



**STAFF REPORT**  
**1/25/2023**

**TO:** Honorable Mayor and City Council Members

**FROM:** Gabriel Perez, Development Services Director

**SUBJECT:** Authorize the City Manager to execute Professional Services Agreement with RRM Design Group for Professional Planning Consultant Services for preparation of City of Coachella pre-approved accessory dwelling unit (ADU) plans.

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**STAFF RECOMMENDATION:**

Staff recommends that the City Council authorize the City Manager to execute the attached Professional Services Agreement with RRM Design Group for the Pre-Approved ADU Plan Project “Coachella ADU Project.”

**BACKGROUND:**

The City received grant awards from California HCD’s Local Early Action Planning (LEAP) and SB2 Grant programs, which included City a program to prepare Accessory Dwelling Unit (ADU) pre-approved plans by an architectural firm that would allow the public to utilize the pre-approved plans in order to save costs associated with construction design expenses. The Coachella ADU project is one of several projects funded by the grants that also include the 6<sup>th</sup> Cycle Housing Element Update, CEQA processing and rezoning for 5<sup>th</sup> Cycle RHNA requirements, an electronic permitting system, and electronic permit software.

**DISCUSSION/ANALYSIS:**

Attached to this staff report is a Professional Services Agreements for RRM Design Group (“Consultant”) to assist with the Coachella ADU Project in the amount of \$109,650. The Consultant would prepare six (6) ADU prototypes, which would include:

- Two (2) 400-500 square foot, Studio detached ADUs
- Two (2) 700-850 square foot, One-bedroom, one bathroom detached ADUs
- Two (2) 1,000-1,200 square foot, two-bedroom, two-bathroom detached ADUs

Two elevation styles will be prepared for each prototype according to the City’s architectural vernaculars. Staff believes the Consultant is the best qualified for this effort based such factors as the quality of the experience, deliverables and timeline identified in their proposal.

**ALTERNATIVES:**

1. Authorize the City Manager to execute a Professional Services Agreement with RRM Design Group for the Pre-Approved ADU Plan Project.
2. Continue this item and provide staff direction.

**FISCAL IMPACT:**

The fiscal impact of the Coachella ADU Project would be \$109,650 from existing grant funding sources (SB 2 Grant and LEAP Grant). Staff believes the expense of the Coachella ADU Project is essential to remove barriers to development of affordable housing, diversify housing options, and provide additional sources of income for local property owners.

**RECOMMENDED ALTERNATIVE(S):**

Staff recommends Alternative #1 as noted above.

Attachment:

1. Draft Professional Services Agreement (PSA) with RRM Design Group
2. Pre-Approved ADU Plan proposal – RRM Design Group