



Planning Committee Meeting **MINUTES**

MEETING DATE: July 3, 2013

MEMBERS PRESENT: David Durant (Chair), Dave Hudson (Vice Chair), Janet Abelson, Karen Mitchoff, and Kevin Romick

STAFF PRESENT: Randell Iwasaki, Martin Engelmann, Brad Beck, Matt Kelly, and Peter Engel

MINUTES PREPARED BY: Diane Bodon

- A. **CONVENE MEETING:** *Chair Durant* convened the meeting at 6:00 p.m.
- B. **PUBLIC COMMENT:** None
- C. **APPROVAL OF MINUTES:** Planning Committee Minutes of June 5, 2013.

ACTION: Motion to approve the minutes was made by *Commissioner Romick* and seconded by *Commissioner Abelson*. The motion passed, 5-0.

CONSENT CALENDAR ITEMS

ACTION: Motion to approve the Consent Calendar was made by *Commissioner Abelson* and seconded by *Commissioner Mitchoff*. The motion passed, 5-0.

- 1.0 **Approval of the City of Antioch's Calendar Years (CY) 2010 & 2011 Growth Management Program (GMP) Compliance Checklist.**
- 2.0 **Approval of the City of Pinole's Calendar Years (CY) 2010 & 2011 Growth Management Program (GMP) Compliance Checklist.**
- 3.0 **Approval of the City of Oakley's Calendar Years (CY) 2010 & 2011 Growth Management Program (GMP) Compliance Checklist.**
- 4.0 **Approval of the City of San Pablo's Calendar Years (CY) 2010 & 2011 Growth Management Program (GMP) Compliance Checklist.**
- 5.0 **Allocation of Measure J Central County Additional Transportation Programs for Seniors and People with Disabilities (Program 20a) Funding.**

6.0 City of Lafayette – Lafayette East End Ped/Bike and Streetscape Improvements Project (Project 120024) – Phase 1 Design Review.

End of Consent Calendar

REGULAR AGENDA ITEMS

7.0 Approval to Extend the Deadline for Submittal of the CYs 2010 & 2011 GMP Compliance Checklist based upon Statements of Progress Received from Pittsburg, Pleasant Hill, and Martinez.

ACTION: Motion to approve was made by *Commissioner Romick* and seconded by *Commissioner Abelson*. The motion passed, 5-0.

DISCUSSION: Mr. Martin Engelmann, CCTA's Deputy Executive Director for Planning, reported that the Cities of Pittsburg, Pleasant Hill and Martinez submitted requests to extend their checklist submittal dates. He explained that if a local jurisdiction encounters difficulty meeting the requirements for the Growth Management Program, Authority adopted policy allows the jurisdiction to submit a Statement of Progress describing the compliance issue and providing a schedule for coming into full compliance with the Measure J Growth Management Program. He said the Cities of Pleasant Hill and Martinez were on the verge of adopting their Measure J Growth Management Element (GME), which is required under the Calendar Year (CY) 2010 & 2011 Checklist. The cities have requested extensions through July and August. Regarding the City of Pittsburg, he stated that the City requested an extension until September 30th because negotiations with TRANSPLAN to rejoin the East Contra Costa Regional Fee and Financing Authority (ECCRFFA) were still underway.

Mr. Engelmann concluded his report by stating that staff was seeking approval of the Statements of Progress for the cities of Pittsburg, Pleasant Hill and Martinez.

Chair Durant noted that the City Council for Pleasant Hill approved the amended GME on July 1, 2013, and local staff would be contacting the Authority.

8.0 Review of Off-Year Payment to Contra Costa County.

ACTION: Motion to approve was made by *Commissioner Mitchoff* and seconded by *Commissioner Hudson*. The motion passed, 5-0.

DISCUSSION: Mr. Engelmann reported that in July 2012, the Authority approved the County's allocation of the first year payment of FY 2011-12 Local Street Maintenance and Improvement (LSM) funds of \$1,950,297, and subsequently put the FY 2012-13 off-year payment on a "watch" position pending a report on progress made towards incorporating technical

amendments to the County's General Plan that reflect the Measure J Growth Management Element. He stated that staff received a letter dated June 20, 2013 from Patrick Roche, the County's Principal Planner. The letter describes the County's progress towards incorporating the Measure J GME into the County's General Plan. Mr. Engelmann said that staff reviewed the letter and was satisfied with the report.

Commissioner Mitchoff requested that a revision to the staff report be made to note the County's compliance on working towards meeting the Authority's direction. She recommended the following language change: "In response to the Authority's release of the Measure J GME in June 2007, however, the County has not as of yet revised its GME."

Chair Durant followed with a suggestion to add the date of May 2, 2012 for reference.

Commissioner Hudson recommended that the County finalize the amendment to the Growth Management Element.

9.0 Approval of Gray-Bowen/Zell Public Outreach Work Plan for Developing and Implementing the 2014 Countywide Transportation Plan (CTP).

ACTION: Motion to approve was made by *Commissioner Romick* and seconded by *Commissioner Hudson*. The motion passed, 5-0.

DISCUSSION: Mr. Engelmann stated that in January 2013, the Authority approved entering into an agreement with the Gray-Bowen/Zell consultant team to conduct public outreach, polling, and strategic planning in support of the 2014 CTP. He explained that the 2014 CTP would include a financially unconstrained Comprehensive Transportation Project List (CTPL) that identified a variety of projects and programs designed to carry out the strategies of the plan.

Mr. Engelmann stated that Authority staff and the Gray-Bowen/Zell team have had a series of Roundtable discussions and were ready to issue the first task order that would cover work beginning this August and proceeding through July 2014. He stated that staff recommended approval of the work plan and requested direction regarding timing, extent of focus groups, stakeholder outreach, and polling.

Mr. William Gray, President of Gray-Bowen and Mr. Eric Zell, Principal of Zell Associates provided a brief presentation on their proposed work plan.

Commissioner Romick asked that the Planning Committee be kept informed on the process.

Commissioner Hudson recommended forming an Ad Hoc committee.

Commissioner Mitchoff recommended that the Ad Hoc Committee be comprised of some Planning Committee (PC) and Administration & Project Committee (APC) Commissioners. She

agreed with the idea to outreach to the stakeholders before polling and asked for clarification of the polling process.

Commissioner Abelson suggested regional equity in establishing a process.

Chair Durant agreed with the idea of an Ad Hoc Committee and asked that it consist of one representative from each RTPC, to ensure there would be broad representation. He said he preferred not using the term regional equity. He finalized his comments by stating that he approved the work plan, timing and scope.

10.0 Release of the Administrative Draft 2013 Congestion Management Program (CMP).

ACTION: Motion to approve was made by *Commissioner Mitchoff* and seconded by *Commissioner Hudson*. The motion passed, 5-0.

DISCUSSION: Mr. Matthew Kelly, CCTA's Associate Transportation Planner, reported that staff prepared an administrative draft 2013 CMP for circulation, review and comment by RTPC-TACs and other interested parties based on the scope approved by the Authority in May 2013. He noted that comments on the draft CMP, and CIP edits would be due by September 27th. Additionally, he stated that comments received and projects included in the CIP would be incorporated and forwarded to MTC as part of the 2013 CMP in October. Authority adoption of the final 2013 CMP is scheduled for December. Mr. Kelly finalized his report by stating that staff seeks authorization to release the administrative draft 2013 CMP to the RTPCs and other interested parties for review and comment.

11.0 Recommendations for Allocating Cycle 2 Regional Safe Routes to School (SR2S) Funding.

ACTION: Motion to approve was made by *Commissioner Abelson* and seconded by *Commissioner Mitchoff*. The motion passed, 5-0.

DISCUSSION: Mr. Brad Beck, CCTA's Senior Transportation Planner, stated that MTC allocated \$3.289 million to Contra Costa for SR2S projects and programs for fiscal years 2013-2016. He said the Authority agreed to allocate the funds among the four sub- regions based on population and K-12 enrollment. He explained that the RTPCs recommended 11 projects in total, 1 program and 10 capital projects. He said the projects were reviewed by the SR2S Oversight Committee at its June 12th meeting and the proposed project list was endorsed. Mr. Beck finalized his report by asking for approval of the list and the submittal of that list to MTC for incorporation in the Transportation Improvement Program.

12.0 SB 375/SCS Implementation Update.

ACTION: Information Only – No Action Taken.

DISCUSSION: Mr. Engelmann reported that MTC would be adopting the RTP at their July 18th meeting at 6:00 p.m. He noted that meeting would be held at the Oakland Marriott, West Hall, located at 1001 Broadway Street in Oakland.

He said that SB 375 items would no longer be standing items on the Planning Committee agenda, however, future reports could be included on an as-needed basis.

13.0 Correspondence. None

14.0 Other Business and News Clippings:

- Mr. Randell Iwasaki, CCTA's Executive Director, served on the National Freight Advisory Committee in Washington, DC to assist with the development of the U.S. Strategic Freight Plan.
- *Commissioner Abelson* requested to have a presentation on freight corridors in Contra Costa County.

15.0 Adjournment: The meeting was adjourned at 7:04 p.m. The next regular meeting is scheduled for Wednesday, September 4, 2013 at 6:00 p.m.

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