

Permit Sonoma Project Management Scope (Single Project)

PROJECT DESCRIPTION — AIRPORT VILLAGE SENIOR HOUSING (PLP24-0016; 3843 BRICKWAY BLVD., SANTA ROSA)

Permit Sonoma requires a Project Management Consultant (PMC) to work with the County of Sonoma on the permitting and the environmental review of the Airport Village Senior Housing Project. The application was submitted as a “builder’s remedy” housing development project under the Housing Accountability Act (SB 330). A preliminary SB 330 application was submitted to Permit Sonoma on October 13, 2023, and a subsequent application was filed on April 4, 2024. On December 19, 2024, Permit Sonoma deemed the application complete and determined that the scope and intensity of development proposed has the potential to result in significant environmental impacts that cannot be fully mitigated, and therefore an Environmental Impact Report (EIR) will be prepared.

Airport Village Senior Housing Project Overview:

Gallaher Community Housing (Applicant) proposes: 1) 1,172,985 square feet of residential space across 1,464 rental residential units. The residential program includes 919 one-bedroom units and 545 two-bedroom units. All of the units will be restricted for seniors only and are proposed to be made affordable to households earning 100% AMI or below. The residential component also includes a 10,561 square foot recreation building with marketing offices; 2) 10,000 square feet of non-residential retail commercial space for a market and similar commercial uses; and 3) A tentative map for a Major Subdivision to reconfigure the eight existing project parcels into seven parcels. Four of the existing parcels (059-430-005, 059-430-006, 059-430-008, and 059-430-009) were created by the ABC Phase VI Subdivision (Sonoma County Recorder’s Office Book 796, pages 44-48) along with dedicated public right-of-way known as “Jet Way.” The project proposes to vacate the Jet Way right-of-way and remove various roadway, utility, and landscaping easements created by the ABC Phase VI Subdivision map.

The project site is located in the Airport Specific Plan area of Sonoma County (County) east of the Sonoma County Airport and 0.19 miles south of the Town of Windsor. The property is vacant open space with industrial development around it. The area in which the project is proposed to be located is characterized by relatively flat topography, with a creek traversing the property, with vacant industrial zoned parcels to the north, industrial and office uses to the east, industrial and office uses to the south, and industrial and office uses to the west. Airport Boulevard borders the south side of the project site, Brickway Boulevard borders the east side of the project site and incomplete Aviation Boulevard borders the north side of the project site. An unnamed creek traverses the southwest corner of the site. Portions of the project site along the creek channel is located within the FEMA-designated one hundred year flood hazard area.

The project site is zoned: Industrial Park (MP), 1 acre average lot size (1 AC AVG) with combining districts for Floodway (F1), Floodplain (F2), Oak Woodland (OAK), Riparian Corridor (RC50), and Valley Oak Habitat (VOH). Additionally, the project site has a General Plan Land Use designation of Limited Industrial (LI) and within the Sonoma County Airport Industrial Specific Plan.

Application materials, including the full project description, project plans, and related correspondence, are available on Permit Sonoma’s [website](#) under File No. PLP24-0016.

APPROACH

This scope of work outlines specific duties to be performed by the PMC. This scope includes tasks outlined in the Scope of Work section below. For clarification, this scope of work (henceforth “**PMC Scope**”) uses the following terms:

1. **Consultant:** The consultant or team of consultants selected by the County for the completion of the project.
2. **PMC:** The consultant executing this project management scope of work, coordinating with County staff, resource agencies, and managing any applicable sub consultants to the completion of the project.
3. **PMC Scope:** The scope of work for the **PMC**
5. **Staff:** Refers to County staff unless stated otherwise.

The PMC is expected to work on a time and materials basis from a remote office with as-needed meetings at County offices or on-site.

PROJECT MANAGEMENT SCOPE (“PM SCOPE”)

TASK 1: COUNTY COORDINATION

The PMC will coordinate with County staff as is necessary to facilitate the preparation of materials and manage the project. Expected duties include:

1. 30 Minute, bi-weekly check-in calls or meetings with Permit Sonoma management and/or Supervisors on project status, issues, progress. Meetings may be waived if updates are not necessary, but waivers must be confirmed by staff.
2. Biweekly meeting notes outlining progress and action items provided to Permit Sonoma staff. In the case the meeting is waived, a written project update may be requested by staff.

TASK 2: PROJECT PROCESSING

The PMC will analyze available resources and technical studies, and prepare additional analysis and materials as needed to complete environmental review of the project. Anticipated deliverables include but are not limited to the following:

1. **Environmental Review:** The PMC shall be responsible for the completion of environmental review on behalf of the lead agency (County of Sonoma). The environmental review is anticipated to result in an Environmental Impact Report (EIR) supported by numerous professional studies.
 - a. Preparation responsibilities of the PMC include drafts provided to county staff of the Notice of Preparation, Notice of Availability, Draft EIR, response to comments and compilation of the Final EIR.

- b. Development of the EIR may require additional sub consultants and studies. Management of all necessary sub consultants will be done by the PMC. If additional studies are required to complete environmental review, the PMC shall coordinate with the applicant and subconsultants to prepare and revise technical studies.
 - c. Proposed scope and methodology for each EIR section and study shall be provided for comment and revision by Permit Sonoma prior to their development.
 - d. Tribal Consultation as needed to complete the EIR and legislative requirements in processing is to be conducted by Permit Sonoma with the PMC present and available for support unless otherwise directed by staff.
2. **Letters and Correspondence:** The PMC shall be responsible for all letters, and correspondence (as directed and in coordination with staff) related to the development of the EIR including responses to staff, public inquiry, correspondence with applicants, responsible agencies, District offices, community organizations, and other County departments.

TASK 3: HEARING AND PUBLIC MEETING MATERIALS

The PMC is responsible for the development of all hearing and public meeting materials related to the development of the EIR utilizing Permit Sonoma templates. The PMC is expected to attend and support all public hearings for the project wherein there are anticipated questions or public comment on the EIR including but not limited to the Airport Land Use Commission, Planning Commission and Board of Supervisors. Additional hearing bodies may be required for the project to be determined during processing.

TASK 4: ADMINISTRATION

The PMC shall perform the following administrative functions:

- 1. Time and task management to ensure that all tasks are completed on time and in accordance with the approved Scope of Work.
- 2. Preparing and submitting detailed monthly invoices related to the PMC Scope that clearly identify tasks performed and billed to the approved Scope of Work task.
- 3. Managing all project files electronically in an easy-to-navigate folder on a cloud service acceptable to the County which allows for collaboration such as Microsoft Teams or Google Docs.
- 4. Attaching all appropriate public documents and communications to the digital public record file via Permit Sonoma Permits Online.
- 5. Drafts of all reports are to be developed by the PMC. Final documents and studies shall be provided fully accessible.
- 6. Updates to project website. Provide Permit Sonoma staff with material for the project website, which is hosted by Permit Sonoma, including but not be limited to a summary, Frequently Asked Questions (FAQ) and project documents.
- 7. Responses to Public Records Act requests, in coordination with staff.
- 8. Producing content, memos, reports, and other communications as needed for environmental review. This may include staff report sections, environmental reports, explanatory material for the Permit Sonoma website, and responses to public inquiries (in coordination with staff).

9. 9. Coordinate, schedule, and lead meetings with applicants, stakeholders, and staff as needed in the course of environmental review.