



PROPOSAL
COUNTY OF SANTA BARBARA
PLANNING AND DEVELOPMENT DEPARTMENT

On-Call Planning Service



September 6, 2019



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CALIFORNIA

BERKELEY, FULLERTON,
KENWOOD, LOS ANGELES,
PASADENA, RIVERSIDE,
SACRAMENTO, SAN DIEGO,
AND SAN JOSE

COLORADO

DENVER

OREGON

EUGENE AND PORTLAND

TEXAS

SAN ANTONIO

WASHINGTON

SEATTLE

September 6, 2019

Lisa Plowman, Director
County of Santa Barbara Planning and Development Department
123 E. Anapamu Street
Santa Barbara, CA 93101

Re: Proposal for On-Call Professional Planning Services – Current Planning and Long-Range Planning

Dear Ms. Plowman:

MIG, Inc. is pleased to submit this proposal to provide the County of Santa Barbara Planning and Development Department with current planning and long-range planning services. We understand that the County of Santa Barbara has many planning initiatives underway and many applications for diverse projects countywide. The County pays attention to outstanding customer service and ensuring all types of projects can be addressed thoroughly and in a timely manner. The goal is to create great places. Our staff of highly qualified planners looks forward to assisting you.

MIG’s team — current and long-range planners supported by talented designers and community engagement specialists — offer local knowledge and bring best practices and innovative solutions to each effort we undertake, balancing technical rigor with creativity and vision. Our approach is structured around strategies that will provide the Planning and Development Department with services in a timely and cost-effective manner. In addition, we offer unique expertise on such issues as cannabis cultivation, surface mining, viticulture, coastal planning, and oil and gas operations. We are committed to bring to you:

- **Quality Staff:** Quality control begins with the assignment of qualified, dedicated staff to each project. We hire people with strong interpersonal skills and the ability to bring people of different backgrounds together to focus on the issue at hand while always keeping the big picture in mind. Our staff has worked as public sector planners; we understand review processes.
- **Clear Work Plan and Deliverables:** Prior to commencing work, MIG creates a detailed work plan and schedule that illustrates the project on a task-by-task basis, making clear the project’s critical path, key deadlines and checkpoints, and the responsibilities of each team member. The project manager has an identified back-up staff member to handle urgent project issues or emergencies.
- **Regular Review by Senior Staff:** Regularly scheduled project team meetings are conducted to ensure work quality and the appropriate allocation of staff time and project resources. Prior to delivery to the client, all work is reviewed by the project manager and principal using a comprehensive checklist. This review time is built into each project schedule, including time for internal MIG revisions prior to client delivery.

- **Timeline Control and Turn Around Time:** Project scheduling will be coordinated with the County and will be developed on a task-by-task basis, making clear each project's critical path, key deadlines and checkpoints, and the responsibilities of each team member. The tasks and results will be reviewed periodically with respect to the project timetable agreed to between MIG and the County.

We have identified a management team available to respond quickly to requests for services. I will serve as overall contract administrator. Bryan Fernandez will oversee all Current Planning assignments, and Lisa Brownfield will direct the long-range planning work.

The contents of this proposal remain effective for a period of not less than 60 days from the proposal due date.

Thank you for the opportunity to respond. Please contact me at (626) 744-9872 or lstetson@migcom.com with any questions you may have.

Regards,

A handwritten signature in blue ink that reads "Laura R. Stetson". The signature is written in a cursive style with a large initial "L" and "S".

Laura R. Stetson, AICP
Principal, MIG

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introduction

About MIG

Critical thinking. Strategic focus. Innovative solutions.

For 37 years, MIG has engaged top professionals in planning, design, communications, management, and technology who work together to ensure our clients achieve the results they seek. We look beyond convention to produce meaningful plans, contextual designs, and durable solutions that meet our world's increasing social, economic, and environmental challenges. MIG is a firm of more than 260 professionals who provide a sophisticated, integrated, and interactive approach to create nuanced, layered, dynamic, and implementable plans and places.

MIG is a multidisciplinary firm that offers a full range of services, including policy planning, environmental analysis, community-based planning, community outreach and engagement, communications, placemaking, landscape architecture, architecture, urban planning and design, and civil engineering. Our work is characterized by a dedication to quality, a flexible approach, creativity in planning and design, and a commitment to completing projects on time and within budget. We have worked extensively with public agencies, municipalities, and private entities nationally and internationally on design and planning for future change.

The diversity of our staff provides a base of knowledge that bridges technical expertise and values, as well as facilitates the exchange of information among all parties engaged in the planning and design process.

MIG's unique combination of current and long-range planning and design expertise allows us to conduct planning in a highly interactive process involving key constituent groups. This process generates a clear and collective vision of development and growth in a dynamic, yet stable environment.

Understanding

The County of Santa Barbara Planning and Development Department engages in planning and permitting activities amidst awe-inspiring landscapes. The natural and social forces that sculpt the County's environment create one of the most challenging but rewarding places to serve as a planner. The Department is invested in the selection of employees and planning firms to assist it in the development, adoption, implementation, and enforcement of various plans and policies such as its cannabis ordinance, telecommunications ordinance, housing regulations, and comprehensive plan updates.

MIG's Approach

OUR APPROACH INCLUDES:

- **Accomplishing the Work Program:** MIG interactively works with our clients and becomes an extension of their staff. We have developed project management and cost control mechanisms to ensure timely delivery of services in a cost-effective manner. MIG favors an interactive approach in which our project team works closely with the County of Santa Barbara Planning and Development Department's project managers and staff. We are committed to successfully managing projects as collaborative efforts with the Department that help maximize the strengths and resources of all involved.
- **Clear Work Plan and Deliverables:** Prior to commencing work, MIG creates a detailed work plan and schedule that illustrates the project on a task-by-task basis, identifying the project's critical path, key deadlines and checkpoints, and the responsibilities of each team member.

- **Regular Project Management Meetings:** Biweekly scheduled project team meetings/conference calls are conducted to ensure work quality and the appropriate allocation of staff time and project resources.
- **If a Problem Arises:** The MIG Team will take immediate steps to remediate the problem and provide a revised task plan to the client, if necessary. This internal program monitoring is used in addition to direct lines of communication with County staff. The principal-in-charge and project manager will provide status updates to the County on a monthly basis (or more frequently as requested) and will inform you of any problems encountered that will result in a delay in schedule.
- **Schedule Control and Turn Around Time:** Project scheduling will be coordinated with the County and will be developed on a task-by-task basis, making clear each project's critical path, key deadlines and checkpoints, and the responsibilities of each team member. The tasks and results will be reviewed periodically with respect to the project timetable agreed to between MIG and the County.
- **Budget Controls:** Our project management approach uses Deltek software to effectively manage MIG budgets and the creation of monthly invoice for the County of Santa Barbara. MIG's project manager will carefully review all internal invoices for approval and will submit an invoice to the County of Santa Barbara on a monthly basis, which will include a brief status report. In addition, each employee maintains detailed time records with a separate code for each task, allowing effective management of budget.
- **Quality Controls:** MIG is committed to the highest level of quality control/quality assurance practices as exhibited in our past projects and previous clients' satisfaction. High-quality deliverables that

are backed by clear and accurate data are critical to the success of a project. Our clients' credibility with stakeholders and the public depends upon timely, high-quality products. Each document, from workshop notices, environmental analyses, to staff reports and comprehensive plans, undergo thorough quality assurance/quality control review by the project manager and Principal Laura Stetson prior to circulation to County staff for review/use.

ADDRESSING POSSIBLE SCOPE AND BUDGET CONFLICTS

Our scope, schedule, and budget negotiation process automatically considers scope and budget consistency prior to beginning work. MIG has worked extensively with on-call contracts; we understand the contracting and scope negotiation process, including scope and budget alignment.

While there are many ways to reduce scope and budget conflicts, we have found that the following steps alleviate many problems:

- **Identifying Appropriate Staff:** While the Principal-in-charge and project manager will always be involved, specific technical staff can be assigned to complete tasks with management oversight.
- **Expediting Delivery:** We have found that by shortening schedules, we can often save on project management and coordination costs.

- **Combining Meetings:** Scheduling technical and community meetings to occur on the same day can save money and also provide better conduits for information between the two groups, bringing better transparency to a project.
- **Managing the Work Order for Cost Savings:** During the work order, we manage the project with the mindset that saving money on tasks means being able to do more elsewhere.
- **Project Closeout:** Upon project completion, MIG will contact the County's project manager to complete a formal debrief of the work order. We always want to know what went well and how we can provide the best service on the next task.

qualifications

MIG's project experience provided on the following pages highlights our team's ability to successfully provide current and long-range planning, community engagement, and staff services to planning and community development departments such as the County of Santa Barbara's. We have highlighted projects most relevant to the scope of services identified in the Request for Proposals. Through all of our projects, our team exhibits a dedication to high quality and creativity, technical resources and innovation, a flexible approach, a dedication to working with diverse communities to develop consensus, and a commitment to providing deliverables and completing projects on time and within budget.

Client List for Planning Services

The MIG Team's key relevant experience providing on-call and as-needed planning and entitlement review services, including building permitting and related development services, with varied levels of community outreach, is provided in the table below. MIG's planners are recognized for their interpersonal skills as well as expertise in managing tough projects. We currently have full-service contract planning clients in Riverside County, Orange County, Sonoma County, and other jurisdictions identified in the table.

Areas of Expertise

- » On-Call Staffing and Development Services
- » Entitlement Processing
- » Cannabis
- » Design Review
- » Coastal Development Permits
- » Area Plans and Specific Plans
- » Master Planned Communities
- » County Development Projects

CURRENT CLIENTS LIST FOR PLANNING AND ENTITLEMENT REVIEW SERVICES

Contract Agency	Description
County of Orange	In-house contract planners that support two planning divisions
County of Riverside	Providing contract planning services to the County Transportation and Land Management Agency for more than 12 years. We have assisted the County with general plan updates, development of a new zoning ordinance, and preparation of countywide design guidelines.
County of Sonoma	MIG has provided contract staffing services to allow the County to free up their staff to focus on fire recovery efforts.
City of Arcadia	See project description plate.
City of American Canyon	Contract staffing to address shortage in staffing and manage more complex projects.
City of Azusa	See project description plate.
City of Covina	See project description plate.
City of Grand Terrace	On-call services for special projects.
City of Lake Forest	In-house contract planner for complex development applications.
City of Westminster	In-house staff for current planning, in addition to on-call special project for controversial applications.

County of Orange

DEVELOPMENT SERVICES

Since 2014, MIG planners have helped the County of Orange perform extensive design review of large volume of planning cases and plan check reviews. County planning work is one of the most delicate in the region, encompassing a jurisdiction of rural villages, small towns, unincorporated communities, and new subdivisions along the coast and mountain foothills.

MIG provides planners for the Development Services Department supporting two divisions: Planning and Development and Land Development. Our planners staff multiple positions ranging from senior, associate, and assistant planning roles. As a result, as part of administering more than a dozen specific plans with distinct design guidelines and regulations, our planners frequently interact with design review boards throughout the county. Major projects include the entitlements of the Coto de Caza General Store, Cielo Vista Area Plan, and the plan check review and permitting of hundreds of new homes and businesses in Ladera Ranch and Mission Rancho Viejo subdivisions.

County of Sonoma

PERMIT & RESOURCE MANAGEMENT DEPARTMENT

For the past two years, MIG has provided both current planning and CEQA review services to Sonoma County. Following the devastating wildfires that destroyed many suburban neighborhoods and rural homesites, County staff was overwhelmed by the need to process applications for re-establishing uses that were lost. Also, around the same time, County Supervisors adopted ordinances that allowed for agricultural cannabis operations. MIG staff, working from our many offices, has been

helping with entitlements and CEQA review for cannabis businesses and other projects to free County staff to address more pressing needs.

County of Riverside

TRANSPORTATION AND LAND MANAGEMENT AGENCY

Since 1999, MIG (and its predecessor firm Hogle-Ireland) has provided contract staffing services to the County of Riverside for development application review and processing. Our services have encompassed cell towers, extensions of time, and tentative parcel maps to specific plans and general plan amendments and everything in between. Staff assigned to the County also prepare and review initial studies for Negative Declarations and Mitigated Negative Declarations and review Environmental Impact Reports. In addition to development application review, this contract includes services for CEQA document preparation and review on an as-needed basis.

City of Covina

COMMUNITY DEVELOPMENT DEPARTMENT

MIG currently provides a full spectrum of professional planning services to the City of Covina. Our planning staff has successfully supported the Community Development Department's essential functions from customer service, plan checks, and entitlement processing. We have incorporated design review using the City's design guidelines, tree preservation ordinance, and historic preservation ordinance in various settings, incorporating their requirements and standards on the review of single-family residential, accessory dwelling units, and multi-family residential construction. Our planners assist Code

Enforcement and Building Divisions to administer the Citywide Design Guidelines.

Major projects include the expansion of the Masonic Homes complex, the construction of mixed-use residential projects of Atwood at Covina and Meritage, the comprehensive update of the Town Center Specific Plan, and the redevelopment of the Covina Bowl – listed in the California Register of Historical Resources.

City of Pomona

DEVELOPMENT SERVICES DEPARTMENT

Multiple planners at MIG have supported the City's critical planning functions, from managing major developments to clearing out a large backlog of plan checks. The City is among one of the few in the region with a form-based code—the Corridors Specific Plan—that encompass a broad area of suburban and urban transects. Using this code adopted concurrently with the General Plan, our planners have gained expert understanding of implementing form-based codes. In addition, our planners work with City staff to review projects for conformance with its historic preservation ordinance, including processing certificates of appropriateness as they applied to projects in historic districts.

Major projects have included the Hyatt House hotel and mixed-use development, the 110-unit Rio Rancho residential subdivision, and the Pomona Backlog Plan Check services.

City of Arcadia

DEVELOPMENT SERVICES DEPARTMENT

The City of Arcadia has called on the services of MIG' planners to prepare and implement their diverse suite of land use and design regulations that includes multiple design guidelines and tree preservation ordinance. Our planners have experience helping the

City transition from a zoning code written in 1948 to a development code that MIG prepared and adopted by the City in 2017.

Since 2017, we have provided staff to help manage and reduce the backlog of development applications and plan checks. Through our planning and entitlement review services, we focus on administering anti-mansionization regulations in tandem with residential design guidelines. As part of that work, we coordinate with the City's four homeowner's associations for design review of single-family residential projects.

City of Azusa

PLANNING DIVISION

MIG has provided development services to the City of Azusa over the past seven years. MIG staff is currently overseeing the application processing and CEQA review for a concrete batch plant. Our planners have reviewed developments for conformance with its pioneering, form-based Development Code that applies to the entire City.

MIG led a team of planners and environmental analysts to review the proposed Dhammakaya International Meditation Center Specific Plan, prepared entitlement documents (ordinances, resolutions, staff reports, presentations), and an expedited City staff review and application processing. MIG staff presented the projects to both the City of Azusa City Council and Planning Commission.

El Monte

ECONOMIC DEVELOPMENT DEPARTMENT

Through an on-call architecture and landscape design review contract, the City of El Monte relied upon MIG's multidisciplinary planning staff to provide enhanced building and landscape architectural review of projects. In addition to staffing services, we led the entitlement of Flair Spectrum and wrote the development's design standards into the specific plan. We worked closely with City staff to come up with an easy-to-understand design review checklist based on the City's Comprehensive Design Guidelines.

We also provided a holistic review of project architecture incorporating the Zoning Code development standards and parking requirements. MIG innovated and improved on the standard design review through "lookbooks" – a graphic presentation of design review comments that visually communicate the desired contemporary interpretations of period-style architecture.

AREAS OF EXPERTISE

- » Land Use and Urban Planning
- » General Plans and Specific Plans
- » Zoning and Development Codes
- » Environmental Planning and CEQA
- » Community Engagement and Public Outreach

Long-Range Planning

MIG is well known for providing innovative, high-quality, technically sound, and easily understood advanced planning analyses and policy documents. While the majority of this work is performed by single-project contracts, our contract services clients also call upon us to undertake focused long-range planning projects such as specific plans, zoning code revisions, and general plan amendments. Also, our community engagement services are in high demand, with the firm having a long history of using skilled facilitators to tackle difficult assignments. We craft and carry out public participation plans for all of our long-range planning assignments.

The matrix on the following page identifies projects we have undertaken in varied environments similar to those in Santa Barbara County. Following the matrix are short descriptions of key projects performed by MIG Team members listed in this proposal.

Relevant Experience - Long-Range Planning

Long-Range Planning Projects	Services		Land Use								Environmental					
	Planning Policy: General Plans, Specific Plans, Zoning	Community Engagement	Pragmatic/Effective Land Use Policy/Regulations	Community Character and Design	Housing	Mobility	Economic Development	Infrastructure Planning	Sustainability	GIS Mapping and Graphics	CEQA Documentation	Natural/Biological Resources	Cultural Resources	Traffic	Air Quality and GHG	Noise
San Luis Obispo Zoning Ordinance Update	●	●	●	●	●	●	●	●	●	●	●	●				
Redwood City General Plan, Mixed-Use Zoning and EIR Addendum, and Inner Harbor Specific Plan	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Burlingame General Plan and Zoning Ordinance Update	●	●	●	●	●	●	●	●	●	●						
Costa Mesa General Plan	●	●	●	●	●	●	●	●	●	●						
San Luis Obispo Zoning Ordinance Update	●	●	●	●	●	●	●	●	●	●	●	●				
City of Azusa Development Staff Services		●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Smoky Hollow Specific Plan Update and EIR	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Garvey Avenue Corridor Specific Plan	●	●	●	●	●	●	●	●	●	●						
Arrow Highway Specific Plan	●	●	●	●	●	●	●	●	●	●						
Monrovia TOD Specific Plans and CEQA	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Highway 1 Bridge Replacement over San Pedro Creek and Creek Widening Project: Biological Assessments, Wetland Delineations, CEQA IS Addendum, NES, Multiple Permit Applications, Pacifica, CA		●								●	●	●	●	●	●	●
Oceano Dunes District Habitat Conservation Plan, EIS-EA/EIR, and Technical Assistance, San Luis Obispo Co.	●	●								●	●	●	●	●	●	●
Beechwood Specific Plan EIR, Paso Robles		●								●	●	●	●	●	●	●
Visión Salinas Public Engagement Program		●		●	●	●	●	●	●	●						
Salinas Housing and Community Initiatives Engagement		●		●	●	●	●	●	●	●						
Pajaro River Flood Risk Management Outreach and Education Watsonville		●							●	●						



REDWOOD CITY GENERAL PLAN AND MIXED-USE ZONING, *Redwood City, CA*

- » Convenient transit access, innovative housing options, sensitivity to lower-intensity adjacent uses, pedestrian, and street-oriented design
- » Utilization of GIS CommunityViz for evaluation and implications of alternative land use scenarios with internal City staff working group
- » Comprehensive build-out model that recognized the percent of the built environment that will not change and areas that will see major development changes over the 20-year General Plan horizon timeline
- » Mixed-use development regulations crafted to transform portions of the City's major roadway corridors into mixed-use, multimodal environments with compact development patterns, and graceful transitions to neighborhoods



BURLINGAME GENERAL PLAN AND ZONING ORDINANCE UPDATE, *Burlingame, CA*

- » Concurrent update of General Plan, Zoning Ordinance and several Specific Plans
- » Project includes extensive and genuine community engagement, including innovative pop-up workshops and events, as well as over 50 scheduled meetings with advisory committees and decision makers
- » New General Plan will clearly identify community goals, both in written and graphic form as well as an overall structure that is attractive, easy to navigate and lends itself for use in the City's annual budgeting process. It will incorporate and communicate the community's intentions regarding uses, urban form and mobility, while also embracing sustainability and healthy community concepts as a unifying theme
- » Updated Zoning Ordinance will be modern, easy to use and designed to facilitate quality development



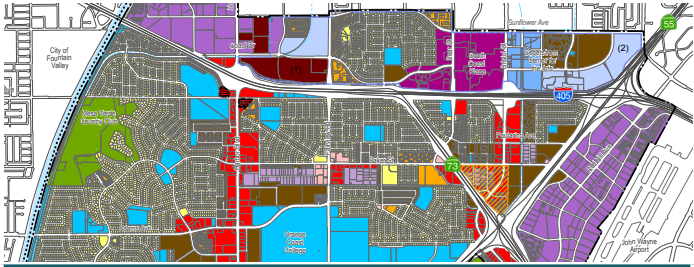
SMOKY HOLLOW SPECIFIC PLAN UPDATE AND EIR *El Segundo, CA*

- » New specific plan addresses conditions hampering broader-based desired change, including lack of parking, aging infrastructure, outdated regulation, and poor pedestrian and bicycle accommodation for this area of El Segundo that has become a desirable location for knowledge and creative industries looking to avoid the high costs of establishing a new business
- » Specific Plan establishes new zoning standards that allow for adaptive reuse of the "funky" industrial buildings that characterize the district and encourage new construction consistent with the look and feel of Smoky Hollow
- » Key issues addressed in the EIR include historical resources, land use compatibility, noise, traffic and circulation air quality, and greenhouse gas emissions



AZUSA STAFF SERVICES AND PLANNING PROJECTS *Azusa, CA*

- » MIG has provided development services to the City of Azusa over the past seven years
- » MIG staff is currently overseeing the application processing and CEQA for a concrete batch plant and senior housing village
- » Staff has prepared the City's Housing Element for the last two cycles
- » MIG led a team of planners and environmental analysts to review the proposed Dhammakya International Meditation Center Specific Plan; prepare the associated EIR; prepare entitlement documents (ordinances, resolutions, staff reports, presentations) and an expedited City staff review and application processing; and presented projects to both the City of Azusa City Council and Planning Commission.



COSTA MESA GENERAL PLAN
Costa Mesa, CA

- » Expansive land use alternatives analysis with sustainability implications
- » Developed new mixed-use designations to transform portions of the City's aging industrial district along commercial corridors with new housing opportunities
- » Analyzed park accessibility to identify residential areas that are within 1/4 and 1/2 mile walking distance
- » Bicycle and pedestrian advisory group formed to develop a bicycle master plan and related goals and policies



GARVEY AVENUE CORRIDOR SPECIFIC PLAN
Rosemead, CA

- » Provided vital, tangible opportunities to re-energize and catalyze development along Garvey Avenue
- » Reimagined a massive, former auto auction site as a central mixed-use walkable community destination
- » Envisioned a vacant corner site as a specialty shopping hub for the neighborhood and drawing residents from other neighborhoods in the city
- » Garvey Avenue's catalytic projects have the potential to remake the area into a vibrant place and neighborhood, with a bright future



ARROW HIGHWAY SPECIFIC PLAN
Glendora, CA

- » 2.5-mile stretch of Arrow Highway within the jurisdiction of the City of Glendora, which also travels through the cities of Covina, San Dimas, and portions of unincorporated Los Angeles County
- » Aims to transform the Arrow Highway corridor into a vibrant, attractive and revitalized area that serves the community and the region through a variety of land uses and activities
- » Facilitates the development of streetscape and urban design features aimed at improving pedestrian and bicycle mobility and creating more dynamic and inviting spaces for the community



MONROVIA TOD SPECIFIC PLANS AND CEQA DOCUMENTATION, Monrovia, CA

- » Prepared specific plans and the associated CEQA documentation for several mixed-use developments surrounding the Metro Gold Line station, including:
 - Parks at Station Square Specific Plan
 - 5th and Huntington Specific Plan and EIR
 - Station Square South Specific Plan and MND
 - Alexan Specific Plan and EIR
 - Avalon Monrovia Specific Plan and MND
 - Fifield Specific Plan and MND
 - Primrose Specific Plan and EIR



HIGHWAY 1 BRIDGE REPLACEMENT OVER SAN PEDRO CREEK AND CREEK WIDENING PROJECT *Pacifica, San Mateo, CA*

- » Completed two Biological Assessments, Wetland Delineations, CEQA Initial Study Addendum, Natural Environment Study (NES), and Multiple Permit Applications, working through the consultation process with Caltrans
- » Completed draft frog and fish relocation plans
- » Completed a wetland delineation and prepared two wetland reports, one for the USACE and one for the Coastal Commission, because the two agencies use different parameters
- » Prepared the applications for the Section 1600 Lake and Streambed Alteration Agreement, the Clean Water Act Section 401 Water Quality Certification, the Clean Water Act Section 404 Pre-construction Notification, and the Coastal Development Permit, and responded to comments



OCEANO DUNES DISTRICT HABITAT CONSERVATION PLAN, EIS-EA/EIR, AND TECHNICAL ASSISTANCE *San Luis Obispo County, CA*

- » Formulated a strategy to resolve conflicts between the presence of endangered species and recreation within the 5,000-acre Oceano Dunes District that encompasses a large section of the central California coastline, watersheds, and upland terrestrial environments
- » Developed management strategies for the western snowy plover, California least tern, California red-legged frog, tidewater goby, and six listed plant species
- » Provided include project management, habitat conservation planning, environmental permitting, Coastal Act and local government permit compliance, public outreach, baseline surveys, and strategic planning, GIS analysis, and mapping



PAJARO RIVER FLOOD RISK MANAGEMENT PUBLIC OUTREACH AND EDUCATION, *Watsonville, CA*

- » Outreach project related to the implementation of flood risk reduction measures along the lower Pajaro River to protect urban communities and highly productive agricultural lands
- » Engagement activities included public workshops, meetings with targeted stakeholder groups, and a telephone/web survey
- » Created informational materials, including display boards, fact sheets, and a community guide and updated flood protection information on PajaroWatershed.org
- » Assisted with the facilitation of regular meetings of technical advisory committees representing various sectors and communities



2014-16 SALINAS HOUSING AND COMMUNITY INITIATIVES, *Salinas, CA*

- » Bilingual and bicultural public outreach program for the City of Salinas 2014-16 Housing and Community Initiatives
- » Public outreach program supported several housing and community development plans, including an update of the City's Housing Element, the Consolidated Plan, Analysis to Impediments to Fair Housing, Alisal Homeownership Neighborhood Revitalization Strategy Area and the Inclusionary Housing Ordinance
- » Six workshops were held – two entirely in Spanish and the other four in English with simultaneous Spanish translation
- » Conducted individual and small group interviews with approximately 30 stakeholders who represented a wide variety of interests and organizations in the City

staffing

Personnel Selection

MIG has selected a highly experienced team of professionals well suited to assist the County of Santa Barbara Planning and Development Department. This section includes brief resumes for each individual, including qualifications, relevant project experience, and areas of expertise.

Project Management Team

Our project managers are expert in delivering services on time and within budget. At the start of each project or call for services, we will collaborate with the Department to produce a responsive work program that identifies anticipated tasks, key and support staff, and deliverables. Project managers for the duration of a project's work program are tasked to review draft work products, manage consultant staff, work closely with Department staff, and allocate project resources.

Laura Stetson, AICP will serve as Principal-in-Charge, providing planning expertise, team oversight, strategic direction, and quality control. For the duration of the proposal, **Bryan Fernandez** will serve as the Project Manager for Current Planning Services and **Lisa Brownfield** for Long-Range Planning Services.

Staffing Availability and Expertise

MIG offers a complete team of planning and environmental professionals based in our Southern California offices. We have expertise in other MIG offices for many other disciplines upon which we can call at any time.

The matrix that follows the organization chart identifies the particular capabilities and skills of assigned staff.

Organization Chart

The organization chart outlines the project team's structure, staffing that corresponds to the scope of services proposed.



PROJECT MANAGEMENT

Laura Stetson, AICP, Principal-in-Charge
Contract Management

Bryan Fernandez, Project Manager
Current Planning Services

Lisa Brownfield, Project Manager
Long-Range Planning Services

Staff

CURRENT PLANNING

Anne Fox, Senior Planner
 Jeff Hamilton, Senior Planner
 Nancy Gutierrez, Senior Planner
 Peter Lange, Assistant Planner
 Kevin Shannon, Associate Planner
 Scott Davidson, Principal
 Matt Straite, Principal

LONG-RANGE PLANNING

Esmeralda Garcia, Principal
 Jose Rodriguez, Project Manager
(GIS)
 Genevieve Sharrow, Project Manager
(Zoning and Housing)
 Tricia Stevens, Senior Planner
 Roxanne Borzo Bertrand, Associate
 Planner
 Roman Yanke, Associate Planner

SPECIAL STUDIES

Jon Campbell, Director
(Biology, GIS, Drone)
 Michelle Gibbs, Director
(Coastal, Biology, Oil)

Staff Expertise

	CURRENT PLANNING			LONG-RANGE PLANNING				SPECIAL STUDIES		
	DEVELOPMENT APPLICATIONS	PERMITTING AND STAFFING SERVICE	ENVIRONMENTAL REVIEW	PUBLIC OUTREACH AND ENGAGEMENT	COMPREHENSIVE PLAN COMMUNITY/AREA	ZONING AND LAND USE AND DEVELOPMENT	ADVANCED PLANNING	BIOLOGY	GIS	DRONE
PROJECT MANAGEMENT										
Laura Stetson	●	●	●	●	●	●	●			
Bryan Fernandez	●	●	●	●	●	●	●		●	
Lisa Brownfield	●	●	●	●	●	●	●			
CURRENT PLANNING										
Anne Fox	●	●	●							
Jeff Hamilton	●	●					●			
Nancy Gutierrez	●	●	●							
Peter Lange	●	●	●			●				
Scott Davidson	●	●				●				
Matt Straite	●	●	●							
Kevin Shannon	●	●	●							
LONG-RANGE PLANNING										
Esmeralda Garcia				●	●					
Jose Rodriguez	●			●	●	●	●		●	
Genevieve Sharrow			●	●	●	●	●			
Tricia Stevens						●				
Roxanne Borzo Bertrand				●	●	●	●			
Roman Yanke	●	●		●		●	●		●	
SPECIAL STUDIES										
John Campbell			●		●	●		●	●	●
Michelle Gibbs			●					●		

AREAS OF EXPERTISE

- » Planning and Development Services
- » Land Use Planning
- » General Plans
- » Zoning Codes
- » CEQA
- » Meeting Facilitation
- » Project Management

EDUCATION

- » BS, Environmental Earth Science, Stanford University
- » Graduate Coursework in Public Administration, American University

PROFESSIONAL AFFILIATIONS

- » American Planning Association (APA)
- » American Institute of Certified Planners (AICP)
- » California Planning Roundtable

Laura Stetson, AICP

PRINCIPAL-IN-CHARGE

Laura Stetson's leadership and award-winning expertise in land use planning and zoning has contributed to the thoughtful revitalization of many cities throughout California. The policy documents she helps to craft — general plans, specific plans, zoning codes, and CEQA documents — guide positive change for the people in those communities. A self-defined "fixer" Laura uses her management and facilitation skills to engage clients and stakeholders in collaborative problem-solving. With her 30+ years of experience, she offers a deep reservoir of knowledge to assist communities of every size and variety find the right path forward.

SELECTED PROJECT EXPERIENCE

- » Avalon Monrovia Specific Plan, Monrovia, CA
- » Avalon Calabasas Specific Plan, Calabasas, CA
- » Station Square South Specific Plan, Monrovia, CA
- » Arroyo Monrovia Specific Plan, Monrovia, CA
- » Fifth and Huntington Specific Plan, Monrovia, CA
- » California Baptist University Specific Plan, Riverside, CA
- » Poway Road Specific Plan, Poway, CA
- » Arcadia General Plan and Development Code, Arcadia, CA
- » Duarte Development Code, Duarte, CA
- » Monterey Park General Plan, Monterey Park, CA
- » San Luis Obispo Zoning Regulations, San Luis Obispo, CA
- » Long Beach General Plan Land Use Element, Long Beach, CA
- » Manhattan Beach General Plan, Manhattan Beach, CA
- » Redwood City General Plan and Mixed Use Zoning, Redwood City, CA
- » Costa Mesa General Plan, Costa Mesa, CA
- » Baldwin Park General Plan, Zoning and Subdivision Codes, Baldwin Park, CA
- » Brea General Plan and Hillside Development Ordinance, Brea, CA
- » Claremont General Plan, Claremont, CA
- » Garden Grove Mixed Use Regulations, Garden Grove, CA

AREAS OF EXPERTISE

- » Permitting and Development Services
- » Project Management
- » Entitlement and Permitting
- » Design Review

EDUCATION

- » Master of Public Policy, University of California, Los Angeles
- » BA, Political Science, University of California, Los Angeles

CERTIFICATE

- » Professional Certificate in Advanced Public Engagement for Local Government, Pepperdine University, Davenport Institute for Public Engagement and Civic Leadership

PUBLIC SECTOR EXPERIENCE

- » City of El Segundo, Assistant Planner
- » City of Palm Springs, Assistant Planner

PROFESSIONAL AFFILIATIONS

- » APA California, Los Angeles Section

Bryan Fernandez

PROJECT MANAGER, CURRENT PLANNING

Bryan Fernandez has provided professional planning services in Southern California for more than 14 years. Bryan has extensive experience processing planning entitlements such as coastal development permits, tract maps, discretionary permits, minor land use permits, sign programs, and variances. He has a strong background in architectural review and working with architects when implementing design guidelines, both explicit and implied. His projects can be found in a variety of environmental and development setting, including rural, suburban, small towns, unincorporated communities, and master-planned communities. Working closely with planning and development services staff, he is adept at providing “one-stop” permit center services that facilitate development review and permitting and strengthen customer services. With that experience, he has supervised and trained staff to facilitate building and construction permits, including plan check reviews, enforcement of conditions of approval, and mitigation monitoring.

SELECTED PROJECT EXPERIENCE

- » City of Pomona Staffing Services, Pomona, CA
- » City of Covina Staffing Services, Covina, CA
- » On-call Architecture and Landscape Design Review Services, El Monte, CA
- » County of Orange Staffing Services, Santa Ana, CA
- » Atwood City Ventures and Citrus Promenade/Covina Forward Specific Plan, Covina, CA
- » Avalon Monrovia Specific Plan and IS/MND, Monrovia, CA
- » Station Square South Specific Plan and IS/MND, Monrovia, CA
- » 127 Pomona Specific Plan and IS/MND, Monrovia, CA
- » City of Rialto Advanced Planning Services, Rialto, CA
- » City of Arcadia Staffing Services, Arcadia, CA
- » Arcadia Development Code, Arcadia, CA
- » West Valley Specific Plan, Walnut, CA
- » Coto de Caza General Store SDP and EIR, Orange County, CA
- » Costa Mesa General Plan Update, Costa Mesa, CA
- » Walnut General Plan Update, Walnut, CA
- » Long Beach Land Use Element, Long Beach, CA

AREAS OF EXPERTISE

- » Project Management
- » General and Specific Plans
- » Land Use Planning and Policy

EDUCATION

- » MA, Architecture and Urban Planning, University of California, Los Angeles
- » BS, Urban Planning, California State Polytechnic University, Pomona

PROFESSIONAL AFFILIATIONS

- » American Planning Association
- » American Institute of Certified Planners, 1990

Lisa Brownfield

PROJECT MANAGER / DIRECTOR OF PLANNING SERVICES

Lisa Brownfield leverages her 30+ years of planning expertise to help public and private clients find and define the best path forward on issues ranging from land use and housing to sustainability and circulation. As a child, Lisa had an innate curiosity for cities, and she used to picture how vacant or run-down spaces could be improved. Now she directs and manages projects that create positive change for entire cities and their residents. Lisa is adept at working collaboratively with client staff, ensuring that they have a sense of ownership and accomplishment throughout the planning process. The diversity and depth of her experience allows her to frame discussions, keeping projects moving toward successful outcomes. Whether she's developing a general plan, zoning code, or environmental analysis, Lisa's focus is always on the future and the potential benefits that can be achieved for each community.

SELECTED PROJECT EXPERIENCE

- » Costa Mesa General Plan Update and EIR, Costa Mesa, CA
- » Huntington Beach General Plan, Huntington Beach, CA
- » Inner Harbor Specific Plan, Redwood City, CA
- » Redwood City General Plan Update, Redwood City, CA
- » Azusa General Plan and Development Code, Azusa, CA*
- » Garvey Avenue Corridor Specific Plan, Rosemead, CA
- » Cudahy General Plan and Zoning Code, Cudahy, CA
- » Adelanto North 2035: Sustainable Comprehensive Plan, Adelanto, CA
- » Arrow Highway Corridor Specific Plan, Glendora, CA
- » Sphere of Influence Specific Plan and EIR, Ontario, CA
- » Big Bear Lake Moonridge Corridor Specific Plan and EIR, Ontario, CA
- » Rosemead General Plan, Rosemead, CA*
- » Inglewood International Industrial Corridor Specific Plan, Inglewood, CA*

*work completed prior to MIG

Anne Fox

SENIOR PLANNER

Anne Fox's experience in the field of planning can equally serve the needs of the public sector and private developers. She is actively engaged in a variety of planning assignments within small and large municipalities, carrying out daily and long-range objectives of those agencies.

Anne has particular expertise working with the unique needs of coastal communities, analyzing projects and related technical studies in conjunction with the issuance of Coastal Development Permits for bluff and beach properties. She has also prepared and facilitated the adoption of LCP amendments, including implementing ordinances.

EDUCATION

- » BS, Urban and Regional Planning, California State Polytechnic University, Pomona

AREAS OF EXPERTISE

- » Project Management
- » Coastal Development Permits
- » County Development Projects

SELECTED PROJECT EXPERIENCE

- » Comprehensive Zoning Update, County of Riverside, CA
- » Ritz Carlton Hotel Expansion Plan, Dana Point, CA
- » Monarch Bay Plaza Expansion Plan, Dana Point, CA
- » Local Coastal Plan, Goleta, CA

Jeff Hamilton

SENIOR PLANNER

Jeff Hamilton has over 27 years of planning experience in the public sector in both current and advanced planning. He has processed entitlements for many key development projects, including mixed-use developments and residential subdivisions, as well as significant residential and commercial developments. He has also coordinated the activities of consultants of numerous disciplines and undertaken and managed environmental reviews under both CEQA and NEPA.

While working for the City of Glendale, Jeff managed the updates of several general plan elements, including the the Safety Element and Noise Element, and assisted with the North Glendale Community Plan. He has presented at the Planning Commission, City Council, and has various public outreach events.

EDUCATION

- » Master of Urban Planning
University of Michigan, Ann Arbor
- » BA, Social Ecology
University of California, Irvine

AREAS OF EXPERTISE

- » Public Sector Planning and Development Services
- » General Plan Updates
- » Community Outreach and Engagement

SELECTED PROJECT EXPERIENCE

- » City of Arcadia Planning Staff Services, Senior Planner, Arcadia, CA
- » City of Pomona Planning Staff Services, Senior Planner, Pomona, CA

Nancy Gutierrez

SENIOR PLANNER

Nancy Gutierrez has over 20 years of experience in municipal planning and administration, serving both within the public sector and as a private sector contractor. She is skilled in the preparation of documents and the implementation of programs related to general plans and specific plans, climate action plans, annexations, redevelopment plans, and historic preservation. She has comprehensive expertise in research, data analysis, report preparation, project management and the delivery of public presentations.

EDUCATION

- » MA in Urban Planning, UCLA
- » BS in Health Sciences, California State University, Long Beach

SELECTED PROJECT EXPERIENCE

- » Site specific development processing, 1999-2018: Cities of Hemet, Murrieta, San Juan Capistrano, Corona, CA
- » Consistency Zoning, 2015-2018: ordinance amendments, zoning map amendments, City of Hemet, CA
- » Historic Preservation Design Guidelines, City of Corona, CA
- » Historic Preservation ordinance, City of Corona, CA

Peter Lange

ASSISTANT PLANNER

Peter Lange has five years of experience in municipal planning with a variety of municipalities. His duties have included assisting the general public at the public planning counter, entitlement application review, development of staff reports, conditions of approval, resolutions, CEQA documentation, GIS exhibits, and presenting projects for discretionary determination at Planning Commission hearings. In addition, Peter has experience with conducting building permit plan check and Condition of Approval compliance review. Peter has experience with collecting and analyzing various types of land use, economic, and population statistical data, and highlighting findings of significance through both written and verbal form.

EDUCATION

- » BS, Urban and Regional Planning, California State Polytechnic University, Pomona

AREAS OF EXPERTISE

- » Development Project Review and Processing
- » Design Review

SELECTED PROJECT EXPERIENCE

- » Contract Planner in the cities of Laguna Hills, Pomona, Westminster, Hercules, and Sonoma and Riverside counties

Scott Davidson

PRINCIPAL

Scott Davidson manages planning departments to help public agencies address fluctuating workloads, support community objectives, and respond to constituent issues. Scott has over 25 years of knowledge and experience to draw upon to help public agencies achieve success. Scott has always been intrigued by the variables that allow some places to blossom while others fail to thrive. The dynamic interplay of people, environment, and change is a challenge that he rises to with each project he is involved in – from housing and transportation to environmental restoration and recreation.

EDUCATION

- » BS, Environmental Policy Analysis and Planning, University of California, Davis

AREAS OF EXPERTISE

- » Executive Department Management
- » Cannabis
- » Climate Adaptation and Resiliency Planning

SELECTED PROJECT EXPERIENCE

- » Cannabis Program Administration, Sonoma County, CA
- » Cannabis Program Environmental Documents, County of Sonoma, CA
- » Villages of Patterson, Patterson, CA
- » Zacharias Master Plan, City of Patterson, CA
- » Carlton Senior Living, Vallejo, CA

Matt Straite

PRINCIPAL

Matt Straite is an experienced contract planner whose versatility and expertise has contributed to the daily operations of planning departments throughout the western U.S. Depending upon client and community needs, Matt can serve as a Planning Director or as a Lead Planner on a high-profile development project. He was drawn to urban planning after discovering how cities evolved overtime studying history in college. Urban planning also provided an outlet for his interests in graphic arts and photography. Matt's ability to adapt to each client and discern what they need most makes him an invaluable resource. As Principal of contract services, he has the full range of skills and talents available at MIG - planning, design, communications, engineering, environmental review - at his disposal to serve planning agencies of any size and area of jurisdiction

EDUCATION

- » MA, Urban Planning, University of California, Los Angeles
- » BA, History, University of California, Los Angeles

AREAS OF EXPERTISE

- » Executive Project Management
- » Agricultural
- » Visitor-Serving Developments
- » Master Planned Communities

SELECTED PROJECT EXPERIENCE

- » The Villages of Lakeview, Lake Perris, CA
- » Motte Ranch, Lake Perris, CA
- » 10+ Specific Plans along 62nd Avenue called the South Valley Implementation, Jacqueline Cochran Airport, CA Coachella Valley, CA

Kevin Shannon

ASSOCIATE PLANNER

Kevin provides contract current planning and CEQA services to a broad base of MIG clients, currently for the Orange County Planning Division. Mr. Shannon has over 30 years of experience in the planning and environmental review. He is experienced in processing entitlement projects, including surface mining permits and in managing a broad spectrum of environmental documentation for private and public sector clients. He has worked with project sponsors, stakeholders, and sub-consultants regarding entitlements, preparation of scopes of work, schedules and fees, and technical study peer-reviews. He specializes in CEQA analysis and third-party review, and has been involved in projects in many geographies, from coastal to mountainous to rural and suburban.

EDUCATION

- » BA, Geography, California State University, Northridge

AREAS OF EXPERTISE

- » CEQA/NEPA
- » Local CEQA Guidelines

SELECTED PROJECT EXPERIENCE

- » Contract Planner and CEQA Analyst, Orange County Planning Division
- » SCSPC Consulting
- » Michael Brandman Associates

Esmeralda García

PRINCIPAL

Esmeralda García is a community planning and public outreach expert whose projects often tackle complex social and economic issues associated with public services and infrastructure, transportation, housing, and urban planning and design. Through her early volunteer work, she was exposed to community organizing and governance, which sparked her passion for collaborative engagement and inclusive decision-making. Esmeralda is widely recognized for her ability to reach and connect with communities of diverse backgrounds and cultures — many of whom are underserved and often go unheard. She combines her extensive experience in facilitation and strategic planning with her broad knowledge of planning and communications to bring people together to identify and resolve problems. With her fluency in Spanish and English, Esmeralda is uniquely positioned to articulate challenges, opportunities, and goals for both clients and constituents.

EDUCATION

- » BA, Art History, California State University, Los Angeles

PROFESSIONAL AFFILIATIONS

- » American Planning Association
- » Transportation Research Board - Environmental Justice Committee Member

SELECTED PROJECT EXPERIENCE

- » Santa Barbara General Plan Community Engagement, Santa Barbara, CA
- » Ventura General Plan Advisory Committee, Ventura, CA
- » Ventura Creative Cities Charrette, Ventura, CA
- » Lower LA River Revitalization Plan, Los Angeles County, CA
- » Upper LA River Revitalization Plan, Los Angeles County, CA

José Rodriguez

PROJECT MANAGER, GIS

José Rodriguez has 20 years of experience preparing specific plans and general plans for jurisdictions throughout the California. Throughout his career, he has led multidisciplinary teams preparing zoning codes, specific plans, and general plans; document layout and branding; public engagement; graphics; and mapping production. He has prepared planning documents that address sustainability, healthy communities, complete streets, historic preservation, governance, and fiscal sustainability. He is currently assisting the City of Los Alamitos in updating its zoning code, and leading the effort to write specific plans in the cities of Walnut, Monrovia, and Jurupa Valley.

With extensive GIS experience, José has prepared numerous maps and analyses including housing plans, environmental analysis, zoning codes, hillside ordinances and park and open space master plans.

EDUCATION

- » MA, Urban Planning, University of California, Los Angeles
- » BS, Urban and Regional Planning, California State Polytechnic University, Pomona

AREAS OF EXPERTISE

- » GIS
- » Project Management

SELECTED PROJECT EXPERIENCE

- » On-call Architecture and Landscape Design Review Services, El Monte, CA
- » Station Square South Specific Plan, Monrovia, CA
- » Long Beach Land Use Element, Long Beach, CA

Genevieve Sharrow

ZONING / SPECIFIC PLANS / POLICY PLANNING

With 12 years of experience, Genevieve is a highly versatile planner whose experience encompasses a diverse range of projects, including general plans, specific plans, zoning codes, parks master plans, and housing elements. Genevieve's attention to detail and creativity are showcased in her preparation of zoning codes and specific plans, which she crafts to function as both regulatory documents and economic development tools. Her work is focused on viable implementation so that clients can respond to immediate issues while planning for the long-term with the fluidity and flexibility to adapt to change.

EDUCATION

- » MA, Urban Planning, University of California, Los Angeles
- » BA, Social Anthropology, University of Michigan

SELECTED PROJECT EXPERIENCE

- » Smoky Hollow Specific Plan and EIR, El Segundo, CA
- » San Luis Obispo Zoning Regulations, San Luis Obispo, CA
- » Duarte Town Center Specific Plan, Duarte CA
- » Arcadia Development Code, Arcadia, CA
- » Baldwin Park General Plan Health and Sustainability Element, Baldwin Park, CA
- » Burlingame Zoning Ordinance, Burlingame, CA

Tricia Stevens, AICP

SENIOR PLANNER

Since joining MIG in 2016, Tricia has provided planning services to various communities throughout California, including major updates to Development Codes and managing the review of complex development projects, including preparation of CEQA documents. Major code updates have been completed for the cities of Cudahy and San Pablo. Representative development projects include General Plan and Specific Plan amendments, mixed-use projects, wineries, assisted care facilities, a mining quarry, and various housing developments.

EDUCATION

- » Masters of Public Administration, Brigham Young University
- » Bachelor of Science, Planning, Brigham Young University

PROFESSIONAL AFFILIATIONS

- » Board Member, Sacramento Valley Chapter of the American Planning Association
- » American Institute of Certified Planners (AICP)

SELECTED PROJECT EXPERIENCE

- » Burlingame Zoning Code, Burlingame, CA
- » Various development project review in Patterson, American Canyon, and Sonoma County
- » Principal Planner, County of Sacramento

Roxanne Borzo Bertrand

ASSOCIATE PLANNER

Roxanne Borzo Bertrand has nearly 10 years of experience in transportation planning, specializing in active transportation, advocacy, policy, research, and design. Roxanne has contributed to a broad range of projects for public agencies, nonprofit organizations, and private firms. Roxanne's broad work experience has involved transit-oriented development, BRT and bicycle facilities planning, station area planning, land use planning, environmental conservation, community outreach, and policy writing. Utilizing GIS, Illustrator, and other programs, Roxanne depicts the analysis of existing site conditions with compelling infographics, maps, and site plans that engage clients and communities. Roxanne is a design thinker, addressing urban challenges and constraints by questioning common assumptions with plans and designs grounded in sound data and well-researched analysis.

EDUCATION

- » MA, Urban & Regional Planning, University of Colorado Denver
- » MA, Urban Design, University of Colorado Denver
- » BA, Environmental Science, Saint Louis University

SELECTED PROJECT EXPERIENCE

- » City of Monterey Park General Plan Update, Monterey, CA
- » South Orange County Community College District Educational Master Plan, Mission Viejo, CA
- » City of Wheat Ridge Bicycle and Pedestrian Master Plan, Wheat Ridge, CO

Roman Yanke

ASSOCIATE PLANNER

Roman Yanke has more than three years of planning experience in the public sector and private consulting work. He has experience assisting code enforcement programs drafting memos, staff reports, and letters in response to appeals of code enforcement citations issued to residential and commercial property owners. He has worked in a variety of planning projects in collaboration with planning teams, community members, stakeholders, and other interested parties. He is adept in using ArcMap and GIS to provide documents and information for meetings and presentations. Roman has excellent communication skills, verbally, in writing, and through graphic representations.

EDUCATION

- » MURP, University of Michigan, Ann Arbor
- » BA, Urban Planning, Minor in Geography, University of Illinois, Urbana-Champaign

AREAS OF EXPERTISE

- » Planning and Development Services
- » Enforcement
- » Zoning Code Updates
- » Community Engagement

SELECTED PROJECT EXPERIENCE

- » City of Redlands Planning Staff Services, Redlands, CA
- » Parks and Recreation Master Plan, Santa Monica, CA
- » San Luis Obispo Zoning Code, San Luis Obispo, CA

Jon Campbell

BIOLOGY / GIS / DRONE

Jon Campbell is an expert biogeographer who incorporates species identification, field surveying, and geographic information systems (GIS) to map and assess biological diversity for environmental policy and regulatory compliance. Jon's work combines his passion for the outdoors with his expertise in spatial data analysis to map vegetation communities, locate sensitive environmental resources, and model information critical to aid decision-making and problem-solving for a variety of planning and development projects. His creativity and dexterity with new technology is channeled through the maps, visualizations, 3D views, and models he produces for his reports.

EDUCATION

- » PhD, Geography, UCLA
- » MS, Plant Biology, Southern Illinois University, Carbondale
- » BS, Environmental Biology, Taylor University, Indiana

CERTIFICATIONS

- » California Rapid Assessment Method (CRAM)
- » Licensed Drone Pilot

SELECTED PROJECT EXPERIENCE

- » Gateway Center, General Biological Habitat Assessment, HANS Application, BUOW, LBV, Bio Tech Report, Riverside County, CA
- » Gnatcatcher Habitat Suitability Analysis, Marine Corps Base Camp Pendleton, CA*
- » Planning-level delineation of aquatic resources, Vandenberg Air Force Base, CA

Michelle Gibbs

COASTAL / OIL / BIOLOGY

Michelle Gibbs has recently joined MIG as a senior planner/biologist with 24 years of prior experience, specializing in both CEQA/NEPA compliance and biological services. Prior to joining MIG, Michelle served as Senior Planner with the County of Santa Barbara. Since 1997, Michelle has authored and managed over 26 CEQA, NEPA or joint documents for the oil and gas industry, Caltrans and the Federal Highway Administration (FHWA), the Air Force, the National Oceanic and Atmospheric Administration (NOAA) and various school districts and municipalities. Additionally, Michelle has also processed major conditional use permits, development plans, tract maps, lot line adjustments, rezones/General Plan Amendments, land use permits. Michelle resides in Santa Barbara County.

EDUCATION

- » BA, Environmental Science, Emphasis in Biology and Minor in Resource Management, University of California, Berkeley

SELECTED PROJECT EXPERIENCE

- » EIR and Permitting for New 40-Foot High, 700-Foot Long Seawall, Pacifica, CA
- » Channel Islands National Marine Sanctuary Management Plan Update EIS, Santa Barbara Co., CA
- » Beechwood Specific Plan EIR, 911-Unit Residential Development, Paso Robles, CA
- » CEQA Review, over 50 Sonoma County Cannabis Applications, Sonoma, CA

Study Methodology

Current Planning

ON-CALL PLANNING AND DEVELOPMENT SERVICES

MIG has supplied on-call and contract services to over 100 cities, counties, and special districts. Additionally, we provide project management for all types of development application processing. Our services range from full-time staff, including entire planning departments, to interim, part-time, and on-call contracts. Our contract staff work directly with cities and counties as staff, as well as with three-party contracts where developers agree to pay the jurisdiction for the services of a contract planner to manage their particular project.

Our entitlement processing services include but are not limited to:

- » Analyzing projects for compliance with the County's Comprehensive Plan, zoning ordinances, Subdivision Map Act, Residential Design Guidelines, Commercial Design Guidelines, and applicable specific plans and other policies
- » Reviewing and processing ministerial applications and discretionary entitlements, such as Plan Checks, Zoning Clearances, Sign Permits, Use Permits, Variances, Design Review, Tentative Maps, and General Plan and Zoning amendments
- » Writing staff reports, resolutions, ordinances, and conditions of approval
- » Preparing and making oral presentations
- » Attending public hearings and community meetings
- » Analyzing projects for CEQA compliance and prepare CEQA determinations
- » Peer review of CEQA documents
- » Reviewing projects and providing comments within timelines specified by the Permit Streamlining Act
- » Successfully managing projects from submittal to approval, collaborating and working with staff, the applicant, community groups, the general public, and stakeholders, including coordinating comments and interpreting information in a clear and organized manner



PLANNING AND DESIGN REVIEW

For each application, MIG will prepare a list of incomplete items, technical deficiencies or problems, and design issues. MIG will assist the County administrator and implement its design guidelines when reviewing the architectural design of the project, inclusive of landscaping and urban design. We anticipate that tasks could include:

- Review of prior entitlements, legal agreements, property records, and permits issued on the project site
- Review and analyze project plans, including architectural sets consisting of site plan, floor plans, elevations, sections, grading plans, parking plans, and landscape plans
- Review and analyze proposed projects for completeness and consistency with the County's land use regulations: General Plan, portions of the Zoning Code typically applicable to processing entitlements, specific plans, design guidelines, conformance with conditions of approval, all other applicable codes and ordinances, and any special reports submitted by the project applicant
- Review and analyze proposed projects, when appropriate, for consistency with State laws such as the Planning and Zoning Laws, Subdivision Map Act,

Brown Act, and Mitigation Fee Act

Deliverables: Completeness letter, written analysis of project components conformance with codes and regulations

DEVELOPMENT SERVICES

MIG's will complete all tasks needed for comprehensive development review, including post-entitlement activities primarily initiated by the applicant submitting for building, grading, and other construction permits.

- Review post-entitlement building plan submittals
- Perform plan check review and manage responses to corrections
- Coordinate/support interdepartmental coordination of a project's building and construction permits
- Ensure compliance with conditions of approvals
- Ensure compliance with CEQA mitigation measures
- Review proposed covenants, conditions, and restrictions to ensure compliance with conditions of approval
- Ensure recording of appropriate maps, covenants, and/or agreements
- Follow up on deferred actions to ensure timely processing of construction permits
- Perform and manage inspections in coordination with staff to facilitate construction

Deliverables: Periodic oral and written reports of status of applicant compliance

Long-Range Planning

COMMUNITY-BASED PLANNING: GENERAL PLANS, SPECIFIC PLANS, AND ZONING

At MIG, every project is viewed as a new opportunity to apply our expertise and to collaborate on new approaches and techniques that advance the

sustainability, livability, and economic vibrancy of a community. **MIG's experience in creating integrated, forward-thinking and implementable plans and codes has resulted in noticeable, positive change for our client communities.** We use the latest and most effective public outreach and engagement tools to build community support for the process and develop meaningful input and analysis, including informational graphics, web-based documentation and social media. We also have extensive experience developing effective implementation strategies, including benchmark metrics and form-based codes.

COMMUNITY CHARACTER: URBAN DESIGN, PLACEMAKING, DOWNTOWNS, STREETSCAPES AND CORRIDORS

MIG's urban design approach evolves out of an interaction with the place. **Our designs tell a story that is unique and specific to the site's context.** MIG uses the idea of placemaking, which is more than an assemblage of buildings, plantings, and public spaces. Placemaking is intentional and encourages both social interaction and community identity to create meaningful spaces. It develops places where individuals feel like an integral participant in their surroundings.

We are **nationally renowned experts in downtown and corridor planning, design and implementation,** having worked on dozens of projects across the country over the last several years. We assist private clients and public agencies in developing projects that **enhance community livability, support revitalization and connect people with places.**

Our approach is grounded in a thorough understanding of local issues regarding planning and design—as well as the social, economic, environmental, and cultural context of the project area—to create successful plans for re-energizing city centers of all sizes.

Streets and corridors should be dynamic temporal urban spaces, designed and managed to respond to the changing needs of the community. We design and program streetscapes to address different times of the day and year, including weekdays, weeknights, and weekends; to support existing business, attract new investment, and increase city revenues; be practical and maintainable, be it structures, hardscape or plant materials; and allow for small and large events that build on the neighborhood's history and culture.

GENERAL PLAN/SPECIFIC PLAN TASKS

- Conduct a project kickoff meeting/site tour with County staff and consultant team.
- Identify issues, opportunities, and visions through community engagement, local stakeholders, County staff and technical advisers, and local decision makers.
- Conduct existing conditions analysis and prepare highly graphic, concise, usable Existing Conditions Atlas
- Develop alternatives addressing key issues or concerns. Evaluate alternative impacts for key topics (such as population, employment, water usage, VMT, etc.)
- Vet alternatives through public engagement process and/or study sessions with local decision makers.
- Select preferred alternative.
- Work with County staff to evaluate current policy documents (general plan, specific plan, zoning code as appropriate) to determine appropriateness for inclusion in revised/updated policy document.
- Develop policy document framework, outline, style guide for use in the revised/updated document
- Craft goals, policies, standards, guidelines, implementation programs, as appropriate, for revised/updated policy document.
- Prepare highly graphic, concise, and implementable administrative draft policy document
- Respond to County staff review comments and prepare public draft policy document

- Conduct study sessions or public engagement meetings with community and local decision makers
- Conduct public hearings

HOUSING ELEMENT TASKS

- Conduct a project kickoff meeting/site tour with County staff and consultant team
- Conduct community workshop to gather input from community and local stakeholders
- Identify housing opportunities and issues
- Identify available housing sites
- Develop policy strategy including goals, policies, quantified objectives
- Prepare administrative draft housing element
- Revise administrative draft housing element in response to County staff comments and publish draft housing element
- Develop HCD strategy, provide ongoing coordination with HCD

ZONING TASKS

- Conduct zoning code strategy meeting
- Conduct stakeholder interviews and developers roundtable
- Prepare style sheet, format, and outline
- Prepare administrative draft zoning code
- Respond to County staff comment and prepare public review draft zoning code
- Update zoning map
- Conduct study sessions
- Prepare final zoning code

Community Engagement

MIG designs and implements multileveled, well-documented community engagement programs aimed at increasing public confidence in decision-making. MIG uses proven facilitation techniques and succinct, easily understood information **to ensure that the community and stakeholders understand pertinent issues and that agencies receive meaningful community input.** Our public engagement approach enables the community to contribute ideas, solutions and strategies for addressing issues, which results in supported and successful projects.

MIG employs multiple engagement techniques, including individual stakeholder/focus group check-ins, user surveys and community workshops to ensure that the plan builds on the people's needs. Our interactive community workshops use illustrative graphic recording, interactive break-out group exercises, comment cards, and notation to meaningfully engage the community. As with other projects, MIG documents input and methodically analyzes results to ensure a responsive and complete process.

We provide high-quality written and graphic materials to document planning and design processes, create multimedia outreach and informational materials and develop training and implementation tools. We produce attractive, easy-to-understand and use materials to help communicate complex concepts and issues to a wide range of audiences. Our media and communications work crosses all platforms: print, internet, video and multimedia and includes brochures, news releases, display boards, PowerPoint presentations, streaming video and audio, interactive CDs, clickable PDF files, HTML newsletters, and sophisticated flash products.

We work interactively with clients to create web environments that engage, inform, and stimulate the visitor, as well as creatively reflect our client's goals. We have extensive experience in all aspects of web design, including site architecture, navigation design,

user profiling, low-income, low-education and disabled accessibility, interactive design, and web animation.

LANGUAGE CAPABILITIES

MIG has in-house verbal and written capability in Spanish and has access to translation services for other languages.

GRAPHIC/VISUAL SIMULATION

It is our mission to empower people to make informed decisions about their communities by providing accurate and easy to comprehend graphics. We use 3D simulations, models and renderings to tell a story, knitting together pixels and polygons built from real world data. These graphics assist the planning and design process, allowing us to explore, design and envision a community alongside its stakeholders and decision makers.

Our approach to visualization uses a combination of commercial software (ArcGIS, 3D Studio Max, AutoCAD, SketchUp) along with our own proprietary Real-Time 3D software Vizhen to achieve real-time visualization. We created our own software because there simply is nothing available that is as powerful, cost-effective and flexible enough to respond to the wide array of projects we work on. We have unlimited creative power to customize tools that analyze a wide range of design and planning variables ranging from maximum buildout potential to emergency service access. As we do the programming, changes are immediate, creative and customizable.

Special Studies

Our broad bench of technical experts including landscape architects, housing, zoning, urban designers, civil engineers, biologists, air quality and noise experts, cultural and historical resource experts, and others allows MIG to prepare a number of technical special studies and third party review analyses. The tasks and deliverables vary with the type and scope of each

special study. MIG will work with County staff to determine the appropriate technical analysis, reports, and review process for each special study.

Environmental Review Management

We will incorporate environmental assessment of entitlement applications into the project review. We will assist County staff to manage the preparation of the CEQA document and associated technical studies.

- Provide input on selection of environmental consultant
- Work with staff and applicant to determine the appropriate CEQA document, technical studies, and work plan
- Supervise and coordinate environmental consultant
- Review draft technical studies
- Process and review drafts of Initial Study, Mitigated Negative Declaration, or Environmental Impact Report
- Ensure processing of CEQA documents per State law
- If not assigned specifically to environmental consultant: Coordinate and prepare required notices to State Clearinghouse, draft responses to comment, draft mitigation measures, and draft findings/ Statement of Overriding Considerations

Public Hearings

MIG will develop analysis and reports and provide presentations to County decision makers. This task provides for activities associated with public hearings to take action on project entitlements.

- Prepare oral and graphic (PowerPoint) presentations for public hearings
- Prepare public hearing notices, staff reports, conditions of approval, findings, resolutions, and ordinances.
- Present projects in front of hearing bodies such as the Zoning Administrator, Boards of Architectural Review, Planning Commissions, and Board of Supervisor public hearings

Project Coordination

Our project managers are expert in delivering services on time and within budget. At the start of each project, we identify the anticipated tasks necessary for successful project management of any development application. This includes contract administration, invoicing, scheduling, coordination with the project team, and quality control/assurance as follows:

- Maintain communications with applicant and County staff
- Prepare memorandum and route plans to the County's development review team
- If needed, coordinate interagency matters that could include Caltrans, other transportation providers, school districts, Coastal Commission, State agencies, and utility providers based on the project description provided by the applicant
- Prepare official correspondences for Planning and Development Department Director's review and signature
- Scheduled project site visits as needed
- Contract administration, invoicing, and billing
- Others as assigned by the Planning and Development Department's Director

Meetings

MIG staff will be available to ensure County staff are updated on project status. Depending on the level of desired interaction needed, we will provide involved strategic planning meetings/phone calls between MIG, County staff, and the applicant.

- Weekly check-in calls with County staff, plus in-person meetings as needed
- Phone calls with applicant and applicant representatives at least once every two weeks, with in-person meetings at County offices as needed
- Prepare agendas and action summaries for meetings

fee schedule

Professional time will be billed according to the hourly rates presented in the table on the following page. All rates are not-to-exceed rates.

BUDGET CONTROL AND MONITORING

MIG has real-time project budgeting and monitoring software to ensure budget allocations and expenditures are aligned and support project success. Once the schedule and final budget have been set, the staff hours and costs by each team member will be generated each month and cumulatively for the monthly project invoice. This provides the basis for reviewing actual staff hours against estimated expenditures. Status reports are reviewed regularly with the internal project team as well as with the County, and we are proactive in addressing overages to avoid change orders and requests for additional services.

REIMBURSABLE EXPENSES

All expenses will be billed at cost plus 10%.

PAYMENT TERMS AND INVOICING

MIG acknowledges that invoices are to be submitted in arrears, after services have been completed; payment will be net 30 days after receipt of an invoice in a format acceptable to the County of Santa Barbara. Each invoice shall have a unique number and be verified and approved by the County and subject to routine processing requirement. The responsibility for providing an acceptable invoice to the County for payment rests with MIG. Incomplete or incorrect invoices are not acceptable and will be returned to MIG for correction, and invoices from MIG will be made available to project applicants at their request.

Billing Rates

MIG STAFF MEMBER AND ROLE	HOURLY RATE
Laura Stetson, <i>Principal-in-Charge</i>	\$225
Bryan Fernandez, <i>Project Manager, Current Planning</i>	\$125
Lisa Brownfield, <i>Project Manager / Long-Range Planning</i>	\$195
Anne Fox, <i>Senior Planner</i>	\$190
Jeff Hamilton, <i>Senior Planner</i>	\$135
Nancy Gutierrez, <i>Senior Planner</i>	\$120
Peter Lange, <i>Associate Planner</i>	\$110
Scott Davidson, <i>Principal</i>	\$220
Matt Straite, <i>Principal</i>	\$185
Kevin Shannon, <i>Associate Planner</i>	\$100
Esmeralda Garcia, <i>Principal</i>	\$205
Jose Rodriguez, <i>Project Manager, GIS</i>	\$145
Genevieve Sharrow, <i>Project Manager</i>	\$145
Tricia Stevens, <i>Senior Planner</i>	\$140
Roxanne Borzo Bertrand, <i>Associate Planner</i>	\$100
Roman Yanke, <i>Associate Planner</i>	\$95
John Campbell, <i>Senior Biologist, GIS, and Drone</i>	\$185
Michelle Gibbs, <i>Coastal / Oil / Biology</i>	\$170

references

We invite you to contact the current and former MIG clients regarding our ability to provide outstanding contract planning services.

City of Monrovia

SHERI BERMEJO, AICP

Planning Division Manager
415 S. Ivy Avenue
Monrovia, CA 91016
P (626) 932-5539
E Sbermejo@ci.monrovia.ca.us

Avalon Bay Specific Plan and IS/MND
127 Pomona Specific Plan and IS/MND
Arroyo at Monrovia Station Specific Plan and EIR
Alexan Foothills Specific Plan and EIR

City of Covina

BRIAN LEE, AICP

Director of Community Development
125 E. College Street
Covina, CA 91723
P (626) 384-5479
E blee@covinaca.gov

City of Covina Staffing Services
Covina Town Center Specific Plan and EIR

City of Arcadia

LISA L. FLORES

Planning & Community Development Administrator
City of Arcadia
240 W. Huntington Dr.
Arcadia, CA 91066
P (626) 574-5445
E flores@ArcadiaCA.gov

City of Arcadia Staffing Services

County of Orange

BRIAN KURNOW

Land Use Manager
300 N. Flower St., Santa Ana, CA 92703
OC Public Works | Development Services
Santa Ana, CA 92703
P (626) 384-5479
E blee@covinaca.gov

Orange County Contract Staffing

City of Half-Moon Bay City of Redwood City

JILL DEVER EKAS, AICP

Community Development Director
City of Half Moon Bay
501 Main Street
Half Moon Bay, CA 94019
P (650) 726-8264
E Jekas@hmbcity.com

Redwood City General Plan
Half Moon Bay Special Housing Study
Half Moon Bay CEQA Services

City of Azusa

KURT CHRISTIANSEN, FAICP

Former Director of Community Development
P (323) 839-3982
E Plannerkurt@gmail.com

City of Azusa Project Entitlements
California Grand Azusa Greens Specific Plan and EIR
Consolidated Dry Batch and IS/MND

insurance acknowledgement of contract terms

MIG has review the County's Standard Terms and Conditions for Independent Contractors attached to the Request for Proposals, as well as the Indemnification and Insurance Requirements. We will be able to comply with the insurance terms. With regard to the indemnification language, we would ask for modification to ensure consistency with California Civil Code Section 2782.8 and assignment of liability.

Please find the attached a copy of MIG's standard Certificate of Insurance.

Taxpayer ID: 94-3116998



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/6/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Dealey, Renton & Associates P. O. Box 12675 Oakland CA 94604-2675	CONTACT NAME: PHONE (A/C. No. Ext): 510-465-3090		FAX (A/C. No): 510-452-2193
	E-MAIL ADDRESS: certificates@dealeyrenton.com		
INSURED Moore Iacofano Goltsman, Incorporated dba MIG, Inc. 800 Hearst Ave. Berkeley CA 94710	MOOREIACO		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Berkley Insurance Company		32603
	INSURER B : Travelers Property Casualty Company of America		25674
	INSURER C : The Charter Oak Fire Insurance Company		25615
	INSURER D :		
INSURER E :			
INSURER F :			

COVERAGES

CERTIFICATE NUMBER: 1238474227

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	Y	6801H899998	8/31/2019	8/31/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
C	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	BA6K931299	8/31/2019	8/31/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	Y	Y	CUP0H758762	8/31/2019	8/31/2020	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	UB2L553909	8/31/2019	8/31/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability			AEC903162701	8/31/2019	8/31/2020	Per Claim \$3,000,000 Annual Aggregate \$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) FOR PROPOSALS. An Actual Certificate will be issued upon the request of the Named Insured.

CERTIFICATE HOLDER**CANCELLATION 30 Day Notice of Cancellation**

SAMPLE

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ADDITIONAL COVERAGES BY WRITTEN CONTRACT OR AGREEMENT

This is a summary of the coverages provided under the following forms (complete forms available):

Excerpt from COMMERCIAL GENERAL LIABILITY COVERAGE (FORM #CG T1 00 02 19)

SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS

4. OTHER INSURANCE - d. PRIMARY AND NON-CONTRIBUTORY INSURANCE IF REQUIRED BY WRITTEN CONTRACT:

If you specifically agree in a written contract or agreement that the insurance afforded to an insured under this Coverage Part must apply on a primary basis, or a primary and non-contributory basis, this insurance is primary to other insurance that is available to such insured which covers such insured as a named insured, and we will not share with that other insurance, provided that:

- (1) The "bodily injury" or "property damage" for which coverage is sought occurs; and
- (2) The "personal and advertising injury" for which coverage is sought is caused by an offense that is committed;

subsequent to the signing of that contract or agreement by you.

Excerpt from XTEND ENDORSEMENT FOR ARCHITECTS, ENGINEERS AND SURVEYORS (FORM #CG D3 79 02 19)

PROVISION M. - BLANKET WAIVER OF SUBROGATION - WHEN REQUIRED BY WRITTEN CONTRACT OR AGREEMENT:

If the insured has agreed in a written contract or agreement to waive that insured's right of recovery against any person or organization, we waive our right of recovery against such person or organization, but only for payments we make because of:

- a. "Bodily injury" or "property damage" that occurs; or
- b. "Personal and advertising injury" caused by an offense that is committed;

subsequent to the signing of that contract or agreement.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET WAIVER OF SUBROGATION

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

The following replaces Paragraph **A.5., Transfer of Rights Of Recovery Against Others To Us**, of the **CONDITIONS** Section:

5. Transfer Of Rights Of Recovery Against Others To Us

We waive any right of recovery we may have against any person or organization to the extent

required of you by a written contract executed prior to any "accident" or "loss", provided that the "accident" or "loss" arises out of the operations contemplated by such contract. The waiver applies only to the person or organization designated in such contract.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

Any person or organization that you agree in a written contract to include as an additional insured on this Coverage Part for "bodily injury" or "property damage" included in the "products-completed operations hazard", provided that such contract was signed and executed by you before, and is in effect when, the bodily injury or property damage occurs.

Location And Description Of Completed Operations

Any project to which an applicable contract described in the Name of Additional Insured Person(s) or Organization(s) section of this Schedule applies.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the

location designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Names of Additional Insured Person(s) or Organization(s):

Any person or organization that you agree in a written contract, on this Coverage Part, provided that such written contract was signed and executed by you before, and is in effect when the "bodily injury" or "property damage" occurs or the "personal injury" or "advertising injury" offense is committed.

Location of Covered Operations:

Any project to which an applicable written contract with the described in the Name of Additional Insured Person(s) or Organization(s) section of this Schedule applies.

(Information required to complete this Schedule, if not shown above, will be shown in the Declarations.)

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage", "personal injury" or "advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring, or "personal injury" or "advertising injury" arising out of an offense committed, after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED

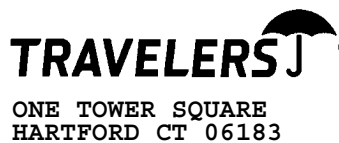
This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

The following is added to Paragraph c. in A.1., **Who Is An Insured**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE** in the **BUSINESS AUTO COVERAGE FORM** and Paragraph e. in A.1., **Who Is An Insured**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE** in the **MOTOR CARRIER COVERAGE FORM**, whichever Coverage Form is part of your policy:

This includes any person or organization who you are required under a written contract or agreement

between you and that person or organization, that is signed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, to name as an additional insured for Covered Autos Liability Coverage, but only for damages to which this insurance applies and only to the extent of that person's or organization's liability for the conduct of another "insured".



**WORKERS COMPENSATION
AND
EMPLOYERS LIABILITY POLICY**

ENDORSEMENT WC 00 03 13 (00) - 001

POLICY NUMBER: UB2L553909

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit any one not named in the Schedule.

SCHEDULE

DESIGNATED PERSON:

DESIGNATED ORGANIZATION:

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED INSURED FOR COVERED AUTOS LIABILITY COVERAGE

This endorsement modifies insurance provided under the following:

- AUTO DEALERS COVERAGE FORM
- BUSINESS AUTO COVERAGE FORM
- MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" for Covered Autos Liability Coverage under the Who Is An Insured provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

<p>Named Insured: Moore Iacofano Goltsman, Incorporated</p> <p>Endorsement Effective Date: 8/31/2019</p>
--

SCHEDULE

<p>Name Of Person(s) Or Organization(s):</p>
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>

Each person or organization shown in the Schedule is an "insured" for Covered Autos Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Paragraph **A.1.** of Section **II** – Covered Autos Liability Coverage in the Business Auto and Motor Carrier Coverage Forms and Paragraph **D.2.** of Section **I** – Covered Autos Coverages of the Auto Dealers Coverage Form.