



# CITY OF SAN MATEO

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## Agenda Report

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Agenda Number: 5

Section Name: {{section.name}}

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**TO:** City Council  
**FROM:** Drew Corbett, City Manager  
**PREPARED BY:** Community Development Department  
**MEETING DATE:** March 07, 2022  
**SUBJECT:** Objective Design Standards for Multi-Family Dwellings – Amendment

### RECOMMENDATION:

Approve Amendment No. 1 to the agreement with MIG, Inc. for the preparation of Objective Design & Development Standards for Multi-Family Dwellings for an increase of \$132,680 (new agreement total of \$193,332) and authorize the City Manager to execute the amendment.

### BACKGROUND:

On April 7, 2021, the City engaged MIG, Inc., an urban planning and architectural design firm, as consultants to assist with the preparation of Objective Design and Development Standards for Multi-Family Dwellings (project). The purpose of the project is to establish clear, objective criteria when evaluating housing projects proposed in the City, as required by State legislation, including Senate Bill (SB) 35. The project is funded by the SB 2 Planning Grant, which was established by the State to support local jurisdictional efforts to streamline the approval of housing development and accelerate housing production. The objective standards, once established, would apply to housing projects of two units or larger, as well as mixed-use projects that include a residential component.

The original contract amount with MIG was \$60,652. With this amendment, the updated amount would be increased to \$193,332. Initial work completed on the project by MIG included a memorandum that analyzed the City's existing design guidelines and provided recommendations, and a preliminary draft of the Objective Design Standards (ODS). The City also held a community workshop on June 1, 2021, and a Planning Commission Study Session on August 24, 2021, to gather community and Commission input to guide the preparation of the draft ODS.

Following the workshop and study session, City staff determined that it would be more cost and time efficient to expand the scope of the project to be more comprehensive and address all City guidelines and regulations within various specific planning areas that were previously excluded from the analysis. The original scope had been focused on housing projects subject to SB 35 and SB 330, and included a review of three existing design documents. However, in response to recent State housing laws, as well as local efforts to increase transparency and streamline the development review process, staff is proposing to apply ODS to all housing projects. As a result, the amendment would expand the scope to review seven additional existing design guidelines or specific plans where housing developments occur more frequently.

In addition, the amendments would allow for greater community engagement by including four additional community workshops and/or Planning Commission/City Council study sessions. To support this larger scope of work and additional community engagement, the project consultant has revised their costs and estimates that an additional \$132,680 will be needed to complete the work. A more detailed breakdown of the scope of work and cost estimate is included as [Attachment 1](#). These additional consultant costs, as well as some of the staff time to support this effort, would be covered by the SB 2 Planning Grant.

**BUDGET IMPACT:**

The proposed amendment of \$132,680 will not have an impact to the City's General Fund. The City received SB 2 Planning Grants Program Funds from the State Department of Housing and Community Development (HCD) in the amount of \$310,000 to help address the State's housing shortage and high housing costs and help accelerate housing production. The grant funds will be used to cover the consultant costs, a total cost of \$193,332. Staff time associated with the completion of this project that is not funded by the SB 2 Grant will be covered by the Community Development Department's annual operating budget.

**ENVIRONMENTAL DETERMINATION:**

This action is not a project subject to CEQA, because it is an organizational or administrative government activity which will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5)).

**NOTICE PROVIDED**

All meeting noticing requirements were met.

**ATTACHMENTS**

Att 1 - Amendment

**STAFF CONTACT**

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