



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

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

Department Name: Planning and
Development (P&D)
Department No.: 053
For Agenda Of: July 12, 2022
Placement: Administrative
Estimated Time: N/A
Continued Item: No
If Yes, date from: N/A
Vote Required: Majority

TO: Board of Supervisors (Board)
FROM: Department Lisa M. Plowman, (805) 568-2086 *Lisa M. Plowman* For Lisa Plowman, Director
Director:
Contact Info: Dan Klemann, Deputy Director (805) 568-2022
SUBJECT: Agreement for Consultant Services with Wood Environmental and
Infrastructure, Inc. (Wood), for the Preparation of Environmental Impact
Reports (EIRs) for the 2023 -2031 Housing Element Update

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Recommended Actions:

That the Board:

- a) Approve, ratify, and authorize the Chair to execute an Agreement for Services between the County of Santa Barbara and Wood Environment and Infrastructure solutions Incorporated (Attachment 1) to provide environmental review services for the County’s housing element update for the period of July 1, 2022 to January 31, 2024, with a base Agreement amount of \$507,548, plus a contingency fund of \$55,550, for a total not to exceed amount of \$563,098;
- b) Approve and authorize the Director of the Planning & Development Department (P&D), or designee, to:
 - i. Approve up to \$55,550 in contingency costs for services or reimbursements;
 - ii. Approve changes or additions in the services being performed, provided the Agreement does not exceed the base Agreement plus contingency amount of \$563,098; and
 - iii. Make immaterial amendments in accordance with Section 35 of the Agreement.
- c) Determine that the proposed actions do not constitute a “Project” within the meaning of California Environmental Quality Act (CEQA), pursuant to Section 15378(b)(5) of the CEQA Guidelines, because the actions consist of the organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

Background:

In December, 2019, the Santa Barbara County Association of Governments (SBCAG) initiated a process to allocate Santa Barbara County's 6th cycle Regional Housing Needs Assessment (RHNA) (June 30, 2022, to February 15, 2031) among the eight incorporated cities and the unincorporated County. The California Department of Housing and Community Development (HCD) approved SBCAG's Regional Housing Needs Allocation Plan 6th Cycle 2023-2031 (RHNA Plan) in February 2021 and SBCAG adopted the RHNA Plan in July, 2021. The RHNA Plan assigned to the County a total RHNA of 5,664 units, of which 4,142 units must be located within the South Coast subregion and 1,522 units must be located within the North County subregion. The County is proceeding with updating the 2015-2023 Housing Element in order to accommodate the new RHNA and comply with State housing element law. These efforts began in early 2021, when staff began preparing a sites inventory which shows the number and location of sites available to accommodate its RHNA for lower and moderate-income levels in the South Coast and North County. The initial results of the sites inventory show that the County does not have sufficient land zoned to accommodate its lower and moderate-income RHNA. Therefore, the County must identify sites for rezoning and other strategies to meet its RHNA.

The deadline for the County to adopt the Housing Element Update is February 15, 2023. Upon receipt of the Housing Element Update for review, State HCD will review to determine whether it substantially complies with the Government Code. If State HCD determines the Housing Element Update is in substantial compliance within 120 days of February 15, 2023, the County will have three years from February 15, 2023 to rezone properties in accordance with the Housing Element Update. Otherwise, the County will have one year from February 15, 2023 to complete the rezones.

The Housing Element Update requires environmental review pursuant to CEQA. As part of a separate, existing agreement with Wood for on-call consultant services, Wood has initiated certain tasks associated with the environmental review; the new Agreement that is the subject of this Board letter is for Wood to conduct other tasks required to complete the environmental review of the Housing Element Update. Wood may prepare two environmental impact reports (EIRs) for the Housing Element Update--a Program EIR and a supplemental EIR. The Program EIR will analyze buildout under the suitable sites inventory and will assess the suite of policies and programs that would enable the production of housing at varying affordability levels while also protecting existing housing and residents. If required as a result of State HCD's review and request for changes to the Housing Element Update, Wood will prepare a Supplemental EIR that tiers from the Program EIR to analyze the environmental impacts that would result from the changes to the Housing Element Update.

The Agreement that is the subject of this Board letter is for completion of the following tasks:

- Draft EIR and Project Description and Concept Alternatives
- Administrative Draft Program EIR
- Draft Program EIR
- Administrative Final Program EIR (portion completed under separate agreement)
- Final Program EIR
- Draft Supplemental EIR (if required)
- Final Supplemental EIR (if required)

- Meetings/Hearings & Project Management

Additional preliminary tasks (Project Kickoff, Initial Study and NOP/Scoping, and part of the Administrative Draft Program EIR) are the subject of a separate existing agreement with Wood. In order to meet aggressive timelines associated with the Housing Element Update, Wood initiated a portion of the Administrative Draft Program EIR under the separate agreement which will be completed under the Agreement for Services (Attachment 1). Wood is expected to complete all of the tasks in the Agreement for Services by January 31, 2024.

Fiscal and Facilities Impacts:

Budgeted: Funding for this Agreement is included in the Planning and Development Fiscal Year 2022-23 Budget, adopted June 14, 2022.

Key Contract Risks:

A risk analysis was performed on the proposed Agreement and was determined to be of low risk. This conclusion is based on the Agreement being similar to services previously performed by Wood through their existing on-call agreement and other existing and past contracts with P&D. Their work performed to date is considered to be of high quality and was completed on schedule and within budget. The Agreement also includes the County's standard termination for convenience clause that helps reduce risk.

Staffing Impacts:

No additional staffing is needed to implement and manage this Agreement.

Special Instructions:

One executed original Agreement for Services with Wood and a minute order of the hearing, shall be forwarded to P&D, Long Range Planning, Attention: Jessi Steele.

Attachments:

1. Agreement for Services

Authored by:

Jessi Steele, Senior Planner, Long Range Planning Division, (805) 884-8082