



# City of Culver City

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## Staff Report

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**File #:** 16-1037, **Version:** 1

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**CC - (1) Approval of a Professional Services Agreement with John Kaliski Architects to Conduct Studies and Prepare Recommendations for R-1 Neighborhood Development Standards and Hillside Development Standards, in an Amount Not-to-Exceed \$342,440.**

**Meeting Date:** May 30, 2017

**Contact Person/Dept:** Michael Allen/Contract 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 (05/24/17);

**Department Approval:** Sol Blumenfeld, Community Development Director (05/16/17)

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### **RECOMMENDATION**

Staff recommends the City Council (1) approve a professional services agreement with John Kaliski Architects to Conduct Studies and Prepare Recommendations for R-1 Neighborhood Development Standards and Hillside Development Standards, in an amount not-to-exceed \$342,440.

### **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 established new large single family home development standards and 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 larger single family development on a neighborhood specific basis. On June 13, 2016 the City Council considered a Draft Request for Proposals (RFP) for consultant services to conduct studies and prepare recommendations for R-1 development standards. The

Draft RFP included study of one single family residential neighborhood to address the impacts that larger single family homes may have on neighborhood character and identified potential methods to address the such impacts through 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. The City 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. It was noted that 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.

On October 10, 2016 the City issued an RFP soliciting proposals to conduct studies and prepare recommendations for R-1 neighborhood development standards for on single family residential neighborhood. Two proposals were received including:

- Civic Solutions at a total cost of \$158,370; and
- John Kaliski Architects (JKA) at a total cost of:
  - o Phase 1 \$106,805
  - o Phase II \$138,420

On January 23, 2017 City Council discussed the proposals from the two planning consultant firms

and selected JKA to conduct studies and prepare recommendations for R-1 neighborhood development standards.

### **DISCUSSION:**

At the January 23, 2017 meeting, the City Council discussed the proposals from two planning consultant firms and provided direction to the City Manager to proceed with JKA to conduct studies and prepare recommendations for R-1 neighborhood development standards, and directed staff to return with a professional services agreement to complete the work. During this period the City Council was also considering adoption of a hillside development moratorium and discussed including proposed new hillside development standards as part of the study.<sup>1</sup>

In response to Council direction, Staff met with JKA to discuss an expanded scope of work in order to develop hillside design and development standards. As a result, JKA submitted the proposed expanded scope of work (attached) with additional cost of \$97,215.

JKA will lead the R-1 Neighborhood Development project team concurrently while overseeing the Hillside Design and Development Standards project team. The work includes conducting technical studies, surveys, community meetings, and preparing development of guidelines.

### **FISCAL IMPACT**

The costs to conduct both studies are identified in the attached proposals. The total contract amount is not-to-exceed \$342,440. The City Council approved an amount of \$150,000 in Fiscal Year 2016-17 for the anticipated larger single family development project, and \$192,440 is being requested in the Fiscal Year 2017-18 budget process to make up the difference.

### **ATTACHMENTS**

1. Proposed Scope of Work Approach and Work Plan - R-1 Neighborhood Development Standards
2. Proposed Scope of Work Approach and Work Plan - Hillside Design Standards

### **MOTION**

That the City Council:

1. Approve a professional services agreement with John Kaliski Architects for the preparation of the R-1 Neighborhood Development Standards and Hillside Development Standards, in an amount not-to-exceed \$342,440; and,
2. Authorize the City Attorney to review/prepare the necessary documents; and,

3. Authorize the City Manager to execute such documents on behalf of the City.

Notes:

1. Summary of Hillside Development Actions Related to Proposed Project Contract

On December 20, 2016, City staff from the Community Development and Public Works Departments met with approximately 15 residents in the Culver Crest hillside neighborhood in order to discuss their concerns regarding the single family home under construction and a proposed Accessory Dwelling Unit (ADU) at 10753 Cranks Road. Among their concerns were the height of the home, the safety of building on the slope, the condition of the slope relative to prior slope stabilization on the site and in the area, the proposed ADU design, the location of the ADU on the slope, concerns regarding the safety of constructing a pool on the property, and the need for additional development and building standards for hillside development and construction. In subsequent City Council meetings on January 13, 2017 and February 27, 2017 the City Council determined to address these concerns with a specific study of hillside development particularly in connection with recent heavy rains in the Culver Crest neighborhood.

The City Council directed staff to (1) study methods to better regulate development and construction on the Lower and Upper Culver Crest hillside to ensure the public health, safety and welfare; and (2) agendize, for Council's consideration, a proposed temporary 45-day moratorium on new development and construction in the Lower and Upper Culver Crest areas in order to give the City sufficient time to complete such study.

On March 20, 2017, the City Council adopted Ordinance No. 2017-005, entitled "An Urgency Ordinance of the City of Culver City, California, Establishing a 45-Day Moratorium on the Issuance of Any New Building Permits for Development and Construction in the Lower and Upper Culver Crest Hillside Neighborhoods and Declaring the Urgency Thereof and that it Shall Take Effect Immediately."

On April 18, 2017, the City Council adopted Ordinance No. 2017-006, entitled "An Urgency Ordinance of the City of Culver City, California, (1) Extending for an Additional 10 Months and 15 Days the Temporary Moratorium Established by Ordinance No. 2017-005; (2) Reducing the Area and Properties Subject to such Moratorium to those Properties Directly Abutting Steep Hillside Conditions and/or Steeply Sloped Properties, as Identified on Exhibit A; and (3) Declaring the Urgency Thereof and that it Shall Take Effect Immediately" in order to allow the City time to thoroughly research options for regulating the development and construction on the hillside and prepare and present recommended regulations to the Planning Commission for recommendation to the City Council.