



CITY OF SAN MATEO

City Hall
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Agenda Report

Agenda Number: 4

Section Name: {{section.name}}

Account Number: 25-3112

File ID: {{item.tracking_number}}

TO: City Council

FROM: Drew Corbett, City Manager

PREPARED BY: Community Development Department

MEETING DATE: December 05, 2022

SUBJECT:

Objective Design Standards for Multi-Family Dwellings – Contract Amendment

RECOMMENDATION:

Approve Amendment No. 2 to the agreement with MIG, Inc. for the preparation of Objective Design & Development Standards for Multi-Family Dwellings to extend the term of the agreement through December 31, 2023 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, to assist with the preparation of Objective Design and Development Standards for Multi-Family Dwellings. By developing these standards, the City intends to establish clear, objective criteria when evaluating housing projects proposed in the City, as required by State legislation, including Senate Bill (SB) 35. 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.

On March 7, 2022, Council authorized an amendment (Amendment No. 1) to the original agreement, expanding the scope of work to include all multi-family housing projects in the new Objective Design Standards and to incorporate additional community engagement to allow the public to provide feedback and stay informed throughout the process. In addition, Amendment No. 1 extended the term of the agreement through December 31, 2022.

However, given the significant staff resources that the Community Development Department has needed to dedicate to other more time-sensitive long-range planning efforts over the past year, including the General Plan Update and Housing Element Update, additional time will be necessary to complete the preparation of the Objective Design Standards. Based on discussions with the consultant and an assessment of CDD initiatives for the upcoming year, staff is recommending that the term of the agreement be extended through December 31, 2023. This will allow the new Objective Design Standards to be better informed by the policy direction included in the General Plan Update and Housing Element and ensure that the Community Development Department is able to allocate the staff resources necessary to manage this initiative and support the associated community outreach.

BUDGET IMPACT:

The proposed amendment does not include any change to the total compensation of the agreement and will not have any budget impact.

ENVIRONMENTAL DETERMINATION:

This amendment is not a project subject to CEQA, because it is an organizational or administrative activity that 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 - Proposed Amendment No. 2

STAFF CONTACT

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