

AMENDMENT TO AGREEMENT FOR CONSULTANT SERVICES

PREAMBLE

This First Amendment to Agreement for Services is dated for identification on this 2nd day of December 2025, and amends that certain Agreement for Consultant Services dated February 26, 2025, made by and between the Town of Los Gatos (“Town”) and Lisa Wise Consulting, Inc. (“Consultant”), identified as a C Corporation and whose address is 870 Market Street, Suite 977, San Francisco, CA 94102.

I. RECITALS

- A. Town and Consultant entered into Agreement for Consultant Services on February 26, 2025 (“Agreement”).
- B. Town desires to amend the Agreement to revise the scope of services without increasing the compensation of the Agreement.

II. AMENDMENT

- 1. Task 6 - Optional Tasks in the “Scope of Services” attached to the original Agreement is amended as follows and the remainder of the tasks remain unchanged:
 - a. Task 6A - Increase the total number of Task 6A Additional Focus Group Meetings to six. This is an increase by five meetings, from one additional focus group meeting to six additional focus group meetings.
 - b. Delete Task 6B – Educational Story Map/Survey.
 - c. Delete Task 6C – Test Site Feasibility Analysis/Proforma.
 - d. Delete Task 6D – Open House on the Public Review Draft.
 - e. Add Contingency. The unallocated funds remaining from the four changes above are put in a new Contingency line.
- 2. All other terms and conditions of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, the Town and Service Provider have executed this Amendment.

Town of Los Gatos by:

Signed by:

12/8/2025
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Chris Constantin, Town Manager

Lisa Wise Consulting, Inc. by:

DocuSigned by:


12/5/2025
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Lisa Wise, AICP, President, CEO Lisa Wise Consulting, Inc.

Recommended by:

Signed by:

12/5/2025
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Joel Paulson, Community Development Director

Approved as to Form:

Signed by:

12/7/2025
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Gabrielle Whelan, Town Attorney



MEMO

To: Sean Mullin, Town of Los Gatos
From: Lisa Wise Consulting, Inc.
Date: September 4, 2025
Subject: Los Gatos Objective Design Standards Update – Amendment #1

This Amendment #1 summarizes the proposed changes to the March 5, 2025 contract by and between the Town of Los Gatos and Lisa Wise Consulting, Inc., for Implementation of the Updated/Additional Objective Design Standards for Qualifying Multi-Family and Mixed-Use Residential Developments Project (“Project”).

The Scope of Work (p. 2) changes indicated herein (in “track changes”) represent the sole modifications to the Scope of Work as indicated in the March 5, 2025 contract. The Budget (p. 6) indicates the requested re-allocation of funds from tasks 6B, 6C and 6D to Task 6A, as well as the addition of a Contingency for the remaining funds.

In summary, the proposed scope changes:

- **Increase the total number of Task 6A Additional Focus Group Meetings to Six.** This is an increase by five meetings, from one additional focus group meeting to six additional focus group meetings.
- **Delete Task 6B – Educational Story Map/Survey.** During the April 7, 2025 kick-off meeting, Staff suggested that this could be replaced by tabling at a community event such as a Farmer’s Market. We have recommended deleting it altogether.
- **Delete Task 6C – Test Site Feasibility Analysis/Proforma.** Deleted per September 4, 2025 Staff request.
- **Delete Task 6D – Open House on the PRD.** During the April 7, 2025 kick-off meeting, Staff suggested that this event is not needed.
- **Add Contingency.** The unallocated funds remaining from the four changes above are put in a new Contingency line.

There is no change to the overall project budget.

Town of Los Gatos

Updated/Additional Objective Design Standards for Qualifying Multi-Family and Mixed-Use Residential Development – Amendment #1

SCOPE OF WORK

Task 1: Project Initiation and Analysis

- A. Project Initiation Meeting and Site Tour.** The consulting team will meet in-person with Town staff to discuss the goals and priorities for the Updated/Additional Objective Design Standards; finalize the work program, timeline, and milestones; discuss the outreach program; and clarify roles and responsibilities. Following the meeting, Town staff will lead the team on a tour of the Town to understand existing character, visit key housing opportunity sites, and document the intensity, forms, and character of Los Gatos neighborhoods. A key part of the tour will be a discussion about the Town staff's experience with community expectations and what is important from a design perspective to achieve desired development outcome.
- B. Technical Analysis, Site Analysis, and Evaluation.** LWC will prepare a Technical Analysis, Site Analysis and Evaluation that addresses the following:
- Applicable ordinances, plans, and policy documents including General Plan 2040, Residential Design Guidelines, Commercial Design Guidelines, and Chapter 29 of the Town Code (Zoning Regulations).
 - The adopted Objective Design Standards and Checklist (yes/no and B.4.3 points system).
 - Evaluation of existing typical development projects that demonstrate local context and character.
 - Documentation of recent, pipeline, and proposed development projects.
 - Council direction related to high-quality building design, architectural style, and height transitions.
 - Design and feasibility considerations for small multifamily housing types including townhomes, triplexes and fourplexes, “house-scale” small multi-unit buildings, and other small-scale configurations.

Prior to preparation of the Analyses and Evaluation, the consulting team will prepare and submit to the Town a data request for material related to the Project. This may include but is not limited to unpublished GP and Zoning amendments, a list of Staff's zoning interpretations, minutes of hearing design review discussions, GIS data, original files from the adopted Objective Design Standards, and other material relevant to the Project.

- C. Updated/Additional Objective Design Standards Recommendations Memo.** Based on the Technical Analyses and Town staff comments, the consulting team will prepare a Recommendations Memo. The Memo will outline recommendations for:
- **Revised content.** Changes to existing standards and recommended new standards, with a focus on building massing, height transitions, building design and articulation, and architectural style, and Town character and scale. This includes recommendations for revisions to existing graphics/illustrations and preparation of new graphics/illustrations.

- **Organization and implementation.** How the material may be added to or integrated within the existing Town's regulatory framework to facilitate streamlined ministerial review. This includes recommendations for how the standards may be administered and reviewed (yes/no, point system, allowed modifications, etc.).

Task 2: Community Engagement

A. Community Engagement Program. LWC will prepare a Community Engagement Program outlining a public process that enables the community to review and comment on the Updated/Additional Objective Design Standards as they are being formulated. The Program will refine Task 2 of the Scope of Work as needed to ensure that approaches and formats used will be most effective for the Los Gatos community; that the community has ample opportunity to express its values and priorities for residential design; and, that, ultimately, the community has ownership of the process.

B. Focus Group Meetings (2). The consulting team will hold two virtual small-group (up to four individuals per group) meetings with key stakeholders. Stakeholders, to be identified and contacted by Town staff, are anticipated to include local designers/architects, developers, neighborhoods representatives, residents of mixed-use or multi-family areas of Los Gatos, real estate professionals, or other interested code users. The goals of the meetings are to identify important issues and constraints to residential design; hear the group members' design preferences and priorities; and understand the group members' views on the feasibility and marketability of various design features and standards.

The consulting team will prepare an introductory presentation, identify discussion topics, and lead the discussion. Following the meetings, the consulting team will summarize the feedback collected and identify ways to incorporate feedback into the standards.

C. Community Workshop. The consulting team will design and facilitate an in-person interactive community workshop prior to drafting of the Administrative Draft Standards. The workshop will:

- **Introduce the project to the community.** The workshop will begin with a presentation on the project background, recent State housing legislation, and Town policy goals and standards. The presentation will describe the advantages of ODS for small towns like Los Gatos and underscore the role of community members in developing them. The community will also gain the vocabulary needed to provide impactful feedback once the draft standards are ready for public review.
- **Solicit input from the community.** Following the presentation, the workshop will provide activities for community members to offer ideas and priorities and shape the emerging standards. Activities may include but are not limited to live visual preference surveys, interactive stations with presentation boards, and small-group facilitated discussions with tabletop materials. While the format will be developed in coordination with Town staff, the interactive portion of the workshop will be designed to prompt community members to:
 - *Identify and discuss* key elements that contribute to Los Gatos' neighborhood character.
 - *Visualize and articulate* priorities for a range of building and site design elements with a focus on architectural style, building height transitions between different residential densities and districts, and details of building design.
 - *Ask questions about and lend input* into the emerging standards to ensure that the Project is truly a community-led effort.

After the workshop, the consulting team will summarize the feedback collected from all participants and identify ideas to be incorporated into the Updated/Additional Objective Design Standards.

Task 3: Administrative Draft Updated/Additional Objective Design Standards

A. Working Meetings with Town Staff (2). The consulting team will participate in two one-hour working meetings with Town staff during the development of the Administrative Draft. LWC will provide a summary memo for each meeting.

- B. Administrative Draft Updated/Additional Objective Design Standards.** The consulting team will prepare the Administrative Draft Updated/Additional Objective Design Standards to satisfy the State's requirements in accordance with SB330 as well as the community's design priorities. While the scope and nature of the amendments will be determined through Tasks 1 and 2, the consulting team anticipates the Standards will include the following:
- **Site Standards.** Edits and additions to existing standards to support high-quality site design of small-scale multi-family development types, including common and private open space, bicycle parking, vehicular parking, landscaping.
 - **Building Standards.** Edits and additions to existing standards to require high-quality building design that demonstrates the Los Gatos character. This includes edits and additions to existing standards for massing and scale; parking structure design; roof design; façade design and articulation, and other design elements. In developing this material, the consultant team will focus on:
 - *High-quality building design* – Building design (form, massing, materials, and details) that is high in quality and that reflects the Town's character, detailed in an objective manner.
 - *Architectural style* – Styles that are typical of the Town, both within and outside of the historic Downtown, and the hallmarks of each style, described as objective features.
 - *Height transitions* – Strategies for appropriate massing transitions between different zones and residential densities, and how such transitions may impact solar access.
 - **Anticipating Density Bonus.** Edits and additions to the standards to ensure that key community priorities are preserved when concessions are granted to density bonus projects.
 - **Updated and new graphics/illustrations.** Updated and new figures and illustrations that accurately reflect the scale and character of Los Gatos and that represent the range of forms and scales of residential and residential mixed-use development in the Town and that can be used to clearly illustrate the standards. The graphics will be developed using a combination of SketchUp and Adobe Illustrator.
 - **Implementation.** Edits and additions to existing checklist review process to ensure application of the standards is predictable, clear, and easy to follow. The consulting team will also identify places elsewhere in the Town's regulatory framework that may need to be updated for consistency with the Updated/Additional Objective Design Standards and to ensure predictable and streamlined ministerial review.

Task 4: Public Review Updated/Additional Objective Design Standards

- A. Working Meetings with Town Staff (2).** The consulting team will participate in two one-hour working meetings with Town staff during the development of the Public Review Draft. LWC will provide a summary memo for each meeting.
- B. Public Review Draft Objective Design Standards.** The consulting team will prepare a Public Review Draft based on a single set of consolidated, non-conflicting comments from the Town staff review of the Administrative Draft.

Task 5: Review and Adoption

- A. Planning Commission Public Hearing.** LWC will prepare materials/presentations for, and present at one in-person Planning Commission public hearing to support adoption of the Updated/Additional Objective Design Standards.
- B. Town Council Public Hearing.** LWC will prepare materials/presentations for, and present at one in-person Town Council public hearing to support adoption of the Updated/Additional Objective Design Standards.

- C. **Final Objective Design Standards.** Based on the Town Council's final adoption and final text changes provided by Town staff, LWC will prepare, and provide in Word and PDF, the final Objective Design Standards.

Task 6 - Optional Task

- A. **Additional Focus Group Meetings (6).** The consulting team will hold six (6) additional focus group meetings similar in format to and the same week as those described in Task 2B, ~~to be held at any point in the process.~~ Discussion topics will be developed in coordination with Town Staff.
- B. **Educational Story Map/Survey.** ~~Using ArcGIS Online, the UPP team will develop a Story Map that provides an overview of objective design standards, showcases existing and proposed multi-family and mixed-use residential development in the Town, and collects feedback from users. UPP will analyze this feedback and work with LWC to incorporate it into the draft objective design standards.~~Deleted.
- C. **Test Site Feasibility Analysis/Proforma.** ~~LWC will prepare a financial feasibility analysis for selected sites or building prototypes identified in the ODS drafting process. The goal is to ensure that development standards result in economically feasible conditions that will allow for projects to be developed. This analysis will also establish that the ODS do not serve as a constraint on housing production. LWC will develop a financial model (static developer side pro forma) based on the proposed standards. The definition of potential building envelopes and development standards can be prepared concurrently to establish the economic feasibility of the proposed standards as they are being formulated.~~Deleted.
- D. **Community Open House on the Public Review Draft.** ~~The consulting team will hold an in-person Open House to present the Public Review Draft Updated/Additional Objective Design Standards to the community and gather the community's feedback and input. The input gathered from the Open House will be reflected in the subsequent draft of the design standards.~~Deleted.
- E. **Planning Commission/Town Council Study Session.** LWC will prepare materials/presentations for, and present at a Planning Commission or Town Council study session on the Public Review Draft updated/Additional Objective Design Standards.
- F. **Additional Planning Commission/Town Council Hearing.** LWC will prepare materials/presentations for, and present at a Planning Commission and Town Council Hearing study session on the Public Review Draft Updated/Additional Objective Design Standards.

BUDGET

Town of Los Gatos - Amendment #1

Task	Total Existing Budget	Remaining Existing Budget	Proposed Change	New Total Budget	New Remaining Budget
Task 6A – Additional Focus Groups (\$7,460 per meeting)	\$7,460	\$7,460	\$37,300	\$44,760	\$44,760
Task 6B – Deleted	\$7,060	\$7,060	(\$7,060)	\$0.00	\$0.00
Task 6C – Deleted	\$15,616	\$15,616	(\$15,616)	\$0.00	\$0.00
Task 6D – Deleted	\$21,760	\$21,760	(\$21,760)	\$0.00	\$0.00
[New] Contingency	\$0	\$0	\$7,136	\$7,136	\$7,136
Net Change			\$0		