

Attachment 4 – SB 2 PGP Grant Scope

Task 1: Project Initiation

Task 1.1: Project Kick-Off Meeting.

The Consultant Team will hold a full-day kick-off meeting in Culver City to initiate the project. This meeting will include an overall team meeting, one-on-one topic-specific meetings with City staff, and a tour of the city. The topic-specific meetings with staff may be related to land use and growth, economic development, health and sustainability, transportation, homelessness, constraints and opportunities for affordable housing development and community engagement.

Task 1.2: Data Collection + Map Book.

The City of Culver City (City) will provide the Consultant Team with a comprehensive list of documents and data necessary to prepare the General Plan and Environmental Impact Report (EIR). Following delivery of materials, the Consultant Team will prepare a supplemental data request list to obtain additional data from the City. The Consultant Team will also review existing planning documents and technical reports provided by the City. As part of this task, the Consultant Team will create a “map book” that compiles all the GIS mapping data provided by the City. The map book will allow the Consultant Team to quickly review geographic data across a variety of topics.

Task 1.3: Project Work Plan.

The Consultant Team will develop a work plan broken out by scope task that specifies lead and supporting Consultant Team members, key work elements, major deliverables/outcomes, due dates, required City actions, and task status. The document will also outline methods of communication between Consultant Team members. The work plan will be a living document, updated throughout the General Plan Update (GPU) process.

Task 1 Deliverables.

- Kick-off meeting agenda and notes
- Data and document request memo and map book
- Project Work Plan draft and final

Task 2: Housing Element Preparation

Task 2.1: Evaluation of Current Housing Element.

The Housing Element must include an evaluation of the effectiveness and appropriateness of the housing programs contained in the City’s current adopted Housing Element.

Task 2.2: Housing Needs.

The Consultant Team will prepare a complete housing assessment and needs analysis consistent with State Housing Element law and California Department of Housing and Community Development (HCD’s) Completeness Review Checklist, using 2010

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Census, the most current five-year American Community Surveys, Department of Finance estimates, and other current data as available.

Housing affordability is a key local concern given the escalated housing prices in the community and region. The discussion on housing affordability will expand from the typical Housing Element focus on lower and moderate-income households to include those earning middle incomes and not qualify for public assistance.

The needs assessment will also address the housing needs of special groups in the City. Besides the typical groups identified in State law (namely the elderly, disabled, homeless, farmworkers, female-headed households, and large households), this Housing Element update may consider including discussions on other groups specific to Culver City, such as college students, artists, and workers from the tech and film production industries.

Task 2.3: Housing Constraints.

The Consultant Team will address potential governmental and non-governmental constraints to housing production, preservation, and improvement, including environmental and infrastructural constraints. Factors to be reviewed include market, governmental, environmental, and infrastructural constraints.

Considering the recent changes to State housing laws (including the 2017 Housing Package and the Accessory Dwelling Unit regulations), The Consultant Team will review and update the Constraints section comprehensively to identify new impediments to housing production and preservation, and zoning/regulation changes necessary to comply with State law and/or to implement the new General Plan.

Task 2.4: Residential Development Opportunities (Land Use Inventory).

The Housing Element must identify adequate sites with appropriate densities and development standards to accommodate its Regional Housing Needs Allocation (RHNA). Conducting the sites inventory analysis as part of the comprehensive General Plan update provides the City an opportunity to review its existing land use patterns, future land use policies, and conditions and incentives that would foster development. To compile the residential sites inventory for sixth cycle RHNA, The Consultant Team will:

- Review and assess available sites in the current Housing Element, taking into consideration the new changes to State law (AB 1397 and SB 166) that place stringent standards on the reusing of these sites.
- Work closely with the Land Use Element update to identify opportunity areas for residential development to offer a range of housing types.
- Prioritize areas that are ripe for near-term potential and identify appropriate incentives to facilitate development.

The Consultant Team will participate in the Land Use alternatives development to ensure adequate sites and densities are provided for the City's upcoming sixth cycle RHNA, as well as future RHNA cycles covered under the new General Plan.

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Funding Opportunities. The Consultant Team will examine and incorporate affordable housing funding sources, such as funding that will become available under SB 2 (Building Jobs and Homes Act) and SB 3 (Veterans and Affordable Housing Bond Act), and funding under the existing SB 375 Affordable Housing and Sustainable Communities Act. Other funding mechanisms such as in-lieu fee or linkage fee may also be discussed.

Partnership Opportunities. Partnership with affordable housing developers provides another mechanism for leveraging. Through the General Plan public outreach program, the City will outreach to private and affordable housing developers for partnership opportunities.

Task 2.5: Housing Implementation Plan.

The centerpiece of the Housing Element is the Housing Plan, which implements the housing goals and policies. The Housing Element Implementation Plan differs from that for the rest of the General Plan in that the Housing Plan must identify specific actions and objectives for near term (an eight-year planning period), whereas the General Plan has a planning horizon of 20 years.

The Consultant Team will update the Housing Implementation Plan to incorporate recommendations generated from the General Plan Update process and reflect changes that respond to findings of the Technical Report and Resources and Opportunities. As part of the comprehensive update to the General Plan, this Housing Plan will include a new set of goals and policies and address a range of issues, including:

- Planning and zoning strategies for expanding affordable housing opportunities in the community, while addressing equity issues from the perspective of geographic distribution and social integration.
- A range of housing options for an increasingly diverse population.
- Funding strategies to provide financing for affordable housing.
- Policies and strategies that foster building and preserving neighborhoods.

For each program included in the Housing Element, The Consultant Team 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).

Task 2.6: Housing Issues Summary.

The Consultant Team will prepare a summary of issues to highlight some of the key housing and demographic changes in Culver City, and emerging housing market and development trends. This issues summary will touch on concerns such as neighborhood compatibility, mismatches between housing types and needs/affordability, and equity issues such as displacement and gentrification, relationship between housing and parks as it relates to homelessness, and potential displacement due to parks investments.

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Deliverables

- Updated Housing Needs Assessment
- Housing Constraints Analysis
- Housing Resources and Residential Development Opportunities
- Housing Implementation Plan
- Housing Issues Summary
- Administrative Draft
- Final Draft of the Housing Element

Task 3: Project Management + Team Meetings

Task 3.1: Team Working Meetings.

At up to four (4) points in the process, key members of the Consultant Team will prepare for and attend half-day or full-day working meetings to brainstorm and work collaboratively with City staff on cross cutting issues and concerns and to develop plan content. The timing of these meetings is as follows:

- Kick-off meeting at the beginning of the project
- After drafts of the Housing Needs Assessment and Constraints Analysis
- After the draft Housing Implementation Plan
- After the Administrative Draft of the Housing Element

Task 3.2: Bi-Monthly/Monthly Status/Management Meetings.

On a regular basis (bi-monthly or monthly as needed), The Consultant Team will work with City staff to schedule in-person meetings with staff to discuss the status of the project and coordinate on project activities. This will include status reports on the project.

Task 3.3: Bi-Weekly Check-in Calls.

The Consultant Team members will hold bi-weekly phone calls to coordinate with the City about the project. City staff will be responsible for coordinating calls and summary notes including identifying to-do items.

Deliverables

- Team working meeting's agenda, materials, and meeting notes
- Monthly status reports as part of the invoicing process
- Bi-Weekly check-in call

Task 4: Community Engagement and Public Outreach

The following presents the Consultant Team's overall approach and specific tasks for community engagement. The engagement process is divided into three phases, as shown below: 1) Visioning + Discovery, 2) Alternatives + Policy, and 3) Review + Adoption. The ultimate goals of the engagement process are to: expand the number and variety of people who participate in planning projects; provide a diversity of ways for the community to engage in the process; create new ways of the City engaging with the public; provide transparency and trust-building through the citywide planning process;

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receive feedback on key land use, transportation, economic, health, and other policy issues; and provide opportunities for the community to take ownership of the plan in preparation for implementation. The community engagement plan described below is ambitious and far reaching and will require a close partnership and shared ownership with City staff.

Task 4.1: Community Engagement/Public Outreach Plans.

The Consultant Team will prepare a community engagement plan that identifies outreach tools and platforms and the timing and responsibilities related to each activity. The engagement plan will help guide the outreach efforts but will remain flexible to evolve as we go through the planning process to course correct as needed. The engagement plan will include:

- A “sampling plan” with demographics for sub-populations including seniors, youth, neighborhoods, families, non-English speaking populations and others and methods of reaching each sub-population.
- Communication and messaging strategies with a focus on reaching those who typically do not participate in the planning process.
- Engagement targets and measures of success
- Detailed engagement strategies by project phase
- Graphic schedule of engagement process
- Community outreach meetings
- Speaker series on housing and homelessness
- Public Noticing via City website, local newspaper, direct mailing to stakeholder and community partners, and residents
- Public Hearings

Task 5 Finalization and Submission of Housing Element

Task 5.1: Administrative Draft Housing Element.

The Consultant Team will gather all information under Task 2 and prepare an Administrative Draft Housing Element for staff review. This draft will also be reviewed by the Council Subcommittee on Housing and Homelessness and the GPU Advisory Committee appointed by City Council.

Task 5.2: Public Review Draft Housing Element Task.

After staff review and comment and review by the Council Subcommittee on Housing and Homelessness and the GPU Advisory Committee, a draft Housing Element will be made available for public review and comment. After the public review period the draft Housing Element will be submitted to the Planning Commission and the City Council for review and adoption.

5.3: Final Housing Element.

The Consultant Team will prepare the final Housing Element including all public comments and comment from the Planning Commission and the City Council. The final Housing Element will be submitted to HCD with the defined deadline and requirements.