



ABAG

**Metropolitan Transportation Commission
Association of Bay Area Governments**



**Station Area Planning Program
CYCLE THREE
PROGRAM GUIDELINES**

Program Description

The Station Area Planning Program is an initiative to finance planning efforts that will result in land use plans and policies that will substantially increase transit ridership around public transit hubs and bus and rail corridors in the nine-county San Francisco Bay Area. The key goals of this program are to:

- (1) increase the housing supply within station areas, including affordable housing for low-income residents
- (2) boost transit ridership and thereby reduce vehicle miles traveled (VMT) by station area residents, employees and visitors
- (3) increase walking, bicycling, carpooling, carsharing, local transit and other transportation options for residents, employees and visitors within the station area
- (4) increase jobs in station areas and provide access to jobs elsewhere along transit corridors, and
- (5) locate key services and retail within station areas

Grantees successful in securing funding under Cycle Three of the Station Area Planning Program will enter into funding agreements with MTC in Fall 2009. The overall program is jointly managed by both MTC and ABAG.

Who Can Apply?

Local governments (cities and counties) can apply for station area planning funding. This funding cycle, grants will be awarded on a competitive basis to station areas in the Sonoma-Marín Area Rail Transit (SMART) corridor, a transit extension project identified under MTC's Resolution 3434 that does not currently meet MTC's TOD policy for minimum housing thresholds. Plans are expected to encompass approximately a half-mile radius around the transit station. Local governments must partner with the transit providers serving the station area and the relevant county congestion management agency in order to receive funding. Partnerships with local non-profit groups and community-based organizations are also strongly encouraged.

How Much Funding is Available?

MTC reserved \$2.5 million in planning grant funds for the SMART corridor to fund station area plans along this corridor in the event the sales tax measure passed, which passed in November 2008. A minimum of \$100,000 and a maximum of \$500,000 is available per grant recipient. A local match of 20 percent of the total project budget is required and must be provided as a cash match. Future cycle amounts are to be determined.

Eligible Planning Activities:

The Station Area Planning Program will provide financial support for planning processes that seek to increase transit ridership by maximizing the development potential around current or future transit stations or corridors. Planning processes that have the greatest potential for resulting in real land use policy changes and new development will be the most competitive.

Specific plans—or an equivalent—are preferred due to the ability to conduct programmatic or project-level Environmental Impact Reports (EIRs) on the plan in order to facilitate the development process. Additional types of plans and processes are also eligible for program funding including, but not limited

to, precise plans, transit overlay zoning, zoning amendments, environmental impact reports for recently completed specific plans, market analyses, and form-based codes. EIRs are strongly recommended but not required as part of the proposed planning process. There must, however, be a strong implementation component for any planning process funded under this program, including agreement by the local jurisdiction to formally adopt or accept the completed Station Area Plan.

Focus of Planning Activities:

Station Area Plans funded under this program should address the Station Area Planning Principles outlined in the *Station Area Planning Manual*. At a minimum, plans should include the following components unless applicants can demonstrate existing policies or programs are in place that address any individual element:

- (1) a significant public outreach and community involvement process targeting traditionally under-served populations
- (2) a market demand analysis for housing at all levels of affordability, jobs and retail in the station area
- (3) the development of several detailed land use alternatives based in part on the results of the market demand analysis
- (4) a parking demand analysis to assess parking demand and management strategies appropriate for a station area – both at the station and for surrounding commercial and residential properties
- (5) a station access and connectivity plan
- (6) a housing strategy that promotes housing that will be affordable to low-income residents and attempts to minimize the displacement of existing residents
- (7) an accessibility plan for people with disabilities that ensures fully accessible transit stations, accessible paths of travel between the stations and surrounding areas, and visitable and habitable housing units where feasible
- (8) an infrastructure development and financing plan
- (9) pedestrian-friendly design standards for streets, buildings and open space
- (10) an implementation plan to ensure that the Station Area Plan will be adopted and all necessary supporting policies, zoning, and programs will be updated.

If a city only needs assistance with select planning elements, the applicant should outline the needs and explain how all remaining planning elements outlined above have been satisfied. More details on each of these planning elements can be found in the Station Area Planning Program application and in the *Station Area Planning Manual*.

Station Area Plans must be completed within 30 months from completion of the funding agreement with the applicant.

Evaluation Criteria & Application Process

PART ONE: SCREENING CRITERIA

- (a) Station Area is part of the SMART transit corridor identified in Resolution 3434.
- (b) Applicant is partnering with relevant local transit providers serving station area.
- (c) Applicant has committed minimum local match amount, which is 20% of the total project budget.
- (d) Resolution from City Council supporting *EITHER*
 - a. the proposed planning process for Resolution 3434 station areas *OR*
 - b. the area is a Priority Development Area under the FOCUS program with an existing resolution of support on file
- (e) Application is complete and responsive.

PART TWO: EVALUATION CRITERIA (100 POINTS TOTAL)

1. Project Impact (30 points)

- (a) Potential for Station Area Plan to boost transit ridership, increase transportation options, increase the housing supply within the station area, particularly affordable housing for low-income residents, increase employment in the station area and provide access to jobs elsewhere along the transit corridor, and locate key services and retail within the station area.
- (b) Potential for Station Area Plan to provide planning assistance for a low-income area or community of concern (as defined by MTC through the Lifeline Transportation Program).
- (c) Potential for Station Area Plan to meet or exceed Placetype guidelines proposed in the *Station Area Planning Manual*.

2. Existing Policies (10 points)

- (a) Jurisdiction has demonstrated a commitment to provide more housing and transportation choices. This commitment is largely demonstrated through existing policies, including innovative parking policies, TOD zoning, transportation demand management strategies, existing citywide affordable housing policies such as inclusionary zoning, supportive general plan policies, sustainability policies, including green building policies and alternative energy policies, etc.

3. Planning Process (25 points)

- (a) Potential for Station Area Plan to address Station Area Planning Principles in the *Station Area Planning Manual*. Narrative includes strategic approach to the Planning Elements described in Section 6 of the application. If Planning Elements will not be included in plan, applicant has demonstrated that policies, programs or analyses already exist that satisfy the intent of each element.

4. Local Commitment (20 points)

- (a) Planning process is ready to go and will proceed shortly after approval of station area planning grant. City is prepared to see the plan through to implementation.
- (b) Demonstration of community support for planning process (public involvement to date, letters of support, etc.).
- (c) Developers and major property owners are supportive and will be part of the proposed planning process

5. Implementation (15 points)

- (a) Plan is intended for adoption by City Council or Board of Supervisors and will result in tangible policy changes including a general plan amendment and zoning changes if necessary.
- (b) Jurisdiction has plans to ensure that development proposals conform to both the plan and community expectations

PART THREE: APPLICATION PROCESS

Step 1: A Call for Applications is issued in July 2009. Applications are due August 31, 2009 (though local resolutions of support for areas that are not Priority Development Areas through FOCUS may be submitted up until September 30, 2009).

Step 2: Applicants are evaluated using the criteria outlined above. The applications will be evaluated by representatives of ABAG, MTC, and partner agencies. *Staff reserve the right to screen applications from further review by the evaluation panel if the proposals are incomplete or non-responsive to key elements of the program.*

Step 3: Based on the final recommendations of the evaluation team, and funding availability of the overall program, MTC's Executive Director will make a final funding recommendation to the Commission in October or November 2009.

Step 4: Following the Commission's approval, grant recipients will enter into a funding agreement with MTC and proceed. Station Area Plans must be completed within 30 months from execution of the funding agreement. Planning funds not invoiced within 30 months will revert to the planning program.

Applications for funding under the Station Area Planning Program must be submitted in electronic format only. E-mail application materials to Jackie Guzman, ABAG Regional Planner, at JackieG@abag.ca.gov.



ABAG

STATION AREA PLANNING PROGRAM – Cycle Three Application for Funding



Please review the program criteria for more information

| Part 1 - GENERAL INFORMATION | |
|--|--|
| a. Lead Applicant (City/County) | |
| b. Partner Transit Agency | |
| c. Station Area/ Project Location | |
| d. Contact Info for Lead Applicant | |
| e. Contact Info for Transit Agency | |
| f. Other Transit Agencies Serving Station Area | |
| g. Local Stakeholder and Community Partners (attach letters of support if applicable) | |
| h. Station Area Plan Identified Placetype(s) | |
| i. Total Project Budget | |
| j. Total Grant Request from MTC | |
| k. Local Match (cash) 20% required | |
| l. Source of Local Matching Funds | |
| m. In-Kind local match | |

| Part 2 - TYPE OF PLANNING ACTIVITY (check all that apply) | |
|---|--------------------------|
| a. <input type="checkbox"/> Specific Plan <input type="checkbox"/> Precise Plan <input type="checkbox"/> Zoning Amendment <input type="checkbox"/> Form-Based Code <input type="checkbox"/> Program-Level Environmental Impact Report (EIR) <input type="checkbox"/> Project-Level Environmental Impact Report (EIR) <input type="checkbox"/> Other (describe in narrative below) | |
| b. Anticipated Start Date: | c. Anticipated End Date: |

**Part 3 - STATION AREA INFORMATION
(For Half Mile Radius Around Station)**

| | CURRENT CONDITIONS* | FUTURE GOAL |
|-------------------------------------|---------------------|-------------|
| a. Types of Zoning in Station Area | | |
| b. Total Population (Best Estimate) | | |
| c. Total Households (Best Estimate) | | |
| d. Total Jobs (Best Estimate) | | |
| e. Available Transit Service(s) | | |

* please provide source for current conditions

Part 4 - ADDITIONAL INFORMATION

| | Yes | No |
|--|--------------------------|--------------------------|
| a. Is the request for this planning grant to augment an existing planning effort that is already partially funded? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. If you answered yes to (a), has a consultant already been hired to assist in the development of the plan? | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Is the station area currently recognized as a transit station in the General Plan? | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Have other plans (any targeted planning efforts including specific plans, precise plans, area plans, concept plans) been developed within the last 15 years that cover the station area? Note: If yes, please attach list of individual planning efforts and date completed | <input type="checkbox"/> | <input type="checkbox"/> |
| e. Will the plan be formally adopted by the city council or Board of Supervisors? | <input type="checkbox"/> | <input type="checkbox"/> |
| f. Is the station area within the boundaries of a redevelopment area? | <input type="checkbox"/> | <input type="checkbox"/> |
| g. Does the property owned by the transit agency represent part of the development potential for the station area? | <input type="checkbox"/> | <input type="checkbox"/> |

Part 5 –NARRATIVE

Attach a no more than FOUR page (8½ x 11 paper – single spaced) narrative to your proposal that addresses all of the following questions and provides any other relevant information.

1. Introduction/Vision

- What is the vision for the station area?
- Which Place Type(s) in the *Station Area Planning Manual* seems most appropriate for your station area and why? What is the potential for the station area plan to meet or exceed the guidelines for this PlaceType and contribute to the MTC TOD policy threshold?
- What type of plan or study will be developed and why (e.g. specific plan, precise plan)? Will the planning process include a project-level or programmatic EIR and/or revisions and updates to zoning codes, etc.?

If specific plans or other similar plans have been prepared for the station area in the past, explain reason for updating plans and how the previous plan was implemented. (Please attach a list of all planning efforts and documents that have been developed for any portions of the station area within the last 15 years. Include dates completed).

2. Existing Policies

- Describe any existing local policies that are already in place that will help provide more housing and transportation choices in the station area, such as innovative parking policies, pedestrian-oriented design standards, or affordable housing policies

3. Proposed Planning Elements

- Briefly describe how each of the planning elements in Part 6 will be addressed as part of the Station Area Plan. Note why any elements would not be included in the station area plan based on existing plans and policies.

4. Project Readiness/Local Commitment to the Plan and Implementation

- Describe the level of developer interest in this area. If low, describe how the plan could facilitate interest.
- Are there any major property owners included in the planning area and will they be part of the planning process? (if so please name specific stakeholders and note the properties they own).
- Describe the city's commitment to ensure completion and adoption of the station area plan, such as by providing adequate staffing and financial resources.
- How will your jurisdiction ensure that policies established in the plan are supported and enacted? Adopt the EIR and new zoning?

Part 6 – PLANNING ELEMENTS

| | To be included in plan? | |
|---|--------------------------|--------------------------|
| | Yes | No |
| <p>1. Community Involvement Strategy</p> <p>Description: An outline describing the outreach strategy used in the plan, including all public meetings, notices, charettes, and other outreach tools for the plan, with special attention paid to effective methods towards involving community groups and minority, low-income, youth, renter, and non-English speaking populations.</p> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>2. Market Demand Analysis</p> <p>Description: An analysis of the future market demand for higher density-housing at all levels of affordability, retail, commercial and industrial (if appropriate) uses.</p> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>3. Land Use Alternatives</p> <p>Description: Development of several land use scenarios based on the market demand analysis for the area, their impacts upon the existing community and neighboring land uses, the feasibility of instituting each alternative, and the selection of a preferred development scenario. Should include analysis of potentially incompatible land uses and resulting exposure issues.</p> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>4. Affordable Housing Strategy</p> <p>Description: An analysis of existing housing stock and policies and how well they provide a range of housing choices, both in type and affordability. Strategies (including land use policies, other policies and programs) to meet affordable housing goals, provide housing affordable to low-income residents and minimize impacts to existing residents during implementation of the plan.</p> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>5. Station Access & Connectivity Plan</p> <p>Description: Strategies for improving bus access to rail stations and ferry terminals and frequency of feeder services (in consultation with transit providers) as well as pedestrian, bicycle and auto access and safety. Multi-modal connections between the transit stations and surrounding neighborhoods should be emphasized.</p> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>6. Accessible Design</p> <p>Description: Accessible design for people with disabilities and the elderly that ensures fully accessible transit stations, accessible paths of travel between the stations and surrounding areas, and visitable and habitable housing units adjacent to the station where feasible.</p> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | |
|---|--------------------------|--------------------------|
| <p>7. Pedestrian-Friendly Design Standards</p> <p>Description: Building, open space and street design standards that focus on pedestrian-oriented design that enhances the walking environment and increases pedestrian comfort and convenience as well as the safety and security of transit patrons in and around the station area.</p> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>8. Parking Demand Analysis</p> <p>Description: A thorough analysis of existing and future parking demand – both at the station and throughout the station area in residential and commercial areas - and an analysis of innovative TOD-oriented parking strategies for local adoption based on MTC's Parking Toolkit.</p> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>9. Infrastructure Development & Financing Strategy</p> <p>Description: An analysis of current and future public infrastructure needed in the station area (including schools, libraries, parks, sewers and other facilities) to serve the existing and future needs of the anticipated population. Financing strategies should propose specific mechanisms to fund necessary improvements, expansions, and maintenance of existing services.</p> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>10. Implementation Plan</p> <p>Description: A list of measurable actions detailed in plan, and estimated timeline for their implementation, including adoption of new policies, phasing of new infrastructure and public developments, creation of new programs and, identification of near and longer term priorities.</p> | REQUIRED | |

| |
|--|
| <p>Part 7 – MAP OF PLANNING AREA</p> |
| <p>Attach a map showing the proposed planning area that includes at least a half mile radius around the transit station and any other relevant information for land uses, station location etc. Photos of current conditions in the station area are optional.</p> <p>All images must be in PDF form and should not exceed 5 mb combined</p> |