



**TOWN OF LOS GATOS  
COUNCIL AGENDA REPORT**

MEETING DATE: 03/16/2021

ITEM NO: 3

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**DATE:** March 11, 2021  
**TO:** Mayor and Town Council  
**FROM:** Laurel Prevetti, Town Manager  
**SUBJECT:** Authorize the Town Manager to Execute an Agreement with M-Group for Consultant Services as Provided in the Los Gatos SB 2 Planning Grant Program Application and Authorize Revenue and Expenditure Budget Adjustments in the Amount of \$88,185 to Recognize Receipt and Expenditure of SB 2 Planning Grant Funds.

**RECOMMENDATION:**

Authorize the Town Manager to execute an agreement with M-Group for consultant services as provided in the Los Gatos SB 2 Planning Grant Program application and authorize revenue and expenditure budget adjustments in the amount of \$88,185 to recognize receipt and expenditure of SB 2 Planning Grant funds.

**BACKGROUND:**

On November 5, 2019, the Town Council adopted Resolution 2019-053 (Attachment 3) to authorize application for and receipt of Planning Grant Program funds, including execution of an agreement with the California Department of Housing and Community Development (HCD) by the Town Manager. Planning staff submitted an application with a proposal to develop objective development standards and by right findings for the review of housing development applications, and to identify amendments to the Town Code necessary to add the objective standards and findings to Chapter 29 of the Town Code (Zoning Regulations). The Town received approval of the application and entered into an agreement with HCD (Attachment 2) to receive reimbursable grant funding for the proposed scope of work in an amount not to exceed the maximum allowable.

**PREPARED BY:** Sally Zarnowitz, AIA, LEED AP  
Planning Manager

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Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

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SUBJECT: SB 2 Planning Grant Program Planning Consultants Agreement

DATE: March 11, 2021

DISCUSSION:

Staff sent out a request for qualifications (RFQ) to provide services for preparation of by right findings and objective standards for the review of housing development applications as provided in the Town of Los Gatos SB 2 Planning Grant Program application. The RFQ was distributed to planning consultants, posted under the "What's New" page on the Town's website, and posted on the Town's social media accounts to encourage additional submittals.

Staff received proposals from four firms. After reviewing the submittals and conducting interviews, staff concluded that planning consultants M-Group provides the best fit, capacity, and professional expertise for the proposed scope of work within the established time frame. M-Group has provided planning services since 2006 to over 65 northern California cities and counties. The firm has extensive experience creating planning documents and policies based on comprehensive analyses and technical expertise, with specific experience with objective standards and by right findings.

The estimated cost to complete the proposed scope of work described in the proposal is \$88,185 (Attachment 1, Exhibit A), by February 28, 2022, consistent with the terms of the HCD agreement.

CONCLUSION:

Staff recommends that the Town Council authorize the Town Manager to execute an agreement (Attachment 1) with planning consultants M-Group for the reasons stated in this report.

COORDINATION:

This report has been coordinated with the Town Manager's Office, Town Attorney's Office, and the Finance Department.

FISCAL IMPACT:

The grant reimbursement funds will be added to the Town's budget prior to payment of the invoices of the planning consultants. Expenditures in the amount of \$88,185 will be reimbursed by an equal amount of grant revenue received.

ENVIRONMENTAL REVIEW:

Environmental review is not required for this agreement as it is not a project defined by the California Environmental Quality Act (CEQA).

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SUBJECT: SB 2 Planning Grant Program Planning Consultants Agreement

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Attachments:

1. Draft Agreement with M-Group with Exhibits A and B
2. HCD Agreement
3. Resolution 2019-053

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