



# Administrative Report

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H.11., File # 22-4812

Meeting Date: 10/4/2022

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**To:** MAYOR AND CITY COUNCIL

**From:** BRANDY FORBES, COMMUNITY DEVELOPMENT DIRECTOR

## **TITLE**

APPROVE A SECOND AMENDMENT TO THE AGREEMENT WITH LISA PADILLA DBA CITYWORKS DESIGN FOR PREPARATION OF OBJECTIVE RESIDENTIAL DESIGN STANDARDS TO EXTEND TO THE CONTRACT TERM THROUGH MARCH 31, 2023 WITH NO CHANGE TO THE ORIGINAL NOT TO EXCEED AMOUNT OF \$139,955 WHICH IS FULLY REIMBURSED BY SB2 GRANT FUNDS

## **EXECUTIVE SUMMARY**

On June 8, 2021, the City Council approved a contract with Lisa Padilla (dba Cityworks Design) to prepare Objective Residential Design Standards, a Strategic Plan objective. Since that time, public engagement through workshops with the Planning Commission, local design professionals, and the community has been completed, regular internal meetings with Planning staff have been held, and initial draft standards have been prepared.

The initial contract term was through June 30, 2022. On June 14, 2022, the City Council approved a first amendment to the Agreement, extending the term through December 31, 2022.

During this time, focus in the Community Development Department shifted to revisions to the City's 6<sup>th</sup> Cycle Housing Element update. The Housing Element has been adopted and certified, and now work can continue on the Objective Residential Design Standards. The second amendment will extend the term of the agreement to March 31, 2023 to allow time for public hearings before the Planning Commission and City Council. There is no additional cost associated with this amendment.

## **BACKGROUND**

The City Council set a Strategic Planning goal to update the Residential Design Guidelines, which were adopted almost 20 years ago. A contract with Cityworks Design was approved by City Council on June 8, 2021, with a term through June 30, 2022 to assist with completion of the work. The contract calls for the guidelines to be updated with objective design standards and include ADUs and the R-1A "tall and skinny" residential zone, which are not covered in the current document.

Work has begun, community engagement meetings have occurred, and an internal draft document has been prepared. Additional time was needed for internal review and editing, and on June 14, 2022, the City Council approved an extension to the term of the contract through December 31, 2022.

The initial deadlines were aligned with the SB2 Grant Funding from the California Department of Housing and Community Development (HCD). HCD has granted extensions to the SB2 Grant Agreements for additional time for completion, due to many of these grants being utilized for Housing Elements and the need for the extension to finalize those projects.

**COORDINATION**

The contract amendment has been prepared by the City Attorney's Office.

**FISCAL IMPACT**

There is no change to the original contract cost of \$138,955. The contract is fully funded through SB2 Grant Funds awarded to the City by the California Department of Housing and Community Development through a grant agreement executed on June 12, 2020.

**APPROVED BY:**

*Mike Witzansky, City Manager*

**ATTACHMENTS**

- Agmt - Second Amendment Lisa Padilla dba Cityworks Design
- Agmt - First Amendment Lisa Padilla dba Cityworks Design, June 14, 2022
- Agmt - Original Contract Lisa Padilla dba Cityworks Design, June 8, 2021