



## 3. SCOPE OF WORK

This chapter describes the scope of services to be completed by the PlaceWorks team for the Salinas Comprehensive Zoning Code Update. To facilitate your review of this proposal, we have prepared a concise scope that emphasizes key components of our approach to this project.

We are flexible regarding the proposed scope of work and will work with you to prepare a more detailed scope when we enter into a contract. We also recognize that it may be necessary to alter the scope as the project progresses and would be happy to work with you to ensure the successful completion of the project.

The Zoning Code Update will be a long-term process broken into three phases. As Phase 1 of the zoning code amendments, PlaceWorks will address Housing Element implementation and other City priorities. For Phase 2 of the zoning amendments, within six months of General Plan adoption, the City will adopt Zoning Code Updates that will bring the General Plan Place Types and the Zoning Code into alignment. PlaceWorks is well suited to accomplish this task given that we are assisting City staff with the General Plan Update and previously worked with the City on the shift from conventional land use designations to Place Types. General Plan Consistency Zoning Map Amendments will occur concurrently with the second phase. Phase 3 of this effort is the remainder of the comprehensive update of the 2006 Zoning Code. Based on review of background information and direction from City staff, PlaceWorks will prepare Zoning Code Amendments as identified in the sub-tasks below. Zoning Map Amendments will occur concurrently.

A summary of the work program is presented in Table 1.

**Table 1 Work Program Summary**

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Table 1 Work Program Summary	
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5.2 Phase 3 – Public Review Draft Full Code Amendments	5.6 Phase 3 – CEQA Review (Addendum to General Plan EIR)
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5.4 Phase 3 – Final Full Code Amendments	5.8 Phase 3 – Planning Commission and City Council Attendance

### Task 1. Project Kick-off, Coordination, and Management

This task will kick off the project and provide management to ensure the project stays on schedule and on budget.

#### 1.1 Ongoing Project Management

PlaceWorks will conduct ongoing project management, including internal coordination, review of project budget, and preparation of monthly invoices and progress reports. Our project management team includes Charlie Knox, *Principal*, as Principal-in-Charge; Amy Sinsheimer, *Senior Associate*, as Project Manager; and Erika Lindstrom, *Associate*, as Assistant Project Manager. Amy will serve as the day-to-day contact for overall project management and will oversee coordination of the regular project meetings, budget, and schedule.

#### 1.2 Project Kick-off Meeting

PlaceWorks will meet with City staff to initiate the project via a virtual kick-off meeting. We will review the scope and schedule with a focus on the intersection of outreach events and project milestones. We will review the project goals, work plan, and schedule as well as roles, communication protocols, data needs, concerns/issues, and the status of current and planned efforts that are relevant to the project. This meeting will establish project management procedures, including invoicing terms and communication protocols, and data collection approach. In advance of this meeting, the PlaceWorks team will prepare a data request document and detailed work program, including a schedule/timeline for the completion of each task, for review by the project team at the meeting. After the kick-off meeting, PlaceWorks will refine the project scope of work and schedule as needed to reflect desired project goals.

#### 1.3 Coordination and Meetings with City Staff

The PlaceWorks project management team will participate in bi-weekly virtual status update meetings with City staff to ensure that the project remains on task and budget. Additional PlaceWorks staff will attend meetings as needed. It is assumed that the bi-weekly status meetings will be conducted virtually (e.g., Zoom, Teams, phone) and will average one hour each. PlaceWorks will prepare and share a meeting agenda prior to each meeting. PlaceWorks will also participate in periodic phone calls with the City’s Project Manager (upon the initiation of either party) on an as-needed basis to address any issues that arise between project team meetings.

## 1.4 Background Data and Best Practice Research

PlaceWorks will review and assess the current Zoning Code against the proposed General Plan (*Visión Salinas 2040*), the adopted 2023-2031 Housing Element, and applicable State laws. We will also review staff-identified Zoning Code concerns or issues that should be addressed as part of the comprehensive update. Following the assessment of background data, PlaceWorks will conduct a review of best practices to help guide subsequent Zoning Code update tasks.

### **Deliverables:**

- » Detailed work program (schedule and timeline)
- » Detailed budget tracking document
- » Agendas for kick-off meeting and for bi-weekly check-in calls
- » Monthly invoices and progress reports

## Task 2. Public Engagement

Community involvement will be a key component of the Zoning Code Update. We will work with City staff to develop a public engagement approach that will be culturally appropriate for the Salinas community and mindful of engagement done to date by the General Plan Update team.

### 2.1 Public Engagement Plan

As an initial phase of this task, PlaceWorks will use input from the kick-off meeting to develop a Public Engagement Plan for the project. The Public Engagement Plan will provide goals, methods of engagement, and an anticipated schedule for outreach components. Preliminary recommendations for engagement efforts include the following:

- » Two in-person pop-ups at community events
- » Two in-person and one virtual community workshops or open house events
- » Ten stakeholder group meetings
- » Coordination with relevant County, State, and local responsible agencies
- » Property owner notification
- » One joint-study session with the Planning Commission and City Council (see Task 3)
- » Two other meetings with Planning Commission (see Task 4)
- » Two other meetings with City Council (see Task 5)

Each of these components is described in more detail in the following subtasks and may be refined or revised following the kick-off meeting.

### 2.2 Public Engagement Materials and Facilitation

The public engagement effort is anticipated to include the following. However, the final public engagement plan will be finalized working with City staff during Task 2.1. Materials anticipated for each type of event are detailed below and will include graphic-rich materials to convey the topics in the Zoning Code to the general public.

#### **Pop-ups**

PlaceWorks will provide materials and facilitate two in-person pop-ups at community events. The purpose of these events is to educate residents in a more informal setting and encourage community participation in locations where community members are already gathering. Each pop-up will be structured to allow people

to stop by while attending the main event. PlaceWorks will work with City staff to determine which community events would be best for outreach and attract as many segments of the community as possible. Pop-ups could occur at local branch libraries, community centers, or the following event types:

- » Community Farmers' Markets
- » Arts and Crafts Fairs
- » Holiday Events (e.g., tree lighting)
- » Faith-based community events
- » Parent Teacher Association (PTA) meetings
- » Youth sports events

PlaceWorks will provide draft and final materials for City staff review, including, but not limited to, a project flyer and factsheet, 24" x 36" activity board, and QR code to advertise upcoming events. PlaceWorks will also develop outreach materials, including, but not limited to, postcards or mailers, flyers suitable for posting, e-blasts to City subscribers, and social media postings. All materials will be prepared in English and Spanish. PlaceWorks will provide staffing by one bilingual PlaceWorks staff for each pop-up. We assume that additional staffing and interpretation will be provided by City staff.

### **Community Meetings**

One virtual and two in-person community meetings in the form of an open house or workshop will be held at key points of the planning process to introduce the project and receive community feedback on zoning concerns as well as feedback on the Public Review Draft Zoning Code and Map Amendments. For each community meeting, PlaceWorks will prepare draft and final materials, including a meeting agenda, sign-in sheet, presentation, open house boards and/or workshop activity, comment cards, and handouts as needed. PlaceWorks will also develop outreach materials, including, but not limited to, postcards or mailers, flyers suitable for posting, e-blasts to City subscribers, and social media postings. All materials will be prepared in English and Spanish. We assume up to three PlaceWorks staff, including one bilingual staff member, for each community meeting with additional staffing and interpretation provided by City staff.

### **Stakeholder Meetings**

PlaceWorks will work with City staff to identify appropriate stakeholders, such as developers, real estate brokers, and property owners, to participate in the Zoning Code Update process. We propose up to five small-group meetings with invited participants to discuss existing constraints and potential opportunities. We propose that there be two rounds of stakeholder meetings with the same groups of invited participants to gain their input at key points in the process. PlaceWorks will facilitate the stakeholder meetings and will provide support through the preparation of emailed invitation language, meeting agendas, and discussion questions for City review. It is anticipated that at least one stakeholder meeting will be conducted in person with the remaining stakeholder meetings held virtually. We assume that the City will be responsible for inviting stakeholders to the meetings.

### **Coordination with Relevant County, State, and Local Responsible Agencies**

PlaceWorks will facilitate up to eight virtual meetings with relevant agencies. Meetings with agencies will be scheduled in coordination with City staff and will occur on an as-needed basis. Prior to each meeting, PlaceWorks will work with City staff to draft an agenda and meeting materials, determine the most appropriate meeting format, and identify necessary participants. We assume that City staff will be responsible for identifying and inviting key agency staff members to the meetings. Agency/department coordination meetings would be in addition to regular bi-weekly meetings with the project team.

## Property Owner Notification

PlaceWorks will draft notification language for property owners in areas subject to zoning district changes. We assume that City staff will be responsible for printing and distributing notices to property owners.

## 2.3 Public Engagement Summary

PlaceWorks will prepare an engagement summary that outlines all engagement efforts throughout the project. The summary will also document key themes and issues that we heard from the community, identify how the project responded to community input, and include raw data from outreach events.

### *Deliverables:*

- » Draft and Final Public Engagement Plan
- » Preparation of materials in English and Spanish for workshops and other engagement, and presenting at identified meetings, including as detailed above under each type of event or outreach activity
- » Engagement summary

## Task 3. Phase 1 – Short-Term Priorities Amendments

As Phase 1 of the Zoning Code amendments, PlaceWorks will address Housing Element implementation and other City priorities.

### 3.1 Phase 1 - Draft Short-Term Priorities Amendments

PlaceWorks will prepare Draft Short-Term Priorities Amendments for internal review and comment by City staff. The draft amendments are anticipated to include the following:

- » Implementation of Program 6 of the 2023-2031 Housing Element, including:
  - Establishing and/or updating development standards and processes to facilitate maximum densities, encourage small-lot consolidation, and remove constraints to housing development (e.g., garage and covered parking requirements).
  - Removing subjective required entitlement findings (e.g., Salinas Municipal Code Section 37-60.520(b)) for housing projects and mixed-use development with a housing component.
  - Establishing streamlined approval processes for applicable housing projects (e.g., supportive housing, low-barrier navigation centers) that are permitted as a by-right use in appropriate zoning districts.
- » Implementation of other Housing Element programs with zoning components, including Program 4 for Accessory Dwelling Units, Program 7 for the density bonus regulations and potentially the inclusionary housing regulations, and potentially other programs as determined through working with staff.
- » Removing the Conditional Use Permit requirement for driveway expansion.
- » Adding the existing Cannabis regulations into the Zoning Code.
- » Updating regulations for compliance with Senate Bill 9.
- » Updating regulations to address legal requirements regarding religious assembly.
- » Updating regulations to address State law governing cottage food and micro-kitchens.

Before preparing the Administrative Review Draft Short-Term Priorities Amendments, PlaceWorks will consult with City staff to determine the appropriate file format(s) and preferred tracking procedures to ensure ease of internal use and review. It is assumed that the City will provide a single, consolidated set of comments following the review.

### 3.2 Phase 1 - Final Short-Term Priorities Amendments

Following receipt of consolidated City staff comments, PlaceWorks will prepare Final Short-Term Priorities Amendments to be presented to the Planning Commission and City Council for adoption. PlaceWorks will prepare the Final Short-Term Priorities Amendments with all revisions in PDF or other preferred format. We assume that the City will be responsible for updating the Zoning Code's website (e.g., Municode).

### 3.3 Phase 1 - CEQA Review (Commonsense Exemption)

PlaceWorks will prepare a commonsense exemption to evaluate the Phase 1 zoning amendments.

#### Initiate Phase 1 CEQA Process

PlaceWorks' California Environmental Quality Act (CEQA) staff will participate in a virtual meeting with PlaceWorks' zoning team and City staff to kick off the CEQA review for Phase 1 of the project. The meeting focus will be to familiarize the CEQA team with the contents of the Phase 1 zoning amendments, and to discuss next steps and timelines for preparing the exemption.

#### Project Description

Following the kick-off meeting, PlaceWorks will prepare a draft project description of the proposed Phase 1 zoning amendments. PlaceWorks will provide a revised project description based on City comments on the draft project description as part of the Administrative Draft Exemption Memorandum.

This scope of work assumes that the zoning amendments in Phase 1 will qualify for a commonsense exemption (i.e., they will not have the potential to create a significant effect on the environment). It is assumed that any zoning amendments being considered that may have the potential to create a significant effect on the environment will be included in the Phase 2 or Phase 3 zoning amendments.

#### Administrative Draft Exemption Memorandum

PlaceWorks will prepare a concise memorandum that documents the proposed project's ability to meet the requirements of CEQA Guidelines Section 15061(b)(3), which states:

The activity is covered by the **commonsense exemption** that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

The memorandum will serve as an attachment to a Notice of Exemption (NOE) form. The level of detail in the analysis is assumed to be the same as was provided in the commonsense exemption prepared by PlaceWorks in 2023 for the City's Housing Element Update, which contained a table listing the components of the proposed project and a summary description of each component's suitability for a commonsense exemption.

#### Screencheck Draft Exemption Memorandum

Using one set of consolidated comments from City staff on the Administrative Draft Exemption Memorandum, PlaceWorks will prepare a Screencheck Draft Exemption Memorandum.

#### Final NOE and Exemption Memorandum

Using one set of consolidated comments from the City on the Screencheck Draft Exemption Memorandum, PlaceWorks will prepare the Final Exemption Memorandum. This task assumes that comments received on the Screencheck Draft Exemption Memorandum will be minimal and require only minor textual edits or

revision, that the Final Exemption Memorandum will be posted online prior to project approval, and that a response to comments process will not occur.

### **CEQA Status Meetings**

During Phase 1, PlaceWorks' CEQA staff will participate in up to four virtual meetings with City staff.

## **3.4 Phase 1 - Notice of Exemption Filing**

While filing the NOE with the County Clerk is optional, we recommend filing to shorten the statute of limitations from 180 to 35 days. Our scope of work assumes that, following the approval of the proposed project and the NOE, the City will want to file the NOE with the County Clerk to shorten the statute of limitations. Our scope of work assumes PlaceWorks will assist the City with preparing any noticing materials and that City staff will be responsible for overseeing the filing of the NOE with the County Clerk. Our budget does not include payment of any filing fees. PlaceWorks will submit the NOE to the State Clearinghouse.

## **3.5 Planning Commission and City Council Materials**

PlaceWorks will prepare necessary materials for the five Planning Commission and City Council meetings in Tasks 3, 4, and 5, including draft hearing notices, draft staff reports, resolutions, ordinances, presentations, and attachments as needed.

## **3.6 Joint Planning Commission/City Council Kickoff Study Session**

PlaceWorks will attend a joint study session with the Planning Commission and City Council to present an overview of the Zoning Code Update and receive guidance about key issues to address in the update.

### ***Deliverables:***

- » Draft Phase 1 Zoning Amendments
- » Final Phase 1 Zoning Amendments
- » Phase 1 Draft CEQA Project Description (Word)
- » Phase 1 Administrative Draft Notice of Exemption and Exemption Memorandum (Word)
- » Phase 1 Screencheck Draft Notice of Exemption and Exemption Memorandum (PDF)
- » Phase 1 Final Notice of Exemption and Exemption Memorandum (PDF)
- » Phase 1 Notice of Exemption Filing (PDF)
- » Phase 1 Notice of Exemption LCI Filing (PDF)
- » Draft staff reports, resolutions, ordinances, and PowerPoint presentations for one joint Planning Commission/City Council study session
- » Draft notices for the public and for government agencies as needed
- » Attendance at one joint Planning Commission/City Council study session

## **Task 4. Phase 2 – General Plan Consistency Amendments**

For Phase 2 of the zoning amendments, within six months of General Plan adoption, the City will adopt Zoning Code Updates that will bring the General Plan Place Types and Zoning Code into alignment.

### **4.1 Phase 2 – Draft General Plan Consistency Amendments**

PlaceWorks will prepare Draft General Plan Consistency Amendments for internal review and comment by City staff. The draft will use graphics and other in-text approaches to make the code user friendly, including easy to pull out/individually extractable sections that could become zoning-counter handouts and online fact



sheets (if applicable for the Phase 2 amendments). The draft interim amendments are anticipated to include, but are not limited to, the following:

- » Updating density and height standards in existing zoning districts to align with adopted General Plan Place Types.
- » Establishing more flexible non-conforming use and structure regulations.

It is assumed that the City will provide a single, consolidated set of comments following the review.

### 4.2 Phase 2 - Final General Plan Consistency Amendments

Following receipt of consolidated City staff comments, PlaceWorks will prepare Final General Plan Consistency Amendments to be presented to the Planning Commission and City Council (see Task 4.7) for adoption. PlaceWorks will prepare the Final General Plan Consistency Amendments with all revisions in PDF or other preferred format. We assume that the City will be responsible for updating the Zoning Code website (e.g., Municode).

### 4.3 Phase 2 - Inconsistent Parcel Identification

PlaceWorks' geographic information systems (GIS) team will develop an internal webmap tool to overlay and compare General Plan Place Types with existing zoning designations at the parcel level. Using the webmap, PlaceWorks will work with City staff to identify inconsistent parcels to be updated through the subsequent General Plan Consistency Amendments (Task 4.1). Our time and budget estimates for the parcel ID task cover analysis of up to 300 inconsistent parcels. If more inconsistent parcels are discovered that require analysis, we will present options to City staff for shifting funds among tasks, as opposed to requesting a budget augment.

### 4.4 Phase 2 - Draft and Final General Plan Consistency Zoning Map Amendments

Based on the findings of Task 4.3, PlaceWorks' GIS team will prepare draft and final maps to align existing zoning districts with the closest adopted General Plan Place Type(s) and to accompany Zoning Code text updates. The Draft General Plan Consistency Zoning Map Amendments will be made available for internal review and comment by City staff in ArcGIS, PDF, or another City-preferred editable format. Final General Plan Consistency Zoning Map Amendments will incorporate City staff review comments and will address any map typos or errors. Before preparing the map updates, PlaceWorks will consult with City staff to determine the appropriate file format(s). This task will be completed within six months of General Plan adoption.

### 4.5 Phase 2 - CEQA Review (Addendum to General Plan EIR)

PlaceWorks will prepare an addendum to the *Visión Salinas 2040 General Plan EIR* to evaluate the Phase 2 zoning amendments. This proposed approach to prepare an addendum to the certified General Plan EIR is based on the presumption that the Phase 2 zoning amendments will be within the scope of and consistent with the Place Types to be adopted as part of the *Visión Salinas 2040 General Plan* and would therefore not create any new or worsened impacts than those identified in the General Plan EIR. PlaceWorks recommends an addendum, rather than a tiered mitigated negative declaration, because an addendum is a more legally defensible CEQA document.



## **Initiate Phase 2 CEQA Process**

PlaceWorks' CEQA staff will participate in a virtual meeting with PlaceWorks' zoning team and City staff to initiate the CEQA review for Phase 1 of the zoning amendments. The meeting focus will be to familiarize the CEQA team with the contents of the Phase 2 zoning amendments, and to discuss next steps and timelines for preparing the addendum.

## **Project Description**

Following the meeting with City staff, PlaceWorks will prepare a draft project description of the proposed Phase 2 zoning amendments. PlaceWorks will provide a revised project description based on City comments on the draft project description as part of the Administrative Draft Addendum described below.

## **Administrative Draft Addendum**

PlaceWorks will prepare an addendum to the certified General Plan EIR. The addendum will include qualitative discussions for each of the CEQA-required topical areas, referencing the conclusions in the General Plan EIR, wherever possible, for the conclusions in the addendum. A contract modification would be required for any new modeling or major quantitative analysis. PlaceWorks will submit the Administrative Draft Addendum electronically (in Word) for City review and comment.

## **Screencheck Draft Addendum**

Using one set of consolidated comments from City staff on the Administrative Draft Addendum, PlaceWorks will prepare a Screencheck Draft Addendum.

## **Final Addendum**

Using one set of consolidated comments from the City on the Screencheck Draft Addendum, PlaceWorks will prepare the Final Addendum. This task assumes that comments received on the Screencheck Draft Addendum will be minimal and require minor text edits or revision. This scope of work also assumes that the Final Addendum will be posted online for public review but that a response to comments process will not be required. Therefore, this scope of work does not include any responses to comments that the City may receive on the addendum. However, we are available to prepare responses to comments and addendum revisions, if requested, for an additional cost.

## **CEQA Status Meetings**

During Phase 2, PlaceWorks' CEQA staff will participate in up to four virtual meetings with City staff. This scope of work assumes one-hour meeting durations.

## **4.6 Phase 2 - Notice of Determination**

Following the approval of the addendum and within five days of approval of the Phase 2 zoning amendments, PlaceWorks will prepare a Notice of Determination (NOD) for submittal to the County Clerk. PlaceWorks will submit the NOD to the Governor's Office of Land Use and Climate Innovation's (LCI's) State Clearinghouse. City staff will submit the NOD to the County Clerk and pay all applicable filing fees at the time of posting. The budget does not include payment of any filing fees.

## **4.7 Phase 2 - Planning Commission and City Council Attendance**

The PlaceWorks team will attend up to two in-person study sessions and/or public hearings total with the Planning Commission and/or City Council. The additional meetings with approval bodies will correspond with project milestones and goals.

### **Deliverables:**

- » Draft Phase 2 Zoning Amendments
- » Final Phase 2 Zoning Amendments
- » Internal GIS Webmap for use by PlaceWorks and City staff
- » Draft Phase 2 Zoning Map Amendments
- » Final Phase 2 Zoning Map Amendments
- » Phase 2 Draft CEQA project description (Word)
- » Phase 2 Administrative Draft Addendum (Word)
- » Phase 2 Screencheck Draft Addendum (PDF)
- » Phase 2 Final Addendum (PDF)
- » Phase 2 Notice of Determination (PDF)
- » Phase 2 Notice of Determination LCI Filing
- » Attendance at one in-person Planning Commission and one in-person City Council meeting

## **Task 5. Phase 3 - Full Zoning Code Update**

Phase 3, the largest task of this effort, is the remainder of the comprehensive update of the 2006 Zoning Code. Based on review of background information and direction from City staff, PlaceWorks will prepare Zoning Code Amendments as identified in the tasks below. Zoning Map Amendments will occur concurrently.

### **5.1 Phase 3 - Administrative Review Draft Full Code Amendments**

PlaceWorks will prepare the Administrative Review Full Code Amendments for internal review and comment by City staff. The Administrative Draft will demonstrate consistency with *Visión Salinas 2040*, the 2023-2031 Housing Element, and applicable State laws; and will incorporate best practice findings from Task 1.4 and proposed objective design standards (ODS); and will be informed by community, stakeholder, and agency feedback (Task 2.2). The draft will use graphics and other in-text approaches as applicable to make it user friendly, including easy to pull out/individually extractable sections that could become handouts. Prior to submittal, proposed updates will be stress-tested with City staff, agencies, and/or stakeholders using realistic mock development applications for known potential sites. Updates to the City's zoning standards and regulations are anticipated to include, but are not limited to:

- » Reorganizing and reformatting Chapter 37 as needed to ensure that the Zoning Code is user-friendly for the public and staff.
- » Appropriately aligning zoning districts with the newly established General Plan Place Types (also see Task 4).
- » Establishing additional mixed-use districts and development standards that emphasize form and placemaking over use in the appropriate Place Types (e.g., Mixed Use, City Center).
- » Encouraging Transit-Oriented Development (TOD) near major corridors and destinations through applicable zoning designations and development standards.
- » Increasing flexibility in the Zoning Code to accommodate innovative economic development activity.
- » Thoughtfully addressing nonconforming uses and structures that do not align with the new General Plan Place Types.

Before preparing the Administrative Review Draft, PlaceWorks will consult with City staff to determine the appropriate file format(s) and preferred tracking procedures to ensure ease of internal use and review. It is assumed that the City will provide a single, consolidated set of comments following the review.



## 5.2 Phase 3 - Public Review Draft Full Code Amendments

Following receipt of consolidated City staff comments, PlaceWorks will prepare a Public Review Draft of the Full Code Amendments that is suitable to be published on the City's website and presented to the Planning Commission and City Council (see Task 5.8).

## 5.3 Phase 3 - Revised Draft Full Code Amendments

PlaceWorks will provide the Revised Draft Full Code Amendments to City staff for consideration for adoption. The Revised Draft Full Code Amendments will address any typos or errors and will incorporate a summary of edits and responses to comments on the Public Draft from staff, Planning Commission, City Council, and the public.

## 5.4 Phase 3 - Final Full Code Amendments

Following Planning Commission and City Council adoption hearings (see Task 5.8), PlaceWorks will prepare the Final Full Code Amendments with all revisions in PDF or other preferred format. We assume that the City will be responsible for updating the Zoning Code website (e.g., Municode).

## 5.5 Phase 3 - Complete Zoning Map Amendments and Revisions

PlaceWorks' GIS team will prepare Zoning Map Amendments and revisions to accompany each version of the Full Code Amendments text updates.

## 5.6 Phase 3 - CEQA Review (Addendum to General Plan EIR)

PlaceWorks will prepare an addendum to the *Visión Salinas 2040 General Plan EIR*, herein referred to as the General Plan EIR, to evaluate the Phase 3 Zoning Code Update. This proposed approach to prepare an addendum to the certified General Plan EIR is based on the presumption that the proposed Zoning Code Update will be within the scope of and consistent with the Place Types to be adopted as part of the *Visión Salinas 2040 General Plan* and would therefore not create any new or worsened impacts than those identified in the General Plan EIR. PlaceWorks recommends an addendum, rather than a tiered mitigated negative declaration, because an addendum is a more legally defensible CEQA document.

### Initiate Phase 3 CEQA Process

PlaceWorks' CEQA Lead, Alexis Mena, and CEQA Project Manager, Madeline Miller, will participate in a virtual meeting with PlaceWorks' zoning team and City staff to begin the CEQA process for the Phase 3 zoning amendments. The meeting focus will be to familiarize the CEQA team with the contents of the Phase 3 zoning amendments, and to discuss next steps and timelines for preparing the addendum.

### Project Description

Following the meeting with City staff, PlaceWorks will prepare a draft project description of the proposed Phase 3 zoning amendments. PlaceWorks will provide a revised project description based on City comments on the draft project description as part of the Administrative Draft Addendum described below.

### Administrative Draft Addendum

PlaceWorks will prepare an addendum to the certified General Plan EIR. The addendum will include qualitative discussions for each of the CEQA-required topical areas, referencing the conclusions in the General Plan EIR, wherever possible, for the conclusions in the addendum. A contract modification would be required for any new modeling or major quantitative analysis. PlaceWorks will submit the Administrative Draft Addendum electronically (in Word) for City review and comment.

### Screencheck Draft Addendum

Using one set of consolidated comments from City staff on the Administrative Draft Addendum, PlaceWorks will prepare a Screencheck Draft Addendum.

### Final Addendum

Using one set of consolidated comments from the City on the Screencheck Draft Addendum, PlaceWorks will prepare the Final Addendum. This task assumes that comments received on the Screencheck Draft Addendum will be minimal and require minor text edits or revision. This scope of work also assumes that the Final Addendum will be posted online for public review but that a response to comments process will not be required. Therefore, this scope of work does not include any responses to comments that the City may receive on the addendum. However, we are available to prepare responses to comments and addendum revisions, if requested, for an additional cost.

### CEQA Status Meetings

During Phase 3, PlaceWorks' CEQA staff will participate in up to four virtual meetings with City staff. This scope of work assumes one-hour meeting durations.

## 5.7 Phase 3 - Notice of Determination

Following the approval of the addendum and within five days of approval of the Phase 3 zoning amendments, PlaceWorks will prepare a Notice of Determination (NOD) for submittal to the County Clerk. PlaceWorks will submit the NOD to the LCI's State Clearinghouse. City staff will submit the NOD to the County Clerk and pay all applicable filing fees at the time of posting. The budget does not include payment of any filing fees.

## 5.8 Phase 3 - Planning Commission and City Council Attendance

The PlaceWorks team will attend up to two in-person study sessions and/or public hearings total with the Planning Commission and/or City Council. The additional meetings with approval bodies will correspond with project milestones and goals.

### ***Deliverables:***

- » Administrative Review Draft Phase 3 Zoning Amendments
- » Public Review Draft Phase 3 Amendments
- » Revised Draft Phase 3 Amendments
- » Final Phase 3 Amendments
- » Administrative Review Draft Phase 3 Zoning Map Amendments
- » Public Review Draft Phase 3 Zoning Map Amendments
- » Revised Draft Phase 3 Zoning Map Amendments
- » Final Phase 3 Zoning Map Amendments with all revisions, in ArcGIS, PDF, or other City-preferred editable format
- » Phase 3 Draft CEQA project description (Word)
- » Phase 3 Administrative Draft Addendum (Word)
- » Phase 3 Screencheck Draft Addendum (PDF)
- » Phase 3 Final Addendum (PDF)
- » Phase 3 Notice of Determination (PDF)
- » Phase 3 Notice of Determination LCI Filing
- » Attendance at one in-person Planning Commission and one in-person City Council meeting



COST PROPOSAL

	PLACEWORKS												Place- Works Hours	PLACE- WORKS TOTAL	TOTAL TASK BUDGET
	Knox Principal- in- charge	Loomis Form Based Code Adviser	Sinsheimer Project Manager	Lindstrom Assistant PM	Walsh Housing Adviser	Goodfellow Objective Design Adviser	Mena CEQA Leader	Liu Outreach Specialist	Planners/ Designers/ CEQA Staff	Mazur GIS Director	GIS Staff	Graphics/ Editing			
Hourly Rate:	\$290	\$280	\$235	\$195	\$230	\$235	\$275	\$140	\$175	\$250	\$150	\$150			
TASK 1. Project Kick-off, Coordination, and Management															
1.1 Ongoing Project Management	24		74	42			8						148	\$34,740	\$34,740
1.2 Project Kick-off Meeting	8	4	8	12	4	4	8	4		4			56	\$13,280	\$13,280
1.3 Coordination and Meetings with Staff	66	18	106	106	16	16	26	16					370	\$86,590	\$86,590
1.4 Background Data and Best Practice Research	16	8	32	48	12	12			64				192	\$40,540	\$40,540
Task 1. Subtotal	114	30	220	208	32	32	42	20	64	4			766	\$175,150	\$175,150
TASK 2. Public Engagement															
2.1 Public Engagement Plan	8		8	10				24					50	\$9,510	\$9,510
2.2 Public Engagement Materials and Facilitation	82		100	110				128			28	64	512	\$100,450	\$100,450
2.3 Public Engagement Summary	8		8	10				24					50	\$9,510	\$9,510
Task 2. Subtotal	98	0	116	130				176			28	64	982	\$119,470	\$119,470
TASK 3. Phase 1 - Short-Term Priorities Amendments															
3.1 Phase 1 - Draft Short-Term Priorities Amendments	8	8	40	58	8	16			32			24	194	\$40,070	\$40,070
3.2 Phase 1 - Final Short-Term Priorities Amendments	8	8	24	24	8	8			24			16	120	\$25,200	\$25,200
3.3 Phase 1 - CEQA Review (Common Sense Exemption)	5	3	5	3		3	22		40			4	85	\$18,405	\$18,405
3.4 Phase 1 - Notice of Exemption Filing	1						2		4				7	\$1,540	\$1,540
3.5 Planning Commission and City Council Materials	24	12	32	56	12	12				8	12		168	\$38,140	\$38,140
3.6 Joint Planning Commission/City Council Kickoff Study Session	11		11										22	\$5,775	\$5,775
Task 3. Subtotal	57	31	112	141	28	39	24	0	100	8	12	44	596	\$129,130	\$129,130
TASK 4. Phase 2 - General Plan Consistency Amendments															
4.1 Phase 2 - Draft General Plan Consistency Amendments	8	10	40	58	4	8			24			24	176	\$36,430	\$36,430
4.2 Phase 2 - Final General Plan Consistency Amendments	8	8	24	24	4	8			16			16	108	\$22,880	\$22,880
4.3 Phase 2 - Inconsistent Parcel Identification	18	8	24	32	8	8			26	34	84		242	\$48,710	\$48,710
4.4 Phase 2 - Draft and Final Bridge/Interim Zoning Map Amendments	16	8	16	24	8	8			16	20	56		172	\$35,240	\$35,240
4.5 Phase 2 - CEQA Review (Addendum to GP EIR)	5	3	5	3		3	40		86		8	8	161	\$33,205	\$33,205
4.6 Phase 2 - Notice of Determination	1						2		4				7	\$1,540	\$1,540
4.7 Phase 2 - Planning Commission and City Council Attendance	23		23										46	\$12,075	\$12,075
Task 4. Subtotal	79	37	132	141	24	35	42	0	172	54	148	48	912	\$190,080	\$190,080
TASK 5. Phase 3 - Full Zoning Code Update															
5.1 Phase 3 - Administrative Review Draft Full Code Amendments	34	26	66	84	26	42			60			50	388	\$82,880	\$82,880
5.2 Phase 3 - Public Review Draft Full Code Amendments	24	12	56	64	12	16			48			32	264	\$55,680	\$55,680
5.3 Phase 3 - Revised Draft Full Code Amendments	16	8	48	56	8	8			32			24	200	\$42,000	\$42,000
5.4 Phase 3 - Final Full Code Amendments	8	8	24	32	8	8			24			24	136	\$27,960	\$27,960
5.5 Phase 3 - Complete Zoning Map Amendments and Revisions	8	8	16	24	8	8			24	20	56		172	\$34,320	\$34,320
5.6 Phase 3 - CEQA Review (Addendum to GP EIR)	5	3	5	3		3	42		86		8	8	163	\$33,755	\$33,755
5.7 Phase 3 - Notice of Determination	1						2		4				7	\$1,540	\$1,540
5.8 Phase 3 - Planning Commission and City Council Attendance	23		23										46	\$12,075	\$12,075
Task 5. Subtotal	119	65	238	263	62	85	44	0	278	20	64	138	1376	\$290,210	\$290,210
Labor Hours Total	467	163	818	883	146	191	152	196	614	86	252	294	4632		
Labor Dollars Total	\$135,430	\$45,640	\$192,230	\$172,185	\$33,580	\$44,885	\$41,800	\$27,440	\$107,450	\$21,500	\$37,800	\$44,100	4632	\$904,040	\$904,040
REIMBURSABLE EXPENSES															
PlaceWorks Reimbursable Expenses															\$5,433
10% Contingency															\$90,404
EXPENSE AND CONTINGENCY TOTAL															\$95,837
GRAND TOTAL															\$999,877

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