

City of San Leandro Zoning Code Update

EXHIBIT A SCOPE OF SERVICES AND COMPENSATION SCHEDULE

Task 1. Zoning Code Outline

- 1.A. Zoning Code Outline.** Prepare an Annotated Outline of the Zoning Code. The outline will provide the recommended format, content, and organization of the new Zoning Code; retaining, amending, or discarding sections as necessary and proposing new sections where needed to improve clarity and user-friendliness. A draft Outline will be prepared for staff review and revised, based on staff comments.

Deliverables: *Zoning Code Outline*

Cost Estimate: \$5,000

Task 2. Draft Zoning Code

A Draft Zoning Code will be prepared based on the Zoning Code Outline. Preliminary drafts of updated regulations will be developed in ‘modules’ as described below to facilitate review prior to incorporation into a complete Draft Zoning Code. Each ‘module’ will include an introduction summarizing key changes from the existing provisions.

- 2.A. Use Regulations.** Prepare Draft Use Regulations, including district use regulation tables, use classifications, and proposed limitations on special uses. Evaluate current use regulations and identify changes needed in permitted uses and conditional uses to meet City development goals and respond to Staff and stakeholder concerns. Evaluate current regulations for specific uses, including City staff concerns about “problem” uses and provisions that are inconsistent with state and federal law. Use regulations and permit requirements will be presented in tables to ease user navigation. Prepare a draft of the Use Regulations for staff review, and revise, based on staff comments.
- 2.B. Development Standards.** Prepare Draft Development Standards, including development standards for each of the base and overlay districts in the City, building design standards, and general site development standards. Prepare a draft of the Development Standards for staff review, and revise, based on staff comments.
- 2.C. Citywide Regulations.** Citywide regulations are those that apply to development in some or all zoning districts in the City. Topics include, but are not limited to signs, parking, performance standards, and nonconforming provisions. Prepare a draft of the Citywide Regulations for staff review, and revise, based on staff comments.
- 2.D. Administrative Provisions.** Prepare Draft Administrative Provisions for the administration and enforcement of the Code, including application procedures, required findings, hearings and approval, and post decision procedures for all permit/approval types including use permits and

code amendments. Revisions to the development review process to ensure they are intuitive, transparent, and simplified will be identified. Prepare a draft of the Administrative Provisions for staff review, and revise, based on staff comments.

- 2.E. Review Draft Zoning Code.** Review comments on draft Development Standards, Citywide Regulations, and Administrative Provisions and prepare the Review Draft Zoning Code, incorporating the previously updated Use Regulations. Prepare an administrative draft for staff review and revise based on a consolidated set of comments.
- 2.F. Hearing Draft Zoning Code.** Review comments on Review Draft Zoning Code and prepare the Hearing Draft Zoning Code.

Meetings: *Virtual meetings and teleconference meetings with staff to review draft products*

Deliverables: *'Modules' of Draft Regulations*
Use Regulations
Development Standards
Citywide Regulations
Administrative Provisions
Review Draft Zoning Code
Hearing Draft Zoning Code

Cost Estimate: *\$116,000*

Task 3. Public Review and Adoption

- 3.A. Workshops/Study Sessions.** Conduct up to three workshops/study sessions at key stages during the process to provide opportunities for public education and informal comment on choices being considered. Workshops/study sessions may be held to introduce the project, provide project information, or to present, review, and gather input on regulations as they are being drafted.
- 3.B. Adoption Hearings.** Attend, prepare materials for, and make formal presentations at up to two Planning Commission hearings and up to two City Council hearings to support adoption of the Zoning Code.
- 3.C. Final Zoning Code.** Based on City Council action and final text changes provided by staff, prepare the final Zoning Code.

Meetings: *Workshops/Study Sessions (3)*
Adoption Hearings (4)

Deliverables: *Final Zoning Code*

Cost Estimate: *\$36,000*

PROJECT PERSONNEL BILLING RATES

Martha Miller, Project Manager: \$200/hour