

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: JESSICA JONES, SUPERVISING PLANNER
PLANNING AND ECONOMIC DEVELOPMENT

SUBJECT: SECOND AMENDMENT TO PROFESSIONAL SERVICES
AGREEMENT – METROPOLITAN PLANNING GROUP

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Planning and Economic Development Department that the Council, by resolution, approve the Second Amendment to the Professional Services Agreement with Metropolitan Planning Group, located in Santa Rosa, California, for preparation of Planning Process Improvements, adding an additional amount of \$10,100 for outreach related to the Density Bonus Update, for a total contracted amount not to exceed \$109,958.

EXECUTIVE SUMMARY

This action will amend an agreement with Metropolitan Planning Group (M-Group) for preparation of Planning Process Improvements, related specifically to the development of amendments to the City's Density Bonus Ordinance, in the additional amount of \$10,100. The project is related to Council Priority 1.2: Implement a comprehensive housing strategy – "Housing for All".

BACKGROUND

1. In October 2016, the City Council accepted the Housing Action Plan, which includes a variety of programs aimed at addressing the City's ongoing unmet housing needs. Plan identifies a number of specific programs, including the following:
 - a. Program 1 of the Plan is to "increase inclusionary housing". One of the initiatives in this program is to amend the Zoning Code to provide local density bonus provisions in addition to those specified by State law, including "appropriate additional density above State-allowed 35%, with

consideration of up to 100%”.

- b. Program 4 of the Plan identifies the need to “improve development readiness of housing opportunity sites”. One of the initiatives in this program is to “continue implementation of permit streamlining for planning entitlements”.
 - c. Program 4 of the Plan also identifies the need to “improve development readiness of housing opportunity sites”. A specific initiative focuses on the need for reforms to the Design Review process “which preserve the basic need for achieving quality development without impeding it”.
2. In November 2016, the City entered into a contract with Metropolitan Planning Group (M-Group) to assist with the Planning Process Improvements project, which included both Permit Streamlining and Design Review Reform, as well as Hillside Development Permit Reform.
 3. In June 2017, the City executed the first amendment to the M-Group contract, which included elimination of the Hillside Development Reform work, and the addition of the Density Bonus Update work. The amendment also extended the project timeline to June 30, 2018.
 4. Due to staffing shortages in the Planning and Economic Development Department, it was determined that additional scope of work would be needed from M-Group, specifically to take the lead in stakeholder meetings and to increase their participation in public hearing preparation.
 5. The funds associated with the original contract (\$99,858), and with this amendment (\$10,100), are existing resources within the current fiscal year budget for the Department; accordingly, no new General Fund resources are needed to accommodate this amendment request.

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

1. Amending the existing Agreement with M-Group will allow the Department to continue working on the Density Bonus Update element of the Planning Process Improvements project, which implements the Housing Action Plan.
2. The Department entered into the original Professional Services Agreement with M-Group in November 2016. The agreement was amended once to eliminate the Hillside Development Reform work, add the Density Bonus Update work, and

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extended the project timeline to June 30, 2018. The second amendment will increase the compensation by \$10,100, for a total contracted amount not to exceed \$109,958.

3. The City Attorney's Office has reviewed and approved the Second Amendment to the Professional Services Agreement and upon Council approval, it is ready for execution by all parties.

FISCAL IMPACT

The funds for this agreement, including the requested amendment, were appropriated to the Department's budget, and no further funds are needed at this time.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution/Exhibit A – Second Amendment to PSA No. F001298 with Metropolitan Planning Group

CONTACT

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