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Technical Advisory Committee

AGENDA

Thursday, February 3, 2011
2:00 p.m.

NCTPA Conference Room
707 Randolph Street, Suite 100
Napa CA 94559

General Information

All materials relating to an agenda item for an open session of a regular meeting of the TAC which are provided to a majority or all of the members of the TAC by TAC members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, on and after at the time of such distribution, in the office of the Secretary of the TAC, 707 Randolph Street, Suite 100, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for NCTPA holidays. Materials distributed to a majority or all of the members of the TAC at the meeting will be available for public inspection at the public meeting if prepared by the members of the TAC or staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

Members of the public may speak to the TAC on any item at the time the TAC is considering the item. Please complete a Speaker's Slip, which is located on the table near the entryway, and then present the slip to the TAC Secretary. Also, members of the public are invited to address the TAC on any issue not on today's agenda under Public Comment. Speakers are limited to three minutes.

This Agenda shall be made available upon request in alternate formats to persons with a disability. Persons requesting a disability-related modification or accommodation should contact Alberto Esqueda, at (707) 259-8631 during regular business hours, at least 48 hours prior to the time of the meeting.

This Agenda may also be viewed online by visiting the NCTPA website at www.nctpa.net, click on Minutes and Agendas – TAC or go to www.nctpa.net/m_a.cfm

ITEMS

1. Call to Order
2. Approval of Meeting Minutes – January 6, 2011
3. Public Comment
4. TAC Member and Staff Comments
 - Modifications to the Agenda
 - ARRA Project List – Update
 - SR 29 Corridor Plan
 - CMA

Member Agencies: Calistoga, St. Helena, Yountville, City of Napa, American Canyon, County of Napa

Napa County Transportation & Planning Agency

Napa Valley Transportation Authority

5. Standing
 - Caltrans Report and Map
 - SB 375/Sustainable Communities Strategy
 - RHNA/Subregion Formation
 - Housing Committee
 - Vine Trail Report

REGULAR AGENDA ITEMS

RECOMMENDATION

6.	Subregion Process and Timeline (Danielle Schmitz) (<i>Pages 13-28</i>) Discuss and inform TAC of subregion formation guidelines, process, and timelines established by ABAG.	DISCUSSION/ INFORMATION
7.	Topics for Next Meeting <ul style="list-style-type: none"> ○ Discussion of topics for next meeting by TAC members. 	DISCUSSION
8.	Approval of Next Regular Meeting Date of March 3, 2011 and Adjournment.	INFORMATION

Technical Advisory Committee

MINUTES

Thursday, January 6, 2011

ITEMS

1. Call to Order

The meeting was called to order at 2:05 PM

Brent Cooper	City of American Canyon
Michael Throne, Vice Chair	City of American Canyon
Charlene Gallina	City of Calistoga
Cassandra Walker	City of Napa
Helena Allison	City of Napa
Debra Hight	City of St. Helena
Graham Wadsworth	Town of Yountville
Hillary Gitelman	County of Napa
Rick Marshall, Chair	County of Napa

2. Public Comment – None

3. TAC Member and Staff Comments

- **Modifications to the Agenda.** The following item was added to the Agenda – Annual Election of TAC Officers, in accordance with governing by-laws.
Nomination for TAC Chair: Rick Marshall, County of Napa
MSC* Gitelman / Throne for Approval
Nomination for TAC Vice Chair: Michael Throne, City of American Canyon
MSC* Marshall / Gitelman for Approval
- **ARRA-FHWA Inactive Projects Look Ahead Report 12-29-2010.** NCTPA Staff (Hurwitz) provided TAC with the latest report for review and comments. (Handout - Attachment 1)
- **CalTrans Emergency Relief Training Workshop 01-18-11.** TAC Chair announced upcoming workshop. (Handout - Attachment 2)

- **Announcement: 2011-12 Bicycle Transportation Account – Call for Projects due 03-18-2011.** NCTPA Staff (Hurwitz) announced subject call for projects. Qualifying projects not included in the existing plan can be added; TAC Vice Chair requested a follow-up. Lee Taubeneck, CalTrans Representative, reported that \$8M are available statewide and highly sought after by all counties within the state to incorporate receive local BTP funding. (Handout – Attachment 3).
- **MTC – 2011 TIP Revision Schedule (Tentative).** TAC Chair announced subject informational item.
- NCTPA Staff (Hurwitz) announced the next available RTP Call for Projects 2013 release on this date. Process starts at the end of January 2011; changes in county allocations have been made in comparison to prior FY.
- County of Napa (Marshall) reminded TAC of upcoming Pavement Maintenance Training on January 25, 8:00 a.m. – noon, at the PW Maintenance Yard, Yountville. Space for attendance is still available.

4. Standing

- **CalTrans Report and Map.** TAC Chair requested corrections to map. (Handout – Attachment 1)
- **SB 375/Sustainable Strategies Communities.** NCTPA Staff (Schmitz & Hurwitz) distributed updated report (Handout - Attachment) which reflected some changes made to prior report; update provided on the Vision Scenario.

5. Subregion Formation for the 2014-22 Regional Housing Needs Allocation (RHNA)

Approval

NCTPA Staff (Schmitz) provided updated information on the subregion formation and how it would offset jurisdictions by not participating. Two of six jurisdiction members announced that subject matter will be brought before their council in January 2011, and the remaining four jurisdictions in February 2011. Jurisdictions were reminded of the short timelines established by ABAG. NCTPA projects NTE \$200K in funding to be made available to facilitate the process. Approval sought to continue process. (Handout – Attachment 1-4)

MSC* GITELMAN / WALKER for APPROVAL.

6. SR 12 Corridor Systems Management Plan (CSMP) Review

Approval

NCTPA Staff (Hurwitz) provided updated and final version of CSMP. TAC Chair acknowledged corrections made to prior draft version. (Handout – Attachment 1)

MSC* THRONE / GITELMAN for APPROVAL.

7. Transit Operations and Service

Information Only

Action Requested: APPROVE

NCTPA Staff (Brunner) provided latest information on subject report.

- Napa Community Transit Study. Open House on 01-26-2011
- American Canyon Transit Study Phase II. Service improvement to launch 01-31-2011.
- Trancas Park & Ride Lot. Completed and open for service.
- BART Clipper Card. Not available in Napa County to date (TBD).
- Senior Information Kiosks

8. Topics for Next Meeting

Information Only

- ARRA List of Projects
- SR 29 Corridor
- CMA

9. Approval of Next Regular Meeting Date of February 3, 2011 and Adjournment

Approval

Meeting adjourned at 3:30 PM.

PROJECT INITIATION DOCUMENT

Silverado/Lincoln Roundabout NAP 29-PM 37.9; In City of Calistoga

Scope: Modify intersection with a Roundabout Design at Silverado Intersection
Cost Estimate: \$3.6M Construction Capital

EA 3A280

Rutherford Intersection Improvement NAP 29-PM 24.6; In Napa County

Scope: Modify intersection at Rutherford Road (SR 128) Intersection
Cost Estimate: \$2M Construction Capital

Garnett Creek Bridge Replacement NAP 29-PM 39.1; In Napa County

Scope: Reconstruct a bridge at Garnett Creek
Cost Estimate: \$5.3M Construction Capital

ENVIRONMENTAL

EA 28120

Soscol Flyover NAP 221 PM 0.0/0.7 NAP 29 PM 5.0/7.1; In Napa County

Scope: Flyover Structure at SR 221/29/12, Alternative 5 Option 2
Cost Estimate: \$35M Construction Capital
Schedule DED 3/11 PAED 9/11

EA 2A320

Sarco Creek NAP 121-PM 9.3/9.5; In Napa County Near City of Napa

Scope: Bridge replacement at Sarco Creek
Cost Estimate: \$8M Construction Capital
Schedule: PAED 8/11 PSE 1/13 RWC 5/13 RTL 5/13 CCA 12/18

EA 2A110

Capell Creek NAP 121-PM 20.2/20.4; In Napa County

Scope: Bridge replacement at Capell Creek
Cost Estimate: \$5M Construction Capital
Schedule: PAED 04/11 PSE 09/12 RWC 10/12 RTL 12/12 CCA 04/14

EA 4A090

Troutdale Creek NAP 29-PM 47.0/47.2; In Napa County

Scope: Bridge replacement at Troutdale Creek
Cost Estimate: \$17M Construction Capital
Schedule: PAED 04/12 PSE 11/13 RWC 12/13 RTL 01/14 CCA 05/16

DESIGN

EA 25940

Channelization NVWT NAP 29-PM 25.5/28.4; In and Near City of St. Helena

Scope: Left-turn channelization and pavement rehabilitation from Mee Lane to Charter Oak Avenue
Cost Estimate: \$24M Construction Capital
Schedule: PAED 6/29/07 PSE 12/10 RWC 03/13 RTL 08/13 CCA 4/15

PID (Project Initiation Document)	PSR (Project Study Report)	DED (Draft Environmental Document)
PAED (Project Approval/ Environmental Document)		PSE (Plans, Specifications, and Estimate)
RWC (Right of Way Certification)	RTL (Ready to List)	CCA (Construction Contract Acceptance)
ADV (Advertise Contract)	BO (Bid Open)	AWD (Award Contract)

EA 264131 and 264141

Jameson Canyon NAP 12-PM 0.2/3.3, SOL 12-PM 0.0/2.6; In Napa and Solano Counties

Scope: Jameson Canyon: Widen 2 lane to 4 lanes, construct a concrete median from SR 29 to Red Top Road Split into two roadway contracts (Napa and Solano) and follow up landscape project.

Cost Estimate: \$139.5M Construction Capital)

Schedule: PAED 1/31/08 PSE 1/28/10 RWC 11/10 RTL 11/10 CCA 9/13

EA 20940

Tulucay Creek Bridge NAP 121-PM 6.1/6.2; In City of Napa

Scope: Bridge Replacement

Cost Estimate: \$5.9M Construction Capital

Schedule: PAED 1/30/04 PSE Delayed RWC Delayed RTL Delayed CCA Delayed

EA 2E100

Pavement Repair NAP 128 PM 7.4/19.1; In Napa County

Scope: Pavement resurfacing from Silverado Trail to Knoxville Road.

Cost Estimate: \$2.2M Construction Capital

Schedule: PAED 3/18/10 PSE 11/10 RWC 11/10 RTL 1/11 CCA 5/12

EA 2E110

Pavement Repair NAP 29 PM 5.1/7.0; In City of Napa

Scope: Pavement resurfacing with rubberized asphalt from 0.3 mile north of SR12/Airport to Napa River Bridge

Cost Estimate: \$2.1M Construction Capital

Schedule: PAED 5/15/10 PSE 11/10 RWC 11/10 RTL 1/11 CCA 5/12

EA 2E130

Pavement Repair NAP 29 PM 11.0/12.5; In City of Napa

Scope: Pavement resurfacing with asphalt from 0.3 mile north of Old Sonoma to 0.5 mile north of Lincoln Ave

Cost Estimate: \$1.2M Construction Capital

Schedule: PAED 5/11/10 PSE 12/10 RWC 11/10 RTL 1/11 CCA 12/11

EA 4C351

Pavement Repair NAP 128 PM 4.0/4.6 Minor A; In City of Calistoga

Scope: Pavement Resurfacing and culvert repair from High Street to Lincoln Avenue

Cost Estimate: \$700K Construction Capital

Schedule: PAED 8/14/09 PSE 1/12 RWC 1/12 RTL 2/12 CCA 12/12

EA 4442A

Duhig Landscape Nap 12-PM 0.3/2.0 On route 121; in Napa County

Scope: Mitigation and tree Planting from 0.5km North of Sonoma County line to Duhig Road

Cost Estimate: \$920K Construction Capital

Schedule: PAED 8/26/05 PSE 10/1/10 RWC 10/1/10 RTL 11/10/10 CCA 10/14

EA 4S020

Storm Damage NAP 29 PM 41.0 ; In Napa County

Scope: Reconstruct slope and replace culvert, 1.6 miles north of Tubbs Lane,

Cost Estimate: \$2.4M Construction Capital

Schedule: PAED 8/2/10 PSE 10/11 RWC 1/12 RTL 1/12 CCA 8/14

PID (Project Initiation Document)

PAED (Project Approval/ Environmental Document)

RWC (Right of Way Certification)

ADV (Advertise Contract)

PSR (Project Study Report)

RTL (Ready to List)

BO (Bid Open)

DED (Draft Environmental Document)

PSE (Plans, Specifications, and Estimate)

CCA (Construction Contract Acceptance)

AWD (Award Contract)

EA 4S030

Storm Damage NAP 128 PM 10.3; In Napa County Near Lake Hennessy

Scope: Construct sheet pile wall at 2.8 miles east of Silverado Trail

Cost Estimate: \$1.3M Construction Capital

Schedule: PAED 8/2/10 PSE 10/11 RWC 1/12 RTL 1/12 CCA 8/14

CONSTRUCTION

EA 444211 Duhig Nap 121 PM 12-0.3/2.0; in Napa County

Scope: Curve Improvements and Shoulder Widening from 0.5km North of Sonoma County line to Duhig Road

Cost Estimate: \$11M Construction Capital

Schedule: PAED 8/26/05 RTL 4/08 AWD 12/10/08 to Northbay Const. CCA 3/11

EA 120633

Landscape at Trancas I/C NAP 29-PM 11.6/13.5; In City of Napa

Scope: Replacement Highway Planting On Route 29 from 0.2 km North of 1st Street to Sierra Ave

Status: In 3-year Plant Establishment Period : Completed with Planting in April 2008

Cost Contract: \$620K Construction Capital

Schedule: PAED 8/30/04 RTL 8/30/06 AWD 2/9/07 to Watkin CCA 12/11

EA 1G320

Director's Order NAP 29-PM 36.9/37.2; In City of Calistoga

Scope: Repair storm drainage damage from Napa River to Washington Street

Cost Contract: \$300,000 Construction Capital -----Completed Replaced culvert at Washington St., repaved intersection and repaired collapsed culvert and inlet on north side of Lincoln at Napa River Bridge.

EA 2G220

Director's Order NAP 29-PM 28.4/28.92; In City of St. Helena

Scope: Shoulder pavement replacement

Cost Contract: \$250,000 Construction Capital – Pending weather conditions

EA 2A541

ADA Vista Point NAP 29 PM 7.1; In Napa County Near City of Napa

Scope: Upgrade the Vista Point to meet the latest ADA (American with Disability Act) at Grape Crusher Statute

Cost Estimate: \$360K Construction Capital

Schedule: PAED 3/30/07 RTL 12/17/09 AWD 9/10 (Fieldstone Construction) CCA 3/11

EA 1E290

Pavement Repair NAP 121 PM 6.0/9.4; In City of Napa

Scope: Pavement Resurfacing with Rubberized Hot Mix Asphalt from Imola Avenue to Trancas Street

Cost Estimate: \$1.2M Construction Capital

Schedule: RTL 03/24/10 AWD 6/22/10 (Windsor Fuel Co). CCA 2/11 ((Completed))

EA 1E990

Pavement Repair NAP 221 PM 0.0/2.7; In City of Napa

Scope: Pavement resurfacing with rubberized hot mix asphalt from SR 29 to Imola Avenue

Cost Estimate: \$1.4M Construction Capital

Schedule: RTL 03/24/10 AWD 7/8/10 (OC Jones and Sons Inc.) CCA 2/11((Completed))

PID (Project Initiation Document)

PAED (Project Approval/ Environmental Document)

RWC (Right of Way Certification)

ADV (Advertise Contract)

PSR (Project Study Report)

RTL (Ready to List)

BO (Bid Open)

DED (Draft Environmental Document)

PSE (Plans, Specifications, and Estimate)

CCA (Construction Contract Acceptance)

AWD (Award Contract)

EA 4C350

Pavement Repair NAP 128 PM 2.6/4.0 Minor A; In City of Calistoga

Scope: Pavement resurfacing with rubberized hot mix asphalt from Tubbs Lane to High Street

Cost Estimate: \$940K Construction Capital

Schedule: PAED 8/14/09 RTL 3/24/10 ADV 9/27/10 BO 10/26/10 (6 bids) CCA 6/11

EA 2S370

Storm Damage NAP 128 PM 9.5 In Napa County,

Scope: Install drainage culvert and rock slope protection near Conn Creek Bridge

Cost Estimate: \$550K Construction Capital

Schedule: PAED 5/13/03 RTL 8/3/09 AWD 9/30/09 to Northbay Construction CCA 6/11

EA 4C140 Pavement Repair NAP 29 PM 38.1/48.6; In Napa County

Scope: Overlay pavement with dense graded and open graded asphalt from 0.2 mile north of Silverado Trail to County Line.

Cost Estimate: \$6.2M Construction Capital

Schedule: PAED 3/27/08 RTL 8/3/10 ADV 12/6/10 BO 1/12/11 CCA 10/11

ACTION ITEMS:

PID (Project Initiation Document)

PAED (Project Approval/ Environmental Document)

RWC (Right of Way Certification)

ADV (Advertise Contract)

PSR (Project Study Report)

RTL (Ready to List)

BO (Bid Open)

DED (Draft Environmental Document)

PSE (Plans, Specifications, and Estimate)

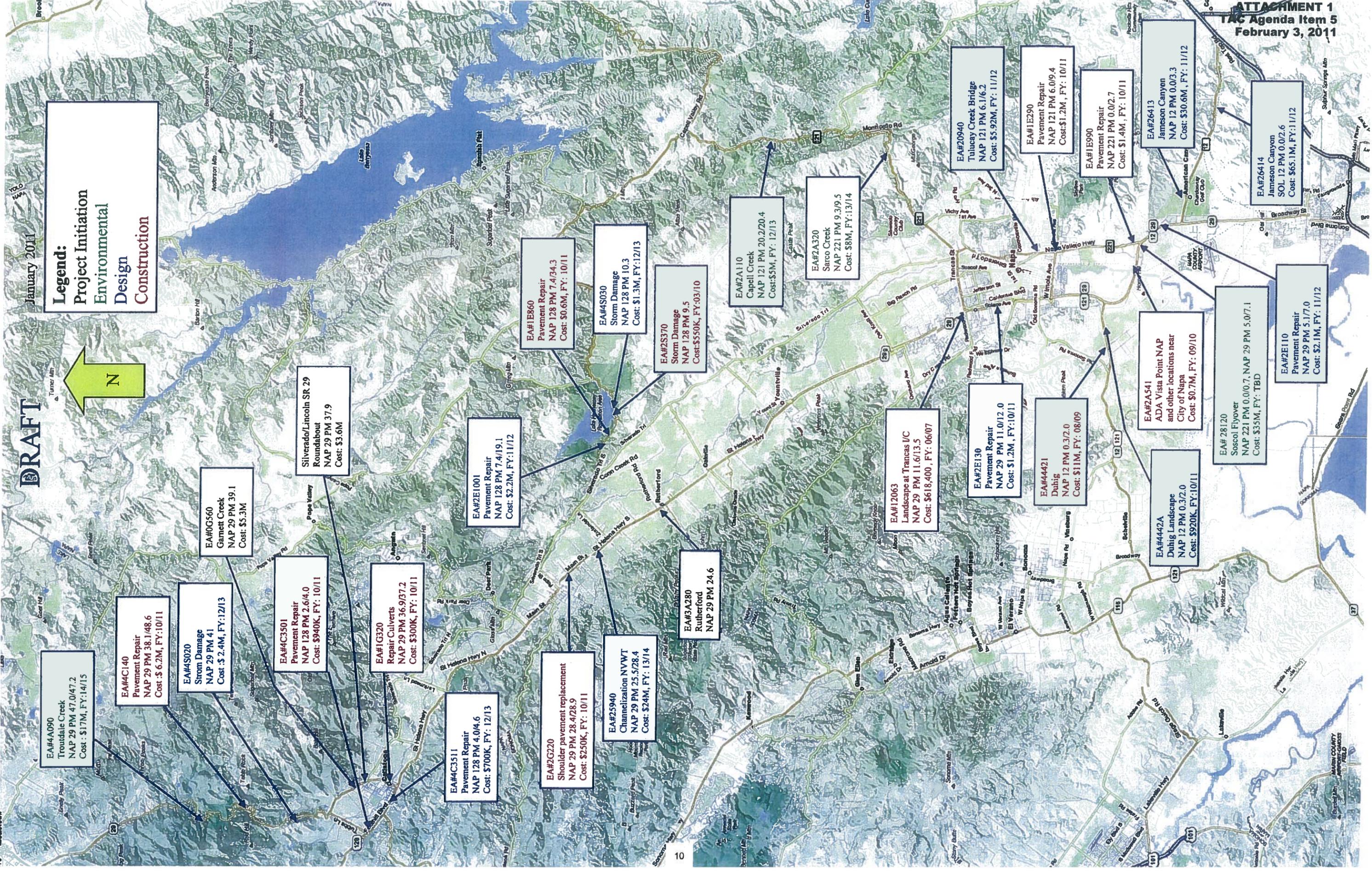
CCA (Construction Contract Acceptance)

AWD (Award Contract)

DRAFT

January 2011

Legend:
Project Initiation
Environmental
Design
Construction



EA#4A090
Troutdale Creek
NAP 29 PM 47.0/47.2
Cost: \$17M, FY:14/15

EA#4C140
Pavement Repair
NAP 29 PM 38.1/48.6
Cost: \$ 6.2M, FY:10/11

EA#4S020
Storm Damage
NAP 29 PM 41
Cost: \$ 2.4M, FY:12/13

EA#0G560
Garrett Creek
NAP 29 PM 39.1
Cost: \$ 5.3M

EA#4C3501
Pavement Repair
NAP 128 PM 2.6/4.0
Cost: \$940K, FY: 10/11

EA#1G320
Repair Culverts
NAP 29 PM 36.9/37.2
Cost: \$300K, FY: 10/11

EA#4C3511
Pavement Repair
NAP 128 PM 4.0/4.6
Cost: \$700K, FY: 12/13

EA#2G220
Shoulder pavement replacement
NAP 29 PM 28.4/28.9
Cost: \$250K, FY: 10/11

EA#2S940
Channelization NVWT
NAP 29 PM 25.5/28.4
Cost: \$24M, FY: 13/14

EA#3A280
Rutherford
NAP 29 PM 24.6

EA#0G560
Garrett Creek
NAP 29 PM 39.1
Cost: \$ 5.3M

Silverado/Lincoln SR 29
Roundabout
NAP 29 PM 37.9
Cost: \$ 3.6M

EA#2E1001
Pavement Repair
NAP 128 PM 7.4/19.1
Cost: \$2.2M, FY:11/12

EA#1E860
Pavement Repair
NAP 128 PM 7.4/34.3
Cost: \$0.6M, FY: 10/11

EA#4S030
Storm Damage
NAP 128 PM 10.3
Cost: \$1.3M, FY:12/13

EA#2S370
Storm Damage
NAP 128 PM 9.5
Cost: \$550K, FY:03/10

EA#2A110
Capell Creek
NAP 121 PM 20.2/20.4
Cost: \$5M, FY: 12/13

EA#2A320
Sarco Creek
NAP 221 PM 9.3/9.5
Cost: \$8M, FY:13/14

EA#12063
Landscape at Trancas I/C
NAP 29 PM 11.6/13.5
Cost: \$618,400, FY: 06/07

EA#2E130
Pavement Repair
NAP 29 PM 11.0/12.0
Cost: \$1.2M, FY:10/11

EA#44421
Duhig
NAP 12 PM 0.3/2.0
Cost: \$11M, FY: 08/09

EA#4442A
Duhig Landscape
NAP 12 PM 0.3/2.0
Cost: \$920K, FY:10/11

EA#28120
Soscol Flyover
NAP 221 PM 0.0/0.7, NAP 29 PM 5.0/7.1
Cost: \$35M, FY: TBD

EA#2E110
Pavement Repair
NAP 29 PM 5.1/7.0
Cost: \$2.1M, FY: 11/12

EA#20940
Tulucay Creek Bridge
NAP 121 PM 6.1/6.2
Cost: \$5.92M, FY: 11/12

EA#1E290
Pavement Repair
NAP 121 PM 6.0/9.4
Cost: \$1.2M, FY: 10/11

EA#1E990
Pavement Repair
NAP 221 PM 0.0/2.7
Cost: \$1.4M, FY: 10/11

EA#26413
Jameson Canyon
NAP 12 PM 0.0/3.3
Cost: \$30.6M, FY: 11/12

EA#26414
Jameson Canyon
SOL 12 PM 0.0/2.6
Cost: \$65.1M, FY:11/12

Sustainable Communities Strategy

Information provided to TAC:

- January 13, 2011 – Email asking for edits and comments on the Draft Scope of Work for SubRHNA consultant/s.
- January 27, 2011 – Email forwarding the RAWG agenda for February 1st

Broad discussion on the SCS process and County/Corridor Leadership Committee:

- i) Subregion formation
- ii) Additional Resources for the SCS can be found at www.OneBayArea.org .
- iii) Next RAWG meeting Tuesday, February 1, 2011 at 9:30 AM in Oakland at MTC.

Vine Trail Report

Attended the Vine Trail Board meeting on 1/19/11 at the Napa Valley Vintners building. The following topics were discussed:

1. The petition to fix the Whitehall Lane RR crossing was tabled while outside discussions with Caltrans continue.
2. Trail Route-St. Helena's trail section is in environmental review.
3. The engineering subcommittee is meeting on Monday 1/24 in American Canyon to discuss trail sections in that area.
4. Marketing-trying an Opt Out Program-Auberge is charging its customers \$2 and matching that donation, using an "opt out" feature on their checkout bills.
5. Marketing-Adopt a Mile-they discussed the possibility of an "Adopt a Mile" program for the trail system.
6. Engineering-Bothe Park would like to extend the trail system through it.
7. Engineering-Regarding the Bay Trail, since Vallejo has no staff to pursue grants, the Solano TPA will be the lead agency for the portion of the trail at the 29/37 Exchange; currently in environmental phase.
8. Hwy 29 Corridor Study—TAC needs to assure that easements for the bike trail remain and are connected for the entire length of the valley.
9. NCTPA—there was discussion about how NCTPA can help in the planning/funding/building of the trail system.
10. Hwy 29 Channelization Plans—Debra Hight shared a copy of a page from the 95% plans for the Hwy 29 Channelization which shows the proposed alignment of the bike path to correct the crossing of the Wine Train tracks at Whitehall Lane; for information to the group only.

Debra Hight, PE, LEED AP
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February 3, 2011
TAC Agenda Item 6
Continued From: January 2011
Action Requested: INFORMATION/DISCUSSION

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY TAC Agenda Letter

TO: Technical Advisory Committee (TAC)
FROM: Paul W. Price, Executive Director
REPORT BY: Danielle Schmitz, Environmental Analyst/Coordinator
(707) 259-5968 / Email: dschmitz@nctpa.net
SUBJECT: Subregion Process and Timeline

RECOMMENDATION

Discussion Item

EXECUTIVE SUMMARY

The Association of Bay Area Governments (ABAG) recently released a memo informing local agencies about the deadline to form subregions for the next round of Regional Housing Needs Allocation (RHNA). The planning process for the fifth round of RHNA allocations began in January of 2011. As in the last cycle, local governments will have the opportunity to form "subregions". According to state law, at least two or more cities and a county, or counties, may form a subregional entity for the purpose of allocating the subregion's existing and projected housing need for housing among its members. A subregion may include a single county and each of the cities in that county or any other combination of geographically contiguous local governments. All subregions need to be approved by the adoption of a resolution by each of the local governments in the subregion as well as by the council of governments.

Local governments choosing to form subregions will be responsible for devising the RHNA methodology, which will be used to allocate the 2014-2022 RHNA to its members. ABAG will assign a subregional share of the Bay Area's total Regional Housing Need Determination to the subregion. The subregion will develop a methodology to allocate this share within the subregion. The deadline for forming a subregion is March 16, 2011. All members of the proposed subregion are required to have resolution's confirming their participation in the subregion by this date.

FISCAL IMPACT

No more than \$200,000

BACKGROUND AND DISCUSSION

The jurisdictions of Napa County have expressed interest in forming a subregion. On December 15th the NCTPA Board directed staff to continue working on the formation of a subregion in Napa County for the purpose of devising a methodology to allocate housing within the subregion for the next RHNA cycle. Therefore, NCTPA is coordinating the creation of a countywide "subregion" as well as researching potential funding opportunities to support the process. NCTPA's role in the subregion will be to provide staff support and facilitate subregional meetings.

In preparation of beginning the subregional process, NCTPA has been provided information from the San Mateo City/County Association of Governments (CCAG) on their subregional process. CCAG represents the San Mateo subregion consisting of 20 cities and the County. On January 14th NCTPA met with the City Managers and the County CEO to discuss the potential of bringing on individual consultants with unique skills sets to assist in the subregional process, versus contracting with a large planning firm. The idea to bring on individual consultants would reduce the overhead cost of this project and NCTPA was encouraged to explore this option. The subRHNA consultants would perform analytical, convening, facilitation, documentation, and outreach work with all six jurisdictions in Napa County. NCTPA staff has also been working with jurisdictions to create a process and timeline for the Napa subregion.

SUPPORTING DOCUMENTS

Attachments: (1) Draft Scope of Work for Consultant(s)
(2) Draft Process and Timeline for Napa Subregion
(3) Proposed Funding Structure for the SubRHNA Process
(4) ABAG Memo on Subregion Formation

Scope of Work

Consultant Services for the Development of the Subregional RHNA Process

I. Project Overview

Introduction

The Napa County Transportation and Planning Agency (NCTPA) is seeking support services to perform analytical, convening, facilitation, documentation, and outreach work with all six jurisdictions in Napa County. The Consultant will help in the development and preparation of a subregion made up of the Cities of Napa, American Canyon, St. Helena, Calistoga, the Town of Yountville, and the County of Napa. The purpose of the subregion will be to devise a Regional Housing Needs Allocation methodology to distribute the subregion's share of housing amongst the jurisdictions of the subregion in the next RHNA cycle 2014-2022. The consultant will also be tasked to help NCTPA and local jurisdictions with the broader SCS/RTP planning process to foster efficient land use patterns that reduce vehicle travel, accommodate an adequate supply of housing, reduce impacts of valuable habitat and productive farmland, and provide more efficient use of resources. The selected consultant will accomplish this in accordance with the specifications below. Consultant must possess knowledge/skills in the following areas:

- Professional experience in planning.
- Thorough understanding of SB 375 and AB 32, and ramifications of this legislation on local jurisdictions.
- In-depth knowledge of general principals, practices and theories of land use planning, general plan development, zoning ordinance development, local regulations and code compliance.
- Knowledge of the California State Planning Act, California Environmental Quality Act (CEQA), and other state and federal regulations.
- Considerable knowledge of the jurisdictions within Napa County and the Bay Area region
- Extensive, credible, well accepted research background in transportation, land use, economics, and demographic analysis and reporting.
- Specific background and expertise working with state and federal regulations, processes, and standards related to the development of the Regional Housing Needs Allocation (RHNA) process, as well as the MTC Regional Transportation Plan.
- Skill set to effectively communicate and present detailed process and outcomes to stakeholder groups, including the business community, and the general public in a simple, yet credible manner.

- Technical knowledge of travel demand modeling.

Background

The enactment of SB 375 has required regional agencies, the Association of Bay Area Governments (ABAG) and the Metropolitan Transportation Commission (MTC) to prepare an integrated land-use and transportation plan for the Bay Area. This integrated land-use plan is the Sustainable Communities Strategy (SCS). The intent of the SCS is to provide strategy for a sustainable regional growth pattern that is supported by and integrated with the regional transportation network, including supportive transportation policies and financial incentives. The SCS, when integrated with the transportation network and policies, should achieve to the extent possible the greenhouse gas emission reduction targets set by the California Air Resources Board (CARB). The regional agencies must identify areas within the region that can accommodate the entire population of the region, including all economic segments of the population, over the course of the 25 year long range plan. In addition, they must also identify areas within the region sufficient to house an eight-year projection of the regional housing needs.

SB 375 has established the requirement for a Sustainable Communities Strategy to integrate transportation and land use plans in metropolitan regions. In the Bay Area this integration includes ABAG's Projections and RHNA and MTC's Regional Transportation Plan (RTP). Every eight years the Sustainable Communities Strategy and the RHNA must be consistent. The establishment of the initial Sustainable Community Strategy will also include an update to the RHNA even though it was completed in 2007. As in the last RHNA cycle, jurisdictions will have the ability to form subregions. These subregions will be responsible for devising the Regional Housing Needs Allocation methodology, which will be used to allocate the 2014-2022 RHNA to its members. Procedure calls for subregions to follow the same substantive and procedural rules and guidelines that ABAG follows when distributing housing allocations. Subregions must also enter into an agreement with ABAG that specifies the process, timing, and other terms and conditions for administering the local housing needs determination process. Members of the subregion will have the flexibility to negotiate with other members for adjustments to their allocations. Jurisdictions that want fewer units might offer incentives to other jurisdictions that might accept additional units. Incentives could include cash payments to help subsidize the cost of providing services for new development or the costs of roadway and transportation improvements. This concept of swap and credits is not possible under state law using the current ABAG process. However, swaps and credits can be developed through the subregional delegation process.

Project Tasks

Consultant will facilitate the subregional RHNA process for the jurisdictions of Napa County as well as assist NCPTA and local jurisdictions with broader SCS/RTP planning. The goal of the consultant's work is to establish an integrated and achievable methodology to distribute housing amongst the subregion, coupled with measurable commitments to action by all the County's jurisdictions. This will be

accomplished through facilitated dialogue among major stakeholders grounded in accurate facts about present conditions.

Examples of tasks that may be assigned to the consultant include:

- 1) Develop a specific timetable and priority order for major tasks to be completed -
 - a) Develop a timeline for meetings, workshops with specific tasks for the efficient use of all jurisdiction's time and resources.
- 2) Establish working relationships with key staff in all six jurisdictions
- 3) Identify information gaps and analysis of data to identify infill development opportunities.
- 4) Creation of a dialogue among the jurisdictions to evaluate housing development opportunities countywide, to maximize infill use and minimize risk to agricultural lands and open space.
- 5) Identify points of agreement or dissent, duplication, as well as gaps in current plans and strategies; identification and elimination of communication gaps among policy makers that impede effective action.
- 6) Identification of opportunities to use available Affordable Housing Trust Funds for investments in existing communities and infill development.
- 7) Research state law and regional regulations pertaining to a subregion formation for the purpose of distributing housing numbers for the RHNA process within a subregion.
- 8) Prepare meeting agendas and handouts for review and approval by the Project Manager.
- 9) Assist jurisdictions in devising a methodology/s to distribute housing numbers that is in accordance with state law and without bias.
- 10) Facilitate the trading of housing numbers amongst jurisdictions in accordance with state law and as a neutral third party.
- 11) Ensure that local jurisdictions keep on track with requirements of the SCS/RTP and the subregion process including:
 - (a) Providing feedback to ABAG/MTC on the Vision or Detailed Scenarios.
 - (b) Meeting all targets for creating a methodology and distributing housing shares for the subregion process.
 - (c) Provide feedback on travel demand modeling data and make sure all local models are current and accurate.

- 12) Coordinate public hearing/s for the purpose of informing the public about Napa County's subregional RHNA/SCS/RTP process.
- 13) Perform outreach to assess public awareness and concerns on the SCS and RHNA process.
- 14) Prepare staff reports, resolutions, public notices, presentations, MOUs or funding agreements as necessary.
- 15) Attend City Manager meetings to give briefings on the subregional RHNA process.
- 16) Correspond with the Association of Bay Area Governments (ABAG) on the subregional RHNA process as necessary.
- 17) Give presentations as necessary to committees, councils, boards, the public, etc.
- 18) Creation of an ongoing subregional planning process that allows for the coordination and integration of growth throughout the County.

Process for Napa Subregion

Phase I (February –March 2011):

- Convene a technical advisory group to refine the process and schedule included in this work scope.
- Present a summary of statutory requirements and the overall process to the technical advisory group and the board for discussion/direction.
- Data collection (household growth, employment growth, transit accessibility, existing housing and employment, availability of municipal services, availability of housing sites, factors per 65584.04(d), etc.).

Phase II (March –May 2011):

- Develop and present a status quo housing share allocation that presents new RHNA allocations using ABAG's previous RHNA formula.
- Brainstorm with technical advisory group about possible modifications to the last RHNA formula and identify alternatives.
- Analyze alternatives and compare outcomes; rank strengths and weaknesses.
- Reach out to ABAG and MTC staff for input and advice.

Phase III (May-July 2011):

- Facilitate meetings of the technical advisory group, city councils/Supervisor, and the NCTPA Board to reach agreement on one methodology.
- Communicate final decision to ABAG.

Phase IV (October 2011-September 2012):

- Once ABAG approves the methodology, facilitate meetings between the parties to implement transfers from one jurisdiction to another.
- Communicate final transfers to ABAG.

Timeline for RHNA Process

March 16, 2010:

- Deadline for forming a subregion.

June 2011:

- Jurisdiction's take proposed methodology to individual councils/Board of Supervisors for approval.

July 21, 2011:

- Subregion approve proposed RHNA Methodology and submit to ABAG for comment.
- Subregion holds public hearing.

September 15, 2011:

- Subregion adopts final methodology.
- Subregion sends final methodology to ABAG and State HCD for review and comment.

October 1, 2011:

- Housing Need Assigned to Subregions.
- Subregion conducts a public hearing.

January 12, 2012:

- Subregions Make Draft Allocation - unless an alternate method or formula is agreed to unanimously by all 6 jurisdictions of the subregion, the subregion will assign each jurisdiction a share of the subregion's total allocation utilizing the adopted Association of Bay Area Governments (ABAG) formula for the 5th Regional Housing Needs Allocation. Identify and analyze any member jurisdiction that has an issue with their individual share under this method.
- ABAG reviews Subregion Allocation.

March 15, 2012:

- Local Jurisdictions May Request Revisions – through facilitated dialogue among member jurisdictions, and with their unanimous consent, the subregion may make adjustments to the

draft assignment of shares to effect a distribution that is more equitable and/or more likely to result in actual housing production.

May 17, 2012:

- Subregion Responds to Revision Request.

July 19, 2012 – September 2012:

- Local jurisdictions may appeal draft shares to subregion.
- Subregion holds public hearing on appeals.
- Subregions make proposed final allocations.

September 20, 2012:

- Subregion Adopts Final Allocation Plan.

DRAFT

Draft Napa Subregion Timeline and Process

Updated 1-19-2011

State Law

State law (Section 65584.03 of the California Government Code) allows the County and cities within the County to join together to form a “subregion,” a consortium that would administer the State mandated Regional Housing Needs Allocation (RHNA) program at the local level. Each member jurisdiction of a “subregion” has submitted a resolution to the Association of Bay Area Governments (ABAG) and the City/County Association of Governments (C/CAG) requesting authority to locally administer the program by March 16, 2011. ABAG has adopted a resolution approving the formation of the “subregion.” The program will locally determine housing needs shares through 2022 to all jurisdictions in the County of Napa.

Napa County Subregion

The County of Napa, in partnership with the five cities and one town has formed a subregion in accordance with state law. The subregion has designated the Napa County Transportation and Planning Agency (NCTPA) as the entity responsible for coordinating and implementing the subregional RHNA process. As required by statute, ABAG will assign a share of the regional need to the Napa County Subregion “in proportion consistent with the distribution of households” in Projections 2011. The subregion is responsible for completing its own RHNA process that is parallel to, but separate from, the regional RHNA process. The subregion will create its own methodology, issue draft housing need shares, handle the revision and appeal processes, and then issue final housing need shares to members of the subregion.

Organization

The jurisdictions will form a Subregional Technical Advisory Committee. It will be comprised of key planning and technical staff from the six jurisdictions of the subregion. The role of the subregional TAC will be the technical development of recommendations for consideration by the Policy Advisory Committee. The subregional TAC will also provide monthly reports to the City Manager’s and the County Chief Executive Officer during their monthly City Manager’s Meeting. The subregional Policy Advisory Committee will be a body made up of two elected officials from each jurisdiction within the County. The role of the subregional Policy Advisory Committee will be to approve the work of the Subregional TAC and provide policy recommendations to the NCTPA Board. The NCTPA Board will act as the Executive Committee, and take action on recommendations from the Policy Advisory Committee. The NCTPA Board is the governing body of the subregion. The NCTPA Board will take all actions required to fulfill the statutory obligations of the Subregion. City Councils and the Board of

Supervisors will have the opportunity to review and approve the housing need shares prior to submitting them to the Association of Bay Area Governments.

Subregional Milestones

March 16, 2010:

- Deadline for forming a subregion

July 21, 2011:

- Subregions adopt proposed RHNA Methodology and submit to ABAG for comment
- Subregion holds public hearing

September 15, 2011:

- Subregions adopt final Method
- Subregion sends final methodology to ABAG and State HCD for review and comment

October 1, 2011:

- Housing Need Assigned to Subregions
- Subregion conducts a public hearing

January 12, 2012:

- Subregions Make Draft Allocation - unless an alternate method or formula is agreed to unanimously by all 6 jurisdictions of the subregion, the subregion will assign each jurisdiction a share of the subregion's total allocation utilizing the adopted Association of Bay Area Governments (ABAG) formula for the 5th Regional Housing Needs Allocation. Identify and analyze any member jurisdiction that has an issue with their individual share under this method.
- ABAG reviews Subregion Allocation.

March 15, 2012:

- Local Jurisdictions May Request Revisions – through facilitated dialogue among member jurisdictions, and with their unanimous consent, the subregion may make adjustments to the draft assignment of shares to effect a distribution that is more equitable and/or more likely to result in actual housing production.

May 17, 2012:

- Subregion Responds to Revision Request

July 19, 2012 – September 2012:

- Local jurisdictions may appeal draft shares to subregion
- Subregion holds public hearing on appeals
- Subregions make proposed final allocations

September 20, 2012:

- Subregion Adopts Final Allocation Plan

Adjustment of Housing Need Shares

After the final housing need shares are determined by the Subregion, each local jurisdiction may petition ABAG to be allowed to transfer units with willing partner(s), in a way that maintains total housing need amongst all transfer parties, maintains income distribution of both retained and transferred units and includes a package of incentives to facilitate production of housing units. This transfer rule allows the transfer of housing need shares between willing jurisdictions in conjunction with financial and non-financial resources, while maintaining the integrity of the state's RHNA objectives by preventing any jurisdiction from relinquishing its responsibility to plan for housing across all income levels. Transfers done in this manner may facilitate increased housing production in the region.

ABAG has adopted the following criteria, which would be applied when reviewing petitions for transferring units among local jurisdictions:

- 1) Transfer requests must have at least two willing partners and the total number of units within the group requesting the transfer cannot be reduced.
- 2) Transfers must include units at all income levels in the same proportion as initially allocated.
- 3) All members of the transfer group must retain some allocation of very low and low income units.
- 4) The proposed transfer must include a specifically defined package of incentives and/or resources that will enable the jurisdiction(s) receiving an increased allocation to provide more housing choices than would otherwise occur absent the transfer and the accompanying incentives or resources.

- 5) If the transfer results in a greater concentration of very low or low income units in the receiving jurisdictions, the effect must be offset by findings by the members of transfer group that address the RHNA objectives. For example, the findings might include (a) there is such an urgent need for more housing choices in those income categories that the opportunity to effect more housing choices in these categories offsets the impacts of over-concentration, or (b) the package of incentives and/or resources are for mixed income projects, or (c) the package of incentives and/or resources are for “transitional” housing – for very low or low income households being relocated for rehabilitation of existing very low or low income units, or (d) the package of incentives and/or resources are for additional units that avoid displacement or “gentrification” of existing communities.
- 6) For the transfer of very low and low income units, there are restrictions that ensure the long-term affordability of the transferred units.
- 7) Transfers must comply with all other statutory constraints and be consistent with the RHNA objectives.

In addition to guaranteeing that transfers meet the RHNA statutory objectives, these criteria promote regional policies to increase housing supply and provide more housing choices. The criteria state the housing transfer must include the resources necessary to improve housing choices and, specifically, in a way that would not otherwise be possible without the transfer. The long-term affordability restrictions on very low and low income transferred units ensure that these units will contribute to a fundamental increase in affordable housing choices.

The criteria also emphasize development of affordable units and are therefore consistent with the state RHNA objective that every jurisdiction does its “fair share” to provide affordable housing. The requirement that jurisdictions must retain some very low and low income units and the stipulation that transfers must maintain the same income distribution as is initially allocated ensure that a jurisdiction cannot abandon its responsibility to provide affordable units. The criteria also ensure that the benefits created by the transfer outweigh any possible negative effects of an over-concentration of lower income households.

Procedures

Subregions must follow the same substantive and procedural rules and guidelines that ABAG follows when distributing housing allocations. By July 21, 2011 the

subregion must enter into an agreement with ABAG, known as “the allocation methodology,” that specifies the process, timing, and other terms and conditions for administering the local housing needs determination process.

Spheres of Influence

Each local jurisdiction with the land-use permitting authority in a “Sphere of influence” should plan for the housing needed to accommodate housing growth, existing employment and employment growth in such “Sphere of Influence” areas. A hundred percent share of housing need to the jurisdiction that has land use control over the area would ensure that the jurisdiction that plans for accommodating the housing units also receives credit for any built units during the RHNA period.

Regional Determination of Housing Units based on Affordability

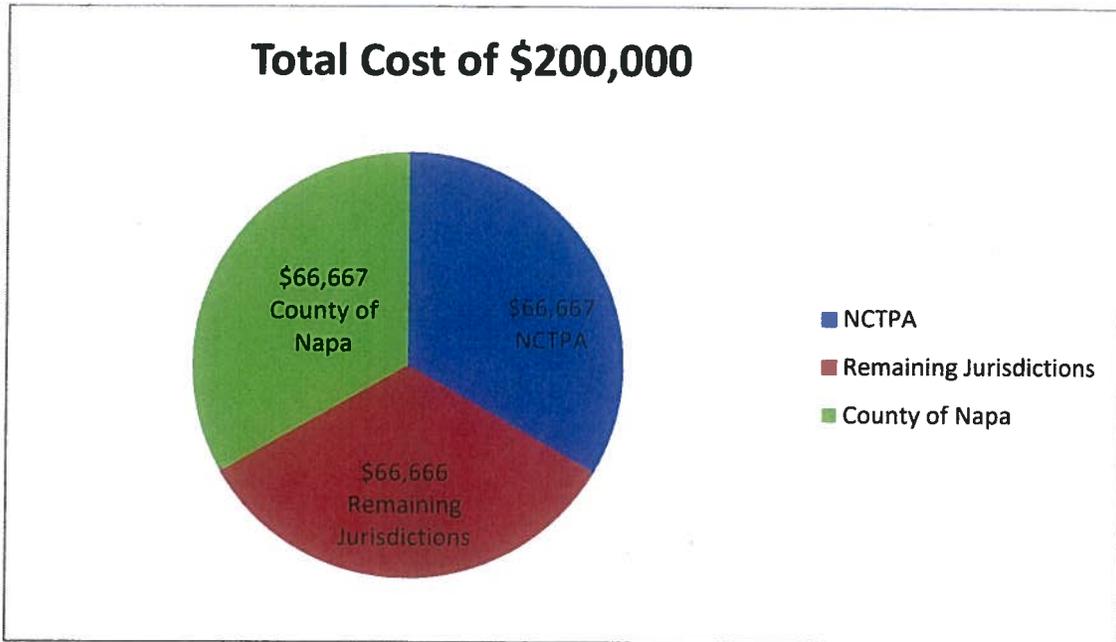
There are two primary goals of the RHNA process: 1) increase the supply of housing and 2) ensure that local governments consider the housing needs of persons at all income levels.

Each local jurisdiction should plan for income-based housing in the same ratio as the regional average income distribution (as described by the Census). A methodology that allocates each jurisdiction’s regional housing need based on the regional average income distribution would be an “equal share” approach, because it applies the same income distribution to each jurisdiction. Although considered an equitable approach, it does not consider existing concentrations of poverty.

Proposed SubRHNA Funding Structure

NCTPA has a proposed plan to fund the subregional work for the jurisdictions of Napa County. The cost of the subregional work is not to exceed \$200,000 dollars. This amount is an estimate based off San Mateo’s expense of roughly \$300,000 dollars for a successful subregional process in the previous RHNA cycle.

Funding Structure:



In the above graphic NCTPA has divided the costs into thirds. The County of Napa has expressed their willingness to match funds expended by NCTPA. NCTPA will be covering 1/3 of the cost on behalf of the jurisdictions, 1/3 will be covered by the County of Napa, and 1/3 will be covered by the remaining jurisdictions.

ASSOCIATION OF BAY AREA GOVERNMENTS

Representing City and County Governments of the San Francisco Bay Area



ABAG

October 12, 2010

M E M O

To: Responsible Local Government Representative

From: Paul Fassinger, ABAG Research Director

Re: 2014-22 Regional Housing Need Allocation- Requirements to Form a Subregion

The fifth Regional Housing Needs Determination and Allocation (RHND and RHNA) process for the 2014-2022 planning period is scheduled to begin in January 2011. The Regional Housing Needs Determination and Allocation are mandated by State housing element law (Government Code Section 65588), which requires local governments in California to adopt a general plan for the physical development of the city, city and county, or county. The housing element is one of the seven mandated elements of the local general plan. Within the housing element, cities and counties are to demonstrate how the existing and projected housing needs of all economic segments of the community can be met. The intent of the law is to allow the private market to adequately address housing needs and demand, by requiring local governments to adopt land use plans and regulatory systems which provide opportunities for, and do not unduly constrain, housing development.

As in last RHNA cycle, in this upcoming RHNA period local governments will have the opportunity to form "subregions". According to state law, at least two or more cities and a county, or counties, may form a subregional entity for the purpose of allocating the subregion's existing and projected housing need for housing among its members. A subregion may include a single county and each of the cities in that county or any other combination of geographically contiguous local governments. All subregions need to be approved by the adoption of a resolution by each of the local governments in the subregion as well as by the council of governments.

Local governments choosing to form subregions will be responsible for devising the Regional Housing Needs Allocation methodology, which will be used to allocate the 2014-2022 RHNA to its members. ABAG will assign a subregional share of the Bay Area's total Regional Housing Need Determination to the subregion. The total Regional Need Determination is determined by the State Department of Housing and Community Development. The subregion's share of the total RHND is to be consistent with the distribution of households assumed for the comparable time period within the Regional Transportation Plan.

Each subregion would also be required to undertake the revision, appeal and final allocation process. The final subregional allocation would be submitted to ABAG for approval by the HCD. In the event the subregion fails to make the allocation or can not complete the allocation process within the state mandated deadlines, ABAG will be required to allocate the subregion's share of housing to the jurisdictions within the subregion, according to the regionally adopted method.

If there is interest in your community to form a subregion with your neighboring jurisdiction(s) please note the schedule below. **The deadline for forming a subregion is March 16, 2011.** All members of the proposed subregion will have to have resolution's confirming their participation in the subregion by this date.



DRAFT DATES - SUBJECT TO CHANGE

Milestones	Completion Date	Subregional Milestones
Update Growth Forecast	December 1, 2011	
Survey Jurisdictions on RHNA factors	January 1, 2011	
Subregions Inform ABAG of Intention to Form	March 16, 2011	Deadline for Subregion Formation
Consult with HCD on Determination	July 1, 2011	
Adopt Draft RHNA Method	July 21, 2011	Subregions Adopt Proposed Method
Final RHNA Method/Public Hearing	September 15, 2011	Subregions Adopt Final Method
HCD Issues Regional Housing Needs Determination	October 1, 2011	Housing Need Assigned Subregions
Draft RHND Allocation	January 19, 2012	Subregions Make Draft Allocation
		ABAG Reviews Subregion Allocation
Local Gov't Request for Revisions to RHNA	March 15, 2012	Local Jurisdictions May Request Revisions
ABAG Responds to Revisions/Appeals Period Begins	May 17, 2012	Subregion Responds to Revision Request
Final Date to File Appeal/Public Hearing on Appeals	July 19, 2012	Local Jurisdictions May Appeal
		Subregions Make Proposed Final Allocations
Proposed Final RHNA Allocation	July 19, 2012	
Board Adopts Final RHNA Plan (Public Hearing)	September 20, 2012	Subregion Adopts Final Allocation Plan
HCD Adopts RHN Plan	October 1, 2012	
Housing Elements Due	September 10, 2014	

DRAFT DATES - SUBJECT TO CHANGE

ABAG staff is available to discuss the subregion option with you and to answer any questions you may have. Please contact Christy Riviere at (510)464-7923 or email christyr@abag.ca.gov.