

SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

881



FROM: TLMA - Planning Department

SUBMITTAL DATE:
June 23, 2014

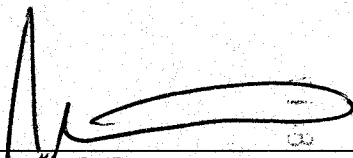
SUBJECT: Approval of Amendment No. 1 to the Professional Services Agreement between the Transportation and Land Management Agency and Pacific Municipal Consultants, Inc. (PMC) for the 5th Cycle Housing Element Update. All Districts/All Districts (\$450,000 100% General Fund)

RECOMMENDED MOTION: That the Board of Supervisors approve and authorize the Chairman of the Board to execute Amendment No. 1 to the Professional Services Agreement with PMC for the 5th Cycle Housing Element Update

BACKGROUND:
Summary

The Housing Element is one of the seven General Plan elements mandated by the State of California, as specified in Sections 65580 through 65589.8 of the Government Code. State law requires that the Housing Element consist of "an identification and analysis of existing and projected housing needs and a statement of goals, policies, quantified objectives, and scheduled programs for the preservation, improvement and development of housing."

(Continued on next page)


Juan C. Perez,
TLMA Director / Interim Planning
Director

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 450,000	\$	\$ 450,000	\$	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 450,000	\$	\$ 450,000	\$	


SOURCE OF FUNDS: Department Approved Budget

Budget Adjustment: No

For Fiscal Year: 14/15

C.E.O. RECOMMENDATION:

APPROVE

BY: 

County Executive Office Signature

Alex Gann

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Benoit and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Stone, Benoit and Ashley
Nays: None
Absent: None
Date: July 1, 2014
xc: Planning

Kecia Harper-Ihem
Clerk of the Board



By: 
Deputy

Prev. Agn. Ref.:

District: All

Agenda Number:

3-50

FORM APPROVED COUNTY COUNSEL
BY:  6/24/14
DATE: 6/24/14
PURCHASING: 
Departmental Clearance

- ☐ A-30 ☐ Positions Added ☐ Change Order
☐ 4/5 Vote

BACKGROUND:

Summary (continued)

The Housing Element addresses the need to provide housing for all economic segments of the population. It establishes policies that will guide County decision making, and sets forth an action program to implement housing goals. The commitments are in furtherance of the statewide housing goal of "early attainment of decent housing and a suitable living environment for every California family," as well as a reflection of the concerns unique to the Riverside County.

State law requires that jurisdictions evaluate their Housing Element every 5 years to determine its effectiveness in achieving jurisdictional and State housing goals and objectives, and to adopt an updated Housing Element that reflects the results of this evaluation. The County is required to provide for a housing inventory that contains a mix of housing types of various densities, and affordability which are based on the statewide regional housing needs assessment (RHNA) prepared by the Southern California Association of Governments (SCAG).

On August 18, 2013 the State Department of Housing and Community Development (HCD) conditionally approved the 4th Cycle of the County's Housing Element, which covered the dates of January 1, 2006 through June 30, 2014. This conditional approval was predicated on the County's subsequent requirements to enact a number of changes to its General Plan and Zoning Ordinance, including:

- Identification and Rezoning of 595 acres to Highest Density Residential (HHDR) Property (30 units to the acre), or that otherwise meet affordability requirements, subject to further refinement with HCD concurrence. As part of this process the County's consultant will quantify the allocation that can be assigned to already approved projects (such as Travertine) that meet these requirements
- Changes to the zoning ordinance to allow second units on properties by right, subject to development standards. This work is being done through the current update of the Zoning Ordinance (Ord. 348)
- Amend the zoning ordinance to remove the one acre size requirement for a second unit
- Amend the zoning ordinance to comply with 17021.5 and 17021.6 of the Health and Safety Code regarding farm worker housing
- Amend the zoning ordinance to add the definitions of transitional and supportive housing
- Develop a process for persons with disabilities to make a reasonable accommodation request

On December 17, 2013, the Board approved the initiation of General Plan Amendment No. 1122 for the 5th cycle update of the Housing Element. This 5th Cycle covers the planning periods from October 2013 to October 2021. As part of this 5th cycle, the County will be required to rezone up to an additional 311 acres to HHDR. The update will include an assessment of disadvantaged communities as required by Senate Bill (SB) 244 which examines the infrastructure and fire protection needs in these communities and analyzes feasible funding mechanisms for these services. The consultant's scope of work will also include preparation of documentation that the County can use to update the Safety Element of our General Plan as mandated by SB 1241 to conform to the State's Fire Hazard Planning document, and compliance with SB 1087 that requires water and sewer providers to consider the County's housing needs allocation. These updates are required by State law upon the County's next revision of its housing element.

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Approval of Amendment No. 1 to the Professional Services Agreement between the Transportation and Land Management Agency and Pacific Municipal Consultants, Inc. (PMC) for the 5th Cycle Housing Element Update. All Districts/All Districts (\$450,000 100% General Fund)

DATE: June 23, 2014

PAGE: 3 of 4

BACKGROUND:

Summary (continued)

The County receives funding from several Housing, Community Development and Infrastructure funding programs that are administered at the State level, which include Housing Element compliance as a rating or threshold requirement. This is done to incentivize and reward local governments to stay in compliance with the Housing Element statute that has been in place since the late 1960's. There are a number of Housing Programs administered by the State that the County would not be eligible for without a Housing Element which is in compliance. These include:

- The BEGIN (Building Equity and Growth in Neighborhoods) Program which provides down payment assistance to low and moderate income first time home buyers.
- Joe Serna Farmworker Housing Program
- Infill Incentive Grant Program
- Housing Related Parks Program
- California Housing Finance Agency
- California Infrastructure and Economic Development Bank

Our EDA Housing team has identified \$11,770,550 in current state funding opportunities (including applications submitted recently) for affordable housing and community improvements that would be at risk should the County not comply with the Housing Element requirements. This includes the potential loss of down payment assistance funds for 120 families, 60-100 units of affordable rental housing, 3 parks and \$1Million in State Funding for Community Facilities. Almost all of these funding opportunities provide an opportunity for the County to fund projects formerly funded through RDA. There are also potential legal ramifications associated with lack of compliance of having an approved and State-certified Housing Element.

The proposed scope of work includes the preparation of an Environmental Impact Report (EIR) that will analyze the proposed Housing Element revisions and properties to be rezoned. As part of this effort staff and the consultant will perform an extensive public outreach effort including at least six stakeholder meetings in different parts of the County to explore appropriate candidate sites for rezoning, three public workshops to engage residents and interested organizations, and public hearings before the Planning Commission and the Board of Supervisors.

Impact on Citizens and Businesses

The Housing Element is a required component of the County's General Plan, which sets the vision for how the County will grow into the future. Having a State-approved Housing Element will allow the County to compete for a number of funding programs that will improve the quality of life of our constituents, and to continue to grow and develop in conformance with our General Plan.

SUPPLEMENTAL:

Additional Fiscal Information

This amendment increases the contract capacity of PMC's existing \$300,000 contract by an additional annual \$400,000 for one year (\$700,000 total) to perform this work, and adds the scope of work for the Housing Element to the existing contract with PMC, Inc. The estimated cost of the Housing Element preparation is \$374,121. A budget of \$400,000 is requested should staff identify a need for additional work products, such as additional outreach meetings. A budget of \$50,000 is being requested for County Counsel support costs for the Housing Element and associated rezoning work.

CONTINUED SUPPLEMENTAL (Additional Fiscal Information):

Given the time urgency to begin work on this update, the Planning Department will use its current general fund allocation in the approved FY 14/15 budget. However, additional funding will be necessary in order to balance the Planning budget in FY 14/15, given other priority Planning projects and programs. The department will work with the Executive Office to monitor the project budget and identify any additional financial support when necessary, which will likely be submitted as part of our supplemental budget request in September 2014.

Contract History and Price Reasonableness

On January 7, 2014 the County entered into a Professional Services Agreement with three Planning firms, including PMC, Inc., as a result of an RFP evaluation and selection process for a variety of contract planning services. The Planning Department solicited proposals on the Housing Element update from two of those firms with proven track records of being able to obtain State HCD approval on the Housing Element update, which is a focused area of planning expertise. A team consisting of Planning, EDA Housing, and County Counsel staff reviewed these proposals and conducted interviews with these two firms, and is recommending PMC, Inc. as the most responsive firm to conduct this work. PMC, Inc. has completed over 50 State-certified Housing Elements since 2008, including updates for the Cities of Temecula, Calimesa, Coachella, Eastvale and Wildomar.

**COUNTY OF RIVERSIDE
AMENDMENT NO. 1 TO THE AGREEMENT
WITH
PACIFIC MUNICIPAL CONSULTANTS (PMC)**

TLARC-92561-002-12/14

CONTRACTOR:	Pacific Municipal Consultants (PMC)
Contract Term:	1/01/2014 through 12/31/2014
Effective Date of Amendment:	July 1, 2014
Annual Maximum Contract Amount:	\$400,000

The Agreement between Riverside County, herein referred to as COUNTY and Pacific Municipal Consultants (PMC), herein referred to as CONTRACTOR, is amended as follows:

1. On page 3 of the Agreement, amend 2.1 the "Period of Performance" to amend all reference to the Period of Performance from expiration of December 31, 2014 to a Period of Performance of and through June 30, 2015, with the option to renew for four (4) additional years through June 30, 2019, unless terminated as specified in Section 9 TERMINATION. All other terms of the Period of Performance in the Agreement shall remain the same.
2. On page 3 of the Agreement, amend the first two sentences of 3.1 "Compensation" to read as follows:
"The COUNTY shall pay the CONTRACTOR for services performed, products provided and expenses incurred in accordance with the terms of Exhibit B, Payment Provisions. Maximum payments by COUNTY to CONTRACTOR shall not exceed Seven Hundred Thousand Dollars (\$700,000) through June 30, 2015. For any remaining years of the Agreement, maximum payments by COUNTY to CONTRACTOR shall not exceed Three Hundred Thousand Dollars (\$300,000) annually including all expenses.
3. With regard to Page 18-20 of the Agreement, amend "Exhibit A, Scope of Services" to add: "Section VII. Housing Element Assistance", with Task Assignments as described in the attachment hereto which is incorporated herein, "Project Understanding And Approach", pages 2 thru 12 inclusive, which shall now be considered pages 21 through 31 of the Agreement.
4. On page 21 of the Agreement, which shall now be renumbered as Page 32, amend "Exhibit B, Payment Provisions" to add the following hourly rates:
:

3. Project Director \$135
4. CEQA Principal \$165
5. Project Manager \$100
6. CEQA PM \$135
7. Assistant Project Manager \$100
8. Sr. Environmental Planner \$100
9. Environmental Planner \$90
10. Associate Planner \$85
11. GIS Analyst \$85
12. Technician \$85
13. Clerical \$65

5. All other terms and conditions of the Agreement are to remain unchanged.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Amendment.

County

County of Riverside
 Transportation and Land Management Agency
 4080 Lemon Street, 14th Floor
 Riverside, CA 92501

Contractor

Pacific Municipal Consultants
 2729 Prospect Park Drive, Suite 220
 Rancho Cordova, CA 95670

By: Jeff Stone
 Name: Jeff Stone
 Title: Chairman of the Board of Supervisors
 Date: JUL 01 2014

By: [Signature]
 Name: Philip O. Carter
 Title: President
 Date: 6-23-2014

ATTEST:

KECIA HARPER-IHEM, Clerk

By: [Signature]
 DEPUTY

FORM APPROVED COUNTY COUNSEL

BY: [Signature] 6/24/14
 MARSHAL VICTOR DATE

PROJECT UNDERSTANDING AND APPROACH

UPDATE PROCESS

Riverside County's 2006–2014 Housing Element and draft 2013–2021 Housing Element will serve as the starting point for this additional work to implement the 4th cycle Housing Element, finalize the 5th cycle Housing Element, and comply with related state laws.

SENATE BILL 375 TIMELINES

The deadline for Riverside County to be on an eight-year Housing Element update schedule was February 28, 2014. The County will now be on a four-year update cycle. The planning period will remain 2013–2021 with an HCD review in 2021. PMC will work with the County to obtain certification of the Housing Element for the next four years.

SCOPE OF WORK

TASK 1: GUIDANCE AND ASSISTANCE WITH GENERAL PLAN AMENDMENT (GPA) AND CHANGE OF ZONE (4TH AND 5TH CYCLES) AND 5TH ROUND HOUSING ELEMENT ENVIRONMENTAL COMPLIANCE.

1.1: Identify Suitable Parcels

PMC will work with the County to confirm the final list of sites to be redesignated. The list of sites in the 4th cycle Housing Element will be reviewed to ensure that incorporated cities and sites no longer available have been removed from the analysis (including Eastvale, Menifee, and Wildomar, and the loss of sites in the Villages of Lakeview area).

1.2: Prepare Environmental Assessment and CEQA document for GPA and Change of Zone

The proposed project includes a General Plan Amendment as well as changes to the County's Zoning Code and is therefore considered a project under the California Environmental Quality Act (CEQA). The project description is based on the redesignating and rezoning of land to residential capable of being developed to the Highest Density Residential (HHDR) designation allowing for at least 30 units to the acre by right. PMC will assist the County by preparing a Subsequent Environmental Impact Report (EIR) to the County's General Plan EIR. Based on our previous discussions, we will prepare an EIR that addresses all aspects of the proposed project, including adoption of the 5th cycle Housing Element, and the rezoning of approximately 930 acres to HHDR designation. The EIR will incorporate the appropriate General Plan policies and mitigation measures identified in the General Plan EIR. This approach will allow the County to achieve its goal that the rezoned land permits owner-occupied and rental multi-family developments by right with minimal discretionary review.

1.2.1 Preparation of a Project Description, Initial Study Checklist, and Notice of Preparation

PMC will prepare a complete project description that will be used in the Notice of Preparation (NOP) for the EIR. PMC will also prepare an Initial Study that will help focus the content of the EIR and accompany the NOP. PMC will review the draft project description and Initial Study with the County prior to completion of the NOP.

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PMC will prepare for and conduct a scoping meeting to discuss the content of the EIR and the extent of technical studies used to complete the analysis. For this project, we assume the following:

- **Biological Analysis.** PMC will prepare a reconnaissance-level review of any vacant sites targeted for rezoning, provide an EIR section that also includes a listing of endangered species based on available GIS layers, and comply with the Multiple Species Habitat Conservation Plan process. The EIR will provide background information regarding the probable biological impacts and identify constraints. The biological resources section of the EIR will identify the appropriate General Plan policies that would mitigate potential impacts to biological resources, as well as any site-specific studies that would be required prior to issuance of applicable development permits.
- **Traffic Analysis.** PMC will work with Urban Crossroads to prepare a program-level traffic analysis that quantifies the probable impacts to the County's roadway network from the proposed project. Urban Crossroads was chosen because it has a great deal of traffic data from other projects in the county, and we hope to use much of this data in the analysis for this project.
- **Air Quality.** PMC will prepare an air quality analysis based on the traffic analysis provided by Urban Crossroads. Daily mobile and stationary emissions will be calculated for criteria pollutants using the CalEEMod model (or the latest model available from SCAQMD at the time of analysis), based on trip generation data and the growth estimates for the increased density. Cumulative air quality impacts will be evaluated using the methodology provided in the SCAQMD CEQA Air Quality Handbook. The CALINE4 carbon monoxide dispersion model will be used to calculate carbon monoxide concentrations at intersections/roadways that may be substantially affected by the proposed Housing Element update.
- **Greenhouse Gases.** PMC will quantify greenhouse gas (GHG) impacts associated with the project based on the traffic analysis provided by Urban Crossroads. As with the air quality analysis, PMC will use the CalEEMod model, trip generation data, and growth estimates for the increased density to determine the GHG emissions that would occur with implementation of the proposed project. The emissions evaluation will provide a brief discussion of existing conditions and environmental setting in a global, federal, state, regional, and local context, including the current state of the science and state, regional, and local inventories, drawing heavily on materials completed as part of the General Plan update. We will summarize federal, state, and local greenhouse gas-related regulations, policies, and programs, and identify General Plan policies and implementation programs and Riverside County Climate Action Plan measures and actions that can reduce GHG emissions that would be incorporated into future development projects.
- **Cultural Resources.** While not part of CEQA, PMC will also prepare the requisite information for compliance with Government Code Section 65352.3 (SB 18). PMC will draft a letter to the Native American Heritage Commission on County letterhead, and once the list of tribes is received, PMC will draft consultation letters for every tribe on the list. As there are no physical projects associated with the rezoning, PMC does not anticipate that formal consultation will be requested; however, mitigation measures will be included in the CEQA document governing the discovery of cultural resources during project review.

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- *Utilities.* PMC will work with the County's engineer and the various water districts, including but not limited to the Coachella Valley Water District, the Elsinore Valley Municipal Water District, the San Geronio Pass Water Agency, and the Western Municipal Water District, to determine the extent of utilities available for the properties subject to the proposed project. In particular, we will work with the agencies to determine what changes are needed to their master plans to provide service to the newly zoned areas. A similar qualitative discussion will be provided concerning storm drainage impacts associated with the rezoning.
- *Noise.* The noise and groundborne vibration analysis will assess potential impacts of the Housing Element update on background noise levels and the population's exposure to noise levels. The noise analysis will be based on approximations of noise levels and associated changes in the ambient noise level that are likely to occur based on implementation of the Housing Element update. PMC will characterize the existing noise environment in the county, and identify major noise sources in the county in relation to the identified properties to be rezoned. Construction impacts will be addressed in a generalized manner because project-specific information will not be available. PMC will evaluate on-road vehicle and stationary noise sources. Vehicular noise will be calculated for "existing," "no project," and "project" conditions to determine whether the Housing Element update will affect sensitive receptor locations in the county. On-road vehicular noise will be evaluated using the Federal Highway Administration RD-77-108 noise calculation formulas. The noise section of the EIR will identify the appropriate General Plan policies that would mitigate potential impacts to noise-sensitive receptors resulting from the Housing Element update.
- *Geology and Soils, and Mineral Resources.* All buildings in California are subject to the strict requirements of the California Building Code to reduce risks from seismic activity and other geologic hazards. PMC will briefly describe the existing geology, geologic hazards, and mineral resources in the county based on existing information available from the existing General Plan, from the State Division of Mining and Geology, and from other existing published reports. PMC will assess the potential impacts on population, development, and infrastructure from geologic hazards.
- *Public Services.* PMC will describe the existing provision of police, fire protection, school, library, emergency services, and utilities. We will assess the potential impacts of proposed land use changes and increases in density on the provision of police, fire, school, and library services in portions of the county that are planned for rezoning. The analysis will address changes in the levels of service needed for potential areas of increased density and population.
- *Alternatives.* PMC will work with the County to develop a range of reasonable alternatives to the proposed project. The alternatives will be evaluated for their ability to reduce or eliminate environmental impacts reported in the Draft EIR.
- *Other CEQA Sections.* While the initial study completed with the NOP will help focus the EIR, PMC assumes that nearly every section of CEQA Guidelines Appendix G will need to be discussed at some level in the EIR.

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1.2.2 Administrative Draft EIR

PMC will provide an Administrative Draft EIR for review by the County. PMC will attend a meeting at the County to review comments on the administrative draft. PMC will prepare a screencheck version of the Draft EIR for final review prior to duplication for distribution.

1.2.3 Public Review Draft EIR

PMC will prepare the public Draft EIR and submit to the County five bound copies, one unbound copy, and one copy of the Draft EIR on CD in Word format. Appendices to the Draft EIR will be provided on CDs inserted into the hard copies of the Draft EIR. In addition, PMC will deliver 15 copies of the Executive Summary and Draft EIR (with appendices) to the State Clearinghouse on behalf of the County. PMC will prepare drafts of the public notices for consideration by the County. The County will ensure publication of the notices. PMC will also provide Adobe PDF versions of all submittals suitable for posting on the County's website.

1.2.4 Administrative Draft Final EIR

At the conclusion of the Draft EIR public review period, PMC will work with the County to respond to all comments received. Upon completion, one unbound copy of the Administrative Final EIR will be forwarded to the County for review.

1.2.5 Public Draft Final EIR

The Draft EIR, list of commenters on the Draft EIR, comment letters, responses, and errata to the Draft EIR will comprise the Final EIR. Five bound copies, one unbound copy, and one copy of the Final EIR on CD in Word format will be provided to the County.

1.2.6 Response to Comments, Findings, and MMRP

With respect to the Final EIR and response to comments, this scope anticipates 10 comment letters of normal detail (two to three pages in length). Comment letters in excess of 10 total letters and/or comment letters that are considered very complex which require substantial effort or additional analysis to respond to will be considered outside of this scope of work and cost estimate.

PMC will prepare a comprehensive Mitigation Monitoring and Reporting Program (MMRP) pursuant to Section 21081.6 of the Public Resources Code. PMC will draft the MMRP using the information contained in the environmental analysis, including the specific mitigation measures, assignments of responsibility, relationships to project implementation, and time frames for implementation.

PMC will draft findings for the EIR for review and comment by the County as part of the Final EIR process. PMC will also assist with resolutions of certification for the EIR and completion of all forms for transmittal of documents. While PMC will prepare the Notice of Determination, the scope and cost does not include payment of filing fees charged by Riverside County or the California Department of Fish and Wildlife.

1.2.7 Staff Reports and Adoption Hearings

PMC will prepare staff reports for the Board of Supervisors' adoption hearing for the EIR.

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1.3: Technical Studies in Support of GPA or Change of Zone

Any needed technical studies in support of the General Plan amendments and change of zone are included under Task 1.2.

1.4: Assist RCIT- GIS in Preparation of Zoning Maps

PMC will prepare updates to the Riverside County zoning maps to reflect changes in zoning on the parcels that comprise the 930 acres that are rezoned under this task. PMC will provide the updated maps to the County in GIS format.

1.5: Consultations with Property Owners

PMC will hold four stakeholder meeting in different parts of the county to discuss the list of candidate sites with stakeholders and property owners whose sites are proposed for rezoning and redesignation. The County will be responsible for all property owners noticing as well as meeting noticing.

PMC is available to hold additional meetings at the cost of \$2,500/meeting.

1.6: Assist in Preparation of Staff Reports

PMC will assist County staff in preparation of staff reports for one to two Planning Commission hearings and one Board of Supervisor hearing to adopt the General Plan amendments and zoning changes.

1.7: Attend Planning Commission and Board of Supervisors meetings

PMC will attend one to two Planning Commission hearings and one Board of Supervisor hearing to adopt the General Plan amendments and zoning changes. PMC will prepare and present a PowerPoint presentation for each meeting.

Task 1 Deliverables: *PMC staff, along with subconsultant Urban Crossroads, will prepare a Subsequent EIR to the County's General Plan EIR for the rezoning and redesignation of approximately 930 acres of land to high density to meet the County's 4th and 5th round RHNA allocation.*

TASK 2: PREPARE 2013 ANNUAL REPORT

PMC will use the review of previous Housing Element implementation from the 2013-2021 Draft Riverside County Housing Element along with information from County staff to complete the 2001, 2012 and 2013 annual report to HCD.

Task 2 Deliverables: *PMC will prepare the County's Housing Element annual reports and provide it to the County for review. PMC will address the County's review and submit the report to HCD.*

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TASK 3: EVALUATE 2013–2021 DRAFT RIVERSIDE COUNTY HOUSING ELEMENT

PMC will evaluate the letter received by the County from HCD on February 7, 2014, reviewing the 2013–2021 Draft Riverside County Housing Element as well as the two other comment letters referenced in the HCD letter from California Rural Legal Assistance (CRLA) and Leadership Counsel for Justice & Accountability (Leadership Counsel). PMC will also meet via conference call with County staff to discuss the comments received and what information and resources will be needed from the County to address the comments.

***Task 3 Deliverables:** PMC will evaluate the input received on the draft Housing Element and discuss preliminary recommendations and outstanding data needs with County staff via conference call.*

TASK 4: PUBLIC OUTREACH PROGRAM

PMC proposes the following community outreach program consistent with state law that will solicit input from all segments of the community. With this outreach program, PMC assumes attendance at six meetings, two of which will be held on the same day.

4.1: Engage Appropriate Agencies

PMC will develop a list of agencies serving low- and moderate-income households and persons with special needs. These agencies will be notified of the workshops and invited to participate. PMC will also reach out to the identified agencies and conduct telephone consultations to gather information and feedback on housing needs.

4.2: Advocate Coordination and Meetings

PMC will work with local advocates to ensure that their needs are identified in the Housing Element. PMC recommends the following:

- Three public workshops during the drafting of the administrative draft to engage residents.
- One community stakeholder and service provider meeting to partner with the CRLA and Leadership Counsel to gather information about their clients' needs and discuss potential programs and resources that should be identified in the Housing Element.

4.3: Public Hearings

PMC will prepare the presentations and other materials and exhibits and provide support to County staff as needed for all public hearings. PMC proposes the following hearings:

- One public hearing before the Planning Commission and one public hearing before the Board of Supervisors to present the draft Housing Element and to discuss key findings, prior to submitting to HCD.
- One or two Planning Commission hearings for review of the final Housing Element and one Board of Supervisors hearing for review and adoption following HCD approval.

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- Outreach Deliverables:** *PMC will provide web-ready versions of all documents for posting on the County's website, which will include current information regarding the schedule of the Housing Element, public meetings, drafts, and other pertinent data. PMC is available to attend additional meetings at a per-meeting cost of \$2,500.*
- Consultations:** *PMC will conduct at least five consultations with representatives of special needs groups throughout the county.*
- Public Hearings:** *PMC will attend up to five public hearings during the Housing Element update process. This can be one hearing with the Planning Commission and one public hearing with the Board of Supervisors prior to submitting the Housing Element to HCD, and one or two hearings to present the final Housing Element to the Planning Commission and one hearing to present the final Housing Element to the Board of Supervisors for adoption.*

TASK 5: RECOMMENDED REVISIONS TO THE 2013–2021 DRAFT RIVERSIDE COUNTY HOUSING ELEMENT

Following evaluation of HCD's letter and the other letters received by the County on the 2013–2021 Draft Riverside County Housing Element, PMC will prepare a memo to the County proposing additional revisions to the draft to address the comments received and achieve HCD certification. PMC will indicate to the County revisions needed to comply with state law.

Task 5 Deliverables: *PMC will prepare a memo with recommended revisions to the 2013–2021 Draft Riverside County Housing Element and provide it to County staff.*

TASK 6: REVISIONS TO 2013–2021 DRAFT RIVERSIDE COUNTY HOUSING ELEMENT

Following the County Planning Department and County Counsel's review of PMC's recommended revisions memo, the County will provide its approved revisions to PMC. PMC will incorporate the approved revisions into the Housing Element document.

Task 6 Deliverables: *Based on County staff review of recommended revisions, public input, and the final approved list of revisions, PMC will prepare a revised Housing Element for submittal to HCD.*

TASK 7: HCD REVIEW AND CERTIFICATION

PMC maintains strong working relationships with HCD reviewers, and because PMC's Rancho Cordova office is located in close proximity to the HCD office, staff is able and willing to meet with HCD staff as needed. PMC staff is very familiar with the HCD review processes, including the new streamlined review system, and will serve as the County's liaison to HCD. This service will include:

- Submittal of the draft Housing Element to HCD, along with a cover letter and completed streamlined review checklist for the 60-day review.
- Meetings and/or conference calls with HCD staff and County staff to answer questions and address any issues.
- Submittal of the adopted Housing Element to HCD for final 90-day review and certification.

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Task 7 Deliverables: Submittal of revised draft Housing Element to HCD including cover letters, streamlined review checklists, and printed and PDF copies of the Housing Element with highlighted changes and additions (PDF submitted electronically using PMC's file share server); e-mails and memorandums to address HCD questions and comments, as needed; proposed revisions to the Housing Element resulting from HCD comments incorporated into the Housing Element in a strikethrough format for review and approval by County staff.

TASK 8: FINAL HOUSING ELEMENT

PMC will prepare a final Housing Element that incorporates any changes to the revised draft from the Planning Commission, Board of Supervisors, or County staff, along with any changes needed to address comments from HCD and the public.

Task 8 Deliverables: Final Housing Element (electronic copies in Word and PDF). PMC will prepare one color hard copy of the adopted final Housing Element to submit to HCD for its 90-day review.

TASK 9: OFFICE OF PLANNING AND RESEARCH REQUIREMENTS

9.1: Senate Bill 244 and Land Use Element Amendment

9.1.1 Assessment of Disadvantaged Communities

SB 244 defines an unincorporated disadvantaged community (DUC) as a place that contains 10 or more dwelling units in close proximity to one another; is either within a city sphere of influence ("fringe community"), is an island within a city boundary ("island community"), or is geographically isolated and has existed for more than 50 years ("legacy community"); and has a median household income that is 80 percent or less than the statewide median household income. PMC has confirmed with the state Office of Planning and Research (OPR) that the only type of DUC with potential to occur in unincorporated county areas are "legacy communities." Two options are presented below for data to support the SB 244 analysis.

Option 1 (PMC Recommended Option)

This subtask presents an option to address the requirements of SB 244 that provides additional expertise by including the services of Policylink. Policylink has conducted research and analysis on the best way to identify and analyze DUCs in Riverside County.

- Identify any DUCs in unincorporated Riverside County. PMC will also provide a map identifying any such areas.
 - The analysis will be based on data and maps prepared by Policylink and supplemented by additional data gathering by PMC.
 - Verification and filling in any gaps in the Policylink data will be conducted by PMC either through fieldwork or other means of verification (phone calls, analysis of maps and aerial photos, etc.)
- Review water, wastewater, stormwater drainage, and structural fire protection needs in unincorporated communities with 10 or more dwellings, and analyze financing mechanisms that could feasibly be used to extend services to those communities.

- Identify options associated with the use of benefit assessment districts or other financing alternatives that could make the extension of services to these communities financially feasible.
- Work with County staff to determine whether the County is in the process of or in the near future considering annexing territory that could be impacted by SB 244.
- Work with the County to determine whether any local developers may be impacted by the annexation piece in this bill. Should this be the case, PMC will notify the identified developers.

Option 2

In order to address the requirements of SB 244, PMC will complete the following analysis:

- Identify any DUCs in unincorporated Riverside County. PMC will also provide a map identifying any such areas.
 - The analysis to identify DUCs will build on any earlier unincorporated Riverside County data gathering available from Riverside County LAFCO or other sources.
 - PMC will need review and input on preliminary analysis from County staff to verify assumptions about areas that may be DUCs.
- Review water, wastewater, stormwater drainage, and structural fire protection needs in unincorporated communities with 10 or more dwellings, and analyze financing mechanisms that could feasibly be used to extend services to those communities.
- Identify options associated with the use of benefit assessment districts or other financing alternatives that could make the extension of services to these communities financially feasible.
- Work with County staff to determine whether the County is in the process of or in the near future considering annexing territory that could be impacted by SB 244.
- Work with the County to determine whether any local developers may be impacted by the annexation piece in this bill. Should this be the case, PMC will notify the identified developers.

9.1.1 Deliverables: *PMC will conduct an analysis to address the requirements of SB 244. Following preliminary analysis County staff will make final recommendations to PMC on the list of DUCs to fully analyze. If the SB 244 analysis determines there are disadvantaged underserved communities in unincorporated Riverside County, an amendment to the General Plan Land Use Element would be necessary to comply with SB 244.*

9.1.2 Land Use Element Amendment to Comply with SB 244 (if required)

Once PMC has completed the SB 244 disadvantaged communities assessment (Task 9.1.1), we will either determine that an amendment to the Land Use Element is required or conclude that no targeted SB 244 Land Use Element amendments would be necessary.

If it is determined that an amendment is required, PMC will work with County staff to amend the Land Use Element and will prepare a draft report of the suggested amendments to the County's goals and programs relating to the requirements of SB 244.

9.1.2 Deliverables: *If needed, PMC will amend the Land Use Element to address the requirements of SB 244.*

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9.2: SB 5/AB 162 Compliance

SB 5 requires jurisdictions that are part of the Central Valley Flood Protection Plan to implement certain flood protection requirements. Riverside County is not one of the areas that is part of the plan and does not need to address SB 5 further. Due to the passage of AB 162 relating to flood protection in 2007, the County may be required to amend the Safety and Conservation Elements of the General Plan. If amendments are needed, the Housing Element will be amended to be consistent with the Safety and Conservation Elements. PMC will include language to comply with AB 162 in the Housing Element update and provide language to the County to include in an amendment to the Safety Element.

9.3: SB 1241/Fire Hazard Planning

SB 1241 requires the County to revise the Safety Element requirements for state responsibility areas and very high fire hazard severity zones, as specified, and requires the Safety Element, upon the next revision of the Housing Element, on or after January 1, 2014, to be reviewed and updated as necessary to address the risk of fire in state responsibility areas and very high fire hazard severity zones, taking into account specified considerations, including, among others, the most recent version of OPR's "Fire Hazard Planning" document.

PMC will complete a review of the County's fire hazard map to determine if there are any fire hazard zones. It is safe to assume fire hazard zones are present within the county. PMC will assist the County with reviewing its current fire hazard reduction policies and wildfire hazard reduction policies, and ensure the County is operating under policies consistent with the SB 1241 requirements. PMC will provide language for County staff to incorporate into an amendment to the Safety Element.

9.4: SB 1087 Compliance

Effective January 2006, SB 1087 requires water and sewer providers to grant priority for service allocations to proposed developments that include units affordable to lower-income households. Pursuant to these statutes, upon adoption of its Housing Element, Riverside County will immediately deliver the Housing Element to local water and sewer providers, along with a summary of its regional housing needs allocation. PMC will update the Housing Element document to reflect the County's compliance with SB 1087.

TASK 10: PROJECT MANAGEMENT/COORDINATION

PMC will coordinate with the County as needed through in-person meetings and conference calls to complete the Housing Element update in an efficient and timely fashion.

Task 10 Deliverables: Project coordination as needed throughout the project schedule.

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SCHEDULE

PMC proposes the following schedule for the 2013–2021 Housing Element, General Plan amendment/rezones, and associated EIR. This schedule assumes one round of HCD review. In order to meet the state deadline to rezone the sites to implement the 4th cycle Housing Element (October 15, 2014) and receive certification of the 5th cycle Housing Element, PMC understands County staff will meet the specific milestones in the schedule below.

Time Frame	Task
June	Project initiation/kickoff meeting
June – July	Prepare Housing Element components
June	EIR project description (assumes sites have been identified)
July	Prepare Annual report for 2011, 2012 and 2013
July	Administrative Draft IS/NOP to County
July	Public Review IS/NOP (30-day review)
August – September	Conduct public outreach – engage agencies, coordinate with advocates, meet with property owners
Late July/early August	Administrative Draft Housing Element
Late June/early July	Public Review Draft Housing Element Planning Commission hearing for approval to submit draft to HCD
July 11	Administrative Draft EIR for County Review
July 25	Screencheck Draft EIR for County Review
August – September	HCD review (up to 60 days) Conditional compliance of Housing Element
August 4	Public Review Draft EIR (45-day review))
September 19	Administrative Draft Final EIR/MMRP/Findings/SOC
September–October	Final Housing Element
TBD	Planning Commission hearing(s)
TBD	Board of Supervisors adoption hearing
EIR Certification	October 1, 2014

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