

CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM

Meeting Date: October 17, 2023
To: Honorable Mayor and City Councilmembers
From: Kari Svanstrom, Planning Director
Subject: Resolution to Accept the Caltrans Sustainable Transportation Grant for the Sebastopol Main Street Planning and Redesign project and Approve a Budget Amendment for the Project

Recommendation: Approve the Resolution to Accept the Grant and Approve a Budget Amendment

Funding: Currently Budgeted: _____ Yes ___X___ No _____ N/A

Net General Fund Cost: \$0

Net Traffic Impact Fee Fund Cost (Fund 212): \$29,822

Account Code/Costs authorized in City Approved Budget (if applicable) _____ (verified by Administrative Services Department)

Funding: Currently Budgeted: ☐ Yes ☒ No ☐ Not Applicable

Net General Fund Cost: \$0

Account Code: Net Traffic Impact Fee Fund Cost (Fund 212): \$29,822

Costs authorized in City Approved Budget: ☐ Yes (Finance Initialed _____) ☐ No (Finance Exempt)

INTRODUCTION/PURPOSE:

Council authorized City staff to apply for a Caltrans Sustainable Transportation Grant (STG) to plan for improvements for the SR 116 and SR 12 corridors in the Sebastopol Downtown core. The city has been notified by Caltrans that the grant application was successful. T item includes both authorization to accept the Grant, and a budget amendment to the Traffic Impact Fund for the matching requirement.

DISCUSSION:

Sebastopol is one of the few incorporated cities in California where two State Highways intersect and serve as the Downtown's two primary routes of travel. The high volume of regional traffic has negatively impacted the vitality of local businesses and the safety of pedestrians and bicyclists traversing the Downtown area.

The City of Sebastopol applied for a Sustainable Transportation Grant (STG) from Caltrans in an effort to garner funds to plan for improvements to this area. The goal of the grant is an effort that will produce:

- A preferred plan for the downtown segments of State Route (SR) 116 and SR 12 to address safety, sustainability, accessibility, connectivity, economic development, and mobility for all transportation modes and reduce the reliance on vehicle travel, while supporting the City's land use and housing goals.
- A regional strategy for State, County and other local roadways to address capacity and freight movement to support the downtown corridor plan.
- Active community engagement with disadvantaged residents to effectively address community-identified needs and inequities.

The full grant Scope of Work (revised after-award to address Caltrans comments) is attached to this report.

The conditions of the grant requires the City accept the grant, and authorize a signatory (City Manager) to execute contract documents. Additionally, while staff identified the source for the match in the grant application (Traffic Impact Fees), the City does not commit funds in budgeting for grants until / unless awarded, so a budget amendment is require to commit those funds (note, these funds are expected to be carried over into next fiscal years as the grant study period is through April 2026).

GOALS:

This action supports the following General Plan Actions and City Council Goals:

- Policy CIR 1-15: Continue to evaluate the benefits and feasibility of a two-way street system on some or all of SR 116 between McKinley Street and just south of Palm Avenue. The two-way street system should focus on slower vehicle speeds and enhancements to pedestrian and bicycle travel.
- Policy CIR 1-16: Identify potential for bypass route(s) or “beltway connector” route(s) which minimize impacts to the Laguna, and provide regional travel options with the intention of providing traffic with an optional route away from downtown Sebastopol.
- Policy CIR 1-20: Discourage through traffic located on State Highways and Bodega Avenue from using residential streets as bypass routes.
- Action CIR 1b: Coordinate with the County of Sonoma, Caltrans, and the City of Santa Rosa to investigate, and as appropriate, determine feasible alternative routes, bypasses or “beltway connector” routes, including both north-south and east-west routes, (e.g. Llano Road extension from SR 12 to Occidental Road, or measures to divert some Hwy. 116 traffic at the southern terminus of Llano Road, or diversion of some Hwy. 12 traffic to Occidental Road at Fulton Road, or improving Ragle Road) and evaluate benefits provided by these routes. If appropriate, work collaboratively with the County of Sonoma and Caltrans to determine the extent of roadway improvements needed to support these bypass routes, add the project to the City’s Capital Improvement Plans (CIP) and/or seek County or other agencies plan improvements, encourage proactive participation and coordination by the SCTA and support funding through the SCTA or other sources, and as appropriate, update both City and County General Plan Circulation Elements to include these routes.
- Action CIR 1c: In collaboration with Caltrans, complete a comprehensive 2-way street analysis for SR 116 (South Main Street, Petaluma Avenue and McKinley Street) including traffic operational analysis, concept designs, urban design/landscaping improvements, economic benefits and identification of potential funding sources. As appropriate, work with SCTA, Caltrans, and other affected agencies to update policy objectives based on the results of the analysis. As interim roadway improvements to the SR 116 corridor are proposed, they shall be evaluated by City staff for compatibility with a future conversion to 2-way streets, in order to foster informed decision making.
- Action CIR 1r: Coordinate with Caltrans to implement traffic calming, vehicle safety, and bicycle/pedestrian network improvements throughout Sebastopol. Also encourage Caltrans to maintain good pavement conditions on State Highways within Sebastopol, in order to reduce traffic-related roadway noise.

ENVIRONMENTAL REVIEW:

The proposed action is ☒ Not a project under CEQA ☐ Not exempt ☐ Exempt under Section _____ from the requirements of the California Environmental Quality Act (CEQA).

PUBLIC COMMENT:

As of the writing of this staff report, the City has not received any public comment. However, staff anticipates receiving public comment from interested parties following the publication and distribution of this staff report. Such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of the agenda item.

PUBLIC NOTICE:

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to schedule meeting date.

FISCAL IMPACT:

Approval of this budget amendment would not impact the city's General Fund. The cost of the grant match, \$29,822, would be from the City's Traffic Impact Fund, which is a development impact fee (restricted) fund to be used for planning and construction of transportation improvements to accommodate future growth. This match is less than 12% of the total cost of the project, and would allow the City to leverage grant funding for this planning work.

RECOMMENDATION:

Adopt the Resolution accepting the grant and authorizing the City Manager to execute related documents, and approving the budget amendment.

Attachments:

City Council Resolution
Grant Award Letter
Grant Application
Scope of Work

RESOLUTION NUMBER: -2023

CITY OF SEBASTOPOL

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL AUTHORIZING APPROVAL OF THE SUSTAINABLE TRANSPORTATION GRANT AGREEMENT BETWEEN CALTRANS DEPARTMENT OF TRANSPORTATION AND CITY OF SEBASTOPOL FOR THE SEBASTOPOL DOWNTOWN STREETS PLANNING AND REDESIGN AND APPROVING A BUDGET AMENDMENT FOR THE LOCAL MATCH REQUIREMENT

WHEREAS, the City of Sebastopol completed a comprehensive General Plan update with adoption of a new General Plan on November 15, 2016, which includes a Circulation Element to plan for transportation improvements; and,

WHEREAS, pursuant to the California Environmental Quality Act (CEQA, codified at Public Resources Code § 21000 *et seq.*) and the State CEQA Guidelines (14 CCR, § 15000 *et seq.*), on November 15, 2016, the City Council certified and adopted an Environmental Impact Report (EIR) for the Sebastopol General Plan (the “Project”; State Clearinghouse No. 2016032001); and,

WHEREAS, the City of Sebastopol (City) is eligible to receive State funding for its Downtown Streets Planning and Redesign project through the California Department of Transportation (Caltrans) Sustainable Transportation Grant program to assist with furthering study and planning of the improvements considered in the adopted General Plan; and,

WHEREAS, Caltrans has awarded a grant to the City in the amount of \$230,178 from their Sustainable Transportation Planning Grant program; and,

WHEREAS, a Restricted Grant Agreement needs to be executed with Caltrans before such funds can be claimed through the Sustainable Transportation Planning Grant Program; and,

WHEREAS, the City wishes to delegate authorization to execute these agreements and any amendments thereto, to the City Manager; and,

WHEREAS, the City will utilize these funds to assist the City in developing a comprehensive vision for the SR 116 and SR 12 corridors in the Sebastopol Downtown core by exploring alternative circulation options and making the area more welcoming to pedestrians, bicyclists, and transit users; and,

WHEREAS, the budget for the Project is \$260,000.00 for planning, public participation, and transportation engineering work, of which the Caltrans grant funds \$230,178; and,

WHEREAS, the City has agreed to use \$29,822 in Traffic Impact Fees (TIF) as the match to this grant, some of which will be expended in the current fiscal year; and,

WHEREAS, the proposed funding sources are summarized in the table below:

Table 1 Proposed Funding Sources and Budget Amounts for the Sebastopol Sustainable Transportation Grant work

Fund No.	Funding Source	Budget Amount
213	Traffic Impact Funds	\$29,822.00
--	Sustainable Transportation Grant (Caltrans Grant)	\$230,178.00

WHEREAS, this project is not in the current 2023-24 CIP budget and staff recommends commencing with planning efforts in January 2024; and

WHEREAS, the City Council held a duly noticed public meeting to consider the item on October 17, 2023, and heard public comment; and,

NOW, THEREFORE, BE IT RESOLVED that the City of Sebastopol City Council hereby adopts this Resolution Which finds, determines, resolves and orders as follows:

1. The recitals listed above are true and correct.
2. The Council authorizes the City Manager, or their designee, to execute the Restricted Grant Agreement, and any amendments therefore, with the California Department of Transportation.
3. This resolution is effective immediately upon adoption.
4. Approving a Budget Amendment in the amount of \$29,822.00 from the Traffic Impact Fund for the project.

The above and foregoing Resolution was duly passed, approved, and adopted at a meeting by the City Council on the 17th day of October, 2023, by the following vote:

VOTE:

Ayes:

Noes:

Abstain:

Absent:

APPROVED: _____
Mayor Neysa Hinton

ATTEST: _____
Mary Gourley, Assistant City Manager/City Clerk, MMC

APPROVED AS TO FORM: _____
Larry McLaughlin, City Attorney

California Department of Transportation

DIVISION OF TRANSPORTATION PLANNING
P.O. BOX 942873, MS-32 SACRAMENTO, CA 94273-0001
(916) 261-3326 | TTY 711
www.dot.ca.gov



August 31, 2023

SENT VIA E-MAIL

On behalf of the California Department of Transportation (Caltrans), Division of Transportation Planning, we are pleased to congratulate you on your Sustainable Transportation Planning Grant award.

Sustainable Transportation Planning Grant Program						
Grant Award Fiscal Year	2023-24	Grant Category	Sustainable Communities Competitive		Grant Fund Source	RMRA
Project Title	Sebastopol Main Street State Highways Subregional Planning and Core Redesign					
Grantee/Agency	City of Sebastopol					
Executive Director	Larry McLaughlin					
Grantee/Agency Contact	Mario Landeros					
Sub-Recipient(s)						
Caltrans District Contact(s)	Stephen Conteh, Becky Frank					
Caltrans District Contact(s) E-mail	stephen.conteh@dot.ca.gov, becky.frank@dot.ca.gov					
Grant Award	Local Match (Cash)	Local Match (In-Kind)	Total Local Match	% Local Match	Total Project Cost	
\$230,178	\$29,822	NA	\$29,822	11.47%	\$260,000	
Conditions of Award Due to Caltrans		Grant Expiration Date		Final Invoice Due		
9/28/23		4/30/26		6/29/26		
* The final contractually agreed upon Local Match and Fund Source are located on the Grant Application Cover Sheet and Project Cost and Schedule. Any change in Local Match that increases/decreases the Total Project Cost must be approved by Caltrans and may require a Formal Amendment. Each invoice must include the contractual/agreed upon local match % - any deviation to this amount requires an approved Tapered Local Match Amendment prior to invoice submittal. Any change to the Local Match Fund Source requires prior Caltrans approval and an Administrative Amendment.						

Next Steps

1. The Caltrans District Grant Manager will schedule a Conditional Award Meeting with your agency soon.
 - The attached specific and general conditions and project revisions necessary to accept grant funding will be discussed at this meeting.
2. The required conditions must be submitted to the Caltrans District Grant Manager no later than the date listed in the table above.
 - Failure to satisfy these conditions will result in the forfeiture of grant funds.
3. The Caltrans District Grant Manager will review and approve all items required to fulfill the attached specific and general conditions.
4. Once the required conditions are met and the agreement is executed, the Caltrans District Grant Manager will:
 - Send a Notice to Proceed letter (for MPO/RTPAs, this will happen after the OWP/OWPA formal amendment is processed). *Grant work cannot begin until the Notice to Proceed letter is received by your agency.*
 - Coordinate and schedule a grant kick-off meeting with your agency.

If you have questions concerning your Conditional Grant Award, please reach out to your Caltrans District contact listed in the table above.

Sincerely,



ERIN THOMPSON
Chief, Office of Regional and Community Planning

Attachments:
Specific and General Conditions

Sustainable Transportation Planning Grant Program

Grant Award Specific and General Conditions

Specific Conditions

If Specific Conditions have been identified for this grant, they will be listed below. Please make all necessary revisions to the Grant Application Cover Sheet, Scope of Work (SOW), and/or the Cost and Schedule, and complete the right column to indicate where the specific conditions were addressed.

Specific Conditions	Conditions Addressed List Document, Section & Page(s)
1. Identify the authorized signer(s) and email address(s) for the grant agreement that will be routed via Adobe Acrobat Sign.	
2. Separate TAC and City Council Meetings into a separate task from Task 04 community engagement.	
3. Remove "Coordination" from the title and remove this deliverable from Task 04: "Bi-weekly City Project Manager and Consultant check-in meetings." Spread the cost of project coordination across the tasks where it occurs.	
4. Consider increasing the funding for the Community Engagement Task 04 budget without increasing the grant award.	

Specific Conditions	Conditions Addressed List Document, Section & Page(s)

General Conditions

Please review the General Conditions below and complete them, as necessary. Most of these items are outlined in the Grant Application Guide, Ch. 6 and Appendix B.

- **Board Resolution** – A current (less than one year old) Local Board Resolution, signed by the governing board that includes the grant project title and job title of the person authorized to enter into a contract with Caltrans, is required to be submitted to Caltrans by October 15, 2023.
- **Payee Data Record (STD. 204)** states government entities are not required to submit the form; however, it is required by Caltrans Accounting to ensure payments are sent to the correct recipient and address.
- **Scope of Work (SOW) and Project Cost and Schedule** (Refer to Grant Application Guide, Appendix B Checklists) These are frequently missed requirements:
 - Project Management stand-alone tasks, staff and/or consultant coordination are not allowed. Project Management activities must be charged to the tasks in which they accrued.
 - Include tasks for a kick-off meeting with Caltrans, invoicing, quarterly reporting, and Board adoption or acceptance.
 - Ensure the deliverable for the consultant procurement task includes: Request for Proposal (RFP), executed consultant contract, and a copy of your agency's procurement procedures.
 - The earliest project start date is January 2, 2024, with an end date of April 30, 2026. The Project Cost and Schedule will need be updated to reflect your proposed start date. At least one Task must extend to the grant expiration date on April 30, 2026.
 - Indirect Costs - For Local Government Agencies requesting to bill for indirect costs: Indirect costs must be identified in the SOW and Project Cost and Schedule, and the indirect cost rate included at the bottom of the Project Cost and Schedule.
- **Grant Application Cover Sheet and Project Cost and Schedule**
 - Ensure the grant award, local match, and total project costs are consistent with the award letter amounts.
- **Grant Application Cover Sheet** - Must identify the specific source of cash and in-kind local match funds; and must identify the agency providing the local match.
 - If your agency is using staff time as a cash match, the application cover sheet must identify the source of local match funds for staff time (e.g., General Fund).
 - Direct grantee staff time is not an allowable in-kind match and must be identified as cash match.
- **Third Party In-Kind Valuation Plan, if applicable** - Third-party in-kind contributions consist of goods and services donated from outside the grantee's agency (e.g., printing, facilities, interpreters, equipment, advertising, staff time, and other goods or services). If utilizing third-party in-kind contributions to satisfy the local match requirement:
 - Ensure in-kind contribution information is identified on the Grant Application Cover Sheet and Project Cost and Schedule.

- To clarify, sub-recipient staff time, if reimbursed, is considered cash match. If donating their time, it is considered in-kind.
- Submit a Third-Party In-kind Valuation Plan. The District can provide a copy of the valuation plan checklist and template.
- **Ensure Consistency** - All changes made to the Grant Application Cover Sheet, SOW, and Project Cost and Schedule are made consistently in all documents.

Grant Administrative Requirements

Refer to the Grant Application Guide, Ch. 6, and the Restricted Grant Agreement boilerplate for a detailed overview of the Grant Administrative Requirements that must be adhered to over the life of the project. In summary:

- **Third Party Contracts** - Competitive consultant procurement, i.e., Request for Proposals (RFP) is required for all grant projects
 - If there is a consultant on-board, ensure the process to procure the consultant was a competitive process (documentation must be provided to Caltrans); the grant work must have been part of the original RFP
 - If using an on-call consultant list, the process for establishing the list must be competitive and less than five years old (documentation must be provided to Caltrans)
 - If the consultant helped to prepare the Project Scope of Work or grant application, they shall not be considered in the consultant procurement
- **Quarterly Reporting** – Quarterly Progress Reports (a narrative of completed project activities) are submitted on a quarterly basis
- **Invoicing and Financial Requirements** –
 - Maintain a proper accounting system (MS Excel is unacceptable)
 - Request for Reimbursements/invoices (RFRs) at least quarterly, but no more than monthly
 - One-time, lump sum invoices are not allowed
 - If requesting reimbursement of indirect costs, a copy of the ICAP/ICRP acceptance letter must be submitted with the first invoice
 - Local match commitments must be satisfied with every RFR/invoice, including any local match amount above the minimum amount. If you are unable to meet this commitment, coordinate with your district Contract Manager.
 - All work must be completed by April 30, 2026.
 - Final RFR/invoice and the final product are due no later than June 29, 2026.
 - The final RFR/invoice will not be processed without the final product
 - An Indirect Cost Allocation Plan/Indirect Cost Rate Proposal (ICAP/ICRP) must be submitted each year to the Inspector General Independent Office of Audits and Investigations for approval. Instructions for submitting an ICAP/ICRP are available at the following webpage: <https://ig.dot.ca.gov/resources>
- **Grant Amendments** - Proposed changes to the Grant Application Cover Sheet, SOW, and Project Cost and Schedule (e.g., local match amount, fund source, movement of funds) will require an Amendment and Caltrans approval. Please contact Caltrans for guidance on this process.




Sustainable Transportation Planning Grant Program

GRANT APPLICATION SIGNATURE PAGE

If selected for funding, the information contained in this application will become the foundation of the contract with Caltrans.

To the best of my knowledge, all information contained in this application is true and correct. If awarded a grant with Caltrans, I agree that I will adhere to the program guidelines.

Applicant			
Authorized Official (Applicant)			
Print Full Name	Larry McLaughlin		
Title	City Manager		
Signature		Date	3/9/23
Sub-Applicant(s)*			
Authorized Official (Sub-Applicant)			
Print Full Name			
Title			
Signature		Date	
Authorized Official (Sub-Applicant)			
Print Full Name			
Title			
Signature		Date	
Authorized Official (Sub-Applicant)			
Print Full Name			
Title			
Signature		Date	

*Use additional pages if necessary.



Sustainable Transportation Planning Grant Program

GRANT APPLICATION COVER SHEET

PART A. APPLICATION INFORMATION

FY 2023-24

Grant Category (select only one)

Climate Adaptation (MPOs, RTPAs, Transit Agencies, Cities, Counties, Tribes, other Public Transportation Planning Entities)

11.47% Local Match requirement (Not Applicable to Native American Tribal Governments)

Sustainable Communities (MPOs with sub-applicant, RTPAs, Transit Agencies, Cities, Counties, Tribes, other Public Transportation Planning Entities)

Strategic Partnerships (MPOs and RTPAs only)

☒ Sustainable Communities Competitive
(11.47% Local Match requirement)

Strategic Partnerships (FHWA SPR Part I)
(20% Local Match requirement)

Sustainable Communities Competitive Technical
(11.47% Local Match requirement)

Strategic Partnerships Transit (FTA 5304)
(11.47% Local Match requirement)

Application Submittal Type (more than one may be selected)

New

Prior Phases

Re-Submittal

☒

New Application

Continuation of a prior project.
If so, list the Grant FY and project
title below.

Re-submittal from a prior grant cycle.

How many times has an application been
submitted for this project, including this one?

PART B. PROJECT INFORMATION

Project Title and Location

Project Title Sebastopol Main Street State Highways Subregional Planning and Core Redesign

Project Location
(City) Sebastopol

Project Location
(County) Sonoma

Funding Information

1. Is the applicant proposing to meet the minimum local match requirement or an over-match? Use the Match Calculator to determine the appropriate match. [Match Calculator](#)

☒ Minimum Local Match ☐ Over-Match

2. What is the source of Local Match funds being used?

(MPOs – Federal Toll Credits, PL, and FTA 5303 cannot be used to match Sustainable Communities Competitive or Adaptation Planning grants)

☐ Local Transportation Funds ☐ Local Sales Tax ☐ Special Bond Measures

☒ Other, specify: Traffic Impact Fees

**Grant Funds
Requested**

**Local Match
(Cash)**

**Local Match
(In-Kind)**

**Total
Local Match**

**%
Local Match**

**Total
Project Cost**

\$230,178

\$29,822

\$

\$29,822

11.47%

\$260,000



Sustainable Transportation Planning Grant Program

GRANT APPLICATION COVER SHEET

PART B. PROJECT INFORMATION (CONTINUED)

Project Description (3-5 Sentences Max.)

Insert Application Narrative:

1. Project Description

Located in western Sonoma County and with a population of 7,800, Sebastopol is one of the few incorporated cities in California where two State Highways intersect and serve as the downtown's two primary routes of travel. The high volume of regional traffic has negatively impacted the vitality of local businesses and the safety of pedestrians and bicyclists traversing the downtown area.

- A preferred plan for the downtown segments of SR 116 and SR 12 to address multimodal transportation, safety, sustainability, accessibility, and economic development, while supporting the City's land use and housing goals.
- A regional strategy for State, County and other local roadways to address capacity and freight movement to support the downtown corridor plan.

Active community engagement with disadvantaged residents to effectively address community-identified needs and inequities.

Project Type

Choose the Project Type that best represents the focus of the proposed project. See Grant Application Guide for examples. Two max. may be selected.

- ☐ Active Transportation (Bicycle and Pedestrian)
- ☐ Climate Change (Infrastructure Adaptation, Vulnerability and Resiliency)
- ☐ Complete Streets (Multimodal specific type)
- ☒ Corridor (Local Streets or Highways)
- ☐ Freight/Goods Movement
- ☐ General Plan (Circulation Element, Land Use Element, Specific Plan)
- ☒ Multimodal (Motorized and Active Transportation)
- ☐ Technical (Modeling, VMT Mitigation, ZEV Infrastructure, ZEB Transition, etc.)
- ☐ Transit (Bus, Light Rail, and Commuter Rail Service)
- ☐ Other, specify:

Underserved Community Definitions

If applicable to the project, what tools were used to identify the underserved communities in the project area? Choose all that apply.

- ☐ Rural Communities of 50,000 or less and outside of urbanized areas
- ☐ Native American Tribal Governments
- ☐ Regionally/Locally Defined Underserved Communities
- ☒ At/Below 80% Assembly Bill 1550 (Gomez, Statutes of 2016)
- ☐ At/Above 75% California Department of Education, Free or Reduced Priced Meals Data
- ☐ At/Above 75% CalEnviroScreen Version 4.0
- ☐ At/Below 25% California Healthy Places Index



Sustainable Transportation Planning Grant Program

GRANT APPLICATION COVER SHEET

PART C. CONTACT INFORMATION*

	Primary Applicant	Sub-Applicant	Sub-Applicant
Organization (Legal name)	City of Sebastopol		
Dept./Division	Engineering		
Street Address	714 Johnson Street		
City	Sebastopol		
Zip Code	95472		
Phone Number	707-823-2151		
Executive Director Name	Larry McLaughlin		
Title	City Manager		
Executive Director E-mail	lmclaughlin@cityofsebastopol.org		
Financial Manager Name	Ana Kwong		
Title	Administrative Services Director		
Financial Manager E-mail	akwong@cityofsebastopol.org		
Contact Person Name	Mario Landeros		
Title	Interim City Engineer		
Contact Phone Number	707-823-2151		
Contact E-mail	Mario.Landeros@ghd.com		

*Use additional pages if necessary.



Sustainable Transportation Planning Grant Program

GRANT APPLICATION COVER SHEET

PART D. COMPLIANT HOUSING ELEMENT

City/County Primary/Sub-Applicants for Sustainable Communities Grants	Yes	No
Does the City/County have a compliant Housing Element? If No, explain the current status: The Sebastopol City Council adopted the Housing Element on January 3, 2023. It was received by HCD for review on January 9, 2023 and is still being reviewed as of the date of the submittal of this application.	X	
Has the City/County submitted Annual Progress Report to the California Department of Housing and Community Development for calendar years 2020 and 2021?	X	

PART E. OTHER FUNDING PROGRAMS

Applicants may leverage other program funds for this planning grant, as long as the activities are eligible.

	Yes	No	N/A
Is the applicant applying for the Governor's Office of Planning and Research (OPR) Climate Adaptation Planning Grant Program? Applicants should not submit the same project application to both funding programs. However, applicants may propose to leverage funds from one funding program to another. For instance, an applicant with a large project may propose to fund one component with Caltrans funds, and another with OPR funds. Applicants may also propose two entirely different projects to each funding program. If yes, identify the differences between each proposal, and briefly summarize the leverage opportunity if awarded both Caltrans and OPR funding:		X	
Is the applicant applying for any other funding programs to complete this project? If yes, list them here:		X	



Sustainable Transportation Planning Grant Program

GRANT APPLICATION COVER SHEET

PART F. LEGISLATIVE INFORMATION

Use the following link to determine the appropriate legislative members in the Project area.

Search by address: <http://findyourrep.legislature.ca.gov/>

State Senator(s)		Assembly Member(s)	
District	Name	District	Name
2	Mike McGuire	2	Jim Wood

PART G. LETTERS OF SUPPORT

List all letters of support received for the proposed project. Letters should be addressed to the applicant.

Name/Agency	Name/Agency
Suzanne Smith/Sonoma County Transp. Authority	
Johannes Hoevertsz/Sonoma County Transp and PW	
Andrea Caron/Silk Moon (business)	
(multiple signers)/The Core Project	
Shawn Hall/Gypsy Café (business)	
BLOOM (local organization)	



Sustainable Transportation Planning Grant Program

SUSTAINABLE COMMUNITIES - GRANT APPLICATION

NARRATIVE

PART H. APPLICATION NARRATIVE

FY 2023-24

Project Information

Organization (Legal name)	City of Sebastopol
Project Title	Sebastopol Main Street State Highways Subregional Planning and Core Redesign
Project Area Boundaries	State Route (SR) 116 between Keating Avenue and Willow Street, and SR 12 between Barnes Avenue-Brown Street and North High Street
Project Timeframe (Start and End Dates)	November 2023 - January 2026

Do not alter application format and font size 10

Application Narrative

1. Project Description (10 points) - 3-5 sentences maximum; Do not exceed the space provided.

Briefly summarize project in a clear and concise manner, including why the project is necessary, major deliverables, parties involved, and any connections to relevant local, regional, and/or State planning efforts.

Located in western Sonoma County and with a population of 7,800, Sebastopol is one of the few incorporated cities in California where two State Highways intersect and serve as the Downtown's two primary routes of travel. The high volume of regional traffic has negatively impacted the vitality of local businesses and the safety of pedestrians and bicyclists traversing the Downtown area. Partnering with Caltrans District 4, Sonoma County Transportation Authority, and the County of Sonoma, the effort will produce:

- A preferred plan for the downtown segments of State Route (SR) 116 and SR 12 to address safety, sustainability, accessibility, connectivity, economic development, and mobility for all transportation modes and reduce the reliance on vehicle travel, while supporting the City's land use and housing goals.
- A regional strategy for State, County and other local roadways to address capacity and freight movement to support the downtown corridor plan.
- Active community engagement with disadvantaged residents to effectively address community-identified needs and inequities.





Sustainable Transportation Planning Grant Program

SUSTAINABLE COMMUNITIES - GRANT APPLICATION

NARRATIVE

2A. Project Justification (15 points) - Do not exceed the space provided

- Describe the problems or deficiencies the project is attempting to address, as well as how the project will address the identified problems or deficiencies
- Describe the ramifications and impact of not funding this project
- Clearly define the existing issues surrounding the project (e.g., transportation issues, inadequate transit services, impacts of heavy trucking on local streets, air pollution, etc.)
- Competitive applications support the need for the project with empirical data
- Describe how this project addresses issues raised
- Define the public benefit
- Explain how the public was involved with identifying issues

SR 116 and SR 12 are the two primary routes of travel into and through Sebastopol, serving local and regional through traffic in west Sonoma County. SR 116 runs north-south, connecting to US 101 eight miles to the south in Cotati and to SR 1 on the Sonoma County coast, 24 miles to the north and west. The SR 12 corridor becomes a freeway east of Sebastopol and connects to Santa Rosa seven miles to the east; west of SR 116 it becomes a local roadway, extending to SR 1 near Bodega Bay. Both State Highways are routed through Sebastopol's Downtown core, where SR 116 carries an estimated 27,500 vehicles per day, while SR 12 has average traffic volume of 22,500 vehicles per day. Downtown Sebastopol is a compact mixed-use area with the City's largest concentration of job opportunities, a wide range of goods and services, and local and regional bus routes. SR 116 operates as a one-way couplet – Main Street and Petaluma Avenue – between McKinley Street and the Main Street-Petaluma Avenue split, and the two intersections of SR 116 with SR 12 are the most congested intersections in the area. The project area for the proposed study extends approximately five blocks north-to-south and four blocks east-to-west (see attachment).

The high volume of regional through traffic combined with local traffic in the Downtown area has negatively impacted the vitality of local businesses and the safety of pedestrians and bicyclists. The sections of both SR 12 and SR 116 in the Downtown core area have expanded vehicle capacity as maintaining the flow of vehicle traffic has been emphasized over active transportation modes and livability. In 2019, the Office of Traffic Safety crash rankings rated Sebastopol as the worst among 74 similar-sized communities in California in terms of crashes involving pedestrians age 65 and older, second-worst for pedestrians overall, and seventh worst for bicyclists (see attachment). Looking at detailed collision records in the Transportation Injury Mapping System (TIMS), there were 29 injury crashes involving pedestrians or bicyclists from 2012 through 2021 in the project area, 37 percent of the citywide total (see attachment). These issues have been longstanding concerns in Sebastopol, forming the basis of the "Street Smart Sebastopol" effort undertaken in 2000, but these issues have become magnified over time. In particular, a contributing factor has been the emergence of the Barlow redevelopment as an attraction on the east side of SR 116 northbound. This area has generated significant pedestrian activity, creating cross pedestrian and vehicle interaction between this district and the traditional Downtown.

The purpose of the Plan is to develop a comprehensive vision for the SR 116 and SR 12 corridors in the Sebastopol Downtown core by exploring alternative circulation options and making the area more welcoming to pedestrians, bicyclists, and transit users. The plan will also include analysis of potential





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2A. Project Justification (continued)

modifications to regional roadways outside of the City that could potentially reduce traffic volumes – including truck traffic – in the City core. This two-track approach – considering multimodal circulation in the Downtown area as well as the larger regional circulation – is essential to creating a more sustainable future for Sebastopol in terms of local mobility and economic development. The City is seeking to attract additional development to Downtown and to reduce greenhouse gas emissions by encouraging mode shift away from vehicle travel. Unless these issues are addressed, the existing circulation pattern will continue to be an obstacle to these goals, as the through traffic will contribute to ongoing pedestrian and bicycle safety concerns and make this area less hospitable to business.

The proposed planning study will focus on multimodal transportation and circulation through Downtown, with a goal of establishing this area as more of a destination and gathering place, with reduced emphasis on maximizing traffic throughput. In addition to encouraging non-vehicle transportation, this will also include building on the City's efforts to promote a "park once" concept to reduce short vehicle trips within the Downtown area. Three alternatives would be developed based on input from the public and from the various stakeholders, but could include, for example, improvements that: 1) benefit pedestrians and bicyclists without worsening the current Levels of Service at various Downtown intersections, 2) optimize bicycle and pedestrian movement, but with resulting increases in vehicle delay, and 3) compromise between the two options with respect to vehicles versus pedestrian/ bicycle movement. At least one of the options would give consideration to a conversion of the one-way couplet along SR 116 to two-way streets, as recommended in the General Plan (see attachment). Urban and landscape design and placemaking concepts will be developed for the Downtown study area; this is important to support a revitalization of Downtown and the idea of this area as a destination.

Traffic operations on subregional routes outside the City limits where capacity improvements may reroute through traffic away from the City's Downtown will also be analyzed. This component of the project will include less detailed analysis but is needed to build consensus around a regional traffic strategy that would complement any modifications of traffic flow through Sebastopol. Caltrans, Sonoma County, SCTA and the City of Santa Rosa all have jurisdiction and responsibilities for transportation infrastructure outside the City limits and will be essential partners in this effort.

Public engagement and stakeholder input will be an crucial part of the study. Most of Sebastopol's disadvantaged residents live within walking distance of Downtown. Improved active transportation access and safety would greatly benefit these residents by improving their access to basic goods and services, jobs, and transit. Outreach activities would include a specific focus on soliciting input from disadvantaged residents within walking distance of the Downtown area.





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2B. Underserved Communities Justification (5 points) - Do not exceed the space provided

- Explain how the project area or portions of the project area are defined as an underserved community, including Native American Tribal Governments and rural communities
- Explain how the proposed project addresses the needs of the underserved community
- Describe how underserved communities will benefit from the proposed planning project
- Cite data sources, the Grant Application Guide Appendix A tools used to define underserved communities, and include a comparison to the statewide thresholds that are established in each tool

Many of Sebastopol's most disadvantaged residents live proximate to the project area and would benefit directly from the project. In accordance with AB 1550, households with annual incomes below 80 percent of the statewide median are considered disadvantaged. Block Group 2 in Census Tract 15304.03 - located southeast of the SR 116/SR 12 intersection - had a median household income of \$59,028 in 2019; this is below \$60,188, which represents 80 percent of the statewide median household income for the same time period. Therefore over 50 percent of the households in that area would be considered low-income under AB 1550. This area also includes 106 affordable housing units. Approximately 0.6 miles west of the SR 116/SR 12 intersection there are an additional 198 affordable housing units located along the south side of Bodega Avenue. The attached map illustrates the location of these residents relative to the project area. Since low-income residents are least likely to have access to a motor vehicle, they would especially benefit from enhancements to the pedestrian and bicycle infrastructure in the project area. These residents are within walking distance of Sebastopol's Downtown core, the City's largest concentration of job opportunities, a wide range of goods and services, and bus routes serving local and regional destinations.

2C. Underserved Communities Engagement (5 points) - Do not exceed the space provided

- See Grant Application Guide, Appendix A, for community engagement best practices
- Describe how the proposed effort would engage underserved communities, including Native American Tribal Governments and rural communities. Include specific outreach methods for involving underserved communities
- Describe how underserved communities will continue to be engaged during the next phases after the proposed planning project is complete, including project implementation.

Participation would be solicited from low-income residents by collaborating with managers of affordable housing developments to distribute project information and potentially hold meetings on-site. Residents of the low-income Census Block Group could be identified through survey questions requesting general residence location information. Further, the City would reach out to community-based organizations serving lower income residents to identify the most effective strategies to generate participation from their clients and potentially assist with distributing project-related information.

The affordable housing managers and staff of community-based organizations would be engaged on an ongoing basis throughout the planning process. They would be included as part of the stakeholder list that would be retained and carried over throughout more detailed planning and project implementation.



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3. Grant Specific Objectives (Total 35 points)

Integrate the following Grant Program Considerations (Grant Application Guide, Chapter 1.2) in the responses for 3A-G below, as applicable:

- Caltrans Strategic Plan
- California Transportation Plan (CTP)
- Modal Plans that Support the CTP
- Title VI and Environmental Justice
- Climate Action Plan for Transportation Infrastructure
- California Adaptation Strategy
- Master Plan for Aging

3A. Grant Specific Objectives (5 points) - Do not exceed the space provided

- Explain how the proposal encourages local and regional multimodal transportation, housing and land use planning that furthers the region's RTP SCS (where applicable)
- Demonstrate how the proposed effort would coordinate transportation, housing, and land use planning components of the project to inform one another (i.e., regular coordination meetings between responsible entities, joint community meetings, letters of commitment from all relevant implementing agencies, etc.
- Explain how the proposed effort would contribute to shifts in land use towards more sustainable and equitable communities, such as more affordable housing near transit or more compact regional development patterns (Reference Grant Application Guide, Chapter 2.2, for example project types)

The project supports the City's development plans and a more sustainable transportation pattern. The project area is also included in the Regional Active Transportation Network developed by the Metropolitan Transportation Commission (see attachment) and is located within Sebastopol's Priority Development Area (PDA) as identified through Plan Bay Area 2050, the region's Sustainable Community Strategy (see attachment). The PDA designation reflects the City's plans to focus incoming growth Downtown and the availability of transit service. Further, the SCTA countywide travel demand model indicates that transportation analysis zones (TAZs) in Downtown have a VMT per employee ranging from 5.38 to 15.21, or 32 percent to 76 percent below the regional average (see attachment); incoming development in this area would be expected to have similar characteristics. Of the 11 major development projects currently under review by the City, nine are located on or within one block of SR 116 or SR 12 (see attachment).

The City's collaboration with Caltrans will be an essential aspect of implementing improvements along the state highway system, and the proposed planning effort looks to build on previous successes. During the past five years, the City has collaborated with Caltrans to implement numerous projects along SR 116 to support a shift to a greater use of active transportation and transit, notably the bike lanes that now form a north-south spine through the City. Given the short travel distances required for residents to reach destinations within Sebastopol, improvements that encourage slower vehicle speeds, lower volumes, and/or greater separation from vehicle traffic could further reduce the level of traffic stress and induce greater usage of the bike lanes for day-to-day transportation. The City has also worked with Caltrans to implement numerous enhanced pedestrian crossings along SR 116. The City will also work closely with the County of Sonoma and SCTA throughout this process; both entities have submitted letters of support indicating their support for this effort (see attachment).



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3B. Grant Specific Objectives (5 points) - Do not exceed the space provided

- Explain how the proposal contributes to the State's GHG reduction targets and advances transportation related GHG emission reduction project types/strategies (i.e., mode shift, demand management, travel cost, operational efficiency, accessibility, and coordination with future employment and residential land use, etc.)
- Coordination with Future Development: The project area is Sebastopol's primary business district and is part of a designated Priority Development Area (PDA) in Plan Bay Area 2050. This indicates that the area is identified in City plans as a growth area and is walkable to transit service. This is supported by the SCTA travel demand model, which indicates that the project area has an average vehicle miles traveled (VMT) per employee that is substantially below the countywide average, as shown in the attached map. Therefore, by supporting incoming development in a low-VMT area, it is presumed that future development would have similar characteristics.
- Mode Shift: Sebastopol is a City of less than two square miles, so a high percentage of trips are within walking or bicycling distance. The City has recently implemented numerous bike lane projects, including those on SR 116. Funding has recently been secured for bike lanes along Bodega Avenue; with the completion of that project, the City's proposed Class I and Class II bike facilities will be complete. The current project would further enhance these efforts by seeking to reduce vehicle speeds and create a more comfortable environment for bicyclists as well as pedestrians, which would also improve access to local and regional transit stops throughout Downtown. This will further encourage mode shift from vehicles to active transportation modes.

3C. Grant Specific Objectives (5 points) - Do not exceed the space provided

- Explain how the proposal supports other State goals, including but not limited to:
 - State Planning Priorities (Government Code Section 65041.1)
 - Climate Adaptation Goals (State Adaptation Strategy)
 - Goals and Best Practices cited in the 2017 RTP Guidelines, Appendices K and L

State Planning Priorities: The project supports infill development by enhancing multimodal transportation options in Sebastopol's Downtown, which is a PDA and a location where future growth is planned.

Climate Adaptation Goals: The project supports infill development, investments to create more bikeable and walkable communities, and community engagement, including a focus on disadvantaged residents near the project area.

RTP Guidelines Goals and Best Practices:

- Coordination: The project will be coordinated with the county and regional planning processes and rely on interagency collaboration between the City of Sebastopol, Caltrans, and the County of Sonoma. Together these agencies will need to achieve consensus on how to best manage regional traffic flow while serving Sebastopol's local mobility needs and enabling local businesses to flourish.
- Complete Streets: The project will employ a complete street approach to addressing mobility issues in Downtown Sebastopol.
- Public Engagement: The project will be partnered with community-based organizations to involve disadvantaged residents and focused efforts to solicit their input and address their interests through the planning process.



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3D. Grant Specific Objectives (5 points) - Do not exceed the space provided

- Explain how the proposal encourages stakeholder involvement
- List the stakeholders involved in the planning effort (e.g., first responders, community-based organizations, local housing and public health departments, transit agencies, and partners including State, federal, local agencies)
- Explain how stakeholders will be involved throughout the project

Stakeholders for the project will include Caltrans, the County of Sonoma, SCTA, and the City of Santa Rosa due to their responsibilities related to local and regional roadways. In addition, this effort will include entities such as Sonoma County Transit and the Sebastopol Police and Fire Departments, as their operations and services would potentially be impacted by any proposed modifications to the local circulation system. Participation of community-based organizations will also be solicited to ensure representation that addresses a broad range of interests to help identify trade-offs that will be involved in selecting the preferred option. This includes managers of affordable housing developments and other entities that serve low-income individuals and families in Sebastopol. While there will be communications with many of the stakeholders throughout the planning process, three meetings will also be convened with a Technical Advisory Committee to bring the stakeholders together and facilitate a discussion of the project to help achieve consensus on solutions.

3E. Grant Specific Objectives (5 points) - Do not exceed the space provided

- Explain how the proposal involves active community engagement
- Describe the specific public outreach methods/events that will be employed throughout the project
- Explain how public input will inform the project
- Describe how the effort will survey the public at the end of each outreach event to gauge effectiveness of these activities for the planning effort

Input from the general public and stakeholders will be considered along with technical analysis and a review of local and regional policies to guide selection of the preferred alternative. Activities include:

- Project website: This will include an interactive map of the project area where participants can provide comments; surveys for residents to provide input and vote on alternatives; and related project information.
- Public workshops: There will be three public workshops, which may be in-person, virtual, or a hybrid format, and meeting days, times and venues will be selected to maximize participation. Community-based organizations will be engaged to help activate their constituencies, with a particular focus on groups that work with disadvantaged residents. The participation of disadvantaged residents will be assessed during the planning process and additional targeted outreach to these residents may be conducted if needed.
- Stakeholder meetings: Stakeholder meetings will include Downtown businesses, Sonoma County Transit Authority (SCTA), and the Sonoma County Bicycle Coalition. Public agency partners including Caltrans, County of Sonoma, City of Santa Rosa, and the Sebastopol Police and Fire Departments will be included in a Technical Advisory Committee to identify potential challenges and achieve consensus.
- Walking audits: Two walking audits will be held to assess existing conditions and potential enhancements.
- Sebastopol City Council meeting: This will provide an opportunity for input from Council and public,





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3F. Grant Specific Objectives (5 points) - Do not exceed the space provided

- Explain how the proposal assists in achieving the Caltrans Mission and Grant Program Objectives (Grant Application Guide, Chapter 1.2): Sustainability, Preservation, Accessibility, Safety, Innovation, Economy, Health, and Social Equity, as applicable

• **Sustainability:** Goals of the project include identifying improvements to make Downtown Sebastopol a safer and more comfortable place to walk or bicycle and developing streetscape concepts to support placemaking and establishment of Downtown as a destination.

• **Accessibility:** Streetscape designs and pedestrian safety infrastructure recommendations will account for the needs of people with disabilities and seniors, for example by providing extended crossing times at signalized crossings. Modifications to intersection crossings may be required to meet Americans with Disabilities Act (ADA) requirements.

• **Economy:** The project is intended to support the revitalization of the Downtown area by developing streetscape concepts and emphasizing mobility within Downtown by non-vehicle transportation modes. This would benefit the low-income residents within walking distance of Downtown by enabling them to more readily access local goods and services as well as job opportunities.

• **Health:** The project is intended to enhance pedestrian and bicycle safety using measures that would reduce vehicle speeds. Reduced vehicle speeds are correlated with less severe injury collisions. Improved pedestrian and bicycle infrastructure encourages use of active transportation and physical activity,

• **Social Equity:** The community engagement component of the project will include a focus on soliciting input and addressing the needs of low-income households in close proximity to the project.

3G. Grant Specific Objectives (5 points) - Do not exceed the space provided

- Explain how the proposal ultimately results in funded and programmed multimodal transportation system improvements
- Discuss next steps for project implementation, including timing for programming improvements that would result from the planning effort

The focus of the project will be on gaining consensus from the local community and regional partners on circulation system concepts, enhancements to pedestrian and bicycle infrastructure, and streetscape concepts. The project deliverables include 30-percent concept designs for improvements in the Downtown area. The concept plans will position the City to pursue grant funding to complete project design and construction; proposed improvements may be structured as multiple projects based on the scope and availability of funding. Caltrans and Sonoma County will continue to be consulted regarding the scope of future projects and the timing for implementing improvements to ensure that they complement other projects that may be occurring in the area.



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4. Project Management (Total 30 points)

See Scope of Work and Cost and Schedule samples and checklists for requirements (Grant Application Guide, Appendix B), also available on the Caltrans grants website:
<https://dot.ca.gov/programs/transportation-planning/division-of-transportation-planning/regional-and-community-planning>

4A. Scope of Work (15 points)

4B. Cost and Schedule (15 points)

SCOPE OF WORK

Project Information	
Grant Category	Sustainable Communities Competitive
Grant Fiscal Year	2023-24
Project Title	Sebastopol Main Street State Highways Subregional Planning and Core Redesign
Organization (Legal name)	City of Sebastopol

Disclaimer

Agency commits to the Scope of Work below. Any changes will need to be approved by Caltrans prior to initiating any Scope of Work change or amendment.

Introduction

Located in western Sonoma County and with a population of 7,800, Sebastopol is one of the few incorporated cities in California where two State Highways intersect and serve as the Downtown's two primary routes of travel. Historically the movement of through regional traffic has been prioritized over local mobility needs, as SR 116 and SR 12 carry an estimated 27,500 and 22,500 vehicles per day, respectively. This high volume of regional traffic has negatively impacted the vitality of local businesses and the safety of pedestrians and bicyclists traversing the Downtown area. In 2019, the Office of Traffic Safety crash rankings rated Sebastopol as the worst among 74 similar-sized communities in California in terms of crashes involving pedestrians age 65 and older, second-worst for pedestrians overall, and seventh worst for bicyclists (see attached). Looking at detailed collision records in the Transportation Injury Mapping System (TIMS), there were 29 injury crashes involving pedestrians or bicyclists from 2012 through 2021 in the project area, 37% of the citywide total.

Downtown Sebastopol is a compact mixed-use area with the City's largest concentration of job opportunities, a wide range of goods and services, and local and regional bus routes. Given Sebastopol's small size and short trip distances, there is tremendous potential for people to shift transportation modes if conditions can be improved to create safer, more comfortable places to walk or bike. However, because of Sebastopol's location as a gateway to west Sonoma County, local circulation projects can have broader impacts. As a result, the City will partner with Caltrans, the County of Sonoma, Sonoma County Transportation Authority (SCTA), and City of Santa Rosa to explore potential improvements to the roadway network outside the City limits that complement recommended projects Downtown.

Many of the City's disadvantaged residents live in close proximity to Downtown, as Block Group 2 in Census Tract 1534.03 has a median income below 80% of the statewide median. This area is adjacent to the project area and includes two mobile home parks as well as several designated affordable housing complexes; the City's largest concentration of affordable housing is located one-half mile west of Downtown on Bodega Avenue, with 198 units. Given lower income households' lower levels of vehicle ownership, they would especially benefit from improved non-vehicle transportation options with improved access to goods, services, and employment opportunities. These residents will be sought out for inclusion in the project's outreach process,

through direct engagement and partnering with community-based organizations that work with this population.

Project Stakeholders

The City of Sebastopol will procure a consultant to assist with this effort. Agency stakeholders will include Caltrans, County of Sonoma, Sonoma County Transportation Authority (SCTA), and the City of Santa Rosa. Regarding the more detailed improvements to be considered for Downtown Sebastopol, stakeholders will include Caltrans, local businesses, residents, community-based organizations, Sonoma County Transit, Sonoma County Bicycle Coalition, and the Sebastopol Police and Fire Departments. Focused outreach will also be undertaken with disadvantaged residents living in the vicinity of the project and local organizations that provide services to these residents.

Overall Project Objectives

- Enhance multimodal safety, accessibility, and comfort to help make Downtown Sebastopol a more desirable place to walk, bike, or use transit.
- Encourage mode shift to reduce vehicle travel and increase the use of alternative transportation modes to support the City's greenhouse gas reduction goals.
- Reduce the negative impacts of regional through traffic on Downtown Sebastopol, including truck traffic.
- Engage with the Downtown business community to identify mobility and design enhancements that would help to revitalize the area and create a more inviting place to do business.
- Develop consensus with Caltrans, County of Sonoma, and City of Santa Rosa regarding recommended improvements to enhance regional circulation on selected roadways in the vicinity of Sebastopol and supports the preferred alternative for Downtown.
- Engage disadvantaged residents in the planning process to identify and address their mobility priorities.
- Identify a preferred alternative to improve active transportation while maintaining adequate vehicle circulation to, within, and through Downtown.
- Develop urban design and streetscape concepts to enhance the sense of place in Downtown and contribute to establishing the Downtown area as more of a destination.
- Develop a set of concept-level design plans for Downtown multimodal mobility enhancements that can be used to pursue grant funding to complete design and construction.

Summary of Project Tasks

Task 01: Project Administration

This is an Administrative Task that shall only be charged against by the Grantee for the Administration of this grant project. Costs for this task cannot exceed 5% of the grant award amount.

Grantee will manage and administer the grant project according to the Grant Application Guidelines, Regional Planning Handbook, and the executed grant contract between Caltrans and the grantee.

City of Sebastopol will hold a kickoff meeting with Caltrans and administer the project in alignment with grant requirements.

Task Deliverables

Kick-off meeting with Caltrans - Meeting Notes, quarterly invoices and progress reports, DBE reporting (federal Grants only).

Task 02: Consultant Procurement

Grantee will procure a consultant, consistent with state and federal requirements, Local Assistance Procedures Manual for procuring non-Architectural and Engineering consultants, the Grant Application Guide, Regional Planning Handbook, and the executed grant contract between Caltrans and the grantee. The consultant shall participate in an internal kickoff meeting with City staff. City staff and consultant will identify and meet with regional partners and community stakeholders to gather information.

Task Deliverables

- Request for Proposals
- Proposals from responding firms, including selected firm.
- Technical services agreement for Sebastopol Main Street State Highways Subregional Planning and Core Redesign and any necessary amendments (if needed).
- Staff reports
- Kickoff meeting notes

Task 03: Existing Conditions

Consultants will collect relevant data on existing conditions and constraints, including but not limited to multi-modal traffic demand; current and future transit needs; parking; land uses adjacent to the Corridor; any future plans from Caltrans or the County that may impact how the corridor is used. This will entail desktop survey of existing data as well as collection of new data as necessary, such as segment volumes and intersection turning movement counts.

Task Deliverables

- Existing conditions report, including but not limited to summary of existing facilities for all modes of transportation, urban design opportunities and constraints, traffic conditions, collision history, parking supply, and summary of relevant city, county, and regional plans.

Task 04: Community Engagement and Coordination

Consultants will establish a flexible, multi-media engagement approach (electronic, virtual, interactive) as well as traditional outreach, including walking audits of the project area. Overall project coordination with the project team is key to positive outcomes, especially prior to each community outreach meeting. The planning study will include a robust, inclusive community engagement component to develop up to three corridor alternatives that will be reviewed by the City Council, which will select a preferred option. The community engagement effort will include the following:

- Project web site: The consultant will develop a project web site to serve as a central clearinghouse for project-related information. It will include an interactive map of the project area where participants can provide comments, surveys for residents to provide input and vote on alternatives, information about upcoming events and milestones, and archived meeting recording and draft documents for review.
- Public workshops: The consultant will work with the City to organize three public workshops to generate community dialogue about the project and potential

alternatives. Meetings may be in-person, virtual, or a hybrid format, and meeting days, times and venues will be selected to maximize participation. Community-based organizations will be engaged to help activate their constituencies, with a particular focus on groups that work with disadvantaged residents. The participation of disadvantaged residents will be assessed during the planning process and additional targeted outreach to these residents may be conducted if needed.

- Stakeholder meetings: Stakeholder meetings will be conducted with representatives of selected organizations including businesses in Downtown, the Sonoma County Transit Authority (SCTA), Sonoma County Bicycle Coalition. Public agency partners including Caltrans, County of Sonoma, City of Santa Rosa, and the Sebastopol Police and Fire Departments will be included in a Technical Advisory Committee to provide guidance regarding alternatives.
- Walking audits: Two walking audits will be held in the Downtown area to assess existing conditions and potential enhancements in terms of pedestrian facilities, bicycle facilities, transit access, and streetscape treatments.
- Sebastopol City Council meeting: A project overview and preliminary review of alternatives will be presented to the City Council to provide comments; this will offer an additional public input opportunity.

Task Deliverables
<ul style="list-style-type: none"> • Bi-weekly City Project Manager and Consultant check-in meetings • Eight (8) to twelve (12) in-person (or virtual) staff-level meetings • Stakeholder meetings with key City groups, Downtown merchants, the County of Sonoma, SCTA, Caltrans and the City of Santa Rosa, meeting summary notes • Three (3) public workshops and associated on-line rebroadcast, presentation materials, meeting notifications including social media posts, summary notes • Two (2) walking audits, summary notes • Project web site, including online interactive map • Online public surveys to solicit input and vote on alternatives, copy of survey instrument and data collected • Three (3) Technical Advisory Committee (TAC) meetings, presentation materials • One (1) Sebastopol Council Meeting • Agendas for all meetings • Minutes or summary notes for stakeholder meetings, workshops, walking audits, TAC meetings, and Council meeting

Task 05: Corridor Vision, Alternatives, and Analysis

An overall design approach will be developed for SR 116 between Keating Avenue and Willow Street to the south and for SR 12 between Barnes Avenue and High Street.

Develop Local Alternatives: The City envisions the development of three options which will be developed based on input from the public and from the various stakeholders, but could include, for example, improvements that: 1) benefit pedestrians and bicyclists without worsening the current level of service at various intersections in the Downtown area, 2) optimizes bicycle and pedestrian movement, but will likely impact the current level of service at various intersections, and 3) compromise between the two options with respect to vehicles versus ped/bicycle movement. At least one option should include two-way street concept for the existing SR 116 one-way couplet.

Develop Alternatives for Regional Routes: Based on meetings with Caltrans, the County, City of Santa Rosa and SCTA stakeholders, alternative vehicle capacity modifications for regional routes that may affect through traffic in the City's Downtown should be conceptualized. These

should include, but not necessarily limited to Occidental Road, Todd Road, Llano Road extension from SR 12 to Occidental Road and potential future interchange at SR 12/Fulton Road including its connection to Occidental Road. At least one scenario should not include any regional vehicle capacity enhancements to inform the effects on the City.

Analyze Scenarios: The Downtown planning study will include a traffic operational analysis and active transportation impact assessments of the three options, as well as a planning level cost estimate for implementation. A preferred option will be identified based on the existing conditions analysis; input collected from agencies, stakeholder groups, and the public; and the alternatives analysis. There will need to be sufficient analysis in order for the City Council to select a preferred option, especially if there is a Level of Service reduction that is inconsistent with the General Plan.

Concept Plans and Urban Design: The stakeholder interaction, public input, analysis, and Council review would result in a preferred scenario consisting of alternatives for both the City study area and for specific regional routes. Geometric concept plans (equivalent to 30% design) will be prepared as well as an Urban Design plan to be developed hand in hand with the traffic engineer coordinating with the urban design team members. The 30% geometric concept plans should be prepared for the City study area only indicating intersection controls and lane geometrics, pedestrian facilities, and bicycle lanes and facilities. These concept plans should be developed as early in the process as possible so that there is sufficient time for review, updates and modifications. The team's urban designers should prepare streetscape urban design plans for the City study area including examples of pavement treatments, public spaces, parklets, street furniture, landscaping and building façade improvements. The urban design plan should include a component which focuses on an enhanced connectivity between Main Street and the Barlow district. All of the elements of the urban design plan should be done in an interactive fashion with the team's traffic engineering staff, especially for the in-street components.

Task Deliverables
<ul style="list-style-type: none"> • Assessment of three concept alternatives for Downtown, including traffic operations analysis • Potential improvements for regional roadways • Urban design/streetscape plan • 30% concept plans for the preferred alternative • Presentation to Sebastopol City Council, presentation materials

Task 06: Regional Circulation Assessment

Potential regional roadway enhancements outside the City limits to complement the recommended improvements for Downtown will be identified and analyzed. Consultants will coordinate with the SCTA to use the countywide travel demand model to evaluate the impacts of proposed changes to road and/or intersection configurations. Modeling exercises should consider existing travel modes as well as any potential future modes and technologies as appropriate. Traffic modeling should also account for future development and its effect both with and without corridor reconfiguration. Potential modifications to regional facilities outside of the City should include, but not be limited to: Occidental Road, Todd Road, Llano Road extension from SR 12 to Occidental Road and potential future interchange at SR 12/Fulton Road including its connection to Occidental Road.

Task Deliverables
<ul style="list-style-type: none"> • Travel demand model analysis of alternatives, including technical memo summarizing results

Task 07: Implementation Strategies and Analysis Requirements

The implementation cost of the preferred scenario – including the Downtown study area modifications and the regional routes – will be estimated based on coordination with SCTA staff. An implementation strategy including identification of key partners and potential funding strategies will be developed, also incorporating input from SCTA staff. Depending on the changes proposed as part of the plan and its anticipated impacts, the level of environmental analysis anticipated for the next step of implementation will be determined in accordance with the California Environmental Quality Act (CEQA).

Task Deliverables

- Planning level cost estimate for alternatives
- Identification of project partners and potential funding sources
- General assessment of analysis to be required under CEQA

Task 08: Draft and Final Plan

The previously generated analysis, including the existing conditions report, alternatives assessment, preferred corridor plan, and regional road network recommendations will be integrated into a draft plan. One of the community workshops will be devoted to presenting the draft plan to the public and soliciting comments. The plan will also be posted on the project web site and circulated for comments from local and regional stakeholders. Comments will be collected and incorporated into the plan as appropriate.

Task Deliverables

- Draft Plan
- Public Comments Received
- Final Plan that includes a summary of next steps towards implementation, credits FHWA, FTA, and/or Caltrans on the cover or title page, submitted to Caltrans in an ADA accessible electronic copy

Task 09: Board Review/Approval

The finalized Plan will be presented to the Sebastopol City Council and the SCTA board, if appropriate, for their approval.

Task Deliverables

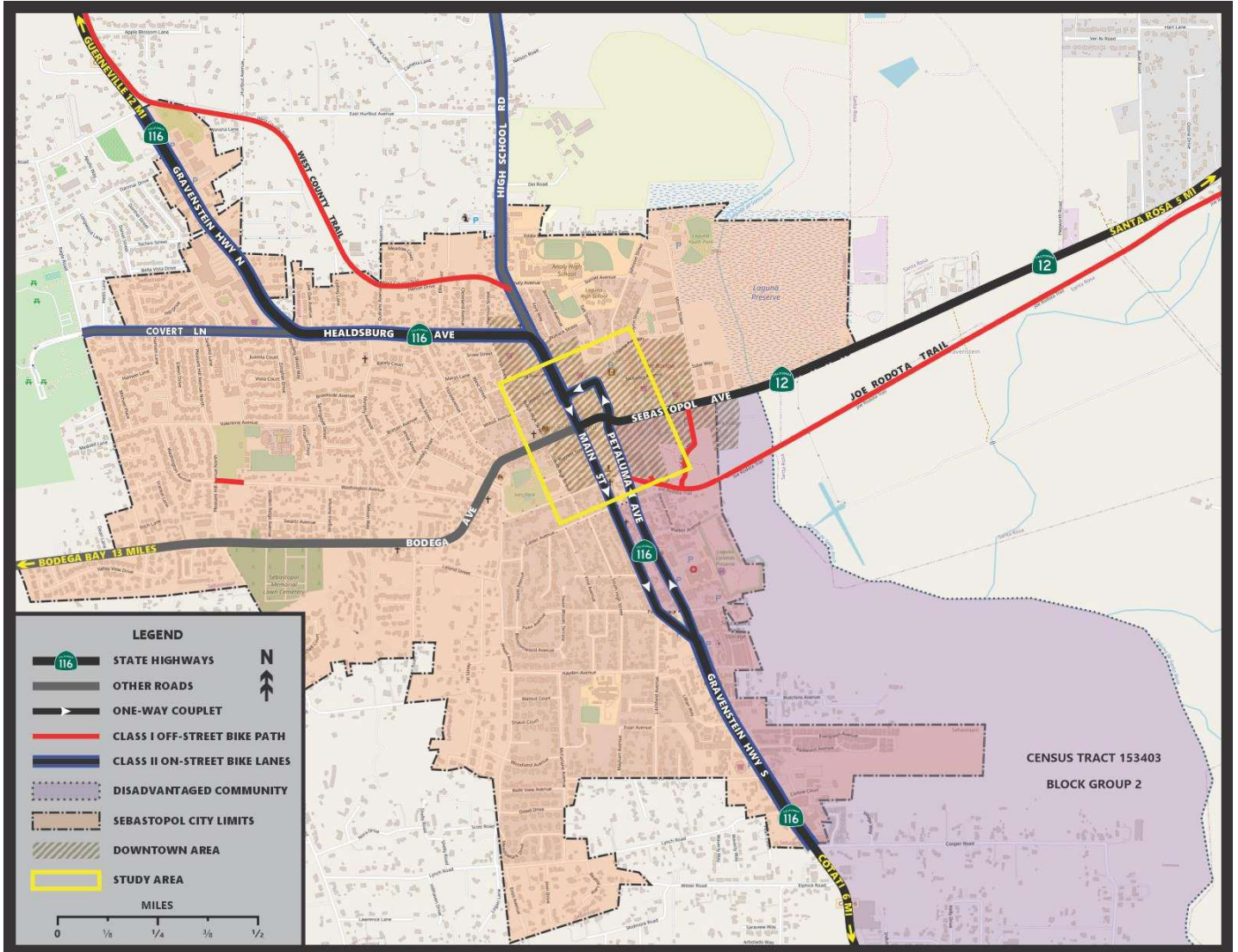
- One (1) Sebastopol City Council meeting
- Up to one (1) SCTA Board meeting and one (1) Sonoma County Board of Supervisors meeting
- Meeting agendas
- Presentation Materials
- Meeting minutes with resolution(s) of acceptance/approval

California Department of Transportation
Sustainable Transportation Planning Grant Program
COST AND SCHEDULE

[illegible]

Sebastopol Main Street State Highways Subregional Planning and Core Redesign

Study Area Map



Project Area Images

State Route 116 (North Main Street) north of State Route 12



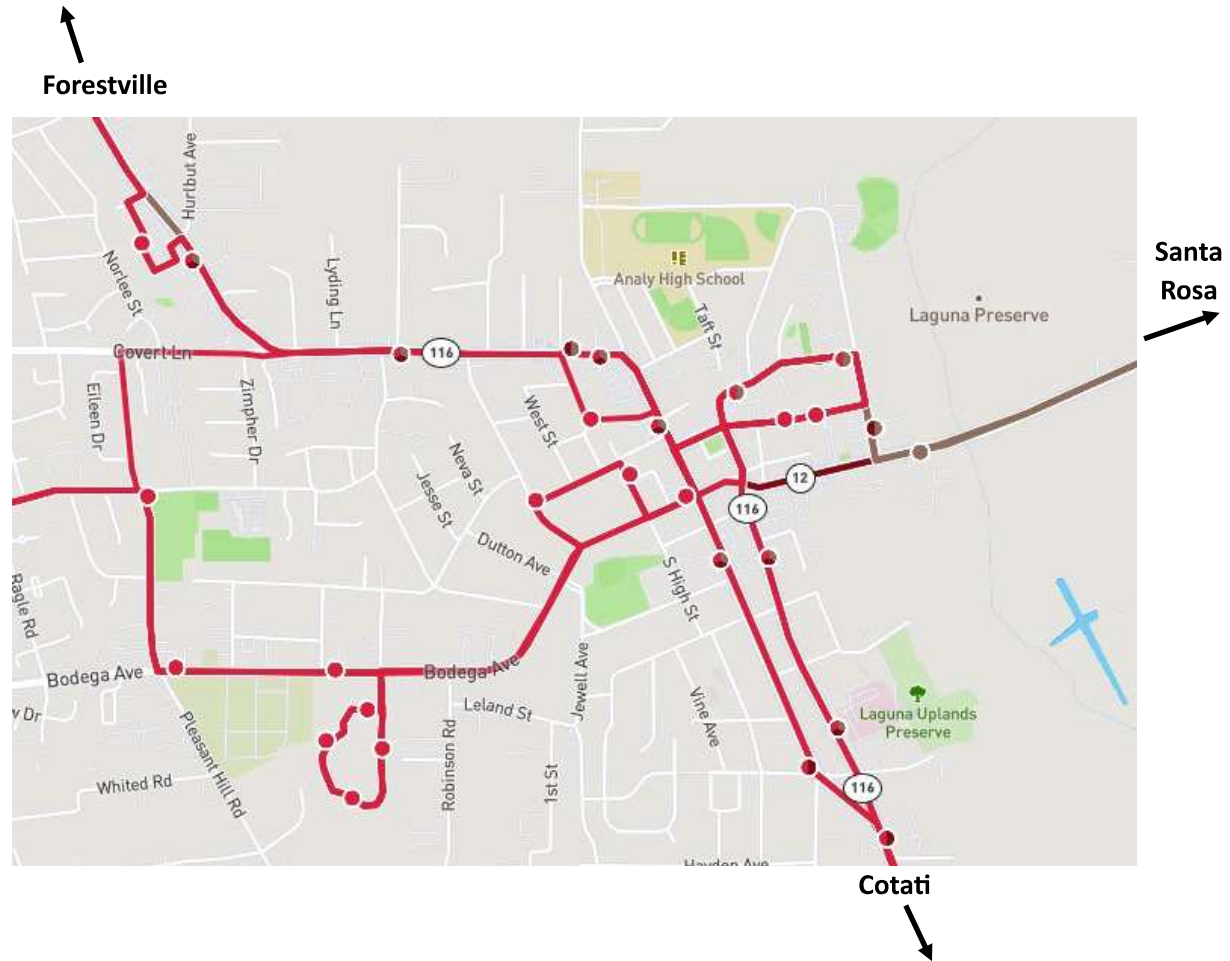
State Route 116 (North Main Street) south of McKinley Avenue



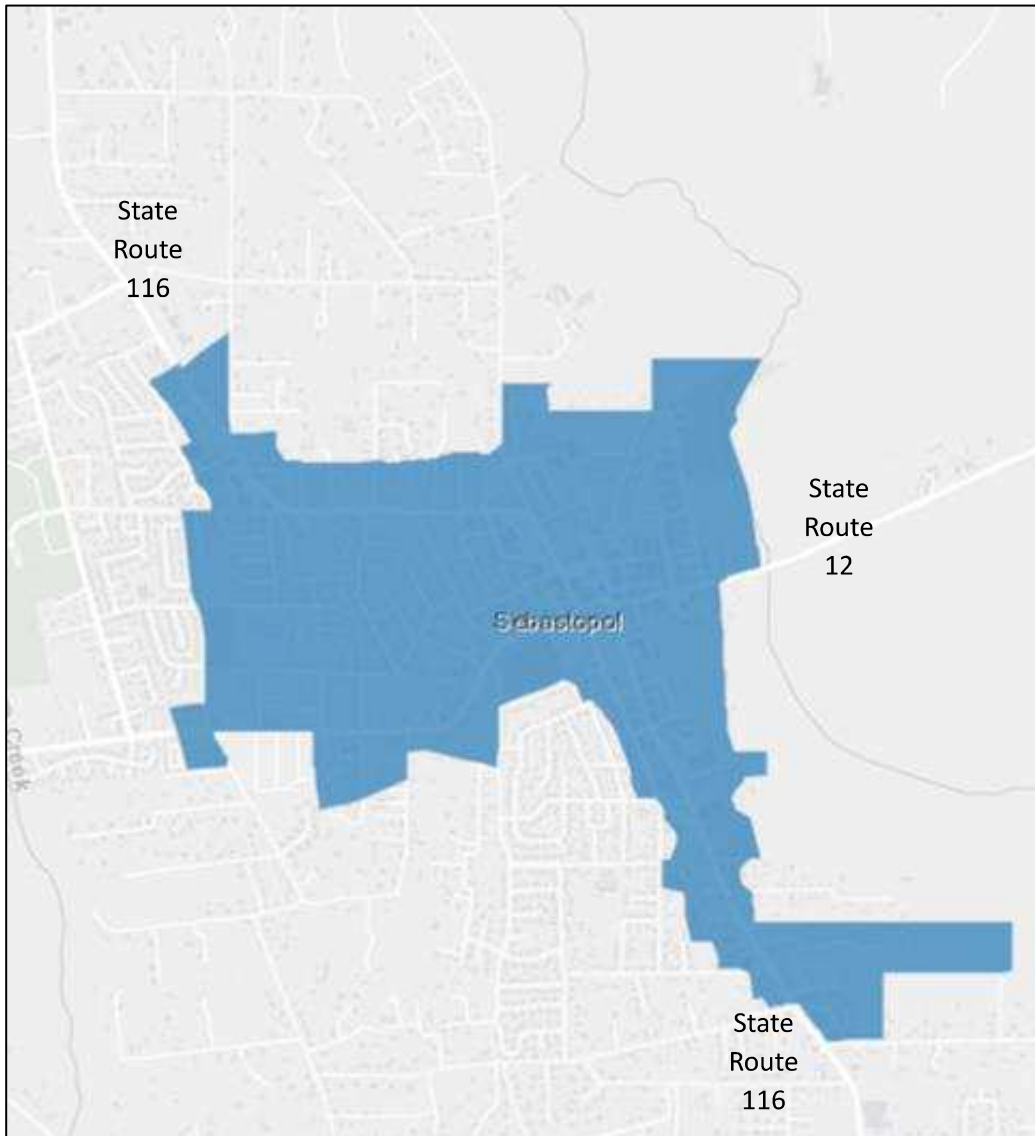
State Route 12 approaching the intersection with State Route 116 (Petaluma Avenue)



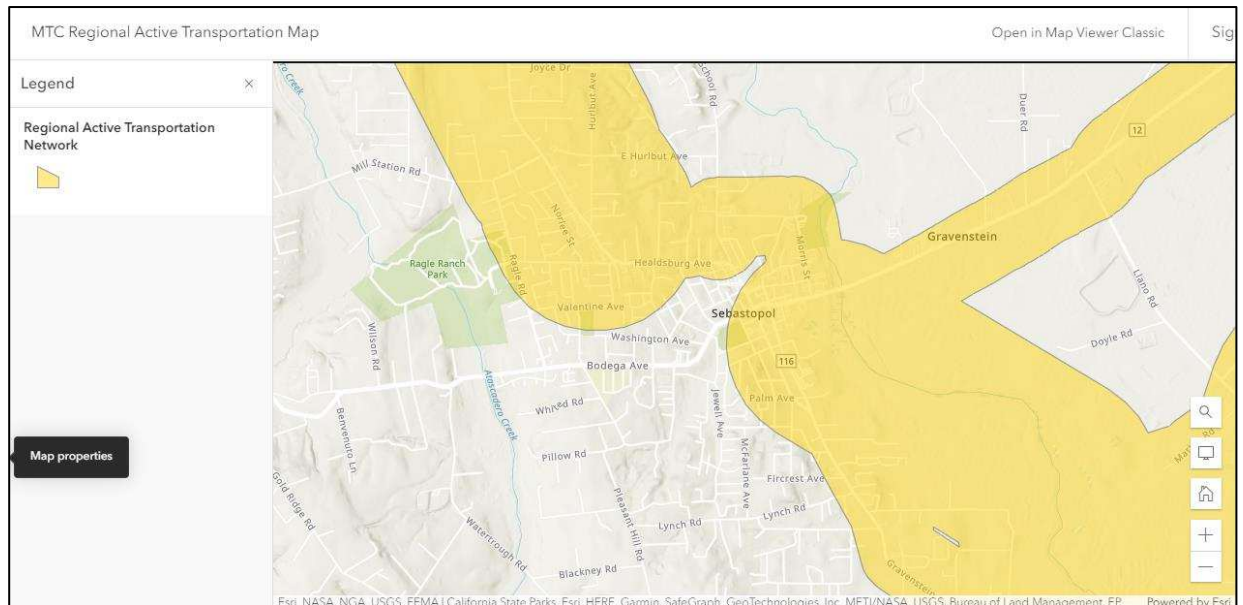
Sonoma County Transit Routes Serving Downtown Sebastopol



Sebastopol Priority Development Area (PDA) as Identified in Plan Bay Area 2050



MTC Regional Active Transportation Network



With the exception of one block, all of SR 116 within the Sebastopol city limits is included on the Regional Active Transportation Network. The entire length of SR 12 within the City limits is also included in the network.

City of Sebastopol Office of Traffic Safety (OTS) Crash Rankings – 2019*



[About OTS](#) •
 [Grants](#) •
 [Newsroom](#) •
 [Publications](#) •
 [Traffic Safety Data](#) •
 [Safe System Approach](#) •
 [Go Safely](#) •
 [Search](#)

OTS Crash Rankings Results

OTS CRASH RANKINGS

[Click here to see how it's done now.](#)

Select a Year and City/County from the drop-down lists and click on the Submit Button.

Year:

2019

City and County:

Sebastopol

Submit

What are the OTS Rankings?

How are the OTS Rankings determined?

How to Read and Understand the OTS Rankings

Agency	Year	County	Group	Population (Avg)	DVMT
Sebastopol	2019	SONOMA COUNTY	F	7741	46200

TYPE OF CRASH	VICTIMS KILLED & INJURED	OTS RANKING
Total Fatal and Injury	65	3/74
Alcohol Involved	3	17/74
Had Been Drinking Driver < 21	0	52/74
Had Been Drinking Driver 21 – 34	1	13/74
Motorcycles	1	17/74
Pedestrians	9	2/74
Pedestrians < 15	0	59/74
Pedestrians 65+	3	1/74
Bicyclists	3	9/74
Bicyclists < 15	0	60/74
Composite	34	6/74

TYPE OF CRASH	FATAL & INJURY CRASHES	OTS RANKING
Speed Related	22	1/74
Nighttime (9:00pm – 2:59am)	4	4/74
Hit and Run	4	4/74

TYPE OF ARRESTS	ARRESTS	OTS RANKING*
DUI Arrests	37	54/74

*Note: 2020 data were available but 2019 were used since it presents the period prior to the COVID-19 pandemic, which resulted in atypical travel patterns in 2020.

City of Sebastopol General Plan Circulation Element Policies and Actions

Supported by the Proposed Project

- **Policy CIR 1-15:** Continue to evaluate the benefits and feasibility of a two-way street system on some or all of SR 116 between McKinley Street and just south of Palm Avenue. The two-way street system should focus on slower vehicle speeds and enhancements to pedestrian and bicycle travel.
- **Policy CIR 1-16:** Identify potential for bypass route(s) or “beltway connector” route(s) which minimize impacts to the Laguna, and provide regional travel options with the intention of providing traffic with an optional route away from downtown Sebastopol.
- **Policy CIR 1-20:** Discourage through traffic located on State Highways and Bodega Avenue from using residential streets as bypass routes.
- **Action CIR 1b:** Coordinate with the County of Sonoma, Caltrans, and the City of Santa Rosa to investigate, and as appropriate, determine feasible alternative routes, bypasses or “beltway connector” routes, including both north-south and east-west routes, (e.g. Llano Road extension from SR 12 to Occidental Road, or measures to divert some Hwy. 116 traffic at the southern terminus of Llano Road, or diversion of some Hwy. 12 traffic to Occidental Road at Fulton Road, or improving Ragle Road) and evaluate benefits provided by these routes. If appropriate, work collaboratively with the County of Sonoma and Caltrans to determine the extent of roadway improvements needed to support these bypass routes, add the project to the City’s Capital Improvement Plans (CIP) and/or seek County or other agencies plan improvements, encourage proactive participation and coordination by the SCTA and support funding through the SCTA or other sources, and as appropriate, update both City and County General Plan Circulation Elements to include these routes.
- **Action CIR 1c:** In collaboration with Caltrans, complete a comprehensive 2-way street analysis for SR 116 (South Main Street, Petaluma Avenue and McKinley Street) including traffic operational analysis, concept designs, urban design/landscaping improvements, economic benefits and identification of potential funding sources. As appropriate, work with SCTA, Caltrans, and other affected agencies to update policy objectives based on the results of the analysis. As interim roadway improvements to the SR 116 corridor are proposed, they shall be evaluated by City staff for compatibility with a future conversion to 2-way streets, in order to foster informed decision making.
- **Action CIR 1r:** Coordinate with Caltrans to implement traffic calming, vehicle safety, and bicycle/pedestrian network improvements throughout Sebastopol. Also encourage Caltrans to maintain good pavement conditions on State Highways within Sebastopol, in order to reduce traffic-related roadway noise.

ATP Maps & Summary Data

The tool is designed to support the California Active Transportation Program (ATP), as well as active transportation users and practitioners throughout California. The tool utilizes interactive crash maps to allow users to track and document pedestrian and bicycle crashes and generate data summaries within specified project and/or community limits.

Step 1: Select a County/City, Bike/Ped, Severity, and Years

County: Sonoma

City: Sebastopol

Include 1 mile buffer outside of selected County/City: No

Include State Highway Related Crashes: Yes

Involved With: Pedestrian and Bicycle

Crash Severity: Fatal, Severe Injury, Other Visible Injury, and Complaint of Pain

Year: 2012 - 2021

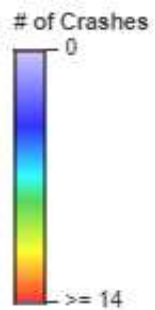
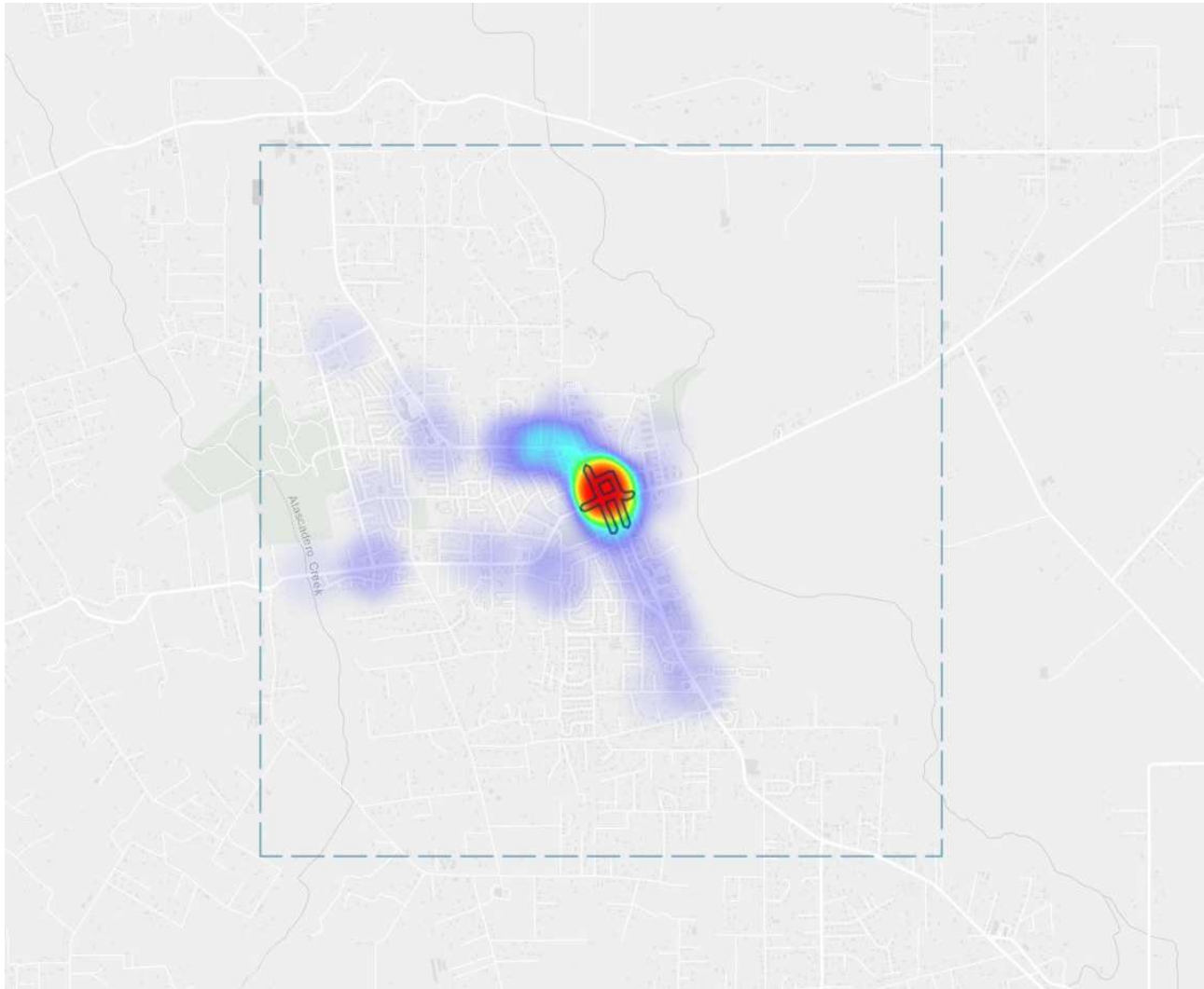
Crash Summary for initial parameters defined above:

Number of Crashes by Crash Severity

Involved With	Fatal	Severe Injury	Visible Injury	Complaint of Pain	Total
Bicycle	0	6	19	9	34
Pedestrian	2	9	23	11	45

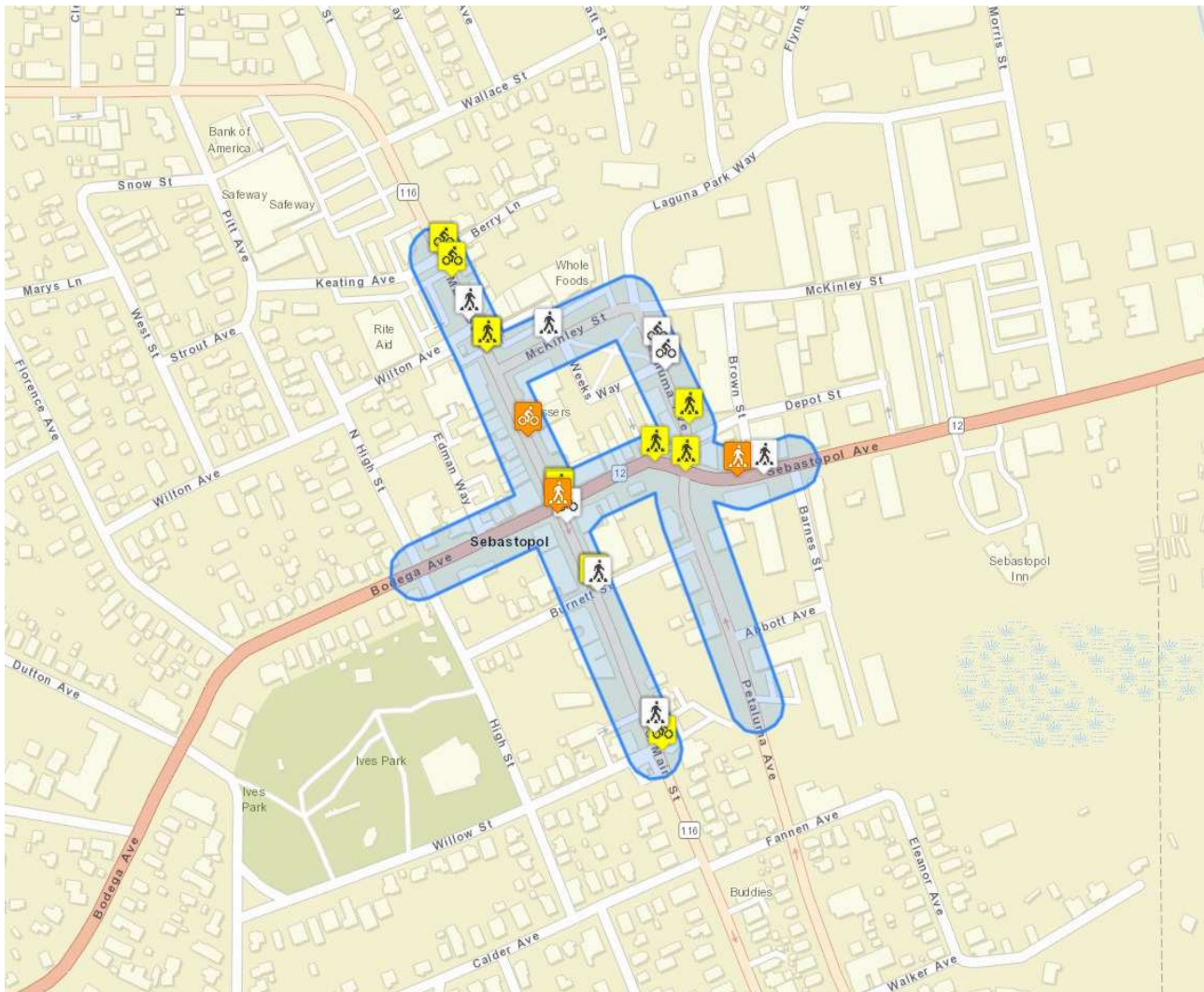
Community Heat Map:

Step 3: Draw the project boundaries to get detailed crash data summaries and map



Project Area Crash Map: 29 total crashes.

Step 4: Review the project-specific crash map



Crash List

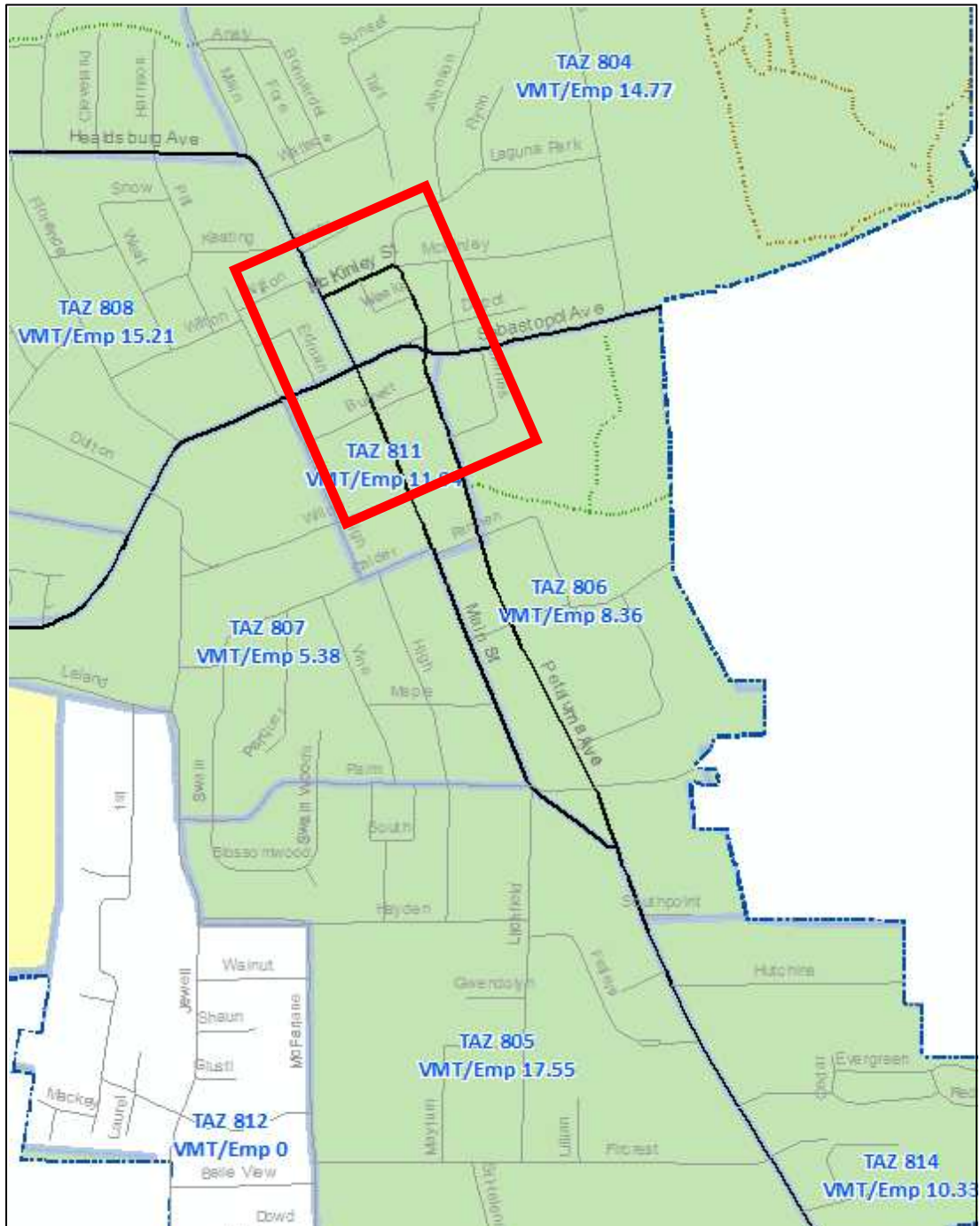
CASE ID	Date	Time	Primary Rd	Secondary Rd	Dist & Dir from Int.	Bike	Ped	Killed	Injured
5901794	11/29/2012	13:20	Rt 116	Burnett St	7 ft South	Yes	No	0	1
5908000	12/02/2012	17:40	Mckinley St	Weeks Wy	8 ft East	No	Yes	0	1
5962101	12/12/2012	15:03	Rt 116	Burnett St	6 ft South	No	Yes	0	1
5946343	01/23/2013	13:46	Rt 12	Rt 116	11 ft West	No	Yes	0	1
6217302	08/05/2013	18:57	Burnett St	Rt 116	5 ft West	No	Yes	0	1
6319827	10/02/2013	25:00	Rt 12	Rt 116	At Int	No	Yes	0	1
6305775	10/28/2013	14:32	Rt 116	Mckinley St	12 ft South	No	Yes	0	1
6691128	08/19/2014	18:41	Weeks Wy	Rt 116	5 ft West	Yes	No	0	1
6671398	08/21/2014	14:22	Depot St	Rt 116	13 ft West	No	Yes	0	1
6765718	11/19/2014	10:47	Rt 12	Rt 116	20 ft North	No	Yes	0	1
6804881	01/11/2015	14:22	Rt 116	Keating Av	At Int	Yes	No	0	1
6855306	02/20/2015	16:36	Rt 116	Weeks Wy	19 ft East	No	Yes	0	1
7011015	07/28/2015	17:12	Willow St	Rt 116	11 ft West	Yes	No	0	1
8158249	07/19/2016	19:00	Petaluma Av	Weeks Wy	41 ft South	Yes	No	0	1
8157945	09/14/2016	10:33	Rt 12	Rt 116	9 ft East	No	Yes	0	1
8316563	01/10/2017	18:10	Rt 12	Rt 116	At Int	No	Yes	0	1
8420889	05/16/2017	14:02	Rt 116	Burnett St	At Int	No	Yes	0	1
8493189	08/13/2017	21:15	Laguna Pkwy	Rt 116	13 ft North	Yes	No	0	1
8570968	08/25/2017	14:13	Rt 12	Barnes Av	49 ft West	No	Yes	0	1
8733130	09/17/2018	12:57	Rt 116	Burnett St	At Int	Yes	No	0	1
8780156	01/04/2019	18:05	Rt 116	Mckinley St	14 ft South	No	Yes	0	1
8869762	03/11/2019	14:39	Rt 116	Wilton Av	2 ft North	Yes	No	0	1
8847092	05/03/2019	13:30	Burnett St	Petaluma Av	At Int	No	Yes	0	1
8976547	09/18/2019	12:32	Rt 116	Bodega Av	7 ft South	No	Yes	0	1
9048264	01/04/2020	14:52	S Main St	Mckinley St	3 ft South	No	Yes	0	1
9048263	01/05/2020	11:24	N Main St	Keating Av	At Int	Yes	No	0	1
9078061	03/04/2020	14:30	N Main St	Rt 12	At Int	Yes	No	0	1
9263256	06/16/2020	13:23	Rt 116	Keating Av	At Int	Yes	No	0	1
9360594	09/10/2021	16:20	Rt 116	Rt 12	At Int	No	Yes	0	1

Downtown Sebastopol Vehicle Miles Traveled (VMT) per Employee

By Transportation Analysis Zone (TAZ)

(Bay Area Regional Average = 22.3 VMT/employee)

 Project Area



Source: SCTA Travel Demand Model



MAJOR PROJECTS AS OF NOVEMBER 1, 2022

ADDRESS	APN	APPLICANT/OWNER	DESCRIPTION	STATUS
Hotel Sebastopol, 6828 Depot Street	004-052-001, 004-061-007, 004-061-008	Piazza Hospitality Group	Construct hotel with 65 rooms, restaurant, spa, artist studios, retail	Building Permit issued. Construction anticipated to start Winter 2022-23.
Barlow Crossing Townhomes, 6737 Sebastopol Avenue	004-063-036		18 residential townhomes	Completed – occupied June 2022.
Pendant Homes / Huntley Square, 7950 Bodega Avenue	004-350-024	Dante Love	10 residential “mini-townhome” subdivision and Planning Community rezoning	Approved, pending building permit submittal.
7631 Healdsburg Avenue	004-291-018		Mixed-use commercial w/ two apartments and one single-family house	Under construction.
Benedetti Car Wash, 6809 Sebastopol Avenue	004-063-029, 800-001-190	Mark Reece	New automatic car wash facility	Use Permit/Variance/Subdivision/CEQA approved by Council March 2021. Design Review pending.
Woodmark Apartments, 7716/7760 Bodega Avenue	004-211-007, 060-230-067	Pacific West Communities, Inc.	84-unit (48 2-bedroom and 36 3-bedroom) workforce housing w/ community building	Approved August 11, 2022. Building permit and grading permit under review for Phase 1 – 48 units and community building.
“The Livery” - 6950 Burnett St.	004-054-020	Beale Group Properties	Major Façade Upgrade and remodel: convert roof to balcony and add multi-purpose room to top of structure	Mixed use retail building. Under construction.
Elderberry Commons 6751 Sebastopol Ave	004-063-037	County of Sonoma	31 rooms to provide permanent supportive housing for vulnerable homeless individuals	Currently being used for Covid-vulnerable housing. Remodel and transition to 31 units of Permanent Supportive Housing in future.
333 N Main St.	004-670-022	Habitat for Humanity	4 townhome development/subdiviosn	Approved by Council on August 2, 2022. Approved by Design Review on September 7, 2022.
Barlow Hotel and parking Hotel – 6790 Seb Avenue, Parking – 385 Morris St	004-750-030, 004-011-017, 004-011-020	Barlow/Sebastopol Industrial Park LLC	Hotel at 6790 Sebastopol Avenue, Parking Lot with valet parking at 385 Morris St	Parking lot reviewed by Planning Commission for ESOS (Environmental and Scenic Open Space) study requirements. Study to be done. Hotel proposal submitted
Horizon Shine SAVS 24-7 RV Safe Parking	060-261-030	Sonoma Applied Villages	Temporary RV safe parking site for homeless individuals at former Amerigas Site	In use, extension requested for two years. Future use of site Affordable Housing by St Vincent De Paul

Note: highlighted projects are located along or in close proximity to SR 116 and/or SR 12

Downtown Parking Information Provided on City of Sebastopol Web Site



**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT**

2020 W. El Camino Avenue, Suite 500
Sacramento, CA 95833
(916) 263-2911 / FAX (916) 263-7453
www.hcd.ca.gov



March 7, 2023

Larry McLaughlin, City Manager
City of Sebastopol
7120 Bodega Avenue
Sebastopol, CA 95473

Dear Larry McLaughlin:

RE: City of Sebastopol's 6th Cycle (2023-2031) Adopted Housing Element

Thank you for submitting the City of Sebastopol's (City) housing element adopted on January 3, 2023, and received for review on January 9, 2023, including modifications received on March 2, 2023, authorized by Resolution Number 6501-2023. Pursuant to Government Code section 65585, subdivision (h), the California Department of Housing and Community Development (HCD) is reporting the results of its review. Our review was facilitated by a conversation on February 27, 2023, with Kari Svanstrom, Planning Director, John Jay, Associate Planner and consultants Jane Riley and Elliott Pickett.

HCD is pleased to find the adopted housing element in substantial compliance with State Housing Element Law (Article 10.6 of the Gov. Code). The adopted element, including modifications, addresses the statutory requirements described in HCD's December 1, 2022 review.

Additionally, the City must continue timely and effective implementation of all programs including, but not limited to, the following:

- Program A-3.1: Objective Design Standards
- Program A-3.3: Missing Middle Housing
- Program A-3.4: Workforce Housing Overlay Zone
- Program A-3.5: Opportunities for By Right Housing
- Program A-4.2: Fee Mitigation and Transparency
- Program B-1.2: Code Enforcement and Reasonable Accommodation Procedures
- Program D-2.2: Zoning Code Updates
- Program D-4.1: Replacement Housing Requirement

The City must monitor and report on the results of these and other programs through the annual progress report, required pursuant to Government Code section 65400.

Please be aware, Government Code section 65585, subdivision (i) grants HCD authority to review any action or failure to act by a local government that it determines is inconsistent with an adopted housing element or housing element law. This includes failure to implement program actions included in the housing element. HCD may revoke housing element compliance if the local government's actions do not comply with state law.

Several federal, state, and regional funding programs consider housing element compliance as an eligibility or ranking criteria. For example, the CalTrans Senate Bill (SB) 1 Sustainable Communities grant; the Strategic Growth Council and HCD's Affordable Housing and Sustainable Communities programs; and HCD's Permanent Local Housing Allocation consider housing element compliance and/or annual reporting requirements pursuant to Government Code section 65400. With a compliant housing element, the City now meets housing element requirements for these and other funding sources.

HCD wishes Sebastopol success in implementing its housing element and looks forward to following the City's progress through the annual progress report pursuant to Government Code section 65400. If HCD can provide assistance in implementing the housing element, please contact Fidel Herrera of our staff, at Fidel.Herrera@HCD.ca.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Paul McDougall", with a stylized flourish at the end.

Paul McDougall
Senior Program Manager



Sonoma County Public Infrastructure
Johannes J. Hoevertsz, Director

Janice Thompson, Deputy Director- Engineering & Maintenance
Trish Pisenti, Deputy Director- Transportation & Operations, Fleet
Keith Lew, Deputy Director – Facilities Development & Management



2300 COUNTY CENTER DRIVE, SUITE 200A & 100B, SANTA ROSA, CA 95403 ♦ PH: 707.565.2231 or PH: 707.565.2550 ♦ FAX: 707.565.2620 or FAX: 707.565.3240

Mr. Larry McLaughlin
City Manager
7120 Bodega Avenue
P.O. Box 1776
Sebastopol, CA 95473

Dear Mr. McLaughlin;

I would like to express the strong support by Sonoma County Public Infrastructure for the City of Sebastopol's application for a Caltrans Sustainable Transportation Planning Grant to undertake the "Sebastopol Main Street State Highways Subregional Planning and Core Redesign" project.

State routes 116 and 12 are Sebastopol's major transportation routes, but are also important routes in western Sonoma County and serve a high volume of traffic passing through the City to reach other destinations. We understand that for the City of Sebastopol, these routes provide the primary access to its business district and that the regional through traffic may have negative impacts on the local community.

While we understand the importance of this issue to the City of Sebastopol, its businesses, and residents, given the regional nature of these routes, modifications to these roadways that would benefit the City of Sebastopol could have impacts on regional circulation patterns. As a result, collaboration between the City and other agencies will be an important aspect of finding solutions that benefit the City as well as the surrounding areas.

We commend the City for taking the initiative to apply for this Caltrans planning grant to address Sonoma County's transportation issues along routes 116 and 12. We look forward for the opportunity to work with the City and other agency partners to explore solutions that will address the needs of downtown Sebastopol as well as the other areas in Sonoma County served by these routes.

Thank you for your consideration of Sebastopol's application for this important project.

Sincerely,

Johannes J. Hoevertsz
Director
Sonoma County Public Infrastructure
(707) 565-2231



Sonoma County Transportation Authority
Regional Climate Protection Authority

March 8, 2023

Larry McLaughlin, City Manager
City of Sebastopol
P.O. Box 1776
Sebastopol, CA 95473

RE: Support for Sebastopol Caltrans Sustainable Transportation Planning Grant application

Dear Mr. McLaughlin:

The Sonoma County Transportation Authority is in support of the City of Sebastopol's application for a Caltrans Sustainable Transportation Planning Grant to undertake the "Sebastopol Main Street State Highways Subregional Planning and Core Redesign" project.

State Routes 116 and 12 are Sebastopol's major transportation routes but are also important routes in western Sonoma County and serve a high volume of traffic passing through the City to reach other destinations. These routes provide the primary access to the City's business district and serve as the City's core downtown area. We understand that how regional through-traffic is managed is a significant topic for the local community and hope this planning effort will advance solutions that improve access for all modes.

Given the importance of the two State Routes to regional transportation it is important to ensure collaboration between the City and other agencies. This will be an important aspect of finding solutions that benefit the City as well as the surrounding areas.

We commend the City for taking the initiative to apply for this Caltrans planning grant to address transportation issues along routes 116 and 12. We look forward for the opportunity to work with the City and other agency partners to explore solutions that will address the needs of downtown Sebastopol as well as the other areas in Sonoma County served by these routes.

Sincerely,

A handwritten signature in blue ink that reads "Suzanne Smith". The signature is fluid and cursive, with the first name "Suzanne" being more prominent than the last name "Smith".

Suzanne Smith
Executive Director, SCTA/RCPA

From: [Eric](#)
To: [Barry Bergman](#)
Subject: Letter in Support : Caltrans Sustainable Planning Grant Application
Date: Thursday, March 2, 2023 4:38:37 PM

Caltrans Sustainable Planning Grant Application

March 2, 2023

Sebastopol is home to a conscious community

If you visit Sebastopol you will find a community focus on health and healing, environmental protection and sustainability, inclusivity and community involvement.

Sebastopols challenge

Sebastopol, although not a large town, is at the confluence of two major arterials, Hwy 116 connecting the north and south and hwy 12 connecting the east and west counties. These arterials have been designed with the goal of getting as many vehicles through at the fastest rate possible in lieu of creating a safe and healthy, thriving environment for the community and businesses.

Current experience in Sebastopols downtown core

Main Street Sebastopol is five lanes wide, including parking, headed in one direction causing pedestrians to feel at risk crossing the street. The sidewalks are narrow with room for two people walking side by side and single file when passing one another. Large delivery and semi trucks come through frequently causing sound pollution and effecting air quality. The traffic is characterized as moving fast. The clues or incentives are not currently present to induce reduced speed behavior. Overall the communities incentive to come to town for entertainment, business and stay a while is hindered by the street design, causing both community disconnection and a slowing of the business economy.

We fully support awarding Sebastopol this grant opportunity

The Sebastopol community wishes to help through continued involvement to find a way forward by being proactive and looking at growth with foresight. The Caltrans grant would give Sebastopol this opportunity. It is the communities goal to create a livable and thriving town - one that could even become an example for other towns across the country. We want to be part of creating a more vibrant downtown with a more balanced and sustainable transportation system.



The Core Project

Eric Spillman at Sevenfold Creative, Brand Builders

Tina Grob at Sevenfold Creative, Brand Builders

Cary Bush at Merge Studio, Landscape Architects

Amy Bush at Merge Studio, Landscape Architects

Paul Fritz, Architect

Lars Langberg, Architect

Holly Hansen, Public Relations

Dear Kari Svanstrom Planner:

Re: Caltrans Sustainable Planning Grant Application

Having the Gypsy Cafe for the last 11 years on Main Street I saw daily the need for updating our Downtown Corridor. Before closing in January I heard so many customers complain about the “racetrack” one way that causes the windows to shake on our downtown businesses and limits easy parking, walking and enjoyment of being on the street.

Our town is suffering as more businesses close everyday like mine, as it very difficult to pay main street rents without any main street perks. There is no sense of a cohesive downtown community as our town is divided into poorly accessible bits and pieces. Sebastopol is in need of a comprehensive design beginning with layout, landscaping and flow to encourage our locals to walk, shop, and eat downtown. It would also attract tourism back to Main Street that now congregates over at the Barlow with its people friendly streets, lighting, signage and cohesive appearance.

To be awarded this Caltrans grant could help bring our sweet town into the forefront of farm to table West County living once again. We are unique and we need to share that with the world and bring back the human component to our downtown corridor. To design a sustainable and healthy Downtown is within our reach with this grant leading the way.

Shawn E. Hall

Gypsy Cafe

162 N. Main St

Sebastopol, ca 95472

From: [Kari Svanstrom](#)
To: [Barry Bergman](#)
Cc: [Steve Weinberger](#)
Subject: FW: Caltrans Sustainable Planning Grant Application
Date: Thursday, March 2, 2023 3:24:19 PM

From: Andrea Caron <andreaatsapphire@gmail.com>
Sent: Thursday, March 02, 2023 12:38 PM
To: Kari Svanstrom <ksvanstrom@cityofsebastopol.org>
Subject: Caltrans Sustainable Planning Grant Application

Hi Kari,

Andrea here from Silk Moon. I have a front row seat for the traffic madness on the corner of N.Main Street and Mckinley St. as well as coming traffic from Healdsburg Ave.

Unfortunately I have witnessed, over the past 12 years, people being hit by cars, accidents, confusion from drivers on which lane to merge in, driving the wrong way and speeding cars.

Pedestrians are hazardous as well.

I am writing to reiterate BLOOM:

" members of a diverse group of business owners and residents in Sebastopol, we have encouraged the City of Sebastopol to apply for the Caltrans Sustainable Transportation Grant and now support the application wholeheartedly.

It is imperative that our downtown streets - intersected by two state highways - be redesigned to become safe and comfortable for people who walk, bike, take transit and drive. Calming the traffic while maintaining a reasonable flow and emergency and evacuation routes is key and will assist the economic recovery of the town.

Downtown Sebastopol is the heart of our community and should be the place people want to gather and spend time. It is not just a place to drive through as quickly as possible. the awarding of this grant will help us reimagine how our Main Street can become the vibrant center of our community."

Thank you,

Andrea Caron

Silk Moon
195 N. Main Street
Sebastopol, Ca 95472
p 707.824.4310
f 707. 824. 4388

February 28, 2023

to: Kari Svanstrom, Planner, City of Sebastopol

re: Caltrans Sustainable Planning Grant Application

As members of a diverse group of business owners and residents in Sebastopol, we have encouraged the City of Sebastopol to apply for the Caltrans Sustainable Transportation Grant and now support the application wholeheartedly.

It is imperative that our downtown streets - intersected by two state highways - be redesigned to become safe and comfortable for people who walk, bike, take transit and drive. Calming the traffic while maintaining a reasonable flow and emergency and evacuation routes is key and will assist the economic recovery of the town.

Downtown Sebastopol is the heart of our community and should be the place people want to gather and spend time. It is not just a place to drive through as quickly as possible. The awarding of this grant will help us reimagine how our Main Street can become the vibrant center of our community.

Respectfully submitted:

BLOOM, Stakeholders in Sebastopol's Economic Future

<https://bloomtowntown.org/about-bloom>

SCOPE OF WORK

Project Information	
Grant Category	Sustainable Communities Competitive
Grant Fiscal Year	2023-24
Project Title	Sebastopol Main Street State Highways Subregional Planning and Core Redesign, aka "Downtown Streets Planning and Redesign"
Organization (Legal name)	City of Sebastopol

Disclaimer

Agency commits to the Scope of Work below. Any changes will need to be approved by Caltrans prior to initiating any Scope of Work change or amendment.

Introduction

Located in western Sonoma County and with a population of 7,800, Sebastopol is one of the few incorporated cities in California where two State Highways intersect and serve as the Downtown's two primary routes of travel. Historically the movement of through regional traffic has been prioritized over local mobility needs, as SR 116 and SR 12 carry an estimated 27,500 and 22,500 vehicles per day, respectively. This high volume of regional traffic has negatively impacted the vitality of local businesses and the safety of pedestrians and bicyclists traversing the Downtown area. In 2019, the Office of Traffic Safety crash rankings rated Sebastopol as the worst among 74 similar-sized communities in California in terms of crashes involving pedestrians age 65 and older, second-worst for pedestrians overall, and seventh worst for bicyclists (see attached). Looking at detailed collision records in the Transportation Injury Mapping System (TIMS), there were 29 injury crashes involving pedestrians or bicyclists from 2012 through 2021 in the project area, 37% of the citywide total.

Downtown Sebastopol is a compact mixed-use area with the City's largest concentration of job opportunities, a wide range of goods and services, and local and regional bus routes. Given Sebastopol's small size and short trip distances, there is tremendous potential for people to shift transportation modes if conditions can be improved to create safer, more comfortable places to walk or bike. However, because of Sebastopol's location as a gateway to west Sonoma County, local circulation projects can have broader impacts. As a result, the City will partner with Caltrans, the County of Sonoma, Sonoma County Transportation Authority (SCTA), and City of Santa Rosa to explore potential improvements to the roadway network outside the City limits that complement recommended projects Downtown.

Many of the City's disadvantaged residents live in close proximity to Downtown, as Block Group 2 in Census Tract 1534.03 has a median income below 80% of the statewide median. This area is adjacent to the project area and includes two mobile home parks as well as several designated affordable housing complexes; the City's largest concentration of affordable housing is located one-half mile west of Downtown on Bodega Avenue, with 198 units. Given lower income households' lower levels of vehicle ownership, they would especially benefit from improved non-vehicle transportation options with improved access to goods, services, and employment opportunities. These residents will be sought out for inclusion in the project's outreach process,

through direct engagement and partnering with community-based organizations that work with this population.

Project Stakeholders

The City of Sebastopol will procure a consultant to assist with this effort. Agency stakeholders will include Caltrans, County of Sonoma, Sonoma County Transportation Authority (SCTA), and the City of Santa Rosa. Regarding the more detailed improvements to be considered for Downtown Sebastopol, stakeholders will include Caltrans, local businesses, residents, community-based organizations, Sonoma County Transit, Sonoma County Bicycle Coalition, and the Sebastopol Police and Fire Departments. Focused outreach will also be undertaken with disadvantaged residents living in the vicinity of the project and local organizations that provide services to these residents.

Overall Project Objectives

- Enhance multimodal safety, accessibility, and comfort to help make Downtown Sebastopol a more desirable place to walk, bike, or use transit.
- Encourage mode shift to reduce vehicle travel and increase the use of alternative transportation modes to support the City's greenhouse gas reduction goals.
- Reduce the negative impacts of regional through traffic on Downtown Sebastopol, including truck traffic.
- Engage with the Downtown business community to identify mobility and design enhancements that would help to revitalize the area and create a more inviting place to do business.
- Develop consensus with Caltrans, County of Sonoma, and City of Santa Rosa regarding recommended improvements to enhance regional circulation on selected roadways in the vicinity of Sebastopol and supports the preferred alternative for Downtown.
- Engage disadvantaged residents in the planning process to identify and address their mobility priorities.
- Identify a preferred alternative to improve active transportation while maintaining adequate vehicle circulation to, within, and through Downtown.
- Develop urban design and streetscape concepts to enhance the sense of place in Downtown and contribute to establishing the Downtown area as more of a destination.
- Develop a set of concept-level design plans for Downtown multimodal mobility enhancements that can be used to pursue grant funding to complete design and construction.

Summary of Project Tasks

Task 01: Project Initiation

City of Sebastopol will hold a kickoff meeting with Caltrans and administer the project in alignment with grant requirements. City of Sebastopol will revise the Scope of Work, cost and schedule as needed to address Caltrans comments.

Task Deliverables
<ul style="list-style-type: none">• Kick-off meeting with Caltrans - Meeting Notes, quarterly invoices and progress reports• Revised Scope of Work, cost schedule and project schedule• Executed contract documents

Task 02: Consultant Procurement

Grantee will procure a consultant, consistent with state and federal requirements, Local Assistance Procedures Manual for procuring non-Architectural and Engineering consultants, the Grant Application Guide, Regional Planning Handbook, and the executed grant contract between Caltrans and the grantee.

Task Deliverables
<ul style="list-style-type: none">• Request for Proposals• Proposals from responding firms, including selected firm.• Technical services agreement for Sebastopol Main Street State Highways Subregional Planning and Core Redesign and any necessary amendments (if needed).• Staff reports• Kickoff meeting notes

Task 1: Existing Conditions

The consultant shall participate in an internal kickoff meeting with City staff. City staff and consultant will identify and meet with regional partners and community stakeholders to gather information. Consultants will collect relevant data on existing conditions and constraints, including but not limited to multi-modal traffic demand; current and future transit needs; parking; land uses adjacent to the Corridor; any future plans from Caltrans or the County that may impact how the corridor is used. This will entail desktop survey of existing data as well as collection of new data as necessary, such as segment volumes and intersection turning movement counts.

Task Deliverables
<ul style="list-style-type: none">• Existing conditions report, including but not limited to summary of existing facilities for all modes of transportation, urban design opportunities and constraints, traffic conditions, collision history, parking supply, and summary of relevant city, county, and regional plans.

Task 2: Community Engagement and Coordination

Consultants and staff will establish a flexible, multi-media engagement approach (electronic, virtual, interactive) as well as traditional outreach, including walking audits of the project area. Overall project coordination with the project team is key to positive outcomes, especially prior to each community outreach meeting. The planning study will include a robust, inclusive community engagement component to develop up to three corridor alternatives. The community engagement effort will be refined with the development of a Participation Plan with the consultant, and include the following:

- Project web site: The consultant will develop a project web site to serve as a central clearinghouse for project-related information. It will include an interactive map of the project area where participants can provide comments, surveys for residents to provide input and vote on alternatives, information about upcoming events and milestones, and archived meeting recording and draft documents for review.
- Public workshops and focus groups: The consultant will work with the City to

organize public workshops and focus groups to generate community dialogue about the project and potential alternatives. Meetings and focus groups may be in-person, virtual, or a hybrid format, and meeting days, times and venues will be selected to maximize participation. Community-based organizations will be engaged to help activate their constituencies, with a particular focus on groups that work with disadvantaged residents. The participation of disadvantaged residents will be assessed during the planning process and additional targeted outreach to these residents may be conducted if needed.

- Stakeholder meetings: Stakeholder meetings will be conducted with representatives of selected organizations including businesses in Downtown, the Sonoma County Transportation Authority (SCTA), Sonoma County Bicycle Coalition.
- Walking audits: Walking audits will be held in the Downtown area to assess existing conditions and potential enhancements in terms of pedestrian facilities, bicycle facilities, transit access, and streetscape treatments.
- Sebastopol Planning Commission meetings/workshops: Project overview and project updates, as well as opportunities for Commission and public input, will be held throughout the process.
- Project Management tasks include: City Project Manager and Consultant check-in meetings on a regular basis; consultant meetings with staff

Task Deliverables
<ul style="list-style-type: none"> • Participation Plan • Project web site, including online interactive map • Online public surveys to solicit input and vote on alternatives, copy of survey instrument and data collected and survey analysis • Minutes or summary notes for stakeholder meetings, workshops, walking audits, TAC meetings • Overall summary report of community participation results

Task 3: Corridor Vision, Alternatives, and Analysis

An overall design approach will be developed for SR 116 between Keating Avenue and Willow Street to the south and for SR 12 between Barnes Avenue and High Street.

Develop Local Alternatives: The City envisions the development of three options which will be developed based on input from the public and from the various stakeholders, but could include, for example, improvements that: 1) benefit pedestrians and bicyclists without worsening the

current level of service at various intersections in the Downtown area, 2) optimizes bicycle and pedestrian movement, but will likely impact the current level of service at various intersections, and 3) compromise between the two options with respect to vehicles versus ped/bicycle movement. At least one option should include two-way street concept for the existing SR 116 one-way couplet.

Develop Alternatives for Regional Routes: Based on meetings with Caltrans, the County, City of Santa Rosa and SCTA stakeholders, alternative vehicle capacity modifications for regional routes that may affect through traffic in the City's Downtown should be conceptualized. These should include, but not necessarily limited to Occidental Road, Todd Road, Llano Road extension from SR 12 to Occidental Road and potential future interchange at SR 12/Fulton Road including its connection to Occidental Road. At least one scenario should not include any regional vehicle capacity enhancements to inform the effects on the City.

Analyze Scenarios: The Downtown planning study will include a traffic operational analysis and active transportation impact assessments of the three options, as well as a planning level cost estimate for implementation. A preferred option will be identified based on the existing conditions analysis; input collected from agencies, stakeholder groups, and the public; and the alternatives analysis. There will need to be sufficient analysis in order for the City Council to select a preferred option, especially if there is a Level of Service reduction that is inconsistent with the General Plan.

Concept Plans and Urban Design: The stakeholder interaction, public input, analysis, and Council review would result in a preferred scenario consisting of alternatives for both the City study area and for specific regional routes. Geometric concept plans (equivalent to 30% design) will be prepared as well as an Urban Design plan to be developed hand in hand with the traffic engineer coordinating with the urban design team members. The 30% geometric concept plans should be prepared for the City study area only indicating intersection controls and lane geometrics, pedestrian facilities, and bicycle lanes and facilities. These concept plans should be developed as early in the process as possible so that there is sufficient time for review, updates and modifications. The team's urban designers should prepare streetscape urban design plans for the City study area including examples of pavement treatments, public spaces, parklets, street furniture, landscaping and building façade improvements. The urban design plan should include a component which focuses on an enhanced connectivity between Main Street and the Barlow district. All of the elements of the urban design plan should be done in an interactive fashion with the team's traffic engineering staff, especially for the in-street components.

Technical Review

City will develop a Technical Advisory Committee to review documents throughout the process, and provide feedback to the project team related to the existing conditions issues; potential concepts; alternatives analysis; and, potential regional improvements (both within the City but outside the core area and outside of city limits).

- Technical Advisory Committee (TAC): Public agency partners including Caltrans, County of Sonoma, City of Santa Rosa, and the Sebastopol Police, Fire, Planning, and Engineering Departments will be included in a Technical Advisory Committee to provide guidance regarding alternatives.

Additionally, City Staff will also work with these stakeholders and technical advisors informally as needed to gather information needed for the project. The City may also submit the concepts to Caltrans for technical review with the assistance of the consultant.

Task Deliverables
<ul style="list-style-type: none">• Assessment of three concept alternatives for Downtown, including traffic operations analysis• Potential improvements for regional roadways• Urban design/streetscape plan• 30% concept plans for the preferred alternative• Concepts for Caltrans review

Task 4: Regional Circulation Assessment

Potential regional roadway enhancements outside the City limits to complement the recommended improvements for Downtown will be identified and analyzed. Consultants will coordinate with the SCTA to use the countywide travel demand model to evaluate the impacts of proposed changes to road and/or intersection configurations. Modeling exercises should consider existing travel modes as well as any potential future modes and technologies as appropriate. Traffic modeling should also account for future development and its effect both with and without corridor reconfiguration. Potential modifications to regional facilities outside of the City should include, but not be limited to: Occidental Road, Todd Road, Llano Road extension from SR 12 to Occidental Road and potential future interchange at SR 12/Fulton Road including its connection to Occidental Road.

Task Deliverables
<ul style="list-style-type: none">Travel demand model analysis of alternatives, including technical memo summarizing results

Task 5: Implementation Strategies and Analysis Requirements

The implementation cost of the preferred scenario – including the Downtown study area modifications and the regional routes – will be estimated based on coordination with SCTA staff. An implementation strategy including identification of key partners and potential funding strategies will be developed, also incorporating input from SCTA staff. Depending on the changes proposed as part of the plan and its anticipated impacts, the level of environmental analysis anticipated for the next step of implementation will be determined in accordance with the California Environmental Quality Act (CEQA).

Task Deliverables
<ul style="list-style-type: none">Planning level cost estimate for alternativesIdentification of project partners and potential funding sourcesGeneral assessment of analysis to be required under CEQA

Task 6: Draft and Final Plan

The previously generated analysis, including the existing conditions report, alternatives assessment, preferred corridor plan, and regional road network recommendations will be integrated into a draft plan. One of the community workshops will be devoted to presenting the draft plan to the public and soliciting comments. The plan will also be posted on the project web site and circulated for comments from local and regional stakeholders. Comments will be collected and incorporated into the plan as appropriate.

Task Deliverables
<ul style="list-style-type: none">Draft PlanPublic Comments ReceivedFinal Plan that includes a summary of next steps towards implementation, credits Caltrans on the cover or title page, submitted to Caltrans in an ADA accessible electronic copy

Task 7: Council/Board Review/Approval

The finalized Plan will be presented to the Sebastopol City Council and the SCTA board, if appropriate, for their approval.

- Two meetings with the Sebastopol City Council during the process: (1) A project overview and preliminary review of alternatives will be presented to the City Council to provide comments; this will offer an additional public input opportunity and may be a 'study session' format; (2) review and approval of final concept
- Project will also be presented to one (1) SCTA Board meeting and one (1) Sonoma County Board of Supervisors meeting

Task Deliverables
<ul style="list-style-type: none">Meeting minutes with resolution(s) and final draft reportResolutions of acceptable/approval

California Department of Transportation

Sustainable Transportation Planning Grant Program

COST AND SCHEDULE

Grant Category	Sustainable Communities Competitive	
Grant Fiscal Year	FY 2023-24	
Project Title	Sebastopol Main Street State Highways Subregional Planning and Core Redesign, AKA Downtown Streets Planning and Redesign	
Organization (Legal name)	City of Sebastopol	
Disclaimers	Agency commits to the Cost and Schedule below. Any changes will need to be approved by Caltrans prior to initiating any Cost and Schedule change or amendment. Use only whole dollars in the financial information fields. No rounding up or down and no cents. Use the Local Match Calculator to ensure that grant and local match amounts are correct: Local Match Calculator	
Reimbursements/ Invoicing	Does your agency plan to request reimbursement for indirect costs? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, what is the estimated indirect cost rate? _____ Does your agency plan to use the Tapered Match approach for invoicing purposes? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Task #	Task Title	Grant Amount*	Estimated Local Cash Match*	Estimated Local In-Kind Match*	Estimated Total Project Cost*	FY 2023/24					FY 2024/25					FY 2025/26													
						J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
01	Project Kickoff	\$0	\$0	\$0	\$0																								
02	Consultant Procurement	\$0	\$2,500	\$0	\$2,500																								
1	Existing Conditions	\$14,562	\$3,438	\$0	\$18,000																								
2	Community Engagement and Coordination	\$43,687	\$10,313	\$0	\$54,000																								
3	Corridor Vision, Alternatives and Analysis	\$69,523	\$4,477	\$0	\$74,000																								
4	Regional Circulation Assessment	\$18,790	\$1,210	\$0	\$20,000																								
5	Implementation Strategies and Analysis Requirements	\$5,167	\$833	\$0	\$6,000																								
6	Draft and Final Plan	\$76,100	\$5,900	\$0	\$82,000																								
7	Council/Board Review and Approval	\$2,349	\$1,151	\$0	\$3,500																								
Totals		\$230,178	\$29,822	\$0	\$260,000																								