

City of Beaumont

Housing Element Update

Scope of Services

October 2, 2020

Task A: Project Schedule and Management

Task A.1 Kick-Off Meeting

Lisa Wise Consulting, Inc. (LWC) will prepare for and attend one kick-off meeting with City staff. The meeting objectives are to:

- Establish project goals and objectives
- Clarify RHNA, SCAG, and HCD processes and requirements
- Refine the scope and clarify the roles and responsibilities of all parties involved
- Identify major milestones and dates for intermediate deliverables
- Establish communication expectations and coordinate procedures

The meeting will be online via video or teleconference.

Task A.2 Project Schedule

LWC will work closely with the City to develop a preferred timeline with milestones to achieve adoption of the Housing Element by City Council on or before October 15, 2021, as required by HCD. The final schedule will include major processes and milestones in all stages of the project for both City-led and LWC-led efforts, including:

- Kick off meeting with staff to refine the scope of services
- Milestones for major work products
- Outreach, subcommittee meetings, and workshops (City-led, LWC optional)
- Delivery of analysis and findings during assessment and development of the RHNA and Housing Element Update
- Response to HCD review and City staff review times
- Delivery of draft and final Housing Element
- Public hearings for both Planning Commission and City Council including meeting dates

Task A.3 Project Management

LWC will maintain a close working relationship with the City and Consultant Team, through open and frequent email, phone, and videoconference communication, including as needed conference calls. LWC will establish and maintain an online file sharing system, such as Dropbox.

Task A Deliverables

- *Preparation and participation in kickoff meeting, including meeting materials (e.g. agenda and summary notes with follow-up items)*
- *Refined project schedule documenting key milestones and deliverables for the project*
- *Provision of an Internet-based file sharing system to enable collaboration between City staff and Consultant team*
- *Regular e-mail progress updates to the Project Manager*

Task B: Existing Conditions and Needs

Task B.1 Data Collection

LWC will identify and gather key information, reports, maps, and databases, as well as submit a data request to the City for relevant material that has not been previously compiled.

Task B.2 Program Evaluation

LWC will review the City's current Housing Element, General Plan and other supporting materials as needed to evaluate Beaumont's housing progress and priorities. This review will focus on previous housing programs and policies implemented, and their effectiveness

Task B.3 HCD Requirements

In this task, LWC will provide an analysis of the current HCD approval process for the 6th cycle.

Task B.4 Hazard Mitigation Review

Led by Rincon, the project team will review the City's Local Hazard Mitigation Plan for consistency with SB 379.

Task B Deliverables:

- *Existing Housing Element Program Evaluation Memo to be incorporated in Administrative Draft Housing Element (PDF, Word)*
- *Review of existing HCD policies for inclusion in Housing Element Update Memo to City staff describing HCD review and adoption requirements*
- *Summary review of Local Hazard Mitigation Plan*

Task C: Site Inventory

Task C.1 Sites Inventory Assessment

In accordance with Government Code 65583.2, LWC will review the City's Vacant Land Inventory in context of the draft RHNA allocation and advise the City on the ability of the existing inventory to meet the draft RHNA.

When the RHNA is finalized, LWC will finalize the inventory of land suitable for residential development, including vacant sites and sites having the potential for redevelopment. The inventory will identify sites for housing within the planning period. LWC will work closely with staff to refine a parcel-level inventory of sites with

near-term residential development potential at appropriate densities. The inventory must be adequate to accommodate RHNA figures as provided by SCAG. The assessment will also include an analysis of the availability of infrastructure for sites included in the inventory.

This task assumes the City has adequate parcel-level GIS data (including APN, existing use and development, zoning, lot size, and assessor's data) available. As part of this task LWC will review recent multi-family project applications to determine realistic achievable densities to support the sites analysis.

Task C Deliverables:

- *Review of Existing Vacant Land Inventory*
- *Final Site Inventory, to be incorporated in Administrative Draft Housing Element (PDF, Word)*

Task D: Assessment of Housing Needs

Task D.1 Housing Needs Assessment

In accordance with Government Code 65583(a), LWC will utilize data available from the U.S. Census data, SCAG, and the City to analyze and update key population, housing, and employment characteristics and their implications to identify the City's specific housing needs and evaluate its housing conditions. LWC will establish the nature and extent of housing needs for Beaumont including existing and projected housing needs and the housing needs of special groups. The needs assessment will also provide data to assist the City in meeting the State's Affirmatively Furthering Fair Housing goals.

Key data characteristics include:

- Demographics (e.g. age, race/ethnicity, employment projections)
- Household type/size, age and income (by race and ethnicity)
- Housing stock characteristics (e.g. type, vacancy, age/condition, and cost/affordability, including where households are most significantly impacted by costs)
- Assessment of overcrowding and cost burden
- Special Needs (e.g. large households, persons with disabilities)

Task D.2 Housing Constraints Assessment

In accordance with Government Code 65583(a), LWC will conduct a constraints analysis. This analysis will differentiate between governmental constraints (such as land use, zoning, height, setbacks, and impact fees), non-governmental constraints (such as mortgage lending availability), and environmental constraints to inform decision makers on the most effective and appropriate policies to reduce constraints and facilitate housing production.

Task D.3 Housing Resources Assessment

In accordance with Government Code 65583(a), LWC will identify housing resources, including programmatic, financial, and physical development opportunities. The analysis will include a review of funding sources for housing development and improvement, regulatory incentives for affordable housing and opportunities for energy conservation.

Task D Deliverables:

- *Housing Needs Assessment, to be incorporated in Administrative Draft Housing Element (PDF, Word)*
- *Housing Constraints Analysis, to be incorporated in Administrative Draft Housing Element (PDF, Word)*
- *Housing Resources Assessment, to be incorporated in Administrative Draft Housing Element (PDF, Word)*

Task E: Preparation of Draft Housing Element

Task E.1 Implementation Plan

In accordance with Government Code 65583(a), LWC will produce an implementation plan that outlines policies and programs that will satisfy the housing goals and objectives of the City during the eight-year planning period. This plan provides actionable steps the City is already taking or will undertake to accommodate its housing need.

Task E.2 Administrative Draft Housing Element

LWC will prepare an Administrative draft Housing Element in compliance with all applicable State and federal laws, including all supporting documents from Task C and Task D, tables, maps, charts, etc. LWC assumes City staff will submit a single set of non-conflicting comments for each draft.

Task E.3 Public Review Draft Housing Element

LWC will address comments on the Administrative Drafts and prepare a Public Review Draft (PRD). The PRD will be submitted to HCD for the 60-day review.

Task E.4 Coordination with HCD

LWC will assist the City in achieving State certification of the Housing Element after adoption by City Council. LWC will work closely with HCD and the City to ensure that the draft Housing Element meets State requirements and will recommend modifications to the Housing Element, if required, to obtain certification. LWC will communicate with HCD throughout the project and during the review and approval period, ensuring thorough review and appropriate response to comments and tracking of any revisions.

Task E Deliverables:

- *Implementation Plan, to be incorporated in Administrative Draft Housing Element (PDF, Word)*
- *Administrative Draft Housing Element (1 reproducible copy, PDF, Word)*
- *Public Review Draft Housing Element (1 reproducible copy, PDF, Word)*
- *Coordination and communication with HCD, including review meetings*

Task F: General Plan Amendment (As required)**Task F.1 General Plan Amendment**

If required, based on the analysis in Tasks D and E, LWC will identify sections of the City's General Plan Land Use Element that need to be amended in order to comply with State law and be consistent with the 2021-2029 Housing Element.

Task F.2 Hazard Mitigation Plan and Safety Element Update

Led by Rincon, the project team will prepare documentation that will allow for the incorporation of the existing Local Hazard Mitigation Plan into the City's General Plan Public Safety Element to be consistent with SB 379.

The project team will also review and evaluate the current draft version of the Safety Element to determine its compliance with State law and prepare updates to the Safety Element to maintain consistency amongst the Housing Element Update, other General Plan Elements, and to address SB 99.

Rincon will provide a memorandum identifying revisions to Safety Element text and/or exhibits needed to bring it into compliance with current State law. A draft of the Safety Element update will be provided for City review. Based on City input, Rincon will prepare a final version of the proposed Safety Element update for consideration by the City Planning Commission and eventual consideration for adoption by the City Council.

Optional Task F Deliverables:

- *General Plan Amendment Recommendations Memo*
- *Safety Element Updates Outline Memo (PDF, Word)*
- *Draft Safety Element (PDF, Word)*
- *Final Safety Element (PDF, Word)*

Task G: Environmental Documents**Task G.1 Administrative Draft IS-MND**

Rincon will prepare an internal review (Administrative) Draft IS-MND, which will address all of the items on the CEQA environmental checklist. To the maximum extent feasible, impacts will be quantified and compared to quantitative significance thresholds. Rincon will perform basic modeling/quantification for such issues as transportation, air quality, greenhouse gases (GHGs), noise, and utilities, and will develop programmatic mitigation that could be applied to future housing projects under the Housing Element. Such mitigation will generally involve establishing standards for future individual developments that may be facilitated by the Housing Element.

Task G.2 Public Review Draft IS-MND

Rincon will respond to one round of consolidated comments from the City and prepare the Public Review Draft IS-MND. Rincon assumes that the City will draft and handle all noticing of letters for Assembly Bill (AB) 52 compliance, and any additional public outreach required as part of the public review process. Rincon will prepare the State Clearinghouse Notice of Completion (NOC) and Notice of Intent (NOI) to adopt an IS-MND, and will file these forms with the Riverside County Clerk and State Clearinghouse, but assumes the City will be responsible for posting the IS-MND on the City's website, mailing the NOI to responsible agencies and interested parties, all other outreach efforts to the general public, and publishing the NOI in a local newspaper.

Task G.3 Final IS-MND

The budget currently reflects response to one round of consolidated comments from the City on the draft responses to comments. Upon receipt of City comments on the draft responses, Rincon will incorporate changes and prepare the final responses to comments. To finalize this document, Rincon will also prepare the Mitigation Monitoring and Reporting Program (MMRP). The MMRP will be a table listing all mitigation measures and indicating what monitoring actions are required, the department(s) responsible for monitoring, and when monitoring is to occur.

We assume that re-printing of the IS-ND/MND as a final document will not be necessary. Rincon will file the Notice of Determination (NOD) form with the Riverside County Clerk and State Clearinghouse, but assumes the City will post the final documents to their website and will be responsible for paying applicable filing fees.

Task G Deliverables:

- *Administrative Draft IS-MND (PDF, Word)*
- *Public Review Draft IS-MND (PDF, Word)*
- *Final IS-MND (PDF, Word)*
- *MMRP (PDF, Word)*
- *NOC, NOI, and NOD Forms (PDF, Word)*
- *All environmental documentation, such as IS, NOI, NOC, and NOD forms, as well as Response to Comments, Mitigation Measures, Mitigation Monitoring Program, to be filed with the Riverside County Clerk*

Task H: Final Project Deliverables

Task H.1 Prepare Final Documents

LWC revise the Public Review Draft in response to feedback from HCD, City staff, the Planning Commission, and City Council (as applicable) and will prepare a draft Final Housing Element to present to the Planning Commission and City Council for adoption. LWC will make any revisions following adoption and submit the Final Housing Element to HCD for certification.

Documents will include the following:

- Final Draft Housing Element for public hearings
- Final Adopted Housing Element, which will have the date of adoption prominently displayed on the front cover and throughout the document to distinguish it as the official adopted document

Task H.2 Meetings with Planning Commission and City Council

LWC will provide support for City staff during meetings with the Planning Commission and City Council.

LWC will facilitate:

- One (1) public hearing with the Planning Commission
- One (1) public hearing with the City Council

Task H Deliverables

- *Final Draft Housing Element (15 bound copies, PDF, Word)*
- *Final Adopted Housing Element (3 bound copies, PDF, Word)*
- *Meeting agenda, summaries, presentations, or other materials for meetings with Planning Commission and City Council*
- *Assistance on staff reports and public notices and exhibits for Planning Commission and City Council*

Task I: Prepare an ADU Ordinance

LWC will draft a standalone Accessory Dwelling Unit (ADU) Ordinance for the City of Beaumont consistent with the most current State laws regulating ADU permitting and production while striving to simultaneously spur ADU development and maintain the character of Beaumont's neighborhoods. LWC will prepare draft language for administrative review and work with City staff to revise the draft ordinance for consideration by City Council. Relevant State laws include:

- **SB13:** This bill eliminates owner-occupancy requirements and reduces impact fees for ADUs, while creating an amnesty program for unpermitted ADUs.
- **AB 68 and AB 881:** These bills allow for one ADU on a single-family residence and up to two ADUs on multi-family properties. They also reduce design standards and approval times for ADUs.
- **AB 670:** This bill removes ADU restrictions placed by Home Owners Associations.

Task I Deliverables

- *Draft and final ADU ordinance for City Council consideration*

Task J: Community Meetings

LWC will lead three (3) public workshops during the development and review of the Housing Element. These events will be held as webinars with presentation material prepared by LWC. LWC assumes City Staff will prepare meeting notifications and support LWC during meeting question and answer segments. Prior to the meetings, LWC will work with the City to develop an outreach strategy to clarify timing and objectives of the outreach efforts. One of these workshops can be converted to a series of stakeholder interviews or focus groups at the City's request.

Task J. Deliverables

- *Meeting agendas, summaries, and presentations for three (3) community engagement meetings*

Task K: Zoning Code Amendments

Task K.1 Zoning Code Review and Recommendations

LWC will perform a consistency assessment and prepare a Findings and Recommendations Memo which summarize inconsistencies between the final adopted Housing Element and the Zoning Code. The memo will also identify recommended amendments to implement of the Housing Element, including an assessment of the City's Density Bonus Ordinance. Potential amendments may include new or revised regulations and standards for zoning district(s) and land uses, parking, landscaping, permit procedures, and review and approval procedures. This effort will be augmented and strengthened by LWC's deep understanding of Beaumont's Zoning Code and its new General Plan land uses, driven from our ongoing experience as part of the Beaumont General Plan Update Consultant Team.

Task K.1 Deliverables

- *Zoning Code Findings and Recommendations Memo*

Task K.2 Zoning Code Amendments

LWC will update the City's Zoning Code (Code), which will include strategic revisions necessary to comply with and implement the Housing Element, as identified in Task K.1. Upon final direction from City Staff, LWC will prepare Administrative Draft Code Amendments. LWC will address City comments on the Administrative Draft Code Amendments and prepare Final Code Amendments for Planning Commission and City Council hearings. Following City Council adoption, LWC will make any revisions as directed by the City Council.

LWC's budget assumes Code amendments will be adopted concurrently with the Housing Element, and no additional meeting attendance is required, and that the amendments will not trigger additional CEQA analysis outside of work in Task G. If timing of the amendments occurs following Housing Element adoption, LWC will participate in adoption hearings on a time and materials per meeting basis. If additional CEQA work is needed, LWC will work with Rincon to prepare a scope of work for the additional review.

Task K.2 Deliverables

- *Administrative Draft Code Amendments (PDF, Word)*
- *Final Draft Code Amendments (PDF, Word)*



City of Beaumont 6th Cycle Housing Element Update	LWC, Inc.		Rincon		PROJECT TOTAL	
	LWC TOTAL		RINCON TOTAL		PROJECT TOTAL	
	Hours	Cost	Hours	Cost	Hours	Cost
Task A Project Management and Coordination						
A.1 Kick-Off Meeting	12	\$ 2,000	-	\$ -	12	\$ 2,000
A.2 Project Schedule	14	\$ 2,220	-	\$ -	14	\$ 2,220
A.3 Project Management	86	\$ 15,230	14	\$ 2,230	100	\$ 17,460
Task B Existing Conditions and Needs						
B.1 Data Collection	8	\$ 1,230	-	\$ -	8	\$ 1,230
B.2 Program Evaluation	24	\$ 3,760	-	\$ -	24	\$ 3,760
B.3 HCD Requirements	10	\$ 1,520	-	\$ -	10	\$ 1,520
B.4 Hazard Mitigation Review	4	\$ 650	10	\$ 1,610	14	\$ 2,260
Task C Site Inventory						
C.1 Sites Inventory Assessment	72	\$ 11,620	-	\$ -	72	\$ 11,620
Task D Assessment of Housing Needs						
D.1 Housing Needs Assessment	32	\$ 4,920	-	\$ -	32	\$ 4,920
D.2 Housing Constraints Assessment	38	\$ 6,290	-	\$ -	38	\$ 6,290
D.3 Housing Resources Assessment	22	\$ 3,450	-	\$ -	22	\$ 3,450
Task E Preparation of Draft Housing Element						
E.1 Implementation Plan	27	\$ 4,445	-	\$ -	27	\$ 4,445
E.2 Administrative Draft Housing Element	70	\$ 11,210	-	\$ -	70	\$ 11,210
E.3 Public Review Draft Housing Element	27	\$ 4,445	-	\$ -	27	\$ 4,445
E.4 Coordination with HCD	18	\$ 3,290	-	\$ -	18	\$ 3,290
Task F General Plan Amendment (As Required)						
F.1 General Plan Amendment Recommendation	32	\$ 5,680		\$ -	32	\$ 5,680
F.2 Hazard Mitigation Plan and Safety Element Update	8	\$ 1,350	50	\$ 6,894	58	\$ 8,244
Task G Environmental Documents						
G.1 Administrative Draft IS-MND	8	\$ 1,420	146	\$ 21,232	154	\$ 22,652
G.2 Public Review Draft IS-MND	8	\$ 1,420	40	\$ 6,162	48	\$ 7,582
G.3 Final IS-MND	4	\$ 675	34	\$ 5,002	38	\$ 5,677
Task H Final Project Deliverables						
H.1 Prepare Final Documents	38	\$ 6,050	-	\$ -	38	\$ 6,050
H.2 Meetings with Planning Commission and City Council	32	\$ 5,680	-	\$ -	32	\$ 5,680
Task I Prepare an ADU Ordinance	62	\$ 10,050	-	\$ -	62	\$ 10,050
Task J Community Meetings	86	\$ 15,430	-	\$ -	86	\$ 15,430
Task K Zoning Code Amendments						
Review and Recommendation	62	\$ 10,950	-	\$ -	62	\$ 10,950
Draft and Final Amendments	188	\$ 31,880	-	\$ -	188	\$ 31,880
<i>*Not to exceed without authorization</i>						
TOTAL FEE + OPTIONAL TASKS	992	\$ 166,865	294	\$ 43,130	1,286	\$ 209,995
In-Person Meetings (instead of virtual) time and expenses: additional \$2000 per meeting Additional Virtual Meetings: \$5,140 per meeting						