



# City of Culver City

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## Staff Report

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**CC - CONSENT ITEM:** (1) Approval of a Professional Services Agreement with Raimi and Associates to Update the Zoning Code to Comply with the General Plan Update and Housing Element in an Amount Not-to-Exceed \$312,757; (2) Authorization to the City Manager to Approve Amendment(s) to the Agreement in Additional Amount(s) Not-to-Exceed \$37,243; and (3) Approval of a Professional Services Agreement with Rincon Consultants, Inc. to Amend the City's Zoning Code Pertaining to Density Bonus and Other Incentives, Develop and Codify Citywide Affordable Housing Incentives, and Amend the Culver City Municipal Code Related to Subdivisions in an Amount Not-to-Exceed \$352,557.

**Meeting Date:** March 27, 2023

**Contact Person/Dept.:** Troy Evangelho/ Planning and Development/Advance Planning  
Erika Ramirez/ Planning and Development/Current Planning

**Phone Number:** (310) 253-5744/(310) 253-5727

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

**Attachments:** Yes  No

**Commission Action Required:** Yes  No

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (03/22/2023); Raimi and Associates (03/22/2023); Rincon Consultants, Inc. (03/22/2023); 4LEAF, Inc. (03/22/2023); MIG (03/22/2023)

**Department Approval:** Mark Muenzer, Planning and Development Director (03/03/2023)

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### RECOMMENDATION

Staff recommends the City Council (1) approve a professional services agreement with Raimi and Associates to update the zoning code to comply with the General Plan Update and Housing Element in an amount not-to-exceed \$312,757; (2) authorization to the City Manager to approve amendment (s) to the agreement in additional amount(s) not-to-exceed \$37,243; and (2) approve a professional services agreement with Rincon Consultants, Inc to amend the City's Zoning Code pertaining to density bonus and other incentives, develop and codify citywide affordable housing incentives, and amend the Culver City Municipal Code (CCMC) related to subdivisions in an amount not to exceed \$352,557.

## **BACKGROUND**

Planning and Development staff are proposing to update regulations set forth in Title 17 of the CCMC, Zoning Code, and Chapter 15.10 of the CCMC, Subdivisions, to implement the 2045 General Plan Update, 2021-2029 Housing Element, facilitate and promote affordable housing, streamline subdivision processing, and comply with state law.

The 2045 General Plan Update is in under development, with an anticipated public draft in summer 2023, and adoption in the winter 2023. The proposed General Plan Land Use Element update includes increases in densities and new land use designations through the city. The Zoning Code Update is necessary to amend existing zones and establish new zones to guide development in line with the general plan. The adoption of a Zoning Code Amendment and General Plan Update should occur concurrently to ensure consistency and efficient implementation.

The 2021-2029 Housing Element was adopted on August 8, 2022. To ensure the City's housing needs are met, the Housing Element establishes goals, policies, objectives, and implementation measures. The Zoning Code Update would address the following implementation measures.

- *Measure 1G: Inclusionary Housing*
  - Review and revise the mixed-use ordinance as appropriate to ensure consistency with 2045 General Plan.
- *Measure 2B: Zoning code amendments to address special needs housing*
  - Update regulations for supportive housing, emergency shelters, low barrier navigation centers, employee housing, residential care facilities, reasonable accommodations, and co-housing.
- *Measure 4A: Adequate Sites for Regional Housing Needs Assessment (RHNA)*
  - Adopt 2045 General Plan to provide adequate capacity for RHNA.
  - Complete zoning code update to implement 2045 General Plan.
- *Measure 4B: By right approval*
- *Measure 4C: Density bonus program*
- *Measure 4J: Zoning code review and amendment to address constraints to housing production*

The City Council requested a presentation on the concept of an Affordable Housing Overlay to be presented at the regular Council meeting of April 25, 2022. At the meeting there was interest to create a program that would apply citywide and ensure adequate outreach. Staff was directed to include this project in the FY 2022-2023 budget process. Staff revised the FY 2022-2023 budget request and work plan to formally initiate and fund the effort.

The City Council and Planning Commission have discussed the concept of streamlining development at various times throughout the years as it relates to subdivisions and project process, especially as in the context of housing. The Current Planning Division has developed a plan to take measured and specific steps towards streamlining the development process for housing projects of all types. This includes developing objective design standards for use in the ministerial review of multi-family and mixed used housing, creating ADU prototype plans, reviewing CCMC Chapter 15.10, Subdivision, to change the approving body for maps, developing an ordinance to allow for small lot subdivisions, and establish the process for state mandated ministerial review and approvals. As identified in the

following section, projects 2 and 3 would establish streamlining efforts to ensure a robust set of procedures and processes are available to housing developers.

**DISCUSSION**

Staff prepared a request for proposals (RFP) with three distinct projects.

- Project One: Zoning Code Update to Implement the 2045 General Plan Land Use Element and 2021-2029 Housing Element.
- Project Two: Zoning Code Update Related to Affordable Housing Incentives City-Wide
- Project Three: Municipal Code Update Related to Subdivisions

Staff released the RFP to competing firms and received the following four responses

Firm Name	Project 1 Bids	Project 2 Bids	Project 3 Bids
Raimi and Associates	\$312,757	\$152,208	\$65,000
Rincon Consultants, Inc.	\$349,897	\$114,565	\$237,992
MIG	\$312,200	\$179,555	\$60,000
4Leaf, Inc.	-	\$113,555	\$59,670

*Note: The project bid amounts listed below do not include direct costs or optional tasks listed in the proposals.*

Firms were not rated solely on price, but on a combination of factors as determined to be in the best interest of the City. The table below reflects the final score for each firm.

Firm Name	Project 1 Score	Project 2 Score	Project 3 Score
Raimi and Associates	98.3	88	86
Rincon Consultants, Inc.	94	99	90
MIG	97.7	93	72
4Leaf, Inc.	-	78	75

For Project 1 staff selected Raimi and Associates. Their proposal and implementation timeline were consistent with Culver City’s needs and their price was comparable to the lowest bid. Raimi and Associates stood out due to their extensive experience developing the 2045 General Plan. They would bring a level of expertise and understanding of Culver City, coupled with an ability to coordinate the environmental review process with the General Plan Update.

For Project 2 and 3 staff selected Rincon Consultants, Inc. Rincon’s proposal and implementation timeline for Project 2 were consistent with Culver City’s needs and their price for that element was comparable to the lowest bid. Their proposal was the most complete and detailed for Project 3, and staff on the Rincon team includes individuals that have firsthand experience drafting a small lot subdivision ordinance. Rincon Consultants stood out in their detailed approach, expertise in analyzing, amending and creating code and standards, as well as their knowledge and ability to conduct CEQA analysis in house. Rincon will bring experience and technical expertise that is required for the level of detail that will be incorporated into each of the projects.

## **FISCAL ANALYSIS**

The Adopted Budget for Fiscal Year 2022-2023 includes sufficient funding in Account #10150400.619800 (Advance Planning - Other Contractual Services) for the \$350,000 budgeted for Project 1. This would cover the selected proposal bid of \$312,757, with a contingency of \$37,243. The Adopted Budget for Fiscal Year 2022-2023 also contains sufficient funding in Account #10150200.610400 (Current Planning - Consulting Services) Division has the adequate budget funds to support the total amount of \$352,557for Projects 2 and 3.

## **ATTACHMENTS**

None

## **MOTIONS**

That the City Council:

1. Approve a professional services agreement with Raimi and Associates to prepare a zoning code update to implement the 2045 General Plan Land Use Element and 2021-2029 Housing Element in an amount not to exceed \$312,757; and
2. Authorize the City Manager to approve amendment(s) to the agreement in additional amount (s) not-to-exceed \$37,243; and
3. Approve a Professional Services Agreement with Rincon Consultants, Inc. to prepare a zoning code amendment pertaining to density bonus and other incentives, develop and codify citywide affordable housing incentives, and amend the CCMC related to subdivisions in an amount not to exceed \$352,557; and
4. Authorize the City Attorney to review/prepare the necessary documents; and
5. Authorize the City Manager to execute such documents on behalf of the City.