

**SECOND AMENDMENT  
TO PROFESSIONAL SERVICES AGREEMENT NUMBER F001298  
WITH METROPOLITAN PLANNING GROUP FOR PREPARATION OF PLANNING  
PROCESS IMPROVEMENTS**

This Second Amendment to Agreement number F001298, dated November 16, 2016 ("Agreement") is made as of this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by and between the City of Santa Rosa, a municipal corporation ("City"), and Metropolitan Planning Group, a California Corporation ("Consultant").

**RECITALS**

- A. City and Consultant entered into the Agreement for Consultant to develop process improvements to address three specific areas within the planning purview, as previously amended on June 6, 2017, for the purpose of revising the scope of services and increasing the time of performance:
1. Permit Streamlining - Entitlements. Identify and prepare turnaround timeframes for development and environmental review that comply with state law and best practices, develop completeness checklists for entitlement applications; and the ability to track, monitor, and report out performance to the public.
  2. Design Review Reform. Identify and prepare process and policy amendments that strengthen the intent of the ordinance, and by creating efficiencies, clearer policy language, flexibility for innovated solutions, and better coordination between the City's Zoning Administrator, Boards and Commission for these permits.
  3. Density Bonus Update. Conduct background research on density bonus law and approaches to meeting and exceeding State requirements. Prepare an administrative draft density bonus ordinance.
- B. City and Consultant now desire to amend the Agreement for the purpose of modifying the scope of work and for the purpose of increasing total compensation related to the density bonus update as follows:
1. Revise the scope of work to add Consultant lead stakeholder meetings, and additional Consultant time related to public hearing preparation.

**AMENDMENT**

**NOW, THEREFORE**, the parties agree to amend the Agreement as follows:

1. Section 1. Scope of Services

Exhibit A to the Agreement is supplemented by Exhibit A-2 to this Amendment.

2. Section 2. Compensation

Section 2(c) is amended to increase the compensation payable to Consultant under the Agreement by \$10,100.00 to read as follows:

"Notwithstanding any other provision in this Agreement to the contrary, the total maximum compensation to be paid for the satisfactory accomplishment and completion of all tasks set forth above shall in no event exceed the sum of one hundred nine-thousand, nine-hundred fifty-eight dollars and no cents (\$109,958.00). The City's Chief Financial Officer is authorized to pay all proper claims from Charge Number JL Key 08038 ED Workplan Initiatives."

All other terms of the Agreement shall remain in full force and effect.

Executed as of the day and year first above stated.

**CONSULTANT:**

**CITY OF SANTA ROSA**  
a Municipal Corporation

Name of Firm: Metropolitan Planning Group

TYPE OF BUSINESS ENTITY (check one):

- Individual/Sole Proprietor
- Partnership
- Corporation
- Limited Liability Company
- Other (please specify: \_\_\_\_\_)

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Chris Coursey  
Mayor

*Signatures of Authorized Persons:*

APPROVED AS TO FORM:

By: *G. Bradley*

Print Name: GEOFF I. BRADLEY

Title: PRES.

*Angel Casagrande*

Office of the City Attorney

ATTEST:

By: *Heather Hines*

Print Name: HEATHER HINES

Title: SECRETARY

\_\_\_\_\_  
City Clerk

City of Santa Rosa Business Tax Cert. No.  
9997027170

Attachment: Exhibit A-2 - Scope of Services

### **Element III. Density Bonus Update**

#### **Task 1 – Process Review (Information Gathering)**

##### *Task 1.1 – Background Research and Information Synthesis*

A key first step to updating the City's existing Density Bonus Ordinance will be to collect and analyze all existing resources, zoning code text, newest state law provisions, and other policy documents that the City is currently utilizing. It is our understanding that City staff has already begun to look at information from other jurisdictions and identify areas of interest or concern for addressing any future modifications to the city's density bonus ordinance. M-Group will expand this research to create a summary of up to ten (10) California cities and their respective approach to Density Bonus to identify innovative policies. The list of additional cities will be developed with input from City staff.

The M-Group team will synthesize the information and resources gathered during Task 1.1 as well as staff input obtained in person at previous discussions about density bonus reform. The analysis of existing resources, documents, state law mandates, and best practices in other bay area jurisdictions will inform the development of specific concepts to consider in updating the city's existing ordinance. Prior to completing a white paper as outlined in Task 2.2, staff will present the result of this synthesis for input and discussion.

***Task 1.1 Deliverable: Memo on findings from the collection and review of existing resources, processes, and documents, and including review of outside jurisdictions determined in collaboration with staff.***

#### **Task 2 – Conduct Analysis**

##### *Task 2.1 – White Paper on Density Bonus Ordinance*

The M-Group team will take all background information, draft recommendations and concepts discussed with staff, and input from other jurisdictions as appropriate to produce a white paper on density bonus regulations. This white paper will include background on state mandates, existing local ordinance, and identify discrepancies that must be addressed for compliance with state law. Additionally, the white paper will look at different methods employed by different jurisdictions in the bay area and discuss both successes and challenges that those jurisdictions have experienced based on the given approach taken. Finally, the white paper will include a list of recommendations and options for Santa Rosa specifically to consider to meet not only the state mandated provisions but also the unique characteristics of Santa Rosa.

M-Group will produce an Administrative Draft for review and comment by city staff. A consolidated set of comments on the Administrative Draft will be provided by the City and incorporated into the Final Draft.

## **Task 3 – Public Hearings**

### *Task 3.1 – Prepare Staff Reports and Presentation Materials*

The M-Group team will assist City staff in the preparation of materials for the Planning Commission and City Council as necessary for the Density Bonus Ordinance Update, and associated environmental review.

The M-Group team will draft the appropriate level of an environmental review document to accompany tasks associated with the ordinance update. Our anticipation is that the work falling under this scope will either result in a Notice of Exemption, or will be covered under the umbrella of environmental review for the Santa Rosa General Plan Environmental Impact Report (EIR), which has been assumed for purposes of this proposal. If review warrants a more detailed environmental document such as an Initial Study/Negative Declaration, this proposal and budget will require modifications.



***Task 3.1 Deliverables: Presentations in PowerPoint format utilizing the City's standard presentation template. Staff reports, resolutions, and ordinances, including graphics/photographs (in JPEG format), in word format and utilizing the City's standard templates for each document. CEQA memorandum substantiating the projects exemption or coverage under the General Plan EIR, including graphics/photographs (in JPEG format), in word format.***

### *Task 3.2 – Attend Public Hearings (up to 3)*

The M-Group team will attend up to three public hearings to assist City staff in the presentation of proposed Density Bonus ordinance updates to the Planning Commission and City Council as necessary.

***Task 3.2 Deliverable: Attendance at up to 3 public hearings.***

## **Task 4 – Ongoing Project Management**

### *Task 4.1 – Project Management: Element III*

M-Group Principal Heather Hines will be the point of contact for the M-Group team and will oversee the team to keep the project on time and on budget. Heather will be the conduit between the consultant team and City staff, acting as both the Principal-in-Charge and the Project Manager, to simplify communication throughout the planning process improvement project. In addition to research support from Associate and Assistant Planners called out in the original contract, Heather will work with subconsultant Karen Warner, Karen Warner Associates, to review the White Paper and incorporate input as appropriate. Karen Warner is a housing specialist that M-Group regularly partners with to provide specific housing expertise and peer review in that her knowledge base spans the state and offers creative solutions to complex housing challenges. Heather will manage the process utilizing the following tools to meet the City's expectations:

**Santa Rosa Planning Process Improvement Element III: Density Bonus Ordinance Update**

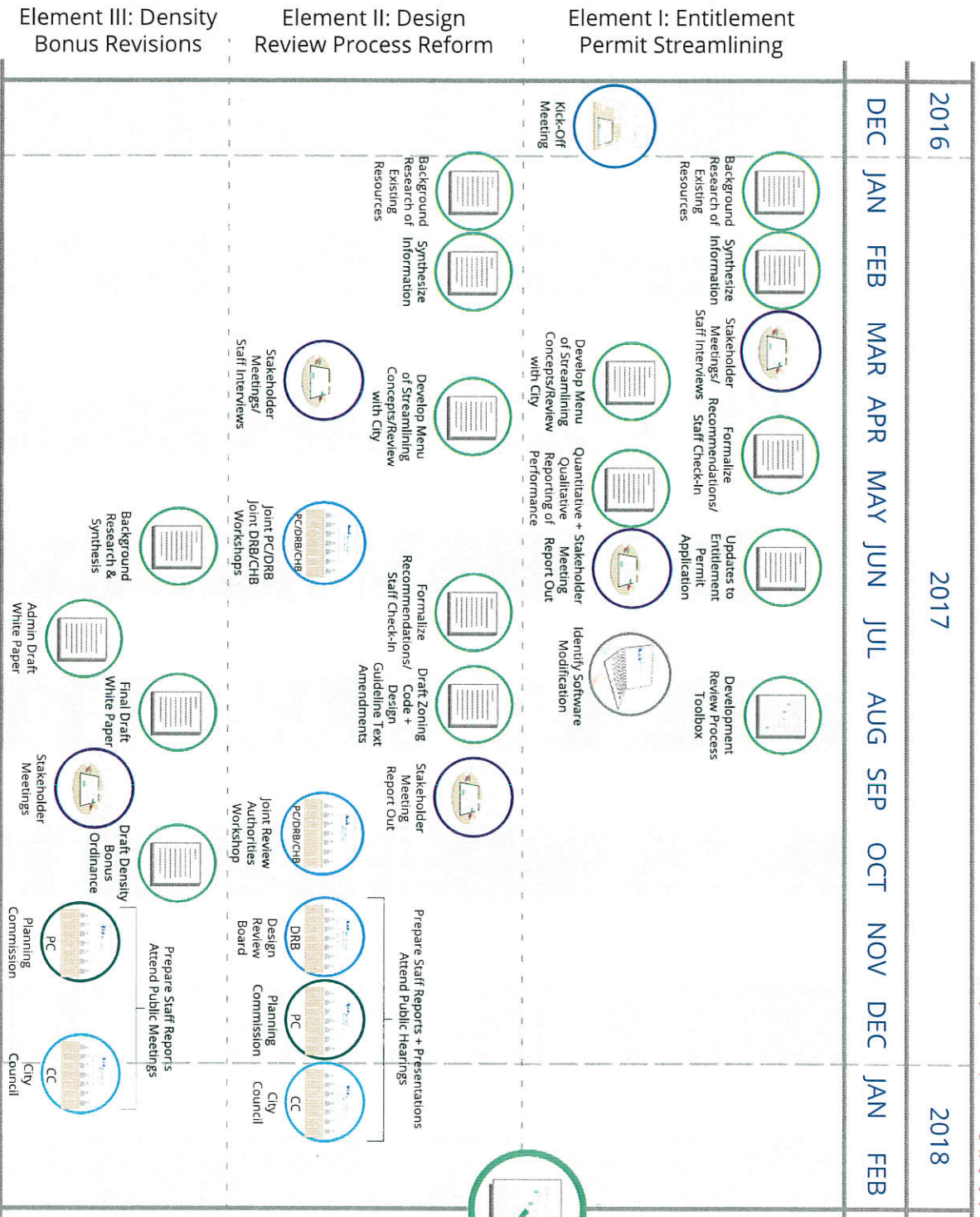
Task Number/Description	Principal-in-Charge	Housing Specialist	Environmental Planner	Associate Planner	Subtotal
<b>Hourly Rate</b>	<b>\$180</b>	<b>\$165</b>	<b>\$130</b>	<b>\$110</b>	
<b>1 Process Review (Information Gathering)</b>					
1.1 Background Research and Information Synthesis	5	0	0	20	\$3,100
<b>2 Conduct Analysis</b>					
2.1 White Paper on Density Bonus Ordinance	10	10	0	25	\$6,200
2.2 Stakeholder Meetings	8	6	0	14	\$3,970
2.3 Review Options with Staff	5	0	0	0	\$900
2.4 Amended Density Bonus Ordinance	10	0	0	25	\$4,550
<b>3 Public Hearings</b>					
3.1 Prepare Staff Reports and Presentation Materials	4	0	2	15	\$2,630
3.2 Public Hearings	6	4	0	6	\$2,400
<b>4 Ongoing Project Management</b>					
4.1 Project Management: Element III	10	0	0	10	\$2,900
<b>GRAND TOTAL</b>	<b>58</b>	<b>20</b>	<b>2</b>	<b>115</b>	<b>\$26,650</b>



- NOTES**
- 1 M-Group will prepare the materials specified herein. If additional tasks, deliverables or materials are warranted, then a budget adjustment will be required.
  - 2 The consultant reserves the right to re-allocate hours and task completion as necessary but within the total budget.
  - 3 Cost Proposal is for a Not-to-exceed Contract with monthly invoicing based on hours worked.
  - 4 Travel time and expenses for planning services have been factored into the budget.
  - 5 It is assumed that all deliverables will be provided to the City in electronic format. No printing or delivery has been assumed for this budget.

# CITY OF SANTA ROSA **PLANNING PROCESS IMPROVEMENTS** PROJECT SCHEDULE

July 2017 Update GROUP



Implement Entitlement Permit Streamlining Tools; Adopt Zoning Code + Design Guideline Text Amendments!