



# Administrative Report

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H.7., File # 22-4214

Meeting Date: 6/14/2022

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**To: MAYOR AND CITY COUNCIL**

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

## **TITLE**

APPROVE AN AMENDMENT TO THE AGREEMENT WITH LISA PADILLA DBA CITYWORKS DESIGN FOR PREPARATION OF THE OBJECTIVE RESIDENTIAL DESIGN GUIDELINES TO EXTEND THE TERM THROUGH DECEMBER 31, 2022 WITH NO CHANGE TO THE ORIGINAL CONTRACT AMOUNT OF \$139,955 TO BE FULLY REIMBURSED BY SB2 GRANT FUNDS

## **EXECUTIVE SUMMARY**

On June 8, 2021, the City Council approved a contract with Cityworks Design to prepare Objective Residential Design Guidelines, 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 guidelines have been prepared.

The current contract is set to expire on June 30, 2022. However, additional time is needed for the next steps, including public hearings before the Planning Commission and City Council.

## **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, and a draft document has been prepared. However, additional time is needed for internal editing of the draft and presentations at public hearings before the Planning Commission and City Council. The request is to extend the contract term through December 31, 2022.

## **COORDINATION**

Preparation of the contract amendment has been coordinated with the City Attorney's Office.

## **FISCAL IMPACT**

There will be no change to the original contract cost of \$139,955 as a result of this amendment. The contract is 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**

First Amendment to contract with Cityworks Design

Original Contract Cityworks Design

City Council Administrative Report June 8, 2021