

Traffic Impact Mitigation Fee Offset Program

Department of Transportation
Department of Human Services
Development Services

TIM Fee Offset Program

Procedure Manual

Background:

On August 22, 2006, the Department of Transportation (DOT) presented a General Plan Traffic Impact Mitigation Fee Program to the Board of Supervisors as part of the process to implement Measure TC-B of the El Dorado County General Plan.

The Board of Supervisors has long recognized that high traffic impact fees, while appropriate to address traffic impacts from development, have a negative effect on efforts to develop housing affordable for lower income households. The Traffic Impact Mitigation Fee Program includes a provision to set aside \$1.0 million of federal and state transportation revenues annually, for a period of twenty (20) years, to be used to offset Traffic Impact Mitigation fees in the development of affordable housing.

This procedure manual describes the application requirements, process and key dates of the Traffic Impact Mitigation Fee Offset Program for developments with affordable housing units.

Application Requirements:

A housing development project of more than five (5) units where at least twenty (20) percent of the units will be affordable to very low-, low-, or moderate-income households may be eligible for set aside funding to offset Traffic Impact Mitigation (TIM) fees under the following guidelines:

1. The Board of Supervisors makes a finding that the project will provide a significant community benefit by providing housing that is affordable to very low-, low- and/or moderate-income households.
2. Developments of home ownership units affordable to very low-income households may be eligible for up to a 100% offset of TIM fees for affordability periods of twenty (20) years or longer. Very low-income developments with affordability periods of fifteen (15) years or ten (10) years may be eligible for up to 75% or 50% offset of TIM fees, respectively.
3. Developments of home ownership units affordable to low-income households may be eligible for up to a 75% offset of TIM fees for affordability periods of twenty (20) years or longer. Low-income developments with affordability periods of fifteen (15) years or ten (10) years may be eligible for up to 50% or 25% offset of TIM fees, respectively.
4. Developments of home ownership units affordable to moderate-income households may be eligible for up to a 25% offset of TIM fees for affordability periods of twenty (20) years or longer.
5. Developments of rental units with affordability periods of twenty (20) years or longer may be eligible for 100% offset of TIM fees for very low-income

households, 75% offset of TIM fees for low-income households, and 25% offset of TIM fees for moderate-income households.

6. Secondary or accessory dwelling units in new construction developments with 5 or more units or existing homeowners building a second unit may be eligible for 100% offset of Traffic Impact Mitigation fees for affordability periods of twenty (20) years or longer.
7. Traffic Impact Mitigation fees may be offset only for units that have deed restrictions to maintain affordability.

Key Dates:

El Dorado County is seeking applications from qualified residential developers who are constructing residential subdivisions that will include rental and/or home ownership units designed to serve very low-, low-, and moderate-income households in the unincorporated areas of El Dorado County, using provisions of the Traffic Impact Mitigation Fee Program (TIM Fee Program) to offset traffic impact fees. The TIM Fee program allows for a reduction of traffic mitigation fees and is not a cash subsidy.

Application packets may be picked up from the Development Services Planning Services Division.

Applications available at the Development Services Department	June and December of each year
*Pre-submission meeting at the Development Services Department is required	**June 15 and December 15
Questions and requests for additional information accepted	**June 15 - 30 and December 15 - 30
Application Submission	**July 1 - 15 and January 1 - 15
Notification to developer team who failed to meet submission requirements	January 16 - February 28 July 16 – August 28
Advisory Group meetings to recommend projects	January 20 – February 28 July 30 - August 28
Board of Supervisors awards funding	Not later than March 31 st and September 30 th

* A pre-submission meeting will be held to ensure that all potential applicants understand the process for submitting petitions. Attendance is strongly encouraged.

** Deadline is at 5 p.m. of the final date. Deadlines that occur on weekends and holidays will be extended to the next business day.

Questions and Requests for additional information:

All questions and requests for additional information regarding this Application for TIM Fee Offsets must be received in writing by the Development Services Department, Planning Division, by hand, overnight delivered, mail, fax, or e-mail on or before the date and time as shown above. Questions received after the deadline may not be answered. All addendums to the application form, responses and additional information will be distributed to all applicants. The County reserves the sole right to determine the timing and content of the responses, if any, to all questions and requests for additional information. Questions and information requests must be submitted to:

Joyce Aldrich
Program Manager
El Dorado County Housing Authority
530-642-7276
530-295-2597
jaldrich@co.el-dorado.ca.us

and/or:

Shawna Purvines
Senior Planner
EDC Development Services
530-621-5362
530-622-1708
spurvines@co.el-dorado.ca.us

Submission Time, Place, Date, Contact:

Submission of one original plus five (5) copies of the application and all attachments must be received by the County beginning no sooner than January 1 and no later than January 15 and July 1 and no later than July 15 of each year.

Process:

The Human Services Department will convene an Advisory Committee composed of at least one representative each from the Chief Administrators Office, Departments of Transportation, Development Services, and Human Services to review requests and to make TIM fee offset recommendations to the Board of Supervisors. Other Departments may be requested to participate depending on the scope of the project applications received. Applications will be accepted by the County during the spring and fall of each year. The Advisory Committee will meet to review and rank projects based on the factors listed below.

The Advisory Committee shall base its recommendations on factors such as (but not limited to):

- How the project benefits very low-, low- and moderate-income households;
- Whether the project addresses County Housing Element Goals;
- Whether the project addresses the state mandated El Dorado County Regional Housing Needs Allocation (RHNA) target goals;
- Whether the project provides a mixed-income residential development (rather than a 100 percent very low- and low-income project);

- Does the project provide legal secondary or accessory dwelling units where at least one of the units on a parcel is owner-occupied;
- Does the project distribute units geographically (pairing) to minimize over-concentration of very low- and low-income subsidized housing; and,
- Whether the project location, available services and infrastructure are already in place.

The Advisory Committee will include in its recommendations specific dollar amounts of TIM fee offsets for each approved project. With Board of Supervisor's approval, total dollar recommendations may exceed the amount available in set aside funds at the time of the recommendation.

The Advisory Committee is responsible for ensuring that funds are directed towards higher impact projects, and may choose only to forward funding recommendations to the Board of Supervisors for those projects of highest affordable housing benefit.

The Advisory Committee shall forward recommendations to the Chief Administrative Officer (CAO). The CAO will provide a recommendation to the Board of Supervisors that includes a total TIM fee offset funding allocation for each residential project application for which offsets are recommended.

The Board of Supervisors will award tentative approval of the TIM Fee offset in early summer and late winter of each year. The Board of Supervisors must make a finding that the project will provide a significant community benefit by providing housing that is affordable to very low-, low- and/or moderate-income households. Offsets for projects that fail to proceed according to program timelines will be withdrawn and the funding will be placed back in the funding pool.

Failure to obtain a building permit or other similar permit within two (2) years of the Board's Approval will void the TIM fee offset allocation unless an application for an extension has been granted by the County Administrative Office (CAO) (by recommendation of the Advisory Committee). Extensions can be granted in one (1) year increments but shall not exceed more than three (3) extensions. (Possible reasons for extensions include County, State or Federal issues, i.e. items not controllable by the applicant).

County departments including Department of Transportation and offices shall charge all public agencies and non-profit developers and organizations the same filing fees and other costs as those charged to market-rate developers and private citizens, where those fees are levied to offset the County's costs to provide related services.

Definitions:

Very Low-Income Households: A very low-income household is one with all income that, at the time of eligibility, does not exceed fifty (50) percent of the median monthly income for El Dorado County, as defined by the U. S. Department of Housing and Urban Development.

Low-Income Households: A low-income household is one with all income that, at the time of eligibility, does not exceed eighty (80) percent of the median monthly income for El Dorado County, as defined by the U.S. Department of Housing and Urban Development.

Moderate-Income Households: A moderate-income household is one with all income that, at the time of eligibility, does not exceed one hundred twenty (120) percent of the median monthly income for El Dorado County, as defined by the U.S. Department of Housing and Urban Development.

Qualifying Household: Qualifying incomes are based upon the total incomes of all household members.

Household Size: Means the total number of people living in a single legal dwelling unit whether owner-occupied or rented.

Affordable Rental Housing: Rental dwellings for which the total monthly expense (rent plus the standard El Dorado County Housing Authority utility allowance) does not exceed thirty (30) percent of the maximum monthly income limit for very low- and low- income households in El Dorado County.

Affordable Ownership Housing: Affordable homeownership housing serves both families and individuals with annual incomes at or below one hundred twenty (120) percent of area median income and is housing where the total housing expense (Principal, Interest, Taxes, and Insurance (PITI)) of a household total monthly income, plus other expenses such as homeowner association fees does not exceed thirty-five (35) percent. Affordable homeownership housing must be deed restricted.

Affordable Sales Price: Affordable sales price is the price at which very low- low- or moderate-income households, as defined above, can qualify for the purchase of for-sale units within thirty-five (35) percent of the gross annual household income of the given income group. For purposes of calculation, housing expenses include PITI and other related assessments.

Deed Restricted: Deed Restricted Affordable Units are single-family units and/or multi-family rental units that are income-restricted for purchase or rent by very low-, low-, or moderate-income households for a term of at least twenty (20) years through an Affordable Housing Agreement and that are located within a project that sets aside at least twenty (20) percent of its units for purchase or rent. Deed Restricted for-sale units are further secured through a Buyer's Occupancy and Resale Restriction Agreement.