



# STAFF REPORT – CITY COUNCIL MEETING

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December 21, 2022

**TO:** Honorable Mayor and City Council Members

**FROM:** David Loya, Director of Community Development

**PREPARER:** David Loya, Director of Community Development

**DATE:** December 14, 2022

**TITLE:** **Authorize an Amendment to the Strategic Infill Redevelopment Program Contract with Planwest Partners and a Budget Adjustment Totaling \$118,000 for Additional Form-Based Code Scope of Services.**

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## **RECOMMENDATION:**

Staff recommends the Council:

- 1) Approve a \$118,000 contract amendment for additional Form-Based Code scope of services.
- 2) Find that action to amend the existing contract is not a project pursuant to the California Environmental Quality Act (CEQA).

## **INTRODUCTION:**

At the August 23, 2022, City Council/Planning Commission Joint Study Session, the Council asked the Planning Commission to identify resources needed to complete its review and recommendation on the Gateway Area Plan. The Planning Commission met several times since the Study Session and is beginning to identify these resources. At its October 11, 2022, meeting, the Commission recommended seeking additional funding for the Form-Based Code to enhance public engagement and to improve the final work product. This action would authorize the use of \$118,000 of General Fund Reserves to expand the scope of work for the Form-Based Code and increase the not-to-exceed amount of the total contract with Planwest Partners by the same amount.

## **BACKGROUND:**

During the August 23, 2022, Joint Study Session, the Council asked the Planning Commission to identify additional resources they might need to form a recommendation on the Gateway Area Plan. The Commission met multiple times to identify concerns and possible solutions as a way of determining what resources might help with this recommendation. While this work is still in progress, at their October 11, 2022, meeting, the Planning Commission identified the desire to expand the scope of work for the Form-Based Code (Attachment A).

## **DISCUSSION:**

The current scope of work (Attachment B.1 & B.2) is adequate to produce a basic Form-Based Code. However, since the current scope was based on only the funding sources the City was able to pull from various grant sources, there were elements that would enhance both the public process and

the outcome that were not included in the scope of work. As the City has worked through the public process to finalize a recommendation on the Gateway Area Plan and its implementing Form-Based Code, the Planning Commission has identified a desire to add those elements back in to the scope of work.

**POLICY IMPLICATIONS:**

This work will establish zoning and land use policy for the Gateway Area.

**COMMITTEE/COMMISSION REVIEW:**

This contract amendment and budget adjustment were recommended by the Planning Commission. The proposal incorporates the primary objectives outlined by the Planning Commission in their deliberations at the October 11 meeting and is substantially the same as the scope they considered in their packet on that same date (Attachment C). Some of the scope items in the October 11 scope were included in a previous contract amendment (see Attachment B.2).

**ENVIRONMENTAL REVIEW (CEQA):**

The decisions this work is funding will be subject to CEQA. Amending the Contract is not a project pursuant to CEQA.

**BUDGET/FISCAL IMPACT:**

The Strategic Infill Redevelopment Plan is primarily grant funded. All direct consultant expenses have been paid with grants. This scope of work would be the first General Fund contribution to the planning work.

The current contract is written to not exceed \$700,000 for the entire scope of work, including the General Plan updates, the Gateway Area Plan, the Form-Based Code, and the Environmental Impact Report. This action would increase the not-to-exceed amount to \$818,000.

**ATTACHMENTS:**

- A. FBC Enhanced Scope-Cost\_11.07.2022 (PDF)
- B.1\_SIRP\_SubContractScope\_BenNoble (PDF)
- B.2 FBC Outreach Proposal\_v2 (PDF)
- C. Noble Scope 10-11-22 (PDF)