

Segmenting of Plan Elements

Staff has segmented the CTP into 4 task areas

1. Model enhancement (to include alternative transportation in mode split)
2. Public Participation – including graphic production
3. Content Development
4. Environmental Review

At the May SCTA meeting the Board approved an amendment to the existing contract with Dowling & Associates for further enhancements to the model. Proposals for the Public Participation and Content Development contracts are due to the SCTA next week. We have not yet written the RFP for environmental review.

Next Steps

Staff is seeking input from the PAC on selection of consultants. Proposals are due June 11 and 12 and interviews are scheduled for the following week. If anyone is available and interested to review proposals and interview consultants please let me know and we will try to schedule accordingly.

EXHIBIT A: SCOPE OF WORK CONTENT DEVELOPMENT

In coordination with SCTA develop content for the Comprehensive Transportation Plan (CTP) that is well researched, accurate and understandable. The content of the CTP will reflect Goals and Objectives determined by the SCTA and will follow an outline directed by the SCTA.

Existing SCTA documents and policies are expected to provide a foundation for the CTP update. Findings from the public participation component (that is separate from content development) as well as input from SCTA and Advisory Committees will be integrated into the CTP.

This will comprise the main body of the CTP including charts, tables and figures. All work will be delivered in MS Word and must be editable. The document will be designed and produced under a separate scope of work (see Public Participation).

Objectives

- To develop content that reflects SCTA stated Goals and Objectives.
- To provide well researched and well written content, that is factually and grammatically accurate.
- To be flexible and available to receive feedback and to make changes when necessary.
- Assist in developing an inventory of appropriate photographs.

1. Study Scope, Management, Schedule

- 1.1. Working with the Project Manager, review the existing Scope of Work as presented and recommend any necessary changes that will improve the work product and meet the objectives.
- 1.2. Prepare a revised detailed scope of work, schedule, and milestones for project.
- 1.3. Meet regularly with the SCTA staff and CTP Steering Committee.

Work Product: Revised scope of work, project schedule, milestones.

2. Development of Draft Outline

- 2.1. Working with Project Manager, prepare a draft outline. Chapters should include, but are not limited to the following:
 - 2.1.1. Overview of Sonoma County, growth forecasts
 - 2.1.1.1. Vision, goals, objectives, benchmarks
 - 2.1.2. Distinct chapters on all modes
 - 2.1.2.1. Transit – Bus and Rail
 - 2.1.2.2. Highways, Streets & Roads

- 2.1.2.3. Bicycle & Pedestrian
- 2.1.2.4. Funding & Implementation

Work Product: Draft outline.

3. Review of existing policy documents (including but not limited to the following)

3.1. Federal, state and local legislation

- 3.1.1.** General Plans or specific plan of jurisdictions in Sonoma County
- 3.1.2.** Other local or regional policies, including MTC documents

3.2. SCTA Plans and Policies

- 3.2.1.** Previous CTPs
- 3.2.2.** Bicycle Plan update
- 3.2.3.** Roseland CBTP
- 3.2.4.** Appropriate SCTA Resolutions and/or policies

3.3. Short Range Transit Plans and other transit studies and reports

4. Research

- 4.1.** Public Participation findings
- 4.2.** SCTA Advisory Committees feedback
- 4.3.** Other experts as appropriate
- 4.4.** Photographic resources

5. Report -Prepare draft reports to be incorporated into CTP as chapters or sections

- 5.1. Reports will be provided electronically in Microsoft Word and will be editable
- 5.2. Copy will be consistent with common style manuals and all sources will be cited appropriately.

EXHIBIT A: SCOPE OF WORK PUBLIC PARTICIPATION

In coordination with SCTA define and implement an effective community involvement strategy and schedule to ensure that a broad spectrum of Sonoma County residents are involved in the Comprehensive Transportation Plan (CTP) update process. Facilitate public meetings, workshops etc as defined in the community involvement strategy. Include a variety of outlets to make information about the CTP process accessible and available. Demonstrate the ability to produce high quality graphic materials. Provide similar services on other topics as needed on an on-call basis.

Objectives

- To obtain broad community input and support for the CTP Update
- To provide excellent public information through a variety of channels
- To create graphic products that will facilitate the above

1. Study Scope, Management, Schedule and Public Participation Process

- 1.1. Working with the Project Manager, review the existing Scope of Work as presented and recommend any necessary changes that will improve the work product and meet the objectives.
- 1.2. Prepare a revised detailed scope of work, schedule, and milestones for project.
- 1.3. Meet regularly with the SCTA CTP Steering Committee and other committees as necessary.
- 1.4. Prepare and maintain a comprehensive list of stakeholders that will need to be informed, updated and involved with the project effort.

Work Product: Revised scope of work, project schedule, milestones and stakeholder mailing list.

2. Public Participation Effort

- 2.1. In coordination with local stakeholders, define and implement an effective public participation strategy and schedule to ensure that a broad spectrum of Sonoma County residents are involved in the update process.
- 2.2. Meet regularly with SCTA and SCTA staff and Advisory Committees.
- 2.3. Hold a series of public meetings at various locations at key points in the process within Sonoma County.
 - 2.3.1. Identify, prepare and schedule additional methods for attaining public participation and support throughout the project, such as focus groups or surveys.
 - 2.3.2. Collect and analyze findings. Prepare and present report to SCTA (Steering Committee) and staff.

Work Product: A defined multimedia and public outreach effort. Public participation report that can be implemented into the CTP.

3. Public information

- 3.1. Create content and provide updates for the SCTA webpage(s) (at www.SCTAinfo.org address). Interface with SCTA staff & ISD of website development and maintenance.
- 3.2. Create and distribute public notices through appropriate media.
- 3.3. Identify additional outlets for information dissemination.

4. Graphic Production

Design and produce graphic materials, including but not limited to the following: .
Incorporate SCTA GIS mapping resources into these efforts.

- 4.1. Displays for meetings,
- 4.2. Flyers, surveys, announcements
- 4.3. Final CTP document
- 4.4. Photos and graphics for website

5. On going, on-call services for the SCTA beyond the needs of the CTP

- 5.1. At the discretion of SCTA Management
- 5.2. For all functions listed within this Scope of Work
 - 5.2.1. Meeting facilitation
 - 5.2.2. Public outreach
 - 5.2.3. Graphic Production
- 5.3. To be negotiated under separate terms.

Staff Report

To: Planning Advisory Committee (PAC)

From: Janet Spilman, Deputy Director, Planning & Public Outreach

Re: Regional Traffic Impact Funding methodologies

Date: June 4, 2007

Issue:

What is the status of policy regarding regional traffic mitigation fund program?

Background

In February the SCTA approved to manage funds paid through development fees from the University District Specific Plan to be directed at appropriate Measure M project(s). The impetus for this currently has come from LAFCo's reaction to Rohnert Park's request to annex the University District property for development.

At the same time the SCTA directed staff to begin development of a regional traffic mitigation fee policy.

The Funding Mechanism

It is in the spirit of the law and highly recommended that a funding mechanism determined through the mitigation fee process should not be the only source of funding for a project. Measure M is a reasonable starting point for any regional traffic mitigation program because it has a voter approved countywide list of projects. In addition, through the rigors of the regularly updated Measure M strategic plans these projects have built-in oversight and cost estimates. The funding source itself (sales tax) is able to be estimated with some degree of accuracy.

Fee Based strategies

Each new development is assessed a fee calculated for its countywide traffic impacts.

An overarching project list, say the Measure M project list, with relatively accurate cost estimates is necessary to determine an actual dollar amount and amount of the overall program. The Measure M program is currently valued at approximately \$18 million/year and \$470 million through 2025. The percentage charged to each development project would be the other variant. This could be based on general plan build out, VMT or connection to specific projects.

Attached is a document containing three strategies based on local (SCTA) land use projections.

Requested Action

This report is intended to continue the discussion about possible Regional Traffic Mitigation Fee methodologies. Staff is looking for input from the PAC about the best means for calculating and implementing a Regional Traffic Mitigation Fee.

Sonoma County Regional Transportation Impact Mitigation Strategy

The goal of this process is the determination of regional impacts future growth may have on the regional transportation system in Sonoma county, and how regional travel impacts may be mitigated by county jurisdictions at the regional level.

A number of different methods for calculating mitigation “fair share” (percentage of transportation impact each jurisdiction is responsible for), are discussed below. Presented strategies are increasingly complex and therefore more data and time hungry, but provide more detail.

Method 1: Regional General Plan Build-out Percentage

This method provides a simple way to calculate growth potential by jurisdiction based on locally approved planning documents (adopted general plans).

1. Assemble existing conditions for the following land use categories by jurisdiction and total county:

Residential, Single-Family (dwelling units)

Residential, Multi-Family (dwelling units)

Residential, Senior/Group (dwelling units)

Commercial, Retail (sq. feet GFA)

Commercial, Office (sq. feet GFA)

Industrial (sq. feet GFA)

Note: “GFA” is “gross floor area”

2. Calculate build-out potential for the previously listed land use categories based on most recently adopted jurisdictional general plan by jurisdiction and total county.
3. Calculate the percentage of total county growth, by land use category, that is contributed by the build-out of each jurisdiction’s general plan.
4. Determine composite value representing combined growth (Residential + Commercial + Industrial) by jurisdiction and total county.
5. Determine percentage of total growth the growth in each jurisdiction represents as part of total county growth.
6. Provide a list of transportation projects that have been proposed to address countywide transportation impacts, and mitigate congestion caused by new growth (regional transportation project list – RTPL). This list should include estimated costs for each project and a total cost for all mitigation projects.

7. The percentages calculated in step 5 can then be multiplied by the project cost total provided in step 6 to determine overall mitigation share of the cost of the RTPL.

Method 2: Regional VMT (Vehicle Miles Traveled) Growth

This method provides an estimate of VMT growth by jurisdiction. VMT calculations are based on local general plan build-out numbers.

1. Assemble existing conditions for the following land use categories by jurisdiction and total county:

Residential, Single-Family (dwelling units)

Residential, Multi-Family (dwelling units)

Residential, Senior/Group (dwelling units)

Commercial, Retail (sq. feet GFA)

Commercial, Office (sq. feet GFA)

Industrial (sq. feet GFA)

Note: "GFA" = "gross floor area"

2. Calculate build-out potential for the previously listed land use categories based on most recently adopted jurisdictional general plan by jurisdiction and total county.
3. Calculate trip generation/VMT for new units based on ITE (Institute of Transportation Engineers) or other trip generation/VMT calculation rates by total county and jurisdiction.
4. Determine percentage of total trip generation/VMT growth each jurisdiction contributes to total growth.
5. Provide a list of transportation projects that have been proposed to address countywide transportation impacts, and mitigate congestion caused by new growth (regional transportation project list - RTPL). This list should include estimated costs for each project and a total cost for all mitigation projects.
6. The percentages calculated in step 5 can then be multiplied by the project cost total provided in step 6 to determine local share of RTPL cost .

Method 3: Land use fee calculation method

This method would be used to calculate a fee representing a cost of development for different development types based on regional transportation project cost need, forecasted future development, and trip generation for this development.

1. Assemble existing conditions (2005) for the following land use categories by jurisdiction and total county:

Residential, Single-Family (dwelling units)

Residential, Multi-Family (dwelling units)

Residential, Senior/Group (dwelling units)

Commercial, Retail (sq. feet GFA)

Commercial, Office (sq. feet GFA)

Industrial (sq. feet GFA)

Note: "GFA" = "gross floor area"

2. Generate forecast scenario using these land use codes for 2030 (using the Sonoma County Travel Demand Model).
3. Provide a list of transportation projects that have been proposed to address countywide transportation impacts, and mitigate congestion caused by new growth (regional transportation project list - RTPL). This list should include estimated costs for each project and a total cost for all mitigation projects.
4. Determine trip generation rates associated with new development by land use type using ITE (Institute of Transportation Engineers) or other trip generation/VMT calculation rate.
5. Determine the total number of peak-hour trips associated with new development for each land use category using the SCTM (Sonoma County Travel Model). The increase in peak-hour trips by land use class can be determined by using the following formula:

2030 trips by land use classification – 2005 trips by land use classification

6. Determine a per-trip cost by dividing the total amount to be funded by the mitigation program (RTPL) by the total number of trips associated with new development.
7. Determine a cost per unit of development for each land use type. This cost is calculated by multiplying the per-trip cost by the peak-hour trip generation rate for each land use class (dwelling units for residential and 1,000 sq. feet for other land uses) as determined in step 4.
8. Calculate regional mitigation fee for new development by multiplying the cost per unit by the number of units being proposed or built.