



# City of Emeryville

CALIFORNIA

## MEMORANDUM

**DATE:** September 15, 2020  
**TO:** Christine Daniel, City Manager  
**FROM:** Charles S. Bryant, Community Development Director  
**SUBJECT:** **Resolution Of The City Council Of The City Of Emeryville Authorizing The City Manager To Execute A Professional Services Contract With Lexington Planning LLC To Prepare Objective Design And Development Standards In An Amount Not To Exceed \$160,000**

### RECOMMENDATION

Staff recommends that the City Council adopt the above-entitled resolution authorizing the City Manager to execute a Professional Services Contract with Lexington Planning LLC to prepare Objective Design and Development Standards over a term from September 16, 2020 to December 31, 2022, for a contract amount not to exceed \$160,000.

### BACKGROUND

In 2017, the State legislature passed, and the Governor signed, a set of statutes intended to speed up affordable housing production, including SB 35 and SB 2. SB 35 allows developers of projects meeting objective planning standards to receive non-discretionary, ministerial approval. SB 2 established a \$75 transaction recording fee and allocated half of the revenue to local governments to update planning documents to streamline housing production.

On March 28, 2019, the State Department of Housing and Community Development (HCD) issued a notice of funding availability for SB 2 planning grants to streamline affordable housing production. The amount available for cities the size of Emeryville was \$160,000. Development of objective planning standards was among the eligible kinds of projects for funding.

On November 5, 2019, the City Council adopted Resolution No. 19-147 approving an application to HCD for a \$160,000 SB 2 planning grant for preparation of Objective Design and Development Standards, for use in non-discretionary, ministerial review, and authorizing the City Manager to appropriate the funds to the Grant Fund (Fund 254) if approved. HCD notified the City of the award on February 14, 2020 and signed the funding agreement on March 12, 2020.

### DISCUSSION

On June 4, 2020, the City issued a Request for Proposals (RFP) for preparation of the Objective Design and Development Standards (see Attachment 1). Four proposals were

received by the due date of July 20, 2020. City planning staff reviewed and scored the proposals and selected Lexington Planning LLC to prepare the Objective Design and Development Standards. Lexington Planning LLC has experience developing objective design and development standards; a clear understanding of the project; an efficient, focused team; a realistic budget and timeline; and a clear, succinct proposal.

### **FISCAL IMPACT**

The proposed Professional Services Contract is for \$160,000, to be funded by the grant from HCD on a reimbursement basis. The City may request reimbursement as frequently as quarterly and must request reimbursement at least annually. The funds from the HCD grant have previously been appropriated to the Grant Fund (Fund 254) as authorized by the City Council.

### **STAFF COMMUNICATION WITH THE PUBLIC**

Staff has had no communication with the public regarding the proposed contract.

### **CONCLUSION**

Staff recommends that the City Council adopt the attached resolution authorizing the City Manager to execute a Professional Services Contract with Lexington Planning LLC in substantial form as attached as Exhibit A to the resolution.

**PREPARED BY:** Diana Keena, Associate Planner

**APPROVED AND FORWARDED TO THE  
CITY COUNCIL OF THE CITY OF EMERYVILLE:**



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Christine Daniel, City Manager

### **ATTACHMENTS:**

- Request for Proposals (without attachments)
- Draft Resolution, Including Exhibit A, Professional Services Contract with Lexington Planning LLC