

# CHECKLIST INSTRUCTIONS

## FOR COMPLETING THE MEASURE J GROWTH MANAGEMENT PROGRAM (GMP) COMPLIANCE CHECKLIST FOR CALENDAR YEARS 2022 & 2023

This document outlines the Checklist questions, expected responses and required attachments to be submitted through either 1) the online Checklist form:

<https://ccta.formstack.com/forms/measurej>; or 2) the fillable .pdf form (available here):

<https://ccta.net/planning/growth-management/>

### Tips for Completing the Online Checklist Form

- ✓ The form allows the same user to fill-out and save changes (using cookies), so you may need to accept permissions to use cookies.
- ✓ For attachments, you will be asked to either upload the asset via the online form, or provide a link to where the asset resides on your website.
- ✓ Once you've completed your online Checklist form, download the signature page for use after your Council/Board's approval. An electronic signature is acceptable: [https://ccta.net/wp-content/uploads/2022/07/CCTA\\_GMPChecklist\\_SignatureForm.pdf](https://ccta.net/wp-content/uploads/2022/07/CCTA_GMPChecklist_SignatureForm.pdf)
- ✓ Once you have your Checklist signed, transmit the completed package to CCTA via: <https://www.hightail.com/u/MattKellyCCTA>
- ✓ Please contact Matt Kelly ([mkelly@ccta.net](mailto:mkelly@ccta.net)) with any questions or issues related to the Checklist or the online form.

## 1. Action Plans

- a. Is the jurisdiction implementing the actions called for in the applicable Action Plan for all designated Routes of Regional Significance within the jurisdiction?

The Measure J Growth Management Program (GMP) requires each jurisdiction to implement the Actions outlined for it in the most recent *Action Plan for Routes of Regional Significance (in this case, those adopted in September 2017)*. The Action Plans, as their name implies, outline actions, policies and procedures for addressing impacts on the designated Routes of Regional Significance in the subareas of Contra Costa.

**ATTACH ..... Detailed information on steps taken to implement the Action Plan, during the reporting period, including the status of any plans, projects or programs identified as Actions for Routes of Regional Significance within the jurisdiction.**

The most recent Action Plans can be downloaded from the Authority's website at:

<https://ccta.net/planning/2017-countywide-transportation-plan/>

## Measure J GMP Checklist — Instructions

For Fiscal Years 2023-24 and 2024-25

Reporting Period: Calendar Years 2022 & 2023

### b. Has the jurisdiction implemented the following procedures as outlined in the *Growth Management Program Implementation Guide* and the applicable *Action Plan for Routes of Regional Significance*?

#### i. Circulation of environmental documents

Measure J requires that jurisdictions circulate environmental documents for certain developments to nearby and affected agencies. The Authority's *GMP Implementation Guide* outlines which environmental documents for which developments are affected and the basic requirements for circulation of these documents. The *Implementation Guide* may be downloaded here:

[https://ccta.net/wp-content/uploads/2021/08/GMP\\_Implementation\\_Guide\\_FINAL\\_02172021.pdf](https://ccta.net/wp-content/uploads/2021/08/GMP_Implementation_Guide_FINAL_02172021.pdf)

#### ii. Analysis of the impacts of proposed General Plan amendments (GPAs) and recommendation of changes to Action Plans.

Jurisdictions must determine whether proposed GPAs would:

- Conflict with Action Plan policies, or
- Impede attainment of the Multimodal Transportation Service Objectives (MTSOs) included in the Action Plan.

If the answer is “yes” to one of the above issues, the jurisdiction has the option of proposing changes to the applicable Action Plan to avoid impacts to the regional transportation network caused by the proposed GPA. These proposed changes will be considered by the respective Regional Transportation Planning Committee (RTPC).

**ATTACH ..... A list of GPAs approved during the reporting period.**

The most recent Action Plans can be downloaded from the Authority's website at:

<https://ccta.net/planning/countywide-transportation-plan/>

#### iii. Conditioning the approval of projects consistent with Action Plan policies?

The jurisdiction should review its applicable Action Plan trip generation thresholds to determine if any projects require RTPC notification.

**ATTACH. .... A summary list of development projects approved during the reporting period and the conditions required for consistency with the Action Plan.**

## Measure J GMP Checklist — Instructions

For Fiscal Years 2023-24 and 2024-25

Reporting Period: Calendar Years 2022 & 2023

The most recent Action Plans can be downloaded from the Authority's website at:

<https://ccta.net/planning/countywide-transportation-plan/>

- c. **Has the jurisdiction followed the procedures for Regional Transportation Planning Committee (RTPC) review of General Plan Amendments as called for in the GMP Implementation Guide?**

RTPC review of a General Plan Amendment (GPA) is required if it exceeds the threshold size established in the applicable Action Plan or creates more than 500 net new peak hour vehicle trips. Section 4.2 of the Implementation Guide explains the RTPC review procedures. If no development projects or GPAs were considered during the reporting period, a "N/A" response is appropriate.

**ATTACH ..... Description of RTPC review process for approved GPAs from 1.b.ii, if applicable.**

The *GMP Implementation Guide* may be downloaded here:

[https://ccta.net/wp-content/uploads/2021/08/GMP\\_Implementation\\_Guide\\_FINAL\\_02172021.pdf](https://ccta.net/wp-content/uploads/2021/08/GMP_Implementation_Guide_FINAL_02172021.pdf)

## 2. Development Mitigation Program

- a. **Has the jurisdiction adopted and implemented a local development mitigation program to ensure that new development pays its fair share of the impact mitigation costs associated with that development?**

Measure J requires jurisdictions to adopt a local development mitigation program to ensure that Measure C funds will not, in essence, be used to subsidize new development. The mitigation program must (1) require new development to pay its fair share of costs, and (2) stipulate that no funds from Measure C will be used to address impacts caused by new development.

Furthermore, mitigation projects that are identified in traffic impact studies of proposed development should be incorporated into the jurisdiction's mitigation program, and identified in the jurisdiction's five-year Capital Improvement Program, specifying the funding arrangements for the mitigations.

- b. **Has the jurisdiction adopted and implemented the regional transportation mitigation program, developed and adopted by the applicable Regional Transportation Planning**

## Measure J GMP Checklist — Instructions

For Fiscal Years 2023-24 and 2024-25

Reporting Period: Calendar Years 2022 & 2023

### **Committee, including any regional traffic mitigation fees, assessments, or other mitigation as appropriate?**

The regional transportation mitigation program (RTMP) is intended to address regional traffic impacts and fund regional and subregional transportation projects. Each regional mitigation program addresses the process for setting fees and other mitigations for new development. The jurisdiction's adopting policy should require traffic impact reports for new development to (1) be consistent with the RTMP, (2) clearly indicate recommended mitigation measures, and (3) calculate through a transparent, repeatable method the project's contribution to regional mitigation costs.

The most recent Summary Status Report on the RTMP can be downloaded from the Authority's website at:

<https://ccta.net/wp-content/uploads/2018/10/5297affc06272.pdf>

### **3. Address Housing Options**

**a. Has the jurisdiction prepared and submitted a report to the Authority demonstrating reasonable progress in providing housing opportunities for all income levels under its Housing Element? The report can demonstrate progress by:**

- (1) comparing the number of housing units approved, constructed or occupied within the jurisdiction over the preceding five years with the number of units needed on average each year to meet the housing objectives established in its Housing Element; or**
- (2) illustrating how the jurisdiction has adequately planned to meet the existing and projected housing needs through the adoption of land use plans and regulatory systems which provide opportunities for, and do not unduly constrain, housing development; or**
- (3) illustrating how its General Plan and zoning regulations facilitate improvement or development of sufficient housing to meet the Element's objectives.**

Measure J requires each jurisdiction to outline the progress it is making in achieving the objectives for providing housing for all income levels in its jurisdiction, as outlined in its General Plan Housing Element. The Measure J GMP gives jurisdictions three options for demonstrating progress in meeting those objectives. The progress report should clearly show how the jurisdiction is faring in meeting projected needs, and how its General Plan and/or zoning facilitate these ends. This report may demonstrate progress by using one of three options:

- 1) actual units constructed by income-level,

## Measure J GMP Checklist — Instructions

For Fiscal Years 2023-24 and 2024-25

Reporting Period: Calendar Years 2022 & 2023

2) adoption of land use plans and adequate regulatory systems, or

3) General Plan zoning regulations.

This report is consistent with State requirements that “each local government shall review its housing element to evaluate...the progress of the city, county, or city and county in implementation of the housing element.” (California Government Code §65588(a))

**ATTACH ..... The jurisdiction’s Housing Element Implementation Progress Report (Tables A thru C), or alternative reporting which includes (1), (2), or (3) listed above.**

- b. Does the jurisdiction’s General Plan—or other adopted policy document or report—consider the impacts that its land use and development policies have on the local, regional and countywide transportation system, including the level of transportation capacity that can reasonably be provided?**

Each jurisdiction must address how housing development will affect the transportation system. A recently updated Circulation Element of the jurisdiction’s General Plan will most likely contain this information.

- c. Has the jurisdiction incorporated policies and standards into its development approval process that support transit, bicycle and pedestrian access in new developments?**

Measure J requires each jurisdiction to incorporate policies and standards into its General Plan, Zoning Ordinance, or other parts of its process for reviewing and approving proposed developments that support transit, bicycle, and pedestrian access in new developments.

**ATTACH ..... Locally adopted General Plan policies and standards that ensure consideration of and support for walking, bicycling and transit access during the review of proposed development.**

Compliance with and enforcement of the State’s Complete Streets Act (AB 1358) may be used to demonstrate adoption of such policies and standards.

## 4. Traffic Impact Studies

- a. Using the Authority’s *Technical Procedures*, have traffic impact studies been conducted as part of development review for all projects estimated to generate more than 100 net new**

## Measure J GMP Checklist — Instructions

For Fiscal Years 2023-24 and 2024-25

Reporting Period: Calendar Years 2022 & 2023

**peak-hour vehicle trips? (Note: Lower traffic generation thresholds established through the RTPC’s Action Plan may apply.)**

The traffic studies must be prepared in accordance with the Authority’s *Technical Procedures*, and, if applicable, the Authority’s Countywide Model.

**ATTACH .....** A summary list of all projects during the reporting period that exceeded the applicable threshold, noting whether a traffic study was prepared consistent with the Authority’s *Technical Procedures*.

The *Technical Procedures* can be downloaded from the Authority’s website at:

[https://ccta.net/wp-content/uploads/2023/01/CCTA\\_Technical\\_Procedures\\_Nov2022.pdf](https://ccta.net/wp-content/uploads/2023/01/CCTA_Technical_Procedures_Nov2022.pdf)

Information on the Authority’s latest travel demand model is located here:

<https://ccta.net/projects/travel-demand-model/>

Some of the responses to Question 4.a. may warrant a “N/A” response; for example, if no development projects generating more than 100 peak hour vehicle trips have been approved, check “N/A.” Similarly, check “N/A” if your jurisdiction does not have any signalized reporting intersections or regional routes.

**b. If the answer to 4.a. above is “yes”, did the local jurisdiction notify affected parties and circulate the traffic impact study during the environmental review process?**

**ATTACH.....** Note whether notification and circulation was undertaken for each project on the attached list for 4.a.

## 5. Participation in Cooperative, Multi-Jurisdictional Planning

**a. During the reporting period, has the jurisdiction’s Council/Board representative regularly participated in meetings of the appropriate RTPC, and have the jurisdiction’s local representatives to the RTPC regularly reported on the activities of the Regional Committee to the jurisdiction’s council or board? (Note: Each RTPC should have a policy that defines what constitutes regular attendance of Council/Board members at RTPC meetings.)**

Each Council/Board should have a designated member who represents their jurisdiction at the RTPC meetings. Regular attendance at RTPC meetings by elected officials is one of the GMP compliance requirements. Each RTPC is responsible for defining what constitutes

## Measure J GMP Checklist — Instructions

For Fiscal Years 2023-24 and 2024-25

Reporting Period: Calendar Years 2022 & 2023

“regular” attendance. Should an absenteeism issue persist, it is the RTPC’s responsibility to address it, and to notify the Authority if lack of participation has infringed on that RTPC’s regular attendance policy. Check “yes” to Question 6.a. if your designated Council/Board member has regularly attended and reported on RTPC meetings.

- b. Has the local jurisdiction worked with the RTPC to develop and implement the Action Plans, including identification of Routes of Regional Significance, establishing Multimodal Transportation Service Objectives (MTSOs) for those routes, and defining actions for achieving the MTSOs?**

The jurisdiction is expected to have participated in updates to the applicable Action Plan to identify Routes of Regional Significance, establish MTSOs for those routes, and actions for achieving those MTSOs.

- c. Has the local jurisdiction applied the Authority’s travel demand model and *Technical Procedures* to the analysis of General Plan Amendments (GPAs) and developments exceeding specified thresholds for their effect on the regional transportation system, including on Action Plan MTSOs?**

The jurisdiction is required to disclose the transportation impacts of proposed projects and General Plan Amendments through use of the Authority’s Countywide Model and application of a uniform set of traffic analysis procedures. This answer should be consistent with and consider the responses to Questions 1.b.ii and 1.c, which also cover this topic.

The *Technical Procedures* can be downloaded from the Authority’s website at:

[https://ccta.net/wp-content/uploads/2023/01/CCTA\\_Technical\\_Procedures\\_Nov2022.pdf](https://ccta.net/wp-content/uploads/2023/01/CCTA_Technical_Procedures_Nov2022.pdf)

- d. As needed, has the jurisdiction made available, as input into the countywide transportation computer model, data on proposed improvements to the jurisdiction’s transportation system, including roadways, pedestrian circulation, bikeways and trails; planned and approved developments within the jurisdiction; and resulting traffic patterns?**

Local staff are expected to provide, on an as-needed basis, land use and traffic data as input into the Authority’s model. A “yes” response indicates that local staff has responded to these requests.

## Measure J GMP Checklist — Instructions

For Fiscal Years 2023-24 and 2024-25

Reporting Period: Calendar Years 2022 & 2023

### 6. Five-Year Capital Improvement Program

**Does the jurisdiction have an adopted five-year capital improvement program (CIP) that includes approved projects and an analysis of project costs as well as a financial plan for providing the improvements? (The transportation component of the plan must be forwarded to the Authority for incorporation into the Authority’s database of transportation projects)**

The Authority’s *Implementation Documents* require that the CIP be amended annually, taking into account changes in project cost, funding sources, project development, and timing. If jurisdictions wish to avoid annual updates to the CIP, they may elect to develop longer range CIPs. For example, a jurisdiction could adopt a seven-year CIP. This would allow the jurisdiction to perform updates every two years, instead of annually. Consequently, the jurisdiction must have not only adopted a CIP to receive a “Yes” answer, but must also have updated the CIP within the proper timeframe.

The CIP must include approved projects, their estimated costs, and a financial plan for providing the improvements. If funds allocated to any project for the previous year were not spent during the year, and the funds will be needed in the future, that should be reflected in the most recent version of the CIP.

**ATTACH ..... The transportation component of the most recent version of the 5-year CIP, indicating adoption date and resolution/ordinance number.**

### 7. Transportation Systems Management Program

**Has the jurisdiction adopted a transportation systems management ordinance or resolution that incorporates required policies consistent with the updated model ordinance prepared by the Authority for use by local agencies or qualified for adoption of alternative mitigation measures because it has a small employment base?**

The transportation systems management (TSM) program must be (a) adopted as an ordinance or resolution and (b) substantially based on the Authority’s model TSM ordinance. The TSM program should promote carpools, vanpools, and park-and-ride lots.

To address recent climate change legislation (AB 32 and SB 375) the Authority expects to update its Model TSM Resolution. Jurisdictions should use the updated TSM ordinance for a new TSM program, or update their existing TSM ordinance based on the updated model resolution. Until the model resolution is updated, jurisdictions should include actions within their adopted TSM resolution that provide vehicle trip and greenhouse gas emissions reduction elements and mitigation measures.



## Measure J GMP Checklist — Instructions

For Fiscal Years 2023-24 and 2024-25

Reporting Period: Calendar Years 2022 & 2023

**ATTACH .....** A copy of the TSM ordinance or resolution (or provide Resolution/Ordinance number and adoption date).

### 8. Adoption of a Voter-Approved Urban Limit Line

**a. Has the local jurisdiction adopted and continually complied with an applicable voter-approved Urban Limit Line as outlined in the Authority’s annual ULL Policy Advisory Letter?**

As set forth in Ordinance 06-04, local jurisdictions must continuously comply with a local-voter-approved ULL, or the County’s ULL (Measure L, 2006). At present, the County, San Ramon, Pittsburg and Antioch have each adopted a Local-Voter Approved ULL. For these jurisdictions, review their compliance with their locally-approved ULL. For all other jurisdictions, which have opted to adopt the County’s ULL, answer “N/A”.

**b. If the jurisdiction has modified its voter-approved ULL or approved a major subdivision or General Plan Amendment outside the ULL, has the jurisdiction made a finding of consistency with the Measure J provisions on ULLs and criteria in the ULL Policy Advisory Letter after holding a noticed public hearing and making the proposed finding publically available?**

**ATTACH.....**The resolution making the finding of consistency and a copy of the public hearing notice (or provide Resolution number and adoption date).

### 9. Adoption of the Measure J Growth Management Element

**Has the local jurisdiction adopted a final GME for its General Plan that substantially complies with the intent of the Authority’s adopted Measure J Model GME?**

Each local jurisdiction is required to update the Growth Management Element (GME) to its General Plan based upon the new Measure J *Model Growth Management Element*, adopted by the Authority in June 2007. The updated GME must substantially comply with the intent of this Model Element, but need not reflect its exact language or organization.

**ATTACH .....** The jurisdiction’s updated GME from the CY 2010 & 2011 reporting period is on file with the Authority. Please attach any updates for the current reporting period, and indicate adoption date and resolution/ordinance number.

## Measure J GMP Checklist — Instructions

For Fiscal Years 2023-24 and 2024-25

Reporting Period: Calendar Years 2022 & 2023

### 10. Posting of Signs

**Has the jurisdiction posted signs meeting Authority specifications for all projects exceeding \$250,000 that are funded, in whole or in part, with Measure C or Measure J funds?**

**ATTACH .....** A list of all projects exceeding \$250,000 within the jurisdiction, noting which ones are or were signed according to Authority specifications. A photo of the sign in the project location should be included if available.

The sign specifications are available from CCTA upon request.

### 11. Maintenance of Effort (MoE)

**Has the jurisdiction met the MoE requirements of Measure J as stated in Section 6 of the Contra Costa Transportation Improvement and Growth Management Ordinance (as amended)? (See the Checklist Instructions for a listing of MoE requirements by local jurisdiction).**

The Measure J Expenditure Plan requires each jurisdiction to maintain a minimum level of local street and road expenditures by using funds other than Measure C or J Local Street Maintenance and Improvement (LSM) Funds. This minimum level of non-LSM funding is called Maintenance of Effort (MoE). Each jurisdiction's MoE is based upon the amount spent for transportation during a base period, unless it has been permanently adjusted as a result of an appeal to the Authority.

The current MoE requirements for each jurisdiction are as follows in the below table.

<i>Jurisdiction</i>	<i>MoE Level</i>	<i>Jurisdiction</i>	<i>MoE Level</i>
Antioch	\$1,159,076	Moraga	\$326,140
Brentwood	\$146,872	Oakley	n/a
Clayton	\$172,329	Orinda	\$472,306
Concord	\$2,183,881	Pinole	\$338,288
County	\$3,920,003	Pittsburg	\$860,639
Danville	\$661,930	Pleasant Hill	\$624,952
El Cerrito	\$464,912	Richmond	\$1,649,140
Hercules	\$338,152	San Pablo	\$377,316

## Measure J GMP Checklist — Instructions

For Fiscal Years 2023-24 and 2024-25

Reporting Period: Calendar Years 2022 & 2023

Lafayette	\$527,872	San Ramon	\$747,292
Martinez	\$614,915	Walnut Creek	\$1,201,784

While this checklist addresses Growth Management Compliance for the reporting period of Calendar Years 2022 and 2023, the reporting period for the MoE section of the checklist applies to the previous two fiscal years (FY 2021-22 and FY 2022-23).

**ATTACH .....** The MoE requirement for the reporting jurisdiction as listed above, and report the non-LSM expenditures on local streets and roads for each fiscal year in the reporting period. An example MoE report is as follows:

- *'City A' Annual MoE Requirement: \$1,000,000*
- *FY 2021-22 Non-Measure J LSM Expenditures: \$1,185,000*
- *FY 2022-23 Non-Measure J LSM Expenditures: \$2,050,000*

The Measure J Expenditure Plan is located at:

<https://ccta.net/wp-content/uploads/2018/10/5297b121d5964.pdf>

## 12. Submittal of Local Street Maintenance and Improvement (LSM) Reporting Form (Summary) and Audit (Detail) Reporting Form

**Has the local jurisdiction submitted a LSM Reporting (summary) Form and Audit Reporting Form (detail for expenditures exceeding \$10,000) for Measure J expenditures during FY 2021-22 and FY 2022-23?**

Each jurisdiction should provide a summary accounting of LSM expenditures on the annual LSM Reporting Form. A detailed description of projects in excess of \$10,000 should be reported on the Audit Reporting Form, which helps CCTA report on Measure J LSM expenditures for each fiscal year.

**ATTACH .....** The LSM Reporting Form (summary) and Audit Reporting Form (detail for expenditures of \$10,000 or greater) for fiscal years 2021-22 and 2022-23.

## **Measure J GMP Checklist — Instructions**

*For Fiscal Years 2023-24 and 2024-25*

*Reporting Period: Calendar Years 2022 & 2023*

### **13. Other Considerations**

**If the jurisdiction believes that the requirements of Measure J have been satisfied in a way not indicated on this Checklist, has an explanation been attached below?**

## Measure J GMP Checklist — Instructions

For Fiscal Years 2023-24 and 2024-25

Reporting Period: Calendar Years 2022 & 2023

### Checklist of Attachments

The following list summarizes all the attachments that must accompany the checklist:

- 1.a. Detailed information on Action Plan implementation steps taken during the reporting period.
- 1.b.ii. List any GPAs approved during the reporting period.
- 1.b.iii. A summary of projects approved during the reporting period and the conditions required for consistency with the Action Plan.
- 1.c. Description of RTPC review process for approved GPAs from 1.b.ii, if applicable.
- 3.a. The jurisdiction's Housing Element implementation progress report (Tables A thru C), which includes (1), (2), or (3) listed above.
- 3.c. Locally adopted policies and standards that ensure consideration of and support for walking, bicycling and transit access during the review of proposed development.
- 4.a. A summary list of all projects during the reporting period that exceeded the applicable threshold, noting whether a traffic study was prepared consistent with the Authority's *Technical Procedures*. Note whether notification and circulation was undertaken for each project on the attached list for 4.a.
6. The transportation component of the most recent CIP version.
7. A copy of the Transportation Systems Management (TSM) ordinance or resolution.
8. The Urban Limit Line (ULL) resolution making the finding of consistency and a copy of the public hearing notice.
9. The jurisdiction's updated Growth Management Element (GME) from the General Plan. This can be a draft if the update has not yet been adopted – note if this is the case along with the expected timeline for review and adoption.
10. A list of all projects exceeding \$250,000 within the jurisdictions, noting which ones are or were signed according to Authority specifications (including photos when available).
11. Provide the MoE requirement amount as listed above, and report the non-LSM expenditures on local streets and roads for each fiscal year in the reporting period.
12. LSM Reporting Form (summary of Measure J LSM expenditures) and Audit Reporting Form, including detail on expenditures greater than \$10,000.