



# City of Culver City

## Staff Report Details (With Text)

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**Type:** Minute Order      **Status:** Consent Agenda  
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**On agenda:** 1/23/2017      **Final action:**  
**Title:** CC -(1) Discussion of Consultant Proposals to Conduct Studies and Prepare Recommendations for R -1 Neighborhood Development Standards; and (2) Direction to City Manager as Deemed Appropriate.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 17.01.23 ATT\_No. 1 Civic Solutions Proposal.pdf, 2. 17.01.23 ATT\_No. 2 JKA Proposal.pdf

Date	Ver.	Action By	Action	Result
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**CC -(1) Discussion of Consultant Proposals to Conduct Studies and Prepare Recommendations for R-1 Neighborhood Development Standards; and (2) Direction to City Manager as Deemed Appropriate.**

**Meeting Date:** January 23, 2017

**Contact Person/Dept:** Thomas Gorham/Planning Manager  
**Phone Number:** (310) 253-5727

**Fiscal Impact:** Yes  No       **General Fund:** Yes  No

**Public Hearing:**       **Action Item:**       **Attachments:**

**Commission Action Required:** Yes  No       **Date:**

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (01/18/17 (POST) City's Public Notification Web Page (01/11/17); Ongoing Topics - Planning and Zoning "Mansionization" (01/11/17); (E-Mail-GovDelivery) The following neighborhoods: Blair Hills, Carlson Park, Downtown Neighborhood Association, Eastern Washington Boulevard, Fox Hills Neighborhood Association, Gateway Neighborhood Association, Studio Estates, Syd Kronenthal Park/Culver City East Neighborhood, West Washington Boulevard and Sunkist Park; Chamber of Commerce (01/11/17) (E-Mail) Interested Parties (01/11/17)

**Department Approval:** Sol Blumenfeld, Community Development Director (01/12/17)

### RECOMMENDATION

Staff recommends the City Council (1) discuss the proposals from two planning consultant firms to conduct studies and prepare recommendations for R-1 neighborhood development standards; (2) receive public comments regarding the proposals; and (3) provide direction to the City Manager as deemed appropriate.

## **BACKGROUND**

At the City Council meeting of January 4, 2016, the City Council adopted Ordinance No. 2016-001, approving Zoning Code Amendment, P-2015-0103-ZCA, which became effective on February 3, 2016 (Ordinance). During deliberations on the Ordinance, the City Council directed staff to research and prepare a report on the use of consultant services to prepare Zoning Code amendments related to R-1 development standards to address unique neighborhood conditions. At the City Council meeting of February 22, 2016, staff provided the City Council with information on what other local jurisdictions have done to address concerns regarding mansionization on a neighborhood specific basis.

On June 13, 2016 staff presented a Draft Request for Proposals (RFP) for consultant services to conduct studies and prepare recommendations for R-1 development standards. The Draft RFP included the study of one single family residential neighborhood to address the impacts of the development of larger single family homes that may have the potential to dramatically alter the character of the neighborhood, and negatively impact privacy and overall quality of life. The Draft RFP identified potential methods to address the impacts of larger single-family homes which could include additional and/or modified R1 zone development standards, design guidelines, and/or the establishment of overlay zones with specific development standards for specific R1 neighborhoods.

Following discussion of the RFP by the City Council, the Council directed staff to revise the RFP to include two phases of work as outlined below:

### **Phase I Survey and Study**

Phase I involves the survey of one residential neighborhood (Carlson Park) and others as may be authorized by the City Council, to determine the “neighborhood defining features” unique to the area which could be impacted by R-1 developments. Phase I will include a summary of those neighborhood characteristics that should be maintained and will include graphics, photos and illustrations and a brief narrative of the neighborhood defining features. The Phase I study will include design recommendations and zoning standards to ensure that new buildings and major additions in the neighborhoods are consistent with existing homes in the area. The consultant will outreach to the neighborhood to solicit input in two or more workshops including a walking tour to be conducted in or near the neighborhood(s) being studied.

Following Phase I, the consultant will make a determination about extending the survey to other neighborhoods and provide the recommendations to the City.

### **Phase II Survey and Study**

Phase II will involve the survey and study of other neighborhoods as recommended by the consultant and authorized by the City Council. The consultant may study several neighborhoods, find those neighborhood defining features that are common to several neighborhoods and provide design recommendations and zoning standards to ensure that new buildings and major additions in the neighborhoods are consistent with existing homes in the areas under consideration. The Phase II expansion of the Study could also include hillside neighborhoods which have unique conditions that

may require specific development standards. The City would adopt development standards thereafter based upon the consultant's findings and recommendations, incorporating any graphic material(s) that may be relevant to drafting Zoning Code amendments.

On July 25, 2016 staff presented the City Council with a revised Draft RFP to include the Phase I and Phase II components as discussed above and received direction from the City council to release the RFP.

## **DISCUSSION**

On October 10, 2016 the RFP was released with a proposal due date of November 3, 2016. Two firms, Civic Solutions and John Kaliski Architects submitted proposals in response to the RFP.

### **Proposal Submittal Requirements**

The RFP required proposal submittals to include the following:

1. Executive Summary; and
2. Questionnaire/Response to Scope of Services;
  - Company and General Information
  - Qualifications and Experience
  - Resource Matrix and Schedule
  - Approach and Work Plan
  - Fees
  - References

### **Summary of Proposals**

#### ***Civic Solutions, Inc.***

Civic Solutions, Inc. is a community development consulting firm that provides comprehensive planning and development code services to municipalities, special districts and other organizations. The firm was established in 1991 and has maintained its focused commitment to serve public agencies for the last 25 years. The company's guiding principle is that community planning and development ultimately serve the public interest.

Civic Solutions' approach to the R1 neighborhood analysis will be analytical and collaborative. They will become thoroughly familiar with all of the City's single-family neighborhoods beginning with the Dr. Carlson Park neighborhood. They will understand and evaluate the factors that help shaped traditional development patterns and the new development that is out of scale and character with the neighborhoods. They will engage community members in standard and innovative ways to truly understand their concerns and begin crafting solutions. They propose to develop zoning code amendments, overlay zones and/or design guidelines that require new homes to fit in with the design parameters of traditional neighborhoods while still allowing them to be of a size and character that work for today's families. In working with the community, staff and decision-makers, Civic Solutions has used various graphic tools to convey ideas and techniques, including digital images, video, mapping, plans and sketches. They anticipate using these and other tools for this project.

Civic Solutions has prepared architectural design guidelines, zoning regulations and urban design standards for a diverse range of Southern California cities, including Alhambra, Downey, Rosemead and La Palma.

Civic Solutions plans to complete the study, including a potential Phase II study, in seven months at a total cost of \$158,370.

### ***John Kaliski Architects (JKA)***

JKA is a Los Angeles based urban design and architecture firm that is working on, or has completed single-family and multi-family design guidelines and zoning code recommendations and revisions in Los Angeles, Bel Air, Burbank, Santa Monica, and West Hollywood. As both an architecture and urban design firm they bring both planning and architecture experience to these types of projects, allowing for detailed appreciation of the relationship of planning parameters and the needs and pragmatics of design costs, constructability and character.

JKA proposes to carefully study the existing conditions of one neighborhood, Park East/Carlson Park, define the unique characteristics that separate this community from other residential neighborhoods, and propose zoning code amendments in the form of specific standards applicable to this neighborhood or an overlay district with a menu of options that may be applied as appropriate to this district. Additionally, JKA proposes to develop design guidelines that address the qualitative character defining features for new construction and additions in this community. All of this work will be accomplished through an interactive and iterative process that incorporates observation, listening, development of options, and production of draft and final work products.

To engage the community, JKA proposes to undertake a walkshop in the community and two workshops to explore neighborhood ideas and present options and approaches to standards and guidelines for community consideration. JKA will additionally utilize an online survey and Twitter to collect neighborhood and community input from a broader audience and thereby seek to deepen participation in this planning and design process. Their work products will include zoning code amendments and design guidelines for the Park East/Carlson Park which will anticipate and establish an outline for further application to additional single family neighborhoods throughout Culver City.

JKA plans to complete the Phase I study in five months at a total cost of \$106,805. JKA's Phase I work includes a memorandum that would outline opportunities, a potential scope of work to address opportunities, and an outline of potential development standards and design guideline approaches for up to nine additional R1 neighborhoods. Staff asked JKA to prepare an estimate of the full cost of a complete Phase II study that includes all of the components of the Phase I study for the additional nine R1 neighborhoods through completion of zoning code amendments and design guidelines. JKA presented a proposal totaling an additional \$138,420 for the complete Phase II analysis and study. JKA estimates that if all nine neighborhoods were included, the Phase II study would take approximately a year to a year and one-half.

### **SUMMARY/STAFF RECOMMENDATION**

In December, staff met with project team members from each firm and evaluated their qualifications, work approach and their proposed methods of community engagement and outreach. Staff also,

reviewed work products from each firm and reviewed their references. Based on review of each proposal, as well as the individual meetings and follow-up research, staff has determined that JKA would be the most qualified firm to complete the work as outlined in the RFP based on their detailed approach, proposed methods of community engagement, ability to closely interact with staff and their most recent similar work product - the drafting of Neighborhood Compatibility Review and Design Guidelines for the City of Burbank.

Although JKA has submitted a complete Phase II proposal at a higher cost than Civic Solutions, the scope and cost of the Phase II work can be adjusted based on the outcomes of the Phase I work and the City's direction on what neighborhoods to encompass in the Phase II work.

## **FISCAL ANALYSIS**

There is no fiscal impact from discussing this item. The costs to conduct the study are identified in the attached proposals. The final cost depends upon the consultant selected and finalized scope of work.

## **ATTACHMENTS**

1. Civic Solutions Proposal
2. John Kaliski Architects Proposal

## **MOTION**

That the City Council:

1. Discuss the proposals from two planning consultant firms to conduct studies and prepare recommendations for R-1 neighborhood development standards;
2. Receive public comments regarding the proposals; and
3. Provide direction to the City Manager as deemed appropriate.