

Proposal



City of Calistoga Housing Element Update

Selected Tasks

Prepared for:
City of Calistoga
Planning and Building Department

Submitted by:
Coastplans

March 24, 2009



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Introduction

Coastplans is pleased to submit a limited proposal to assist the City of Calistoga in the update of its Housing Element. Recognizing that the City has already completed significant parts of the update, the selected tasks outlined below are designed to provide limited support in addressing the remaining core issues.

Martin Carver is the primary contact at Coastplans and may be reached as follows:

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Task 1.0: Data Collection and Analysis

This task consists of five subtasks design to address key remaining issues in the update of the Calistoga Housing Element. Each is described below.

Subtask 1.1 Housing Costs/Affordability

The Consultant will review information compiled by City staff regarding housing stock and household characteristics, including: housing stock growth and composition, age and condition of housing, housing tenure and vacancy rate, overcrowding, and overpayment for housing. The Consultant will supplement this information with data on housing costs, housing affordability, and vacancy rates based on readily available data from the California Department of Finance and local real estate and mortgage brokers.

Subtask 1.2 Vacant Sites Analysis

The Consultant will review information compiled by City staff regarding land available for residential development, including vacant sites and sites with potential for redevelopment. The Consultant will analyze the information compiled by staff to determine the adequacy of the inventory and determine whether any remedial action is required per Government Code 65584.09.

Subtask 1.3 Governmental and Non-Governmental Constraints

The Consultant will assist staff in the analysis of potential and actual governmental and non-governmental constraints on the development of housing. Information on governmental constraints includes: land use controls, building codes and their enforcement, site improvements, fees and other exactions required of developers, and local processing and permit procedures. Information on non-governmental constraints includes: the availability and cost of financing, the price of land, and the cost of construction.

Subtask 1.4 Current Housing Programs in Calistoga

The Consultant will assist staff in the review of current housing programs in Calistoga. Information to be developed by the Consultant includes the collection and evaluation of affordable housing policies, regulations and strategies from six (6) similar communities.

Subtask 1.5 Policy/Program Review and Advice

The Consultant will assist staff in the update of Calistoga's goals, policies, and implementing programs for housing. Goals and policies will be reviewed to ensure that they adequately address: adequate sites and new construction, conservation of existing affordable housing, regulatory relief, rental and homeowner assistance, equal access, and energy conservation.

Task 2.0: Housing Census

Subtask 2.1 Administer Survey

The Consultant will assist staff in executing a survey of households to obtain updated information on household demographics. The City will prepare and mail the survey. The Consultant will be responsible for phone and door-to-door follow-up with the goal of achieving a 300 to 350 household sample. This task provides 24 hours for phone follow-up, 32 hours for door-to-door sampling, and 10 hours for survey compilation. The remaining budget for this task will cover expenses.

Task 3.0: Environmental Review

The Consultant will prepare an initial study and negative declaration in support of the Housing Element update. This effort will include all required consultations, notices, and CEQA documentation necessary to successfully complete the process. This scope does not include any special studies that may be required to respond to public or agency comments, such as (but not limited to) traffic, biological, and/or cultural studies. This scope does not cover the cost of the California Department of Fish and Game fee, should it be necessary.

Task 4.0: Public Meetings and Staff Coordination

Subtask 4.1 Public Meetings

The Consultant will attend public meetings on an as-needed basis, and the City will be charged a flat rate of \$1,500 per day on site.

Subtask 4.2 Coordination with Staff

The Consultant will coordinate with staff on an as-needed basis. Face-to-face meetings will be scheduled to the degree possible on days when

public meeting attendance is required. The City will be charged a flat rate of \$1,500 per day on site.

Subtask 4.3 Coordination with HCD

The Consultant will communicate with HCD during the update process to ensure all HCD procedures are followed during update process. The Consultant will assist the City in coordinating and resolving any policy differences with HCD.

Deliverables

The project deliverables are as follows:

- Underline/strikeout version of selected sections of the Housing Element (prepared by City staff) that are addressed in the tasks outlined above;
- Technical memorandum summarizing affordable housing policies, regulations, and strategies from six (6) similar communities
- Administrative and Public Review Draft Initial Study and Negative Declaration; and
- Final Initial Study and Negative Declaration and Notice of Completion.

Schedule

The consultant proposes to complete the scope of work detailed above within an approximate three (3) month period. Here's the breakdown:

Item	Time
Task 1: Data Collection and Analysis	Six (6) weeks
Task 2: Housing Census	Four (4) weeks
Task 3: Draft CEQA Document	Four (4) weeks after Draft Housing Element
Task 4: Public Meetings	As scheduled

Budget

Here is a breakdown of the project costs:

Item	Hours	Rate	Cost
Task 1: Peer Review, Data Collection, Analysis	44	\$125	\$5,500
Housing Costs/Affordability	4		\$500
Vacant Sites Analysis	10		\$1,250
Constraints Analysis	8		\$1,000
Current Housing Programs	10		\$1,250
Policy/Program Review and Advice	12		\$1,500
Task 2: Housing Census	70	\$60	\$4,200
Task 3: Environmental Review	24	\$125	\$3,000
Task 4: Meetings ¹	2	\$1,500	\$3,000
			\$15,700

Note: ¹Meeting cost includes: agenda packet report, power point prep, travel time (at 1/2 the hourly rate), mileage, meeting prep/set-up, meeting time, and meeting summary.

Project Staffing and Fees

Martin Carver, AICP, Principal at Coastplans, will act as day-to-day project manager and will be solely responsible for the work. Mr. Carver will be joined by one or two assistants to help complete the housing census work. Mr. Carver is available to start work on the project immediately and commits to delivering this scope of work within the schedule outlined above. The following shows applicable billing rates.

Martin Carver	\$125 per hour
Alice Tarail	\$60 per hour
Carol Van den Bos	\$60 per hour

References

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