



Legislation Details (With Text)

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File created: 1/3/2022 **In control:** Board of Supervisors

On agenda: 2/1/2022 **Final action:** 2/1/2022

Title: Planning and Building Department, Planning Services Division, Long Range Planning Unit, recommending the Board consider the following:
 1) In accordance with Chapter 3.13, Section 3.13.030 of County Ordinance Code, Contracting Out, find that due to the limited timeframes, temporary or occasional nature, or schedule for the project or scope of work, the ongoing aggregate of work to be performed is not sufficient to warrant the addition of permanent staff; and
 2) Approve and authorize the Chair to sign Agreement 5912 with Mintier Harnish to assist the County with creating custom design guidelines/standards for new Commercial/Multi-Family Residential Design Standards for communities identified in County's General Plan Policy 2.1.1.1 with a not-to-exceed amount of \$306,615, and a term of three (3) years effective upon execution.

FUNDING: Transient Occupancy Tax (General Fund).

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Counsel Approved CRS, 2. B - PE Agreement 5912, 3. Executed PE Agreement 5912

Date	Ver.	Action By	Action	Result
2/1/2022	1	Board of Supervisors	Approved	Pass

Planning and Building Department, Planning Services Division, Long Range Planning Unit, recommending the Board consider the following:
 1) In accordance with Chapter 3.13, Section 3.13.030 of County Ordinance Code, Contracting Out, find that due to the limited timeframes, temporary or occasional nature, or schedule for the project or scope of work, the ongoing aggregate of work to be performed is not sufficient to warrant the addition of permanent staff; and
 2) Approve and authorize the Chair to sign Agreement 5912 with Mintier Harnish to assist the County with creating custom design guidelines/standards for new Commercial/Multi-Family Residential Design Standards for communities identified in County's General Plan Policy 2.1.1.1 with a not-to-exceed amount of \$306,615, and a term of three (3) years effective upon execution.

FUNDING: Transient Occupancy Tax (General Fund).

DISCUSSION / BACKGROUND

On December 5, 2017 (File No. 13-0561, Item No. 36), the Board directed staff to develop and return with a proposed scope of work to create custom design guidelines/standards for commercial/multi-family residential development in the communities identified in General Plan Policy 2.1.1.1. prior to issuance of a Request for Proposal.

On July 17, 2018 (File No. 18-0984, Item No. 20), the Board directed Planning and Building Staff to proceed with issuance of a Request for Proposals for Community Design Guidelines/Standards.

On December 4, 2018 (File No. 18-1834, Item No. 18), the Board approved and endorsed awarding Request for Proposal 19-918-013 to the De Novo Planning Group and authorized the Planning and Building Department to negotiate a three (3) year Agreement with a not-to-exceed amount of \$250,000 to assist in Community Planning efforts in Shingle Springs, Cameron Park, Diamond Springs/El Dorado, and El Dorado Hills. The Board also authorized the Purchasing Agent to execute said Agreement, contingent upon Counsel and Risk Management review and approval. On July 12, 2019 the Purchasing Agent signed Agreement 3687 with the De Novo Planning Group.

On March 17, 2020 (File No. 20-0326, Item No. 27), the Board approved and endorsed the Planning and Building Department, Planning Services Division, Long Range Planning (LRP), Project Prioritization Matrix for Fiscal Year (FY) 2020-21, which included the Commercial/Multi-Family Residential Design Standards project. As part of this item, the Board provided direction to staff under the Commercial/Multi-Family Residential Design Standards project to create custom design guidelines/standards for new commercial/multi-family development communities identified in County's General Plan Policy 2.1.1.1 (Cameron Park, El Dorado/Diamond Springs, El Dorado Hills, and Shingle Springs).

On September 1, 2020 (File No. 20-1065, Item No. 23), the Board approved and endorsed the Planning and Building Director to sign Termination Agreement for Agreement 3687 with the De Novo Planning Group.

On April 13, 2021 (File No. 21-0502, Item No. 21), the Board approved and endorsed the Planning and Building Department, Planning Division, LRP, Project Prioritization Matrix for FY 2021-22, which included the Commercial/Multi-Family Residential Standards project.

At the present time, Planning Division staff resources are fully engaged in other higher priority projects through FY 2021-22. Therefore, we have the need to utilize consulting services with technical expertise in completing the Commercial/Multi-Family Residential Design Standards project. This project is anticipated to begin in March 2022 and be completed by March 2025. Chapter 3.13 of the El Dorado County Code of Ordinances, Contracting Out, includes Section 3.13.030, Criteria, which establishes those instances where contracts may be awarded and work can be performed by independent contractors. It is recommended that the Board find that the Design Standards project may be contracted out because due to the limited timeframes, temporary or occasional nature, or schedule for the project or scope of work, the ongoing aggregate of work to be performed is not sufficient to warrant addition of permanent staff (Criteria 3.13.030 (C)).

Under the proposed Agreement, Mintier Harnish will assist the County with creating custom design guidelines/standards for new Commercial/Multi-Family Residential Design Standards for communities identified in County's General Plan Policy 2.1.1.1 (Cameron Park, El Dorado/Diamond Springs, El Dorado Hills and Shingle Springs). This project will be split into two (2) components, with the Shingle Springs Commercial and Multi-Family Residential Design Standards serving as the lead prototype under Component 1, and the remaining communities incorporated into the Commercial and Multi-Family Residential Standards under Component 2. Under this project, Mintier Harnish's efforts for both Components 1 and 2 will include, but not be limited to:

- Data Collection and Community Tours
- Preparation of Administrative Draft Community Design Standards
 - Introduction, County and Community Context, Design Standards, Architectural Themes, Identify Zoning Ordinance Amendments, Process and Performance Standards, and

Recommendations

- Public Outreach
- Study Sessions (Planning Commission and Board of Supervisors)
- Environmental Review
- Preparation of Final Design Standards
- Public Hearings for Adoption (Planning Commission and Board of Supervisors)

ALTERNATIVES

The Board may choose not to approve the proposed Agreement. This would result in delays to this project as well as other subsequent community design related projects detailed in the LRP Project Prioritization Matrix previously approved by the Board.

PRIOR BOARD ACTION

See Discussion/Background above.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

County Counsel and Risk Management have approved the proposed Agreement.

CAO RECOMMENDATION

Approve as recommended.

FINANCIAL IMPACT

There is no change to Net County Cost associated with this item. Funding for this project has been included in the FY 2021-22 Recommended Budget. Funding for services beyond FY 2021-22, will be included in subsequent budgets accordingly.

CLERK OF THE BOARD FOLLOW UP ACTIONS

- 1) The Clerk of the Board will obtain the Chair's signature on two (2) original copies of the Agreement; and
- 2) The Clerk of the Board will return one (1) fully-executed original Agreement to the Chief Administrative Office, Procurement and Contracts Division, for further processing.

STRATEGIC PLAN COMPONENT

Good Governance: Incorporate benchmarks (to other agencies) and best practices to provide context to decisions, using data to inform discussions while promoting efforts to creatively address service delivery.

CONTACT

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Planning and Building Department