



# **TOWN OF FAIRFAX**

## **STAFF REPORT**

### **October 13, 2022**

**TO:** Mayor and Town Council

**FROM:** David Woltering, Interim Planning and Building Services Director

**SUBJECT:** Agreement with Dyett & Bhatia Urban and Regional Planners to Complete the Town of Fairfax Sixth Cycle, 2023-2031, Housing Element and General Plan Update Project

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#### **RECOMMENDATION**

Adopt a resolution of the Town Council of the Town of Fairfax authorizing the Town Manager to execute an Agreement with Dyett & Bhatia Urban and Regional Planners to complete the Town's Sixth Cycle Housing Element and General Plan Update Project.

#### **BACKGROUND**

The Town of Fairfax has been working on its State-mandated Sixth Cycle Housing Element and General Plan Update Project since April of 2021. This Sixth Cycle Housing Element Update has rigorous statutory requirements, and the experience of southern California jurisdictions, that had their deadline for compliance set at October 15, 2021, has been that State Housing and Community Development (HCD) Department staff members have scrutinized draft submittals and been very exacting in terms of accepting submittals as ready for certification. Most jurisdictions did not meet the compliance date, and, subsequently, the compliance date was extended by one year. HCD representatives have indicated a reluctance to give northern California jurisdictions the same level of extensions. Currently, Association of Bay Area Government (ABAG) jurisdictions have until January 31, 2023, to have certified documents, with a 120-day grace period until May 31, 2023.

There are many areas in which the requirements in this Sixth Cycle process are greater than in previous cycles. To begin with, the Regional Housing Needs Allocation (RHNA) assignment of new housing units a community must plan for, i.e., facilitate the development of with policies and programs, has increased dramatically. For the Town of Fairfax, during the last cycle, Fifth Cycle, 2015-2023, the number was 61 units, with a carry-over from the prior cycle of 80 units. The RHNA for the Town of Fairfax for the current Sixth Cycle is 490 new units plus a buffer of 20%. Additionally, jurisdictions must prove that the sites identified for these units feasibly can yield those units and at the income levels indicated. Communities must adopt and implement objective design and development standards (ODDS), and jurisdictions must demonstrate compliance with provisions of Assembly Bill 686 (AB 686) to "affirmatively further fair housing" by demonstrating meaningful actions to address significant disparities in housing needs and in access to opportunities to avoid segregation and facilitate more integrated and balanced living patterns. These are examples, but certainly not a complete list of Sixth Cycle requirements.

The Town has had challenges maintaining its schedule for completing this project to date and assuring clear and current website communication about the project with the community members. There is much work yet to complete on this project, including producing and delivering to the community a local public review draft of the Housing Element, the full environmental review process, completing the Draft Safety Element and Draft ODDS document, rezonings, and working with HCD representatives through the challenging certification process.

### **DISCUSSION**

Maintaining a reliable project schedule, assuring clear, frequent, and up-to-date communication with the public, and understanding and being able to navigate the HCD permitting process will be important going forward, particularly with the current grace period end date of May 31, 2023. There is no question this Sixth Cycle Housing Element Update process is challenging. Knowing the challenge ahead, staff is recommending contracting with the multi-disciplinary and very experienced firm of Dyett & Bhatia Urban and Regional Planners to complete this project. The firm's deep experience will be extremely valuable to navigate the HCD permitting process. It is expected that Andrew Hill, Principal with the firm, will be the day-to-day contact on this project, with support from in-house team members, including Rajeev Bhatia, Co-founder, and Principal.

### **FISCAL IMPACT**

The budget proposed by Dyett & Bhatia to complete the Town's Sixth Cycle Housing Element and General Plan Update Project is \$621,924, which includes a 10% contingency, as stated in the attached Consultant Services Agreement. The Town has paid the previous consultant \$279,162.62 through June 30, 2022. Additional invoices through September 30, 2022 have been received, but not yet approved for payment, totaling approximately \$212,001.98. A final payment amount for the previous consultant will not be available until such time as the received outstanding invoices and any further invoices including subconsultant invoices have been received and evaluated for payment.

### **ATTACHMENTS**

Resolution with Consultant Services Agreement attached

RESOLUTION 22-\_\_

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX  
AUTHORIZING THE TOWN MANAGER TO EXECUTE AN AGREEMENT WITH  
DYETT & BHATIA URBAN AND REGIONAL PLANNERS TO COMPLETE THE  
TOWN'S SIXTH CYCLE HOUSING ELEMENT AND GENERAL PLAN UPDATE  
PROJECT**

**WHEREAS**, the Town of Fairfax is in the process of completing its Sixth Cycle Housing Element Update for the period 2023-2031 and related updates to its General Plan in accordance with and as mandated by the State law; and

**WHEREAS**, for the purpose of completing this Housing Element Update and related General Plan Update project to satisfy the new and more complex and stringent Sixth Cycle Housing Element Update requirements of the State of California Housing and Community Development Department, the Town has determined to seek assistance from the multi-disciplinary firm, Dyett & Bhatia Urban and Regional Planners, which has significant relevant experience in this area of work; and

**WHEREAS**, Dyett & Bhatia has submitted a complete and responsive proposal, including approach, scope, timeline, and budget to complete this project; and

**WHEREAS**, the budget in the Dyett & Bhatia proposal to complete this Housing Element Update and General Plan Update project is \$621,924, which includes a 10% contingency;

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Fairfax hereby approves and authorizes the Town Manager to execute the attached Agreement between the Town and Dyett & Bhatia Urban and Regional Planners with the total compensation not to exceed \$621,924.

The foregoing Resolution was duly passed and adopted at a Special Meeting of the Town Council of the Town of Fairfax held in said Town on the 13th day of October 2022, by the following vote, to wit:

AYES:  
NOES:  
ABSENT:

\_\_\_\_\_  
Stephanie Hellman, Mayor

Attest:

\_\_\_\_\_  
Michele Gardner, Town Clerk

**CONSULTANT SERVICES AGREEMENT**

THIS AGREEMENT is made at Fairfax, California, as of \_\_\_\_\_, by and between the Town of Fairfax, a municipal corporation (the "TOWN") and Dyett & Bhatia Urban and Regional Planners, ("CONSULTANT"), who agree as follows:

1. SERVICES. Subject to the terms and conditions set forth in this Agreement, CONSULTANT shall provide to the TOWN the services described in Exhibit "A," which consists of the proposal submitted by CONSULTANT. CONSULTANT shall provide said services at the time, place, and in the manner specified in Exhibit "A."

2. PAYMENT. TOWN shall pay CONSULTANT for services rendered pursuant to this Agreement at the times and in the manner set forth in Exhibit "B." The payments specified in Exhibit "B" shall be the only payments to be made to CONSULTANT for services rendered pursuant to this Agreement. CONSULTANT shall submit all billings for said services to the TOWN in the manner specified in Exhibit "B."

3. FACILITIES AND EQUIPMENT. CONSULTANT shall, at its sole cost and expense, furnish all facilities and equipment which may be required for furnishing services pursuant to this Agreement.

4. GENERAL PROVISIONS. The general provisions set forth in Exhibit "C" are part of this Agreement. In the event of any inconsistency between said general provisions and any other terms or conditions of this Agreement, the provisions set forth in Exhibit "C" shall control.

5. INSURANCE REQUIREMENTS. The insurance requirements set forth in Exhibit "D" are part of this Agreement. In the event of any inconsistency between said general provisions and any other terms or conditions of this Agreement, the requirements set forth in Exhibit "D" shall control.

6. EXHIBITS. All exhibits referred to herein are attached hereto and are by this reference incorporated herein.

EXECUTED as of the day first above-stated.

Town of Fairfax, a municipal corporation

By: \_\_\_\_\_  
Heather Abrams, Town Manager

CONSULTANT

By: \_\_\_\_\_  
Name  
Title



**EXHIBIT “A”**

**SCOPE OF SERVICES**

CONSULTANT shall provide the services as described in the attached Scope of Work.

This Agreement and Scope of Services may be amended by mutual consent between the TOWN and CONSULTANT.

If there are any inconsistencies between CONSULTANT’s proposal and this Agreement, the provisions of this Agreement shall control.

## **EXHIBIT “B”**

### **PAYMENT**

1) The total contract price for services rendered by CONSULTANT under this Agreement **shall not exceed** \$621,924, which shall be paid on a time and materials basis.

Consultant fees are invoiced at the hourly rates described in the attached PROPOSAL (Exhibit A). Additionally, other fees, costs, expenses, and rates shall be invoiced as described in the PROPOSAL (Exhibit A). In the event of any inconsistency between the terms of this Exhibit “B” and the PROPOSAL, the terms of this Exhibit “B” shall control.

2) Payment shall be made to CONSULTANT on a time and materials basis, and CONSULTANT shall submit monthly invoices to the Town Manager, Town of Fairfax, 142 Bolinas Rd., Fairfax, CA 94930, for the same.

3) Any additional meetings or work required beyond that set forth in Exhibit “A” shall first be mutually agreed to by the TOWN and CONSULTANT, and shall be billed on a time and materials basis as described in the PROPOSAL (Exhibit A) to the Town Manager, Town of Fairfax, 142 Bolinas Rd., Fairfax, CA 94930,

## **EXHIBIT "C"**

### **GENERAL PROVISIONS**

1) **INDEPENDENT CONSULTANT.** At all times during the term of this Agreement, CONSULTANT shall be an independent contractor and shall not be an employee of TOWN. TOWN shall have the right to control CONSULTANT only insofar as the results of CONSULTANT's services rendered pursuant to this Agreement; however, TOWN shall not have the right to control the means by which CONSULTANT accomplishes services rendered pursuant to this Agreement.

2) **LICENSES; PERMITS; ETC.** CONSULTANT represents and warrants to TOWN that CONSULTANT has all licenses, permits, qualifications, and approvals of whatsoever nature which are legally required for CONSULTANT to practice CONSULTANT's profession. CONSULTANT represents and warrants to TOWN that CONSULTANT shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement, any licenses, permits, and approvals which are legally required for CONSULTANT to practice his profession.

3) **TIME.** CONSULTANT shall devote such services pursuant to this Agreement as may be reasonably necessary for satisfactory performance of CONSULTANT's obligations pursuant to this Agreement.

4) **CONSULTANT NOT AN AGENT.** Except as TOWN may specify in writing, CONSULTANT shall have no authority, express or implied, to act on behalf of TOWN in any capacity whatsoever as an agent. CONSULTANT shall have no authority, express or implied, pursuant to this Agreement, to bind TOWN to any obligation whatsoever.

5) **ASSIGNMENT PROHIBITED.** No party to this Agreement may assign any right or obligation pursuant to this Agreement. Any attempted or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no effect.

6) **PERSONNEL.** CONSULTANT shall assign only competent personnel to perform services pursuant to this Agreement. In the event that TOWN, in its sole discretion, at anytime during the term of this Agreement, desires the removal of any person or persons assigned by CONSULTANT to perform services pursuant to this Agreement, CONSULTANT shall remove any such person immediately upon receiving notice from TOWN of the desire of TOWN for the removal of such person or persons.

7) **STANDARD OF PERFORMANCE.** CONSULTANT shall perform all services required pursuant to this Agreement. Services shall be performed in the manner and according to the standards observed by a competent practitioner of the profession in which CONSULTANT is engaged in the geographical area in which CONSULTANT practices its profession. All products which CONSULTANT delivers to TOWN pursuant to this Agreement shall be prepared in a workmanlike manner, and conform to the standards of quality normally observed by a person practicing in CONSULTANT's profession. TOWN shall be the sole judge as to whether the product of the CONSULTANT is satisfactory.

8) CANCELLATION OF AGREEMENT. This Agreement may be canceled at any time by the TOWN at its discretion upon written notification to CONSULTANT. CONSULTANT is entitled to receive full payment for all services performed and all costs incurred up to and including the date of receipt of written notice to cease work on the project. CONSULTANT shall be entitled to no further compensation for work performed after the date of receipt of written notice to cease work. All completed and incomplete products up to the date of receipt of written notice to cease work shall become the property of TOWN.

9) PRODUCTS OF CONSULTING. All products of the CONSULTANT provided under this Agreement shall be the property of the TOWN.

10) INDEMNIFY AND HOLD HARMLESS.

a) If this AGREEMENT is an agreement for design professional services subject to California Civil Code § 2782.8(a) and CONSULTANT is a design professional, as defined in California Civil Code § 2782.8(b)(2), CONSULTANT shall hold harmless, defend and indemnify the TOWN, its officers, agents, employees, and volunteers from and against all third party claims, damages, losses, and expenses including attorneys' fees to the extent arising out of, or pertaining to, or relating to the negligence, recklessness, or willful misconduct of the CONSULTANT, except where caused by the active negligence, sole negligence, or willful misconduct of the TOWN.

b) If this AGREEMENT is not an agreement for design professional services subject to California Civil Code § 2782.8(a) or CONSULTANT is not a design professional as defined in subsection (a) above, CONSULTANT shall indemnify, defend, and hold harmless the TOWN, its officers, agents, employees and volunteers from all third party claims, suits, or actions of every name, kind and description, brought forth on account of injuries to or death of any person or damage to property to the extent arising from or connected with the willful misconduct, negligent acts, errors or omissions, ultra-hazardous activities, activities giving rise to strict liability, or defects in design by CONSULTANT or any person directly or indirectly employed by or acting as agent for CONSULTANT in the performance of this Agreement, including the concurrent or successive passive negligence of the TOWN, its officers, agents, employees or volunteers.

c) It is understood that the duty of CONSULTANT to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code, except that CONSULTANT shall have the right to defend any claim for which indemnification is sought under this Section 10. Any person or entity seeking indemnification under this Section 10 shall promptly report the matter to CONSULTANT such that defense of the matter is not compromised.

d) Acceptance of insurance certificates and endorsements required under this Agreement does not relieve CONSULTANT from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply whether or not such insurance policies are determined to be applicable to any such damages or claims for damages.

11) PROHIBITED INTERESTS. No employee of the TOWN shall have any direct financial interest in this Agreement. This Agreement shall be voidable at the option of the TOWN if this provision is violated.

12) LOCAL EMPLOYMENT POLICY. The TOWN desires wherever possible, to hire qualified local residents to work on Town projects. Local resident is defined as a person who resides in Marin County. The TOWN encourages an active affirmative action program on the part of its contractors, consultants, and developers. When local projects require, subcontractors, contractors, consultants and developers will solicit proposals from qualified local firms where possible.

13) FEDERAL REQUIREMENTS. If federal funds are involved in this Agreement, CONSULTANT shall comply with the federal requirements in Exhibit "E". As a way of responding to the provisions of the Davis-Bacon Act and this program, contractor, consultants, and developers will be asked, to provide no more frequently than monthly, a report which lists the employee's name, job class, hours worked, salary paid, city of residence, and ethnic origin.

14) CONSULTANT NOT A PUBLIC OFFICIAL. CONSULTANT is not a "public official" for purposes of Government Code §§ 87200 et seq. CONSULTANT conducts research and arrives at his or her conclusions, advice, recommendation, or counsel independent of the control and direction of the TOWN or any TOWN official, other than normal contract monitoring. In addition, CONSULTANT possesses no authority with respect to any TOWN decision beyond these conclusions, advice, recommendation, or counsel.

**EXHIBIT “D”**

**INSURANCE REQUIREMENTS**

CONSULTANT shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the CONSULTANT, its agents, representatives, or employees.

1) MINIMUM SCOPE AND LIMITS OF INSURANCE

a) Commercial General Liability coverage (occurrence Form CG 00 01) with minimum limits of \$2,000,000 per occurrence for bodily injury, personal injury, products and completed operations, and property damage. If Commercial General Liability or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

b) Automobile Liability coverage (Form CA 00 01 with Code 1 – any auto) with minimum limits of \$2,000,000 per accident for bodily injury and property damage.

c) Workers’ Compensation insurance, if required by the State of California and Employers’ Liability insurance, each in the amount of \$2,000,000 per accident for bodily injury or disease.

2) INDUSTRY SPECIFIC COVERAGES

The following insurance is also required.

- Professional Liability Insurance / Errors and Omissions Liability in the minimum amount of \$2,000,000 per occurrence.

3) INSURANCE PROVISIONS

a) DEDUCTIBLES AND SELF-INSURED RETENTIONS. Any deductibles or self-insured retentions must be declared to and approved by the TOWN. At the option of the TOWN, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the TOWN, its officers, officials, employees and volunteers; or the CONSULTANT shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

b) The general and automobile liability policies (and if applicable, pollution liability, garage keepers liability and builder’s risk policies) are to contain, or be endorsed to contain, the following provisions:

- i) The TOWN, its officers, officials, employees and volunteers are to be covered as additional insureds as respects: liability arising out of work or operations performed by or on behalf of the CONSULTANT; products and completed operations of the CONSULTANT; premises owned, occupied or used by the CONSULTANT; or

automobiles owned, leased, hired or borrowed by the CONSULTANT. The coverage shall contain no special limitations on the scope of protection afforded to the TOWN, its officers, officials, employees or volunteers.

- ii) For any claims other than workers compensation coverage, related to this project, the CONSULTANT's insurance coverage shall be primary insurance as respects the TOWN, its officers, officials, employees and volunteers. Any insurance or self-insured maintained by the TOWN, its officers, officials, employees or volunteers shall be excess of the CONSULTANT's insurance and shall not contribute with it.
- iii) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the TOWN, its officers, officials, employees or volunteers.
- iv) The CONSULTANT's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- v) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the TOWN.
- vi) The policy limits of coverage shall be made available to the full limits of the policy. The minimum limits stated above shall not serve to reduce the CONSULTANT's policy limits of coverage.

c) ACCEPTABILITY OF INSURER. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the TOWN.

d) VERIFICATION OF COVERAGE. CONSULTANT shall furnish the TOWN with original endorsements effecting coverage required by this Exhibit D. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms provided by the TOWN or on forms equivalent to CG 20 10 11 85 subject to TOWN approval. All insurance certificates and endorsements are to be received and approved by the TOWN before work commences. At the request of the TOWN, CONSULTANT shall provide complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications.

e) SUB-CONTRACTORS. CONSULTANT shall require all subcontractors to procure and maintain insurance policies subject to the requirements of Exhibit D. Failure of CONSULTANT to verify existence of sub-contractor's insurance shall not relieve CONSULTANT from any claim arising from sub-contractors work on behalf of CONSULTANT.

## M E M O R A N D U M

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To: David Woltering, Interim Planning and Building Services Director, Town of Fairfax  
From: Andrew Hill, Principal  
Re: Proposal for Town of Fairfax Sixth Cycle Housing Element and EIR  
Date: October 6, 2022

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Dear David

It is with great enthusiasm that we submit this proposal to assist the Town of Fairfax in preparing its Sixth Cycle Housing Element Update. This assignment interests us greatly because it builds upon our recent work in preparing Sixth Cycle elements for other similar California communities - including our ongoing work in the Town of Ross - and offers the opportunity bring our extensive general plan, housing element, urban design, zoning, and environmental review expertise to the Town of Fairfax.

### **PROJECT UNDERSTANDING**

Like other communities in the Bay Area, Fairfax is required to have an adopted, certified Sixth Cycle Housing Element in place by January 31, 2023. State law provides for a 120-day "grace period," which extends to May 31, 2023. Amid the ongoing housing crisis in California, the Town is required to plan for 490 new housing units during the upcoming 8-year planning period, which runs through January 31, 2031. Under State law, the update to the Housing Element triggers requirements to incorporate new data on natural hazards and climate change into the Safety Element along with actions to strengthen community resilience and emergency evacuation capacity. Additionally, the Town has determined that amendments to the Land Use Element, preparation of Objective Design and Development Standards (ODDS), rezonings, preparation of a programmatic environmental impact report (EIR) will be required.

The Town initiated work on the project in April 2021 and to date a substantial amount of work has been completed, including preparation of a preliminary housing sites Inventory, an administrative draft Safety Element, a draft ODDS document, a partial Housing Policies and Programs document, a Notice of Preparation (NOP) and Initial Study. Community meetings conducted to date include a community meeting to receive input from tenants in the community, a scoping meeting of the EIR, and Planning Commission meetings for review of the ODDS document. In view of the statutory deadline for adoption of the Housing Element, the Town requires the assistance of a consultant to expeditiously complete the remaining work on the draft Housing Element, finalize the other project components that are in process, prepare the EIR, and guide the Town through the certification and the adoption process.

### **WORK PLAN AND SCHEDULE**

This section presents the proposed Scope of Work for the project, highlighting meetings and deliverables. Assumptions about the level of completion of work products prepared to date are documented below. The timing and sequence of tasks is described at the end of this section.



### **Task 1: Start Up and Ongoing Management**

*Objective: Initiate and manage the project, maintaining continuous and effective coordination with Town staff throughout the process.*

#### Kick Off Meeting and Site Tour

At the outset of the project, D&B will meet with Town staff to review project objectives, refine the work plan, clarify responsibilities and expectations, and establish communication protocols. This meeting will be an important opportunity to discuss progress made to date on the project and the status of various work products. Prior to the meeting, D&B will review available background information, plans, and other documentation. We will also assemble a list of GIS, data, and information requests to review at the kick-off meeting. Following the kick off meeting, D&B will conduct a windshield/walking survey of the planning area to familiarize ourselves with areas and issues discussed at the kick off meeting. Town staff is welcome to join us if time permits.

#### GIS Database Review

We assume that the basemap and maps from the Administrative Draft Safety Element will be available in ArcGIS map package format for use on the project, including parcel data from the Marin County Assessor with the following attributes: APN, acreage, land/improvement value, ownership, building square footage, existing use, zoning. This task includes time to review the data and refine the basemap for use in producing additional maps that may be needed for the Housing Element and EIR.

#### Internet and Social Media Outreach (6 posts)

To help raise awareness of the project and provide contextual information on legal requirements and key concepts, D&B will prepare content that the Town can post to its website or <https://fairfaxspeaks.com> and publish through established social media channels. We will prepare materials for up to 6 posts throughout the course of the project, providing Town staff with the opportunity to review and comment on draft materials once before finalizing for publication.

#### Decision-Maker Meetings

D&B will prepare presentation materials and facilitate up to 4 meeting with the Town Council, Council Housing Element Subcommittee, and the Planning Commission to provide a status update to decision-makers and the community prior to release of the Public Review Draft Housing Element. These meetings will be an opportunity to present the findings of initial analysis, including potential strategies for satisfying RHNA requirements and to receive preliminary feedback from decision. We anticipate a PowerPoint presentation, reviewed with Town staff and revised once prior to each meeting.

#### Project Management

Project management and tracking will take place on an ongoing basis and will include regular meetings with Town staff, coordination among consultant staff, and formal monthly progress reports to the Town. In addition to the kick off meeting, we anticipate 10 working meetings

with staff throughout the process to plan for outreach activities, review and discuss draft products, and prepare for/debrief from meetings with HCD and Town decision-makers. Outside of these calls and scheduled meetings, D&B project manager and principal in charge will be available to City staff by email or phone. As part of this task, D&B will maintain a schedule that clearly identifies project milestones and provides a breakdown of work tasks, durations, responsibilities, and linked actions.

- Deliverables: Schedule, Data Needs List, Kick Off Meeting Summary.
- Meetings: Kick off meeting, decision-maker meetings; ongoing coordination meetings.

### **Task 2: Draft Housing Element Preparation**

*Objective: Peer review analysis and draft work products prepared the Town and its prior consultants, refining as needed and compiling into a legally-compliant Draft Housing Element Update. Incorporate input from community and stakeholder outreach completed to date. Develop and deliver draft sections incrementally to optimize the timeline for completion of this task and allow sufficient time for Town staff review.*

D&B has reviewed the draft sites inventory prepared by Town staff and its prior consultant and we understand that some work on other parts of the Draft Housing Element has been completed to date. Based on conversations with Town staff, this scope of work assumes that the Administrative Draft Housing Element is at a 50-percent level of completion and that editable version of the associated work products and supporting GIS data will be available to us. Upon completion of the peer review described below, if it is determined that the level of completion is below 50 percent, then additional scope and budget will be required and a contingency has been included in the budget to account for this.

### Review of Fifth Cycle Housing Element

Annually by April 1, California communities must prepare an annual progress report (APR) on the status and progress of housing element implementation using forms and definitions adopted by the California Department of Housing and Community Development (HCD). The Town's 2021 Housing Element APR will serve as a basis for reporting progress as required in the Sixth Cycle Housing Element. We will review the 2021 APR and discuss any subsequent permitting and development activity by affordability levels with staff, so that the newest details can be accurately reflected.

### Needs Assessment

A Housing Needs Assessment addressing the following topics is required to satisfy Government Code Section 65583(a). The Association of Bay Area Governments (ABAG) has prepared jurisdiction-specific data and information as part of their Regional Housing Technical Assistance Program to streamline the effort. For the purpose of budgeting, we assume that the Needs Assessment is substantially complete. We will peer review work completed to date by the Town and its prior consultants to ensure the needs analysis consistent with State Housing Element law and HCD's Completeness Review Checklist, making minor refinements if required. The results will be used to inform development of programs for the Housing Element.

### Housing Resources and Opportunities

The Town and its prior consultants have prepared an inventory of 19 sites available for housing with a projected capacity of 498 units, sufficient to meet RHNA obligations for all income levels. We assume that these sites have been vetted with Fairfax community members and decision-makers and that the sites identified for lower income RHNA comply with the requirements outlined in the HCD Housing Element Site Inventory Guidebook. As part of this task, we will peer review the inventory to ensure compliance with State-mandated requirements. Additionally, safe harbors established under new State law allow for projection of the production of accessory dwelling units (ADUs) over the planning period, based on the local trend in ADU construction since January 2018 or based on trends from regional production of ADUs. As such, we will document recent trends in ADU production in Fairfax based on the 2018-21 APRs and other permitting data from the Town to determine how many ADUs can be counted toward the Town's Sixth Cycle RHNA, attributing toward the various income categories consistent with the findings of the regional ADU affordability study prepared by the Association of Bay Area Governments (ABAG). Further, the potential for new units pursuant to SB9, which enables homeowners to split their single-family residential lot into two separate lots and build up to two new housing units on each, will also be analyzed and factored into capacity calculations. Projections for ADUs and SB9 units will be used to create a buffer that the Town will be able to use to navigate the no net loss provisions of State Housing Law in the event that sites do not develop as anticipated in the Housing Element.

We assume that no new sites will need to be identified to satisfy RHNA obligations; however, this scope of work assumes the addition of the 25-acre Marin Town and Country Club site to the inventory to augment the no net loss buffer. In addition to the sites inventory, we will also identify other resources such as funding available and partnership opportunities, as well as opportunities for energy conservation.

### Housing Constraints

Under State law, the Element must include a review of factors that may potentially constrain the development, improvement, and preservation of housing. These factors include market, governmental, environmental, and infrastructure-related constraints. New Housing Element laws also require the assessment of non-governmental constraints, including NIMBYism, lending practices, shortage of labor, and other economic factors. For the purpose of budgeting, we assume that the Needs Assessment is at a 50 percent level of completion. We will draw on work completed to date by the Town and its prior consultants and on information obtained during prior outreach to inform the analysis of housing constraints, focusing this effort on factors where additional further assessment is needed.

### Fair Housing Assessment

AB 686 requires each community to take actions to overcome patterns of segregation, address disparities in housing needs and access to opportunity, and foster inclusive communities. The Housing Element will need to include an assessment of fair housing practices, examine the relationship of available sites in the Town to areas of high opportunity, and include actions to affirmatively advance fair housing, consistent with HCD guidance contained in the April 2021 Memo "Affirmatively Furthering Fair Housing Guidance for All

Public Entities and for Housing Elements.” California Tax Credit Allocation Committee/HCD Opportunity Maps must be included and are intended to display the areas, according to research, that offer low-income children and adults the best chance at economic advancement, high educational attainment, and good physical and mental health. For the purpose of budgeting, we assume that the Needs Assessment is at a 50 percent level of completion. We will draw on work completed to date by the Town and its prior consultants and on information obtained during prior outreach to finalize the Fair Housing Assessment.

#### Housing Goals, Policies, and Quantified Objectives

Based upon the analyses and research conducted in the previous tasks, we will update the Housing Element. The updated Housing Element will include all required components under State law, along with relevant appendices. The Town and its prior consultant have completed an initial draft of policies and programs, which will be peer reviewed and carried forward to the extent practicable. New programs will be developed as needed to address the findings of the Needs Assessment, Housing Constraints, and Fair Housing Analysis described above. For each program included in the Housing Element, we will establish the timeframe for implementation, specific objectives, funding sources, and responsible agencies. The programs will satisfy requirements of Government Code Sections 65583(b) and (c). We will review and revise, as appropriate, housing goals, policies, and quantified objectives regarding the production, conservation, maintenance, preservation, and improvement of housing, cross checking with the adopted General Plan to ensure consistency. This update will reflect the current and projected market conditions, the Town’s specific challenges, and funding capacity to ensure the housing objectives are realistic.

We will prepare an administrative draft Housing Element and submit to Town staff for review. Following receipt of comments on the administrative draft, D&B will complete revisions and prepare a public review draft. We will provide one screen check draft in electronic format prior to finalization. The purpose of the screen check draft is to allow Town staff to confirm comments on the administrative draft have been adequately addressed. Therefore, we assume that only minor edits will be needed to access staff comments on the screen check draft, rather than substantive changes to the content.

#### General Plan Consistency Check

State law requires that the General Plan be "internally consistent." Accordingly, D&B will review other elements of the Existing General Plan and outline any inconsistencies that might need to be resolved. While revisions to other Elements are not included in this scope of work, a consistency check is an important step for ensuring a legally-compliant General Plan. Findings will be summarized in a matrix or memo.

- Deliverables: Housing Needs Assessment; Constraints Analysis; Fair Housing Assessment; Housing Element (Admin, public review, HCD review, hearing draft, final); General Plan Consistency Check Memo/Matrix.

**Task 3: Safety Element Update**

*Objective: Peer review the Administrative Draft Safety Element prepared by the Town and its prior consultants, refine to incorporate new information on wildfire, emergency evacuation capacity, and climate resilience.*

The Town and its prior consultants have prepared an Administrative Draft Safety Element that incorporates data from the Marin County Multi-Jurisdiction Local Hazard Mitigation Plan (LHMP) and the Town's Emergency Operations Plan. The Element also includes an analysis of residential developments in hazard areas that do not have at least 2 emergency evacuation routes, pursuant to 65301,(g)(5). In early 2023, the State is anticipated to release new maps of wildfire hazard risk and the findings of a regional evacuation study by the Marin Wildfire Prevention Authority (MWPA) will also be available. This scope of work assumes a peer review of the Administrative Draft Safety Element and revisions to incorporate the new State wildfire mapping and the findings of the MWPA study as appropriate. New programs will be developed based on this information and as needed to satisfy the requirements of SB 379, which requires California communities to integrate climate adaptation into their general plans. This scope of work does not include preparation of a vulnerability assessment or additional community outreach for policy development.

- Deliverables: Safety Element (Admin, public review, final)

**Task 4: Objective Design and Development Standards and Zoning Amendments**

*Objective: Peer review the draft Objective Design and Development Standards (ODDS) prepared by the Town and its prior consultant; recommend options for refining and incorporating into the Fairfax Zoning Ordinance; prepare updated Zoning Ordinance.*

Initiation

The scope of zoning amendments needed for Housing Element implementation will be defined and confirmed with Town staff. This will include confirming what whether the zoning framework of the draft ODDS must be carried forward without modification or could be modified and what changes could be considered in prior draft documents to meet the Town's needs, improve the alignment with existing standards, such as for hillside development, reduce development costs, increase opportunities for housing affordability, provide development flexibility, and streamline the permitting process. A field trip with Town staff will focus on recent multifamily development and the approval process.

Review Documents and Multifamily Development

Existing zoning, residential design guidelines, and a sample of staff reports and project plans for recent multifamily development will be reviewed along with the draft Objective Design and Development Standards (ODDS) prepared for the Town, which were based on the County's Toolkit. This review will include analysis of questions raised by Town staff and the Planning Commission about the proposed ODDS and its relationship to State law, including SB 9 and SB 35 among other bills.

#### Options for Refining/Streamlining Standards

Based on Town staff and Commission comments, public and stakeholder comments, and best practices in peer communities, a preliminary list of options for refining the draft ODDS and streamlining the review process will be prepared. It also will include consideration of performance standards and replacing the “transect” with place-based designations appropriate for Fairfax, which reflect the scale and character of areas where multifamily development is planned. Whether the ODDSS should include more specific and flexible development incentives, a sliding scale for density bonuses crafted to Fairfax, and provisions for waivers or reductions in standards if projects provide more affordable housing also will be addressed. Also to be addressed is whether to maintain the concept of “Design Site” and mandatory subdivision of large parcels and the viability of the ODDS in the hillsides. If the ODDS’s focus is narrowed to multifamily development, what modifications are appropriate? Adjustments in parking standards required by State law will be distinguished from other changes proposed in the ODDS, and options for addressing parking will be proposed that reflect Planning Commission and Town staff comments. These options will be discussed in a working session with Town staff and, as appropriate, with the Planning Commission.

#### Annotated Outline: Preliminary and Final Drafts

The inventory prepared by the Town and its prior consultants indicates that rezoning of one site listed will be required to accommodate RHNA. An annotated outline of Zoning Ordinance amendments and any additional Zoning Map amendments will be prepared, including the refined ODDS to be incorporated into the Ordinance and other zoning provisions needed for Housing Element implementation. Following Town staff approval of the outline, a preliminary draft of the Zoning Ordinance and Zoning Map amendments will be prepared. It will be revised based on a consolidated set of Town staff comments and clarification of issues in a conference call.

- Deliverables: Zoning Ordinance and Zoning Map amendments (preliminary and public review)

#### **Task 5: Environmental Review**

*Objective: Organize and summarize scoping comments; prepare a focused EIR addressing resource categories identified as having a potentially significant environmental impact; streamline the timeline environmental review.*

The Town and its prior consultant prepared an Initial Study that identified potential environmental impacts from implementation of the Housing and Safety Element related to the following categories: air quality; biological resources; greenhouse gas emissions; hydrology and water quality, noise, public services, population/housing, transportation, tribal cultural resources; utilities and services systems; and wildfire. Mitigation was incorporated into the Initial Study to reduce the following impacts to a less than significant level: cultural resources; geology and soils; hazards and hazardous materials. All other resources categories were determined to have no impact or a less than significant impact prior to mitigation. The Initial Study was circulated together with a Notice of Preparation (NOP) of an Environmental Impact Report (EIR) on August 22, 2022 and a scoping meeting was conducted. Therefore, the Initial Study has “scoped out” categories/criteria for which it can be clearly demonstrated that there would be no significant impacts, consistent with CEQA



Section 15082. Assuming no scoping comments to the contrary, D&B will focus the EIR only on categories/criteria that were not “scoped out.”

Environmental Review Start Up

D&B will meet with Town staff to clarify and confirm the approach to the CEQA analysis. This meeting will also be an opportunity to confirm the milestones and schedule for CEQA review. Prior to the meeting, D&B will summarize NOP comments received in a Memorandum to be provided to the team.

Native American Consultation

If not already completed, D&B will assist the Town with tribal consultation pursuant to SB18 and AB52, notifying the NAHC of the planning process and contacting tribal representatives in the planning area.

Technical Analysis

The D&B team will perform technical and specialized analysis to support environmental review for the Housing Element Update. As detailed below, this technical analysis will be summarized in a series of standalone reports on transportation and traffic, air quality, greenhouse gas emissions, and noise. An administrative draft of each report will be submitted electronically to Town staff for review, with modeling data and supporting information provided in an appendix. We will respond to one round of comments from Town staff to finalize the technical reports. All submittals will be electronic. In the event an EIR is prepared, the technical reports will be provided on CD attached to the back flap of any print copies of the EIR.

- **Transportation/Vehicle Miles Travelled (VMT) Study:** Using the TAM Marin Travel Model, Fehr & Peers will prepare VMT forecasts for the purposes of environmental review of the Fairfax Housing Element Update. Coordinating with D&B and Town staff, we will obtain data on the location and type of new housing units as well as any background data on new resident demographics that is available. It is understood that this will involve the RHNA addition of 490 units plus any buffer units that may be in some combination of 19 specific sites and ADUs. This scope of work assumes that a standalone model run will be conducted that will involve adding the new Fairfax housing units to the current 2040 TAM model scenario that does not reflect all the new RHNA housing allocations for other jurisdictions in Marin County. We will develop demographic forecasts for the new household populations and will incorporate the added Fairfax household data into the current 2040 model scenario for the Marin Travel Model and prepare an updated set of cumulative forecasts that reflects the added units in Fairfax. We will extract VMT and population data for the Town of Fairfax model zones for the 2019 base year, 2040 without new housing scenario, and 2040 with new housing scenarios. The first two of these scenarios are from the current versions of the TAM model. We will also extract/provide VMT per capita data for the nine-county bay area region for the 2019 base year. This data will be used to provide Home-based Residential VMT per resident for the scenarios to allow for a CEQA impact determination.

- The results of this analysis will be summarized in a technical memorandum, which will also include a VMT impact determination and mitigation measures needed to address significant impacts, if any. Significance thresholds used for the purpose of environmental review will be established in consultation with D&B and Town staff, consistent with State law and OPR SB 743 Guidelines. Fehr & Peers will complete the VMT forecasts within six weeks (excluding holiday weeks) of receiving project description information on the location and type of new housing units as well as any background data on new resident demographics that is available. An administrative draft of the technical memo will be submitted, and we will revise it once in response to comments from Town staff and D&B for inclusion in the Focused EIR.
- **Air Quality Analysis:** D&B will prepare an air quality report to address the environmental review requirements of CEQA. The analysis will focus on potential changes in air quality from the proposed net change in construction activity and potential operational emissions including vehicular (increase in vehicle miles traveled (VMT)) and other non-vehicle emission sources associated with the Housing Element Update. The analysis will include a discussion of the federal, state, regional and local air quality setting as it pertains to the project, as well as identify and briefly summarize pollutant monitoring data, the regional attainment status, existing air quality attainment plans and any recent critical changes in the regulatory background. We will identify and discuss all rules and regulations that would be applicable to the project, including applicable Bay Area Air Quality Management District (BAAQMD) policies, rules and guidance documentation. Air quality sensitive receptors that could be affected by the project will be identified and characterized.
- The air quality analysis will be conducted in accordance with the recommended methodologies of the BAAQMD May 2017 CEQA Air Quality Guidelines. Both temporary construction effects and long-term regional effects will be considered. The analysis will summarize state/federal air pollution regulations and standards, discuss current and future air quality within the Town of Fairfax and the Bay Area region, and conduct air quality modeling using both the California Emissions Estimator Model (CalE-EMod) and the EMFAC 2017 model related to the construction and operational emissions associated with the net change in buildout. The analysis will compare the net increase in air pollutant emissions modeling data to applicable BAAQMD thresholds and will also identify potential air quality conformity measures. The analysis will also assess the potential for odor impacts. All emission estimates will be assessed against the significance thresholds defined by the BAAQMD. If impacts are identified, we will also recommend mitigation measures necessary to reduce impacts to a less than significant level.
- **Greenhouse Gas Emissions Analysis:** D&B will prepare a GHG analysis to address the potential net increase of GHG emissions during construction and operation activities associated with the proposed project. The study will include an overview of the types and sources of GHGs based on similar data to that required for the air quality analysis, described in detail above, and the potential environmental effects of GHGs. We will provide an overview of the current regulatory framework regarding GHGs/climate change, including but not limited to the California's Global Warming Solutions Act of 2006 (AB 32), Senate Bill (SB) 97, SB 375, SB 32, Executive Order B-55-18, the CEQA Guidelines, and any policies or measures contained in the Town's



Climate Action Plan (CAP). The analysis will quantify carbon dioxide equivalent (CO<sub>2</sub>e) units associated with construction and operational emissions attributable to the net change of housing units that may be associated with the proposed project. Emission factors and methodologies will use the most recent versions of CARB's Orion 2018 database, the latest version of EMFAC2017 air pollutant emissions database to calculate GHG emissions utilizing VMT data, as described more fully under the air quality analysis above, and the CalEEMod emissions model (for non-transportation related emissions). We will consult with Town staff during the preparation of this analysis to determine the applicable threshold(s) for this project. If any significant impacts are determined by our analysis, we will prepare appropriate mitigation measures to reduce impacts to a less than significant level.

- **Noise Analysis and Contour Maps:** Charles M. Salter Associates (CSA) will prepare noise measurements, traffic noise analysis, development of noise contour maps to support the environmental analysis. Efforts include the following:
  - Conduct long-term (e.g., 72-hour) continuous noise measurements at up to four locations in the plan area, working with the team to identify preferred measurement locations.
  - Analyze the measurement data and calculate daily noise levels. Use the results to calibrate traffic noise analysis. Provide the results of the traffic noise analysis in electronic spreadsheet format. Calculate traffic noise levels based on provided existing and future traffic volumes, speeds, and truck percentages for each roadway segment to be included in the model.
  - Prepare one noise contour map for existing conditions (using provided GIS data for roadway segments). Provide noise contours in electronic format to scale (e.g., ArcView shapefile).
  - Prepare one noise contour map for the future “with project” scenario (based on future traffic data provided).
  - The contours would be limited to the major transportation corridors in the plan area. CSA would provide the contours in both PDF and ArcView shapefile. To complete the analysis, the following would be needed: Existing and future traffic volumes, speeds, and truck percentages for the roadway segments to be included in the model.

#### Focused EIR

This scope of work assumes that a Focused EIR will be the appropriate level of environmental analysis. The initial study circulated with the NOP "scoped out" categories/criteria for which it can be clearly demonstrated that there would be no significant impacts, consistent with CEQA Section 15082. Therefore, the EIR will focus only on categories/criteria that were not scoped out:

- Air Quality
- Biological Resources
- Energy and Greenhouse Gas Emissions
- Hydrology and Water Quality

- Noise
- Population and Housing
- Public Services
- Transportation
- Tribal Cultural Resources
- Utilities and Service Systems
- Wildfire Hazards

Drawing on the findings of the technical analysis outlined above, D&B will prepare an administrative draft Focused EIR in electronic format and submit it for Town review. Mitigation measures will be incorporated as needed to address significant impacts. The Focused EIR will address a reasonable range of alternatives that could feasibly attain the basic objectives of the Housing and Safety Element Update. Determination of specific alternatives will be done in coordination with Town staff.

As part of this task, D&B will prepare a NOP to be submitted to all responsible and trustee agencies and to the public, informing them that the Town is initiating the environmental review required for the Housing/Safety Element Update. D&B will be responsible for noticing to the State Clearinghouse and Town staff will be responsible for noticing to local agencies and interested parties. During the 30-day scoping period, a public meeting will be held to take comments on issues to be addressed in the EIR, potentially as part of Open House #2. D&B will coordinate with Town staff on the meeting format. D&B will summarize NOP comments received in a Memorandum to be provided to the team.

#### Screencheck Draft and Public Review Draft

Following receipt of Town comments on the administrative draft, D&B will complete revisions and prepare a public review draft. We will provide one screen check draft in electronic format prior to finalization. The purpose of the screen check draft is to allow City staff to confirm comments on the administrative draft have been adequately addressed. Therefore, we assume that only minor edits will be needed to access staff comments on the screen check draft, rather than substantive changes to the content. As of November 3, 2020 the Governor's Office of Planning and Research (OPR), State Clearinghouse (SCH) Unit will no longer accept hard copies of environmental documents and notices of determinations and exemptions. Therefore, this scope of work assumes that no hard copies of the CEQA documentation will be required and that all submittals, including submittals to the State will be electronic. D&B will be responsible for circulation Public Review Draft to the State Clearinghouse and will provide electronic copies of the Public Review Draft CEQA Document and the Notice of Completion Form to the State Clearinghouse to formally commence the public review period. This scope of work assumes the Town will be responsible for local distribution and noticing, including distribution to Responsible Agencies and interested parties as well as newspaper noticing or radius mailing.

#### Final EIR and Mitigation Monitoring and Reporting Program.

After close of the 45-day comment period, D&B will bracket and number each individual comment received within each comment letter and any comments received during the public

hearing and will prepare responses to each comment that pertains to environmental issues. We have budgeted 60 hours of staff time to respond to written comments on the Draft Focused EIR. D&B will also prepare the Mitigation Monitoring and Reporting Program (MMRP), including each mitigation measure identified, timing, entity responsible for implementation, and method of compliance. A draft of the MMRP will be provided with the Administrative Final EIR. D&B will prepare an Administrative Draft and screen check draft document for internal review along with a Final document for circulation ahead of the adoption hearing, described below.

#### Notice of Determination

D&B will prepare the notice of determination (NOD) and provide it to Town staff for filing with the County Clerk's office within 5 business days of adoption of the final CEQA document. This scope of work assumes that Town staff will be responsible for filling the NOD and paying the associated fees.

- Deliverables: Tribal consultation letters; technical reports (draft and final); Focused EIR (Admin/Public Review Drafts); Final EIR (Admin/Final); MMRP; NOD.
- Meetings: Environmental Review Start Up Meeting.

#### **Task 6: Adoption and Certification**

*Objective: Prepare the Draft Housing Element, Safety Element, Objective Design and Development Standards; and EIR for public review and successfully take the documents through the public hearing process. This task includes public meetings before the Planning Commission and Town Council, as well as coordination with HCD for review and certification.*

#### 30-Day Public Review

Senate Bill 215 requires that the Draft Housing Element be made available for public review and comment for a period of 30 days before it is sent to HCD. D&B will coordinate with Town staff to have the Draft Housing Element posted on the Town website and made available for public review and comment. D&B will also conduct a community open house to solicit community input on the Draft. This meeting be structured as an open house with stations staffed by City and Consultant team members so as to maximize opportunities for community questions and comments.

#### Decision-Maker Review

The public review draft Housing Element will be prepared for review by Town decision-makers at a study session. The goal is to review key content with decision-makers and ensure it has endorsement before it is sent to HCD for review. Formal adoption will happen subsequently. We will prepare a presentation and conduct one study session with the Town Council to review the Draft Housing Element prior to submitting the Element for HCD review.

#### HCD Review Draft Preparation and HCD Review

HCD review of the Draft Housing Element is mandatory. Following the Town Council study session, we will prepare an HCD review draft. During HCD review, we would work to address all HCD comments. We would communicate with HCD and facilitate review of the revisions

via revised pages. All revisions made to the Draft Housing Element would be shown as tracked changes. The goal is to secure a Finding of Substantial Compliance on the Draft Element before proceeding to adoption. This way, final certification would be contingent upon adopting the Housing Element as revised and reviewed by HCD, and the Town would avoid adopting a Housing Element that does not completely meet HCD requirements and needing to repeat the review and adoption process again. Throughout the HCD review process, we maintain contact with HCD staff via emails and phone calls regarding the City's progress, key issues to be addressed, and alternative approaches to compliance.

#### Hearing Draft Preparation

Following HCD review, we will prepare a hearing draft of the Housing Element reflecting edits made in response to comments from HCD. All revisions made to the Draft Housing Element would be shown as tracked changes to facilitate review by Town decision-makers.

#### Adoption Hearing

D&B will assist the Town in facilitating a public hearing with the City Council to adopt the updated Housing and Safety Elements; adopt the Zoning Ordinance and Zoning Map amendments; and certify the Final Focused EIR. We anticipate preparation of a PowerPoint presentation, reviewed with Town staff and revised once prior to the hearing. Following adoption by the Town Council, revise the Hearing Draft to incorporate redline edits and prepare the Final 2023-31 Town of Fairfax Housing Element. We will print and deliver seven hard copies (six bound and one unbound) of the Final Housing Element as well as one electronic copy in PDF and editable format.

- Deliverables: HCD Draft Housing Element; Hearing Draft Housing Element; Draft Zoning Ordinance and Zoning Map Amendments; Final Housing and Safety Elements; Final Zoning Ordinance and Zoning Map Amendments.
- Meetings: Council Meeting; ad hoc meetings with HCD; adoption hearing.

#### **Optional Task: Site-Specific Feasibility Assessment of Utility Improvements**

We understand that the Town may be interested in assessing the financial feasibility of utility improvements to support residential development on a 25-acre site located near Sir Francis Drake Boulevard. The legal requirements for the Housing Element are to assess the availability of infrastructure based on publicly available water, sewer, stormwater master plans and similar documentation. Assessing the cost and financial feasibility of improvements is beyond the scope of what is legally required and would need to involve a civil engineer and an economist. If the Town wishes to pursue this analysis, a separate scope and budget proposal for this work could be prepared.

#### **SCHEDULE**

The scope of work will be completed on the following timeline:

- D&B will submit a full administrative draft Housing Element within 10 weeks of receiving GIS data and work products completed by the Town and its prior consultants. Based on peer review of prior work products, a detailed schedule for

staggered submittal of components (Housing needs assessment; Constraints analysis; Fair Housing Assessment) within this timeframe will be prepared.

- D&B will submit a screencheck draft Housing Element within two weeks of receipt of a consolidated set of comments on the administrative draft Housing Element from Town staff.
- D&B will submit a project description within one week of submitting the administrative draft Housing Element.
- D&B will submit an administrative draft EIR within six weeks of receiving the technical background reports to be prepared by Fehr & Peers and Charles Salter and Associates.
- D&B will submit a screencheck draft EIR within three weeks of receiving comments on the administrative draft from Town staff. The intent is to use the 90-day HCD review period to complete the Draft EIR and related 45-day public review so that the Final EIR, Draft Zoning Ordinance, Draft Safety Element, and revised Draft Housing Element can be ready for review and adoption by Fairfax decision-makers simultaneously and within the 120-day grace period permitted under State law.

#### **FEE**

The guaranteed maximum fee for the scope of work identified in our proposal for the project scope of work is \$565,385. This fee will not be exceeded provided there are no changes in the Scope of Work. Additionally, we recommend that the Town reserve a contingency equivalent to 10 percent of the budget to accommodate any unanticipated additional work that may be requested.

The worksheets on the following page show detailed hours and budget by task. Two tables are shown: one for hours and one for fees. Fees include all personnel costs and direct costs, which include travel and related costs and data collection.

**DYETT & BHATIA**  
Urban and Regional Planners

**Proposal for Town of Fairfax Housing Element**

**HOURS BY TASK**

September 29, 2022

	<i>Task 1</i>	<i>Task 2</i>	<i>Task 3</i>	<i>Task 4</i>	<i>Task 5</i>	<i>Task 6</i>	<b>TOTAL</b>
	<i>Start Up &amp; Project Management</i>	<i>Housing Element Update</i>	<i>Safety Element Update</i>	<i>ODDS and Zoning</i>	<i>Focused EIR</i>	<i>Adopting &amp; Finalization</i>	
<b>Company Name</b>							
Andrew Hill, Principal and PM	56	125	32	40	120	80	453
Michael Dyett, Participating Principal	24	18		150	16	24	232
Associate	20	48	40		275	32	415
Planner/Urban Designer	12	275		200	48	24	559
Environmental Planner	12	80	80		325	24	521
GIS Technician	24	80	40	16	80	32	272
Project Assistant/Graphic Designer	40	132	24	80	190	48	514
<b>Sub-Total</b>	<b>188</b>	<b>758</b>	<b>216</b>	<b>486</b>	<b>1054</b>	<b>264</b>	<b>2966</b>
<b>TOTAL HOURS</b>	<b>188</b>	<b>758</b>	<b>216</b>	<b>486</b>	<b>1054</b>	<b>264</b>	<b>2966</b>

**Proposal for Town of Fairfax Housing Element**

**BUDGET BY TASK**

September 29, 2022

		<i>Task 1</i>	<i>Task 2</i>	<i>Task 3</i>	<i>Task 4</i>	<i>Task 5</i>	<i>Task 6</i>	<b>TOTAL</b>
	<i>Hourly Rate</i>	<i>Start Up &amp; Project Management</i>	<i>Housing Element Update</i>	<i>Safety Element Update</i>	<i>ODDS and Zoning</i>	<i>Focused EIR</i>	<i>Adopting &amp; Finalization</i>	
<b>Company Name</b>								
Andrew Hill, Principal and PM	\$245	13,720	30,625	7,840	9,800	29,400	19,600	\$110,985
Michael Dyett, Participating Principal	265	6,360	4,770	0	39,750	4,240	6,360	61,480
Associate	170	3,400	8,160	6,800	0	46,750	5,440	70,550
Planner/Urban Designer	150	1,800	41,250	0	30,000	7,200	3,600	83,850
Environmental Planner	150	1,800	12,000	12,000	0	48,750	3,600	78,150
GIS Technician	165	3,960	13,200	6,600	2,640	13,200	5,280	44,880
Project Assistant/Graphic Designer	110	4,400	14,520	2,640	8,800	20,900	5,280	56,540
Direct Cost		250			100	250	850	1,450
<b>Sub-Total</b>		<b>35,690</b>	<b>124,525</b>	<b>35,880</b>	<b>91,090</b>	<b>170,690</b>	<b>50,010</b>	<b>\$507,885</b>
Fehr & Peers VMT Study						45,000		45,000
Charles Salter Associates Noise Study						12,500		12,500
<b>TOTAL FEE</b>		<b>35,690</b>	<b>124,525</b>	<b>35,880</b>	<b>91,090</b>	<b>228,190</b>	<b>50,010</b>	<b>\$565,385</b>
Contingency (10%)								\$56,539

## **BUDGET ASSUMPTIONS**

Our cost proposal is based on the following assumptions:

- *Meeting Attendance.* The budget assumes attendance at meetings as shown in the Scope of Work. Meetings with Town Staff will occur as needed throughout the planning process, as specified in the Scope of Work. Costs of additional public meeting attendance would be on a time and materials basis if requested; such costs are not included within the guaranteed maximum fee.
- *Consolidated Comments and Direction.* Unless otherwise noted in the Scope of Work, Town staff will provide a single set of consolidated, non-conflicting comments on the review drafts of all documents. Unless otherwise specified, each product will be finalized following one round of staff review; additional iterations and reviews will be considered additional service.
- *Presentations, Agendas, Meetings Summaries.* D&B will prepare presentations as noted in the Scope of Work. We assume that Town staff will be responsible for preparing hearing agendas, staff reports, and meeting summaries.
- *Electronic files.* Electronic files of all documents will be provided in PDF and Word via email or file transfer service. PDFs will be provided in high-resolution print format and lower-resolution web-compatible format, as appropriate. D&B will also provide native electronic files of all documents created upon completion of the project – these may be in Word or for graphic-intensive documents, in Adobe InDesign. Maps will be provided in Illustrator or ArcGIS format, depending on native format.
- *Printed Documents.* The scope of work does not include printed copies; however, these can be provided at cost if requested. Our budget includes costs for printing meeting materials (e.g. large format maps, handouts, etc.).
- *Travel Expenses and Other Direct Costs.* The budget includes direct costs related to the project, including travel expenses, in-house printing costs, and other similar reimbursable items. These will be billed at cost (i.e., without any mark-up).
- *Reallocation by Task.* D&B reserves the right to reallocate budget by task, provided the overall project budget is not affected.





## FIRM INTRODUCTION AND EXPERIENCE

This Appendix provides an introduction to Dyett & Bhatia, including our relevant experience, qualifications, and key personnel for the project. References are also included in this Appendix.

### DYETT & BHATIA FIRM OVERVIEW

Dyett & Bhatia is a California corporation based in Oakland, operating for the past 40 years. Working out of a single office with a close-knit team of 20 planners, designers, and support staff allows us to be nimble and responsive in our work, communication, and outreach. We conduct analysis and develop policies on a range of planning topics from land use and community character, to housing development, parking management, and environmental sustainability. The professional services we offer are focused on planning, design, and public outreach:

- General Plans and Housing Elements;
- Development codes and zoning ordinances;
- Environmental planning and assessment;
- Urban design, specific plans, and downtown plans;
- Public participation and facilitation;
- Geographic information systems, three-dimensional computer modeling, and visual simulation; and
- Graphic design.

We see policy-making, land use planning, physical design, and implementation as inter-related activities. The diversity of our practice helps us clearly define issues and identify practical courses of action. The majority of our work is for cities, counties, transit authorities, regional governments and other public agencies. We believe that plan-making is a collaborative effort involving a diversity of stakeholders, and are committed to active community participation in the planning process. Dyett & Bhatia has won 17 awards in the last five years alone from the American Planning Association—including national awards for sustainability and for innovative outreach for general plans—for the relatively small volume of work produced.

Year	Award for Dyett & Bhatia
2022	<p><b>APA California Chapter Award of Excellence for the 2022 Advancing Diversity and Social Change in Honor of Paul Davidoff</b> Santa Rosa Downtown Station Area Specific Plan</p> <p><b>APA Northern California Section Award of Excellence for Comprehensive Planning (Large Jurisdiction) and Statewide Award of Excellence (Hard Won Victories)</b> Santa Rosa Downtown Station Area Specific Plan</p>
2021	<p><b>APA California Award of Merit: Hard-Won Victories Award</b> Half Moon Bay Local Coastal Land Use Plan Update</p>
2020	<p><b>APA Comprehensive Plan Award: Large Jurisdiction</b> Mission Valley Community Plan</p> <p><b>APA San Diego Section Award of Excellence</b> Mission Valley Community Plan</p>
2018	<p><b>APA Northern California Section Comprehensive Plan Award of Excellence: Small Jurisdiction</b> Belmont General Plan, Village Specific Plan, &amp; EIR</p> <p><b>APA Comprehensive Plan Award of Excellence: Small Jurisdiction</b> Belmont General Plan, Village Specific Plan, &amp; EIR</p> <p><b>APA California Sacramento Valley Section Comprehensive Plan Award of Excellence: Small Jurisdiction</b> Woodland General Plan</p> <p><b>APA California Northern Section Award of Merit for Comprehensive Planning</b> Redwood City El Camino Real Corridor Plan</p> <p><b>APA California Inland Empire Section Comprehensive Plan Award of Excellence: Small Jurisdiction</b> Redlands General Plan, CAP, and EIR</p> <p><b>APA California San Diego Section Award of Excellence: Best Practices</b> Grantville Trolley Station / Alvarado Creek Revitalization Study</p>
2017	<p><b>APA California Northern Section Award of Merit</b> Richmond Zoning and Subdivision Regulations</p> <p><b>APA San Diego Section Award of Merit for Comprehensive Planning</b> Carlsbad General Plan and EIR</p>
2016	<p><b>APA Northern California Section Award of Excellence</b> Redwood City Community Benefits</p> <p><b>APA California Chapter Award of Excellence</b> Redwood City Community Benefits</p> <p><b>APA San Diego Section Award for Comprehensive Planning</b> Southeastern &amp; Encanto Community Plans</p> <p><b>APA Hawaii Chapter Award for Urban Design</b> Downtown and Kalihi Neighborhood TOD Plans</p>



## Dyett & Bhatia General Plans and Housing Elements



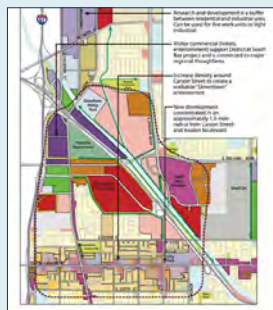
## HOUSING ELEMENTS

Dyett & Bhatia has extensive experience in preparing housing elements. We have traditionally been selective about the Housing Element work we undertake, preparing housing elements in conjunction with comprehensive General Plan updates, for clients for whom we previously prepared General Plans, or where unique circumstances require a carefully tailored approach. D&B prepared or assisted client with six HCD-certified housing elements in the Fifth Cycle for jurisdictions throughout California, including Half Moon Bay, San Bruno, Palo Alto, Antioch, Redlands, Carlsbad, Turlock, and Woodland. Our Sixth Cycle Housing Element work includes Moreno Valley, Carson, and Oceanside in Southern California, as well as ongoing work in Fairfield, San Pablo and Oakland in the Bay Area, and Turlock in the Central Valley. Our experience with housing elements in the Southern California Association of Governments (SCAG) region, that are a year ahead of the Bay Area in the housing cycle, has provided us with a familiarity with new Housing Element requirements and with HCD personnel and expectations. D&B's extensive community outreach and stakeholder participation experience, together with distinguished in-house graphic design, GIS, and mapping capabilities supplement housing element work. Relevant project examples are included at the end of this section.

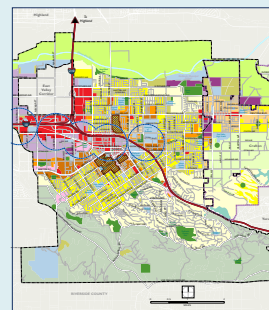
## D&B Representative Housing Elements



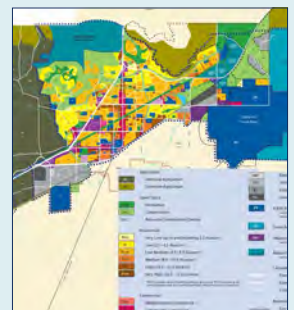
Antioch



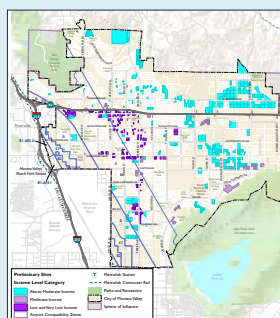
Carson



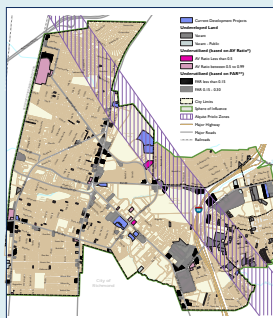
Redlands



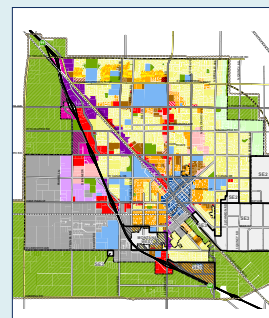
Fairfield



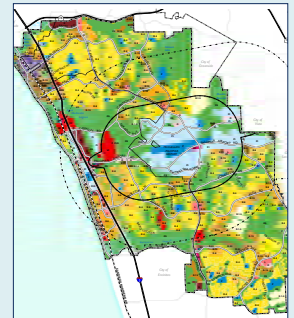
Moreno Valley



San Pablo



Turlock



Carlsbad

## OTHER AREAS OF EXPERTISE

### General Plans

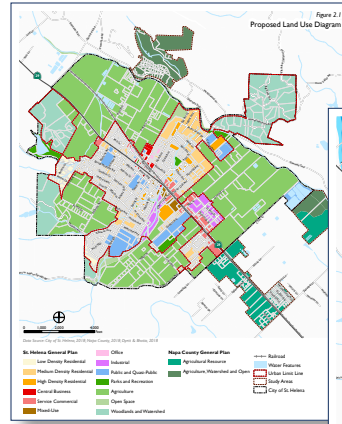
General plans are a specialty for Dyett & Bhatia, and we have prepared general plans for over 65 California cities and counties, including 25 Bay Area communities — more than any other firm. D&B is currently leading some of the most prominent general plan assignments in Northern California, and we have prepared general plans for some of the Bay Areas most distinctive communities, including Napa, St. Helena, Petaluma and Half Moon Bay. The firm has unsurpassed experience in all aspects of general plan work—from conducting meetings and surveys, to analysis and plan writing, and preparing associated environmental documentation.

### Development Codes and Zoning Ordinances

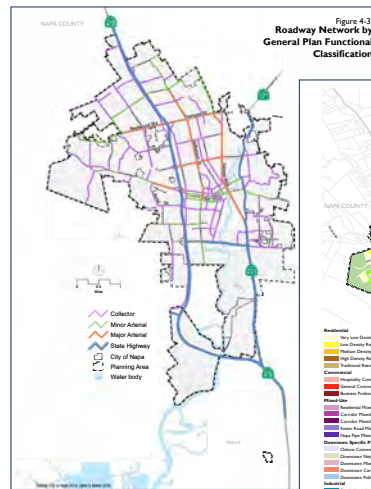
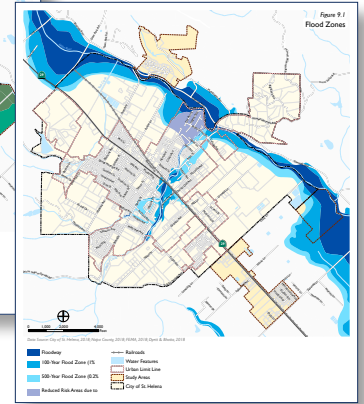
Dyett & Bhatia has unsurpassed experience in preparing comprehensive zoning regulations for cities and counties in California and the southwest, as well as nationwide and abroad. Our current zoning work involves a broad array of implementation concepts, including traditional development and form-based codes, pedestrian-friendly and transit-oriented districts, mixed-use development, green building, and best practices for neighborhood design, parking, landscaping and lighting. We also know how zoning works “at the counter” through our Principals’ experience heading planning departments and current planning divisions and our experience teaching courses for planning professionals.

### Environmental Planning And Assessment

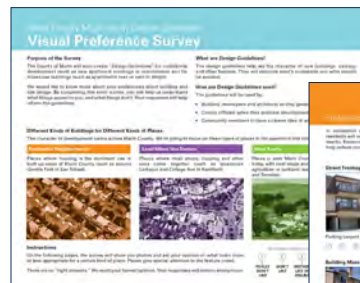
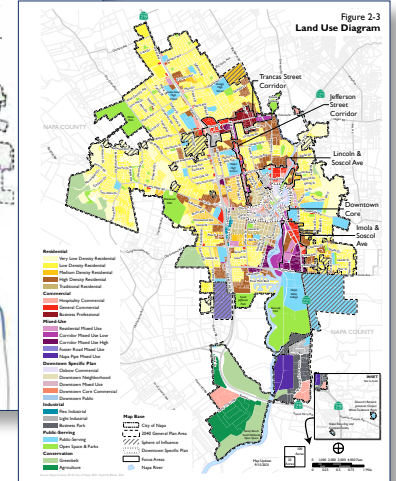
D&B has extensive program and project level experience with environmental review pursuant to the California Environmental Quality Act (CEQA). We recognize CEQA as an integral part of the planning process and an opportunity to streamline implementation. Our experience includes EIRs for over 50 citywide/countywide planning efforts, several Bay Area regional transportation plans and programs, and four Bay Area Regional Transportation Plans (for Metropolitan Transportation Commission). We have also prepared Initial Study/Mitigated Negative Declarations, Supplemental EIRs, and Addenda for planning projects. We bring a thorough understanding of the requirements for CEQA compliance and opportunities for exemptions and streamlining, which is integrated into our overall project approach.



St. Helena General Plan



Napa General Plan



Marin County Design Guidelines



Beverly Hills Zoning Code and Single-Family Standards



## GIS, Graphic Design & Computer Modeling

Dyett & Bhatia maintains leading computer resources, and a highly skilled technical staff trained in Geographic Information Systems (GIS), cartography, visual simulation, three-dimensional (3-D) computer modeling, and graphic design. We are adept at an array of modeling and information-integration software, with programs that include ArcGIS 10 3D Analyst with Spatial and Network Analysis extensions; Autodesk Map 3D 2010 (with GIS interface capability); SketchUp 8.0; Adobe Creative Suite 6 (CS6); Freehand; and 3D Studio Max—all of which will contribute to the high graphic standards of our plans.

### Geographic Information Systems

Dyett & Bhatia has full ArcGIS (previously ArcInfo and ArcView) capabilities, including the Network Analyst, Spatial Analyst, and 3-D Analyst extensions. Dyett & Bhatia has developed custom indicators that enable efficient and accurate testing of development scenarios and real time evaluation of alternative land use patterns, development assumptions, and projected impacts.

### Three-Dimensional Computer Modeling & Visual Simulation

Dyett & Bhatia has expertise in preparing 3-D models of large urban areas, which can be viewed from any angle, or viewed in a walk-through or fly-by mode. We modeled the entire 1,500-acre downtown area of San Diego and the entire City of Emeryville along with the East Bay hills. These models are used for massing and visual studies for

design of new buildings and to study shadow impacts for different time periods. Using SketchUp, 3-D models can also be linked to GIS databases.

### Graphic Design

Dyett & Bhatia takes pride in our reputation for high-quality graphic design, reflected not only in the finished plans we prepare but also in our public outreach materials and presentations. Our highly skilled in-house team of designers is adept at using Adobe Create Suite software and other platforms to custom design materials that reflect the values and the vision of the communities we work in.



Pacifica Sharp Park Specific Plan



San Diego Downtown Community Plan



## COMMUNITY ENGAGEMENT EXPERTISE

Dyett & Bhatia is well-versed in a wide variety of engagement techniques including traditional and online/digital tools. Examples of this include:

### In-Person Meetings and Engagement

Dyett & Bhatia has broad experience with large-format community workshops and open houses, stakeholder interviews and focus groups, interactive visioning exercises, “go to them” meetings, outreach to hard to reach constituencies, simultaneous multilingual outreach, etc. Some of the large community workshops we run have had participation rates in the hundreds. We are adept at ensuring that people’s voices are heard, participants are able to contribute effectively and meaningfully in often compressed time frames, and results are clearly synthesized and are actionable.



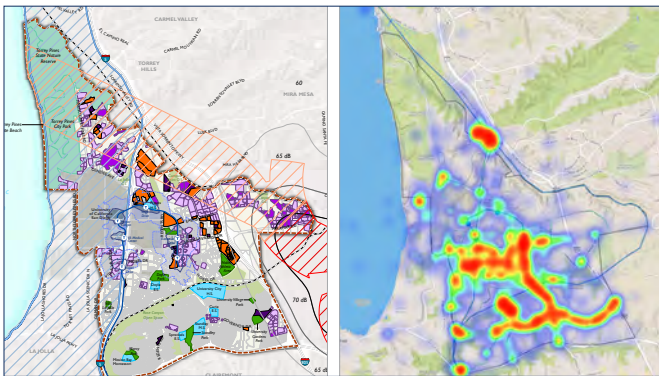


## Online Engagement

Dyett & Bhatia has extensive experience in online community engagement, with in-house expertise with web design, managing mailing lists, etc. Some of the map-based surveys we have conducted have had responses in the thousands, with participants able to readily draw on maps and share place-rich information with the planning team. In the present COVID-19 situation, we have conducted virtually the entire spectrum of large and small-group engagement online, including virtual Advisory Committee meetings, stakeholder focus groups, live interactive town hall meetings and webinars, digital story maps and walkthroughs, as well as narrated presentations and videos. Some examples of these are in the adjoining images.



City of Napa Urban Tech Talk



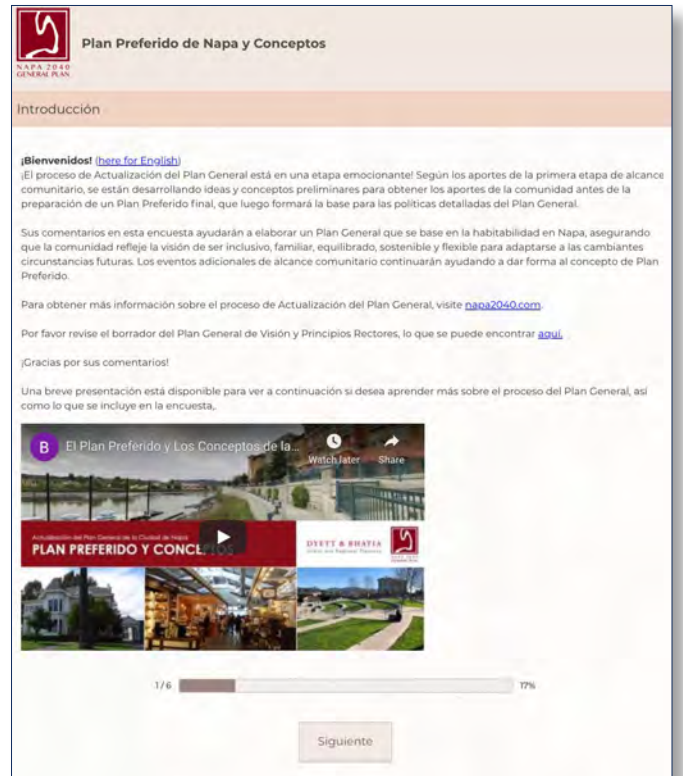
Online survey for University City in San Diego by D&B that generated participation by over 1,600 persons – the highest ever for any done by the City.



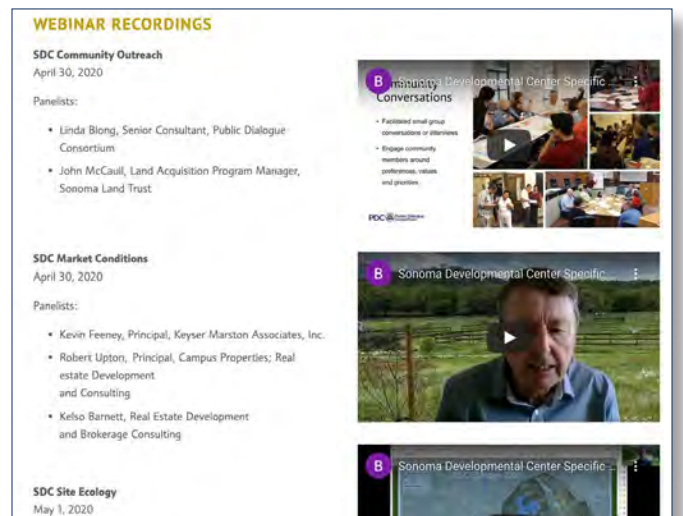
Sonoma Developmental Center Virtual "Walking Tour"



Sacramento General Plan Virtual Community Workshop



Napa General Plan Online Presentation and Survey



Sonoma Developmental Center Webinars

## PROJECT EXPERIENCE

Relevant sample projects are described in the following pages in this order:

- San Pablo Housing Element Update
- Moreno Valley Housing Element Update
- Fairfield Housing Element Update
- Oakland Housing Element Update
- Turlock Housing Element Update
- Carlsbad Housing Element Update
- San Bruno Housing Element Update
- Half Moon Bay Housing Element Update
- Antioch Housing Element Update and Zoning Amendments
- Carlsbad Housing Element Update
- Redlands Housing Element Update

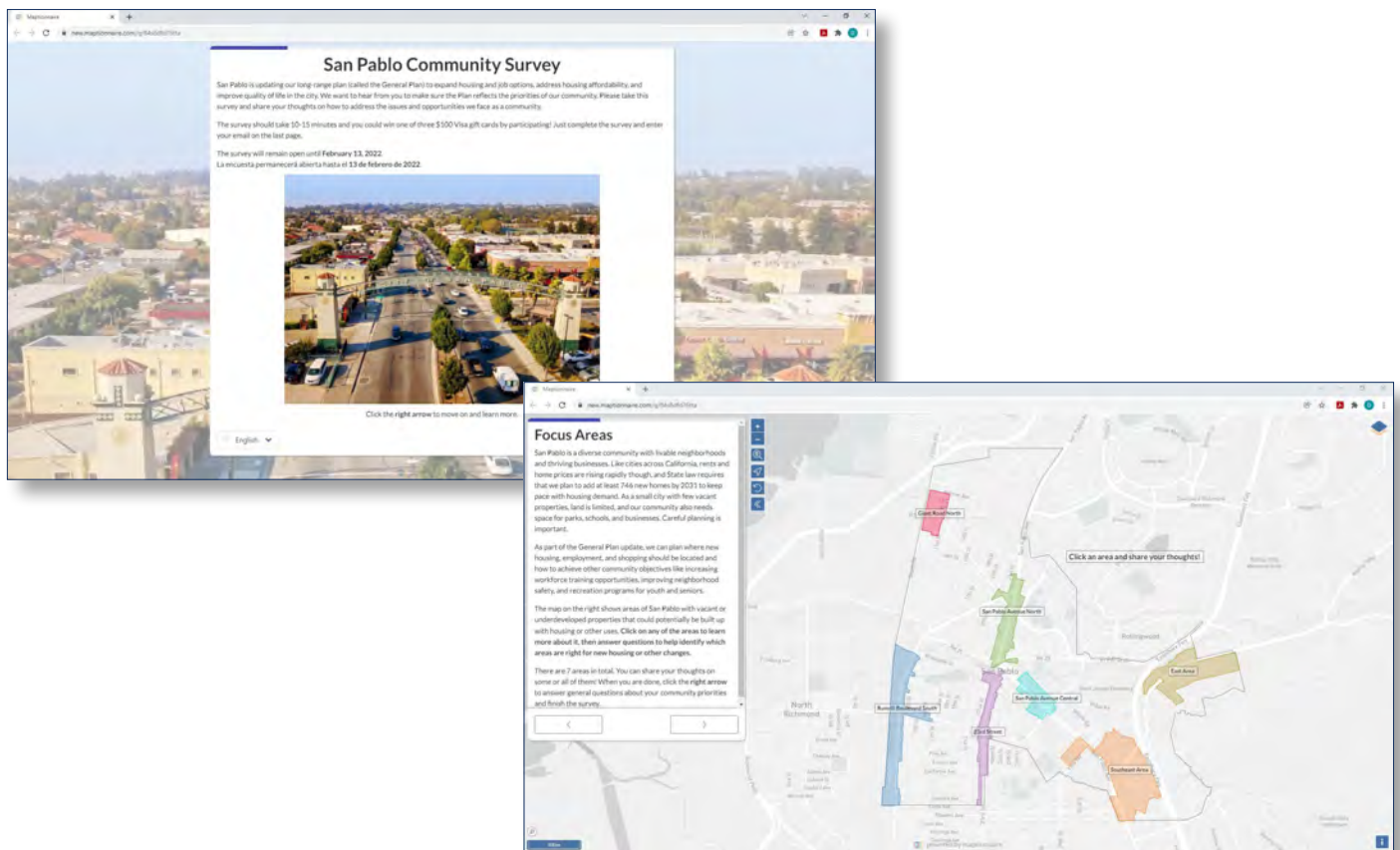
## SAN PABLO HOUSING ELEMENT UPDATE

Contact:

ONGOING

Elizabeth "Libby" Tyler, Ph.D., FAICP  
 Community Development Director  
 LibbyT@sanpabloca.gov  
 (510) 215-3036

Dyett & Bhatia is currently preparing the City of San Pablo's sixth cycle Housing Element update, focused on developing and implementing strategies that promote higher density infill development, "missing middle" housing options, and accessory dwelling units (ADUs) in single-family areas. Dyett & Bhatia previously prepared the City's fourth cycle Housing Element. The ongoing project involves a comprehensive community engagement strategy that features an interactive map-based online survey, pop up outreach at events around the community, housing stakeholder focus groups, and community meetings. Background research completed to date includes a housing needs assessment and an analysis of fair housing issues using a variety of publicly available data sources. The ongoing Update has also triggered updates to the Land Use and Safety Elements of the General Plan and preparation of a new Environmental Justice Element, which Dyett & Bhatia is preparing in parallel with the Housing Element. Dyett & Bhatia is preparing a focused EIR for the project, tiering from the 2011 General Plan EIR.



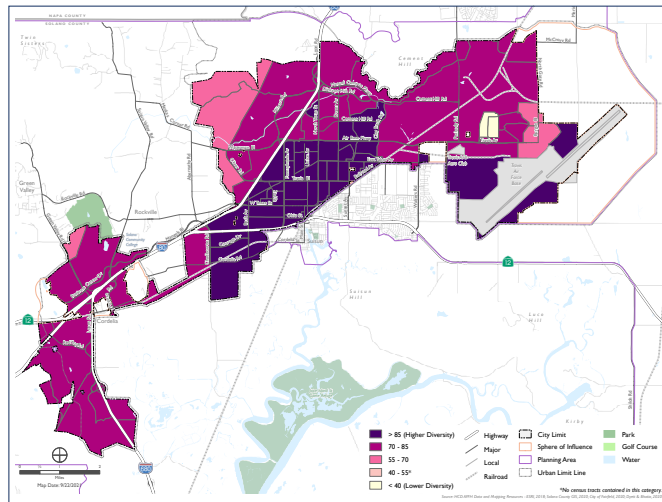
## FAIRFIELD HOUSING ELEMENT UPDATE

Contact:

ONGOING

Dave Feinstein  
 Planning Manager  
 dfeinstein@fairfield.ca.gov  
 (707) 428-7448

Dyett & Bhatia is currently preparing the City of Fairfield's sixth cycle Housing Element update concurrently with a comprehensive update to the City's General Plan. The Element is focused on identifying opportunities and strategies to promote higher density development at all income levels in the city's specific plan areas and infill sites, while considering potential environmental constraints. Public outreach for the Housing Element is incorporated as part of a comprehensive community engagement plan for the update to the General Plan, including housing stakeholder meetings and study sessions with the Planning Commission and City Council, as well as neighborhood and pop-up outreach and online engagement. Background research completed to date includes a detailed assessment of fair housing, housing needs, housing constraints, and a preliminary housing sites inventory using a variety of publicly available data sources.



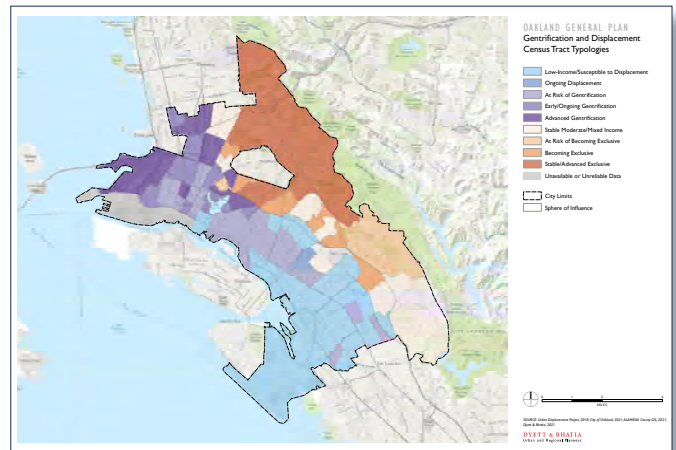
## OAKLAND HOUSING ELEMENT UPDATE

Contact:

ONGOING

Lakshmi Rajagopalan, AICP  
 Planner IV  
 lrajagopalan@oaklandca.gov  
 (510) 238-6751

Dyett & Bhatia is currently preparing the City of Oakland's sixth cycle Housing Element update, focused on promoting strategies to meet the housing needs of various income groups in a mostly built-out urban area, especially through infill development and the identification of sites without existing environmental constraints. Lower- and moderate-income housing need is a major priority, and the housing sites inventory will rely in part on accessory dwelling units and SB 9 lot splits to meet the regional housing need allocation. Dyett & Bhatia is also working in partnership with the Community Consultant to implement a comprehensive community outreach program which will include advisory group meetings, decision-maker meetings, "go-to" outreach, interest-based focus group meetings, neighborhood workshops, and online engagement (including interactive mapping and an online survey). The Housing Element update is part of Phase I of the General Plan update, which also includes the preparation of the Environmental Justice Element and Safety Element and is expected to be adopted by late January 2023.





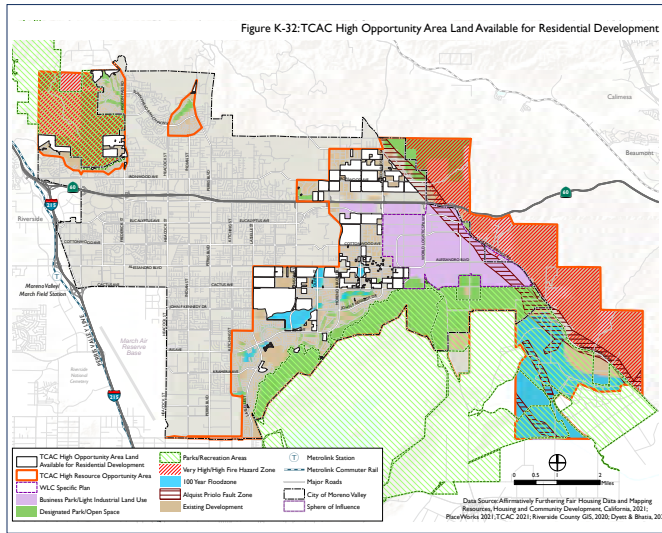
## MORENO VALLEY HOUSING ELEMENT UPDATE

Contact:

Chris Ormsby  
Senior Planner  
Community Development Department  
chriso@moval.org  
(951) 413-3229

ONGOING

Dyett & Bhatia prepared the City of Moreno Valley's sixth cycle Housing Element update as part of a comprehensive update to the City's 2006 General Plan. Outreach for the Housing Element involved a series of stakeholder interviews with housing developers, real estate brokers, and service providers to understand specific local issues and inform development of programs in the Housing Element as well as a Facebook Live virtual town hall event conducted during the Covid-19 pandemic. As part of the project, Dyett & Bhatia completed a detailed analysis of fair housing issues and incorporated strategies to encourage high-quality infill development along key corridors and in the Moreno Valley Mall. Dyett & Bhatia also worked closely with HCD staff to understand and address State comments on the Draft Housing Element. HCD review of the revised draft is ongoing and certification is anticipated in the spring of 2022.



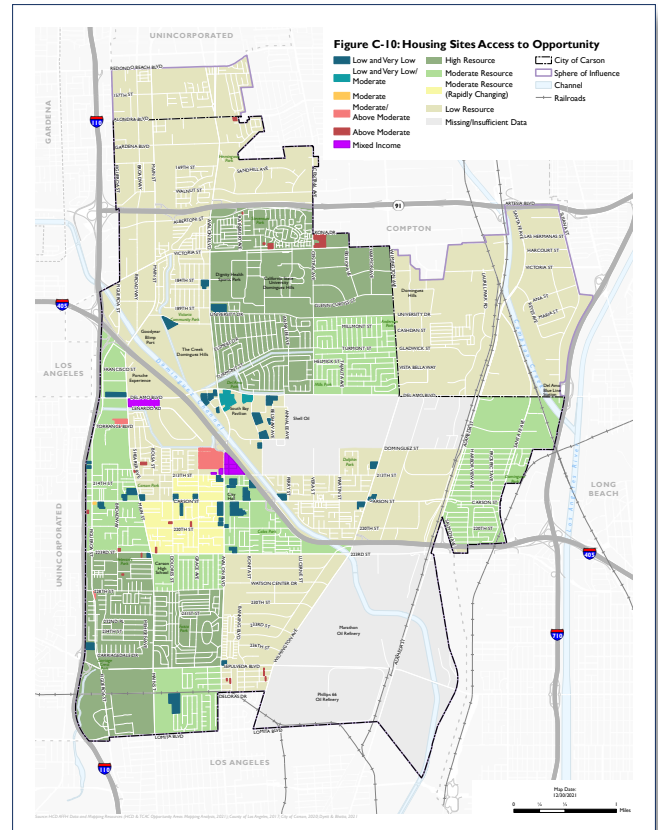
## CARSON HOUSING ELEMENT UPDATE

Contact:

Alvie Betancourt  
Planning Manager  
abetancourt@carsonca.gov  
(310) 830-7600 ext. 1365

ONGOING

Dyett & Bhatia prepared the City of Carson's sixth cycle Housing Element update as part of a comprehensive update to the City's 2004 General Plan. The housing sites inventory relies partly on accessory dwelling units to meet the needs of various income levels in the city. An assessment of housing needs and constraints, as well as fair housing, was prepared to identify appropriate programs and zoning actions for the City to take during the planning period. This analysis was informed by public outreach, including stakeholder interviews with housing developers and advocates, as well as outreach conducted during the General Plan update process. Dyett & Bhatia worked with HCD staff to address State comments on the Draft Housing Element, and expects the revised draft to be adopted by City Council in February 2022. State certification is expected during summer 2022.





## TURLOCK HOUSING ELEMENT UPDATE

Contact:

Katie Quintero  
Deputy Director Development  
Services /Planning Manager  
KQuintero@turlock.ca.us  
(209) 668-5640

FIFTH CYCLE  
ADOPTED 2015  
SIXTH CYCLE  
ONGOING

Dyett & Bhatia has a long-standing relationship with the City of Turlock, having prepared the award-winning 1992 and 2014 General Plans for the City as well as the City's fifth cycle Housing Element, adopted in 2015. In 2021, the City again retained Dyett & Bhatia to prepare its sixth cycle Housing Element and associated zoning amendments ensure compliance with new State law and expedite processing of development applications. As an initial step, Dyett & Bhatia had prepared a Draft Accessory Dwelling Unit (ADU) Ordinance to assist the City in processing an increasing number of inquiries and applications. Analysis underway includes a housing needs assessment, a housing constraints evaluation, and an analysis of fair housing issues based on locally available data. The project also involves an update to the Safety Element to ensure compliance with new State law and preparation of a new Environmental Justice Element as well as environmental review.



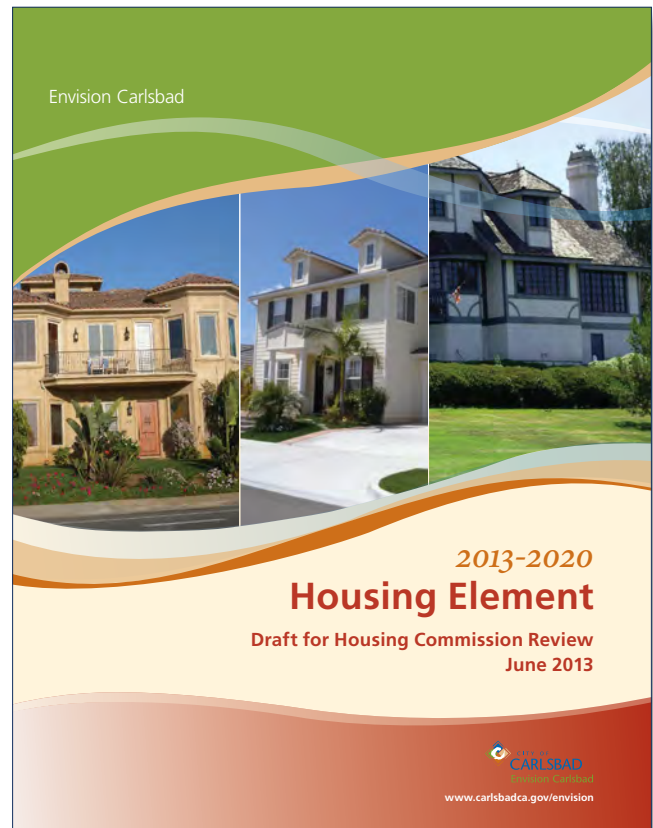
## CARLSBAD HOUSING ELEMENT UPDATE

Contact:

Jennifer Jesser  
Senior Planner, Planning Department  
jennifer.jesser@carlsbadca.gov  
(760) 602-4637

ADOPTED 2017

Dyett & Bhatia prepared the fifth cycle Housing Element for Carlsbad, a distinctive community of 104,000 located amid beaches, bluffs, and rolling landscape on the northern coast of San Diego County. The city is a major employment hub and visitor destination, with a general aviation airport, three lagoons, beaches, Legoland, and numerous resorts. The Housing Element was prepared as part of a comprehensive General Plan Update, and Dyett & Bhatia conducted capacity calculations for sites, evaluating additional sites for housing as part of General Plan alternatives. The inventory accommodated 4,999 housing units while navigating the requirements of Proposition E, the City's Growth Management Ordinance, which limits the number of total housing units within each quadrant of the city, as well as overall citywide. Previously subject to a four-year update due to failure to adopt a Housing Element by 2013, Dyett & Bhatia helped the City achieve HCD certification in 2017 and return to an 8-year cycle.



## SAN BRUNO HOUSING ELEMENT UPDATE

Contact:

Aaron Akin  
 Former Director of Community Development  
 aaron@goodcityco.com  
 (415) 845-8344

**FOURTH CYCLE  
 ADOPTED 2003**  
**FIFTH CYCLE  
 ADOPTED 2010**

San Bruno was founded as a railroad suburb to San Francisco in 1914, and enjoys a central Peninsula location and enviable regional connections. Dyett & Bhatia prepared the City of San Bruno's fourth and fifth cycle housing elements, adopted in 2003 and 2010 respectively. The fifth cycle Housing Element was prepared as part of the first comprehensive overhaul of the General Plan, which established a new vision for the city, fostering transit-oriented mixed-use development along the principal corridors, reinforcing downtown as the heart of the community, outlining strategies for conserving establishing neighborhoods, expanding the city's affordable housing stock, and improving bicycle and pedestrian connections between residences, activity centers, and transit stations.



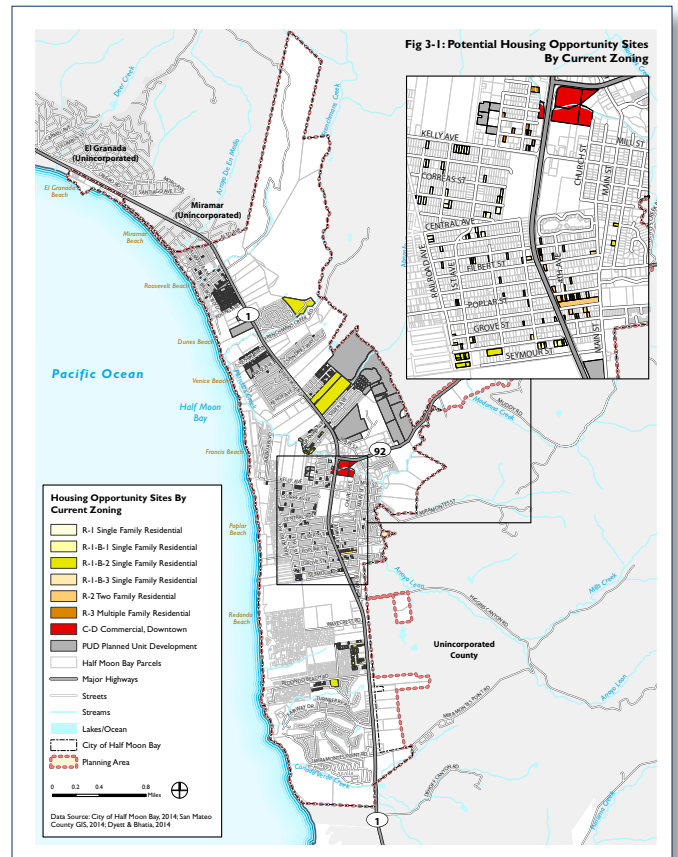
## HALF MOON BAY HOUSING ELEMENT UPDATE

Contact:

Jill Ekas  
 Community Development  
 Director  
 jekas@hmbcity.com  
 (650) 726-8264

**ADOPTED 2015**

Perched against a backdrop of the Pacific Coast, open bluffs and forested hills, Half Moon Bay is the oldest town in San Mateo County, featuring a traditional Main Street-oriented downtown, and a unique agricultural heritage that is knit into the local culture and the economy. Dyett & Bhatia prepared the City's fifth cycle Housing Element, working closely with City staff to ensure that the planning process responded to the needs of the community, through "community conversations," stakeholder interviews, a citywide mail-in survey, and multiple iterative workshops and community forums. Certified by HCD in 2015, the Housing Element Update was prepared as part of General Plan Update. Dyett & Bhatia also prepared zoning amendments to implement the Housing Element and a Negative Declaration pursuant to CEQA.







## DYETT & BHATIA KEY STAFF

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Key staff for the project are listed below and shown in an organization chart at the end of this section.

### ANDREW HILL

Andrew Hill will serve as Principal in Charge and Project Manager. Andrew is an award-winning urban planner with 15 years' experience and expertise in land use, housing, community engagement, and environmental review. Innovative and collaborative, his work is rooted in a strong commitment to sustainable placemaking and meaningful stakeholder involvement. He has extensive experience leading preparation comprehensive planning projects and environmental review for communities throughout California. He lead preparation the Sixth Cycle Moreno Valley Housing Element, anticipated for HCD certification later this year, and he is currently leading preparation of Housing Element Updates for the Cities of San Pablo and Turlock. This experience gives him a thorough working knowledge of new requirements for housing elements to complement expertise in planning for infill housing development. A particular focus of Andrew's recent work has been on innovative approaches to community outreach, and he has developed videos, interactive online activities, outreach toolkits and other methods specifically tailored to the needs of the community.

Andrew will serve as the primary point of contact for the Town. In addition to overall project management responsibilities, he will be actively involved in analyzing conditions and constraints, developing programs and strategies, conducting community engagement, drafting text for the Element, and coordinating environmental review. Andrew is an experienced facilitator who has led community workshops and public meetings in a variety of settings on comprehensive planning projects throughout the state.

### MICHAEL V. DYETT, FAICP, PARTICIPATING PRINCIPAL

Michael Dyett specializes in zoning and subdivision regulations, comprehensive planning, urban design, form-based codes, growth management and implementation systems design. He has unparalleled urban design and zoning expertise, having personally written 32 ordinances in over four decades of professional planning experience. He is an expert in tailoring standards to a community's needs, and his unique approach to design standards and zoning emphasizes clear, quantifiable, and objective standards and the nexus zoning must have with plan policies.

He believes that design standards in zoning can be a positive, form-shaping element in the community, not a negative influence on development patterns. He recently led zoning work for Richmond, Fresno, and Placer County and previously prepared Multi-family Design Standards and Guidelines for Marin County. He is currently leading work on the San Joaquin County Development Title Update and General Plan Revisions project.

### VIVIAN KAHN, FAICP

Widely recognized as an expert in preparation and administration of land use and development regulations, Vivian Kahn will serve as a Participating Principal, advising on zoning amendments and housing element programs to address regulatory constraints. Vivian has more than 45 years of professional planning experience in the public and private sectors. Before joining Dyett & Bhatia in 2001, she was Acting Deputy Director for the City of Berkeley's Department of Planning and Development and served from 1987 to 1995 as Berkeley's Current Planning Manager and Zoning Officer. She writes on planning and housing issues for City and Planning magazines and consults on the development of regulatory approaches to promoting affordable housing for public agencies and affordable housing developers.

### CLARE KUCERA

Clare Kucera is a multidisciplinary planner with an emphasis on environmental review, climate change resilience, and physical planning and design. Clare is dedicated to connecting ecology and social sciences to sustainably and equitably integrate humans into natural systems. She has expertise in producing research and written chapters of technical background reports, climate change action plans, housing elements, and environmental analysis for a variety of projects across California, addressing topics including utilities, geology, population, housing, land use, recreation, greenhouse gas emissions, and air quality.

### ISHA BHATTARAI

Isha Bhattarai brings more than 10 years of experience working with GIS in the field of Urban Planning. She is our in-house expert on ESRI's ArcGIS, Spatial Analyst, 3D Analyst, Network Analyst, 3D Visualization and Modeling, ArcGIS Online, Google, Sketchup, AutoCAD and Adobe Illustrator. Isha has prepared graphic displays and maps for many of the award winning projects led by Dyett & Bhatia. Her ability to create clear, detailed and beautiful maps using ArcGIS has been appreciated by our clients.



## Andrew Hill

Principal

Andrew Hill is an award-winning urban planner with expertise in land use planning, Housing Element preparation, community engagement, and environmental review. Innovative and collaborative, his work is rooted in a strong commitment to sustainable placemaking and meaningful stakeholder involvement. He has led multi-disciplinary teams in preparing long range plans for communities throughout California, and he possesses over 15 years of project management and leadership experience in the fields of planning, construction management, and engineering. A particular focus of Mr. Hill's recent work has been on planning for disadvantaged communities and in developing strategies to engage residents who may not normally engage in civic processes.

### Education

**Master of Urban Planning (MUP)**  
McGill University

**Honors Bachelor of Arts (BA Hons)**  
University of Western Ontario

### Awards

**2018 APA Award of Excellence.**  
Vallejo General Plan Update and EIR

**2018 APA Award of Merit.** Palo Alto Comprehensive Plan Update

**2016 AEP Outstanding Public Involvement Award.** Palo Alto Comprehensive Plan

**2008 Clear Vistas Design Competition.** Regina, SK

### Speaking Engagements

**Presenter, San Ramon Citizens Planning Academy, 2017**  
*CEQA Basics*

**Guest Lecturer, McGill University, 2015**  
*Tailoring the General Plan to Community Needs*

**Guest Lecturer, Sonoma State University, 2014**  
*Public Involvement and Planning*

### Recent Assignments

**San Pablo Housing Element Update.** Andrew is leading preparation of the City of San Pablo's sixth cycle Housing Element update, focused on developing and implementing strategies that promote higher density infill development, "missing middle" housing options, and accessory dwelling units (ADUs) in single-family areas. The project involves a comprehensive community engagement strategy that features an interactive map-based online survey, pop up outreach at events around the community, housing stakeholder focus groups, and community meetings. Background research completed to date includes a housing needs assessment and an analysis of fair housing issues using a variety of publicly available data sources. The ongoing Update has also triggered updates to the Land Use and Safety Elements of the General Plan and preparation of a new Environmental Justice Element, which Dyett & Bhatia is preparing in parallel with the Housing Element. Dyett & Bhatia is preparing a focused EIR for the project, tiering from the 2011 General Plan EIR.

**Moreno Valley Housing Element Update.** Andrew led preparation of the City of Moreno Valley's sixth cycle Housing Element update as part of a comprehensive update to the City's 2006 General Plan. The project, involved a detailed analysis of fair housing issues and incorporated strategies to encourage high-quality infill development along key corridors and in the Moreno Valley Mall. Outreach for the Housing Element included a series of stakeholder interviews with housing developers, real estate brokers, and service providers to understand specific local issues and inform development of programs in the Housing Element as well as a Facebook Live virtual town hall event conducted during the Covid-19 pandemic. Andrew has also worked closely with HCD staff to understand and address State comments on the Draft Housing Element. HCD review of the revised draft is ongoing and certification is anticipated in the spring of 2022.

**St Helena General Plan Update and EIR.** Located in the heart of Napa Valley, St. Helena is one of the Bay Area's most picturesque small towns, with a population of 6,200 and a land area of about five square miles, half of which is agricultural land. Andrew is leading Dyett & Bhatia's efforts to update the May 2017 draft of the General Plan in order to insure consistency, incorporate requirements for environmental justice, a safety element, other regulatory updates, and policies for environmental mitigation measures, as well as ensuring legal adequacy. The project also includes updating the Environmental Impact Report to include the most recent data and meet current standards.

**Dixon General Plan Update and EIR.** Mr. Hill led the Dyett & Bhatia team in preparing a comprehensive update to the City of Dixon's General Plan, focused on incentivizing infill development in the downtown area and encouraging walkable, transit-oriented development. A key issue for the City involves balancing the economic development advantages of growth with the community's strong desire to retain its small-town character. The plan also addresses issues of multimodal connectivity, infrastructure financing, historic preservation and Sphere of Influence expansion.

**Turlock General Plan Update, Housing Element, and EIR.** Turlock is located in the heart of the San Joaquin Valley and is home to a California State University campus. Dyett & Bhatia has a long-standing relationship with the City of Turlock, having prepared the award-winning 1992 and 2014 General Plans for the City as well as the City's fifth cycle Housing Element, adopted in 2015. Andrew is leading preparation of the City's sixth cycle Housing Element and associated zoning amendments ensure compliance with new State law and expedite processing of development applications. As an initial step, Dyett & Bhatia had prepared a Draft Accessory Dwelling Unit (ADU) Ordinance to assist the City in processing an increasing number of inquiries and applications. Analysis underway includes a housing needs assessment, a housing constraints evaluation, and an analysis of fair housing issues based on locally available data. The project also involves an update to the Safety Element to ensure compliance with new State law and preparation of a new Environmental Justice Element as well as environmental review.

## Work Experience

### **FirstCarbon Solutions, Senior Project Manager, 2016-2018**

Responsibilities included leading multidisciplinary teams of technical and subject matter experts on complex environmental planning projects; successfully conducting scoping meetings and stakeholder outreach for prominent projects in Marin, Contra Costa, Sonoma, Napa and San Mateo Counties; preparing a comprehensive report on existing environmental conditions for the Sausalito General Plan Update; and assisting with entitlements for large-scale residential and commercial projects, including presenting at public meetings and preparing staff reports and other planning documents.

### **PlaceWorks, Senior Associate, 2009-2016**

Significant projects included: City of Palo Alto Comprehensive Plan Update and EIR; City of Vallejo General Plan Update and EIR, City of Capitola General Plan Update and EIR; City of Newark General Plan Tune Up and EIR; Walnut Creek BART Transit Village EIR; and the City of National City General Plan Update, Climate Action Plan and EIR.



## Michael V. Dyett, FAICP

Consulting Principal

Michael Dyett specializes in zoning and subdivision regulations, comprehensive planning, urban design, form-based codes, growth management and implementation systems design. He is also skilled in environmental assessment and housing policy research, focusing on development patterns and land use-transportation linkages. He has over four decades of professional planning experience, with unparalleled project experience throughout California. Michael is a long-time Mill Valley resident.

### Education

**Master of Regional Planning**  
Harvard University Graduate School of Design

**Bachelor of Arts**  
Harvard College

### Awards

He has directed projects that have won over 15 major awards, including National Honor Awards from the American Planning Association and the U.S. Department of Housing and Community Development and a San Joaquin Valley Blueprint Award. He is a member of the College of Fellows of the American Institute of Certified Planners and former member of the California Planning Roundtable. He is past president of the San Francisco Economic Round Table and former member of the Advisory Council of the San Francisco Bay Area Air Quality Management District (Community Planning Representative). Mr. Dyett was on the Board of Directors of the Mill Valley Historical Society and in 2014 served as Chair of the Mill Valley Zoning and Design Advisory Committee. He also is on the Board of Directors of the Marin Theatre Company and served on the Board of the Mill Valley Film Festival (2009-2015).

### Recent Assignments

#### Zoning Ordinances and Plan Implementation

Michael Dyett has unsurpassed national expertise in the preparation of comprehensive city- and countywide zoning and subdivision ordinances. He also prepared benchmark reports and zoning regulations for downtowns of major cities, for pedestrian- and transit-oriented development, and for Traditional Towns, Traditional Neighborhoods, and Traditional Marketplaces. Current and past experience includes:

#### City- and Countywide Regulations

- Abu Dhabi (UAE)
- Albany
- Austin (Texas)
- Benicia
- Beverly Hills
- Carmel
- Chicago
- Cincinnati (Ohio)
- Concord
- El Cerrito
- Gilbert (Arizona)
- Half Moon Bay
- Henderson (Nevada)
- Houston (Texas)
- Huntington Beach
- Larimer County (Colorado)
- Los Angeles County
- Manhattan Beach
- Manteca
- Maricopa (Arizona)
- Marina
- Memphis (Tennessee)
- Menlo Park
- Mesa (Arizona)
- Milwaukee (Wisconsin)
- Monterey
- Morro Bay
- Oakland
- Oceanside
- Palm Beach County (Florida)
- Pasadena
- Pleasant Hill
- Porterville
- Portland (Oregon)
- Prince George’s County (Maryland)
- Redding
- Richmond
- San Carlos
- San Joaquin County
- San Jose
- San Leandro
- San Ramon
- Santa Cruz
- Santa Barbara
- St. Mary’s County (Maryland)
- Tucson (Arizona)
- Washoe County (Nevada)

#### Downtown Regulations

- Abu Dhabi (UAE)
- Chicago (Illinois)
- Kansas City (Missouri)
- Portland (Oregon)
- Philadelphia (Pennsylvania)
- San Francisco (Chinatown)
- San Diego (downtown & East City)
- Scottsdale (Arizona)

#### Mixed-use, Pedestrian, and Transit-Oriented Regulations

- Portland: Mixed Use Zones Project
- San Diego: Mixed Use Zones Project
- Santa Cruz: Mixed Use Zones Project
- Seattle: TOD Zoning Framework

### General Plans and Specific Plans

Michael Dyett has been the Principal-in-charge or Participating Principal for comprehensive general plans and environmental impact reports for over 25 cities and counties, including:

- Belmont
- Benicia
- Burlingame Bayfront
- Chico
- Concord
- Fresno
- Fossil Creek Area Plan (Colorado)
- Humboldt County
- Larimer County (Colorado)
- Lemoore
- Los Banos
- Martinez
- Menlo Park El Camino Corridor
- Orinda
- Pacifica
- Pittsburg
- Placencia Town Plan (Belize)
- Pleasant Hill
- Pleasanton
- Porterville
- Salinas
- Santa Barbara County
- San Ramon
- San Pablo
- Vacaville
- Visalia
- Yuba City

Mr. Dyett has been directly responsible for managing EIRs on several of the above projects. He has also served as an expert witness on the legal adequacy of general plans and the environmental documents for those plans.

### Teaching

Michael Dyett has served as a Visiting Professor at the University of California, Berkeley directing a land use/transportation studio, and as an adjunct faculty member for national workshops conducted by the Lincoln Institute and the American Planning Association. He has taught professional education short-courses on land use and transportation for the Institute for Transportation Studies (ITS) at the University of California, Berkeley, as a part of their Technology Transfer Program. Mr. Dyett has also led panels on comprehensive planning and zoning for the American Planning Association and he was an invited lecturer speaking on neo-traditional zoning at the Institute of Traffic Engineering's mid-career training workshops.

### Publications

Mr. Dyett has published dozens of articles and papers on zoning, such as:

- *Using Zoning as an Incentive to Retrofit*, Seismic Retrofit Incentive Programs Handbook for Local Governments, published by the California Seismic Safety Commission as part of the Bay Area Earthquake Preparedness Project
- *Site Design and its Relation Urban Form*, Transportation, Urban Form and the Environment, proceedings of a Transportation Research Board Conference published by the National Academy of Sciences
- *A New Generation of Land Use Controls*, Land Lines, Lincoln Institute of Land Policy, Cambridge, MA

### Linking Land Use and Transportation

Michael Dyett prepared regulations to promote transit for cities such as Tacoma WA, St. Paul, MN, and Portland, OR, and led the firm's research on land use and urban development impacts of beltways for the U.S. Department of Transportation. The National Research Council, the Institute for Transportation Engineers, Western City, and the University of Wisconsin have published his research on transportation/land use linkages.





## Vivian Kahn, FAICP

Principal

Vivian Kahn is widely recognized as an expert in preparation and administration of land use and development regulations and has more than 45 years of professional planning experience in the public and private sectors. Before joining Dyett & Bhatia in 2001, she was Acting Deputy Director for the City of Berkeley's Department of Planning and Development and served from 1987 to 1995 as Berkeley's Current Planning Manager and Zoning Officer. She previously served as manager of the Community Assistance Division of the State Office of Planning and Research.

### Education

#### Bachelor of Arts

*cum laude*

City College of New York

Additional course work at Department of City and Regional Planning at Pratt Institute and Graduate School of Journalism at Columbia University.

### Selected Honors and Affiliations

APA National Board of Directors, Legislative and Policy Committee 1994-2002

APA Amicus Curiae Committee, 1995-2008

Chair, APA California Chapter Amicus Committee, 2006 to present

AICP College of Fellows, 2000

California Planning Roundtable, 1986 to present; Emeritus Member 2019 to present

Co-Chair, APA National Conference, 2005

APA California Planners Emeritus Network, Honor Award, 2007

APA California Northern Section Special Recognition Award of Excellence, 2017

Phi Beta Kappa  
1969-1971

### Recent Assignments

#### Housing Policy and Development

As a consultant in private practice, Ms. Kahn has provided planning assistance to affordable housing developers for projects in El Cerrito, Crockett, and Oakland and assisted property owners in Berkeley and Oakland seeking to develop or legalize units. Ms. Kahn has made presentations on housing policy and practice at conferences and professional development courses including programs on Planning for Age Integrated Communities (2009), Planning Commissioners Training (2009) and Housing California: Responsibilities, Challenges, and Opportunities (2012) for UCLA Extension. Ms. Kahn has consulted to California Forward on the development of regulatory approaches to promoting affordable housing and participated in a panel on the 2017 State legislative housing package at the 2017 APA Chapter conference. She has also been a volunteer board member of non-profit housing development corporations including Jubilee Housing and the West Oakland Housing Development Corporation in Oakland and the Seattle Housing Resources Group and Southeast [Seattle] Effective Development in Washington State.

#### Preparation of Zoning and Subdivision Ordinances

Ms. Kahn has managed projects including extensive amendments to Antioch's zoning ordinance to implement the Housing Element zoning, and comprehensive updates of the Orange County and Santa Monica zoning ordinances. She is currently completing work on updates to the Carson Zoning Ordinance to implement the newly updated General Plan and Housing Element. Recently completed projects include zoning amendments to implement the Bayhill Specific Plan in San Bruno, the Crow Canyon Specific Plan for San Ramon, and a revised Downtown Specific Plan for Santa Rosa. She has also had a major role on projects including major revisions and comprehensive updates of zoning regulations for Pasadena, Long Beach, Los Angeles County, Oakland, Concord and many others in California; Mesa, Maricopa, and Gilbert, AZ; Chicago, IL; and Abu Dhabi, United Arab Emirates. She led D&B's work on designing a community benefits strategy for Redwood City, which received APA California's Award of Excellence for Best Practices in 2016, and also managed updates of sign regulations for the Cities of Riverside and San Luis Obispo.

### **Zoning and Subdivision Administration**

As Berkeley's Current Planning Manager and Zoning Officer, Ms. Kahn supervised administration and enforcement of zoning, design review, environmental review, condominium conversion, and landmarks preservation, acted on a wide range of permits not requiring action by the Zoning Adjustments Board, and advised the Board and the City Council on all matters regarding implementation and interpretation of the City's Zoning Code. After the 1991 Berkeley-Oakland Hills Fire, she supervised the operations of the One-Stop Center for Fire Area Reconstruction and managed the development review and approval process for numerous complex development projects.

### **Legal Requirements**

Ms. Kahn serves as an expert witness and litigation consultant on planning and zoning issues. She co-authored zoning chapters in the California Continuing Education of the Bar's California Land Use Practice (2006) and is a contributor to The RLUIPA Reader (American Planning Association and American Bar Association), 2009. She has written on planning and housing issues for City and Planning magazines, Land Use & Environment Forum and other publications. She teaches classes on planning practice and zoning for UC Davis Extension and other schools and frequently speaks on land use regulation including an annual session on takings for the State APA Conference and recent sessions on objective design standards in regulation for the Chapter Conference and the 2019 CLE International Conference on Land Use Law.



## Clare Kucera

Planner

Clare Kucera is a multidisciplinary planner with an emphasis on environmental review, climate change resilience, and physical planning and design. Ms. Kucera is dedicated to connecting ecology and social sciences to sustainably and equitably integrate humans into natural systems. She has expertise in producing research and written chapters of technical background reports, climate change action plans, housing elements, and environmental analysis for a variety of projects across California, addressing topics including utilities, geology, population, housing, land use, recreation, greenhouse gas emissions, and air quality.

### Education

**Master of Urban and Regional Planning**

University of Michigan

**Master of Science in Ecosystem Science and Management**

University of Michigan

**Bachelor of Science in Environmental Studies and Spanish**

University of Michigan

**UCLA Extension, *Successful CEQA Compliance: A Step-By-Step Approach***

University of California, Los Angeles

### Recent Assignments

**Oakland General Plan and Housing Element.** Ms. Kucera is assisting with an update to the City of Oakland's General Plan and Housing Element. She has been involved primarily in updating the Housing Element, including summarizing the City's zoning code and writing the housing needs assessment and housing constraints sections.

**Carson General Plan and EIR.** Ms. Kucera prepared an Initial Study/Negative Declaration for the Carson Housing Element update and is contributing to the environmental review and analysis for the General Plan EIR, with a focus on an analysis of geological and seismic hazards.

**Napa General Plan and EIR.** Ms. Kucera contributed to the environmental review and analysis to the EIR for the General Plan update. She is the primary author for the population and housing chapter and assisted in the writing the land use and recreation chapters.

**Union City Station Area Specific Plan EIR.** Ms. Kucera contributed to the environmental review and analysis for the EIR for the Specific Plan, the public review draft of which is scheduled for release next month.

**Fairfield General Plan and Climate Action Plan.** Ms. Kucera conducted a greenhouse gas inventory analysis which will form the basis of the City's Climate Action Plan and provide targeted actions to reduce greenhouse gas emissions to ensure compliance with State laws.

### Work Experience

**Planning Intern, San Francisco Planning Department.** While pursuing her Master's degree, Ms. Kucera conducted an overlay analysis of climate hazard and community vulnerability GIS data to identify neighborhoods that are most at risk to climate change. She created a publicly available 'Climate Resilience' story map and presented this information to the planning department and commission members.

**Master's Professional Project, United Nations Human Settlement Programme.** Ms. Kucera evaluated India's and Colombia's national and subnational urban and climate policies and legislation and provided recommendations for improvement to UNHabitat. She also worked to produce neighborhood designs that respond to climate challenges with fiscal considerations for Manizales, Colombia.



## Isha Bhattarai

Senior GIS Specialist

Ms. Bhattarai brings more than 10 years of experience working with GIS in the field of Urban Planning. She is our in-house expert on ESRI's ArcGIS, Spatial Analyst, 3D Analyst, Network Analyst, 3D Visualization and Modeling, ArcGIS Online, Google, Sketchup, AutoCAD and Adobe Illustrator.

At Dyett & Bhatia, Ms. Bhattarai has worked on an array of projects ranging from General Plans, Housing Elements, Station Area Plans, Downtown and Corridor Plans, Environmental Impact Reports, Redevelopment Plans, and Zoning Ordinances. Ms. Bhattarai is involved extensively in all phases of planning including Demographic Analysis, Existing Condition Reports, Alternatives Analysis, Preferred Plan, Buildout Scenarios, and Environmental Impact Reports. Ms. Bhattarai has experience working with multiple data sources, conducting research, collecting, refining and analyzing data, digitizing and editing spatial data, editing attributes, merging and joining data from different sources, presenting data in geographic and tabular forms and designing and producing advanced cartographic products. Ms. Bhattarai has prepared graphic displays and maps for many of the award winning projects led by Dyett & Bhatia. Her ability to create clear, detailed and beautiful maps using ArcGIS has been appreciated by our clients.

### Education

#### **Masters of Community and Regional Planning**

Graduate Certificate in Geographic Information Systems (GIS)  
Iowa State University, Ames

#### **Bachelor of Architectural Engineering**

Institute of Engineering, Tribhuvan University, Nepal

### Recent Assignments

**Housing Elements.** Belmont, Antioch, Fairfield, San Pablo, Redlands, Carlsbad, Turlock, Moreno Valley, Carson.

**Regional Plans/EIRs.** Plan Bay Area EIR, Contra Costa Transportation Authority - 2014 Countywide Transportation Plan Update.

**General Plans and Related EIRs.** Ceres, Belmont, Half Moon Bay, Carlsbad, Woodland, Turlock, Pacifica, Visalia, San Pablo, Fresno, Princeton, American Canyon, Daly City, Emeryville.

**Station Area/Specific Plans.** Windsor Station Area/Downtown Specific Plan, Honolulu Station Area Plan, Southeastern San Diego Community Plan Update, San Diego Commercial Imperial Corridor Master Plan, Lake Merritt BART Station Area Plan, Livermore Isabel BART Station Area Plan, Mission Valley Community Plan Update.

**Zoning and Form-Based Codes.** Richmond Zoning Ordinance Update, Santa Cruz Corridor Planning and Zoning Code Update, San Carlos Zoning Ordinance Update, Emeryville Zoning Update, Tahoe Regional Planning Agency Code Update.