


Agenda Report Reviewed by:
 City Manager: 

CITY OF SEBASTOPOL
 CITY COUNCIL
 AGENDA ITEM

Meeting Date: August 3, 2021
To: Honorable Mayor and City Councilmembers
From: Kari Svanstrom, Planning Director
Subject: Approval of Consultant and Authorization to Execute Contract for Housing Element Update
Recommendation : Approve Consultant and Authorize Staff to Execute the Contract, and Adopt a Resolution Approving a Budget Adjustment to the General Plan Update Fund
Funding: Currently Budgeted: X* Yes _____ No _____ N/A
 Special Revenue Fund 208 – General Plan Update Fund: \$81,484 (208-2102-4210)
 Special Revenue Fund 247: Supplemental Planning Grants (LEAP/REAP Grants): \$45,000 (247-2102-4210)
 Total Amount: \$126,484

Account Code/Costs authorized in City Approved Budget (if applicable) AK (verified by Administrative Services Department)

INTRODUCTION:

This item is to authorize staff to execute a contract for the City’s Housing Element Update for the “sixth cycle,” to cover years 2023-2031, and approve a budget adjustment to the General Plan Update Fund (special revenue fund) to increase the amount for FY 21-22 from \$60,000 to \$81,484.

BACKGROUND:

All cities in the State of California are required to maintain a General Plan and Housing Element. Housing Elements are required to be updated 8 years (or, if a city is non-compliant with state requirements, every 4 years). The City of Sebastopol is eligible for the 8-year cycle. The City’s next housing element is required to be adopted by January 1, 2023, and will cover the years 2023-2031

DISCUSSION:

The City Council authorized issuing a Request for Proposals (RFP) for a consultant to perform the Housing Element Update at its May 4, 2021 meeting. The City received two proposals for the project, which is typical given the number of RFPs being issued for this round of housing elements. Staff has reviewed the proposals including follow-up interviews with the two consultants, and recommends 4Leaf/Rincon Consultants for the contract. 4Leaf/Rincon have done multiple projects for smaller communities, including St Helena in Napa County. Additionally 4Leaf, with Jane Riley (former Sonoma County Planning Division Manager) leading the project, was also recently selected to assist all Sonoma County and Napa County jurisdictions with outreach for this cycle of housing elements through a program funded by ABAG. Rincon Consultants is also on the City’s on-call consultants list for planning

from a prior RFQ process (request for qualifications), although they have not been engaged by the City for prior work.

Work on the Housing Element would commence in August-September 2021, and is anticipated to come to Council for approval in late 2022 (the Housing Element update is required to be adopted by Jan 1, 2023).

GENERAL PLAN CONSISTENCY:

The Housing Element Update is a required element of the City's General Plan and is required as part of State Law to be updated every eight years.

GOALS:

This project relates to Council Goal 9.1: Encourage jobs and housing in Sebastopol, as the Housing Element plans for future housing for all income levels in the City.

PUBLIC COMMENT:

As of the writing of this staff report, the City has not received any public comment. However, public comment from interested parties following the publication and distribution of this staff report will be provided to the City Council as supplemental materials before or at the meeting. In addition, a consent calendar item may be requested to be removed from the consent calendar if a member of the Council or public requests to provide public comment on this item.

PUBLIC NOTICE:

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to scheduled meeting date.

FISCAL IMPACT:

The cost of the Housing Element consultant work will be funded through the City's Special Revenue Fund "General Plan Update" fund, as well as a Grant the Planning Department has applied for and received from the State of California and Association of Bay Area Governments as outlined below.

General Plan Update fund

The City maintains a special fund for General Plan updates through a fee assessed on building permits. This fund has a balance of approximately \$106,500 as of July 1, 2021. The adopted budget for Fiscal Year 2021-22 included \$60,000 from this fund for the Housing Element Update. Staff is requesting the Council approve increasing the funding from this account to \$81,484 for this project

Supplemental Planning Grant Fund

The remaining \$45,000 for this project would come from a LEAP (Local Early Action Program) grant the City has received.

The Planning Department has received two grant awards, and is anticipating a third next month, from recent applications through State and Regional (ABAG/MTC) government entities. These grants are be used for long-range planning projects that support housing development. Staff included Housing Element support in the applications for both the LEAP (Local Early Action Planning) and REAP (Regional

Early Action Program) grant applications. All of these programs are reimbursement grants that do not require a match from the City.

Staff is requesting allocating \$45,000 from the LEAP grant programs for the City’s Housing Element at this time. The LEAP grant is for a total of \$65,000. The City has received this award, but no funds have yet been committed. The REAP grant will be for \$20,000, and we have been notified we are recommended for approval, ABAG/MTC Board is scheduled to approve the REAP awards in the near future.

Staff will continue to pursue grant funding, and there is a possibility of not needing this additional funding once staff learns more about the grant funding allocation discussed above. If this occurs, staff will submit a the mid-year budget adjustment to both of the funds. However, in order to execute the contract, a clear funding source must be identified at this time (so unawarded grants cannot be utilized).

Funding Sources	Adopted Budget	Requested for Adjustment
General Plan Fund	\$60,000	\$81,484
Supplemental Planning Grant Funds		
- LEAP (Local Early Action Program)	\$45,000	\$45,000
- REAP (Reginal Early Action Grant) (Not yet received, but anticipated in fall 2021)	\$20,000*	
Total Funding Sources	\$125,000	\$126,484

*Use of REAP funds anticipated at mid-year adjustment.

RECOMMENDATION:

That the City Council approve, by minute order, the recommended consultant for the Housing Element Update (2023-2031) and authorize staff to execute the contract in the amount of \$126,484, and adopt a resolution approving a budget adjustment to the General Plan Update Fund (special revenue fund) to increase the amount for FY 21-22 from \$60,000 to \$81,484.

Attachments:

Resolution

Proposal from 4Leaf/Rincon Consultants, Inc. (note, the contract amount in the proposal is reduced to reflect costs savings related to their work through ABAG)

LEAP Planning Grant award letter

RESOLUTION NUMBER: _____

CITY OF SEBASTOPOL

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL AUTHORIZING A BUDGET AMENDMENT FOR HOUSING ELEMENT UPDATE FROM THE GENERAL PLAN UPDATE FUND

WHEREAS, the State of California requires a certified Housing Element every eight years. The current Housing Element ends December 31, 2022, and the next Housing Element, for the “sixth cycle”, must be adopted by January 1, 2023; and

WHEREAS, the City Council supports the need to update the Housing Element and address housing issues and solutions within the City; and

WHEREAS, the City of Sebastopol maintains a General Plan Update Fund to support projects such as updates of the Housing Element, which is a key component of the City’s General Plan; and

WHEREAS, the funding source for the Housing Element Update project in the adopted Fiscal Year 2021-22 budget assumed \$60,000 from the General Plan Update fund, as well as funding from the Supplemental Planning Grant Fund (\$45,000) for a total funding amount of \$105,000 and is insufficient; and

WHEREAS, to account for cost of the Housing Element consultant proposal cost of \$126,484, the Fiscal Year 2021-22 budget for the General Plan Update fund needs to be increased by \$21,484, for a total of \$81,484 for the project; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Sebastopol does hereby approve a proposal cost of \$126,484 for the Housing Element Update for the “sixth cycle” with the budget amendment from the following fund sources:

- General Plan Update fund from \$60,000 to \$81,484 and
- Supplemental Planning Grant Fund in the amount of \$45,000 (no change).

The above and foregoing Resolution was duly passed, approved, and adopted at a meeting by the City Council on the 3rd day of August 2021, by the following vote:

VOTE:

Ayes:

Noes:

Absent:

Abstain:

APPROVED: _____

Mayor Una Glass

ATTEST: _____

Mary Gourley, Assistant City Manager/City Clerk, MMC

APPROVED AS TO FORM: _____
Larry McLaughlin, City Attorney

JUNE 7, 2021

PROPOSAL TO PROVIDE

HOUSING ELEMENT UPDATE

TO THE

CITY OF SEBASTOPOL



SUBMITTED BY:



4LEAF, INC.

ENGINEERING . CONSTRUCTION MANAGEMENT
City Council Meeting Packet of June 7, 2021
PLAN CHECK . BUILDING INSPECTION . PLANNING
Page 6 of 60

TABLE OF CONTENTS

**PROPOSAL TO
PROVIDE**

**PLANNING
SERVICES FOR
THE 6TH CYCLE
HOUSING
ELEMENT**

TO THE

**CITY OF
SEBASTOPOL**

SECTION	SECTION TITLE	PAGE(S)
Section 1.	Introductory Letter	1-2
Section 2.	Executive Summary	3-4
Section 3.	Qualifications and Experience	5-10
Section 4.	Organization and Approach	11-13
Section 5.	Scope of Work.....	14-21
Section 6.	Schedule of Work	22
Section 7.	Conflict of Interest.....	23
Section 8.	Litigation.....	24
Section 9.	Contract Agreement	25
Section 10.	Cost Proposal	26-27
Appendix.	Key Staff Resumes	





SECTION 1

Introductory Letter



City of Sebastopol
 7120 Bodega Avenue
 Sebastopol, CA 95472
 Attn: Kari Svanstrom, Planning Director

June 7, 2021

RE: Proposal to Provide the City of Sebastopol's 6th Cycle Housing Element Update.

Dear Ms. Svanstrom,

4LEAF, Inc. (4LEAF) is pleased to present our proposal to provide the 6th Cycle Housing Element Update for the City of Sebastopol (City). 4LEAF is a full-service firm with over 20 years of professional experience. We expand our services organically as client needs dictate and have been aggressively advancing our Planning Division over the past few years. Planning has become our fastest growing division and we look forward to adding the Housing Element Update for the City of Sebastopol to our list of contracts. Additionally, **we can facilitate the housing element review and certification given our longstanding and excellent relationships with HCD staff.** We are the ideal choice for the following reasons:

Our Team

4LEAF is proposing a team effort with **Rincon Consultants, Inc. (Rincon)**, a multi-disciplinary planning and environmental science consulting firm. Rincon has prepared housing elements throughout California in various types of land use, environmental, and socioeconomic settings. Rincon's planning group is involved with only a select number of housing element assignments at a time, ensuring undistracted focus on the issues relevant to those select projects. This partnership will allow our teams to work together on major sections of the Housing Element Update simultaneously. Rincon's team of planning and environmental professionals is extremely knowledgeable in local, state, and federal rules and regulations. We are confident that our firms can successfully provide the knowledge, experience, and quality the City requires for this project.

Key Management Team

Jane Riley, AICP (4LEAF): Jane has been preparing housing elements and housing policies and programs for 28+ years for communities ranging in size from under 10,000 to over 500,000. Jane is currently leading the 4LEAF team in the preparation of the City of San Marino and City of Santa Clarita Housing Elements. In addition to her housing element work she has led initiatives to rezone housing sites, adopt inclusionary and workforce housing programs, and has created multiple award-winning housing programs.

Darcy Kremin, AICP (Rincon): Darcy is a long-time Bay Area resident and is involved in a wide range of large and complex environmental documents, particularly for housing element updates and rezoning projects. She is managing the Sonoma County Rezone for Housing Sites EIR, which entails over 2,000 new residential units throughout the County and has a large public outreach component. She is well known for creative solutions to achieve CEQA compliance.

☑ Budget

Our team has taken into consideration the needs of the City as addressed in the RFP and has strategized how best to provide our services for the needed scopes to bring this project into successful fruition. We have included separate budgets for each firm in Section 10 to provide a transparent breakdown of our services. The total cost (excluding optional tasks) for our firms to complete the work outlined in the scope is \$129,934.

☑ Leadership

The contract with the City will be managed by Jane Riley, AICP and the contact who will handle contractual details will be Michael Renner, CBO. Both Jane and Michael have worked successfully with many cities and counties throughout California.

Michael Renner, CBO

Director of Development Services
Office: (925) 462-5959
Cell: (925) 785-3581
Email: mrenner@4leafinc.com

Jane Riley, AICP

Project Manager
Office: (925) 462-5959
Cell: (707) 309-4775
Email: jriley@4leafinc.com

4LEAF, Inc. Local Office

2126 Rheem Drive
Pleasanton, CA 94588
Office: (925) 462-5959
Website: 4LEAFINC.COM

We appreciate the opportunity to submit our qualifications to the City and can commit to the availability of the proposed staff to work on this project throughout its the duration. The contents of this submittal shall remain valid for a period no less than ninety (90) days from the date of opening. Should the City have any questions or concerns, please do not hesitate to contact us.

Respectfully submitted,

Jane Riley, AICP
Project Manager/Principal Planner

Michael Renner, CBO
Director of Development Services



SECTION 2

Executive Summary



SECTION 2: EXECUTIVE SUMMARY



4LEAF, INC.

4LEAF, Inc. (4LEAF) is a California “C” Corporation established in 1999 and incorporated in 2001. Our extensive team of professional planners are fully equipped with the training and experience to provide the Housing Element Update to the City of Sebastopol (City). 4LEAF’s goal is to set the industry standard for excellent customer service as we continue to grow our highly qualified staff of 300+ professional personnel throughout California, Washington, Nevada, Oregon, and New England.

KEY STAFF

Project Manager / Principal Planner:

Jane Riley, AICP

(P) – (707) 309-4775

(E) – jriley@4leafinc.com**Planning Manager:**

Karna Wong, AICP, PhD

(P) – (925) 462-5959

(E) – kwong@4leafinc.com**Senior Planner / Bilingual Outreach:**

Eduardo Hernandez

(C) – (619) 666-8568

(E) – ehernandez@4leafinc.com**Associate Planner:**

Elliott Pickett

(P) – (925) 462-5959

(E) – epickett@4leafinc.com

LOCAL OFFICE

2126 Rheem Drive

Pleasanton, CA 94588

PROJECT UNDERSTANDING

4LEAF employs over 20 professional planners with a variety of skills and experience, which will provide the depth of staffing necessary to achieve all requirements and needs of the City. 4LEAF approaches client relationships differently than what you might encounter with a large corporation. **The 4LEAF philosophy is to be the best firm by providing our clients with outstanding customer care and first-rate customer service**—we put our philosophy into action by building relationships and prioritizing the needs of our clients. This has led us to become the industry leader in providing planning and community development services to public agencies throughout California and we look forward to the opportunity to provide our services to the City.

We have experience working with **AB 1394 (additional analysis for non-vacant housing sites in inventory)**, **SB 166 (No Net Loss law)**, **AB 686 (Affirmatively Furthering Fair Housing)**, **SB 330 (Housing Crisis Act of 2019)**, and **all new laws related to ADUs**. 4LEAF planners are well equipped and capable of interpreting plans, policies, and codes quickly and concisely to ensure timely turnaround for various planning applications. Whether a CUP/AUP, Development Review, Subdivision or Map Reviews, to General Plan or Zoning Amendments, 4LEAF planners have the necessary experience to complete the request. In addition, our planners possess the technical writing and report preparation skills needed to convey the greatest detail in a manner that is easy to understand with recommendations based on findings of fact rooted in the plans, policies, and codes.



TEAM



4LEAF is pleased to partner with **Rincon Consultants, Inc. (Rincon)** on this contract. Rincon prides itself on the considerable depth of its staff, which includes certified urban planners, sustainability experts, environmental scientists and engineers, accredited LEED professionals, and specialists in such areas as housing, cultural resources, climate change, noise, and air quality. Rincon is responsive and ready to initiate requested tasks in a moment’s notice and respond to any planning, environmental, and technical needs. The firm’s approach to every project is centered upon the design and development of innovative solutions that respond to their clients’ specific needs in a cost-effective manner.

CEQA Review and Compliance

Addressing assignments using a solution-oriented approach leads to better outcomes. Rincon’s approach focuses on resolving issues through:

- Developing a familiarity with the City’s various development codes and CEQA thresholds
- Effectively engaging stakeholder groups and the public
- Participating in the City’s development review process
- Providing agencies with the capabilities to provide both environmental and planning support services
- Developing effective mitigation measures for identified impacts
- Devising alternatives that respond to environmental conditions and good planning principles

Rincon has prepared housing elements throughout California in various types of land use, environmental, and socioeconomic settings. Rincon’s planning group is involved with only a select number of housing element assignments at a time, ensuring undistracted focus on the issues relevant to those select projects. The team’s statewide experience highlights a breadth and depth of knowledge of our internal staff and teaming partners, demonstrating the strength the team can bring to the City’s 6th Cycle Housing Element.

KEY STAFF

Director, Environmental Planning:

Darcy Kremin, AICP
(P) – (925) 207-1089
(E) – dkremin@rinconconsultants.com

Cultural Resources Lead:

Andrew Lee Pulcheon
(P) – (510) 671-0207
(E) – apulcheon@rinconconsultants.com

Lead Environmental Planner:

Katherine Green, AICP
(C) – (916) 668-4703
(E) – kgreen@rinconconsultants.com

Principal Planner:

Matthew Maddox, AICP
(C) – (916) 204-9142
(E) – mmaddox@rinconconsultants.com

LOCAL OFFICE

449 15th Street, Suite 303
Oakland, CA 94612



SECTION 3

Qualifications and Experience



SECTION 3: QUALIFICATIONS AND EXPERIENCE

Rincon Project Experience

Rincon has prepared CEQA compliance for housing elements throughout California in various types of land use, environmental, and socioeconomic settings. Our team’s statewide experience highlights the breadth and depth of knowledge of our internal staff, demonstrating the strength we can bring to the City’s 6th Cycle Housing Element. The list below highlights our select housing element experience throughout the state.

Project	County
Sonoma County Rezone Sites for Housing Project Environmental Impact Report (EIR)	Sonoma
St. Helena 6 th Cycle Housing Element and CEQA	Napa
Berkeley 6 th Cycle Housing Element EIR	Alameda
Union City 5 th Cycle Housing Element Rezone Initial Study-Mitigated Negative Declaration	Alameda
Palo Alto 6 th Cycle Housing Element and Associated Services and EIR	Santa Clara
Pleasant Hill General Plan and 6 th Cycle Housing Element and EIR	Contra Costa
Millbrae General Plan, 6 th Cycle Housing Element, and Active Transportation Plan EIR	San Mateo
Belmont 6 th Cycle Housing Element EIR	San Mateo
Marina 5 th Cycle Housing Element Initial Study-Mitigated Negative Declaration	Monterey
Carlsbad 6 th Cycle Housing Element and General Plan Update, Addendum	San Diego
Vista 6 th Cycle Housing Element Update	San Diego
Banning 6 th Cycle Housing Element Update	Riverside
Corona 6 th Cycle Housing Element Update and Addendum	Riverside
Los Angeles Citywide 6 th Cycle Housing Element Update	Los Angeles
Calabasas 6 th Housing Element Update and General Plan Update and Environmental Review	Los Angeles
Duarte 6 th Cycle Housing Element Update and General Plan Update and Environmental Review	Los Angeles
Burbank 6 th Cycle Housing Element Update, General Plan Update and Environmental Review	Los Angeles
West Hollywood 6 th Cycle Housing Element Update, General Plan Update and Environmental Review	Los Angeles
Temple City 6 th Cycle Housing Element Update	Los Angeles
San Fernando 6 th Cycle Housing Element Update	Los Angeles
San Gabriel 6 th Cycle Housing Element Update	Los Angeles
Santa Clarita 6 th Cycle Housing Element Update	Los Angeles
Claremont Housing Element EIR	Los Angeles
Monterey Park Housing Element Update, General Plan Update, Community Engagement and Environmental Review	Los Angeles
Camarillo 6 th Cycle Housing Element Update	Ventura
Simi Valley 6 th Cycle Housing Element Update	Ventura
Port Hueneme General Plan Update, 6 th Cycle Housing Element Update, and Environmental Review	Ventura
Oxnard 6 th Cycle Housing Element Update	Ventura
Guadalupe 6 th Cycle Housing Element Update and Environmental Review	Santa Barbara

County of Sonoma

Rezoning Sites for Housing Project Environmental Impact Report

Rincon prepared a Program EIR for the County’s Rezone Sites for Housing Project (draft published April 2021). The proposed project will identify sites to be added to the County’s General Plan Housing Element site inventory to comply with State law and will implement current General Plan Policies and Programs that require the County to identify urban sites near jobs and transit that may appropriately accommodate additional housing. It will also identify appropriate sites on which to place the Workforce Housing Combining Zone, which would allow the development of jobs and housing on the same site or in walking distance from one another.

Specifically, project implementation would rezone up to 59 urban sites in designated Urban Service Areas throughout unincorporated Sonoma County. The project would add sites to the County’s Housing Element site inventory to comply with new inventory requirements in Housing Element law, implement current General Plan policies and programs to consider a variety of sites for higher-density and affordable housing, and encourage the identification of urban sites near



jobs and transit to appropriately accommodate additional housing. Rincon planning and GIS staff created an [online interactive mapping](#) using ArcGIS to receive scoping comments and comments on the Draft EIR.

Contracting Agency PM and Contact Information:

Nina Bellucci, Planner III
 2550 Ventura Avenue
 Santa Rosa, California 95403
 707-565-1236 | Nina.Bellucci@sonoma-county.org

Dates: 11/2019 - Present
 Budget: \$420,000
 Consultant PM: Darcy Kremin

City of Redwood City

Mixed-Use Live/Work and Emergency Shelter Zoning Amendment Project

The proposed project involves amendments to the mixed-use live/work (MULW) zoning district and the mixed-use emergency shelter (MUES) combining district on 30 blocks totaling 37.5 acres. Rincon prepared the Addendum to the previously certified *A New General Plan for Redwood City Final Environmental Impact Report (EIR)* (State Clearinghouse # 2010052034). The zoning amendment would alter the required floor area ratios, density, stories and height on MULW and MUES zoning district and provide intensity bonuses for developments, which include certain qualifying community benefits. Qualifying community benefits include but are not limited to childcare facilities, publicly accessible open space, shared/ connected parking, affordable housing, community facilities or services, live/work units and or new streets or pathways.

Contracting Agency PM and Contact Information:

Lindy Chan, Senior Planner
 1017 Middlefield Road
 Redwood City, California 94064
 650-780-7237 | lchan@redwoodcity.org

Dates: 11/2018 - 12/2019
 Budget: \$50,00
 Consultant PM: Darcy Kremin



City of Belmont

Housing Element Update

Rincon is helping the City of Belmont with its 6th Cycle Housing Element pursuant to State law. Rincon’s role includes assisting in identifying opportunity sites and providing content for an informational webinar regarding the Housing element process and mandatory requirements for City Council. Rincon will also prepare the Program EIR including required CEQA alternatives. In addition, Rincon is assisting the City with initial outreach and providing an interactive map for public input.



Why Does the City Need a Housing Element?

- To create vibrant community for everyone
- To be in compliance with State Law
- Because a noncompliant General Plan creates the potential for being sued when making land use decisions
- Because a City could be ineligible for State and Federal housing, community development and infrastructure funding and grant programs

4/20/2021
Housing Element 101 5

Presentation prepared by Rincon for the City of Belmont

Contracting Agency PM and Contact Information:

Jennifer Rose, Economic Dev. & Housing Manager
1 Twin Pines Lane
Belmont, California 94002
650-595-7453 | jrose@belmont.gov

Dates: 1/2021 - Present
Budget: \$265,550
Consultant PM: Darcy Kremin

4LEAF Project Experience

4LEAF’s team is currently engaged in the update of the Housing and Safety & Health Elements for the City of San Marino’s General Plan and the City of Santa Clarita’s Housing Element Update. Our project history includes the below jurisdictions for which the following services are provided: Comprehensive planning services including Specific Plans, General Plan Amendments, updates of Housing and Safety Elements, and work on long-range initiatives related to fire resiliency and disaster recovery. Other planning duties undertaken by our staff include the development of submittal forms to meet statutory requirements, taking in and reviewing projects for rebuilding and temporary housing, conducting pre-design rebuild meetings, responding to the planning and zoning information hotline as applicable, conducting site inspections and property research to support application processing, meetings, and application processing.

City of San Marino

Housing Element Update

4LEAF was chosen to perform the Housing and Safety Element Update for the City of San Marino, located in Southern California. For this project, 4LEAF has 4 planners assigned to work on the City’s Housing and Safety Element Updates.



The City requires a comprehensive update of the Housing Element for the 6th planning cycle and California State law requires that the Safety Element be updated concurrently with the Housing Element update. The updated Housing Element, Safety Element, and related California Environmental Quality Act (CEQA) documentation for the 6th planning cycle will be approved by the City Council and the Housing Element submitted to HCD by October 2021.



The City of San Marino requests that the Housing and Safety Element updates be developed through a consensus building process that is fully responsive to comments and concerns of the public and affected/interested agencies. As such, 4LEAF is spearheading multiple public outreach campaigns. Our services for this project include:

- Public workshops and community outreach efforts
- Data collection
- Drafting the Housing and Safety Elements
- Housing Sites Inventory
- Attending and participating in Planning Commission and City Council meetings

Contracting Agency PM and Contact Information:

Aldo Cervantes
 Community Development Director
 (626) 300-0710
ACervantes@CityofSanMarino.org

Dates: 10/2020 - Present
 Budget: \$50,000
 Consultant PM: Jane Riley, AICP

City of Pleasant Hill

On-Call Planning Services

4LEAF is currently **providing a Senior-Level Planner** to the City where we oversee several complex planning projects. All projects with the City of Pleasant Hill are developer-funded and responsibilities include:



- Preparing staff reports, resolutions, and ordinances for recommendations by the Architectural Review Commission, Planning Commission and City Council
- Processing applications for minor/major subdivisions
- Planned Unit Development/Specific Plan
- General Plan Amendment
- Minor/Major Subdivisions
- Development Plans
- CEQA Review
- Architectural Review Permits



Current/recent project support:

- **Downtown Cleveland Multi-family Specific Plan:** Architectural Review, Planned Unit Development/Specific Plan “Concept Plan”, Development Plan, General Plan Amendment, and environmental review for a 189-unit multi-family residential development near the City’s Downtown. Project is preparing for public hearings before the Architectural Review Commission, Planning Commission, and City Council.
- **Oak Park Specific Plan:** 34 lot major subdivision, development plan, and rezone (PUD). Rezone from R-10 (SFR 10,000 min) to Multi-family very low density as part of a Planned Unit Development/Specific Plan, development plan review. Prepared all staff reports and made presentation to the Architectural Review Commission, Planning Commission, and City Council.
- **590 Creekside Minor Subdivision:** 2-lot single family subdivision. Prepared all staff reports findings and resolution for approval before the Planning Commission and City Council.
- **2001 CCB Façade Improvements:** Façade improvements for a medium sized retail center. Architectural Review permit. Application withdrawn because of costs.

In addition, our planner assisted the City with securing their SB2 grant.

Contracting Agency PM and Contact Information:

Troy Fujimoto
 City Planner
 (925) 671-5209
TFujimoto@PleasantHillca.org

Dates: 8/2019 - Present
 Budget: \$25,000
 Consultant PM: Daniel Hortert, AICP

City of Pinole

Planning, Code Enforcement, Permit Processing, Plan Review Services

4LEAF is providing **one (1) Associate Planner, one (1) Planning Manager, one (1) Code Enforcement Officer, and one (1) Senior Permit Technician** to assist with the City of Pinole’s planning needs.



Developer-funded projects:

- **Lucky’s Façade Modification** – Design review for upgrade to façade for Lucky’s store in a major retail center. Required Planning Commission approval.
- **1409 & 1431 Nob Hill** – Design review for two (2) Single-Family residential structures.
- **East Bay Ophthalmology Center** – 1289 Pinole Valley Road. Design review for a 6,900 square foot medical office building. Planning Commission and City Council approval.
- **West Coast Arborists, Inc.** – Design review for Contractor’s yard including remodeling existing 2,000 s.f. metal building, resurfacing of existing paved area and addition of new paving. Required Planning Commission approval.
- **Making Waves Academy Pinole Campus** – Application submitted for Design Review and Sign Program of a new K-4th public school campus on a 7.8-acre infill parcel. The project includes the demolition of the existing Tenet Medical building and construction of two state of the art two-story classroom buildings, a multi-purpose building and an administrative building totaling 95,250 square feet and outdoor space. Required Planning Commission approval (project withdrawn).
- **Hazel Drive Four-Lot Subdivision** – Design Review for single family development and Development Agreement for roadway connection to Sunnyview Drive, West end of Hazel Drive. Required City council approval due to Development Agreement.
- **Pinole Square** – Application submitted to renovate and expand the existing Safeway Grocery store and add a new gas station and construct new commercial pad buildings. Manage environmental review consultant. Planning Commission and City Council Approval. Finishing up environmental review.
- **Pinole Woods** – Design Review for a 100+ unit senior housing development.



Contracting Agency PM and Contact Information:

Tamara Miller
 Development Services Director/Engineer
 (510) 724-9017
TMiller@Ci.Pinole.ca.us

Dates: 8/2019 - Present
 Budget: \$100,000
 Consultant PM: Daniel Hortert, AICP



SECTION 4

Organization and Approach

SECTION 4: ORGANIZATION AND APPROACH

4LEAF Key Team Members

As your consultant, we understand that **our role is to be an advocate on behalf of Sebastopol (City)** and represent the City's best interests. 4LEAF's team will function as an extension of City staff, seamlessly integrating with the personnel and practices established by the City while adding the perspective and expertise that only 4LEAF's team can offer. Our goal, which we have successfully accomplished on previous clients' projects, is to have our staff integrate with yours and be accepted as an essential part of the City. **4LEAF assures the City that we can provide redundancy of services should the need to provide a backup team member arise.**

Primary Contact: Jane Riley, AICP | Principal Planner



Jane is an experienced AICP-certified planning manager with a proven history of advancing successful planning and housing policy initiatives. She sits on the Housing Methodology Committee for the Association of Bay Area Governments and is driven to find effective ways to solve the housing crisis using her 30 years of experience. Her goal is to assist local agencies with the preparation of state-certified Housing Elements that meet community needs and statutory objectives. Jane has experience leading teams in the preparation of various Specific Plans, Local Coastal Plans, Housing Elements, Safety Element Updates, General Plan Updates, and Zoning Ordinances.

Jane's contact information:

Office - (949) 877-9432

Cell - (707) 309-4775

Email - jriley@4leafinc.com

Eduardo Hernandez | Senior Planner/Bilingual Outreach



Originally from the San Diego and Tijuana binational area, Eduardo is proficient in Spanish at a native level. He graduated from Cal Poly Pomona with a Bachelor's in Urban and Regional Planning in 2015 and has planning experience in a wide variety of projects in both urban and rural areas, involving project review and community outreach. Eduardo is passionate about helping facilitate responsible initiatives that will provide continuous opportunities for livable and equitable communities.

Elliott Pickett | Associate Planner



Elliot is an associate planner with a degree in Geography, Environment, and Planning for sustainable communities. He has experience with environmental impact assessments, safety elements, climate change, community outreach, public engagement, and land use elements. Elliott has been a welcome addition to the 4LEAF team following his recent graduation from Sonoma State University and is quickly progressing through the ranks of our Planning Division.

Rincon Key Personnel

Matthew Maddox, AICP | Principal Planner



Matthew is involved in a wide range of urban planning and land use studies, sustainable, resilient and adaptation policy development, air quality and greenhouse gas analysis, and CEQA/NEPA environmental documentation, as well as community involvement and permitting activities. Mr. Maddox has a strong background in land use and transportation planning, policy, and environmental planning. He has contributed to successful environmental and planning projects ranging from general plans to focused inner city redevelopment studies, to climate action plans and documentation for compliance with environmental regulations, to greenhouse gas emissions analysis for industrial facilities.

Darcy Kremin, AICP | Director, Environmental Planning



Darcy has over 20 years of planning, CEQA, and NEPA experience for nonprofit, private, and public sector clients. Ms. Kremin has managed large projects for public utilities, including water and energy transmission, and dozens of development projects for cities and counties. She has worked on a variety of environmental compliance documents and is well known for creative solutions to achieve CEQA compliance. Ms. Kremin is currently managing CEQA projects in multiple Bay Area cities for educational, commercial, and industrial projects.

Katherine Green, AICP | Lead Environmental Planner



Katherine is an experienced environmental analyst and project manager who has worked with a wide array of private, public, and tribal clients throughout California. She is skilled in the preparation of CEQA and NEPA documents of all kinds, as well as Phase I ESAs for projects ranging from small urban parcels to tens of thousands of acres of rangeland. She has prepared transportation analyses for both NEPA and CEQA projects, including transportation/traffic sections for complex Environmental Impact Statement/EIRs, as well as Environmental Assessments and Categorical Exemptions.

Andrew Pulcheon, RPA, AICP, CEP | Cultural Resources Lead



Andrew has 27 years of research, field, laboratory, and project management experience. His experience includes project coordination and field direction; public/private sector and Native American consultation; Section 106 and CEQA historical resource evaluations; NEPA analysis; CEQA document preparation; development of treatment and management plans; and museum curation and collections management. He has 20 years of experience in cultural resources impact assessment and mitigation development, including the preparation of Initial Study and Environmental Impact Report sections for public and private sector clients in urban and rural settings.



Project Management Approach

As an experienced firm, 4LEAF has approaches to working with clients that are different from those you might find when working with a large corporation. Our philosophy is to strive to be the best firm providing our clients with outstanding customer service and first-rate planning services.

4LEAF will provide Jane Riley, AICP as our Project Manager to meet with the City to review the City's policies, workflow, and job duties of current staff. In working with the City, it will be determined how to best integrate our staff into this project and achieve a seamless flow within the City's structure.

The first step is to acclimate our team to the culture of the City by communicating and introducing our staff to the City. Creating a plan together, establishing goals, and learning everyone's roles helps will help the team to work together. The most common compliment 4LEAF receives from our clientele is of our timely responsiveness. Our employees and our management staff are diligent about being available to our clients. Additionally, 4LEAF is a 24/7 operation and we encourage our clients to call us whenever a need arises (texting is suggested for an instant response). From questions to staff needs, 4LEAF will provide timely responses to all requests. Phone calls and emails will be returned each day as soon as possible. We understand the need for timely responses, and we have a policy that all correspondence must be answered within 24 hours.

Project Managers' Contact info:

Jane Riley, AICP
Office - (925) 462-5959
Cell - (707) 309-4775
jriley@4leafinc.com

Michael Renner, CBO
Office - (925) 462-5959
Cell - (925) 785-3185
mrenner@4leafinc.com

We hope the City of Sebastopol will choose 4LEAF as a consultant and through our hard work, we will prove our value to your team. Our goal is for City to view 4LEAF the way our other clients view us. In many ways we want to be an extension of your team. We will communicate with your staff in the most positive customer service manner possible. We anticipate a comfortable relationship where we can discuss needs and resolutions openly and honestly. You will find 4LEAF's email, office phone, and cell phone numbers on all our business cards. Most importantly, we hope this is the beginning of a long-lasting relationship. 4LEAF has an impeccable reputation of client retention.



SECTION 5

Scope of Work



SECTION 4: SCOPE OF WORK

The City of Sebastopol seeks proposals from qualified consultants and consultant teams to complete a Housing Element Update and necessary environmental review for the 6th cycle planning period (2023-2031). 4LEAF, Inc. proposes to team with Rincon Consultants, Inc. to provide the update and required CEQA review. Our proposed approach to this work is outlined below.

WORK PLAN

Task 1. Project Kick-off

Consultants will schedule a kick-off meeting with City staff to discuss project expectations regarding coordination, reporting, deliverables, and all other relevant project information. Expectations of all parties will be outlined and available staff time will be discussed. City staff are requested to provide certain information to assist Consultants in updating the Housing Element. A sample Information Request Checklist is included as Attachment 1 to this Scope of Work.

Task 1.1. Project Schedule

Consultants will work with City staff to finalize a project schedule within two weeks of the kick-off meeting that includes tasks and milestones for adoption of an HCD-reviewed Housing Element by January 15, 2023. The schedule will include project completion milestones and timelines as well as community outreach meetings, hearings, and reviews by both the City and HCD.

Task 2. Project Management

The most important element of Project Management is ongoing communication. 4LEAF staff put communication with City staff at the forefront of everything we do. We understand the needs of local government because we come from local government.

Task 2.1. Project Coordination

Consultants will meet regularly with City staff to ensure objectives and milestones are being achieved. 30-minute biweekly check-in meetings are recommended and an agenda, summary, and email updates with a list of action items will be sent to City staff around each meeting.

Task 3. Community Outreach and Engagement

Through our work updating Housing Elements for other jurisdictions, the Consultants understand the unique nature of public engagement during a global pandemic. We are experienced at creating innovative, COVID-compliant outreach strategies, as well as in-person strategies, that meet the needs of each community. We strive to reach all community members and encourage them to participate in the manner and language which makes them the most comfortable. The increased use of technology-assisted community engagement has placed a greater emphasis on the need to overcome the digital divide for our community members without access, and your Consultants will ensure that participation by cell phone is possible and encouraged so that internet access is not required.



After meeting with staff and key community groups, Consultants will initiate the community engagement effort by developing and refining a Community Engagement Plan that will educate, inform, and gain meaningful input from a broad and diverse range of groups and populations in the City of Sebastopol. Community engagement will focus on the community at-large, directly affected stakeholders (including property owners, businesses, residents, and interest groups), and civic decision-makers. This effort is designed to build collaborative interest, identify common values and goals in the project direction given the diverse group of local stakeholders, and to bring new participants into the conversation.

A particular focus of our community engagement and outreach plan will be to the Spanish-speaking community and hard-to-reach populations to ensure that they have every opportunity to participate in the language they are most comfortable with. Because over 11% of the City of Sebastopol's population is of Hispanic origin, this outreach will be important. The Consultants' staff includes fully bilingual, culturally aware professionals who are passionate about inclusive community outreach. *Somos el equipo que quieren para la comunidad entera.*

Task 3.1. Housing Element Virtual Workshops and Online Surveys

Community workshops are a critical step in gaining a candid understanding of conditions and issues from a variety of perspectives. The information gained during the workshops will be used to identify key issues to be addressed and to help your Consultants to understand the specific values and needs of the community.

The Consultants will prepare for and/or participate in a series of community workshops at key points in the Housing Element Update process. Suggested public workshops and meetings are outlined below:

- Initial Planning Commission Public Workshop #1: Housing Elements, RHNA, New Laws (virtual). An example presentation by 4LEAF staff can be found [here](#). This workshop will include public input and participation focused on issue identification as well as housing needs and opportunities.
- White Board videos introducing the Housing Element process to the public. These would be provided in both English and Spanish and would be available on the City's website. An example white board from Rincon staff can be found [here](#).
- Community opinion survey (see below)
- Community Workshop #2 (Joint Commission/Council): Draft Housing Strategy (see Task 4.3)
- Community Workshop #3: Housing Sites and Strategies (only if needed)

As part of the early public outreach efforts, the Consultants will also design and release a community opinion survey. The survey will be conducted in Survey Monkey or a similar online format where residents can use their cellphones to participate whether they have internet or not. The Consultants request that the City establish a dedicated website and email address for the Housing Element Update and include links to the surveys (English and Spanish versions) on that website as well as on the City's social media channels and in a press release.

Task 3.2. Open House

Following the receipt of city comments on the Admin Draft Housing Element, a Public Review Draft (Task 4.5, below) will be presented to the community at an in-person Open House in a location hosted by the City or local community group. Comments will be summarized and addressed in the Adoption Draft Housing Element.



Task 3.3. Concurrent Stakeholder Survey and Interviews

Concurrent with the outreach activities above, Consultants will work with City staff to develop an online survey for stakeholders to invite their participation in the Housing Element update process. Invitations to the survey will be sent to service and housing providers and will prioritize the needs and priorities of special needs groups (seniors, disabled, large households, disadvantaged, single-parent households) and other at-risk populations. Additionally, Consultants will conduct up to five stakeholder interviews or small group meetings.

Task 3.4. Study Session and Adoption Hearings

The consultant will present the Draft Housing Element (Task 4.5, below) to the Planning Commission as an informational item prior to submittal to HCD for their mandatory 60-day review. Comments from the public, decision-makers and HCD will be incorporated into the Adoption Draft Housing Element. The Adoption Draft Housing Element (Task 4.6, below) will be presented to the Planning Commission and City Council for consideration and adoption. Consultant will participate in up to three adoption hearings.

Task 4. Housing Element Preparation

Based on 6th cycle housing element work in other communities, Consultants have included the following sub-tasks to help inform the process. Preparation of the Housing Element itself will begin with a preliminary sites inventory analysis so that staff can be apprised of any additional zoning actions that may be required to achieve compliance. Following this work, a Draft Housing Strategy will be prepared for public and review and Commission/Council direction. The Housing Strategy will become the Policies & Programs (Section 2) of the Housing Element.

Task 4.1 Preliminary Sites Inventory Analysis

Beginning with the City's existing inventory sites list, the Consultants will determine if existing inventoried sites must be rezoned to be utilized again and will compile a preliminary inventory of sites that could potentially be utilized with existing zoning to fulfill inventory requirements in compliance with Government Code §65583.2 and AB 1397, as well as with the new AB 686 Affirmatively Furthering Fair Housing requirements. The Consultants will then project annual ADU creation for the 6th Cycle based on recent permitting, ABAG's pre-certified affordability ratios, and any new ADU Programs to promote and incentivize ADU development. Once this has been completed, Consultants will determine the preliminary RHNA surplus or shortfall. Assuming a shortfall, the Consultants will request staff recommendations of any additional sites that should be added and will build out a preliminary inventory using the HESS data available for the City of Sebastopol and any "nominations" from the public as to additional vacant or underdeveloped sites that should be considered for housing.

Based on the sites analysis that has been required in the Consultants' other 6th Cycle jurisdictions, rezoning to allow by-right affordable housing development at the City's default density of at least 20 units per acre will likely be required unless the City has significant recent experience with affordable housing projects to conclude that affordability can be achieved at a lower density. Additionally, AB 686 requires consideration of any areas of socioeconomic or ethnic concentration in identifying where new affordable housing should go, directing placement of affordable units away from existing affordable units and into neighborhoods of the highest opportunity.



Task 4.2 Draft Housing Strategy

The Consultants will compile the Draft Housing Strategy following collection of public input, community surveys, and analysis of data and constraints. The Strategy will build on the City's existing eight overarching Housing Element Goal areas and expand objectives, policies, and programs to meet changing demographics and statutory requirements. An Administrative Draft Housing Strategy will be prepared for staff review prior to being made available to the public for Community Workshop #2 as set forth in Task 3 above. The Draft Housing Strategy will contain the City's Housing Goals, Policies, Programs, and Quantified Objectives. The Draft Housing Strategy will form Section 2 (Housing Goals, Policies, Programs and Quantified Objectives) of the Housing Element.

Task 4.3. Administrative Draft Housing Element

After feedback and direction on the Housing Strategy and the Sites Approach have been provided, Consultant will compile an Administrative Draft Housing Element for staff review. The Scope and budget assume a single round of non-conflicting comments will be provided from staff on the Administrative Draft; staff comments on Sections 2 and 3 (below) will have already been provided under Tasks 4.1 and 4.2.

Because of the anticipated use of ABAG's pre-certified data package and the City's desire that the Housing Element be easily readable and understandable by the public, the format for the new Housing Element may be updated as follows:

Section 1

This section will include summary information and will emphasize the City of Sebastopol's unique attributes and challenges, as well as its changing demographics and identified housing needs. A summary of the AB 686 requirements to further fair housing will be included in this Section, as well as an analysis of the city's success in implementing its 2014 Housing Element. Public outreach and participation will be provided in this section, along with a summary of community survey results. Housing issues facing the City, a summary of constraints, the City's progress in implementing the prior Housing Element (including lessons learned) and a summary of available resources will also be provided within this introductory and overview section.

Section 2

This section will be the City's Housing Strategy comprised of the City's Housing Goals, Policies, Programs, and Quantified Objectives. This is the policy "meat" of the document and will be drafted following input from public engagement, data analysis, and stakeholders.

Section 3

This section will contain the housing sites information with a summary analysis of environmental and infrastructure factors that may affect development on identified sites, as well as a calculation of realistic development potential for each site or group of sites in inventory. While the Consultants will also complete the necessary electronic HCD inventory forms, the tables in the Housing Element will be less complex than those submitted electronically to ensure clarity and conciseness in the Housing Element document itself.



Section 4

This section will be a Technical Background Report (TBR) and will contain ABAG's pre-certified data set in its entirety, as well as supplemental information and data related to the AB 686 analysis, full community survey results, technical analysis of any identified environmental or infrastructure issues that may impact housing development; the full constraints analysis with the data from the subregional collaborative efforts; and any other information collected that will assist in telling Sebastopol's story.

Task 4.4 General Plan & Specific Plan Consistency

This task will include identification of other General Plan and any applicable Specific Plan policy updates or revisions that will be needed to ensure consistency with the updated Housing Element. *Please note that, while an update of the City's Safety Element was not included as a part of the RFP, the Safety Element must be updated to address SB 379 climate adaptation and resiliency prior to or concurrent with adoption of the updated Housing Element, and SB 1035 requires information relating to flood and fire hazards to be included in the Safety Element. A scope and budget for an update of the Safety Update is available upon request.*

Task 4.5. Draft Housing Element

Following the City's review of the Administrative Draft, Consultant will incorporate comments into a Draft Housing Element and deliver a final screen check draft electronically for City's review before preparing the Draft for public review and the statutory 60-day HCD review.

Task 4.6 Adoption Draft Housing Element

Consultants will facilitate HCD's review by completing a checklist denoting for HCD staff which pages of the HCD Review Draft Housing Element each of the statutory requirements can be found on. The Consultants will work closely with HCD and with City staff to ensure that HCD's questions, clarifications, and comments are addressed during the HCD review period. The Consultants have excellent relationships with HCD staff and will facilitate review throughout the Housing Element Update process.

Task 4.7. Final Housing Element (Adopted)

Following City Council adoption, the Consultants will revise the Housing Element to include any revisions directed by the Council and prepare the Adopted Housing Element for transmittal to HCD for certification and will provide any supporting information requested by HCD. *Important note: To receive certification, the adopted Housing Element must be substantially the same as the HCD-reviewed Draft Housing Element and include their recommended changes. Should the City not wish to make the changes recommended by HCD, a different approval process and specific findings would need to be made by City Council. This alternative is not included in the project scope and budget.*

Task 5. CEQA Compliance

Given that the City's General Plan and its associated environmental impact report (EIR) were adopted and certified, respectively, in 2016, we believe the most efficient approach to complying with the California Environmental Quality Act (CEQA) is to prepare an Addendum to the General Plan EIR. Per CEQA Guidelines Section 15164, an addendum may be prepared if some changes or additions are necessary, but none of the conditions have occurred that would trigger a subsequent or supplemental document (CEQA Guidelines Sections



15162 and 15163). This is the most efficient approach because we believe that the General Plan's projected growth would incorporate the anticipated growth and changes related to the Housing Element Update and RHNA numbers. To that end, we have prepared a scope of work to achieve CEQA compliance using the most efficient pathway possible. Although Senate Bill (SB) 743 requires an analysis of vehicle miles travelled (VMT) for transportation impacts, if the growth assumed in the EIR is greater than or equal to what the RHNA increase is, impacts would be the same as previously analyzed and no additional analysis would be required at this time. If rezoning or upzoning is needed to satisfy RHNA needs, transportation impacts will be analyzed at that time to comply with CEQA in a separate CEQA process.

The Consultants will analyze, update as necessary, and edit existing information to provide an environmental document that adheres to current CEQA requirements and focuses on those mitigation measures that are required based on the impacts identified in the analysis.

The Consultants will prepare an Addendum to the Sebastopol General Plan EIR (November 2016), in accordance with CEQA Guidelines Section 15164. Rincon will review information from the certified General Plan EIR and will reference verified information from this document in the Addendum. The Addendum will supplement the General Plan EIR analysis with new or updated analysis as necessary and appropriate, especially for issue areas which are the subject of new regulations or standards since certification of the General Plan EIR.

The Addendum will, to the extent possible, rely on existing environmental documentation and technical studies prepared for the project area, including the General Plan Final EIR, and the technical studies completed for that project. This work program outlines the steps that would be needed to adhere to state environmental documentation requirements.

Preparation of the Addendum will include the following tasks:

Task 5.1 Native American Tribal Consultation

The Consultants will assist the City conduct government-to-government tribal consultation in accordance with Assembly Bill 52 of 2014 (AB 52) and Senate Bill 18 of 2004 (SB 18). We will prepare the AB 52- and SB 18-specific letters to be placed on City letterhead; preparing and submitting a Native American Heritage Commission Sacred Lands File SB 18 request; and preparing a tracking sheet and instructions to be provided to the City. The instructions will include details regarding schedule and timelines associated with AB 52 and SB 18 to ensure timely consultation. This task assumes 12 hours of Principal time to coordinate with interested tribes on behalf of the City.

Task 5.2 Project Description

As part of this task, the Consultants will gather any additional materials available for the proposed Housing Element update, including relevant planning documents, any technical analyses prepared by the City, and recent environmental documentation prepared for projects in or near the project area. The Consultants will then prepare a detailed project description, including tabular and graphic information, for review by the City and project team. This review is critical since it forms the basis for environmental evaluation under CEQA. The project description will provide a detailed summary of the proposed Housing Element Update. The project description will be based



on additional information to be provided by the City and project team. Textual, tabular, and graphic presentation will be used as necessary to facilitate a thorough understanding of the proposed project. Tables and graphics will be prepared to illustrate clearly the changes proposed by the Housing Element Update. The project description will include:

- A thorough explanation of proposed changes to the Housing Element
- A discussion of planned development characteristics at buildout
- Features that have been incorporated into the project to minimize potential environmental or land use conflicts, if any
- Tables illustrating project characteristics and the degree of change from existing conditions and currently-adopted Zoning Code and land use designations
- Supporting graphics

We will provide the City with an electronic version of the draft project description for review. Upon City approval of the draft project description, we will prepare the Administrative Draft Addendum. This task includes all components necessary to complete the environmental impact analysis.

Task 5.3 Administrative Draft Addendum

This task includes all the steps necessary to complete an Administrative Draft Addendum for the proposed Housing Element Update. The Addendum would contain all sections required pursuant to CEQA. In accordance with CEQA Guidelines Section 15164, the Addendum will include only the information necessary to make the previous EIR adequately apply to the project in the changed situation. As explained in CEQA Guidelines Section 15151:

An EIR should be prepared with a sufficient degree of analysis to provide decision-makers with information which enables them to make a decision which intelligently takes account of environmental consequences. An evaluation of the environmental effects of a proposed project need not be exhaustive, but the sufficiency of an EIR is to be reviewed in light of what is reasonably feasible.

To the extent possible, the Consultants will incorporate information from existing environmental and planning documents that are applicable to the project area and project.

Issues of concern:

Air Quality and Greenhouse Gas Emissions. We will prepare this section in accordance with Bay Area Air Quality Management District (BAAQMD) Guidelines. We will analyze both temporary construction effects and long-term regional effects. We will compare growth potential under the General Plan EIR to the Housing Element. This analysis will also consider the project's potential contribution to cumulative impacts related to greenhouse gas (GHG) emissions and climate change. An overview of the current regulatory framework regarding GHGs/climate change including SB 32, AB 32, SB 97, and SB 375, as well as adopted amendments to the CEQA Guidelines, will be described.

Population and Housing. It is not anticipated that the Housing Element would displace people or housing. Therefore, this section will focus on a comparison of General Plan population and housing estimates to the Housing Element estimate.



Public Services and Recreation. We will address potential impacts relating to police protection and fire protection services, schools, and parks and recreational facilities in comparison to General Plan EIR.

Transportation. We assume the transportation analysis performed for the General Plan will be sufficient for the Housing Element EIR update, and that no new transportation modeling will be required.

Utilities and Service Systems. We will compare impacts on water supply and service systems, wastewater conveyance and treatment systems, and solid waste collection and disposal systems from the General Plan EIR to the Housing Element.

The Consultants will submit electronic copies of the Administrative Draft Addendum (in Microsoft Word and Adobe Acrobat), along with associated appendices, to the City and project team for review and comment. This task includes one round of review and revisions.

Task 5.4 Final Addendum

Upon receiving one consolidated set of City comments on the Administrative Draft Addendum, the Consultants will prepare a Final Addendum for certification. Consultants will provide 10 hardcopies of the Addendum to the City to distribute along with the final Housing Element, and provide one electronic version (in Adobe Acrobat) for the City's use. The full administrative CEQA record will be sent to the City at this time.

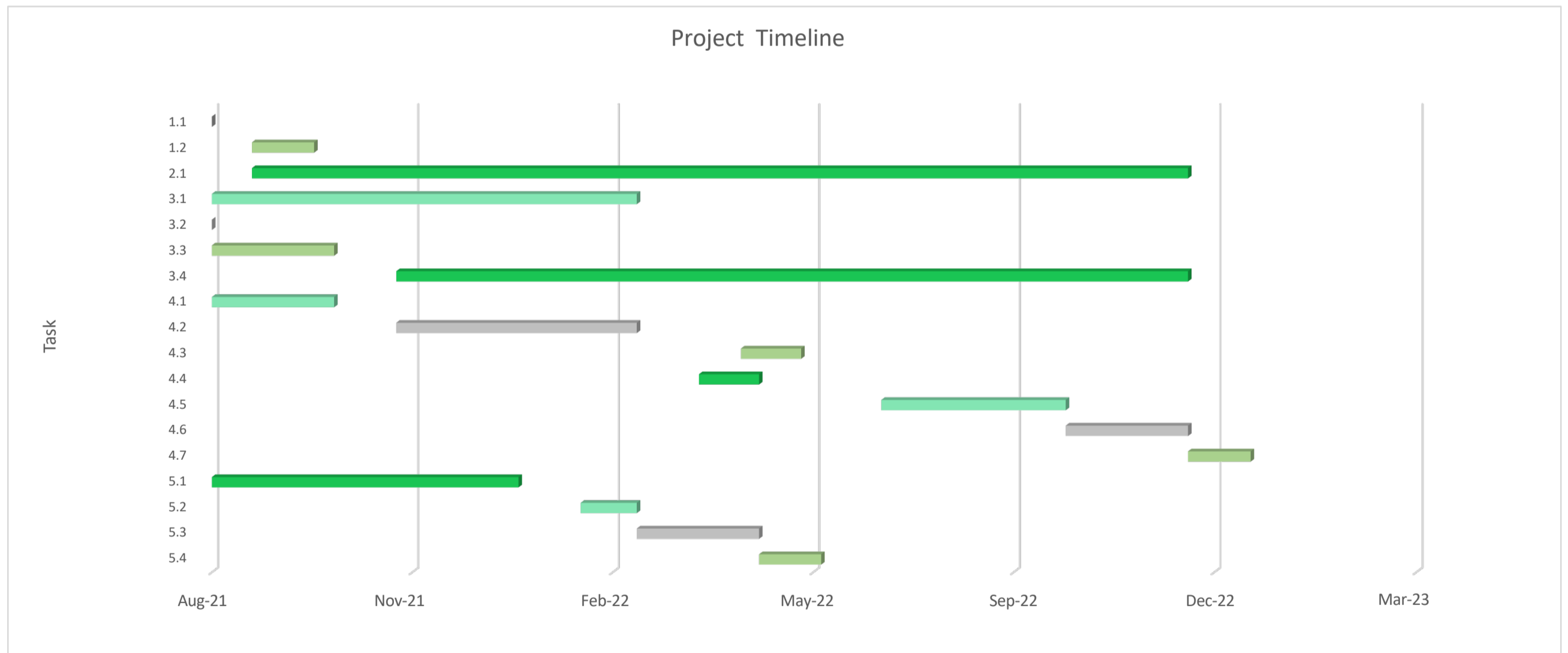
There are no public notification or review requirements for an addendum. The City will present the Addendum along with the Housing Element for City Council approval at the same time. Once the Addendum is certified, the Consultants will file the Notice of Determination with the County and the State Clearinghouse if desired. Consultants assume the City will have its receipt from filing the California Department of Fish & Wildlife (CDFW) fees at the time the General Plan EIR was certified. Otherwise, additional CDFW fees could be required.



SECTION 6

Schedule of Work

Sebastopol Housing Element Update Schedule			
Task #	Short Title	Start	End
1.0	Project Initiation		
1.1	Kick-off meeting	Aug-21	Aug-21
1.2	Project Schedule	Aug-21	Sep-21
2.0	Project Management		
2.1	Ongoing Project Coordination	Aug-21	Dec-22
3.0	Community Outreach & Engagement		
3.1	Virtual Workshops & Survey	Aug-21	Mar-22
3.2	Open House	Aug-21	Aug-21
3.3	Stakeholder Survey & Interviews	Aug-21	Oct-21
3.4	Study Session and Hearings	Nov-21	Dec-22
4.0	Housing Element Preparation		
4.1	Preliminary Sites Inventory Analysis	Aug-21	Oct-21
4.2	Draft Housing Strategy	Nov-21	Mar-22
4.3	Admin Draft Housing Element	Apr-22	May-22
4.4	General Plan Consistency	Apr-22	May-22
4.5	Draft Housing Element	Jul-22	Oct-22
4.6	Adoption Draft Housing Element	Oct-22	Dec-22
4.7	Final Housing Element (adopted)	Dec-22	Jan-23
5.0	CEQA Compliance		
5.1	Native American Tribal Consultation	Aug-21	Jan-22
5.2	Project Description	Feb-22	Mar-22
5.3	Administrative Draft Addendum	Mar-22	May-22
5.4	Final Addendum	May-22	Jun-22





SECTION 7

Conflict of Interest



SECTION 7: CONFLICT OF INTEREST

4LEAF has no current or potential business, financial, or other conflicts of interest to disclose that may interfere with the outcome of the project or contract with the City of Sebastopol.



SECTION 8

Litigation



SECTION 8: LITIGATION

4LEAF has no litigation with current or past contracts. We have had no litigation issues ever our 20-year company history.



SECTION 9

Contract Agreement



SECTION 9: CONTRACT AGREEMENT

4LEAF has reviewed the City's Professional Services Agreement and has no changes or exceptions to disclose.

The contents and terms provided in this proposal shall remain valid for a period of time no less than 90 days following the date of submission on June 7, 2021.



SECTION 10

Cost Proposal

Sebastopol Housing Element Update Budget Estimate - 4LEAF, Inc.

Task #	Task Description	Principal \$180	Senior \$150	Associate \$120	Assistant \$100	Admin \$60	Task Total
1.0	Project Initiation						
1.1	Kick-off meeting	2	2	2	0	2	8
1.2	Project Schedule	2	1	2	0	2	7
2.0	Project Management						
2.1	Ongoing Project Coordination	50	0	10	0	4	64
3.0	Community Outreach and Engagement						
3.1	HE Virtual Workshops and Online Surveys	30	10	30	8	0	78
3.2	Open House	12	10	40	4	0	66
3.3	Stakeholder Survey and Interviews	12	5	12	8	0	37
3.4	Study Session and Adoption Hearings	40	18	40	4	4	106
4.0	Housing Element Preparation						
4.1	Preliminary Sites Inventory Analysis	10	2	20	10	0	42
4.2	Draft Housing Strategy	24	6	30	0	0	60
4.3	Administrative Draft Housing Element	30	6	50	30	2	118
4.4	General Plan and Specific Plan Consistency	4	0	10	4	0	18
4.5	Draft Housing Element	20	0	20	10	0	50
4.6	Adoption Draft Housing Element	20	6	20	6	2	54
4.7	Final Housing Element (Adopted)	12	6	20	0	2	40
5.0	CEQA Compliance						
5.1	Native American Tribal Consultation	0	0	0	0	0	0
5.2	Project Description	0	0	0	0	0	0
5.3	Administrative Draft Addendum	0	0	0	0	0	0
5.4	Final Addendum	0	0	0	0	0	0
Total		268	72	306	84	18	\$105,240



RINCON CONSULTANTS, INC.

Sebastopol HE Project

Cost Estimate

Tasks	Rincon Labor Classification →		Principal I	Director I	Professional IV	Professional III	Technical Editor	Production Specialist	GIS/CADD Specialist II	Clerical
	Labor Cost	Hours								
Task 5. CEQA Compliance			\$227	\$227	\$149	\$134	\$115	\$91	\$129	\$77
5.1 Native American Tribal Consultation	\$3,618	18	12		6					
5.2 Project Description	\$3,341	23	1	2		16			4	
5.3 Administrative Draft Addendum	\$4,008	24	4	8			8	4		
<i>Air Quality / GHG</i>	\$5,018	34	4		6	24				
<i>Population and Housing</i>	\$1,072	8				8				
<i>Public Services and Recreation</i>	\$1,608	12				12				
<i>Transportation</i>	\$1,348	8		2	6					
<i>Other CEQA Sections</i>	\$1,526	10		2		8				
5.4 Final Addendum	\$3,028	20	2	4		8	2	4		
Task Subtotal	\$24,567	157	23	18	18	76	10	8	4	
Project Management	\$3,340	20	4	8						8
Task Subtotal	\$3,340	20	4	8						8
Subtotal Cost	\$ 24,289	159	15	26	12	76	10	8	4	8

Direct Cost Detail

Photocopies Double-Sided BW	\$ 180
Colored Copies Single-Sided	\$ 75
Reproduction CDs	\$ 150
Subtotal Additional Costs	\$ 405

Summary

Professional Fees Subtotal	\$24,289
Direct Costs Subtotal	\$405
Total Project Budget	\$ 24,694

Professional Services - are based on Rincon's standard fee schedule and labor classifications. The above is provided as an estimate of Rincon's effort per task. Rincon may reallocate budget between staff and tasks, as long as the total contract price is not exceeded.

Annual Escalation – Standard rates subject to 3% escalation annually



APPENDIX

Key Staff Resumes

Jane Riley, AICP

Project Manager / Principal Planner

Experience

30 years

Education

MA, Housing & Community Development
(Interdisciplinary Studies)

BA, Environmental Studies & Planning

Management Certificate
University of the Pacific

Certifications

AICP

Awards

APA California Chapter Opportunity &
Empowerment Award of Merit, 2019

California State Association of Counties
Challenge Award, 2017

California Planning Director's Association
Recognition Award, 2016

Experience Summary

Jane is an experienced AICP-certified planning manager with a proven history of moving forward successful planning and housing policy initiatives. She is driven by the need to get out of our own way to solve the housing crisis. Her objective is to assist local agencies with the preparation of state-certified Housing Elements that meet community needs and statutory objectives.

Jane has a wealth of experience leading the preparation, adoption, and certification efforts for Housing Elements. She has led initiatives to rezone over 50 housing sites for 2022 Housing Elements, managed efforts to adopt inclusionary and workforce housing programs in Sonoma County, created sixteen different zoning programs to implement housing policies, and directed progressive and award-winning housing programs.

SELECT PROJECT EXPERIENCE

4LEAF, Inc. – Bay Area, CA

Principal Planner

2020 - Present

Jane is our lead in planning projects that require an expert hand in General Updates and Housing Elements. She supervises and participates in advanced, highly complex professional planning activities and performs complex and sensitive professional planning projects, conducts research and analysis, monitors and ensures compliance with local, state, and federal laws, oversees specialized planning functions such as large-scale new development proposals and environmental studies, and provides overall management of division-related planning issues.

County of Sonoma – Sonoma, CA

Planning Division Manager

2017 - 2021

After 14 years with the County, Jane advanced to the Planning Division Manager position where she monitors the County's planning budget, inventory, and production schedule. She maintains optimally efficient inventory of production materials, creates planning studies, and generates reports about new programs, plans, and regulations. Additional duties include developing proposals to ensure compliance with codes and regulations and managing all general planning issues for the division.

Comprehensive Planning Supervisor

2015 - 2017

Jane performed a variety of complex professional planning and redevelopment work and provided professional information and assistance to the Department, the Planning Commission, the City Council, developers, contractors, and the general public. Additional responsibilities included performing long-range and special planning projects, managing projects, preparing reports, reviewing complex projects.

Housing Planner

2003 – 2015

In her first role with the County, Jane focused on advancing land use and regional housing policy initiatives, implementing State laws including housing laws via zoning code updates, managing the County's housing program, applying for and administering State and Federal grants, creating annual and quarterly monitoring reports, and taking the lead role in creating coordinated area plans. She implemented state-mandated housing requirements, worked with consultants to prepare housing element updates, and managed housing programs based on the regional housing needs allocation process and complexities surrounding housing production.

City of Sebastopol – Sebastopol, CA

Associate Planner

1994 - 2002

In her 8 years with the City, Jane's main responsibilities as an Associate Planner included:

- Developed studies and reports to support new and updated plans, programs, and regulations
- Reviewed and assisted in the review of moderately difficult development proposals and site plans for conformance with codes, plans, and regulations
- Prepared and presented detailed reports on development proposals to government bodies
- Collected a variety of statistical data and prepared reports and maps on topics such as census information, land use, tax base data, and occupancy rates
- Evaluated or assisted in the evaluation of re-zonings, ordinance amendments, site plans, special use permits, variances, and other proposals
- Acted as liaison between community groups, government agencies, developers, and elected officials in developing neighborhood plans
- Coordinated community review of public and private development projects

Eduardo Hernandez

Senior Planner / Bilingual Outreach

Experience

5+ years

Education

B.S., Urban and Regional Planning
Cal Poly, Pomona

Languages

English
Spanish

Experience Summary

Originally from the San Diego and Tijuana binational area, Eduardo is proficient in Spanish at native level. He graduated from Cal Poly Pomona with a Bachelor's in Urban and Regional Planning in 2015. He has planning experience in a wide variety of projects in both urban and rural areas, involving project review and community outreach. Eduardo is passionate about helping facilitate responsible initiatives that will provide continuous opportunities for livable and equitable communities. Eduardo is adept in general planning code interpretation, CEQA, research and report preparation, community outreach, and is proficient in speaking and writing in English and Spanish.

Select Professional Experience

4LEAF, Inc.

Senior Planner

2020 - Present

As a Senior Planner, Eduardo manages projects for administrative, discretionary, and legislative compliance, processes development proposals, and prepares environmental documents for land use development projects. Eduardo also leads many of our community outreach efforts where he can utilize his proficiency in Spanish translation.

County of Mendocino

Associate Planner

2018 - 2020

In this role, Eduardo performed environmental reviews, staff reports, and prepared presentations for conditional use permits and subdivisions. He also provided administration and inspection of the County's surface mining operations and reported to the State.

County of Mendocino

Assistant Planner

2016 - 2018

Eduardo responded to the public's inquiries, addressing topics such as zoning codes, general plan interpretations, plan checks, and business licenses.

Karna Wong, Ph. D., AICP

Planning Manager

Experience

24+ years

Education

Ph. D., Urban Planning
University of California, Los Angeles

M.A., Urban Planning
New York University

B.A., Urban Planning
San Francisco State University

Affiliations

AICP #013356

Experience Summary

With over 20 years of valuable industry experience, Karna is a proven leader with a record of success. Karna demonstrates expert-level knowledge in planning, as demonstrated in her academic and professional pathways. Karna is a driven professional who has the ability to achieve and surpass optimum goals within set deadlines and budgetary restrictions. Her strong capabilities in team building, communication, customer service, company development, and field knowledge make her an asset to any team.

Select Professional Experience

4LEAF, Inc. – Bay Area, CA

Planning Manager

2019 - Present

Karna is responsible for supervising the planning requirements for multiple jurisdictions. She prepares proposals and site plans in conformance with codes and local and national regulations, acting as an intermediary between communities, developers, government entities, and businesses.

University of California, Irvine – School of Social Ecology – Irvine, CA

Assistant Professor of Teaching for the Department of Urban Planning & Public Policy

2017 - 2019

Courses: Master of Urban Planning and Regional Planning Professional Report, Naturalistic Field Research, Field Study, Research Design, Statistical Analysis, Urbanization and Social Change, and Introduction to Planning & Policy

- Taught curriculum and utilized engagement methods for a diverse student population impacting 100-200 students per course for interdisciplinary schoolwide required courses.
- Worked with targeted class sizes of 8 -17 for writing intensive courses integrating professional development and experiential learning such as community-based research, fieldwork, and practitioner interviews.
- Managed a seven-class course load throughout the year, while implementing active learning and innovative pedagogy in partnership with government agencies, nonprofits, and businesses.
- Developed techniques for large class participation such as utilizing Google applications for brainstorming sessions, iClickers for real time student feedback, and mid-quarter evaluations with an average of 90% participation.

Sonoma State University – Sonoma, CA

Visiting Assistant Professor for the Environmental Studies & Planning Department

2016 - 2017

Courses: Introduction to Planning, Planning Theory and Methodology, Environmental Literature, and Social and Environmental Justice

- Taught curriculum and project-based learning for classes of 25-40 students through organizing field trips, creating maps, and building architecture models with organizations such as Safe Routes to School and Community Action Partnership.
- Managed a six-class course load throughout the year, oversaw the internship program, and served as Academic Advisor for over 70 students.

Occidental College – Eagle Rock, CA

Adjunct Assistant Professor for the Urban & Environmental Policy Department

2016

Courses: Environment and Society

- Taught curriculum for a small-scale class of 20 students through interactive learning on topics ranging from planning history, natural resources, environmental justice, to consumption and production.
- Implemented creative student-focused projects, such as field trips, onsite data collection for the homeless count, and tree planting with drip irrigation.

University of California, Las Vegas – Luskin School of Public Affairs – Los Angeles, CA

Researcher for the Center for Neighborhood Knowledge

2010 - 2016

- Researched philanthropy in Asia for an international project funded by the John S. and Marilyn Long U.S.-China Institute for Business and Law at University of California at Irvine, Asian Americans Advancing Justice- Los Angeles, and the Fudan University's School of Management in Shanghai, China
- Trained a team of qualitative researchers to conduct interviews for the "Pathways to Trouble: Homeowners and the Foreclosure Crisis in Los Angeles Ethnic Communities" report funded by the Ford Foundation's Building Economic Security Over a Lifetime Initiative (BESOL)
- Co-authored the "Narrative Report of the Asian American Population and Asset-building Trends" funded by the Ford Foundation's BESOL which included multi-state socioeconomic data analysis
- Wrote chapters of the State of California Department of Housing and Community Development's "Analysis of Impediments to Fair Housing Report" and completed survey design, implementation, and analysis

Instructor for the Urban Planning Department

2013 – 2016

Courses: Planning with Minority Communities, Environmental Justice Through Multiple Lenses, and Service Learning Community-Based Research in Planning

U.S. Department of Housing & Urban Development (HUD) – San Francisco, CA

Consolidated Planning Specialist

1995 - 2010

- Supervised \$40 million in federal housing and community development grants for San Francisco County and \$3 million in technical assistance grants in Northern California, Arizona and Nevada.

Elliott Pickett

Associate Planner

Experience

2+ years

Education

B.A., Geography, Environment, and Planning

Sonoma State University

Experience Summary

Elliott has a degree in Geography, Environment, and Planning with a Concentration in Planning for Sustainable Communities. He brings with him a compendium of knowledge, talent, and professional goals that make him an asset to any team and project she is assigned. Elliott’s professional and academic accomplishments are abundant and his work on the Safety Element Update for the City of San Marino provide him with strong project experience that will continue to grow as our projects do. As a trained and experienced researcher, Elliott knows the ins and outs of Planning and can offer helpful insight to any project. With excellent written and communication skills, Elliott’s affinity for detail and design makes him a strong contribution to project teams.

Select Professional Experience

4LEAF, Inc.

Associate Planner

12/2020 - Present

Elliott is serving as an Associate Planner for the City of San Marino’s Safety Element Update and the City of Santa Clarita’s Housing Element Update. He has received glowing feedback from his team and from the jurisdictions. His personal and academic interests make him the ideal team member for helping bring these projects into successful fruition.

Regional Climate Protection Authority

Intern

9/2020 - 12/2020

- Developed outreach survey for increasing public engagement in the development of the Sonoma Climate Mobilization (SCM) Strategy.
- Compiled information on climate action for SCM website content.
- Participated in Climate Action Advisory Committee meeting and incorporated partner input.

CA Governor’s Office of Planning and Research (OPR)

Summer Intern

6/2020 - 8/2020

- Evaluated and compiled information about over 30 recent local jurisdiction’s Safety Elements and Local Hazard Mitigation Plans, providing strong examples to highlight in the appendix of OPR’s Fire Hazard Planning Technical Advisory document.

- Transcribed and organized data from past Annual Planning surveys, enabling OPR staff to better target survey outreach efforts in the future.
- Organized and conducted three informational interviews with staff from local California jurisdictions, incorporating their wildfire-related priorities into OPR's Technical Advisory document.

Sonoma State University Center for Sustainable Communities

Student Intern

1/2020 - 9/2020

- Synthesized research of over 60 land use tools or resources to address wildfire hazards, creating a database of current wildfire planning practices to be used in future wildfire planning.
- Collaborated and divided labor among interns to produce high quality and efficient research to be used by organization partners.



Matt Maddox, MESM, AICP

Principal

Mr. Maddox is involved in a wide range of urban planning and land use studies, sustainable, resilient and adaptation policy development, air quality and GHG analysis, and CEQA/NEPA environmental documentation, as well as community involvement and permitting activities. Mr. Maddox has a strong background in land use and transportation planning, policy, and environmental planning. He has contributed to successful environmental and planning projects ranging from general plans to housing elements to focused inner city redevelopment studies, to climate action plans and documentation for compliance with environmental regulations, to GHG emissions analysis for industrial facilities. Mr. Maddox has developed a focus in the area of urban planning, sustainable design and resiliency policy, and GHG analysis. He is currently Principal-in-Charge of Housing Elements for the cities of Carlsbad, San Fernando, Corona, and Beaumont for the 6th Cycle.

EDUCATION

MESM, Bren School of Environmental Science and Management, University of California, Santa Barbara

BA, Political Science, California Polytechnic State University, San Luis Obispo

CERTIFICATIONS

American Planning Association – AICP Certified

Accredited Greenhouse Gas Emissions Lead Verifier – California Air Resources Board

YEARS WITH RINCON

14

SELECT PROJECT EXPERIENCE

Principal in Charge, Sonoma County – Rezone Sites for Housing Project EIR, Sonoma County

Mr. Maddox is overseeing the preparation of a Program EIR for the County's Rezone Sites for Housing Project. The proposed project will identify sites to be added to the County's General Plan Housing Element site inventory to comply with State law and will implement current General Plan Policies and Programs that require the County to identify urban sites near jobs and transit which may appropriately accommodate additional housing. It will also identify appropriate sites on which to place the Workforce Housing Combining Zone, which would allow the development of jobs and/or housing on the same site or within walking distance from one another. Rincon held a virtual public scoping meeting and will provide support for additional virtual public meetings as the CEQA process continues. Key environmental issues include historic resources, vehicle miles traveled and wildfire impacts.

Principal in Charge, City of Carlsbad – Housing Element Update and General Plan Maintenance, Carlsbad

Rincon is assisting the City of Carlsbad in the preparation of their Housing Element Update and General Plan Maintenance. The project kicked off in January 2020, with the initial priority of inventorying the existing, but underutilized, and available housing sites and conducting environmental constraints analyses for air quality, biological resources, cultural resources, GHG emissions, noise, and transportation. Rincon will play a significant role in public outreach and information management, as well as overseeing the citizen housing advisory committee meetings. Rincon will review legislation including those related to environmental justice, GHG emissions, infill and affordable housing development, VMT, climate change adaptation and resiliency including threats from wildfire and sea level rise. We will then review other Carlsbad land use documents, to determine if additional amendments are necessary. We will prepare revisions to existing goals, policies, and actions, and propose new goals, policies, and actions, as appropriate. Rincon will also prepare a Supplemental Environmental Impact Report to address environmental impacts that have not already been addressed in the existing General Plan EIR.



Associate Planner, City of Calabasas – 2030 General Plan Update and Environmental Impact Report, Calabasas

Rincon completed the 2030 General Plan Update and Environmental Impact Report for the City of Calabasas. The 2030 General Plan update program was designed to build upon the vision and community values that have made Calabasas a special place to live, work, and visit and to address new issues that had emerged since the development of the previous long-range planning program. Key issues in the environmentally-conscious community revolved around the preservation of open space, development of new recreational opportunities, and incorporation of sustainability and green building concepts. GIS and graphics design capabilities were an important component of the work program for this study as the environmental consultant needed to use, update, and create new layers within the City's existing GIS database. The database was used to identify constraints and opportunity areas, specifically identifying the opportunity to re-focus future development potential into newly created mixed use districts along the City's main commercial corridors. The comprehensive General Plan update and its associated Environmental Impact Report were completed (Phases 1-3) and adopted in less than two years and at 3% less than the City Council authorized expenditures.

Technical Advisor, City of Kerman – 2017-2037 General Plan Update and Environmental Impact Report, Kerman

Rincon partnered with Mintier Harnish in updating Kerman's general plan and preparing a Program Environmental Impact Report. As part of the partnership, the team prepared a Background Report for the City and presented those findings to a joint Planning Commission-City Council Hearing. Based on the feedback received from that meeting and information obtained in preparing the Background report, the team has prepared a draft General Plan and Draft Program Environmental Impact Report, which received minimal comments during the public review of the documents. Specific tasks conducted by Rincon include a noise analysis that included conducting noise measurements and preparing noise contour mapping, Assembly Bill 52 consultation, public outreach, and assessment of traffic impacts related to vehicle miles traveled in conformance with the requirements of Senate Bill 743, and coordination with Caltrans on identifying new alignments for the two State Routes (SR) in Kerman, SR 180 and SR 145. City contract Counsel praised the report for being thorough, legally defensible, self-mitigating, and written to be easily understood by the public.

REFERENCES

Carmela Campbell, AICP, City of Union City, 510-675-5316

Principal-in-Charge (subconsultant) for the City's General Plan Update and Environmental Impact Report. Rincon assisted in preparing the Background Report, highlighting future opportunities and constraints, laying the groundwork for subsequent policy development.

Kenneth MacNab, Town of Windsor, 707-838-5335

Project Manager (subconsultant) for the Town of Windsor 2040 General Plan Update and Environmental Impact Report. Rincon assisted with preparation of the environmental resource related chapters of the Background Report, assisting with alternatives analysis, policy and implementation program review and development for the Draft General Plan.

Steve Marshall, AICP, City of Novato, 415-899-8942

Project Manager, General Plan Technical Studies and Environmental Impact Report. Rincon prepared a noise technical study, a traffic study, and a Program EIR.





Darcy G. Kremin, AICP

Director, Environmental Planning

Ms. Kremin has over 21 years of planning and CEQA and NEPA experience for nonprofit, private, and public sector clients. Ms. Kremin has managed large projects for public utilities, including water and energy transmission, and dozens of development projects for cities and counties. She also has experience with various public and charter school projects. She has managed multiple large and complex programmatic EIRs, for a variety of planning efforts. Most recently, she is managing the Sonoma County Rezone for Housing Sites EIR, which entails over 2,000 new residential units throughout the County, and has a large public outreach component. She is well known for creative solutions to achieve CEQA compliance. She has managed projects in the cities of Concord, Pleasant Hill, Lafayette, Orinda, Pleasanton, Livermore, San Leandro, among others.

EDUCATION

MA, Urban and Environmental Policy, Tufts University

BA, Geography/ Environmental Studies and Political Science, University of California, Los Angeles

CERTIFICATIONS/ REGISTRATIONS

American Institute of Certified Planners, 2003 (no. 018287)

SELECT PROJECT EXPERIENCE

Project Manager, 1313-1321 Galindo Street Affordable Housing Project IS-MND, City of Concord

Ms. Kremin managed the CEQA infill environmental checklist for the City of Concord. The project is an affordable housing development located in the downtown area of Concord. The project involves demolition of existing structures and construction of 62 affordable apartment units on a 0.54-acre project site. The project would serve veterans, seniors, individuals, and small families. Rincon is completing a cultural resources study including a records search, Native American and local historical group consultation, and an evaluation of historic-age buildings on the property.

Project Manager, Sonoma County – Rezone Sites for Housing Project EIR, Sonoma County

Ms. Kremin is currently managing the preparation of a Program EIR for the County's Rezone Sites for Housing Project. The proposed project will identify sites to be added to the County's General Plan Housing Element site inventory to comply with State law and will implement current General Plan Policies and Programs that require the County to identify urban sites near jobs and transit which may appropriately accommodate additional housing. It will also identify appropriate sites on which to place the Workforce Housing Combining Zone, which would allow the development of jobs and/or housing on the same site or within walking distance from one another. Rincon held a virtual public scoping meeting and will provide support for additional virtual public meetings as the CEQA process continues. Key environmental issues include historic resources, vehicle miles traveled and wildfire impacts.

Project Manager, City of Redwood City – Mixed-Use: Live/Work and Emergency Shelter Zoning Amendment Project Addendum EIR, Redwood City

Ms. Kremin served as Project Manager for an Addendum EIR for Redwood City's Mixed-Use: Live/Work and Emergency Shelter Zoning Amendment Project. The proposed project involves amendments to the mixed-use live/work (MULW) zoning district and the mixed-use emergency shelter (MUES) combining district on 30 blocks totaling 37.5 acres. Rincon prepared the Addendum to the previously certified A New General Plan for Redwood City Final EIR. The zoning amendment would alter the required floor area ratios, density, stories and height on MULW and MUES zoning district and provide intensity bonuses for developments which include certain qualifying community benefits.



Senior Planner, City of Berkeley (subconsultant to Raimi & Associates) – Adeline Corridor Specific Plan Environmental Impact Report, Berkeley

Rincon completed an EIR for the proposed Adeline Corridor Specific Plan in the City of Berkeley. The Plan Area is in the southern portion of the City of Berkeley and extends approximately 1.3 miles north from the Berkeley/Oakland border along Adeline Street and Shattuck Avenue to the intersection of Shattuck Avenue and Dwight Way. The Plan Area abuts Downtown Berkeley to the north and extends to the City of Oakland border to the south. The Adeline Corridor Specific Plan is intended to direct changes in land uses and development and right-of-way improvements for the Plan Area. The vision for the Plan Area is to champion equitable, transit-oriented development that supports a thriving community and provide safe, “complete streets.” Key issues analyzed in the EIR include traffic/circulation, cultural resources, population and housing, noise, air quality, and GHG emissions.

CEQA Technical Manager, Belmont-Redwood Shores School District – Ralston Avenue and Tahoe Drive Improvements, Belmont

At a prior firm, Ms. Kremin was responsible for managing the preparation of a Categorical Exemption analysis for the district, which proposed to reconfigure Tahoe Drive and Ralston Avenue to alleviate traffic backups for Ralston Middle School. The main environmental issues were biological resources and traffic. The team provided surveying, road design, drainage evaluation, specifications, structural design, environmental evaluation and permitting, public involvement, right-of-way, public involvement, and bidding and construction phase services for roadway improvements to Ralston Avenue and Tahoe Drive.

CEQA Technical Manager, City of Hermosa Beach (subconsultant to Raimi & Associates) – PLAN Hermosa EIR, Hermosa Beach

At a prior firm, Ms. Kremin was responsible for managing the preparation of the EIR for PLAN Hermosa, the City's General Plan update (sub to Raimi & Associates on behalf of Hermosa Beach). Major issues included aesthetics, cultural resources, greenhouse gas, noise, traffic, utilities, and a carbon neutral alternative.

Project Manager, City of South San Francisco – On-Call Environmental Consulting Services, South San Francisco

Ms. Kremin has served as Project Manager on various projects under the firm's on-call contract with the City of South San Francisco. Examples include:

- 499 Forbes Boulevard Office Project EIR. Ms. Kremin was responsible for managing the EIR for the large office project, east of 101. The project would introduce more vehicle trips in an area that does not include residents or local retail; therefore, the project's vehicle miles travelled would be significant.
- 840 El Camino Real Hotel Project IS-MND. Ms. Kremin was responsible for managing the CEQA process for a new hotel on El Camino Real. The project would demolish a vacant restaurant structure and construct a 95-room hotel within proximity to San Francisco International Airport.
- Community Civic Campus Project. At a prior firm, Ms. Kremin was responsible for managing the subsequent environmental impact report (SEIR) to the El Camino Real/Chestnut Avenue Area Plan Environmental Impact Report. The Community Civic Campus project was not included in the original EIR. Three possible site plan scenarios were identified for the purposes of community input and varied only by the type of parking (surface, underground, or structured) and location of parking on site.
- Oyster Point Phase II Municipal Services Assessment. At a prior firm, Ms. Kremin was responsible for managing the preparation of a municipal services assessment for the redevelopment of Oyster Point including additional mixed use and office space. Because this area has not been assessed for infrastructure and public services needs, the City is looking for support to develop a needs assessment and cost estimate for the necessary infrastructure and public services.





Andrew Lee Pulcheon, RPA, AICP

Principal/Cultural Resources Manager

Mr. Pulcheon has 27 years of research, field, laboratory, and project management experience. His experience includes project coordination and field direction; public/private sector and Native American consultation; field, archival, and laboratory research on projects throughout central and northern California; Section 106 and CEQA historical resource evaluations; NEPA analysis; CEQA document preparation; development of treatment and management plans; and museum curation and collections management. He has 20 years of experience in cultural resources impact assessment and mitigation development, including the preparation of Initial Study and Environmental Impact Report sections for public and private sector clients in urban and rural settings. Some of the resource types he has documented or evaluated to meet regulatory requirements include: prehistoric and historical archaeological sites, historic districts, archaeological districts, ranches, farmsteads, schools, bridges, train stations, dams, tanneries, hospitals, post offices, railroads and associated features, roadways, docks, rock walls, fire lookouts, courthouses, college campuses, residences, and mills.

EDUCATION

MA, Cultural Resources Management, Sonoma State University, Rohnert Park, California

BA, Anthropology (minor in Geography), Humboldt State University, Arcata, California

Certificate in Land Use and Environmental Planning, UC Davis Extension, Davis, California

CERTIFICATIONS/ REGISTRATIONS

Registered Professional Archaeologist #11693. Register of Professional Archaeologists, Baltimore, Maryland, 2002

American Institute of Certified Planners #21490. Washington, D.C., 2007

Certified Environmental Professional #12040825. Academy of Board Certified Environmental Professionals, Towson, Maryland, 2012

SELECT PROJECT EXPERIENCE

Principal Archaeologist, City of Concord – Veranda Shopping Center EIR

For this archaeological and paleontological resources study, Mr. Pulcheon conducted background research which consisted of a records search and a literature and map review, field survey, consultation with potentially interested parties (government agencies and historical societies), and submittal of Assembly Bill 52 consultation letters to Native Americans. The studies did not identify archaeological or paleontological sensitivity in the project site. Mr. Pulcheon provided QA/QC and oversight of the cultural and paleontological resources sections of the shopping center EIR.

Principal Archaeologist, Koch Materials – Carbon Shoreline Stabilization Project

Mr. Pulcheon provided Principal-level oversight and QA/QC for shoreline stabilization improvements for Koch Industries to address the requirements of Section 106 of the National Historic Preservation Act. The U.S. Army Corps of Engineers was the federal lead agency. The study consisted of background research, Native American tribal outreach, an archaeological field survey, and technical report preparation. No cultural resources that meet the definition of a historic property were identified within the Area of Potential Effects.

Principal Archaeologist, Alameda County Water District – Jarvis Wells Saltwater Intrusion Replacement Project, Newark

Mr. Pulcheon provided Principal-level oversight and QA/QC for defunct well casing replacement for two wells in Don Edwards San Francisco Bay National Wildlife Refuge to address the requirements of Section 106 of the National Historic Preservation Act. The United States Fish and Wildlife Service was the federal lead agency. The study consisted of background research, Native American tribal outreach, an archaeological field survey, National Register eligibility evaluations, and technical report preparation. No cultural resources that meet the definition of a historic property were identified within the Area of Potential Effects.



Author/Cultural Resources Task Leader, City of Santa Cruz – Cultural Resources Background Report and Archaeological Sensitivity Map, Santa Cruz

Cultural Resources Task Leader for the preparation of a cultural resources background report to assist the City of Santa Cruz in updating the City's General Plan. The team conducted archival and background research; consulted with potentially interested parties; developed a sensitivity model to facilitate GIS sensitivity analysis; presented preliminary results to, and received feedback from, the General Plan Advisory Committee; assisted the City with Native American consultation pursuant to Senate Bill 18; and conducted a field review. The cultural and paleontological resources background formed the basis for the City's cultural resources setting in the General Plan update. Mr. Pulcheon was author of the technical report and cultural resources task leader.

Author/Cultural Resources Task Leader, County of Yolo – General Plan Update EIR, Yolo County

Cultural Resources Task Leader for the preparation of the cultural and paleontological resources section of an Environmental Impact Report for the Yolo County General Plan Update. The analysis, conducted at a program level for all unincorporated county areas, was based on a baseline conditions report; contact with potentially interested parties, including historical organizations and Native American tribes; Senate Bill 18 documentation; assessment of the potential for significant adverse change to architectural and archaeological cultural resources as a result of general plan policies; and recommendation of feasible mitigation measures. The General Plan contained extensive policies, objectives, and programs to address the potential for impacts to cultural resources, articulating with the County's overarching encouragement of agriculturally based economic development. Numerous significant prehistoric archaeological sites were addressed in the analysis, as well as small, rural, crossroads communities with concentrations of historical buildings and structures. Mr. Pulcheon was author of the EIR section and cultural resources task leader.

Author/Cultural Resources Task Leader, County of Solano – General Plan Update EIR, Solano County

As part of a program EIR, the team prepared a cultural and paleontological resources baseline conditions document for the Solano County General Plan update. Conducted archival and background research, contacted potentially interested parties, and developed a summary overview of the cultural and paleontological resources settings of unincorporated Solano County. Some of the resources identified and documented include prehistoric and historical archaeological sites and historical built environment resources. The baseline conditions document provided the basis for the program-level impacts analysis and mitigation recommendations. Mr. Pulcheon was author of the EIR section and cultural resources task leader.

Field Director, Caltrans – Trancas Bridge Over the Napa River Pier Number 3 Scour Repair Project, Napa

For this Caltrans local assistance project, the team prepared a Historic Property Survey Report (HPSR), Archaeological Survey Report (ASR), Extended Phase I Report (XPIR), and Environmentally Sensitive Area (ESA) Action Plan. In coordination with Caltrans, an XPI presence/absence excavation study was done to determine if the project will affect an adjacent prehistoric archaeological site identified by the ASR. Based on the findings documented in the XPIR, the site's boundary was adjusted away from the Area of Direct Impact (ADI) and an ESA Action Plan was prepared which proposes the installation of construction fencing to protect the remaining portion of the archaeological site. Mr. Pulcheon served as field director for the XPI presence/absence excavation.





Katherine Green, AICP

Associate Planner

Ms. Green is an experienced environmental analyst and project manager who has worked with a wide array of private, public, and tribal clients throughout California and seven other states across the U.S. She is skilled in the preparation of CEQA and NEPA documents of all kinds, as well as Phase I ESAs for projects ranging from small urban parcels to tens of thousands of acres of rangeland. She has prepared transportation analyses for both NEPA and CEQA projects, including transportation/traffic sections for complex Environmental Impact Statement/Environmental Impact Reports, as well as Environmental Assessments and Categorical Exemptions. Her areas of specialization include affordable housing, mixed-use infill, and education projects. She is adept at coordinating multi-disciplinary teams including lead agencies, clients, sub-consultants, technical experts, and analysts to complete projects. She is also experienced in organizing hearings, arranging for published notices, and managing project website content to meet public noticing requirements.

EDUCATION

BS, Environmental Science and Management, Natural Resources Management emphasis, University of California, Davis

BA, English, Critical Literary Theory emphasis, University of California, Davis

CERTIFICATIONS

American Planning Association, American Institute of Certified Planners (no. 31548)

SELECT PROJECT EXPERIENCE

Project Manager, 1313-1321 Galindo Street Affordable Housing Project EA, City of Concord

Ms. Green managed the NEPA EA for HUD and Contra Costa County (the local Responsible Agency for HUD funding) for an affordable housing development located in the downtown area of the City of Concord at 1313-1321 Galindo Street. The project involves demolition of existing structures and construction of 62 affordable apartment units on a 0.54-acre project site. The project would serve veterans, seniors, individuals, and small families. Rincon is completing a cultural resources study including a records search, Native American and local historical group consultation, and an evaluation of historic-age buildings on the property. The study has resulted in the identification of a nearby archaeological resource, thus an Extended Phase I investigation involving multiple shovel test pits is planned to make a good-faith effort to identify potential historic properties, in accordance with the requirements of Section 106 of the NHPA.

Deputy Project Manager, Sonoma County – Rezone Sites for Housing Project EIR, Sonoma County

Ms. Green is helping to manage the preparation of a Program EIR for the County's Rezone Sites for Housing Project. The proposed project will identify sites to be added to the County's General Plan Housing Element site inventory to comply with State law and will implement current General Plan Policies and Programs that require the County to identify urban sites near jobs and transit which may appropriately accommodate additional housing. It will also identify appropriate sites on which to place the Workforce Housing Combining Zone, which would allow the development of jobs and/or housing on the same site or within walking distance from one another. Rincon held a virtual public scoping meeting and will provide support for additional virtual public meetings as the CEQA process continues. Key environmental issues include historic resources, vehicle miles traveled and wildfire impacts.



Lead Planner, City of Redwood City – Mixed-Use: Live/Work and Emergency Shelter Zoning Amendment Project Addendum EIR, Redwood City

Ms. Green served as a Planner for an Addendum EIR for Redwood City’s Mixed-Use: Live/Work and Emergency Shelter Zoning Amendment Project. The proposed project involves amendments to the mixed-use live/work (MULW) zoning district and the mixed-use emergency shelter (MUES) combining district on 30 blocks totaling 37.5 acres. Rincon prepared the Addendum to the previously certified A New General Plan for Redwood City Final EIR. The zoning amendment would alter the required floor area ratios, density, stories and height on MULW and MUES zoning district and provide intensity bonuses for developments which include certain qualifying community benefits.

Project Manager, Napa Valley Transportation Authority – Vine Transit Maintenance Facility, Napa County

Rincon assisted the Napa Valley Transportation Authority with environmental studies, conceptual design and CEQA and NEPA compliance for a new bus maintenance, washing and storage facility designed to accommodate approximately 93 Vine Transit buses. The first phases of the work program included managing conceptual design of the facility (performed by PGA Design as a subconsultant to Rincon) and environmental studies of the site to support the agency’s determination of site constraints and feasibility. These studies addressed biological and cultural resources and included a Natural Environment Study per Caltrans protocol as well as historic, archaeological and paleontological resources assessments. During this phase, Rincon conducted the proper consultation with the California Department of Fish and Wildlife and U.S. Fish and Wildlife Service to develop a list of potential special status plant and wildlife species on which to focus field surveys. Subsequently, Rincon prepared and managed the process for an Environmental Impact Report for the project. Ms. Green served as the Project Manager and oversaw the completion and approval of the project’s NEPA documentation.

Project Manager, Alameda-Contra Costa Transit District – East Bay Bus Rapid Transit Northern Layover CEQA/NEPA Re-Evaluation, Alameda County

Rincon prepared CEQA and NEPA environmental documentation to support a Section 130c report following Federal Transit Administration for changes to the previously approved East Bay Bus Rapid Transit Project in accordance with supplemental documentation procedures. Changes to the approved project included construction of a Northern Layover Terminal that would repurpose one existing southbound lane on San Pablo Avenue to create a bus only lane with a layover area that could accommodate up to three buses. The layover area included a bus operator restroom and bus pads to be located along San Pablo Avenue between West Grand Avenue and 20th Street within the City of Oakland. As part of the project, the existing bike lane on San Pablo Avenue was shifted west out of the layover zone between the bus lane and curb to reduce potential conflicts between buses and cyclists. Ms. Green served as the Project Manager overseeing the determination of environmental impacts of the project, including in-person records review at AC Transit headquarters of past environmental documentation for the project. Rincon’s work also involved preparation of an Initial Site Assessment to assess potential or known hazardous materials impacts and an Archaeological Survey Report Addendum to assess potential archaeological impacts, as well as a memo summarizing whether changes to the project would require any further action under CEQA.

Project Manager, Alameda-Contra Costa Transit District – East Bay Bus Rapid Transit International Boulevard CEQA/NEPA Re-Evaluation, Alameda County

Rincon prepared environmental documentation to evaluate impacts of further changes to the East Bay Bus Rapid Transit Project compared to those evaluated in a previous Environmental Impact Report/Environmental Impact Statement using the FTA Environmental Re-evaluation Consultation Worksheet format to support a Section 130c Report. Rincon’s subconsultant, DKS Associates, prepared a Traffic Operations Analysis Memorandum, revised striping plans, and a revised signal modification plan. Ms. Green served as the Project Manager overseeing the environmental analysis.

