



June 26, 2020

Ben Berto, Director of Planning and Building Services
Town of Fairfax
142 Bolinas Road
Fairfax, CA 94930

Via email at: bberto@townoffairfax.org

Re: Proposal for Contract Planning Services – Marinda Heights

Dear Mr. Berto:

Thank you for reaching out about the potential to provide contract planning services to the Town of Fairfax for the Wall Property/Marinda Heights project. As I had indicated in my earlier letter of October 2019, I have had multiple opportunities to serve as a contract planning manager to several jurisdictions in the Bay Area, particularly on larger and more complex assignments. Recent examples have included serving as contract planning manager to the City of Oakland for the Oak Knoll project (redevelopment of the former Oak Knoll Naval Hospital in the Oakland hills), the Kaiser Oakland Medical Center project and the Alta Bates Summit Hospital project, and for the Oakland Army Base Reuse and Redevelopment Plan. I have also provided similar contract planning services to the County of Alameda, and the cities of Stockton and Lathrop. I am pleased to be considered for this assignment, and believe that I possess the skills and attributes to assist the Town with processing of the application and environmental review of this important and complex project.

My Understanding of the Assignment

The approximately 100-acre Wall property, lying on the north side of Sir Francis Drake Boulevard, is a beautiful and undeveloped wooded hillside that rises above the community. The property has provided commonly used space for hiking, trail running and dog walking. The property has been included on the General Plan's open space "inventory" as an Open Space Priority for acquisition since adoption of the General Plan in 2012, and has been identified as a Priority Conservation Area by the Town and by the Association of Bay Area Governments' regional planning document, One Bay Area. The property has significant and exceptional open space values, including recreational opportunities, visual qualities, and plant and animal ecosystems. However, the property is also privately owned, has a General Plan land use designation as Upland Residential, and is zoned Upland Residential-10, allowing residential development at a density of 10 acres per dwelling unit. It is my understanding that the current owner/applicant is proposing a single-family residential subdivision of the property, to be known as Marinda Heights. The applicant is seeking approval from the Town of Fairfax for entitlements for a 10-lot subdivision that would include constructing a single-family residence on each parcel, for a total of 10 residences. These approvals consist of a Vesting Tentative Map, Design Review, Hill Area Residential Development Permit, Ridgeline Development Permit, and Excavation Permit.

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The amount to time that is likely needed to review and process this project will be substantial, and may exceed the available staff resources of the Town's Planning Department, which is busy on other important business of the Town. Therefore, the Town is considering the option of retaining a private contract planning manager to assist with this effort. The work of the contract planning manager is to be supervised by you, with additional direction and guidance of the Town Manager and Town Attorney.

Proposal for Contract Planning Management Services

I expect that the services required of the planning manager for this project will include numerous individual tasks related to the following Scope of Work. My proposal is to provide these services to the Town on a time and materials basis at my current billing rate of \$265.00 per hour. These services may be further refined during the planning process, as may necessary to appropriately support and assist the Town's Planning staff. The time assumptions and estimated costs for these tasks are presented below.

Start-Up and Orientation

This task includes becoming intimately familiar with the property, the project, the applicant's objectives and other relevant background information.

Assumed hours: 20
Estimated Costs: \$5,300

Review and Respond to Applicant on Completeness of Entitlement Applications

These tasks include reviewing all project-related documents, designs and entitlement applications. The review effort will assist the Town in ensuring that all application materials are thorough, accurate and adequate; are in conformance with Town policy, regulations and expectations (i.e., complete); and that they meet the standards and expectations of Town staff.

Assumed hours: 50
Estimated Costs: \$13,250

City/Applicant/Stakeholder Coordination and Meetings

I would anticipate that the Town and the applicant need to, and will mutually benefit from meeting at regular intervals or at key project milestones throughout the planning process to coordination and share information. I would establish agendas, record decisions, provide regular updates on progress, and report on the schedule for each of these meetings. Additionally, I assume that a number of organizations and agencies (including the Fire Department, representatives of surrounding homeowners, open space groups, and others) will desire an inclusive stakeholder involvement effort. Whereas as the applicant may conduct their own outreach efforts with these groups, the Town may wish to either participate in, or hold parallel efforts to ensure stakeholder interests are fully heard and considered. As project manager, I would attend and participate in these meetings.

Assumed hours: 120
Estimated Costs: \$31,800

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Review of Environmental Documents

The Town has retained an excellent environmental consultant to prepare the EIR for this project, and their scope of work is through. However, as lead agency for CEQA review of the project, the Town will need to exercise its independent judgement on the content and adequacy of the EIR. On behalf of the Town and under your direction and supervision, with the advice of the Town's Attorney and in coordination with other responsible Town departments, I will work with the EIR consultant to review and provide comments on administrative draft versions of all CEQA documents. I have served in this role on numerous occasions, and believe I can contribute in a positive and productive manner to ensure the CEQA document is complete and comprehensive, and that its assessment is independent and objective.

Assumed hours: 120
Estimated Costs: \$31,800

Staff Reports, Public Workshops and Hearings

An important role of the contract planning manager will be to prepare for and facilitate Planning Commission, other commissions and boards, and City Council workshops and hearing on the project. These tasks include:

- Preparing public notices and mailings
- Preparing staff reports
- Preparing City staff, City management and City decision-maker updates and information
- Preparing for, attending and making presentations to the Planning Commission, other advisory boards and commissions as necessary, as well as City Council hearings
- Identifying follow actions and next steps after each workshop, meeting or hearing
- Maintain and retaining public records relevant to the project in accordance with the Town's public records and document retention policies
- Other tasks as may be needed by the City

Topics for workshops, meetings and hearings may include, but are not limited to:

- Implications of recent California housing law, including SB 35, SB 3194 and SB 333 (the Housing Crisis Act of 2019)
- Understanding and interpretation of Town ridgeline protection policies and regulations, and other focused policy and regulatory topics affecting the project
- Environmental concerns and constraints
- Alternatives, including feasibility and pros and cons
- EIR review and public comment

Assumed hours: 220 hours (estimated at 10 meetings, 22 total hours in notices, reports, presentation, preparation and meeting time per public meeting)
Estimated Costs: \$58,300

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Final Hearings

Assisting in, or coordinating the preparation of:

- Final staff reports
- City conditions of approval for requested entitlements (as applicable)
- Resolutions and/or ordinances needed for approval of the project (as applicable)
- CEQA Findings

Assumed hours: 40 hours
Estimated Costs: \$10,600

Because of the open-ended nature of the assignment, I propose to provide the planning manager services identified above on a time and materials basis. Given the uncertain nature of the work effort, flexibility in the use of these assumed hours would be needed to shift hours between tasks as necessary. Based on the assumptions above, I estimate the total cost to be approximately \$150,000. Actual costs will depend on the number of hours required of the project, and how Town staff chooses to utilize my time. As a rough estimate, I have assumed an average of approximately 30 hours per month of my time at \$265 per hour, for a period of 18 months. There will likely be periods of time when the workload will be more intense and require a greater time commitment, and periods of time when the hourly requirements will be less. This "best-guess estimates" provides the Town with an opportunity to monitor progress and time accrual, and to adjust the work hours as may be desired.

I am highly motivated to serve as the contract planning manager for this assignment, and can commit the time and effort needed to ensure timely delivery of these services. If you would like to talk further or have any questions, please call me directly at 510-326-8140 (my cell) or via email to sgregory@lamphier-gregory.com.

Respectfully,

Scott Gregory

Scott Gregory, President
LAMPHER-GREGORY