

# Scope of Work

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## A. Project Management, Kickoff, and Timeline

**A.1 Kickoff Meeting.** LWC will attend a virtual kickoff meeting with City staff to establish project management and communication protocols, discuss ideas and aspirations for the project, review data needs, discuss community engagement, refine the scope of work and schedule, and clarify roles and responsibilities. LWC will prepare an agenda for the kickoff meeting and a summary following the kickoff meeting.

**A.2 Project Management.** LWC will communicate and coordinate with City staff throughout the project to efficiently execute tasks and provide high-quality deliverables. Under this task, LWC will monitor and direct the project to ensure successful achievement of milestones, timely completion of tasks within the given budget, and compliance with contract terms and conditions. This task also includes general project management and administration duties.

**A.3 Timeline.** LWC will develop a detailed timeline/schedule with milestones leading toward adoption of the Zoning Code Update. LWC will also maintain the project schedule and regularly distribute to the team as revisions occur to ensure deadlines are adhered to.

**A.4 Data Needs.** LWC will prepare an initial list of data needs for City staff prior to the project kickoff meeting, including, but not limited to maps, GIS data, uncodified ordinances, a list of technical zoning issues or interpretations, and a representative set of projects for use in reviewing how specific standards are applied.

### *Deliverables*

- *Kickoff meeting agenda and summary notes (Word/PDF)*
- *Project schedule (PDF)*
- *Data needs (Word)*

## B. Calls and Meetings

**B.1 Biweekly Calls.** LWC will establish regular calls with City staff to ensure ongoing coordination throughout the project and assumes biweekly calls (twice a month) for this purpose. LWC will prepare agendas and meeting summaries for these calls. On these calls, LWC will establish meeting objectives, discuss questions arising from the project, and make recommendations to/coordinate with City staff to determine appropriate action items.

**B.2 Planning Commission and City Council Meeting Attendance (3).** LWC will virtually attend up to three total meetings (Planning Commission and/or City Council) to support staff on providing informational updates on the project to the Planning Commission and/or City Council and to answer questions, as appropriate. LWC assumes City staff will prepare any presentation materials under this subtask.

### *Deliverables*

- *Agendas and action item summaries of biweekly calls (Word, email)*

## C. Outreach and Website

**C.1 Community Outreach Memo.** LWC will prepare a community outreach memo outlining a public engagement process for the Zoning Code Update. The process will provide opportunities for community stakeholders, decisionmakers, members of the public, and City staff to inform, review, and comment on the project and updated regulations as they are being formulated. The community outreach memo will outline all public meetings, study sessions, and any other outreach tools to be used. The memo will include approaches that seek to provide inclusive engagement; and clarify community values, collect meaningful data and qualitative input about priorities and desires for land uses and urban form.

**C.2 Website Materials.** LWC will prepare handouts and information/graphics for posting on the City's website to inform and educate community members about the project.

**C.3 City Staff Meetings (2).** LWC will conduct up to two virtual meetings with City staff from various City departments to understand City priorities for/issues with the current Zoning Code. LWC will prepare a consolidated set of summary notes from both meetings.

**C.4 Planning Commission Study Sessions (2).** LWC will present and answer questions at up to two Planning Commission study sessions to support the adoption of the Zoning Code Update. One study session is anticipated to occur prior to preparation of the Public Review Draft Zoning Code, while the other study session is anticipated to occur after preparation of the Public Review Draft Zoning Code. LWC attendance is assumed to be virtual. LWC will prepare a PowerPoint presentation (draft and final) and summary notes for the study sessions.

**C.5 City Council Study Session.** LWC will present and answer questions at one City Council study session to support the adoption of the Zoning Code Update and will coordinate with City staff to determine the appropriate timing for this study session. LWC attendance is assumed to be virtual. LWC will prepare a PowerPoint presentation (draft and final) and summary notes for the study session.

### *Deliverables*

- *Community Outreach Memo draft and final (Word, PDF)*
- *Website materials (JPG, PDF)*
- *City staff stakeholder meeting summary notes (Word)*
- *Planning Commission and City Council study session presentations and summary notes draft and final (PPT, Word, PDF)*

## D. Zoning Code

**D.1 Administrative Draft Recommendations Report.** LWC will analyze the effectiveness of existing regulations and the existing regulatory structure to meet the 2040 General Plan goals, policies, and actions and implement other City planning documents, including the 6<sup>th</sup> Cycle Housing Element, Downtown Beaumont Revitalization Plan (DBRP), Downtown Area Plan, Economic Development Strategic Plan (EDSP), and Parking Management Master Plan. LWC will integrate as appropriate LWC's zoning analysis completed for the 2040 General Plan and 6<sup>th</sup> Cycle Housing Element. The results of the analysis, including an identification of items or topics to be addressed through the Zoning Code Update, will be summarized in an Administrative Draft Recommendations Report. The report is anticipated to include the following:

- A summary of key inconsistencies between the current Zoning Code and the General Plan and other City regulatory or policy documents

- A summary of key inconsistencies between the current Zoning Code and State and federal law
- Identification of key issues to be addressed in the update effort and recommendations for addressing the issues

**D.2 Public Review Draft Recommendations Report.** Based on City staff’s review of the Administrative Draft Recommendations Report, LWC will prepare a Public Review Draft Recommendations Report.

**D.3 Table of Contents/Style Guide.** LWC will propose an improved structure and organization of the Zoning Code to facilitate usability and clarity. LWC will prepare an annotated table of contents that describes the purpose and intent of sections and subsections. Where appropriate, the table of contents will note existing Code sections to establish a trail between the two documents indicating where chapters from the existing Code are to be re-located and which chapters/sections (if any) of the existing Code are not being carried forward.

LWC will also prepare a preliminary style guide focusing on page layout, cross references, terminology, fonts, graphics, charts, maps, etc. to create a Zoning Code that is clear and easy to use. LWC will prepare a final table of contents and style guide based on comments provided by City staff.

#### **D.4 Administrative Draft Zoning Code**

**D.4.1 Zoning Districts.** LWC will update existing zoning districts and overlay districts based on the Recommendations Report and input from public engagement efforts and City staff. LWC will prepare Administrative Draft Zoning Districts and Overlays for City staff review.

**D.4.2 Use Regulations.** LWC will update existing use regulations based on the Recommendations Report and input from public engagement efforts and City staff. Use regulations are anticipated to consist of the following:

- **Land Use Definitions.** A complete set of definitions of land uses regulated by the Zoning Code. Land uses should be defined through a clearly articulated modern use classification system that reflects contemporary land uses and groups them based on common functional, product, or physical characteristics. Use groups should be broad enough to allow the classification of new, unanticipated uses.
- **Zoning District Use Regulations.** Land use regulations by zoning district, clearly indicating which uses are permitted and what type of approval is required. Permitted land uses should be consistent with the corresponding General Plan land use designation and adaptable to contemporary trends in land use.
- **Standards for Specific Uses.** Supplemental standards for uses that warrant special consideration such as accessory dwelling uses, home occupations, telecommunication facilities, animal keeping, single-room occupancy facilities, and temporary uses.

LWC will prepare Administrative Draft Use Regulations for City staff review.

**D.4.3 Citywide Standards.** LWC will analyze current standards that apply in some or all zoning districts and prepare new or revised standards addressing issues identified in the Recommendations Report and through public engagement efforts and City staff input. Topics are anticipated to include, but are not limited to:

- Off-Street Parking and Loading Standards
- Landscaping Standards
- Nonconforming Uses
- Affordable Housing Incentives/Density Bonus Provisions

- Walls and Fences
- Accessory Buildings and Structures

LWC will prepare Administrative Draft Citywide Standards for City staff review.

**D.4.4 Sign Standards.** LWC will prepare revised sign regulations that include regulations for specific sign types, limitations on the amount of signage, graphics, and sign review procedures. The City updated the sign regulations to be content-neutral in compliance with the US Supreme Court's 2015 decision in *Reed v. Town of Gilbert*; therefore, LWC assume no further content-neutral revisions are necessary. LWC will prepare Administrative Draft Sign Standards for City staff review.

**D.4.5 Administration and Permit Procedures.** LWC will update administration and permit procedures, consisting of the following:

- **Administration and Procedures.** Provisions for administration and amendments to the Zoning Code and Zoning Map, and procedures that are common to the application and processing of a variety of different permits and approvals.
- **Land Use and Development Permits.** Procedures for all zoning decisions, from ministerial approvals to more technical and substantive approvals, including use permits and variances.
- **Enforcement.** Provisions for the enforcement of the Zoning Code.
- **Definitions.** Definitions of key terms, using modern terminology and streamlining with general terminology where appropriate.

LWC will prepare Administrative Draft Administration and Permit Procedures for City staff review.

**D.4.6 Compiled Administrative Draft Zoning Code.** LWC will review all City comments on Administrative Draft regulations prepared in Tasks D.4.1 to D.4.5 and D.5 and prepare a complete and compiled Administrative Draft Zoning Code. LWC will work collaboratively to appropriately address all City comments and make additional improvements in order to supply the City with a complete and high-quality compiled Administrative Draft.

**D.5 Commercial/Industrial Design Standards.** LWC will prepare design standards (relating to architectural details, building materials, design, and appearance) for commercial and industrial uses for City staff review. During the preparation of the Zoning Code Table of Contents, LWC will propose where these design standards are recommended to be located in the updated Code. LWC will then incorporate the commercial and industrial design standards into the Compiled Administrative Draft Zoning Code for City staff review (see Task D.4.6).

**D.6 Public Review Draft Zoning Code.** Pending City staff comments on the Compiled Administrative Draft Zoning Code, LWC will prepare the Public Review Draft Zoning Code Update.

**D.7 Hearing Draft Zoning Code.** Pending City comments on the Public Review Draft Zoning Code, LWC will prepare the Hearing Draft Zoning Code.

***Deliverables***

- *Administrative Draft Recommendations Report (Word)*
- *Public Review Draft Recommendations Report (Word and PDF)*
- *Table of Contents (draft and final) (Word or Excel)*
- *Style guide (draft and final) (Word and PDF)*
- *Administrative Draft Zoning Districts (Word)*
- *Administrative Draft Use Regulations (Word)*
- *Administrative Draft Citywide Standards (Word)*

- *Administrative Draft Sign Standards (Word)*
- *Administrative Draft Administration and Permit Procedures (Word)*
- *Compiled Administrative Draft Zoning Code (Word, PDF)*
- *Administrative Draft Commercial/Industrial Design Standards (Word)*
- *Public Review Draft Zoning Code (Word and PDF)*
- *Hearing Draft Zoning Code (Word and PDF)*

## E. Zoning Map

**E.1 Zoning Map Consistency Analysis.** Using General Plan Table 3.3 (Land Use Designations), LWC will identify any parcels on the Zoning Map with zoning classifications that are inconsistent with the General Plan. LWC will provide a table listing each inconsistent parcel with the land use designation, current zoning, and proposed zoning for City staff review. LWC will also review existing overlays to evaluate any recommended revisions to mapping of overlays. Any changes recommended for overlays will also be provided to City staff for review in table format.

**E.2 Administrative Draft Zoning Map.** After City staff’s review of the zoning map consistency analysis, LWC will prepare an Administrative Draft Zoning Map. The Administrative Draft Zoning Map will show updated zoning for parcels with General Plan and zoning inconsistencies or for parcels that are otherwise recommended for zoning change based on input from City staff.

**E.3 Public Review Draft Zoning Map.** LWC will prepare a Public Review Draft Zoning Map based on City staff’s review of the Administrative Draft Zoning Map.

**E.4 Hearing Draft Zoning Map.** Pending City comments on the Public Review Draft Zoning Map, LWC will prepare the Hearing Draft Zoning Code Update.

### *Deliverables*

- *Zoning Map consistency analysis (Excel, Word)*
- *Administrative Draft Zoning Map (ArcGIS, PDF)*
- *Public Review Draft Zoning Map (ArcGIS, PDF)*
- *Public Hearing Draft Zoning Map (ArcGIS, PDF)*

## F. Commercial/Industrial Design Guidelines

Refer to Task D.5

## G. Hearings

**G.1 Planning Commission Hearing (1).** LWC will present and answer questions at one Planning Commission hearing for the adoption of the Zoning Code Update. LWC’s presentation will focus on the key proposed improvements and changes to the Zoning Code and Zoning Map, clarifying how existing standards and procedures would be altered, and the rationale supporting the amendments. LWC attendance is assumed to be virtual. LWC will prepare a PowerPoint presentation (draft and final) for the public hearing.

**G.2 City Council Hearing (1).** LWC will present and answer questions at one City Council hearing for the adoption of the Zoning Code Update. LWC attendance is assumed to be virtual. LWC will prepare a PowerPoint presentation (draft and final) for the public hearing.

**Deliverables**

- *PowerPoint Presentation for one Planning Commission public hearing (draft and final) (PPT, PDF)*
- *PowerPoint Presentation for one City Council public hearing (draft and final) (PPT, PDF)*

## H. CEQA

**H.1 CEQA Memo.** The City certified an EIR for the General Plan in late 2020. The Zoning Code Update will implement the policy direction of the General Plan, the environmental effects of which were evaluated in detail in the EIR. LWC anticipates that the Zoning Code Update will be consistent with the General Plan EIR; therefore, LWC will prepare a technical CEQA memo supporting findings of consistency with the 2040 General Plan EIR.

**Deliverables**

- *CEQA Memo (Word and PDF)*

## I. Final Adopted

**I.1 Final Adopted Zoning Code and Map.** Based on City Council action and any final text changes provided by City staff, LWC will prepare the final Zoning Code and Zoning Map. LWC will provide one electronic copy of the Final Zoning Code in Microsoft Word format, one electronic copy of the Final Zoning Code and Final Zoning Map in PDF, and GIS format of the Final Zoning Map for incorporation into the City's GIS system.

**Deliverables**

- *Final Zoning Code (Word, PDF)*
- *Final Zoning Map (PDF, GIS)*

## Optional Tasks

LWC is experienced in providing outdoor lighting, food truck/mobile vending, and subdivision ordinances. If desired, LWC will work with the City to prepare scopes and budgets for any of these optional tasks:

1. Update BMC Chapter 8.50 Outdoor Lighting
2. Update BMC Title 16 Subdivisions
3. Update BMC Chapter 5.72 Food Trucks

## Assumptions

This proposal is based on the following assumptions:

1. All meetings and calls will be conducted virtually unless specified as in person.
2. All deliverables will be provided in electronic format unless specified as hard copy with an associated number of copies.
3. City staff will provide comments on draft materials as a single set of non-conflicting and actionable comments. The City's comments will include comments from the City Attorney as appropriate as determined City staff. City Attorney comments will be compiled with City staff comments when provided.

4. GIS data provided will be complete and accurate. LWC will not be responsible for creating or creating GIS data other than the zoning district updates as specified in this scope of work.
5. City GIS data includes parcel-level General Plan designations and zoning classification, including all zoning overlays.
6. City staff will prepare staff reports, resolutions, and notices for Planning Commission and City Council meetings.
7. City staff will conduct all noticing efforts and provide any translations or interpretation services.
8. The proposal acknowledges laws and statutes enacted at the time of its writing. The parties will agree on amendments to the scope of services that become necessary if any changes occur to applicable rulings and create obligations that were unexpected at the time of the execution of this proposal.