



625 Burnell Street, Napa CA 94559

Napa County Transportation and Planning Agency (NCTPA)

Board of Directors

*******Special Meeting*******
(Note Meeting Location)

AGENDA

Wednesday, December 12, 2012
1:30 p.m.

County of Napa Board of Supervisors Chambers
1195 Third Street, Suite 305
Napa CA 94559

General Information

All materials relating to an agenda item for an open session of a regular meeting of the NCTPA Board of Directors are posted on our website at www.nctpa.net/agendas-minutes/12 at least 72 hours prior to the meeting and will be available for public inspection, on and after at the time of such distribution, in the office of the Secretary of the NCTPA Board of Directors, 625 Burnell Street, 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 the present members of the Board at the meeting will be available for public inspection at the public meeting if prepared by the members of the NCTPA Board 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 Board on any item at the time the Board 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 Board Secretary. Also, members of the public are invited to address the Board 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 Karrie Sanderlin, NCTPA Board Secretary, 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 – NCTPA Board or go to www.nctpa.net/agendas-minutes/12

ITEMS

- 1. Call to Order – Chair Keith Caldwell
- 2. Pledge of Allegiance
- 3. Roll Call

Members:

| | |
|---------------------------|----------------------------------|
| Joan Bennett | City of American Canyon |
| Leon Garcia, Mayor | City of American Canyon |
| Michael Dunsford | City of Calistoga |
| Jack Gingles, Mayor | City of Calistoga |
| Jim Krider | City of Napa |
| Jill Techel, Mayor | City of Napa |
| Keith Caldwell, BOS Chair | County of Napa |
| Bill Dodd | County of Napa |
| Del Britton, Mayor | City of St. Helena |
| Peter White | City of St. Helena |
| Lewis Chilton | Town of Yountville |
| John F. Dunbar, Mayor | Town of Yountville |
| JoAnn Busenbark | Paratransit Coordinating Council |

- 4. Public Comment
- 5. Chairperson, Board Members' and Metropolitan Transportation Commission (MTC) Update
- 6. Directors Update
- 7. Caltrans' Update

8. **CONSENT ITEMS (8.1 – 8.4)**

RECOMMENDATION

| | | |
|-----|--|---------|
| 8.1 | Approval of Meeting Minutes of November 14, 2012 (Karrie Sanderlin) (<i>Pages 7-11</i>) | APPROVE |
| 8.2 | Overall Work Program (OWP) for FY 2012/13 (Lawrence Gawell) (<i>Pages 12-145</i>) Board action will approve NCTPA's OWP for FY 2012/13. | APPROVE |
| 8.3 | Resolution No. 12-32 Amending the Bicycle Advisory Committee (BAC) By-Laws (Eliot Hurwitz) (<i>Pages 15-23</i>) Board action will approve amending the BAC by-laws which include changing the name of the committee to the Active Transportation Advisory Committee (ATAC). | APPROVE |

- 8.4 Resolution No. 12-33 Adopting an Addendum to the Previously Adopted Mitigated Negative Declaration for the Soscol Gateway Transit Center Project (Lawrence Gawell) *(Pages 24-28)*

APPROVE

Board action will approve an addendum to the previously adopted Mitigated Negative Declaration for the Soscol Gateway Transit Center (SGTC).

9. **PUBLIC HEARING**

TIME CERTAIN 1:30 PM

RECOMMENDATION

- 9.1 Public Hearing and Approval of Resolution No. 12-34 Issuing the Final Regional Housing Needs Allocation (RHNA) for the Napa Subregion (Danielle Schmitz) *(Pages 29-60)*

APPROVE

Board action will hold a Public Hearing and adopt Resolution No. 12-34 issuing the RHNA final allocations for the Napa Subregion.

10. **REGULAR AGENDA ITEMS**

RECOMMENDATION

- 10.1 Presentation on the New NCTPA Websites (Antonio Onorato) *(Pages 69-84)*

INFORMATION/
ACTION

The NCTPA Board will receive a presentation on the agency's new websites.

11. **INTERJURISDICTIONAL ISSUES FORUM**

RECOMMENDATION

- 11.1 Interjurisdictional Issues Discussion Forum and Information Exchange

INFORMATION/
ACTION

Board Members are encouraged to share specific new projects with interjurisdictional impacts.

12. **CLOSED SESSION**

- 12.1 **PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)**

Title: Executive Director

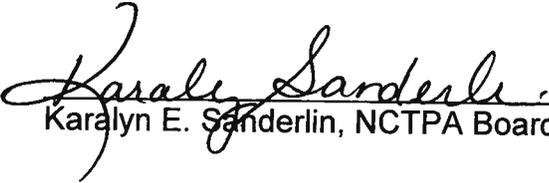
13. **ADJOURNMENT**

RECOMMENDATION

13.1 Approval of Meeting Date of January 16, 2013
at the Soscol Gateway Transit Center, 625
Burnell Street, Napa CA and Adjournment

APPROVE

I hereby certify that the agenda for the above stated meeting was posted at a location freely accessible to members of the public at the NCTPA offices, 625 Burnell Street, Napa, CA and at the County of Napa offices, 1195 Third Street Napa CA, by 5:00 p.m., Friday December 7, 2012.



Karalyn E. Sanderlin, NCTPA Board Secretary

Glossary of Acronyms

| | | | |
|-----------------|---|-------------------|--|
| AB 32 | Global Warming Solutions Act | MTS | Metropolitan Transportation System |
| ABAG | Association of Bay Area Governments | NCTPA | Napa County Transportation and Planning Agency |
| ADA | American with Disabilities Act | NEPA | National Environmental Policy Act |
| BAAQMD | Bay Area Air Quality Management District | NOC | Notice of Completion |
| AVAA | Abandoned Vehicle Abatement Authority | NOD | Notice of Determination |
| BART | Bay Area Rapid Transit District | NOP | Notice of Preparation |
| BATA | Bay Area Toll Authority | NVTA | Napa Valley Transportation Authority |
| BRT | Bus Rapid Transit | OBAG | One Bay Area Grant |
| Caltrans | California Department of Transportation | PCI | Pavement Condition Index |
| CEQA | California Environmental Quality Act | PDA | Priority Development Areas |
| CIP | Capital Investment Program | PMS | Pavement Management System |
| CMA's | Congestion Management Agencies | Prop. 42 | Statewide Initiative that requires a portion of gasoline sales tax revenues be designated to transportation purposes |
| CMAQ | Congestion Mitigation and Air Quality Improvement Program | PSR | Project Study Report |
| CMP | Congestion Management Program | PTA | Public Transportation Account |
| CTC | California Transportation Commission | RACC | Regional Agency Coordinating Committee |
| EIR | Environmental Impact Report | RFP | Request for Proposal |
| FAS | Federal Aid Secondary | RFQ | Request for Qualifications |
| FHWA | Federal Highway Administration | RHNA | Regional Housing Needs Allocation |
| FTA | Federal Transit Administration | RM2 | Regional Measure 2 (Bridge Toll) |
| FY | Fiscal Year | RTEP | Regional Transit Expansion Program |
| GHG | Greenhouse Gas | RTIP | Regional Transportation Improvement Program |
| HBP | Highway Bridge Program | RTP | Regional Transportation Plan |
| HBRR | Highway Bridge Replacement and Rehabilitation Program | SAFE | Service Authority for Freeways and Expressways |
| HIP | Housing Incentive Program | SAFETEA-LU | Safe, Accountable, Flexible, and Efficient Transportation Equity Act-A Legacy for Users |
| HOT | High Occupancy Toll | SCS | Sustainable Community Strategy |
| HOV | High Occupancy Vehicle | SHOPP | State Highway Operation and Protection Program |
| HR3 | High Risk Rural Roads | SR | State Route |
| HSIP | Highway Safety Improvement Program | SRTS | Safe Routes to School |
| HTF | Highway Trust Fund | SOV | Single-Occupant Vehicle |
| IFB | Invitation for Bid | STA | State Transit Assistance |
| ITIP | State Interregional Transportation Improvement Program | STIP | State Transportation Improvement Program |
| JARC | Job Access and Reverse Commute | STP | Surface Transportation Program |
| LIFT | Low-Income Flexible Transportation | TMC | Transportation Control measure |
| LOS | Level of Service | | |
| MPO | Metropolitan Planning Organization | | |
| MTC | Metropolitan Transportation Commission | | |

Glossary of Acronyms

| | |
|---------------|---|
| TCRP | Traffic Congestion Relief Program |
| TDA | Transportation Development Act |
| TDM | Transportation Demand Management Transportation Demand Model |
| TE | Transportation Enhancement |
| TEA | Transportation Enhancement Activities |
| TEA 21 | Transportation Equity Act for the 21 st Century |
| TFCA | Transportation Fund for Clean Air |
| TIP | Transportation Improvement Program |
| TLC | Transportation for Livable Communities |
| TMP | Traffic Management Plan |
| TMS | Transportation Management System |
| TOD | Transit-Oriented Development |
| TOS | Transportation Operations Systems |
| TPP | Transit Priority Project Areas |
| VHD | Vehicle hours of Delay |
| VMT | Vehicle Miles Traveled |

Napa County Transportation and Planning Agency (NCTPA)

Board of Directors

MINUTES

Wednesday, November 14, 2012

ITEMS

1. Call to Order

Chair Keith Caldwell called the meeting to order at 1:35 p.m.

2. Pledge of Allegiance

Chair Caldwell led the salute to the flag.

3. Roll Call

Members Present:

| | |
|------------------|-------------------------|
| Leon Garcia | City of American Canyon |
| Joan Bennett | City of American Canyon |
| Michael Dunsford | City of Calistoga |
| Jack Gingles | City of Calistoga |
| Jim Krider | City of Napa |
| Jill Techel | City of Napa |
| Bill Dodd | County of Napa |
| Keith Caldwell | County of Napa |
| Del Britton | City of St. Helena |
| Peter White | City of St. Helena |
| John Dunbar | Town of Yountville |
| Lewis Chilton | Town of Yountville |

Members Absent:

None.

Non-Voting Member Absent:

JoAnn Busenbark Paratransit Coordinating Council

4. Public Comment

None.

MSC - Motioned, Seconded, and Unanimously Carried

5. Chairperson, Board Members' and Metropolitan Transportation Commission (MTC) Update

MTC Commission Update

Board Member Bill Dodd

Reported on MTC activities to date.

6. Directors Update

Kate Miller, Executive Director

Reported that the move-in date for the Soscol Gateway Transit Center (SGTC) has been delayed until November 21st.

Reported that due to the SGTC delay, the December 12th NCTPA Board meeting will be held at a location to be determined.

Reported that the service modification to the Yountville Trolley, which expanded service days and hours throughout the week, is doing well.

Provided an update on the VINE Transit service restructure.

Reported that the Napa Senior Celebration event was held October 7, 2012.

Reported NCTPA will hold a Public Workshop on the One Bay Area Grant (OBAG) funds on Wednesday November 28, 2012 6:00 p.m. in the Community Meeting Room of the Napa Main Library.

Reported NCTPA will hold a Public Meeting on the State Route 29 Corridor Improvement Plan on Tuesday November 27, 2012 6:00 p.m. in the Napa Unified School District Board Room.

Provided an update on the Jameson Canyon Widening project.

Provided an update on the Bus Shelter Replacement Program.

Provided a legislative update.

7. Caltrans' Update

No oral report given, however, provided for review was the November 2012 Caltrans Reporting Memo.

8. CONSENT ITEMS (8.1 – 8.8)

At the request of Member Techel, Item 8.7 Negotiation for a Temporary Lease of Property for NCTPA Vehicle Parking was pulled for further review.

MSC* GINGLES / TECHEL to APPROVE Consent Items 8.1 - 8.6, and 8.8 - 8.9 with **DUNSFORD** and **WHITE ABSTAINING** on Consent item 8.1.

8.1 Approval of Meeting Minutes of October 17, 2012

Board action approved the meeting minutes of October 17, 2012.

8.2 Proposed Organizational Restructure of NCTPA

Board action approved (1) the organizational restructure of NCTPA, and (2) the reclassification, of title only, of the Administration Technician (Office Coordinator/PIO) position to that of Administrative Technician (Office Coordinator).

8.3 Resolution No. 12-28 Setting the Regular Meeting Time, Place, and Schedule of the Napa County Transportation and Planning Agency (NCTPA) Governing Board, the Technical Advisory Committee (TAC), the Paratransit Coordinating Council (PCC), the VINE Consumer Advisory Committee (VCAC), and the Bicycle Advisory Committee (BAC) for Calendar Year (CY) 2013

Board action approved Resolution No. 12-28 setting the regular meeting time, place, and schedule of the NCTPA Governing Board, TAC, PCC, VCAC, and BAC for Calendar Year (CY) 2013.

8.4 Resolution No. 12-29 Authorizing the Filing of an Application for Transit Capital Priorities (TCP) Program Funds

Board action (1) approved Resolution 12-20 (Attachment 1) authorizing the Executive Director or her designee to file and execute applications with the Metropolitan Transportation Commission (MTC) for MTC's Transit Capital Priorities Program for Federal FY 2013 and FY 2014 Federal Transit Administration (FTA) Section 49 USC 5307, 5310 and Section 5339, and (2) authorize the Executive Director to make minor changes to the application.

8.5 Resolution 12-30 Amending the FY 2012/13 Budget

Board action approved Resolution 12-30 amending the FY 2012/13 Budget to increase appropriation of salaries budget in the Congestion Management Agency Salaries by \$50,000 for the limited term extra help Transportation Engineer position.

MSC - Motioned, Seconded, and Unanimously Carried

8.6 Resolution No. 12-31 Amending NCTPA Conflict of Interest Code

Board action approved Resolution No. 12-31 amending NCTPA's Conflict of Interest Code.

8.7 Negotiation for a Temporary Lease of Property for NCTPA Vehicle Parking

At the request of Board Member Techel, Item 8.7 was pulled for further information on the need for temporary leasing property.

Kate Miller, Executive Director, explained that due to the upcoming delivery of new transit vehicles, the parking capacity at the Jackson Street facility will be exceeded and additional parking is required in order to accommodate the agency's fleet size, further staff reported that it is expected that the length of time be three to four years depending on how long it takes to locate property and to build a new bus yard and/fueling station. Staff will be working on a Feasibility study to determine the best possible location and type of facility needed and consider partnering with other jurisdictions.

MSC* TECHEL / CALDWELL to APPROVE authorizing the Executive Director to negotiate and execute a lease agreement for the parking of NCTPA vehicles in an amount not to exceed \$3,000 per month.

8.8 Supplement No. 7 to Work Authorization No. 1 of the Professional Services Agreement (PSA) No. 10-23 with Mark Thomas & Company for Engineering and Construction Support Work on the Soscol Gateway Transit Center (SGTC)

Board action authorized the Executive Director to execute, and make minor modifications to, Supplement No. 7 to Work Authorization No. 1 of the Professional Services Agreement No. 10-23 with Mark Thomas & Company (MTCO) in the amount not to exceed \$17,178 for additional environmental review services to be performed for the Soscol Gateway Transit Center (SGTC) Project.

9. REGULAR AGENDA ITEMS

9.1 Quarterly Budget Update

Staff provided a review of NCTPA's financial performance against budget for the first quarter (July-September) period.

10. INTERJURISDICTIONAL ISSUES FORUM

10.1 Interjurisdictional Issues Discussion Forum and Information Exchange

Board Members shared specific new projects with interjurisdictional impacts.

11. ADJOURNMENT

11.1 Approval of Meeting Date of December 12, 2012 and Adjournment

The next regular meeting will be held Wednesday December 12, 2012 at 1:30 p.m. at a location to be determined

The meeting was adjourned by Chair Caldwell at 2:12 p.m.

Karalyn E. Sanderlin, NCTPA Board Secretary



December 12, 2012
NCTPA Agenda Item 8.2
Continued From: New
Action Requested: APPROVE

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Lawrence E. Gawell, Program Manager – Chief Procurement & Compliance Officer
(707) 259-8636 / Email: lgawell@nctpa.net
SUBJECT: Approval of NCTPA's Overall Work Program for 2012/13

RECOMMENDATION

That the Napa County Transportation and Planning Agency (NCTPA) Board accepts and approves the agency's FY 2012/13 Overall Work Program (OWP).

COMMITTEE RECOMMENDATION

None.

EXECUTIVE SUMMARY

Each year the agency prepares and the Board adopts an Overall Work program (OWP) that guides the workload and activities of the agency for the fiscal year. Last year's OWP included a host of major changes designed to make the document more functional and user friendly, enabling the public and outside entities to more easily comprehend the roles of the organization and the delineation between NCTPA's planning, public transit, and other activities. This year's OWP maintains these conventions and adds a new feature that allows the user to tie most work elements back to the agency's Joint Powers Agreement/Authority.

FINANCIAL IMPACT

Is there a Fiscal Impact? No.

CEQA REQUIREMENTS

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (California Environmental Quality Act (CEQA) Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Each year the agency prepares and the Board adopts an Overall Work program (OWP) that guides the workload and activities of the agency for the fiscal year. The plan:

- Describes the comprehensive planning and agency activities to be conducted by NCTPA;
- Provides an opportunity for an open review of the planning process and activities of the agency;
- Serves as a reference to be used by citizens, planners and elected officials throughout the year to understand NCTPA's objectives and how these will be met through the regional comprehensive planning process and agency efforts;
- Serves as a Management tool for comprehensive planning and workload management;
- Serves as documentation to support the various federal, state and regional grants that finance the planning program.

Last year's OWP included a host of major changes designed to make the document more functional and user friendly, enabling the public and outside entities to more easily comprehend the roles of the organization and the delineation between NCTPA's planning, public transit, and other activities. This year's OWP maintains these conventions and adds a new feature that allows the user to tie most work elements back to the agency's Joint Powers Agreement/Authority (JPA).

NCTPA's Joint Powers Agreement enumerates three principle purposes for the organization's existence and twenty-one (21) specific duties, responsibilities and/or approved powers. Other than standard ministerial tasks, all undertakings and work efforts of the agency should connect directly to the JPA. To that end, most work elements in this year's OWP display a letter and number associated with the chart on page 7 of the document. This allows the reader to connect the activities of the individual work element to the JPA.

Given much of NCTPA's work is on-going, most of the work elements included in the 2011/12 OWP remain in the 2012/13 edition; although their contents, task and deadlines have been updated. Elements related to on-time projects completed in 2011/12 have been removed. New Elements have been added for the Sub-RHNA Process, Wayfinding Project, and Measure T.

Staff recommends the Board approve the 2012/13 Overall Work Program.

SUPPORTING DOCUMENTS

Attachment: (1) NCTPA Overall Work Program 2012-2013 (Provided separately in Board member packets only. Document is available at the NCTPA office, 625 Burnell Street Napa CA or at www.nctpa.net)



December 12, 2012
NCTPA Agenda Item 8.3
Continued From: new
Action Requested: APPROVE

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Eliot Hurwitz, Program Manager - Planning
(707) 259-8782/ Email: ehurwitz@nctpa.net
SUBJECT: Resolution No. 12-32 Amending the Bicycle Advisory Committee (BAC) By-Laws

RECOMMENDATION

That the Napa County Transportation and Planning Agency (NCTPA) Board approve of Resolution No. 12-32 (Attachment 1) amending the Bicycle Advisory Committee (BAC) by-laws amending the name of the committee to the Active Transportation Advisory Committee (ATAC).

COMMITTEE RECOMMENDATION

The NCTPA Bicycle Advisory Committee (BAC) recommends that the NCTPA Board approve the proposed changes to its by-laws.

EXECUTIVE SUMMARY

As part of NCTPA's work to promote "complete streets" in Napa Valley, and following a growing trend in transportation planning, including new Caltrans and Metropolitan Transportation Commission (MTC) directives, staff is proposing to change the current "Bicycle Advisory Committee" (BAC) to the "Active Transportation Advisory Committee" (ATAC). The intent is so that the committee will consider the needs of other active transportation users (pedestrian, wheelchairs, skateboards, strollers, etc.) in addition to bicycle users. Staff anticipates that the most significant change will be an increased focus by the Committee on pedestrian infrastructure needs in Napa Valley.

There is one vacancy and three expiring positions on the Committee. Staff will prepare a letter to the jurisdictions that summarizes the expanded interest of the Committee in order to solicit suitable candidates to fill these vacancies.

PROCEDURAL REQUIREMENTS

1. Staff Report
2. Public Comments
3. Motion, Second, Discussion and Vote

FISCAL IMPACT

Is there a Fiscal Impact? No fiscal impact included with this action at this time.

CEQA REQUIREMENTS

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (California Environmental Quality Act (CEQA) Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The existing BAC has been characterized by a very high level commitment and expertise on bicycle/bicycle-related infrastructure. To meet the growing interest and demand for other *active* modalities, staff recommends that the Board approve changes to the by-laws to amend the name of the Committee to Active Transportation Advisory Committee (ATAC). The by-laws already include pedestrian related modalities within the BAC's purview but the name change will underscore an expanded list of active modalities and engender agenda items that have a greater focus on pedestrian, wheel chairs, strollers, skateboards, and other active modes.

Beginning in January the Committee will have several vacancies (Attachment 2), and staff is preparing a letter to request jurisdictions consider nominating committee members that have interests in bike, pedestrian, and/or other active transportation modes.

Staff further wishes to acknowledge the existing members of the BAC. Staff is grateful to the Committee for its enthusiasm and longstanding commitment to improve the Valley's bike infrastructure.

SUPPORTING DOCUMENTS

- Attachments: (1) Resolution No. 12-32
(2) BAC Membership Roster

RESOLUTION NO. 12-32

**A RESOLUTION OF THE
NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY (NCTPA)
AMENDING THE BY-LAWS OF THE BICYCLE ADVISORY COMMITTEE**

WHEREAS, effective June 16, 1998, the County of Napa along with the cities of Napa, St. Helena, Calistoga, American Canyon and the Town of Yountville amended the Joint Powers Agreement of the Napa County Congestion Management Agency to create the Napa County Transportation Planning Agency (NCTPA); and

WHEREAS, the NCTPA joint powers agreement calls for the Bicycle Advisory Committee (BAC), and

WHEREAS, the BAC by-laws require changes to be adopted by the NCTPA Board; and

WHEREAS, the BAC is recommending changes to their by-laws, including a change in the name of the Committee to the Active Transportation Advisory Committee (ATAC),

NOW THEREFORE BE IT RESOLVED that the Napa County Transportation Planning Agency hereby amends the by-laws for the Bicycle Advisory Committee to read in full as set forth in Exhibit "A", attached hereto and incorporated by reference herein and the attached provisions of Exhibit "A" shall become effective immediately.

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EXHIBIT "A"

**BY-LAWS OF THE NCTPA
BICYCLE ACTIVE TRANSPORTATION ADVISORY COMMITTEE**

ARTICLE I. NAME

Section 1.

The name of this organization shall be the Bicycle Active Transportation Advisory Committee, hereafter called the BAGATAC.

ARTICLE II. AUTHORIZING AGENCY

Section 1.

The Napa County Transportation Planning Agency, pursuant to the Metropolitan Transportation Commission MTC Resolution No. 2179, Revised, authorizes the establishment of the BAGATAC and shall approve all appointments to the BAGATAC, the BAGATAC by-laws, and all amendments to the BAGATAC by-laws.

ARTICLE III. PURPOSE

Section 1.

The BAGATAC shall act to advise the NCTPA on the development of bicycle/pedestrianActive Transportation facilities, including bicycle and pedestrian facilities as ~~an~~ alternative modes of transportation. The BAGATAC shall review and/or prioritize Transportation Development Act (TDA), Article 3, Pedestrian/BicycleActive Transportation Projects—projects and participate in the development and review of comprehensive bicycle, pedestrian and active ~~plan~~ transportation plans.

Section 2.

The BAGATAC review process shall ensure that bicycle/pedestrianActive Transportation projects within the Cities and County of Napa: promote and encourage bicycle use ~~ef for~~ commute, shopping, and personal trips; promote and encourage walking; reduce motor vehicle trips; reduce motor vehicle miles traveled; reduce motor vehicle congestion; and promote air quality.

ARTICLE IV. MEMBERSHIP

Section 1.

The BAGATAC shall be composed of ~~bicycle/pedestrian~~ Active Transportation enthusiasts advocates who live or work in the Cities or County of Napa.

Section 2.

Voting privileges are vested exclusively in the BAGATAC members. Voting members of the BAGATAC will be representatives of the incorporated Cities and the County. Nominations for the BAGATAC shall be requested from the member jurisdictions. It is intended that the BAGATAC shall include representatives from each jurisdiction equal to the number of votes that jurisdiction has on the NCTPA Board. In the event that a jurisdiction cannot forward a sufficient number of nominees or a nominee does not qualify then a member may be appointed by the Board without a nomination from the jurisdiction and without regard to the individual's jurisdiction of residence. At no time shall fewer than four (4) of the six (6) jurisdictions be represented. Each member of the BAGATAC shall have one (1) vote.

Section 3.

Non-voting members of the BAGATAC may consist of a representative from each of the jurisdictions' planning and public works staff, MTC, Caltrans, and the public at large.

Section 4.

Voting membership shall be derived from an eligibility list provided by each jurisdiction and appointed to the BAGATAC by the NCTPA Board for a period of three (3) years. Should it occur that an insufficient number of eligible candidates are provided by the jurisdictions, the BAGATAC may then make recommendations to the NCTPA Board for appointments in keeping with Article IV, Section 2.

Section 5.

If and when vacancies occur, they must be filled according to Article IV., Sections 2 and 4.

Section 6.

The NCTPA shall, under direction of the Board of Directors, provide staff and organizational support to the BAGATAC.

ARTICLE V. ORGANIZATION

Section 1.

The elected officers of the BAGATAC will be:

- a. Chair
- b. ~~Vice-chair~~Chair

ARTICLE VI. OFFICERS

Section 1.

The BAGATAC shall, at the first meeting of the calendar year, nominate and elect annually the Chair and the Vice-chair for one (1) calendar year term.

Section 2.

The Chair shall preside over all meetings and have general direction and control over the activities of the BAGATAC.

Section 3.

The Vice-chair shall assist the Chair in the execution of that office and, in the absence of the Chair, preside over the meetings, and so when acting, shall have all the powers of the Chair.

ARTICLE VII. MEETINGS

Section 1.

The BAGATAC shall meet ~~bi-annually~~monthly and at a date, time and place as set by resolution of the NCTPA, as necessary to fulfill the mandate of Article III, Sections 1 and 2.

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Section 2.

All meetings shall be called, noticed and conducted in accordance with the provisions of the Ralph M. Brown Act (Government Code section 54950) posted public meetings. The Executive Director and General Counsel shall be given notice of all meetings.

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Section 3.

A quorum shall consist of five (5) voting members, representing at least two (2) Cities or one (1) City and the County.

Section 4.

~~All acts of the ATAC shall require the presence of a quorum and the affirmative vote of a majority of the total membership present. Actions of the BAC require a majority of those voting members present.~~

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ARTICLE VIII. ADOPTION AND AMENDMENTS TO THE BY-LAWS

Section 1.

Adoption of the BACATAC by-laws will be by a majority vote of the NCTPA Board of Directors.

Section 2.

Amendments to the BACATAC by-laws will be by a majority vote of the NCTPA Board of Directors.

Section 3.

Suggested amendments to the BACATAC by-laws by the BACATAC shall be forwarded to the NCTPA Board of Directors.

**BICYCLE ADVISORY COMMITTEE (BAC)
MEMBERSHIP ROSTER**

| MEMBERS BAC | REPRESENTING | TERM ENDS |
|----------------------|---------------------|------------------|
| Michael Costanzo | Napa County | January 1, 2015 |
| Barry Christian | American Canyon | January 1, 2013 |
| VACANT | City of Napa | January 1, 2015 |
| Paul Wagner | City of Napa | January 1, 2015 |
| Joel King | City of Napa | January 1, 2013 |
| Mark Lucas | City of Napa | January 1, 2013 |
| Keith Kimbrough | City of Napa | January 1, 2014 |
| VACANT | Yountville | January 1, 2015 |
| Richard Warren, Jr.- | St. Helena | January 1, 2014 |
| Dieter Deiss | Calistoga | January 1, 2014 |
| Brett Risely | Napa County | January 1, 2015 |



NCTPA Agenda Item 8.4
Continued From: New
Action Requested: **APPROVE**

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Lawrence E. Gawell, Program Manager – Chief Procurement & Compliance Officer
(707) 259-8636 / Email: lgawell@nctpa.net
SUBJECT: Resolution No. 12-33 Adopting an Addendum to the Previously Adopted Mitigated Negative Declaration for the Soscol Gateway Transit Center Project

RECOMMENDATION

That the Napa County Transportation and Planning Agency (NCTPA) Board approve Resolution No. 12-33 (Attachment 1) adopting an addendum to the previously adopted Mitigated Negative Declaration for the Soscol Gateway Transit Center (SGTC) (Attachment 2).

COMMITTEE RECOMMENDATION

None.

EXECUTIVE SUMMARY

This Resolution will adopt an addendum to the Mitigated Negative Declaration for the SGTC that was previously adopted by the Board on November 3, 2010. The addendum considers bus egress changes to the SGTC.

PROCEDURAL REQUIREMENTS

1. Staff Report
2. Public Comments
3. Motion, Second, Discussion and Vote

FISCAL IMPACT

Is there a fiscal impact? No.

Is it currently budgeted? No.

Is it mandatory or discretionary? Discretionary

Consequences if not approved: Bus operations at the SGTC would be impacted.

CEQA REQUIREMENTS

ENVIRONMENTAL DETERMINATION: The proposed action is a project as defined in Section 15378 of the CEQA Guidelines, which define a project as an action, which has the potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change. The Board has previously approved and adopted a Mitigated Negative Declaration for the Soscol Gateway Transit Center. This action will approve an addendum to that declaration.

BACKGROUND AND DISCUSSION

On November 30, 2010 the NCTPA adopted a Mitigated Negative Declaration and Reporting Program for the Soscol Gateway Transit Center Project. The Mitigated Negative Declaration that was so adopted contemplated buses turning from Soscol Avenue right on to Eighth Street toward the Soscol Gateway Transit Center. It has since been determined that turning from Soscol Avenue right onto Seventh Street is a preferred route for buses traveling to the Transit Center.

SUPPORTING DOCUMENTS

Attachments: (1) Resolution No. 12-33
(2) Addendum to the Soscol Gateway Transit Center Mitigated Negative Declaration (Provided separately in Board member packets only. Document is available at the NCTPA office, 625 Burnell Street Napa CA or at www.nctpa.net)

RESOLUTION No. 12-33

**RESOLUTION OF THE
NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY (NCTPA)
ADOPTING AN ADDENDUM TO THE PREVIOUSLY ADOPTED
MITIGATED NEGATIVE DECLARATION
FOR THE SOSCOL GATEWAY TRANSIT CENTER PROJECT**

WHEREAS, the Soscol Gateway Transit Center Project will relocate an existing transit center and will also relocate administrative staff to new office space to be constructed at the Transit Center; and

WHEREAS, on November 3, 2010, the Napa County Transportation and Planning Agency adopted a Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program for the Soscol Gateway Transit Center Project; and

WHEREAS, construction of the transit center began in 2011 and was substantially completed by December 2012; and

WHEREAS, the mitigated negative declaration contemplated buses turning from Soscol Avenue right on to Eighth Street toward the Soscol Gateway Transit Center; and

WHEREAS, it was later determined that turning from Soscol Avenue right onto Seventh Street was a preferred avenue for buses traveling to the Transit Center:

NOW, THEREFORE, BE IT RESOLVED that in accordance with the provisions of the California Environmental Quality Act, the Board of the Napa County Transportation and Planning Agency hereby adopts an Addendum to the previously adopted Mitigated Negative Declaration for the Soscol Gateway Transit Center Project based on the following:

1. The foregoing recitals are true and correct.
2. The modifications to the previously adopted project do not constitute a change that requires a major revision to the Mitigated Negative Declaration.

Evidence: The proposed changes entail only minor operational changes to bus movements south of the Transit Center site along Burnell Street, Seventh Street, and Eighth Street.

Evidence: The analysis prepared for this Addendum does not identify any new potentially significant impacts. The effects of the proposed changes would either have no impact, be less than significant, or be subject to the same mitigation

included in the previous Mitigated Negative Declaration that rendered all previously identified impacts to a less-than-significant level.

3. There have not been substantial changes in circumstances under which the project changes are taken undertaken that require major revisions to the Mitigated Negative Declaration.

Evidence: There is no evidence of substantial changes to the existing conditions on or near the Transit Center site that would substantially affect the conclusions of the Mitigated Negative Declaration.

4. There is no new information of substantial importance, which was not known and could not have been known, with the exercise of reasonable diligence at the time the Mitigated Negative Declaration was prepared, that shows:

- (1) The project changes will have one or more significant effects not discussed in the previous environmental document;

Evidence: The analysis prepared for this Addendum does not identify any new potentially significant impacts. The effects of the proposed changes are either less than significant, or would be subject to the same mitigation included in the Mitigated Negative Declaration and thus rendered less-than-significant.

- (2) The significant effects previously examined will be substantially more severe than identified in the previous environmental document;

Evidence: The analysis prepared for this Addendum does not identify any new or substantially more severe potentially significant impacts. The effects of the proposed changes are either less than significant, or would be subject to the same mitigation included in the Mitigated Negative Declaration and thus rendered less-than-significant.

- (3) Mitigation measures or alternatives previously found not to be feasible would in fact be feasible, and would substantially reduce one or more significant effects of the project, but the project proponent declines to adopt the mitigation measures or alternatives; or

Evidence: No additional mitigation measures or alternative have been identified that would reduce one or more significant effects of the Project.

- (4) Mitigation measures considerably different from those analyzed in the previous environmental document would substantially reduce one or more significant effects on the environment, but the project proponent declines to adopt the mitigation measures.

Evidence: The previous environmental document found that all effects of the project would be less-than-significant with adherence to included mitigation measures. No considerably different mitigation measures have been identified and none are necessary to reduce effects previously disclosed in the prior Mitigated Negative Declaration.

Passed and adopted this 12th day of December, 2012.

Keith Caldwell, NCTPA Chair

Ayes:

Nays:

Absent:

ATTEST:

Karalyn E. Sanderlin, NCTPA Board Secretary

APPROVED:

Janice Killion, NCTPA Legal Counsel



December 12, 2012
NCTPA Agenda Item 9.1
Continued From: July 2012
Action Requested: APPROVE

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Danielle Schmitz, Associate Program Planner/Administrator
(707) 259-5968 / Email: dschmitz@ncpta.net
SUBJECT: Public Hearing and Approval of Resolution No. 12-34 Issuing the Final Regional Housing Needs Allocation (RHNA) for the Napa Subregion

RECOMMENDATION

That the Napa County Transportation and Planning Agency (NCTPA) Board hold a Public Hearing and adopt Resolution No. 12-34 (Attachment 1) issuing the Final Regional Housing Needs Allocation (RHNA) for the Napa Subregion.

COMMITTEE RECOMMENDATION

The NCTPA Policy Advisory Body (PAB) recommends that the NCTPA Board approve the Final Napa Subregion Regional Housing Needs Methodology.

EXECUTIVE SUMMARY

The County of Napa and the cities and town within the County, constituting the members of the Napa Subregion, have adopted resolutions to participate as a "Subregion" in the State-mandated Regional Housing Needs Allocation (RHNA) Process. The Napa County Transportation and Planning Agency (NCTPA) is the countywide representative for the Subregion. To assist NCTPA in this process the NCTPA Board created a Technical Advisory Body (TAB) and Policy Advisory Body (PAB).

In accordance with provisions of the RHNA law, the jurisdictions of Napa County formed a subregion for the purpose of devising a methodology and distributing housing shares for the 2014-2022 RHNA cycle. In creating a subregion, the jurisdictions have increased their involvement and control of the allocation process.

The Technical and Policy ad hoc bodies met numerous times to become familiar with the RHNA process, regional methods under consideration, local information and

priorities and potential alternative methods. Although several housing distribution methodology alternatives were reviewed, no local method was considered by participating jurisdiction representatives to equitably improve upon the Association of Bay Area Governments (ABAG) RHNA methodology. On July 18, 2012, the NCTPA Board unanimously approved the Napa Subregion's final housing needs allocation methodology and authorized NCTPA to issue draft allocations to the local jurisdictions of the Napa Subregion. This opened up a 60 day public comment period that allowed jurisdictions to submit requests for revisions to their draft allocations. No such requests were made.

PROCEDURAL REQUIREMENTS

1. Open Public Hearing
2. Staff Report
3. Public Comments
4. Close Public Hearing
5. Motion, Second, Discussion and Vote

FISCAL IMPACT

Is there a Fiscal Impact? No fiscal impact included with this action at this time.

CEQA REQUIREMENTS

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (California Environmental Quality Act (CEQA) Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The County of Napa and the cities and town within the County adopted resolutions in March 2011 to participate as a "Subregion" in the Regional Housing Needs Allocation (RHNA) Process. The Napa County Transportation and Planning Agency (NCTPA) is the countywide representative for the Subregion and has been facilitating the development of the methodology.

For the last year and a half Napa's subregional representatives have participated closely in the Association of Bay Area Governments (ABAG) Housing Methodology Committee (HMC), as well as the Regional Advisory Working Group (RAWG). The Technical Body of the Subregion, made up of senior planning staff from all the jurisdictions, has met a total of 14 times since March 2011 to become familiar with the RHNA process, share land use and housing information, hear results of stakeholder meetings, held 3 public workshops, and created an online survey which focused on the factors and local priorities to consider in development of a methodology. The Policy Advisory Body, made up of elected representative from each jurisdiction, has met a total of 6 times since March 2011, and used the results of the survey to consider subregional alternatives to the ABAG HMC methodology. Ultimately, no method was considered

superior to the ABAG methodology to equitably distribute housing need among jurisdictions.

On May 16, 2012, the Napa Subregion issued the draft methodology for public comment and review. NCTPA held a public workshop on May 30, 2012, to review the methodology and receive public comment. All the jurisdictions of the subregion have taken the draft methodology to their respective councils/board of supervisors for review and comment. The few comments received about the draft methodology at the workshop were generally in favor of the draft method, and were addressed at the July 18, 2012, NCTPA Board meeting. At that meeting the Napa Subregion approved Resolution 12-23 containing the final methodology and issued draft allocations of housing need within the subregion. Resolution 12-23 detailed how each factor required by Cal. Gov. Code section 65584.04(d) was considered and incorporated into the methodology, and how the methodology was consistent with subdivision (d) of Cal. Gov. Code section 65584.05. The draft allocations were substantially lower than those approved by ABAG for the 2007-2014 Housing Elements. From July 19 through September 17, 2012 there was a 60 day public comment period during which any member jurisdiction of the Subregion could request revisions to their Draft Allocation. No jurisdiction members requested a revision to their Draft Housing Need Allocation; therefore there has been no need to further negotiations or appeals among members.

The next step in the subRHNA process is for the NCTPA Board to issue the Final Regional Housing Needs Allocation to the jurisdictions of the Subregion. The proposed Final Allocations must be sent to ABAG by February 1, 2013. Should a local government disagree with the allocation, they may withdraw from the Subregion by January 11, 2013, in which case they would be provided a default housing allocation by the Association of Bay Area Governments.

| Item | Deadline |
|---|-------------------|
| Subregion conducts a public hearing at NCTPA Board meeting and issues final allocations | December 12, 2012 |
| Deadline for jurisdiction to opt out of the subregion | January 11, 2013 |
| Deadline for Napa Subregion to submit final allocations to ABAG | February 1, 2013 |
| ABAG adopts final allocations & RTP | April-May 2013 |
| Housing Elements due | October 2014 |

SUPPORTING DOCUMENTS

- Attachments: (1) Resolution No. 12-34
 (2) Final Methodology - Resolution No. 12-23
 (3) Napa County RHNA Process Public Engagement – Program Summary Report

RESOLUTION No. 12-32

**A RESOLUTION OF THE
NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY (NCTPA)
TO DETERMINE THAT THE NAPA SUBREGIONAL REGIONAL HOUSING NEEDS
ALLOCATION (RHNA) PROCESS CONFORMS WITH STATE LAW AND ISSUING
THE PROPOSED FINAL SUBREGION ALLOCATION**

WHEREAS, in March, 2011, pursuant to Cal. Gov. Code 65584.03(a) and as approved by the Association of Bay Area Governments ("ABAG"), local jurisdictions within Napa County through the Napa County Transportation and Planning Agency formed the "Napa Subregion" for the purpose of developing and allocating subregional housing needs; and

WHEREAS, during 2011-2012, after a lengthy discussion and development process that coordinated closely with ABAG's Regional Housing Needs Methodology development process, and that included participation by local jurisdictions, other organizations and the public, the Subregion developed a Draft Methodology for allocating subregional housing needs; and

WHEREAS, on May 16, 2012, the Subregion issued its Draft Methodology, assigned preliminary Subregion Housing Allocations and submitted its Draft Methodology to ABAG for comment; and

WHEREAS, following a public hearing on July 18, 2012, the Subregion approved a Final Methodology and issued a Draft Allocation of Housing Needs within the Subregion and subsequently opened a 60-day public comment period from July 19 through September 17, 2012, during which any member jurisdiction of the Subregion could request revisions to the Draft Allocation; and

WHEREAS, on July 19, 2012, pursuant to Gov. Code Section 65584.03(c) the ABAG Executive Committee allocated to the Napa Subregion its share of Housing needs; this subregional allocation also included individual jurisdiction allocations consistent with ABAG's Final Regional Housing Needs Methodology; and

WHEREAS, the Napa Subregion fully allocated its share of the regional housing need within the subregion pursuant to Gov. Code Section 65584.03 (d); and

WHEREAS, the Allocation Methodology adopted by the Subregion addressed the statutory policy objectives and factors to the extent that sufficient data was available, and was comprised of the following two components, each of which addressed the statutory policy objectives and factors; and

WHEREAS, the primary component of the Allocation Methodology is identical to the methodology applied by ABAG for the Bay Area region as a whole: the identical weighted formula was applied to the identical underlying demographic projection data. Because the ABAG methodology has previously been determined to further the statutory policy objectives and factors, so too does this primary component of the Subregion's methodology; and

WHEREAS, the secondary component of the derivation allowed for potential adjustments to effect a distribution that corrects data errors and/or better addresses factor priorities identified by the subregion that also meet statutory objectives and requirements; and

WHEREAS, No requests for adjustments to the Draft Allocations were received during the 60 day request for revision time frame, thus there was no need for the negotiations process for revisions or appeals; and

WHEREAS, the Proposed Final Allocation was discussed in full, and public comment was heard at a duly noticed public hearing conducted by the governing board of the Subregion on December 12, 2012; and

WHEREAS, the Subregion has gained all necessary approvals required by Cal. Gov. Code 65584 *et seq* from ABAG; and

WHEREAS, the Subregion has considered and met the policy objectives outlined in Cal. Gov. Code 65584(d), and factors to the extent sufficient data was available as outlined in 65584.04(d), in formulating its proposed Final Methodology for allocating housing units and in determining the allocations to the Subregion, and has found that the Final Methodology and the proposed Final Allocations meet the letter and spirit of California Gov. Code 65584 *et seq*; and

WHEREAS, the proposed Final Allocation was determined in accordance with the approved Final Methodology and no members of the Subregion requested revisions or appealed the Proposed Final Allocations; and

WHEREAS, all members are satisfied with the Final Allocation and have ratified it by endorsement and by the Subregion's governing board resolution; and

WHEREAS the Governing Board of the Subregion has considered the Final Allocation for the Napa Subregion as shown in Exhibit A, attached hereto and incorporated as though fully set forth:.

NOW THEREFORE BE IT RESOLVED:

1. That the foregoing recitals are true and correct.

2. That the Napa Subregion Governing Board has determined that the subregional RHNA process meets the letter and spirit of Cal Gov. Code 65584 *et seq.* and adopts the proposed Final Allocation as shown in Exhibit A; and

3. That the Executive Director of the Subregion's Governing Board, the Napa County Transportation and Planning Agency, or her designee is hereby authorized to submit the proposed Final Housing Needs Allocation for the Napa Subregion to the Association of Bay Area Governments no later than February 1, 2013.

Passed and adopted this 12th day of December, 2012.

Keith Caldwell, NCTPA Chair

Ayes:

Nays:

Absent:

ATTEST:

Karalyn E. Sanderlin, NCTPA Board Secretary

APPROVED:

Janice Killion, NCTPA Legal Counsel

EXHIBIT "A"

Final Regional Housing Need Allocations

Napa Subregion 2014-2022 RHNA

| Jurisdiction | Very Low 0-50% | Low 51-80% | Moderate 81-120% | Above Moderate 120%+ | Total Units |
|-------------------------------|-------------------|---------------|---------------------|----------------------------|-------------|
| American Canyon | 116 | 54 | 58 | 164 | 392 |
| Calistoga | 6 | 2 | 4 | 15 | 27 |
| Napa | 185 | 106 | 141 | 403 | 835 |
| St. Helena | 8 | 5 | 5 | 13 | 31 |
| Yountville | 4 | 2 | 3 | 8 | 17 |
| Napa County Unincorporated | 51 | 30 | 32 | 67 | 180 |
| Totals | 370 | 199 | 243 | 670 | 1,482 |



RESOLUTION No. 12-23

**A RESOLUTION OF THE
NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY (NCTPA)
ADOPTING THE FINAL METHODOLOGY FOR THE
REGIONAL HOUSING NEEDS ALLOCATION (RHNA) FOR THE NAPA SUBREGION**

WHEREAS, local governments are required by state law to facilitate the improvement and development of housing needs of all economic segments of its community (California Government Code sections 65580 *et seq.*); and

WHEREAS, the counties and cities and towns within counties are authorized to form subregions to develop a local methodology for assessing regional housing needs and determining allocations between them consistent with the requirements of Government Code sections 65580 *et seq.*; and

WHEREAS, each jurisdiction of Napa County adopted a resolution naming Napa County Transportation and Planning Agency as the entity representing the Napa subregion; and

WHEREAS, the Napa County Transportation and Planning Agency has been performing the duties of drafting the methodology for assessing regional housing needs of the subregion and allocating those needs consistent with the requirements of Government Code sections 65580 *et seq.*; and

WHEREAS, the Napa County Transportation and Planning Agency issued a draft methodology on May 16th 2012 to open up a sixty day public comment period:

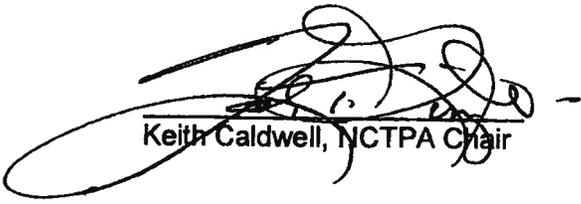
NOW THEREFORE BE IT RESOLVED by the Napa County Transportation and Planning Agency, on behalf of the Napa Subregion, that:

1. The foregoing recitals are true and correct.
2. The final methodology as shown in Exhibit A to this resolution, which is incorporated herein as though fully set forth, for the purpose of distributing housing allocations amongst members of the Napa Subregion for the Regional Housing Need Allocation cycle 2014-2022 is hereby adopted.

Passed and adopted this 18th day of July, 2012.

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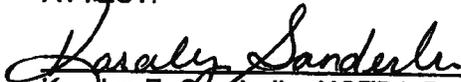
Keith Caldwell, NCTPA Chair

Ayes: Garcia, Bennett,
Dunsford, Gingles,
Techel, Dodd, Luce,
Britton, Dunbar, Mohler

Nays: None

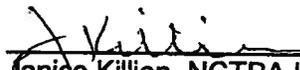
Absent: Krider, White

ATTEST:



Karalyn E. Sanderlin, NCTPA Board Secretary

APPROVED:



Janice Killion, NCTPA Legal Counsel

Napa Subregion Sustainable Communities Strategy (SCS) and Regional Housing Needs Allocation (RHNA) Methodology

1. Introduction

a. State Law

State law (Government Code Section 65584.03) allows the local jurisdictions within Napa County to join together to form a "subregion", a consortium that administers the State-mandated Regional Housing Needs Allocation (RHNA) program at the local level. Each member jurisdiction of the "subregion" submitted a resolution to the Association of Bay Area Governments (ABAG) and the Napa County Transportation and Planning Agency (NCTPA) requesting authority to locally administer the program by March, 2011. ABAG subsequently adopted a resolution approving the formation of the "subregion".

The subregional RHNA process determines local housing allocations for the planning period from 2014 year to 2022 for all jurisdictions within the subregion. State law then requires that each jurisdiction identify, in their next General Plan Housing Element revision, adequate sites to accommodate its housing allocation.

In general, to comply with State law, the subregion needs to follow the substantive and procedural rules and guidelines that apply to the region. The subregional process is coordinated with the regional process. By law, ABAG must perform certain ministerial actions in relation to a subregion. These actions include accepting a subregion's application to form the subregion; accepting a subregion's allocation methodology; and accepting a subregion's housing allocation, and in each case make a finding that the subregion's actions are consistent with State law. The relationship between the subregion and the region is codified in a Delegation Agreement, which was adopted by ABAG and the subregions' governing boards in

early 2012. If a subregion fails to fulfill its statutory obligations, ABAG must then determine allocations to the jurisdictions within the subregion. Similarly, if a jurisdiction within the subregion withdraws from the subregion, ABAG must then determine allocations to that jurisdiction.

b. Napa Subregion

The cities of American Canyon, Calistoga, Napa, St. Helena, the Town of Yountville and the County of Napa make up the Napa subregion, as allowed by state statute. All jurisdictions submitted resolutions of intent to form the subregion to ABAG by March 2011. On March 17, 2011 ABAG adopted a resolution approving the formation of the Napa subregion. The resolutions of intent 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 an aggregate (i.e. countywide) housing allocation to the Napa subregion. The subregion is responsible for completing its own RHNA process that is parallel to, but separate from, the regional RHNA process. The subregion creates its own methodology, issues draft housing allocations for each of its member jurisdictions, manages the required revision and appeal processes, and then issues final housing allocations to members of the subregion.

2. Subregion Organization

a. Governing body

The NCTPA Board is the governing board of the subregion. It is comprised of twelve members, appointed by the governing boards of each member jurisdiction and one non-voting member of the Paratransit Coordinating Council. The Board's role is to review and approve the work of the ad hoc bodies assisting with the RHNA process and to provide policy direction and take all actions required to fulfill the statutory obligations of the Subregion.

b. Organizational assistance

The NCTPA Board formed two ad hoc advisory bodies for the RHNA process. The Policy Advisory Body (PAB) is comprised of six members, one from each City or Town Council and the Board of Supervisors. The Policy Advisory Body's primary role is to review the work of the Technical Advisory Body and to provide for the development of recommendations for consideration by the NCTPA Board.

The Technical Advisory Body (TAB) is comprised of senior members from each jurisdiction's planning and/or governmental affairs agencies. These members are senior staff experts in the fields of housing and land use. This body's primary role is the technical development of recommendations for consideration by the Policy Advisory Body and the NCTPA Board. This includes holding public workshops to seek public input on development of the methodology and to present the draft methodology.

The City Manager's Association is provided monthly reports. The Association reviews the work of the TAB and provides input.

City and Town Councils and the Board of Supervisors will review and approve the housing need allocations developed by the Subregion prior to submitting them to the Association of Bay Area Governments on February 1, 2013. The Association of Bay Area Governments must approve the final housing shares.

3. Methodology, RHNA Process and Schedule (2011-2013) for Determining Subregion Housing Allocations --and Corresponding ABAG Deadlines

a. 2011- May, 2012

Some of the Subregion's TAB representatives have participated in the development of the ABAG RHNA methodology by ABAG's Housing Methodology Committee (HMC). The Technical

Advisory Body met 14 times to become familiar with the RHNA process and ABAG methodology; shared land use and housing information; heard results of stakeholder meetings, two public workshops and an online survey regarding factors and their priorities to consider in development of a methodology and other public input; and considered Subregional alternatives to the ABAG HMC methodology.

Although several alternatives were reviewed, no local method was considered by participating jurisdiction representatives to equitably improve upon the ABAG RHNA methodology described in Exhibit B. However, members unanimously agreed the local methodology should incorporate a mechanism to adjust local shares.

The Technical Advisory Body advised the Policy Advisory Body, and the Policy Advisory Body recommended to the Board that:

The Subregion shall assign each jurisdiction a share of the Subregion's total allocation using the ABAG RHNA methodology. That is, the Draft Allocation assigned to each jurisdiction by the Subregion shall be the jurisdiction's relative share of the Subregion's aggregate allocation based on the ABAG RHNA methodology. This share may be adjusted as described in section 3.e below.

b. May 16, 2012

Subregion released its Draft Methodology; assigned preliminary subregion jurisdiction Housing Allocations, and submitted the Draft Methodology to ABAG for comment.

May 17, 2012

ABAG released Draft Methodology and Assigned Preliminary Subregional Allocations

c. May 17 through July 18, 2012

The Subregion posted its Draft Methodology for the required sixty (60) day review period (GC 65584.04(h)). The Subregion also held a public workshop to present the Draft Methodology and seek comments on May 30, 2012. City and Town Councils and the Board of Supervisors reviewed the Draft Methodology in early June. In general, comments on the current methodology have been supportive; no major substantive concerns have been expressed. Public participants did comment on the need to get units built, particularly workforce housing for service workers, and on types of housing (i.e., existing units, dormitories) that should be "counted" (in Housing Element law) to address housing needs. While to date, Subregion staff has not heard specific concerns from member jurisdictions regarding the method or preliminary individual allocations, should concerns be expressed, staff will identify and analyze these issues as soon as practicable.

June 6, 2012

ABAG Regional Planning Committee Public held a hearing on draft method and preliminary subregional shares

d. July 18, 2012

The Subregion will hold a public hearing (GC 65584.04(h)), adopt its final methodology, formally release Draft Allocations, and send its final methodology to ABAG and State HCD for review.

July 19-20, 2012

ABAG will adopt its final method and formally release draft allocations for all jurisdictions within the region, including allocations for each of the local governments that are members of the Subregion. Should any member jurisdiction opt out of the subregion, ABAG Draft Allocations will apply to that jurisdiction. ABAG Draft Allocations are expected to be the same as the subregion's Draft Allocations, but in any case will be the Default Draft Allocation to a jurisdiction, if that jurisdiction withdraws from the Subregion.

e. July 19, 2012-December 12, 2012

During this period of time, through facilitated dialogue among member jurisdictions, the Subregion may make adjustments to the Draft Allocations to effect a distribution that corrects data errors and/or better addresses factor priorities identified by the subregion while also meeting statutory objectives and requirements as follows.

Adjustments are permitted to:

- Correct a data error identified by a local government that has resulted in a markedly disproportionate allocation to a jurisdiction to improve equity.
- Better address the highest priority factors identified in the local outreach process (Exhibit A) while maintaining an overall equitable balance for all member jurisdictions.

Any negotiated trade adjustments are voluntary among willing jurisdictions and must occur prior to ABAG's adoption of final housing need allocations, as specific legislation applies to trades occurring after this time. Total housing allocations and income distribution must be maintained among all transfer parties.

Any trade adjustments must continue to meet the legislative objectives of Housing Element law (Government Code Section 65584), which are to:

- Increase the region's housing supply and mix of housing types, tenure and affordability in all cities and counties in an equitable manner, which shall result in each jurisdiction receiving an allocation of units for low and very low income households.
- Promote infill development and socioeconomic equity, the protection of environmental and agricultural resources, and the encouragement of efficient development patterns.
- Promote an improved intraregional jobs/housing relationship
- Allocate a lower proportion of housing need for an income category when a jurisdiction already has a disproportionately high share of households in that income category, as compared to the countywide distribution of households in that category from the most recent census. In other words, where a city already has a higher than average share of low income households, allocate a lower proportion of such housing to it.

In addition to the above objectives, the provisions of State law that implement the Sustainable Communities Strategy (SCS) to reduce energy consumption and production of greenhouse gases, are incorporated into Housing Element law. Great care is being taken in the

development of the regional RHNA Methodology to assure that the resulting allocation will be consistent with the SCS. The Subregion has an independent obligation for consistency. In general, the Subregion will proceed on the assumption that a Subregional Methodology that resembles, is strongly influenced by, or bears a close relationship to a conforming Regional Methodology that will itself conform to State Requirements. Nonetheless, the Subregion must make reasonable findings of conformity and gain explicit concurrence from ABAG and tacit concurrence from the State Department of Housing and Community Development.

If the subregion approves a requested trade adjustment, the revision will be incorporated into the Final Allocations. If the Subregion does not approve the request, the jurisdiction may file an appeal. (See Appeals section h).

f. September 17, 2012

Subregion deadline for local requests for revisions to Draft Allocations.

September 18, 2012

ABAG deadline for requests for revisions to draft allocations. If a jurisdiction notifies ABAG in writing that it is withdrawing from the subregion by this time, the withdrawing member will participate in the RHNA using its Draft ABAG Allocations subject to the timeline and procedures applicable to other jurisdictions in the region.

g. October 17, 2012

Subregion responds to local revision requests at the NCTPA Board meeting.

h. November 1, 2012

Deadline for Subregion appeals to Draft Allocation¹. If the Subregion does not approve the requested adjustment trade, the petitioning jurisdictions may appeal to ABAG in accordance with procedures in the ABAG RHNA methodology, as their rights of appeal remain legally intact even though they are members of the Subregion. While technically, each member jurisdiction

¹ A hearing must take place no earlier than 40 days and more more than 45 days after the deadline to file appeals (GC-65584.05(f))

is legally entitled to request a unilateral revision (i.e. a revision that does not involve a trade) and is entitled to be heard on this request at a public hearing conducted by the Subregion Board, procedures established by the Subregion seek a collaborative approach by encouraging trade adjustments among willing partners.

i. December 12, 2012

Subregion conducts a public hearing at NCTPA Board meeting on the Subregion's response to revision requests, and adopts Final Allocations.

j. December 13, 2012 – January 31, 2013

Subregion submits Final Allocations to City and Town Councils and Board of Supervisors for approval.

January 11, 2013 Deadline for ABAG appeals. If a jurisdiction notifies ABAG in writing that it wishes to withdraw from the Subregion by this time, then the withdrawing member will participate in the RHNA using their Draft ABAG Allocations subject to the timelines and procedures applicable to the other jurisdictions in the region. Members of a subregion may not withdraw from the subregion after ABAG's deadline for appeals.

k. February 1, 2013

Deadline for Subregion to submit its Final Allocations and resolution of consistency with state objectives and the SCS to ABAG for Review and possible consultation.

April 12, 2013

ABAG issues Final Allocation

EXHIBIT A

Factors – #1-6 are the top factor priorities from public workshops

1. Opportunities and constraints to development, including sewer and water capacity, suitable residential land availability, etc. Each jurisdiction's housing element and general plan identifies infrastructure and land constraints. (GC Factor 2a, b)
- 2-3. Policies to protected Agricultural land, and open space and environmentally sensitive lands preserved or protected under federal and state programs. (GC Factor 2c, d)
4. Infill locations near jobs and services (Subregion-identified factor closely related to Sustainable Community Strategy)
5. Existing agreements between a county and cities to direct growth towards incorporated areas. (GC Factor 5)
6. Community character (Subregion-identified factor closely related to GC Factor 2)

Other factors listed in Gov. Code 65584.04(d) to be considered, to the extent sufficient data is available. Such information should be regionally comparable and readily available

Existing and projected jobs and housing relationship (GC Factor 1- closely related to SCS)

Distribution of household growth assumed in regional transportation plan for 8 year period (Sustainable Community Strategy/Jobs Housing Connection Scenario; GC factor 3)

Market demand for housing (GC Factor 4)

Loss of assisted low income housing units i.e., publicly assisted low income developments (GC Factor 6)

High cost housing burdens (GC Factor 7)

Housing needs of farm workers (GC Factor 8)

Impact of private universities, UC and Cal State colleges (GC Factor 9)

Any other factors adopted by ABAG --or the subregion (GC Factor 10)

EXHIBIT B

ABAG's Sustainable Communities Strategy and Regional Housing Needs Methodology

ABAG's May 2012 draft *Bay Area Plan "Jobs Housing Connection (JHC) Scenario"* report describes the general basis for this preferred Scenario's 2010-2040 growth projections and distribution. The *Bay Area Plan JHC Scenario* builds upon a decade of inter-jurisdictional work to encourage growth of jobs and production of housing in areas supported by amenities and infrastructure. The report states that a main task today is to grow the economy by maximizing urban infrastructure investments that have already been made to date, and where and when new investments are needed to make this infrastructure as efficient as possible. The *Bay Area Plan JHC Scenario* envisions a pattern of growth and investment tailored to communities where transit, jobs, schools, services and recreation are conveniently located near people's homes, and seeks to provide varied housing types and transportation choices. The *Bay Area Plan JHC Scenario* report states that the "region's greenbelt of agricultural, natural resource and open space lands is a treasured asset", and encourages the retention of agricultural and open space lands by directing nearly all non-agricultural development within the urban footprint. The *Bay Area Plan JHC Scenario* places most projected growth in *locally identified "Priority Development Areas"* (PDAs), which are key infill, transit-oriented neighborhoods. Growth in PDAs accounts for more than 2/3 of all regional growth by 2040. The document further describes employment type and location trends nationally and within the region.

State legislation requires each community to plan for its share of the state's housing need for people at all income levels. Since 1980, it has been ABAG's responsibility to distribute the regional need to all local governments. With the passage of SB 375, the housing allocation plan must allocate units within the region consistent with the development pattern included in a Sustainable Communities Strategy. Thus, the housing distribution methodology developed by ABAG's inter-jurisdictional Housing Methodology Committee must be integrated with the Sustainable Communities Strategy.

The RHNA housing distribution method is based on the following four elements as described by ABAG staff ² identifying various factors that the methodology addresses:

1. **Sustainability component. The Jobs-Housing Connection Scenario focuses most job growth in PDAs identified by local governments.** The Jobs Housing Connection Scenario is based on 2010-2040 economic and demographic analysis that the region is predicted to add 1.1 million jobs and 660,000 housing units. These projections take into account changes due to the recent recession, vacancy rates, trends, and household size, and assume major

² March 8, 2012 Overview of Regional Housing Needs Determination Methodology by Ken Kirkey

investments and policy changes relating to affordable housing and infrastructure development. The methodology proposes a 70% upper limit for PDA growth, and 30% non PDA growth. (Addresses SB 375 and Housing Element objectives)

2. **Fair Share Components.** *Housing element law identifies various factors to be considered in the distribution of housing to jurisdictions within the region.* The ABAG Methodology includes:
 - **Upper housing threshold:** If growth within a jurisdiction's PDA(s) meets or exceeds 110% of the jurisdiction's household formation growth based on the sustainability component, that jurisdiction is not assigned added growth based on the Fair Share Components. This upper threshold is to ensure that cities that contain amenities to support growth (such as PDAs and areas with transit and employment opportunities) are not overburdened by being allocated growth beyond their infrastructure capacity. (Gov. Code 65584 .04(d) factor 2a)
 - **Minimum housing floor.** **Each City or town is assigned housing units to meet at least 40% of its household formation growth**, which is housing need largely generated by the people within that jurisdiction. This factor encourages jurisdictions to plan to meet a *portion* of total housing need. (State housing objective). It also ensures that, along with mechanisms for promoting infill development in transit rich areas, less-intensely developed areas with a need for worker and farm worker housing are still required to plan new housing. (GC factor 8)
 - **Other Fair Share criteria:** Other specific factors identified as being important by the HMC include: **Past RHNA performance 1999-2006, employment growth and transit access, equally weighted.** This part of the distribution formula assigns higher numbers to communities that did *not* produce lower income housing within the last RHNA cycle; have large numbers of projected jobs; and have good access to transit. Conversely, communities that did build lower income housing have small numbers of projected jobs and limited transit access, receive fewer units.
 - *Past RHNA Performance*, i.e., total low-and very-low income units permitted, relates to State -identified factors in that the number of units permitted is likely to be related to the market demand for housing. For example, in cities with inclusionary housing ordinances or developer impact fees to fund affordable housing, a strong housing market will produce larger numbers of permits for affordable housing (GC factor 4).

Further, jurisdictions with insufficient past RHNA performance likely also have high housing costs. (GC factor 7)

- *Non-PDA numbers of jobs:* Allocating housing near employment opportunities encourages a balanced relationship between jobs and housing. (GC factor 1)
- *Transit frequency and coverage:* Considering both the coverage and frequency of available transit throughout a jurisdiction is to maximize use of existing public transit infrastructure. (GC factor 3)

Household growth is influenced by local land use plans and policies, including planned and protected agricultural lands (GC factor 2d), open space and parks (GC factor 2c), city centered growth policies, urban growth boundaries (GC factor 5) and any physical or geological constraints. Incorporating these factors into the housing allocation ensures that it is not based solely on existing amenities but also planned or projected growth.

3. **Income Allocation:** The method to distribute housing need throughout the region, also used in the last RHNA cycle, is based on a comparison between a jurisdiction's household income distribution and the regional household income distribution. Each jurisdiction is given units based on 175% of the difference between their household income distribution and the region-wide household income distribution. This income allocation method gives jurisdictions with a higher than average proportion of households in a certain income category a smaller allocation of housing units in that same income category. In jurisdictions which have a higher share of very low and low income households compared to the regional average, this method will decrease their responsibility for the provision of affordable housing on a percentage basis towards the regional average (State housing objective, GC factor 6).
4. **Sphere of Influence.** State law also requires local jurisdictions with the land-use permitting authority in a "Sphere of Influence" to plan for the housing needed to accommodate housing growth, existing employment and employment growth in such Sphere of Influence. ABAG's methodology allocates housing and employment growth in "Spheres of Influence" in the Napa Subregion to the cities, consistent with local policies. Some lands within City "Spheres of Influence" are planned for future growth but such growth is not permitted until after annexation to the respective city occurs.

Napa County Regional Housing

Needs Allocation Process

Public Engagement – Program Summary Report

Prepared by Center for Collaborative Policy and Envirocom Communications Strategies, LLC
November 2012

ABOUT RHNA AND PUBLIC ENGAGEMENT

The Regional Housing Needs Allocation (RHNA) is the State mandated process by which local jurisdictions determine their allocation of new housing units needed for the future and how to accommodate that need. The current RHNA process covers the period of 2014-2022. All of the cities and counties in the Bay Area have to go through the RHNA process. It is a process ultimately under the oversight of the State and regionally guided through the Association of Bay Area Governments (ABAG).

The RHNA process is anticipated to be a two-year process and is expected to conclude when ABAG adopts the final allocation in Spring 2013. For the current endeavor to determine the methodology, instead of attempting the work with ABAG as an individual jurisdiction, the six jurisdictions of American Canyon, Yountville, Calistoga, St. Helena, City of Napa and Napa County formed a RHNA Sub-Region (meaning they are a subregion within the larger nine county planning area). This Sub-Region launched the Napa County Regional Housing Needs Allocation process in March 2011.

The group of local decision makers responsible for the Napa Subregion's RHNA includes the local elected officials for each of Napa's jurisdictions that are the Napa County Transportation and Planning Agency (NCTPA) governing board. To assist them with the subregional process, they formed an ad hoc Policy Advisory Body (PAB) of elected officials and a Technical Advisory Body (TAB) of selected senior planning, housing, community development and governmental affairs staff from each jurisdiction. The TAB and PAB recommendations are ultimately decided on by the governing board of the Sub-Region, the NCTPA Board.

Public Participation and Public Information were key elements in the process. During the approximately 18 month-long process there were a number of opportunities for the general public and stakeholders to weigh in on the discussion and give input regarding the allocations. From the onset of the Napa RHNA process, the leadership in the jurisdictions wanted to insure transparency and an open process, be prepared for any negotiations and trading that may arise, and involve the public in determining the future of their community housing needs. For the process to be successful, the elected officials, planning directors, community development directors and decision makers in the Sub-Region would

have to walk away with consensus and agreement with the final recommendations. In addition, stakeholders would need information and the discussions had to be transparent.

The NCTPA, the agency that administered the RHNA process, retained two public engagement consultants, Surlene Grant with Envirocom Communications Strategies, LLC and Sarah Rubin with the Center for Collaborative Policy, California State University, Sacramento. The consultants developed and implemented a public engagement program that responded to the desires of the decision makers, involved the public in a meaningful manner, provided public input at critical decision making junctures and reported outcomes in a clear and comprehensible manner. In addition, such a program would go far in addressing the requirements of California Government Code (CGC) 65584 to include public involvement and public hearings at certain points in the process. The following provides a summary of the plan, the activities and the outcomes.

THE PUBLIC PARTICIPATION PLAN

Program Design

The plan was developed to achieve the stated goal in three Phases. It is through each of these phases that the consultants provided development of public information materials, assessment, meeting facilitation, process design, public outreach including grass-roots outreach, disadvantaged community outreach, civic engagement, public participation, conflict resolution and stakeholder liaising.

Program Goal

The goal of the Public Participation Program was to provide opportunities for public input and to ensure public engagement in methodology development of the Napa RHNA sub-regional process.

Program Objectives

- Solicit input from diverse groups of interested individuals, entities, and organizations (stakeholders).
- Inform and educate stakeholders of the process and the desired outcomes
- Incorporate where feasible and practical the public involvement and input into the process

Audience

- Local agencies and government of the Napa Sub-Region
- General Public
- State of California Housing and Community Development
- Association of Bay Area Government
- Stakeholder groups – *not exclusive*:
 - Housing interests: affordable housing, private developers, rental housing organizations, real estate association
 - School Districts

- Business interests : Vintners Association(s) – County Farm Bureau, Napa Wine Growers, Large Wine Industry Reps, Chambers of Commerce, Large regional business reps
- Environmental Groups: Open Space, Conservation organizations
- Others: Napa Airport, Local Hospitals

IMPLEMENTATION

Phase I: April 2011 – June 2011 Project Introduction / General Information

As the process just started, there was a need to educate and inform residents and interested stakeholders as to what RHNA is or is not, the public engagement process, and the relevance to each jurisdiction. The outreach during this phase was designed to begin sharing information at a basic level and then build upon the common understanding to increase the complexity of the information presented.

Recognizing that members of the public and stakeholders hold various levels of information and knowledge regarding RHNA, housing development and planning; as well as, recognizing that the subject indirectly impacts and spills over to local issues, such as other housing projects being discussed, it was important for there to be an “introduction” to the process. The introduction was designed to ensure a common understanding of the project. The meeting served as a point in the process by which people could get basic information and share information. The target audience ranged from the political leadership to individual stakeholders, from representatives of interest groups and associations to the larger general public.

Phase I Key Public Involvement Activities

- Identification of major stakeholder groups and audiences from each Napa RHNA member
- Identification of key stakeholders and key members of the public
- Initial assessments with jurisdictional representatives resulting in a series of six meetings with local elected leaders and city administrators.
- Facilitation of Technical Advisory Body (TAB) and Policy Advisory Body (PAB) meetings.
- Creation and maintenance of a stakeholder database
- Questionnaire to aid in prioritization and issue identification

Outcomes of Phase I

Six meetings were held with elected officials and key staff of each of the jurisdictions. The purpose of these meetings was to learn of key housing issues and trends in each community, successes and challenges within each community regarding housing, explore perceptions about the project and other information that could influence the work of the PAB or TAB. To complement the meetings, a questionnaire was developed and distributed. The questionnaire sought information regarding potential methodology factors, perceived or real community housing needs and other information.

Some of the common themes that surfaced from the work done during this phase were:

- Water availability, use and supply for drinking and agriculture
- Napa Pipe and its influence on the RHNA process
- Traffic impacts, road improvements
- Concerns regarding the commitments from all the jurisdictions for full participation in the RHNA process and working together
- The overall RHNA Process
- Prioritizing of Factors

The information was also helpful in designing the initial general public meetings and informing future activities with the TAB and PAB.

Phase II: July 2011 – August 2011 Process Decision and Ownership

The initial launch of the public engagement plan emphasized educating and informing the public of the RHNA process. Phase II built upon the Phase I foundation. Activities were designed to:

- solicit input and reaction to information
- determine priorities and key concerns

From the public meetings to the surveys, key to this phase was the public's prioritization of the factors and input to the methodology being considered by the PAB and TAB. The facilitators met with local elected leaders and city administrators, stakeholders and community representatives and hosted two general public meetings during this phase. One of the general public meetings was held at the north end of the county, the other at the south end of the county. Approximately 120 people attended the two meetings.

Phase II Key Public Involvement Activities

- Stakeholder Meetings with broad community base
 - The TAB and PAB provided the name and contact information of individuals, groups and associations whom they felt would have an interest in the methodology. The TAB and PAB members identified individuals and stakeholders across the spectrum ('pro' to 'con', growth to no-growth, etc.) regarding housing issues. Eight small group or focus group style meetings were held to gather input and responses. The meetings resulted in a prioritization of key factors to be considered for RHNA process and other community concerns. Representatives from the following types of organizations and entities were invited to participate:
 - affordable housing
 - neighborhood groups
 - developers
 - wine industry / agriculture

- local business
- schools
- mobile home parks
- Facilitation of TAB / PAB meetings
- Public Workshops #1 and #2
 - A workshop was presented in two different parts of the county. The workshop provided an overview of the RHNA process; the benefits of the subregional process; an overview of housing types, and more. After the short presentation portion of the workshop concluded attendees participated in a highly interactive format in which they were asked to not only weigh in on the importance of factors presented, but also suggest factors that may not have been previously identified or suggested.
- Development and distribution of public information and public awareness materials
 - In order to encourage participation at the focus groups and public meetings, the consultant team developed flyers in English and Spanish. The flyers were distributed to a variety of outlets including the local community college, subsidized housing complexes, grocery stores, coffee shops, and feed stores. Multiple efforts to reach participants through electronic mail and phone calls were made to ensure strong participation at the events.
- Surveys – electronic and paper
 - Surveys and questionnaires were developed for stakeholders to respond to via a website or through hard copies available at the stakeholder group meetings and the public meetings. In addition to the consultants' distribution, the local stakeholders were encouraged to use their social media connections and organizational list-serves to encourage fellow residents to complete the survey.

The surveys and questionnaires resulted in a list of prioritized factors and a catalogue of concerns that the TAB and PAB could consider or apply when developing the initial methodology concepts.

Outcomes of Phase II

As a result of the stakeholder group meetings and the public workshops, the surveys and public comments, the facilitators were able to determine the most pressing issues for the public in developing the methodology. Key issues such as; agricultural and open space preservation; water and other infrastructure availability; affordable housing including farm worker housing; jobs/work balance and commute times; available housing stock; geographic locations and other points surfaced and factors were applied to address those concerns. As the Technical Advisory (TAB) and the Policy Advisory (PAB) bodies continued to meet, this information was critical in informing them as they looked at various formulas and methodology approaches. The top 6 public priority factors were:

1. Opportunities and constraints to housing such as water/sewer capacity, available land, traffic, infrastructure, etc.
2. Policies to protect agricultural land
3. Protection of open space and environmentally sensitive lands

4. Infill locations near services, jobs, transit
5. Local agreements to direct growth to cities
6. Community Character

Phase III – August 2011 – July 2012

During this stage, the TAB and PAB developed and settled on a draft methodology to move forward. There was a third general public meeting to provide members of the public with an understanding of the proposed methodology and to answer any questions. This draft methodology was circulated for public review and comment from May 16th through July 18, 2012 and explained at a general public meeting on May 30, 2012. In addition, each member of the TAB agendized the proposed methodology at a public City Council meeting or Board of Supervisor's meeting in each of the jurisdictions and the County during the first and second week in June 2012.

Following those opportunities for public comment and review, the TAB and affiliated staff reviewed comments received and incorporated as appropriate into the final draft methodology. On July 18, 2012 the NCTPA Board of Directors held a public hearing for the Subregion to adopt the final methodology and draft allocations.

Phase III Key Public Involvement Activities

- Public Workshop #3
 - This public meeting provided for the “report back” to the community and stakeholders of the work done to date. The meeting informed participants of the proposed methodology and the tradeoffs that may be considered for the final allocations in pursuit of a final recommendation. The meeting provided opportunity for public input regarding the methodology and the distribution of the housing units and types throughout the sub-region.
- Development of public education and information materials
- Facilitated TAB and PAB meetings

Key Public Involvement dates during this phase:

- May 17 through July 18, 2012 -- Public Review of the stated draft methodology and formal public comment period
- First week of June 2012 –Draft methodology agenda items on each local jurisdiction's City or Town Council meeting and at the Napa County Board of Supervisor's meeting.
- July 18, 2012 – NCTPA Board Public Hearing to accept recommendation

Note regarding schedule: Based on the original schedule, the State Department of Housing and Community Development was to provide the initial regional allocation to ABAG by the September 2011. There was a delay in the release of the information; as a consequence at their fall 2011 meetings, the TAB and PAB had no option except to postpone the public process until new information was available for the technical staff to work with. Therefore, the activities surrounding public outreach and public information regarding the subregion's involvement with RHNA took an approximately 6 month hiatus. Other work continued with the State and ABAG regarding the regional allocations.

Outcomes of Phase III

Through the public meetings and input of the first two phases, the TAB was able to make informed recommendations regarding the development of the draft methodology. From March 2012 through May 2012, local members of ABAG's Housing Methodology Committee continued to work on methodology for the regional and sub-region allocations and the TAB and PAB members continued to receive and review updates resulting from the ABAG Committee's work. TAB and PAB members also considered possible local methodology alternatives but ultimately determined that the ABAG methodology was the most equitable approach that also addressed local priority factors. The subregion's approach did also allow for transfers among willing member jurisdictions, if needed, to correct data errors and/or to better address local priority factors that also met statutory objectives and requirements. The NCTPA issued a draft methodology based on ABAG's draft methodology and after the 60 day public review period described earlier the NCTPA Board approved the final methodology and issued draft housing need allocations to the local jurisdictions at the July 18th NCTPA Board meeting.

Draft Allocations for Napa Sub-Region:

| Jurisdiction | Very Low 0-50% | Low 51-80% | Moderate 81-120% | Above Moderate 120%+ | Total Units |
|----------------------------|----------------|------------|------------------|----------------------|-------------|
| American Canyon | 116 | 54 | 58 | 164 | 392 |
| Calistoga | 6 | 2 | 4 | 15 | 27 |
| Napa | 185 | 106 | 141 | 403 | 835 |
| St. Helena | 8 | 5 | 5 | 13 | 31 |
| Yountville | 4 | 2 | 3 | 8 | 17 |
| Napa County Unincorporated | 51 | 30 | 32 | 67 | 180 |
| Totals | 370 | 199 | 243 | 670 | 1,482 |

From July 19th through September 17, 2012, there was a 60 day public comment period during which any member jurisdiction of the Subregion could request revisions to their Draft Allocation. No jurisdiction members requested a revision to their Draft Housing Need Allocation, therefore, there has been no need for further negotiations or appeals among members. In November, the PAB recommended that the Board finalize the proposed housing allocations and forward them along with all the input from the public participation process to the authorizing board (NCTPA) for a vote on December 12, 2012. Based on the Board's action of December 12th, it is that recommendation that will be forwarded to ABAG.

FOR MORE INFORMATION OR UPDATES:

To stay informed about the project, please contact Danielle Schmitz, Napa County Transportation and Planning Agency, 625 Burnell St., Napa, CA 94559 or call (707) 259-8631 or go to <http://www.nctpa.net/pro-pro/programs/subregions-regional-housing-need-allocation-rhna.html>

Napa RHNA Public Engagement Program At-A-Glance

| ACTIVITY | OBJECTIVE | SCHEDULE |
|--|---|-------------------------------------|
| <p>Identify major stakeholder groups and audience from each Napa RHNA member</p> <p>Representatives of key “publics”. More than 76 individuals were identified representing the following categories throughout Napa County: Affordable Housing (including government, nonprofit developers and advocacy organizations); Environmental/ Sustainable and Neighborhood Groups; Developers and Real Estate; Wine Industry / Agriculture; Business / Institutions; Schools (public and private) / Special Districts; Mobile Home Parks.</p> | <p>Ensures that major stakeholders are identified and invited to the “table.” Miscellaneous/Others.</p> | <p>Project Start and throughout</p> |
| <p>Assessment of Napa RHNA Parties</p> <p>The Facilitators met with the members of the ad hoc Policy Advisory Board and the Technical Advisory Board of each jurisdiction, and the NCTPA in individual small group or one-on-one settings.</p> <p>The purpose of these meetings was to learn of key housing issues and trends in each community, successes and challenges within each community regarding housing, explore perceptions</p> | <p>Provides an opportunity to receive input and listen to concerns from RHNA parties. Informs both the public participation process as well as the methodology and allocations negotiation. Essential in pre-determining major issues, deal breakers and concessions.</p> | <p>April 2011 – June 23, 2011</p> |

| | |
|--|---|
| <p>about the project and other information that may influence the work of the committees as they proceed. Information was shared with an understanding of confidence.</p> | |
| <p>Initial Stakeholder Meetings</p> <p>Small group meetings among the identified stakeholders provided an opportunity to receive input to stated questions and to explore issues and concerns at a deeper level. This information proved helpful in prioritizing factors, designing the large public meetings, and informing future activities with the Napa RHNA Technical Advisory Board (TAB) and Policy Advisory Board (PAB).</p> | <p>Provides an opportunity to receive input and listen to concerns from stakeholders. In turn, facilitators opportunity to meet with Napa RHNA to explore ways to address concerns. Helped to identify key issues, prioritize factors and design of public meeting and outreach tools.</p> <p>July 6 and July 8, 2011</p> |
| <p>Public Workshop #1 and #2 – Information/ Education Focus</p> <p>General public meeting allowing for anyone to be engaged in the process. Basic information exchange and introduction of concepts to be considered for methodology. Two workshops held in North and South county with same content. Approximately 60 people, unrelated to the project attended each workshop. Promoted and advertised via many diverse methods.</p> | <p>An opportunity for group learning regarding the program goals and objectives, civic engagement and resulted in the prioritization of factors for the TAB and PAB to apply to the initial methodology concepts.</p> <p>Provides an opportunity for group learning regarding the program goals and objectives.</p> <p>July 12, 2011 in Napa and repeated July 14, 2011 in St. Helena</p> |
| <p>Continued meetings with TAB and PAB</p> <p>Meetings among decision makers and leadership.</p> | <p>To keep communications open among jurisdictions. To stay informed of mandates and policy and of the methodology being derived. Provide input and flag concerns.</p> <p>On-going</p> <p>14 TAB meetings and 6 PAB meetings</p> |

| | | |
|---|--|--|
| <p>Implementation of an online public survey tool</p> | <p>To aid in getting feedback and prioritizing factors</p> | <p>August 10-31, 2011</p> |
| <p>Development and Distribution of Public Information Material</p> | <ul style="list-style-type: none"> • Proven approaches for reaching diverse publics • Meeting notices in Spanish and English posted throughout the communities prior to each workshop • Web page distribution on NCTPA as well as local jurisdiction sites. • Email distribution of meeting announcements to stakeholders, membership lists • Creation and distribution of meeting announcement press release / calendar announcement • Phone calls and personal follow up to stakeholder database | <p>30 to 5 days before each public meeting</p> |
| <p>Public Workshop #3 -- Determining the Methodology and Recommendations</p> <p>A large general public meeting to provide those interested with information about the proposed methodology and how it was developed, which factors weighed, what the allotments are for different jurisdictions, etc.</p> | <p>Provides for an opportunity for public review of process, response and input to the proposed methodology for the allocation disbursement.</p> <p>Public opportunity to review the results of the initial application of the methodology. The draft methodology will also be circulated to the public through direct channels, such as direct contact with those who attended the public meeting and signed-in.</p> | <p>May 30, 2012</p> <p>Napa Valley Unified School District Board Room – City of Napa</p> |
| <p>Creation of public education and information materials</p> | <p>Creation of materials for public meetings including factor charts for prioritizing, diagrams, surveys, Power Point presentation and other workshop tools.</p> | <p>In advance of each of the workshops</p> |

| | | |
|------------------------|--|--|
| <p>Public Hearings</p> | <p>As prescribed by CA Government Code. Part of the standard Board meeting. Anticipate recommendation to take forward to ABAG.</p> | <p>July 18, 2012 December 12, 2012</p> |
| <p>ABAG Process</p> | <p>Adoption of methodology</p> | <p>Spring 2013</p> |