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TRANSPLAN COMMITTEE  
ADMINISTRATIVE PROCEDURES

ARTICLE I - THE COMMITTEE

Section 1.     Name. The official name of the eastern Contra Costa County regional planning committee shall be “TRANSPLAN Committee.”

Section 2.     Calendar Year. The calendar year for determining terms of office shall begin on January 1, and end on December 31.

Section 3.     Composition. The TRANSPLAN Committee shall be composed of representatives from the member jurisdictions, which include the City of Antioch, the City of Brentwood, the City of Pittsburg, the City of Oakley and the County of Contra Costa.

Section 4.     Membership. There shall be eleven (11) voting members on the TRANSPLAN Committee. Each city council shall appoint two (2) voting members, one (1) from the city council and one (1) from the planning commission. The Board of Supervisors shall appoint three (3) voting members, two from the Board of Supervisors and one from the planning commission.

Section 5.     Terms of Office. Appointments to the TRANSPLAN Committee are for two years. The appointee (TRANSPLAN Member) must remain a local elected officeholder to serve on the TRANSPLAN Committee.

If for any reason a TRANSPLAN Member is no longer an elected official or planning commissioner, his or her alternate shall serve in his or her place until a successor is named and qualified. If no qualified alternate has been appointed such TRANSPLAN Member shall continue to serve until the earlier of (1) the appointment of his or her successor, (2) the end of the 60th day following the date such TRANSPLAN Member ceases to be an elected official or planning commissioner.

Section 6.     Alternates. Each city may appoint an alternate from their city council to serve in place of the city council appointee, and may appoint an alternate from the city planning commission to serve in place of the planning commission appointee. The Board of Supervisors may appoint an alternate from the County Planning Commission, the East County Regional Planning Commission, or other County transportation committees to serve in place of the Board of Supervisors or planning commission appointee. Alternates shall serve as voting members.

Section 7.     Chair. The TRANSPLAN Chair shall be elected from among the voting members

by a majority vote. The term of office shall be from the date of his or her election to the end of the calendar year as established in Section 2.

Section 8. Vice Chair. A Vice Chair may be elected from among the voting members by a majority vote. The term of office shall be for the date of his or her election to the end of the calendar year as established in Section 2.

Section 9. Representation on the Contra Costa Transportation Authority. The TRANSPLAN Committee shall appoint two representatives and two alternates to the Contra Costa Transportation Authority (CCCTA). These representatives and alternates must be from the City Councils of Antioch, Brentwood, Oakley or Pittsburg. The terms of the representatives and alternates will be set by the CCTA; thereafter, they shall serve two-year terms. Representatives or alternates may be removed by an absolute two-thirds vote of the TRANSPLAN Committee (8 votes). If a representative or alternate is removed, the TRANSPLAN Committee shall appoint a replacement to fill the remainder of that individual's term as soon as possible after their removal.

Section 10. Quorum. A quorum constitutes a majority six (6) TRANSPLAN Committee members.

## ARTICLE II - DUTIES

Section 1. Coordination. The TRANSPLAN Committee shall review and coordinate transportation plans and transportation project proposals within the area described in Attachment A of the Joint Exercise of Powers Agreement for TRANSPLAN.

Section 2. Advise Commission. The TRANSPLAN Committee shall advise the CCTA on all matters concerning the Transportation Improvement and Growth Management Expenditure Plan as described in Ordinance 88-01, adopted by the voters of Contra Costa County on November 8, 1988, and on programming of State and Federal transportation funds in eastern Contra Costa County.

Section 3. Regional Forum. The TRANSPLAN Committee shall provide a forum to address regional transportation issues and other transportation issues in eastern Contra Costa County, convey information on these issues to the member jurisdictions, and foster regional efforts to reduce traffic congestion.

## ARTICLE III - REVIEW OF ENVIRONMENTAL DOCUMENTS

Section 1. Role of TRANSPLAN STAFF. TRANSPLAN Staff will be responsible for maintaining a monthly *Register of Environmental Notices and Documents* that have been received by the TRANSPLAN Committee. Staff will regularly review and comment on environmental documents for regionally significant projects in East County and proposed changes to local General Plans. In general, a comment letter sent by TRANSPLAN Staff will

seek to ensure that impacts on Routes of Regional Significance designated in the East County Action Plan are accurately and fully analyzed and appropriate mitigation measures are identified. The comment letter may also suggest specific mitigation measures to reduce traffic or travel demand that would be consistent with the East County Action Plan and/or other relevant adopted plans. In addition, Staff will be responsible for informing local jurisdictions of the Measure C Growth Management Program procedures to evaluate the impact of a General Plan Amendment (GPA generating more than 100 additional peak hour trips) would have on maintaining the Traffic Service Objectives for the East County Action Plan.

Section 2. Role of the TRANSPLAN TECHNICAL ADVISORY COMMITTEE. There are situations in which it is appropriate and necessary for the TRANSPLAN Technical Advisory Committee to participate more directly in the review and preparation of comments on an environmental document. This participation may take the form of assisting TRANSPLAN Staff in the review and comments on an environmental document, or, providing concurrence on a TRANSPLAN Staff prepared comment letter. The following thresholds are to be used in determining when the TRANSPLAN Technical Advisory Committee (TAC) would be directly involved in review of an environmental document <sup>1</sup>:

- 1) Any proposed residential development or plan of more than 500 dwelling units;
- 2) Any commercial, industrial, or retail development or plan exceeding 250,000 square feet of floor area;
- 3) Any proposed project (public or private action) that has the potential to adversely impact the transportation system in East County, in particular the Routes of Regional Significance (e.g., road closures, expansion, or extensions).

Section 3. TRANSPLAN COMMITTEE. The TRANSPLAN Committee will receive in its a monthly agenda packet a ***Register of Environmental Notices and Documents***. The TRANSPLAN Committee will also receive a copy of all comment letters on environmental documents prepared by Staff/TAC. There are situations in which it is appropriate and necessary for the TRANSPLAN Committee to participate more directly in the review of an environmental document based on the previously described development size threshold. The TRANSPLAN Committee will review relevant excerpts from the environmental document and the Staff/TAC prepared comment letter on the environmental document. In some situations, the lead agency on the environmental document would be requested to make a presentation to the TRANSPLAN Committee on the proposed project's impacts on East County's regional transportation system and proposed mitigation measures to reduce these impacts. The purpose of this presentation

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<sup>1</sup> Development size threshold is similar to that used by Metropolitan Transportation Commission in determining whether or not to review and comment on environmental documents. It is also similar to CEQA's project of regional significance definition [ Sec. 15206 (b) (2) (A, B,C, D and E)].

would be informational only, so that the TRANSPLAN Committee will understand the basis for the Staff/TAC prepared comment letter on the environmental document, and, if necessary, provide additional input on the comment letter. The request for a presentation to the TRANSPLAN Committee would be based on a recommendation from either the TRANSPLAN Committee Chair or the TRANSPLAN Technical Advisory Committee.

Section 4.     ADHERENCE TO CEQA. The TRANSPLAN Committee's procedures on the review and comment on environmental documents will be done in accordance with California Environmental Quality Act (CEQA) and other applicable laws. The submittal of a comment letter on an environmental document, which is prepared by Staff or TAC, and any subsequent review of the environmental document by the TRANSPLAN Committee, will occur within the 45-day comment period establish by CEQA.

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