



**BOARD OF SUPERVISORS
AGENDA LETTER**

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Submitted on:
(COB Stamp)

Department Name: Planning and Development
Department No.: 053
Agenda Date: June 24, 2025
Placement: Administrative Agenda
Estimated Time: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Director(s): Lisa Plowman
Contact: Andrew Rasura, Deputy Director, Administration
SUBJECT: Approval of Professional Services Agreement with RRM Design Group

DocuSigned by:
Lisa Plowman
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County Counsel Concurrence

As to form: Yes

Other Concurrence:

As to form: N/A

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute an Agreement for Services of Independent Contractor (Agreement) with RRM Design Group (Attachment A) for architectural design review services for consistency with objective design standards and preparation of pre-approved accessory dwelling unit (ADU) building plans (ADU) for a period of performance from June 24, 2025, through June 30, 2026. This Agreement establishes a board contract for an amount not to exceed \$150,000.
- b) Approve and authorize the Director of the Planning and Development Department (P&D) or designee to make immaterial changes or additions to the services being performed, in accordance with Section 35 of the Agreement.
- c) Determine pursuant to the California Environmental Quality Act (CEQA) Guidelines section 15378(b)(5) that the above actions are organizational or administrative activities of government that will not result in direct or indirect physical changes in the environment and, therefore, are not a project and not subject to CEQA.

Summary Text:

This item pertains to P&D entering into a professional services agreement with RRM Design Group to provide third party architectural design review services and to prepare pre-approved ADU building plans for use by property owners and project applicants consistent with State law and Program 10 of the adopted 2023-2031 Housing Element Update (HEU).

Discussion:

P&D selected RRM Design Group based on its demonstrated experience with the County, its portfolio of projects, experience and staffing, and cost effectiveness. The proposed contract amount of \$150,000 is consistent with industry standards and reflects the project's scope and complexity as outlined in P&D's Request for Proposal.

Attachment A, including Attachment A-1 (Architectural Design Review) and Attachment A-2 (ADU Pre-Approved Program), describes the scope of services for each task, which generally include:

- a) Conduct consistency reviews of applicants' multiple-unit and mixed-use housing project plans with the objective design standards in Land Use and Development Code (LUDC) Chapter 35.33 (Multiple-Unit and Mixed-Use Housing Objective Design Standards), and, where applicable, identify areas of inconsistency, and provide suggestions for how to correct or modify the design for consistency.
- b) Collaborate with County staff to develop and deliver four ADU building plan sets in the following sizes and architectural styles:
 - One (1) 480 sf studio plan in Farmhouse, California Ranch, and Mediterranean
 - One (1) 672 sf one-bedroom plan in Farmhouse, California Ranch, and Mediterranean
 - One (1) 909 sf two-bedroom plan in Contemporary, Mediterranean, and Traditional
 - One (1) 768 sf two- or three-bedroom plan in Farmhouse, Mid-Century, and Modern

The term of the architectural design review component of the Agreement is June 24, 2025, to June 30, 2026. RRM will produce the ADU plans in approximately five weeks. Therefore, the term of the ADU plans component is June 24, 2025, to early-August 2025.

Background:

Architectural Design Review. State law mandates that the County permit qualifying multiple-unit and mixed-use housing projects through a ministerial process. In part, this means that qualifying projects are only subject to objective design standards and, therefore, are not subject to review by the Board of Architectural Review (BAR). Consistent with State law, the County amended LUDC Chapter 35.33 to include objective design standards.

The architectural design review component of this Agreement will facilitate the County's review and approval of large qualifying multiple-unit and mixed-use housing projects. Staff lacks the expertise to determine whether a qualifying project complies with the objective design standards. The Agreement will provide on-call architectural design review services. RRM's design review team will include licensed architects and landscape architects. These professionals will quickly analyze proposed projects and, as necessary, provide specific design recommendations and comments to ensure consistency with the objective design standards.

Pre-Approved ADU Building Plans. The ADU plans component of this Agreement will help implement Program 10 of the 2023-2031 HEU. Assembly Bill (AB) 1332 (Government Code Section 65852.27) requires that local agencies develop a program for the preapproval of ADU building plans. Specifically, any party may submit ADU building plans for preapproval. Such plans would not be specific to a particular site. Once a local agency preapproves the plans, it must post the plans and the party's contact information on its webpage. AB 1332 also allows but does not require local agencies to develop and preapprove their own plans. When a property owner applies for an ADU using pre-approved plans, local agencies must streamline and complete their review within 30 days.

Program 10 recognizes that "ADUs are an important resource for providing lower- and moderate-income housing ..." To facilitate ADU production, Program 10 directs that the County go beyond AB

1332's mandates and "develop pre-approved plans for ADUs." The County would make the plans available to the public at no cost.

Fiscal and Facilities Impacts:

The total cost of the Agreement, not to exceed \$150,000, has been provided for on page 307 in P&D's Annual 2025-2026 Budget. General County Program Funds allocated specifically for this project will cover amounts estimated at \$51,500 for preparation of the pre-approved ADU plans and between \$2,800 and \$5,000 per project for architectural design review. Architectural design review costs are pass through costs and will be fully reimbursed by project applicant fees.

Fiscal Analysis:

Funding Source	FY 2025-26			Total
General Fund				
State				
Federal				
Fees	98,500			98,500
General County Program Funds	51,500			51,500
Total	150,000			150,000

Key Contract Risks:

P&D staff performed a risk analysis on the Agreement. It is medium risk because of the project's high contract value and medium complexity. The Agreement applies the County's standard independent contractor terms and conditions in accordance with State laws and regulations. The risk mitigation includes insurance coverage appropriate for the level of risk involved as determined by P&D in conjunction with the County Risk Manager, and the Agreement indemnifies County agents, officers, and employees from any claims that may arise from activities performed under the Agreement. In addition, the Agreement includes a Termination for Convenience.

Special Instructions:

One executed original Agreement with RRM Design Group and a minute order of the hearing, shall be forwarded to P&D, Attention: Andrew Rasura. rasuraa@countyofsb.org.

Attachments:

Attachment A – Agreement for Services of Independent Contractor (RRM Design Group)

Contact Information:

Andrew Rasura, Deputy Director, Administration Division, P&D, rasuraa@countyofsb.org