



CITY OF ORLAND STAFF REPORT

MEETING DATE: June 3, 2025

TO: Mayor and Council members

FROM: Janet Wackerman, Interim City Manager

SUBJECT: Planning Consultant Selection

BACKGROUND:

A request for proposals was released March 25, 2025, to solicit a contractor for comprehensive professional planning services. The firm selected will be asked to provide and manage a full range of municipal planning services for the city.

ANALYSIS:

A total of ten (10) firms responded to the request by the April 28 deadline. Four (4) firms were selected for interviews after a panel comprised of staff and a Planning Commissioner reviewed and ranked the request for proposals. Before conducting interviews, references were checked. The interim city manager interviewed each firm, using a list of prepared questions. All firms interviewed had educated themselves on the city's proximity to I5 and SR32, General Plan, codes, and also reviewed videos of past Planning Commission meetings. In turn, staff informed them of potential projects they may see during their tenure with the city.

A breakdown from the interviews follows (alpha order):

CSG – Offered to be on-site one day per week or remotely. Principal Planner proposed has over 45 years of extensive municipal experience (Oroville, Yolo, and Glenn County) and possesses a deep practical knowledge of California's planning, zoning and environmental laws. CSG furnishes planning, environmental, sustainability, building and safety, fire prevention, code enforcement, public works, and a host of additional services to over 250 municipal clients throughout California with a staff of 350.

Element Solutions – Can be on-site one day per week and available by email or phone as needed. Principal consultant is an experienced land use planner and project manager with a history working in both the public and private sectors, primarily dealing with and leading projects that involve real estate development and entitlement. Projects include processing of site plan, land division and design review applications, land use and zone change projects, preparation and management of annexation requests, General Plan amendments and the preparation of environmental CEQA analysis documents. Currently contract planner for the City of Colusa.

NorthStar - Can be on-site two days a week, five hours per day. The assigned Principal Planner is a seasoned expert in local government planning and project management with deep knowledge gained through extensive experience in both the public and private sectors. The proposed team has over sixty years of combined experience in the field of current planning and environmental review. They have

demonstrated expertise with both small simple projects as well as some of the largest and most complex ones in the north valley area. Currently provides on-call planning services for the City of Oroville.

SHN – Can be on-site one day a week and available by email or phone as needed. Senior Planner proposed has 26 years of responsible municipal and rural planning experience including agency coordination, collaboration and completion of multiple State mandated Zoning Plan text amendments, zoning and General Plan map updates as well as review and preparation of numerous land divisions and comprehensive Use Permit projects. SHN is comprised of 125 employees who represent various disciplines including civil engineering, planning and permitting, geosciences, environmental services, surveying, biological sciences and materials testing/special inspection. Currently the contract planner for the City of Corning.

RECOMMENDATION:

City Council review and recommend offering a contract to the firm that best fits the city's needs.

FISCAL IMPACT OF RECOMMENDATION:

The Planning Department budget for 2025/26 lists \$200,000 available for a contract planner.