April 21, 2020

To: Honorable Mayor Hall and Members of the City Council
From: Gary T. Barberio, Deputy City Manager
Via: Geoff Patnoe, Assistant City Manager
Re: Additional Materials Related to Staff Report Item No. 8 – Objective Design Standards and Streamlined Permitting for Multifamily Housing and Mixed-Use Development Projects

This memorandum provides information related to the additional cost to include an Ad Hoc Design Review Committee.

Housing Element Update and the Housing Element Advisory Committee

**Question:** What are the consultant costs associated with including a Housing Element Advisory Committee (HEAC) to participate in the Housing Element Update compared to the consultant costs for working with an Ad-Hoc Design Review Committee to develop Objective Design Standards for multifamily housing and mixed-use development?

**Answer:** On January 28, 2020 the City Council approved a professional services agreement with Rincon Consultants, Inc. Staff reviewed the scope of work and cost estimate to determine consultant costs directly attributable to working with the HEAC. The total cost was determined to be $56,431 and includes the following:

**Consultant Charges for HEAC**

<table>
<thead>
<tr>
<th>Task</th>
<th>Labor</th>
<th>Direct</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rincon Task 5: Twelve HEAC Meetings</td>
<td>$14,040</td>
<td>$10,936</td>
<td>$24,976</td>
</tr>
<tr>
<td>Rincon Task 6.2: Facilitate/Admin</td>
<td>$10,920</td>
<td>$4,125</td>
<td>$15,045</td>
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<tr>
<td>Miniter Harnish (subconsultant)</td>
<td></td>
<td></td>
<td>$12,000</td>
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<tr>
<td>Printing (e.g., HE Drafts)</td>
<td></td>
<td></td>
<td>$1,080</td>
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<tr>
<td>Audio Visual (est. 6 meetings)</td>
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<td></td>
<td>$3,330</td>
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<tr>
<td>Total</td>
<td></td>
<td></td>
<td>$56,431</td>
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Community Services
Community Development Department
1635 Faraday Avenue │ Carlsbad, CA 92008-7314 │ 760-602-4600 t
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The scope of work proposed by RRM Design Group includes working with an Ad-Hoc Design Review Committee as an optional Task 5. The estimated cost for the optional task is $33,880. Additional information concerning Task 5 can be found on pages 22 and 23 of the staff report for agenda item number 8.

The type of work included in updating the Housing Element and creating objective design standards for multifamily housing and mixed-use development projects are different and difficult to compare. The creation of design standards is very technical and includes the creation of graphics to illustrate proposed standards.

cc: Scott Chadwick, City Manager  
Celia Brewer, City Attorney  
Jeff Murphy, Community Development Director  
Don Neu, City Planner  
Jennifer Jesser, Senior Planner