

# Guidelines for the SACOG Community Design Program



September 18, 2003

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Council of  
Governments**

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# **GUIDELINES FOR THE SACOG COMMUNITY DESIGN PROGRAM**

Adopted September 18, 2003

## **INTRODUCTION**

In July 2002 the Sacramento Area Council of Governments (SACOG) adopted the *Metropolitan Transportation Plan for 2025*. This 23-year, \$22 billion plan for the six counties of the Sacramento region includes a \$500 million program called Community Design, directly funded by SACOG, that supports many of the goals of the Plan (Appendix A).

Public agencies will periodically be given the opportunity to apply for these funds, either separately or with partners from the private sector or non-profit organizations. The schedule for implementation of the program is shown in Appendix B. SACOG intends to revisit the guidelines after the first round of funding to change or fine-tune them if necessary.

SACOG is committed to using this funding for projects and programs in all parts of the region. A fair and equitable share of the funding for these programs combined with other SACOG-controlled regional funds, will be the goal for each public jurisdiction over the long term.

SACOG is also committed to following Federal guidance on environmental justice. The goal of environmental justice is to ensure that when transportation decisions are made, low-income and minority communities have a full opportunity to participate in the decision-making, and that they receive an equitable distribution of benefits and not a disproportionate share of burdens. Each project or service seeking funds from SACOG's Community Design Program will be evaluated for environmental justice. The grant application process will include explicit questions on environmental justice for project applicants to answer.

## **FUNDING**

Financial support for Community Design will come primarily from federal funding sources expected to be available to the region, starting in fall 2003 with the Federal funding reauthorization (for now called "T3") and continuing throughout the life of the *Metropolitan Transportation Plan for 2025*. In November 2002, the SACOG Board of Directors approved \$12 million of funds for Community Design in the first two years of T3 funding (2003-04 and 2004-05).

Although these are not new sources of funding, the program is established to guarantee the use of this \$12 million of expected Federal funding for some of SACOG's regional priorities. Formerly, SACOG divided much of the Federal funding among local jurisdictions on a fair and equitable share basis and asked them to make their own recommendations on the use of these funds.

Most of the projects selected for this program must qualify for the three federal funding sources available to SACOG.<sup>1</sup> In most cases, a local funding match requirement of 11.47% of the total project cost applies. Federal funding requirements from the current authorization (the Transportation Equity Act for the 21st Century, or TEA-21) are found in Appendix D, and T3 is expected to use the same or similar requirements. For the Congestion Management and Air Quality (CMAQ) funds, project sponsors will also need to calculate quantifiable air quality benefits that will result from their projects. When SACOG is able to obtain other sources of funding for the programs, different requirements may apply. In most cases, the minimum project size SACOG will consider is \$150,000.

## **APPLICATION PROCESS**

Project proposals will be solicited through a call for projects by SACOG as federal funding opportunities arise, typically once every two to three years. Public agencies (cities, counties, and other public agencies) are the eligible applicants for these Federal funds, although in the Community Design program public-private partnerships are encouraged. Each time funds are made available, the call for projects will be made through SACOG's newsletter, webpage, advisory committee meetings, and letters to public works and planning departments, transit agencies and other agencies. An application, timeline, and set of procedures explaining the application and funding process will be made available at that time.

## **PROJECT SELECTION PROCESS**

Applications for the Community Design grants must be endorsed by the appropriate countywide transportation agency in each county. A Community Design Working Group and a Project Selection Advisory Committee, formed from existing SACOG committees and staffed by SACOG, will make recommendations to the Board of Directors, through the appropriate Board Committee, on project selection for the program. After SACOG staff screen project applications for eligibility, Working Group and Advisory Committee members will be responsible for reading all proposals and making recommendations for projects to be funded. Appendix E provides more detail on these committees and the process.

SACOG reserves the right to fund less than the amount reserved for this funding program in a given funding cycle, as well as to fund projects in a funding program other than the one for which it was submitted. (The other funding regional funding programs are Air Quality, Transportation Demand Management, and Bicycle/Pedestrian).

## **IMPLEMENTATION**

After SACOG has awarded a grant, project sponsors will be asked to follow or be aware of these requirements:

- Follow all federal funding requirements listed in Appendix D.
- Follow all federal environmental justice directives.

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<sup>1</sup> These sources are currently the Surface Transportation Program (STP), the Congestion Management and Air Quality Program (CMAQ), and Transportation Enhancements (TE).

- Assure SACOG that the projects meet the requirements of the Americans with Disabilities Act.
- Follow SACOG’s “Use It or Lose It” policy for obligating and spending the grant funds. The policy requires project sponsors to schedule fund obligation and project implementation in the *Metropolitan Transportation Improvement Program* and to honor that schedule.
- A local non-federal match of at least 11.47% of the total cost of a project is required for projects receiving federal funding in the Sacramento region, with a few exceptions that are detailed under the individual program guidelines. This does not include “in kind” match, but must be funding that is dedicated to eligible features within the project and included in its overall cost.
- For capital projects, federal funds may be used for Preliminary Engineering (which includes environmental work and design) as well as for right-of-way and construction. When a project is ready for implementation, the project sponsor requests an authorization from Caltrans. When the project is authorized, the sponsor can incur expenses that will then be reimbursed from the grant. A project sponsor submits invoices for the entire cost incurred, and will be reimbursed at 88.53% (the total cost minus local match).
- SACOG encourages project sponsors to seek other sources of funding that may be available, including Community Development Block Grants or other federal HUD funds (although for the most part, federal funds from other programs cannot be used as match).

## **PROGRAM PURPOSE**

The overall purpose of the Community Design Program is to use regional transportation funding (\$500 million in the long term and \$12 million over the next two years) to promote the use of “smart growth” land use principles (for this program, called “Community Design Principles”) that lead to less driving and more walking, biking, transit use, and neighborhood electric vehicles.<sup>2</sup> The program results from the recognition that land use influences travel behavior and can be a powerful tool to improve the efficiency and effectiveness of the regional transportation system. If it is convenient for people to travel to common destinations by walking, biking, or public transit, we can reap air quality and congestion-relief benefits at the local and regional scale. Near-term goals and objectives for the program are expanded upon below. Community Design proposals, which must be submitted by public agencies (with or without partnerships with developers and community groups), will be evaluated for how well they match profiles for desirable land uses, how well they achieve driving reductions and increases in alternative mode usage, and the strength of the applicant’s commitment to the Principles.

## **Background**

An additional million people and 600,000 jobs are projected for the Sacramento region over the next 30 years. The region’s natural and built environment will undergo significant economic, social, and environmental transformation due to this growth and how the region manages this

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<sup>2</sup>Neighborhood electric vehicles, or NEVs, are defined here as small electric vehicles that operate with speed restrictions.

change is still an open question.

Along with economic prosperity, rapid population growth and spread of urbanization bring some significant challenges -- greater dependence on the automobile, worse traffic congestion, deteriorating air quality, and loss of open space. "Smart growth" consists of a set of strategies about how to develop differently to avoid the negative consequences of growth.

The following list of principles is often referred to in discussion of smart growth development. Called "Community Design Principles" for this funding program, they are widely acknowledged to promote growth that is economically sound, balanced, sustainable, and livable.

### **Community Design Principles**

1. Transportation Choices
2. Compact Development
3. Mixed Use Developments
4. Use of Existing Assets
5. Housing Diversity
6. Quality Building and Site Design
7. Environmental Conservation

A description and rationale for each of these principles, a list of findings for our region and elsewhere, and common barriers to smart growth are all included at the end of the Community Design section of these guidelines.

Examples of land development projects that already exist in our region and show the Community Design Principles at work are.<sup>3</sup>

- **Normandy Park**, a high-density senior apartment complex in Citrus Heights built on five and a half acres of previously blighted land on Madison near Sunrise, is a good example of how infill development can be used to provide affordable housing. Now landscaped into a garden-like setting with oak trees, Normandy Park offers attractive apartment homes for seniors over age 55. The rent is fixed and based on income. The project is near public transit and shopping.
- **The Fremont Building** at 16<sup>th</sup> and P Streets in Sacramento, is a design from gold rush history that is a modern mix of commercial and retail space. It offers the convenience of a nearby light rail station, a park across the street, and modern offices for lobbyists, trade associations and other professionals looking for an affordable alternative to high-rise buildings.
- **Placerville's Historic Downtown** is vibrant and thriving. Placerville has fought to maintain its city center and ambiance, and its historic buildings now house a variety of commercial and retail space. Specialty shops and great restaurants make downtown a destination for visitors and are available to the growing number of service businesses that have chosen to locate in the city's commercial center.

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<sup>3</sup>These are existing examples of the types of developments that the Community Design Program could support through funding of complementary infrastructure.

- **Beerman's Beerworks and Meat Market** now occupies a newly refurbished Victorian building in downtown Lincoln. Beerman's is a good example of how space can be reclaimed, even in a rapidly expanding city, and put to use in a manner that improves an area's economic vitality and sense of community.
- **Davis Commons**, a grassy "gateway" to Davis at 1<sup>st</sup> and E Streets, adds a sense of place to a once vacant site and joins with Aggie Village as a good example of mixed-use development. Tenants such as Borders Books, Papyrus, Jamba Juice, Ben & Jerry's and Fuzio Restaurant are easily accessible to area pedestrians and bicyclists. Aggie Village contains 54 units on four acres, 37 of which are single-family homes and the rest are "grad flats." The range of housing accommodates families as well as seniors and singles
- **Sierra Crossings**, located at 1700 Booth Road in Roseville, is a compact neighborhood of affordable three- and four-bedroom homes built on land within a previously developed area. This very livable development includes 53 middle-income and six low-income units that seamlessly blend with the neighborhood. Sierra Crossings is another example that shows how existing assets can enhance a community while providing a diversity of affordable and attractive housing.

There are other good examples of Community Design throughout the region, including downtown Marysville's enhancements that make it pedestrian-friendly, transformation of Colfax's historic railroad depot into a multi-modal transit facility, the renovated Auburn Promenade, the revitalization of Yuba City's town center, and others. These projects demonstrate that the Community Design Principles provide opportunities to build strong, livable communities by reclaiming existing assets and employing mixed-use development to meeting changing needs.

Many older downtown have some two-story buildings that used to have residences or offices on the second floor, have scattered vacant parcels or surface lots, or low-density structures that could be converted to two-story mixed projects. The economics of retail-residential mixed use projects are often challenging in today's market.

The City of Woodland's redevelopment area contains a good example of the type of project the Community Design program might fund. The City has prepared a neighborhood revitalization plan for a parcel adjacent to the downtown, a major employer, and a lower-income residential neighborhood. The Plan strives to meet several transportation-related objectives, including providing facilities and parking for both local and inter-city transit service, using a possibly relocated old railroad depot as a tourism oriented historical museum, and providing mixed-use housing near employers and downtown retailers. A range of transportation improvements might be eligible, including a transit facility, parking, sidewalks and street furniture, and an internal circulation system.

The light rail system is being expanded to serve south Sacramento, Rancho Cordova and the City of Folsom. In the future light rail or enhanced bus transit service will serve the Airport, West Sacramento, Davis, Elk Grove and other areas. Studies conducted through Regional Transit's Transit for Livable Communities program have itemized a variety of investments that could help stimulate development at these stations, including: sidewalks, pedestrian/bike paths, pedestrian bridges, parking lots and garages, and assistance for the residential component of mixed use projects. Land use plans for over 20 stations areas are being prepared, affecting approximately 5,000 acres of land. The types of investments that could beneficially promote transit-oriented

development around these stations have been estimated to cost several millions of dollars. For example, a mixed-use civic center, retail project and associated improvements and parking at the Mather Field/Mills station would require approximately \$1.7 million in assistance to construct at today's rents, and would then serve as a catalyst to increase the economic viability of transit oriented development projects on several surrounding parcels.

Additional examples of smart growth (or community design) projects can be found in the publication *Shining Places: Sacramento and National Examples of Smart Growth* (found on the web at [http://www.energy.ca.gov/places/SHINING\\_PLACES\\_WEB.PDF](http://www.energy.ca.gov/places/SHINING_PLACES_WEB.PDF)). A booklet on good examples of community design will be developed as part of the Community Design Program Application Packet.

## **Program Goals and Objectives**

### Goals

Community Design is a transportation funding program providing a means to:

- A. encourage patterns of land development in new areas, following Community Design Principles, that foster walking, biking and use of public transit instead of driving.
- B. improve walkability, bikability, and transit use in existing communities where there is the potential for infill and redevelopment that follows the Community Design Principles.
- C. improve a community's sense of identity and place as well as its quality of life through integrated transportation and land use development or redevelopment projects.

### Near-term program objectives

The following near-term objectives pertain to the first two years of the program, fiscal years 2003-04 and 2004-05.

1. Provide transportation infrastructure for specific land development projects that conform to the Community Design Principles.
2. Provide transportation infrastructure for areas with a plan or policies adopted by a policy board that conform to the Principles.
3. Provide transportation infrastructure for developed areas where the built environment already conforms to the Principles, but where key features such as sidewalks and bike lanes are missing.
4. Provide planning assistance to modify plans and development projects to follow the Principles.
5. Provide incentives for new land development or redevelopment proposals that, if it were not for the Community Design Program, would be built according to standard development practices or not built at all.
6. Provide leverage for other public and private funding or enhance another transportation project.

7. Provide prototype examples of Community Design Principles throughout the region in different land use settings, including urban, suburban, and rural.

The near-term objectives for this program will change through time as the region becomes familiar with the program, as we gain experience in implementing the program, as relevant information becomes available through SACOG's Blueprint Transportation and Land Use Study (to be completed by 2004), and as development practices and patterns change.

#### Future program objectives

SACOG envisions a broader array of objectives in future funding rounds, including public education on the strong link between land use and transportation, a housing incentive program, and an infrastructure bank loan program.

#### The first funding cycle

In fiscal years 2003-04 and 2004-05, the Board of Directors has approved \$12 million for the program:

- **\$9,000,000 or more for capital grants** to public agencies (with or without private or non-profit partners) for transportation infrastructure projects. These infrastructure projects must either (1) connect directly to a site, corridor, or neighborhood development or redevelopment project that incorporates Community Design Principles, or (2) supports a land use plan for development or redevelopment that incorporates the Principles, or (3) support an existing community that conforms to the Principles but lacks transportation infrastructure for alternative modes.
- **\$1,000,000 for planning grants** to local governments for updating local general plans, specific plans, other kinds of relevant plans, zoning ordinances, or other guidance documents to incorporate Principles.
- **\$500,000 for Quick Response Planning Grants** to government agencies for planning assistance. SACOG will contract with a number of pre-qualified planners and architects to provide on-going assistance that will be used to significantly improve specific development or redevelopment projects through incorporation of the Principles.
- **Up to \$1,500,000 capital grants linked to the Quick Response Planning Grants.** Reserved for capital projects associated with developments that have received the Quick Response Planning Grants.

#### Project Sponsorship

Public agencies,<sup>4</sup> either with or without partnership with land developers or community groups, are eligible to sponsor Community Design projects. Public/private collaborations are encouraged, and all proposals will be expected to include a community outreach component. Community groups and developers who may wish to apply for these funds with a public agency are encouraged to contact the agency early in the funding cycle process so that the scope of the project, costs, and other relevant information can be developed collaboratively.

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<sup>4</sup> Public agencies are those organizations qualified to enter into a Cooperative Agreement with the California Department of Transportation to receive and use Federal transportation funds.

### Funding Rounds

The SACOG Board of Directors has approved \$12 million for the first two years of this future funding (2003-04 and 2004-05). In the first call for projects scheduled for summer 2003, SACOG may choose to fund up to that amount, if there are a sufficient number of quality projects that meet the goals and objectives of the program. If not, another call for projects may be held in the summer of 2004.

### **Eligible Project Types**

Capital infrastructure directly connected to a land development project, land use plan, or in an existing "smart growth" community

Bicycle and pedestrian paths, tunnels, and bridges

On-street bike lanes

Pedestrian plazas

Pedestrian street crossings

Streetscaping such as median landscaping, street trees, lighting, and furniture

Traffic calming (but not interfering with public transit operations)

Transit buses and services that serve the site (operations limited to 3 years)

Transit stop amenities such as shelters, restrooms, and benches

Transit transfer centers

Shared parking systems and parking garages

Electric vehicle charging stations and other support infrastructure<sup>5</sup>

Intelligent Transportation Systems (ITS) associated with the site, such as smart parking or public transit real-time information signs

Outreach to the neighborhood and stakeholders

### Planning

Quick Response Planning Grants (Grants to local governments to improve specific development projects to conform to the Community Design Principles.)

Updates to general plans, specific plans, transportation plans, zoning codes, or other planning guidance, to conform them to the Community Design Principles.

### Capital Infrastructure linked to the Quick Response Planning Grants

Reserved for capital projects associated with developments that have received the planning grants.

### Other costs

Non-transportation projects could be paid for by a local public agency using its own funds, where the transportation funds are then used for an eligible purpose that is not associated with the project. Examples of non-transportation projects might be infrastructure such as sewers, or payment of traffic development impact fees.

Any other infrastructure projects that are eligible for federal transportation funds and that meet the program's goals.

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<sup>5</sup> Electric vehicles themselves, which are privately owned, can't be paid for with Federal funds.

## **Application Evaluation**

Applications for planning grants will be evaluated for their potential to meet the Community Design Principles in the plans, zoning ordinances, or guidance documents that are proposed. The same criteria will be used for evaluating applications for Quick Response Planning Grants.

The evaluation of capital infrastructure applications will take into account how well a project or plan meets the goals of the program using two methods -- how well it matches the examples of desired land development profiles in the attached matrix, and how it meets two transportation performance standards. These two non-prescriptive approaches offer the applicant two different methods to demonstrate that a proposal meets the goals of the program. Applicants may, however, choose to make their case based on elements of both approaches. Not meeting a particular standard or profile will not automatically disqualify a project, although SACOG reserves the right not to award any Community design funding if there are an insufficient number of high quality applications. The two methods of evaluation are intended to give project applicants specific ideas of what is desired by SACOG with this incentive program and yet provide flexibility in meeting the program's goals.

If a project sponsor would like to make a case for their project using other methods besides Methods 1 and 2, these will be considered as well.

Both evaluation methods use the following land-use categories for project evaluation:

1. **The Sacramento Central Business District (CBD)**  
Defined as the area bounded by 15th/16th Streets, U.S. 50 (the W-X Freeway), the Sacramento River, and the American River. (A map will be provided for applicants).
2. **Urban Activity Center or Commercial Corridor:**
  - Areas within 1/4 mile of current or planned light rail, commuter rail, or bus rapid transit stations; or
  - Areas around major regional employment centers; or
  - Vacant infill sites; or
  - Re-use/redevelopment on sites with existing structures.
  - Examples -- areas around current or planned light rail stations, and major regional employment centers in Sacramento, Roseville, Folsom, Rancho Cordova and Davis (U.C. Davis).
3. **Town/Village Activity Center or Commercial Corridor:**
  - Areas around existing or planned bus or commuter rail stations; or
  - The main business district of any city in the region (except those in 1 and 2); or
  - Community activity centers; or
  - Vacant infill sites; or
  - Re-use/redevelopment on sites with existing structures.
  - Examples -- areas around existing or planned bus or commuter rail stations, the main business districts in communities such as Rocklin, Woodland, Carmichael or South Sacramento, neighborhood retail centers or corridors.

4. **Neighborhood-Scale Development:**

- Primarily residential, in greenfield or interior; and
- Will be built with a defined community activity and business center, and
- There is existing transit service or a commitment to it, or there is a transit park-and-ride lot, or non-motorized linkages to areas outside the project.
- Examples -- a 500-acre vacant site in South Sacramento, a 3,000-acre site in any of the six counties or any phase or portion of a larger project.

**Evaluation Method 1: Use the PLACE<sup>3</sup>S model<sup>6</sup> to show how well the project's projected results meet these performance-based standards**

1. The land development or redevelopment project or plan results in a least a 10-20% decrease in auto vehicle-miles-traveled (VMT) per capita to and from the area, compared to standard development for that area.
2. The land development or redevelopment project or plan results in a total non-auto travel mode share of
  - 35-60% for the Sacramento Central Business District
  - 20-40% for an urban activity center or corridor
  - 15-30% for a town/village activity center or corridor

**Evaluation Method 2: Use the Examples of Desired Land Development Profiles Matrix to show how well the land development or redevelopment project or plan can match these profiles. See attached matrix.**

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<sup>6</sup> The PLACE<sup>3</sup>S model is a public domain, geographic information system (GIS) software model that will be made available on the SACOG website.

**COMMUNITY DESIGN PROGRAM  
DESIRED OUTCOMES FOR LAND DEVELOPMENTS AND REDEVELOPMENTS**

In evaluating a land development project or plan for the Community Design Program, SACOG will be looking for characteristics such as those shown in this matrix. These are not prescriptive, but shown as examples of what is desired.

	LAND USE CATEGORIES			
COMMUNITY DESIGN PRINCIPLES	1. Regional CBD	2. Urban Activity Center or Commercial Corridor	3. Town/Village Activity Center or Commercial Corridor	4. Neighborhood-Scale Development
<b>Transportation Choices</b>	<ul style="list-style-type: none"> <li>Maximum block size of 360 feet, or 1-1/2 acres</li> <li>Maximum parking (less preferred) is 1.25 spaces/residential unit, 3.5 spaces/1000 square feet retail and office</li> <li>Pedestrian and transit connectivity standards, both internal and external to the project</li> </ul>	<ul style="list-style-type: none"> <li>Maximum block size of 360 feet, or 1-1/2 acres</li> <li>Maximum parking (less preferred) is 1.25 spaces/residential unit, 3.5 spaces/1000 square feet retail and office</li> <li>Pedestrian and transit connectivity standards, both internal and external to the project</li> <li>Community shuttle transit service, with transfer to regional service</li> </ul>	<ul style="list-style-type: none"> <li>Maximum block size of 360 feet, or 1-1/2 acres</li> <li>Maximum parking (less preferred) is 1.25 spaces/residential unit, 3.5 spaces/1000 square feet retail and office</li> <li>Pedestrian and transit connectivity standards, both internal and external to the project</li> <li>A transfer point for regional transit connections</li> </ul>	<ul style="list-style-type: none"> <li>Neighborhood-serving retail center with strong pedestrian and bicycle connections to the development and adjacent neighborhoods</li> <li>80% of residences are within 880 feet of a park, open space, or agricultural land</li> <li>Predominantly grid street pattern</li> <li>Maximum parking (less preferred) is 1.5 spaces/residential unit, 4 spaces/1000 square feet retail and office</li> <li>Street connectivity to adjacent areas (i.e., limited cul-de-sacs, no gated communities)</li> <li>Right-of-way is designed using multi-modal "skinny street" principles</li> <li>Identified stops and a good local circulation system for public transit</li> <li>Sidewalks and bike routes provided throughout the development, with passages connecting cul-de-sacs and non-connecting streets</li> </ul>
<b>Compact Development</b>	<ul style="list-style-type: none"> <li>3.0 minimum floor area ratio (FAR)</li> </ul>	<ul style="list-style-type: none"> <li>0.75 minimum FAR</li> <li>At least 50% of the parking is in a shared parking system and/or not surface, or the shared/not surface parking exceeds local standards</li> </ul>	<ul style="list-style-type: none"> <li>0.5 minimum FAR</li> </ul>	<ul style="list-style-type: none"> <li>minimum net residential density of 12 dwelling units/net acre*</li> <li>minimum 0.5 FAR for non-residential uses</li> <li>Within 1/4 mile of transit stops, minimum residential densities of 15 units/net acre and minimum non-residential FAR of 0.5</li> </ul>
<b>Mixed-Use Developments</b>	<ul style="list-style-type: none"> <li>Minimum of 50% of the developed space is for housing, and in vertical mixed-use projects, the ground floor is predominantly retail use</li> </ul>	<ul style="list-style-type: none"> <li>Minimum 50% of the developed space is for housing, and in vertical mixed use projects, the ground floor is predominantly non-residential use (retail encouraged, or at least nearby)</li> </ul>	<ul style="list-style-type: none"> <li>Minimum 50% of the developed space is for housing, and in vertical mixed use projects, the ground floor is predominantly retail use</li> </ul>	<ul style="list-style-type: none"> <li>Minimum 50% of the developed space is for housing, and in vertical mixed use projects, the ground floor is predominantly retail use</li> </ul>
<b>Use of Existing Assets</b>	<ul style="list-style-type: none"> <li>Reuse of older buildings</li> <li>At least 50% of the parking is in a shared parking system and/or not surface parking</li> <li>Joint use of schools, community buildings, or parks</li> <li>A fixed-route public transit system</li> <li>Presence of natural areas, rivers, and open space systems</li> </ul>	<ul style="list-style-type: none"> <li>Reuse of older buildings</li> <li>At least 50% of the parking is in a shared parking system and/or not surface parking</li> <li>Joint use of schools, community buildings, or parks</li> <li>A fixed-route public transit system</li> <li>Presence of natural areas, rivers, and open space systems</li> </ul>	<ul style="list-style-type: none"> <li>Reuse of older buildings</li> <li>At least 50% of the parking is in a shared parking system and/or not surface parking</li> <li>Joint use of schools, community buildings, or parks</li> <li>A fixed-route transit system</li> <li>Presence of natural areas, rivers, and open space systems</li> </ul>	<ul style="list-style-type: none"> <li>In commercial areas, at least 50% of the parking is in a shared parking system and/or not surface parking</li> <li>Joint use of schools, community buildings, or parks</li> <li>A fixed-route public transit system</li> <li>Presence of natural areas, rivers, and open space systems</li> </ul>
<b>Housing Diversity</b>	<ul style="list-style-type: none"> <li>More than 10% of the residential units are affordable to very low, low, or moderate income individuals</li> </ul>	<ul style="list-style-type: none"> <li>More than 10% of the residential units are affordable to very low, low, or moderate income individuals</li> </ul>	<ul style="list-style-type: none"> <li>More than 10% of the residential units are affordable to very low, low, or moderate income individuals</li> </ul>	<ul style="list-style-type: none"> <li>More than 10% of the residential units are affordable to very low, low, or moderate income individuals</li> </ul>
<b>Site Design</b>	<ul style="list-style-type: none"> <li>building orientation to the sidewalk, not parking lot</li> <li>resource-efficient landscaping</li> </ul>	<ul style="list-style-type: none"> <li>Building orientation to the sidewalk, not parking lot</li> <li>Resource efficient landscaping</li> </ul>	<ul style="list-style-type: none"> <li>Building orientation to the sidewalk, not parking lot</li> <li>Resource efficient landscaping</li> </ul>	<ul style="list-style-type: none"> <li>Garages are in the back, or comprise no more than 50% of the front face of the house</li> <li>Front set back is no greater than 10-20 feet</li> <li>Resource efficient landscaping</li> </ul>
<b>Environmental Conservation</b>	<ul style="list-style-type: none"> <li>Project is not located on prime or unique agricultural soils and has no or minimal impact on natural resources such as oak woodlands, vernal pools or wetlands, etc.</li> <li>Use of green building techniques</li> </ul>	<ul style="list-style-type: none"> <li>Project is not located on prime or unique agricultural soils and has no or minimal impact on natural resources such as oak woodland, vernal pools or wetlands, etc.</li> <li>Use of green building techniques.</li> </ul>	<ul style="list-style-type: none"> <li>Project is not located on prime or unique agricultural soils and has no or minimal impact on natural resources such as oak woodlands, vernal pools or wetlands, etc.</li> <li>Use of green building techniques</li> </ul>	<ul style="list-style-type: none"> <li>Project is not located on prime or unique agricultural soils and has no or minimal impact on natural resources such as oak woodlands, vernal pools or wetlands, etc.</li> <li>Use of green building techniques</li> </ul>

\* Net acres exclude open space, set asides, streets, and commercial areas

**Other Considerations.** SACOG will consider additional factors in the evaluation of proposals, such as the potential of the project to stimulate economic development, contribute to affordable housing goals, foster regional collaboration, or encourage the use of pollution-free vehicles such as neighborhood electric vehicles.

SACOG will also consider the strength of a project applicant's commitment to the Community Design Principles, whether it be through a particular development proposal, a plan, or adopted policies.

### **Project Implementation**

Successful applicants for Community Design capital infrastructure projects will be required not only to meet all federal funding requirements, but to negotiate a coordinated phasing plan with SACOG that shows funding and construction timelines for the federally-funded project and the developer-funded project, if there is one. If the developer project is not built, the public infrastructure funds will revert to the SACOG Community Design Program unless SACOG determines that the infrastructure project should go forward.

### **Community Design Principles: Descriptions, Rationale and Findings**

1. **Transportation Choices:** Over-dependence on single-occupant automobile travel can be discouraged by providing a diversity of transportation alternatives such as ridesharing, public transit, bicycling and walking, in both residential and employment areas. With community design, more trips can be made locally, and more of those trips can be made by walking, biking, and shuttles. Inclusion of parks and open space in developments encourages non-auto travel. Streets can be designed to include, for example, dedicated lanes for bicycles or special lanes for bus rapid transit.

#### Findings:

- Transportation models show that even with an extensive carpool lane network on freeways and a great increase in public transit over the next 50 years, given existing land development trends, most people will choose to drive alone for most trips, and this pattern will change very little over time. Increases in congestion on freeway and arterials, with more time spent traveling for most people, will result.
  - The amount of driving is largely dependent on policy-related variables of residential density, transit access, and pedestrian and bicycle-friendliness.<sup>7</sup>
  - Urban areas around the world have reduced driving and increased accessibility through a variety of smart growth policies.
2. **Compact Development:** In urbanized areas of all sizes and types, developments can be built with higher than normal floor-area ratios (FARs) that use space efficiently and aesthetically. This more compact development will facilitate walking, biking, or taking public transit to meet everyday travel needs.

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<sup>7</sup> John Holtzclaw, Robert Clear, Hank Dittmar, David Goldstein and Peter Haas, "Location Efficiency: Neighborhood and Socio-Economic Characteristics Determine Auto Ownership and Use -- Studies in Chicago, Los Angeles, and San Francisco, *Transportation Planning and Technology*, 2002, Vol. 25.

Findings:

- Currently, residential density in this region (which includes large rural lots) is around 2.3 dwelling units per acre, with new growth through 2050 projected at a slightly higher 2.5 dwelling units per acre if current trends continue, with very little transit-oriented or high-density development.
- Compact development that is strategically located near community centers, transit centers, and job areas leads to the greatest gains in biking, walking, and transit use. For instance, transit-oriented development plans around light rail stops in Sacramento can be expected to yield at least a 19% reduction in vehicle-miles-traveled/capita (or VMT/capita) compared to current conditions. This is based on studies indicating that VMT/capita is affected by development density, land use mix and design, and transit accessibility.
- Public transit in many instances won't be cost-effective if present trends continue, even if the transit system is greatly expanded, partially due to the dispersed development pattern that is expected. With residential densities less than 10 units per acre, transit service typically requires an operating cost subsidy of over 50%.
- People living in more sprawling regions tend to drive greater distances, own more cars, breathe more polluted air, face a greater risk of traffic fatalities and walk and use transit less.<sup>8</sup>

3. Mixed Use Developments: Developments that include a combination of uses -- residential, commercial, office and perhaps light industry -- either in a vertical arrangement (mixed in one building) or horizontal (with a combination of uses in close proximity) are referred to as mixed use. These types of projects function as local activity centers, contributing to a sense of community, where people tend to walk or bike to destinations and interact more with each other. Separated land uses, on the other hand, lead to the need to travel more by auto because of distance. Mixed land uses can occur at many scales. Examples include: a housing project located near an employment center, a small shopping center located within a residential neighborhood, and a building with ground floor retail and apartments or condominiums on the upper floor(s).

Findings:

- The ratio of jobs to workforce housing varies in the six counties of the region, with El Dorado County the high end (1.52), and Sutter County at the low end at (.85).
- Mixed use developments support higher levels of transit ridership if located within walking distance of a transit station.
- In general, a mixed-use development will generate fewer trips than a project of the same square footage devoted to a single purpose. For example, using standard traffic generation figures, a 100,000-sq. ft. office development would produce 1,230 daily vehicle trips, many during the peak period. However, if the project space was divided as -- 25% office, 25% research and development, 40% apartments and 10% shops -- daily trips would decrease to 1,000 (18.7% less) and would be spread more evenly throughout the day.<sup>9</sup>
- Some good examples of mixed-use workforce housing are occurring, such as Aggie Village in Davis and the new housing project planned by UC Davis for faculty, staff and students. Vertical mixed-use projects are rare, although a few examples in

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<sup>8</sup> Reid Ewing, Rolf Pendall, and Don Chen, *Measuring Sprawl and Its Impact*, Smart Growth America.

<sup>9</sup> Robert Cervero, "Land-Use Mixing and Suburban Mobility," *Transportation Quarterly*, July 1988.

Midtown Sacramento are starting to be built.

- The availability of convenience services, mix of land use, accessibility of services, areas perceived as safe, and an aesthetically pleasing environment can increase transit use by up to 16%.<sup>10</sup>

4. Use of Existing Assets: In urbanized areas, development on infill or vacant lands, intensification of the use of underutilized parcels (for example, more development on the site of a low density retail strip shopping center), or redevelopment can make better use of existing public infrastructure. This can also include rehabilitation and reuse of historic buildings, denser clustering of buildings in suburban office parks, and joint use of existing public facilities such as schools and parking garages. Parking garages can be shared by retail, office, and housing. Mixed use and compact development in the vicinity of public transit stations and stops (transit-oriented development, or TOD) can boost transit ridership and reduce driving.

Findings:

- If half of the excess industrial and retail land capacity through 2050 were converted to townhouses or apartments, the projected shortfall in rental housing would disappear.

5. Housing Diversity: A variety of different housing types for families with and without children, singles, seniors and people of special needs, will allow people to choose what fits their needs, desires and incomes. Affordable housing (for very low, low, and moderate-income people), either market rate or regulated, is often not adequate to the need and becomes a real issue in areas where people work but cannot afford to live, causing them to have to travel long distances to work.

Findings:

- In the late 1990's our region added only one dwelling unit for every three new jobs; if that trend continues we will be short over 500,000 dwelling units by 2050.
- For the past 2-3 years our region is building housing that matches job growth, but it is not always located in the optimum place or necessarily the right type of housing to match the demographic characteristics of the entire population.
- We are developing a multi-centered employment pattern in this region, with a growing imbalance of workforce housing in some employment areas.
- Today, many workers cannot afford rental housing in our region and single family home ownership affordability is decreasing. Affordable town homes and row houses are now less than 1% of the units being built.
- Seniors, families without children and singles are becoming a larger proportion of our region's population, as is the need to offer housing choices that match their lifestyles. By 2050, families with children will have decreased from 34% of all households to 22% of all households and those 65 and older will have increased from 19% of the population to 34% of the population. Projections show that there will be a 135,000 unit rental unit housing shortage by 2050 if present trends continue.
- Long-term demographic forecasts, market studies for downtown Sacramento housing, market studies around the country, and the experience of selected local development projects indicate that there is more short and long-term demand than supply for housing

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<sup>10</sup> Cambridge Systematics, "The Effects of Land Use and Travel Demand Management Strategies on Commuting Behavior," November 1994.

products that meet community design principles (e.g. townhomes and rowhouses, mixed use, and housing near transit).

6. Quality Building and Site Design: The details of a land use development -- such as the orientation of buildings with relation to the street, setbacks, facades, placement of garages, sidewalks, landscaping, and the aesthetics of building design -- are all factors that can influence the attractiveness of living in a compact development and the ease of using alternative modes of transportation such as walking and biking. Higher densities can be more acceptable with design that reduces the sense of anonymity, sameness and lack of a sense of place. How a development is designed, for instance with outdoor activity spaces and high quality design in the "public realm", is an important factor in creating a sense of community.

Findings:

- Studies show that the acceptability of higher building densities can be increased by such treatments as varying building heights, rooflines, materials, and textures, or adding rear-lot, in-law units.<sup>11</sup>
- Good examples are found in some of our older neighborhoods such as Midtown Sacramento or revitalized main streets around the region, and in new developments such as Metro Place in West Sacramento, Aggie Village in Davis, the West Sacramento Civic Center, and 10th & T in Sacramento.

7. Environmental Conservation: This principle includes public use open space attached to development projects (such as parks and greenbelts), wildlife and plant habitat preservation, agricultural preservation and promotion of environment-friendly practices such as energy efficient design, water conservation and stormwater management, and shade trees to reduce the ground temperatures in the summer. In addition to conserving resources and protecting species, this principle improves overall quality of life by providing places for people who live in compact developments to go to enjoy the outdoors. Walking and bicycling are more likely to be the mode of transportation in public-use open space areas.

Findings:

- A new study in the journal *Nature* concludes that the average household is shrinking -- a worldwide trend that is fueling an international housing boom, which threatens the survival of plants and animals in dozens of countries including the United States.<sup>12</sup>
- Conversion of agricultural land and other open space to urbanized uses is a tradeoff between the goal to preserve valuable agricultural and open space resources and our goal to accommodate regional growth.
- If development in the Sacramento region continues on its current trendline (without many of the conservation measures that are underway today), by 2050 approximately 68,000 acres of prime and unique farmlands (10% of the resource) will be converted to urban uses, 5,500 acres of oak woodlands, (21% of the resource) will be affected, and 46,000 acres of vernal pools and wetlands, (43% of the resource) will be affected.
- Reducing building energy demand through more compact development will reduce air pollutant emissions from electric power plants and natural gas equipment in homes.

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<sup>11</sup> R. Cervero and P. Bosselman, "An Evaluation of the Market Potential for Transit-Oriented Development Using Simulation Techniques." *Journal of Architecture and Planning Research*, Vol. 15, No. 3, 1998.

<sup>12</sup> Nature Online, January 12, 2003

- Landscape water use can be reduced by 20-75% by employing a variety of water conservation techniques. A study of condominium and townhouse complexes in Marin County found that traditional landscaping used from 126-216 gallons per dwelling unit per day. Water conserving landscapes at similar complexes used 54% less water for irrigation and 44% less fuel for mowing lawns and hauling landscape clippings.<sup>13</sup>

### **Barriers to Community Design**

There are significant barriers to developing land in a different way than usual, and the Community Design Program is designed to reduce some of these barriers, by using awards of transportation infrastructure funding as an incentive. The barriers that this program intends to reduce, at least in the first round of funding, are

- infrastructure costs
- traffic and parking concerns
- need for multiple funding sources
- lack of demonstrated local examples of projects that follow the principles
- specific plans, zoning codes, standards and guidelines that do not support community design principles

Other barriers that could likely be influenced by successful examples of Community Design projects are

- lack of expertise and information within the local development community
- specialization within the development and lending industry (e.g. only familiar with segregated use rather than mixed use development)
- market uncertainty
- reluctant lenders
- neighborhood opposition
- brownfields cleanup costs
- difficulty of assembling multiple parcels of land

SACOG, through its Blueprint Transportation and Land Use Study, will work with local governments to improve the acceptance of alternative community designs and reduce or eliminate public sector barriers. Some of these barriers are

- permitting processes that present obstacles for non-standard developments
- development approvals that are complex and lengthy

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<sup>13</sup> California Energy Commission, *Energy Aware Planning Guide*, 1993.

**APPENDIX A.**  
**GOALS OF THE METROPOLITAN TRANSPORTATION PLAN FOR 2025**  
*Plan adopted by the SACOG Board of Directors in July 2002*

1. Overarching Goal: Quality of Life: Develop a fully integrated, multi-modal transportation system to serve as a catalyst to enhance the quality of life enjoyed by the current and future residents of the Sacramento region.
2. Access and Mobility: Improve access to goods, jobs, services, housing, and other destinations; provide mobility for people and goods throughout the region, in a safe, affordable, efficient and convenient manner.
3. Air Quality: Develop a transportation system and related strategies that contribute to achieving healthy air in the region.
4. Travel Choices: Provide affordable, convenient, safe, and integrated travel choices.
5. Economic Vitality: Enhance the economic vitality of our region by efficiently and effectively connecting people to jobs, goods, and services, and by moving goods within our region and beyond with an integrated multi-modal freight system.
6. Equity: pursue a transportation system that addresses the needs of all people in all parts of the region and assure that impacts of transportation projects don't adversely affect particular communities disproportionately.
7. Transportation and Land Use: Influence land use policies to improve access to jobs, services and housing to everyone in the region by using market forces and the regulatory process.
8. Funding and Revenue: In order to adequately fund the Plan, develop appropriate, innovative, equitable, and stable funding sources (both short- and long-term) and identify cost-reduction measures.
9. Health and Safety: Improve the health of our residents by developing systems that would encourage walking and biking, and improve the safety and security of people on all modes in all areas.
10. Environmental Sustainability: Develop the transportation system to promote and enhance environmental quality for present and future generations.

**APPENDIX B.**  
**SCHEDULE FOR THE COMMUNITY DESIGN FUNDING PROGRAM**

Nov 2002-Apr 2003	SACOG staff and the Community Design Subcommittee (of the Planner's Committee) develop draft guidelines for the program.
Mar-Apr 2003	SACOG staff meets with focus groups on the draft guidelines and sends out a survey to Urban Land Institute members.
Mar-Sep 2003	SACOG staff presents the Community Design Program at Blueprint Transportation-Land use community workshops held around the region.
Apr-May 2003	The subcommittees meet as a larger combined subcommittee to review and refine the guidelines.
May 2003	SACOG's Transportation and Air Quality Committee, the Housing and Land Use Committee and the Board of Directors release the draft guidelines for public and agency review.
May 15-Jun 20, 2003	Public and agency review of the draft guidelines including a public hearing at the June Board meeting.
Jul-Aug, 2003	Staff and committees further refine the guidelines.
Sep 2003	The SACOG Board Committees and Board consider approval of final guidelines for the Community Design Program and the other three funding programs.
Sep-Dec 2003	SACOG issues a call for projects for the Community Design Program and holds workshops with prospective applicants. The schedule, process, and application materials are widely distributed and publicized.
Jan 2004	Community Design project proposals are due to SACOG.
Feb 2004	SACOG committees select Community Design projects to recommend for funding to the Board of Directors.
Mar 2004	The SACOG Board approves the Community Design grants and amends the <i>Metropolitan Transportation Improvement Program</i> (MTIP) to include them.

**APPENDIX C.**  
**THE APPLICATION AND FUNDING PROCESS**  
**IN PLACER AND EL DORADO COUNTIES**

The process of applying for and receiving grants through SACOG's Community Design program will operate somewhat differently in Placer and El Dorado Counties due to Memoranda of Understanding (MOUs) between the Placer County Transportation Planning Agency (PCTPA) and SACOG and the El Dorado County Transportation Commission (EDCTC) and SACOG. SACOG serves as the federally-designated Metropolitan Planning Organization for six counties, including El Dorado and Placer, giving it the responsibility for programming local assistance projects into the Federal Transportation Improvement Program (MTIP). However under State law, PCTPA and EDCTC approve the projects to be programmed. The MOUs each establish that PCTPA and EDCTC may chose the projects for a "fair and equitable share" of Federal Congestion Management and Air Quality (CMAQ) and Surface Transportation Program (STP) funds, for inclusion into the MTIP.

Since CMAQ funding will be a primary source for this funding program, PCTPA and EDCTC will receive project nominations from public agencies before SACOG does, approve and then forward those nominations they want considered for the regional program. SACOG will then evaluate those nominations in a regionwide context and program accordingly. If SACOG does not accept a particular nomination, PCTPA or EDCTC may elect to choose it for funding in any case.

Any projects approved by PCTPA and EDCTC and programmed by SACOG become part of the local assistance program for Placer and El Dorado Counties respectively. PCTPA and EDCTC should select their projects in context with other local assistance projects, and SACOG will ensure that Placer and El Dorado Counties receive the right mix of federal funds to carry out their programs.

Should PCTPA and EDCTC choose to nominate projects for the Community Design Program and those projects are chosen for funding by SACOG, it is possible that in one funding round PCTPA or EDCTC will receive more than a "fair and equitable share" of CMAQ funds. It is expected that equity of CMAQ distribution will be then be achieved in later rounds of funding.

## **APPENDIX D. FEDERAL FUNDING REQUIREMENTS**

The following federal funding requirements are derived from the State's Transportation Enhancement Activities (STE) funding program guidelines. Items "a" and "b" apply only to STE funds, but "c" through "l" apply to all federal funds, including STE. The SACOG Community Design Program can be funded from any of the types of federal funds that SACOG receives.

- a. Direct relationship to the transportation system: STE projects must be directly related to the surface transportation system. This relationship may be one of function, proximity or impact. For example, a bikeway or historic rail station still in service is a functional component of the transportation system; landscaping or restoration of a historic site alongside the highway can be related by proximity (the proximity relationship will not be eligible if tenuous or contrived); and archaeology planning or water pollution control alongside an existing highway affect the impact of the transportation system or the environment.
- b. Over and above normal work: Enhancement funds must build projects that would be over and above normal transportation work. STE projects cannot be used for mitigation specified in environmental documents, permit requirements from federal, state or local agencies for other transportation work, maintenance activities such as repaving bike lanes or repainting historic buildings on a normal life cycle schedule, and other requirements such as retrofit of drainage facilities to meet current clean water standards or retrofit of existing sidewalks for compliance with requirements of the Americans with Disabilities Act.
- c. Public benefit and access: STE projects use public funds, must provide benefit to the general public, and generally must provide for public access, except in certain cases where access might be inappropriate, such as wildlife corridors or water pollution control facilities. Improvements to private property and commercial tenant facilities are not eligible.
- d. Right of way acquisition: Any property needed for right of way for STE projects must be acquired from willing sellers, since a finding of public necessity for eminent domain cannot be made for work "over and above normal work." Whenever federal funds are used in any phase of a project, acquisition of real property for the project becomes subject to the provisions of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended, no matter if carried out by federal, state or local agencies or by private parties. Properties to be acquired must be appraised, and an offer made to purchase at full-appraised value, although the sale may be completed for an option value or another value different from appraised value by mutual agreement. Any tenants displaced because of the project are entitled to relocation assistance benefits under the Act (funded within the project), but willing sellers are not. Improvements for tenant or commercial activities such as snack bars or retail businesses are not eligible.
- e. Historic restoration: Projects funded with federal transportation funds must comply with Section 106 of the National Historic Preservation Act, pertaining to evaluation and preservation of historic and archaeological resources. For historic property projects, all restoration work must be done in compliance with the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation, the Secretary of the Interior's Standards for Treatment of Historic Properties, or the State Historic Building Code. Work must be managed under the direction of professionals meeting the standards published in the

Code of Federal Regulations, 36 CFR, Part 61, which define minimum education and experience required to perform eligible historic preservation activities; in some cases, additional areas or levels of expertise may be needed depending on the complexity of the task and the nature of the historic properties involved. Rehabilitation work to return a property to a state that allows contemporary use while preserving the significant historic features of that property will usually be eligible. Preservation work to repair deferred maintenance that should have been done, as a condition of a prior historic preservation agreement is not eligible. Construction of replicas of historic structures or buildings is not eligible. Work related to Native American archaeological sites typically requires extra consultation with interested tribes, may require that Native Americans control the disposition of certain artifacts, and may require artifact displays to show alternative interpretations.

- f. Environmental studies and review: All STE projects are subject to the requirements of both the National Environmental Policy Act (NEPA) of 1969 and the California Environmental Quality Act (CEQA) of 1970. For NEPA, the project sponsor must make a good faith effort to study, assess and disclose environmental impacts that could be expected from the project and consult with interested federal agencies; and for CEQA, the project must mitigate any significant adverse impacts to the extent feasible. Experienced agencies can meet both the federal and state environmental requirements using a single joint process. The level of effort varies by the type of project, the amount of impacts and the degree of public controversy. While some projects may be able to use a Categorical Exemption/Categorical Exclusion, and most others will require no more than a Finding of No Significant Impact/Negative Declaration (which may include mitigation of impacts), a few STE projects will require a full Environmental Impact Statement/Environmental Impact Report, particularly those where significant public controversy arises, with all of the required agency consultation and public reviews.
- g. Parks: Since STE projects must have a direct relationship to transportation, park improvements such as park benches, park landscaping and recreational trails are not eligible, although the same scope of project might be eligible in a streetscape setting. STE projects that may provide an ancillary recreational experience or may be located on parkland can be eligible as bicycle or pedestrian facilities if the projects also provide through access from one point to another. Section 4(f) of the Department of Transportation Act of 1966 applies to projects funded with federal enhancement funds, even though it is an odd fit with the enhancements program; it prohibits building a project on land in a publicly owned park, recreation area, wildlife or waterfowl refuge, or significant historic site unless the applicant can demonstrate that there is no prudent and feasible alternative to the use of park property, and can minimize damage to the park property from the transportation use. The state expects Section 4(f) should be waived for most enhancements projects, but does not have the power to ensure this.
- h. Permits: Depending on the nature of the project, STE projects may require permits or clearance from a wide range of federal and state agencies with environmental responsibilities, covering at least water quality, floodplain encroachment, wetlands protection, endangered species (both federal and state listed) and habitat protection, and historic or archaeological resources. In particular, wetlands protection and floodplain encroachment require a no-practicable-alternative finding. The list of interested agencies usually includes, but is not limited to, the U.S. Army Corps of Engineers, the U.S. Fish &

Wildlife Service (or National Marine Fisheries Service), California Department of Fish & Game, California Coastal Commission, State Historic Preservation Office, and Advisory Council on Historic preservation. The most common applicable federal legal requirements can be found in:

Section 404 of the Clean Water Act of 1977,  
Executive order 11990, "protection of Wetlands," May 24, 1977,  
Executive Order 11991, "Floodplain Management," May 24, 1977,  
Section 7 of the Endangered Species Act of 1973, and  
Section 106 of the National Historic Act of 1966.

Many STE projects will end up involving no permits, but that must be determined project-by-project through studies and consultation.

- i. Transportation project requirements: STE projects are transportation projects and, thus, must meet any applicable federal or state standards for transportation projects. For example, bicycle facilities generally must meet federal and state standards for width, grade and signing; state highway landscaping must comply with state landscaping policies on Nation Highway System routes; and removal of nonconforming billboards must follow federal and state procedures, including local ordinances to control subsequent outdoor advertising in the area. Projects sharing or crossing railroad rights of way must have railroad agreements, which can be time-consuming to negotiate and get approved. Walkways and buildings must include handicapped access (Americans with Disabilities Act (ADA)). Agencies unfamiliar with the requirements and costs of constructing to the design standards required for federal-aid projects should consult in advance with their Caltrans District Local Assistance Engineer.
- j. Other federal contract requirements: STE projects use federal funds and so must comply with various federal contracting requirements, which apply if consultants are to be used for environmental or design studies, to right of way activities (including utility work) done under contract, and for the project construction contract. The most ubiquitous of these requirements include competitive bidding, pre-award audits, minority business participation (DBE/WBE), and prevailing wage rates (Davis-Bacon Act).
- k. Regional Transportation Plan, Federal TIP and air quality conformity. All projects using federal transportation funds must be consistent with the regional transportation plan covering that area; if the plan is not specific enough to list every small project, the project must be consistent with the general policy direction and priorities of the plan and not inconsistent with any of its provisions. All projects using federal transportation funds must also be added to the Federal Transportation Improvement Program (TIP), a document describing the slate of projects approved for federal funding by the Federal Highway Administration (FHWA). In urban areas, the designated metropolitan planning organization is responsible for drawing up the regional transportation plan and Federal TIP, and amending it when necessary; in rural counties, Caltrans has that responsibility. The agency responsible for the Federal TIP must also assess the air quality implications of the whole slate of projects and make a finding that total pollutant emissions from all projects collectively do not exceed federal clean air standards; that finding must be reassessed each time a Federal TIP is amended, which can be an arduous process in areas far out of compliance with the clean air standards. While STE projects by themselves rarely would have any significant effect on air quality, Federal TIP amendments often contain a package

of projects, including some highway projects that will force a time-consuming re-evaluation of clean air impacts. In the end, FHWA must approve the Federal TIP (and any amendments), and the U.S. Environmental Protection Agency (EPA) must approve the findings of air quality conformity before funds can be released for the project. Some regions reserve enhancement funds in a lump sum and, thus, can avoid the need to amend their Federal TIP each time projects are selected; others have not done this.

1. Maintenance Agreement: The project applicant must guarantee that the STE project will be maintained for the normal project life cycle, by the sponsoring agency or via contract with a third party, as a condition of receiving federal enhancement funds. The Caltrans' master agreement typically will hold the applicant liable up to the amount of federal funding if maintenance is not kept up. The project applicant should understand that the use of federal enhancement funds for a project brings all of these federal and state requirements that may apply to bear on the entire project, not necessarily just the part funded by enhancement funds (unless the project consists of distinct and separable phases done as separate projects by separate contracts). The project applicant should build into the project application enough funding to deal with these many requirements and build into the project schedule enough time to carry out the work, most of which must be completed before project construction can be started.

**APPENDIX E.**  
**PROJECT SELECTION PROCESS**

For the Community Design Program, SACOG will only accept project applications that have been reviewed, approved, and forwarded by countywide transportation agencies.

Steps in the Process

1. SACOG receives project applications for the Community Design Program by January, 2004.
2. SACOG staff reviews the applications and screens them for eligibility. Ineligible applications are discarded, based on ineligibility for federal funds, lack of funding of the appropriate type, or on the program guidelines.
3. SACOG staff forwards the applications to the Community Design Working Group (see below for the composition of this group).
4. The Working Group scores and ranks the applications, but doesn't discard any applications. Working Group members will not vote on applications from their own organizations.
5. SACOG staff reviews the ranking recommendations of the working groups (as well from the working groups for the Air Quality, TDM, and Bicycle/Pedestrian programs) and makes its own ranking recommendations. These staff recommendations will take into consideration the availability and requirements of appropriate funding sources and will balance the ranking of projects based on geographic location. These ranking recommendations will then be communicated back to the working groups.
6. The SACOG staff recommendations on all four funding programs are discussed by the Project Selection Advisory Committee (see below for the composition of this committee).
7. The Project Selection Advisory Committee makes recommendations that are provided as information to the Regional Planning Partnership and then are made to the SACOG Board of Directors. If the Project Selection Advisory Committee recommendations are different from the SACOG staff recommendations, then both sets of recommendations are made to the Board.

Membership of the Community Design Working Group

Members should represent diverse geography. A SACOG staff member will staff each meeting. The group will select a Chairperson.

<b>Expertise</b>	<b>Appointed By</b>	<b>Community Design Working Group</b>
Planners	Planner's Committee	5
Project Engineers	Regional Planning Partnership	3
Urban Designer	Regional Planning Partnership	1
Bike/Ped	Bike/Ped Advisory Committee	1
Air Quality	Air Districts	1
TDM	TDM Task Force	1
Transit	Transit Coordinating Committee	2
Community Groups <sup>14</sup>	Regional Planning Partnership	1
Regional	SACOG Executive Director	0
<b>TOTAL</b>		15

Membership of the Project Selection Advisory Committee

All members must also be a member of a working group and represent diverse geography. SACOG will staff each meeting and the group will choose a chairperson.

<b>Appointed By</b>	<b>Number</b>
Planner's Committee	3
Regional Planning Partnership	4
Bike/Ped Advisory Committee	2
TDM Task Force	2
Transit Coordinating Committee	2
Air Districts	2
<b>TOTAL</b>	15

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<sup>14</sup>Community Groups can include social equity, environmental, business, neighborhood, or other community groups.