

Priority Development Area (PDA) Planning Grants: 2022-23 Call for Projects
ATTACHMENT A: Minimum Requirements

ATTACHMENT A: MINIMUM REQUIREMENTS

Purpose of this document. This document defines the minimum requirements for Priority Development Area (PDA) Planning Grants. In addition to the requirements shown here, grant-funded plans must also comply with MTC’s [Transit-Oriented Communities \(TOC\) Policy](#) where applicable.

I. Requirements. PDA Planning grants must include, or refer to previously adopted plans or policies for the planning area that include: (a) a Plan; (b) amendments to zoning, general plans, and other relevant policies and processes to achieve consistency with the plan; (c) an environmental document; (d) community assessment; and (e) community engagement.

(a) Plan: Specific, Precise, or similar plan including, at a minimum, the following content, which is described in greater detail in Appendix A1:¹

- (1) Vision:** Overview of the Plan written in [Plain Language](#) including the structure and intended outcomes of the Plan, a summary of the area’s history and planning process, and future actions to advance the Plan.
- (2) Development Standards:** Objectively verifiable standards applicable to proposed development projects in the Plan area. Standards should be quantitative and presented concisely in text, tables, and diagrams, and must establish a diagram of districts to which standards apply and specify permitted uses, share of required affordable housing, parking, building design, site design, and project approval process.
- (3) Public Realm Standards:** Objectively verifiable standards applicable to improvements to existing public rights-of-way and to the design of new public rights-of way and public spaces. Public realm standards must include right of way design standards, a circulation network diagram to which the right of way design standards apply, public space design standards, and a public space network diagram to which these standards apply.
- (4) Community and Equity:** Policies to integrate equity and inclusion into the development projects and public works associated with the Plan, including, at a minimum, affirmatively furthering fair housing, ensuring equal access to people of all physical and mental abilities, addressing climate impacts on vulnerable populations, and equity metrics for development projects and public works.
- (5) Capital Improvements:** Description and location of projects that will be carried out by the local jurisdiction or special districts responsible for public works in the Plan area, including improvements to the public right-of-way, public facilities, infrastructure, publicly accessible open space, and the preparation of publicly-owned land for redevelopment.
- (6) Implementation:** Defined set of actions and investments with associated dates, responsible parties, and cost estimates. At a minimum, the implementation plan must address design and construction of capital improvements, policy updates not adopted concurrently with the Plan, and a transparent process for ongoing tracking and reporting.

¹ Plan organization, such as chapter titles and order, may diverge from that shown below, but must in its totality meet the requirements.

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- (b) Amendments.** Amendments to relevant sections of the local jurisdiction’s code of ordinances, as well as any other regulatory or planning polices, necessary to achieve consistency with the contents of the Plan, including zoning, General Plan, and any relevant public right-of-way design standards or development review standards.
- (c) Environmental Document.** Environmental analysis and, if necessary, mitigations sufficient to eliminate the need for project-specific review of development proposals consistent with the Plan. Typically, this involves completing a programmatic EIR for the Plan area, though other approaches that eliminate the need for project-specific review are acceptable. Grants may not be used to fund analysis of CEQA Environmental Factors that are eligible for exemption under state law, including transportation impacts.
- (d) Community Assessment.** Assessment of the planning area and surrounding communities, both as unique places and as locations within the greater Bay Area and surrounding subregion, to inform the Plan. Assessments must address equity, affordable housing and jobs, mobility, community assets and infrastructure, and resilience and climate adaptation.
- (e) Community Engagement.** Engagement throughout the planning process that elicits meaningful input from a full range of community members living within and nearby the planning area. Engagement efforts must ensure participation of residents of all incomes, races and ethnic backgrounds, employees of local businesses, community- and faith-based organizations, and staff from public agencies providing services in the area.

II. Exemptions from Requirements. Grantees may partially or fully satisfy the (a) Plan or (c) Environmental Document with plans, policies, or environmental documents adopted in the past 10 years. Grantees may partially or fully satisfy the (d) Community Assessment through studies completed in the past 5 years, such as analysis included in updates to Housing and other General Plan Elements.

Which Requirements Apply to my Grant?

- ✓ **Full Plan:** All requirements, except that (c) Environmental Document can be limited only to analyses required to address increased development capacity if a programmatic EIR has already been certified for the Plan area.
- ✓ **Plan Amendment:** Requirements not already fulfilled by the Plan that will be amended.
- ✓ **Partial plan:** Requirements not already fulfilled in another plan or EIR.

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ATTACHMENT A1: Detailed Guidance

APPENDIX A1: Detailed Guidance for Grant-funded Plans

How to use this Appendix

- **When applying for a PDA Planning Grant:** Understand requirements, develop grant request content and amount; Communicate grant expectations to colleagues and elected officials
- **When developing a detailed scope of work:** Use as starting point for scope and/or to ensure plan scope addresses grant requirements

All Plans funded through the Priority Development Area program must include, or refer to previously adopted plans or policies for the planning area that include, the sections below. The specific structure is based upon best practices established through the PDA Planning Program, and is intended to guide staff and consultants. Plan organization, such as chapter titles and order, may diverge from that shown below, but must in its totality meet the requirements. Plans that include areas affected by MTC's [Transit-Oriented Communities \(TOC\) Policy](#) shall comply with applicable standards from that Policy. To identify if any of the Plan area is affected by the TOC Policy, see [this map](#).

(1) Vision: Overview of the Plan written in [Plain Language](#) that includes:

- (A) Intended outcomes
- (B) Summary of the area's history
- (C) Summary of planning process
- (D) Explanation of plan structure
- (E) Summary of implementation actions and timeline

(2) Development Standards: Objectively verifiable standards applicable to proposed development projects in the Plan area that establish:

- (A) **Applicability**
- (B) **Districts:** land use districts into which the development standards are organized
- (C) **Use:** Permitted, conditionally permitted, prohibited, and, if applicable, required, uses
- (D) **Affordable Housing:**
 - Minimum share of deed-restricted affordable housing units for developments that include residential floorspace
 - Any linkage fee for non-residential development
- (E) **Parking:**²
 - Maximum permitted automobile parking spaces
 - Minimum required bicycle parking spaces
 - Shared parking standards
 - Requirement to “unbundle” parking from rent or sale price of housing
- (F) **Building Design:**³

²TOC Policy may apply to maximum parking allowances

³ TOC Policy may apply to permitted density resulting from building standards

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- Minimum and maximum total building height, floor-to-floor height, and floor depth;
 - Permitted encroachments;
 - Maximum distance between entrances along public rights-of-way;
 - Façade composition, including maximum distance between vertical elements; and
 - Any contextual requirements for rear or side property lines abutting existing residences.
- (G) **Site Design:** Maximum distance between public rights-of-way; Maximum setbacks from property lines; Required stormwater treatment; Minimum distance between automobile and loading access points; and Prioritization of locations for automobile and loading access.
- (H) **Project Approval Process:** Submission instructions, required review, criteria for exemptions from review, applicable fees, criteria for fee reductions or exemptions, and any applicable review or fees from external agencies.

Where [applicable](#), development standards must comply with MTC's [Transit-Oriented Communities Policy](#).

- (3) **Public Realm Standards:** Objectively verifiable standards applicable to improvements to existing public rights-of-way and to the design of new public-rights-of way and public spaces that include:

(A) **Circulation network diagram(s):** Map(s) illustrating:

- i. The location of existing and future public rights-of-way, distinguished by category and indicating user priority;
- ii. Location of existing and future transit stops; and
- iii. Any Rights-of-way that are included in the regional [Active Transportation Network](#).

(B) **Right of Way design:**⁴ Dimensioned plans, cross-sections, and tables for each category illustrated on the Circulation network diagram, including

- Minimum and maximum width and function of vehicle travel lanes;
- Minimum sidewalk and planting zone widths;
- Minimum and maximum distance between street trees;
- Maximum distance between light fixtures intended to illuminate pedestrian areas; and
- Maximum distance between protected pedestrian crossings.

(C) **Public space network diagram:** map illustrating the general location of existing and future publicly accessible spaces that are outside of the Right of Way, such as parks and plazas. Public spaces can be organized by category, or refer to specific

⁴ MTC's Complete Streets Policy may apply

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- (D) **Public space design:** Table Standards including maximum distance between access points and desired or required features.
- (4) Community and Equity:** Policies to integrate equity and inclusion into the development projects and public works associated with the Plan, including:
 - (A) Affirmatively furthering fair housing,
 - (B) Ensuring equal access to people of all physical and mental abilities,
 - (C) Addressing climate impacts on vulnerable populations, and
 - (D) Equity metrics for development projects and public works
- (5) Capital Improvements:** Map and table of projects that will be carried out by the local jurisdiction or special districts responsible for public works in the Plan area, including:
 - (A) Public right-of-way
 - (B) Public facilities
 - (C) Infrastructure
 - (D) Publicly accessible open space
- (6) Implementation:** Actions and investments to implement the Plan, including capital improvements and programs identified in the Plan. For each action and investment, the following should be specified:
 - (A) Milestones and Dates
 - (B) Responsible parties
 - (C) Estimated cost, committed funding, and anticipated funding sources
 - (D) Ongoing tracking and reporting process.