



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 06/15/2021

ITEM NO: 12

DATE: June 9, 2021
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Town Manager to Execute an Agreement for Consultant Services with EMC Planning Group Inc. for Preparation of the 2023-2031 Housing Element and Associated Environmental Review Documents.

RECOMMENDATION:

Authorize the Town Manager to execute an agreement for consultant services with EMC Planning Group Inc. for preparation of the 2023-2031 Housing Element and associated environmental review documents.

BACKGROUND:

The Town is actively working on the 2040 General Plan update and its associated Environmental Impact Report (EIR), anticipated to be considered by the end of 2021. On May 6, 2021, the General Plan Update Advisory Committee (GPAC) recommended approval of the Draft 2040 General Plan. Following the public review period for the 2040 General Plan and the Draft EIR, the environmental documents and Draft 2040 General Plan will be forwarded to the Planning Commission for a recommendation to the Town Council for final consideration.

The Housing Element is one of nine state-mandated elements that must be included in every General Plan. The Housing Element assesses housing needs for all income groups within the community and identifies implementation programs to meet those housing needs. Unlike other General Plan elements, the Housing Element must be updated every eight years, rather than every 10 to 20 years, must address statutory requirements regarding its content, and is

PREPARED BY: Sally Zarnowitz
Planning Manager

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, Community Development Director, and Finance Director

BACKGROUND (Continued):

subject to mandatory review by the State of California Department of Housing and Community Development (HCD).

The Town of Los Gatos current (2015-2023) Housing Element was certified by HCD on May 5, 2015 and will serve as a foundation for the preparation of the 2023-2031 Housing Element. The draft Regional Housing Needs Allocation (RHNA) for Los Gatos is 1,993 units for the current planning cycle (RHNA 6), compared to 619 units in RHNA 5, representing a substantial increase from the past planning cycle.

DISCUSSION:

On April 21, 2021, the Town issued a Request for Proposals (RFP) for consultant services for preparation of the 2023-2031 Housing Element, including associated public engagement and environmental review documents, to achieve certification by HCD by January 1, 2023. Proposals were due May 24, 2021. Staff sent the request for proposals to more than 25 planning consultants with known qualifications associated with the preparation of Housing Elements. Los Gatos also participates in the Cities Association Planning Collaborative and the ABAG/MTC Regional Housing Technical Assistance Program that provide technical assistance for preparation of Housing Elements.

The Town received an independent proposal from one firm, EMC Planning Group Inc., that is also included on the bench of qualified planning consultants for the ABAG/MTC Program. Staff conducted an interview and reference checks. At the conclusion of the evaluation process, staff concluded that EMC Planning Group Inc. provides the fit, capacity, and professional expertise for preparation of the 2023-2031 Housing Element and associated environmental review documents within the established time frame.

EMC Planning Group Inc. has provided environmental review consulting services for the Town for more than five years; however; the firm also offers extensive experience preparing Housing Elements for jurisdictions, including San Juan Batista, Atwater, Sand City, and Greenfield. The firm has been actively involved in the ABAG/MTC Regional Housing Technical Assistance Program and is proposing to partner with the digital platform *Bang the Table* as a cornerstone of its community outreach and engagement program.

The estimated cost to complete the proposed scope of work described in the proposal is \$246,695.00 for the Housing Element and \$35,740.00 for the environmental review documents, for a total cost of \$282,435.00.

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SUBJECT: Housing Element Consultant Agreement

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CONCLUSION:

Staff recommends that the Town Council authorize the Town Manager to enter into an agreement (Attachment 1) with EMC Planning Group Inc. for the reasons stated in this report.

FISCAL IMPACT:

Funding for the Housing Element will come from the General Plan Update Fund. Sufficient funds are available in this account.

COORDINATION:

This report has been coordinated with the Town Manager's Office, Town Attorney's Office, and the Finance Department.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under California Environmental Quality Act, and no further action is required.

Attachment:

1. EMC Agreement with Exhibit A