

BEN NOBLE

City and Regional Planning
510.559.6901 | bnoble@bnplanning.com

May 13, 2024

Katie Herlihy
Community Development Director
City of Capitola
420 Capitola Ave
Capitola, CA 95010

Re: Zoning Code Update Scope and Budget

Dear Katie,

This letter provides a scope and budget to prepare Capitola's Zoning Code Update.

SCOPE OF WORK

I will prepare amendments to the Zoning Code as described below.

A. Housing Element Implementation

1. Background Material Review

I will review background materials relevant to the Zoning Code Amendments, including the adopted Housing Element Update.

2. City Staff Conference Calls

I will participate in conference calls with City staff to discuss the Zoning Code Amendments.

3. Planning Commission Study Sessions

I will prepare staff reports, presentations, and attend four Planning Commission study sessions to receive feedback on important discussion topics. I will attend three meetings in person and one meeting via Zoom.

4. Staff Review Draft Amendments

I will prepare Zoning Code Amendments to implement Housing Element Update programs and address other needed code revisions. Zoning Code Amendments will include text and map amendments.

5. Planning Commission Review Draft Amendments

I will address City comments on the Staff Review Draft Amendments to produce Zoning Code Amendments for Planning Commission review.

6. Planning Commission Hearings

I will prepare staff reports, presentations, and attend two City Council hearings for the Zoning Code Amendments.

7. City Council Review Draft Amendments

I will incorporate recommended Planning Commission revisions into the Zoning Code Amendments for City Council review.

8. City Council Hearings

I will prepare staff reports, presentations, and attend two City Council adoption hearings.

9. Final Adopted Zoning Code Amendments

I will prepare final revisions to the Zoning Code Amendments, if needed, as adopted by the City Council.

10. Coastal Commission Staff Meetings

I will attend one in-person and two Zoom meetings with Coastal Commission staff to discuss the Zoning Code Amendments

11. Coastal Commission Version Zoning Code Amendments

I will prepare a version of the adopted Zoning Code Amendments in the format required for review and certification by the Coastal Commission.

12. Coastal Commission Certification Support

I will provide support as needed during the Coastal Commission process to review and certify the Zoning Code Amendments.

B. Zoning Code Clean-up Support

I will provide support for additional Zoning Code clean-up items on an on-call basis and as directed by City staff.

BUDGET

Table 1 shows estimated costs to complete the scope of work for Task A: Housing Element Implementation, described above. For Task B: Zoning Code Clean-up Support, I will bill for services at an rate of \$165 per hour subject to annual changes in hourly rates. My estimated time required for specific assignments under Task B will be agreed upon in writing with the City prior to beginning work. Task B billings will not exceed \$20,000 per year.

Table 1: Task A Budget

Subtask	Hours	Cost
1. Background Material Review	8	\$1,320
2. City Staff Conference Calls	20	\$3,300
3. Planning Commission Study Sessions	60	\$9,900
4. Staff Review Draft Amendments	60	\$9,900
5. Planning Commission Review Draft Amendments	30	\$4,950
6. Planning Commission Hearings	50	\$8,250
7. City Council Review Draft Amendments	20	\$3,300
8. City Council Hearings	40	\$6,600
9. Final Adopted Zoning Code Amendments	10	\$1,650
10. Coastal Commission Staff Meetings	15	\$2,475
11. Coastal Commission Version Zoning Code Amendments	10	\$1,650
12. Coastal Commission Certification Support	15	\$2,475
Total Hours		338
Billing Rate		\$165
Total Labor		\$55,770
Travel Expenses		\$900
GIS Support		\$2,128
Contingency (10%)		\$5,577
TOTAL COST		\$64,375

Please do not hesitate to contact me with any additional questions. I look forward to working with you on this.

Sincerely,



Ben Noble