



# Administrative Report

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H.21., File # 25-1379

Meeting Date: 10/7/2025

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**To:** MAYOR AND CITY COUNCIL

**From:** MARC WIENER, COMMUNITY DEVELOPMENT DIRECTOR

## **TITLE**

APPROVE AN AGREEMENT WITH COMMUNITY COUNTERPART SERVICES CORP TO PROVIDE ON-CALL PROFESSIONAL PLANNING AND STAFF AUGMENTATION SERVICES THROUGH JUNE 30, 2026 FOR AN AMOUNT NOT TO EXCEED \$35,000

## **EXECUTIVE SUMMARY**

Staff is proposing an agreement with Community Counterpart Services Corp. (CCS), a sole proprietorship operated by Mr. John Ciampa, to provide professional planning services. Mr. Ciampa has nearly two decades of municipal experience in coastal communities and will assist the Planning Division with long-range planning efforts consistent with City Council priorities. These efforts include updates to the Artesia and Aviation Corridors Area Plan (AACAP) development regulations as well as City-wide signage standards and land-use permitting requirements. The total compensation under this Agreement for the on-call professional planning services would not exceed \$35,000.

## **BACKGROUND**

CCS, led by John Ciampa, has provided contract planning services to several California coastal cities, including San Clemente, Dana Point, Laguna Beach, and Newport Beach.

Mr. Ciampa's expertise includes:

- Drafting and processing Zoning Code Amendments, including ADU and SB 9 implementation
- Preparing and managing Local Coastal Program Amendments (LCPAs) and coastal hazard planning
- Serving as a Historic Preservation Officer, overseeing Mills Act agreements and CEQA compliance
- Managing large, politically sensitive projects such as hotels, mixed-use, and multifamily developments

The scope of services under the agreement includes:

- Public information services, including responding to inquiries from applicants and residents
- Current and advanced planning duties such as ordinance drafting, staff reports, and presentations
- Environmental review and CEQA documentation
- Staff support for Planning Commission, Public Amenities Commission, Harbor Commission, and City Council meetings
- Representation of the City in developer, agency, and public meetings

This temporary augmentation will offset the impacts of the currently vacant Senior Planner position, allow existing staff to maintain high service levels processing current-planning applications, and help ensure that City Council priorities for long-range planning efforts continue to be met.

**COORDINATION**

The agreement has been coordinated with and approved as to form by the City Attorney's Office.

**FISCAL IMPACT**

The total cost for the on-call professional planning services would not exceed \$35,000 for the term of the agreement. Funding for the Agreement is available in the Community Development Department's annual budget through salary savings from the vacant Senior Planner position.

**APPROVED BY:**

*Mike Witzansky, City Manager*

**ATTACHMENTS**

- Agmt - Community Counterpart Services Corp.
- Insurance - Community Counterpart Services Corp.
- Proposal - Community Counterpart Services Corp.