

## **CITY OF LAKE ELSINORE ZONING CODE AMENDMENT**

### **SCOPE OF WORK AND BUDGET**

This Zoning Code Amendment scope of work and budget are based on MIG's extensive zoning code, map, and amendment expertise. However, City staff and MIG do not know the zoning changes required by the future General Plan Update. As such, the scope of work and budget estimate what may be needed by the City of Lake Elsinore. When the General Plan Update creates new land use designations requiring new zoning categories and identifies existing land use designations or zoning categories requiring modification, the City and MIG will need to revisit and possibly revise, this scope of work and budget to better reflect City of Lake Elsinore's priorities and needs.

#### **TASK 1: Project Initiation and Project Management**

##### *Task 1.1: Project Initiation and Project Schedule Development*

Once the proposed General Plan has been confirmed (or adopted), the MIG zoning team will meet with City staff to kick off the zoning update component, gather data and information, and outline overall expectations and desired outcomes. This will include refining the work program and preparing a detailed project schedule. This meeting will not be as formal as the General Plan kick off meeting. Rather, this meeting's intent is to change the project's focus to a zoning code update.

The zoning code update focuses on:

- creating new zones, use regulations, and development standards to implement new land use designations
- updating the use lists in all zones to implement General Plan land use policy
- updating the Zoning Map to correspond to the General Plan land use policy map
- revising land use definitions to correspond to the use tables

The zoning code update will not implement Housing Element programs nor provide objective design standards for current zones. Both of these subjects can be provided as additional work scope, if requested.

##### *Task 1.2: Project Management, Project Team Meetings, and Phone Calls*

The purpose of this subtask is to ensure project management meets the City's expectations and keeps the program moving forward, including contract administration, invoicing, scheduling, and the timely delivery of products. We will prepare monthly invoices and have a biweekly phone call with the City's project manager to monitor and review project progress and results, including discussing options for policy implementation and preferred direction and to review draft work products. Our budget assumes a nine-month program and includes an allowance for phone calls with City staff that we feel is appropriate for accomplishing the work described in this proposal. If additional time is required beyond this allowance, we will bill for additional meeting time on a reimbursable basis with prior authorization from the City. As needed, we will schedule in-person meetings.

#### **TASK 2: COMMUNITY ENGAGEMENT**

While many Lake Elsinore residents and property owners may be involved in the General Plan update, our experience with zoning code updates is that the public will be much less interested in engagement for this follow-on program. Primary interest will come from major property owners and the development community. Thus, we propose a workshop with a targeted audience and study sessions with the Planning Commission and City Council, to which the public will be invited.

During the COVID-19 pandemic, MIG found that community participation rates increased relative to the days of mostly in-person meetings. While public gathering restrictions have loosened, we recommend

conducting digital meetings for the workshops and the study sessions. The engagement strategy will be finalized during the scope refinement task.

*Task 2.1: Phase I Developer and Property Owner Workshop.* We anticipate that property owners and developers will be the key interest groups in the rezoning effort. Thus, we propose to conduct one on-line workshop to present draft ideas and standards for the new zones. While the workshop will be open to all members of the public, we will work with City staff to create a targeted list of invitees. City staff will be responsible for outreach to people and groups on the list. MIG will create a flyer advertising the workshop for City staff to post on its website and otherwise disseminate. MIG will prepare presentation materials and have up to four staff attend/facilitate the workshop. Following the workshop, we will prepare a brief summary.

#### *Task 2.2: Planning Commission and City Council Study Sessions*

We recommend planning for three on-line study sessions with the Planning Commission and City Council as follows: 1) the first with the Planning Commission to introduce the project and comments received during the Developer and Property Owner workshop; 2) the second, also with the Planning Commission, to review the entire draft ordinance, with all amendments, prior to formal public hearings; and 3) the third with the City Council prior to formal Council hearings. Any or all of these could instead be conducted as joint study sessions.

MIG will be responsible for creating each event structure, preparing materials to be presented, developing advertising materials for the City to disseminate, having up to three MIG staff at each event, and preparing an event summary.

#### *Deliverables*

- Event Announcements – Draft and Final (pdf)
- Event Materials and Summaries - Draft and Final (Word and pdf)

### **TASK 3: ADMINISTRATIVE DRAFT CODE AMENDMENTS AND ZONING MAP**

#### *Task 3.1: Assessment Memorandum and Outline*

MIG will prepare a assessment memorandum, which will include our thoughts on how to integrate the new zones into the Zoning Code and define the parameters for development standards for each new zone, as appropriate.

We will meet, on-line, with City staff to discuss the memorandum. Based on staff direction, we will prepare an outline of the new zoning provisions to be created, also indicating where they will be included in the Zoning Code.

#### *Task 3.2: Administrative Draft Code Amendments*

This task includes the steps necessary to produce the administrative review draft of the targeted Zoning Code amendments for City staff review. The Administrative Draft Zoning Code amendments will be prepared as individual chapters and sections, and will be provided to staff in this manner to allow for timely, focused feedback. We have budgeted for two rounds of review: first and second administrative drafts. City staff will provide all comments to the MIG team using Word's track-changes function, with all comments consolidated into a single document. MIG will provide graphics with the second administrative

draft. For existing code sections that are being revised, we will prepare a legislative (redline/strikeout) version of the current Zoning Code to indicate the amended language.

**3.2.1: Zoning Code Style Sheet and Format.** MIG will prepare a style and word usage guide listing standard conventions and nomenclature to be used in the Zoning Code amendments. We will also prepare a format guide so that materials are presented consistently to staff. Based on the input received from staff, MIG will revise the style and format guides; one round of revision is assumed.

**Task 3.2.2: Administrative Draft Zoning Code (Two Rounds of Review).** The MIG team will prepare administrative draft sections of the Zoning Code for review by City staff, starting with creation of the new zones. If the City wishes to modernize the list of uses for existing zones, we will simply update the lists. We will revise definitions to reflect any new uses added to zones.

We will complete the first administrative draft of each chapter for City staff review, then conduct an on-line meeting with staff to discuss the revisions before producing the second administrative draft. The second administrative draft will contain the materials to be presented at the Planning Commission study session.

The proposed zoning effort addresses new land use designations. Creating objective design standards (ODS) and other housing element related updates can be provided as additional scope of work.

#### *Task 3.3: Public Review Draft Code Amendments*

Following the Planning Commission study session, we will meet with City staff to determine which additional revisions should be incorporated into the draft code amendments for broader public review. We will make the revisions to produce the Public Review Draft Zoning Code Amendments. This will be the version subject to CEQA review and public hearings. We will conduct a study session with the Planning Commission and City Council before public hearings to help identify any additional changes that may be desired and addressed in the public hearing staff report to be prepared by City staff.

#### *Task 3.4: Draft Zoning Map*

To create a new parcel-specific zoning map, MIG will first prepare a matrix showing a correlation between current zones and new land use designations. This matrix will be used to create a map in GIS identifying which properties require rezoning to implement land use policy. Most of the parcels shown as inconsistent will be assigned one of the new zones. However, in other cases City staff may need to identify the proper zone to apply. We will ask City staff to review and mark up the map produced and indicate the appropriate new zoning. We will meet with you to review your edits and will produce an administrative draft zoning map for further City review. Based on one set of staff's additional revision, we will create a draft zoning map for public hearings.

We anticipate that many properties will need to be rezoned to achieve General Plan consistency. Under State law, if more than 800 properties are affected, individual notice to individual property owners is not required. Instead, the City may elect to place a one-eighth page notice in the newspaper. This task is not included in our budget, so the City may wish to establish a contingency for this task and others not yet scoped.

#### *Deliverables*

- Assessment Memorandum and Outline (Word - electronic)

- Draft Format and Style Sheet (Word - electronic)
- Administrative Draft Code Sections - 2 rounds of review (Word - electronic)
- Public Review Draft Zoning Code Sections (Word and pdf - electronic)
- Zoning Map – 2 rounds of review (pdf)

## **TASK 5: PUBLIC HEARINGS**

This scope of work assumes the Zoning Code Amendment will be adopted after the General Plan has been adopted. Thus, a new set of public hearings will be required. However, if the City would like to conduct just one set of public hearings for the General Plan Update, Zoning Code Amendment, and EIR, then the General Plan will be drafted and placed on hold until the environmental review and zoning code update can be prepared.

### *Task 5.1: Planning Commission Public Hearing (1)*

We will prepare a PowerPoint presentation for the hearing and present it to the Planning Commission. City staff will provide hearing notice, prepare staff reports, ordinances, and resolutions. We have budgeted for one hearing with the Planning Commission since most issues will be resolved during the second study session. Additional hearings, if required, would be billed as additional services with prior City authorization.

### *Task 5.2: City Council Public Hearing (1)*

We will prepare a PowerPoint presentation for the hearing and present it to the City Council. City staff will provide hearing notice, prepare staff reports, ordinances, and resolutions. We have budgeted for one hearing with the City Council since most issues will be resolved during the second study session. This will be the first reading. Additional hearings, including the second reading, would be billed as additional services with prior City authorization.

**CITY OF LAKE ELSINORE ZONING CODE AMENDMENT**  
**SCOPE OF WORK AND BUDGET**

				L. Stetson Consulting Principal HRS @ \$235		L. Brownfield PIC/ Project Manager HRS @ \$215		Zoning Specialists HRS @ \$180		Planning/GIS Associates HRS @ \$115		Admin./Word Processing HRS @ \$105		Total	
PHASE I WORK PROGRAM															
Task 1: Project Management															
1.1	Project Initiation and Schedule Development	-	\$ -	12	\$ 2,580	4	\$ 720	4	\$ 460	4	\$ 420	24	\$ 4,180		
1.2	Project Management and Coordination (9 months)	10	\$ 2,350	45	\$ 9,675	-	\$ -		\$ -	27	\$ 2,835	82	\$ 14,860		
Subtotal		10	\$ 2,350	57	\$ 12,255	4	\$ 720	4	\$ 460	31	\$ 3,255	106	\$ 19,040		
Task 2: Community Engagement															
2.1	Developer and Property Owner Workshop	4	\$ 940	20	\$ 4,300	-	\$ -	40	\$ 4,600	8	\$ 840	72	\$ 10,680		
2.2	Planning Commission, City Council and DRB Study Sessions (3)	10	\$ 2,350	30	\$ 6,450	-	\$ -	60	\$ 6,900	8	\$ 840	108	\$ 16,540		
Subtotal		14	\$ 3,290	50	\$ 10,750	-	\$ -	100	\$ 11,500	16	\$ 1,680	180	\$ 27,220		
Task 3: Administrative Draft Code Amendments and Zoning Map															
3.1	Assessment Memorandum and Outline	4	\$ 940	8	\$ 1,720	32	\$ 5,760	-	\$ -	4	\$ 420	48	\$ 8,840		
3.2	Administrative Draft Code Amendments (2 rounds of review)	70	\$ 16,450	40	\$ 8,600	160	\$ 28,800	180	\$ 20,700	40	\$ 4,200	490	\$ 78,750		
3.3	Public Review Draft Code Amendments	16	\$ 3,760	20	\$ 4,300	36	\$ 6,480	32	\$ 3,680	4	\$ 420	108	\$ 18,640		
3.4	Draft Zoning Map (2 rounds of review)	4	\$ 940	20	\$ 4,300	-	\$ -	48	\$ 5,520	2	\$ 210	74	\$ 10,970		
Subtotal		94	\$ 22,090	88	\$ 18,920	228	\$ 41,040	260	\$ 29,900	50	\$ 5,250	720	\$ 117,200		
Task 5: Public Hearings															
5.1	Planning Commission (1)	-	\$ -	8	\$ 1,720	-	\$ -	20	\$ 2,300	-	\$ -	28	\$ 4,020		
5.2	City Council (1)	-	\$ -	8	\$ 1,720	-	\$ -	16	\$ 1,840	-	\$ -	24	\$ 3,560		
Subtotal		-	\$ -	16	\$ 3,440	-	\$ -	36	\$ 4,140	-	\$ -	52	\$ 7,580		
SUBTOTAL		118	\$ 27,730	211	\$ 45,365	232	\$ 41,760	400	\$ 46,000	97	\$ 10,185	1,058	\$ 171,040		
Direct Costs: Travel, Printing, and Mailing (allowance)													\$ 3,000		
Project Total													\$ 174,040		