



SUMMARY REPORT

Agenda Date: 10/28/2025

To: Board of Supervisors

Department or Agency Name(s): Permit Sonoma

Staff Name and Phone Number: Scott Orr, Interim Director (707-565-1754), Claudette Diaz, Planner (707-565-7387)

Vote Requirement: Majority

Supervisorial District(s): Fourth

Title:

Amendment of the Master Funding Agreement with the Metropolitan Transportation Commission;
Amendment of Professional Services Agreement with Metropolitan Planning Group (M-Group) for Preparation of Airport Area Specific Plan and Environmental Impact Report.

Recommended Action:

Adopt a resolution authorizing the Director of Permit Sonoma to negotiate and execute amendments to the Master Funding Agreement with the Metropolitan Transportation Commission, in a form acceptable to County Counsel, to provide additional funding for the update of the existing 1984 Airport Industrial Area Specific Plan, and authorizing the Director of Permit Sonoma to negotiate and execute an amendment to the professional services agreement with the Metropolitan Planning Group (M-Group), in a form acceptable to County Counsel, for preparation of the Airport Area Specific Plan and a programmatic Environmental Impact Report, to extend the agreement's term to December 30, 2026, expand the scope of work, and increase the not-to-exceed amount to \$793,842.

Executive Summary:

On January 9, 2024, the Board of Supervisors authorized the Director of Permit Sonoma to enter into a contract with Metropolitan Planning Group (M-Group) for the preparation of the Airport Area Specific Plan (Specific Plan) update and programmatic Environmental Impact Report (EIR), with a not-to-exceed amount of \$671,153 and a contract term from December 12, 2023, through December 13, 2025. The Board of Supervisors also authorized the Director of Permit Sonoma to accept an \$800,000 grant from the Metropolitan Transportation Commission (MTC) for the Airport Area Specific Plan.

Permit Sonoma recommends the scope of work for M-Group's contract incorporate additional technical analysis necessary to evaluate compliance with the California Environmental Quality Act and the MTC grant requirements. These tasks will increase the cost of M-Group's contract by \$122,689, resulting in a total cost of \$793,842. This item requests the Board authorize a contract amendment to modify the scope of work, increase the contract amount to a total not-to-exceed amount of \$793,842, and extend the term of the agreement to December 30, 2026.

This item further includes a request that the Board authorize the acceptance of additional grant funds from MTC and authorizing the Director of Permit Sonoma to execute amendments to the Master Funding Agreement. On November 15, 2024, Permit Sonoma's Director approved Amendment No. 1 to the Master

Funding Agreement and Supplement with MTC to accept an additional \$50,000. On March 12, 2025, MTC awarded Permit Sonoma an additional \$200,000, necessitating. Amendment No. 2 to the Master Funding Agreement and Supplement with MTC will increase the total grant amount to \$1,050,000.

Discussion:

The goal of the [Airport Area Specific Plan project](https://permitsonoma.org/regulationsandlongrangeplans/longrangeplans/airportareaspecificplanupdate) [<https://permitsonoma.org/regulationsandlongrangeplans/longrangeplans/airportareaspecificplanupdate>](https://permitsonoma.org/regulationsandlongrangeplans/longrangeplans/airportareaspecificplanupdate) is to prepare an update to the Specific Plan and an associated programmatic EIR. The update will include changes to land use, goals and strategies to address climate adaptation and community health, and changes in traffic patterns surrounding the airport and the Sonoma Marin Area Rail Transit (SMART) station. The project will assess existing conditions, opportunities and constraints, and establish a vision for development based on a collaborative planning process. The resulting Plan will be a comprehensive product that addresses land use, circulation, design standards, infrastructure planning, and implementation strategies to guide growth within the Specific Plan area.

Background/History:

The airport area is a designated Priority Development Area (PDA). PDAs are areas near public transit identified by local governments and planned for new homes, jobs, and community amenities.

In 2023, MTC announced additional funding opportunities available to PDAs to meet the region's long-range goals of reduced greenhouse gas emissions and more affordable housing opportunities. On May 24, 2024, MTC awarded Permit Sonoma a PDA grant of \$800,000 to complete the Specific Plan update (MTC Resolution No. 4505), funded from the Surface Transportation Block Grant Fund. The PDA grant requires that the Specific Plan comply with MTC's Transit Oriented Community (TOC) Policy, which addresses minimum residential and commercial office densities for new development, affordable housing and business stabilization, parking management, and transit station access (MTC Resolution No. 4530). The TOC Policy applies to areas within a half-mile of transit stations, including the Airport SMART station.

On January 9, 2024, the Board authorized the Director of Permit Sonoma to accept the \$800,000 PDA grant from MTC to update the Specific Plan and to execute a contract with M-Group in the amount of \$671,153 to complete the update to the Specific Plan and to prepare the necessary programmatic Environmental Impact Report.

Proposed Professional Services Agreement Amendment 1

The proposed first amendment to the Professional Services Agreement with M-Group includes an expanded scope of work to address TOC Policy Compliance, a Market Forecast Update, Water Demand Estimate Report, and Evacuation Scenarios. This amendment also includes a contract term extension to December 30, 2026. Without the extension, the contract term expires on December 13, 2025.

TOC Policy Compliance

For parcels in the Specific Plan area that are located within half-mile of the SMART Station, MTC requires that land use densities conform to the requirements of MTC's TOC Policy. The TOC Policy requires minimum average Residential and Office densities within the half-mile TOC area. MTC's recent updates to the

Administrative Guidance for the Transit Oriented Communities Policy requires further refinements to the Specific Plan project buildout and revisions to completed work to comply with updated TOC Policy guidance.

Market Forecast Update

The market analysis will be conducted by the consultant team and will include an updated detailed real estate market forecast covering a 10-year period from 2025-2045. The market forecast update will assist the Specific Plan in identifying a preferred alternative that adapts to changing market conditions.

Water Demand Estimate Report

The Water Demand Estimate Report will inform the Water Supply Assessment (WSA) to be updated by the Town of Windsor Water District (WWD) for the Airport Area Specific Plan. The WSA will be prepared pursuant to California Water Code Section 10912. The Specific Plan qualifies as a “project” under the California Water Code since it occupies more than 40 acres and is expected to generate a water demand equivalent to or in excess of 500 dwelling units. The WWD is the water purveyor for the Plan area and therefore is responsible for preparing and adopting the WSA. The consultant will provide a Water Demand Estimate Report that summarizes the methodology used to calculate the Water Demand Factors and the Water Demand Estimates that WWD will use to update the WSA.

Wildfire Evacuation Scenarios

The original scope of work for the Airport Area Specific Plan included the analysis of a single evacuation scenario. Permit Sonoma staff met with the Sheriff’s Office, Department of Emergency Management, and the Sonoma County Fire Department, and concluded that additional scenarios should be analyzed. The scope of work and budget were revised to include the analysis of two additional evacuation scenarios, requiring an increase of \$31,839 to the approved project cost.

Table 1 summarizes the project costs and additional tasks.

Table 1. Project Costs by Task

Task	Added Task	Current Cost	Amended Cost
Task 1: Project Initiation		\$19,306	\$55,006
<i>Task 1.3.1 Updated Market Forecast Update</i>	<i>\$5,000</i>		
<i>Task 1.3.2 MTC TOC Compliance</i>	<i>\$30,700</i>		
Task 2: Plan Area Assessment		\$64,442	\$64,442
Task 3: Specific Plan Preparation		\$98,299	\$137,249
<i>Task 3.7 Water Demand Estimate</i>	<i>\$38,950</i>		
Task 4: Environmental Review		\$372,209	\$404,048
<i>Task 4.1.3 (Wildfire)</i>	<i>\$31,839</i>		
Task 5: Presentation and Adoption		\$17,460	\$17,460
Task 6: On-Going Project Management		\$26,900	\$43,100
<i>Additional meetings and coordination</i>	<i>\$16,200</i>		
Subtotal		\$598,616	\$721,305

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Direct Costs (reimbursable)		\$16,345	\$16,345
Contingency (10% of original contract)		\$56,192	\$56,192
TOTAL		\$671,153	\$793,842

MTC Master Funding Agreement and Supplement Amendment No. 1

On November 15, 2024, Permit Sonoma's Director executed an Amendment No. 1 to the Master Funding Agreement and Supplement with MTC to accept an additional \$50,000. This funding is sourced from the Surface Transportation Block Grant Fund. Staff recommends the Board ratify and approve Permit Sonoma Director's execution of Amendment No. 1 to formally accept the additional \$50,000.

MTC Master Funding Agreement and Supplement Amendment No. 2

On March 12, 2025, MTC awarded Permit Sonoma an additional \$200,000, sourced from the Surface Transportation Block Grant Fund. The Master Funding Agreement and Supplement Amendment No. 2 with MTC will include the \$200,000, resulting in a total grant amount of \$1,050,000. The MTC grant will cover the full cost of the contract with M-Group, with the remaining \$256,158 to support Permit Sonoma and County Counsel staff time spent on the project. Therefore, staff recommends the Board approve and authorize Permit Sonoma's Director to execute Amendment No. 2.

Project Schedule

January 2026

- Draft Plan Publication and Draft Environmental Impact Report Circulation (45 days)

March 2026

- Planning Commission consideration

May 2026

- Board of Supervisors' consideration

Strategic Plan:

Not Applicable

Racial Equity:

Was this item identified as an opportunity to apply the Racial Equity Toolkit?

No

Prior Board Actions:

[January 9, 2024 <https://sonoma-county.legistar.com/LegislationDetail.aspx?ID=6460818&GUID=8D3F7B47-3053-44CE-8DEA-B152D36026B2&Options=&Search=>](https://sonoma-county.legistar.com/LegislationDetail.aspx?ID=6460818&GUID=8D3F7B47-3053-44CE-8DEA-B152D36026B2&Options=&Search=>) - The Board adopted Resolution Number 24-0007 authorizing the Director of Permit Sonoma to enter a grant agreement with MTC to accept \$800,000 to complete the Specific Plan update and to execute a contract with M-Group for a not-to-exceed amount of \$671,153.

[January 26, 2021 <https://sonoma-county.legistar.com/LegislationDetail.aspx?ID=4763065&GUID=E74E0E06-D377-4366-A81C-A345E4EA29B2&Options=&Search=>](https://sonoma-county.legistar.com/LegislationDetail.aspx?ID=4763065&GUID=E74E0E06-D377-4366-A81C-A345E4EA29B2&Options=&Search=>) - The Board authorized a second amendment to the original M-Group agreement to extend the agreement term to September 30, 2021, with no change in scope

and budget.

January 9, 2018 - The Board authorized the first amendment to the original M-Group agreement to allow the Director of Permit Sonoma to extend the contract scope and budget to \$513,935.

December 8, 2015 - The Board authorized the Director of the Permit and Resource Management Department to execute an agreement with the Metropolitan Planning Group to provide planning and environmental consulting services for the Airport Area Specific Plan project for the period of December 8, 2015 to December 8, 2018, to be funded by \$350,000.00 in Grant funds from the Sonoma County Transportation Authority and a County match of \$70,000.00 funded by the Planning Administrative Fund.

February 25, 2014 - The Board approved a Resolution of Local Support (No. 14-0064) authorizing the filing of an application for funding, committing the necessary matching funds, and offering assurance to complete the project.

November 12, 2013 - The Board approved Resolution Number 13-0467 authorizing PRMD to apply for Priority Development Area (PDA) grant funds from the Sonoma County Transportation Authority (SCTA).

FISCAL SUMMARY

Expenditures	FY25-26 Projected	FY26-27 Projected	FY27-28 Projected
Budgeted Expenses	\$400,000	\$62,000	\$0
Additional Appropriation Requested	\$188,000		
Total Expenditures	\$588,000	\$62,000	\$0
Funding Sources			
General Fund/WA GF			
State/Federal (MTC PDA Grant)	\$588,000	\$62,000	
General Plan Administrative Fund			
Planning Administrative Fund			
Contingencies			
Total Sources	\$588,000	\$62,000	\$0

Narrative Explanation of Fiscal Impacts:

The FY 2025-26 Comprehensive Planning budget includes \$400,000 in appropriations for this project. Additional appropriations of \$188,888 will be requested as part of Quarterly Consolidated Budget Adjustments. Appropriations for FY 2026-27 will be requested through the annual budget process.

This grant does not request local match funding. The contract expenses, including the additional funding needed to complete the Airport Area Specific Plan project, are included in the Fiscal Summary table above.

Narrative Explanation of Staffing Impacts (If Required):

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There will be no impact on staffing. Existing staff are sufficient to complete this project under the existing Comprehensive Planning Work Plan.

Attachments:

Attachment 1: Resolution

Attachment 2: Airport Area Specific Plan and Environmental Impact Report Contract Amendment and the Metropolitan Transportation Commission Grant Award dated January 9 2024

Attachment 3: MTC Master Funding Agreement and Supplement Amendment 1

Attachment 4: MTC Master Funding Agreement and Supplement Amendment 2

Attachment 5: Professional Services Agreement with Exhibits for the Metropolitan Planning Group (M-Group) Amendment 1

Related Items “On File” with the Clerk of the Board:

None