



## SUMMARY REPORT

---

**Agenda Date:** 1/26/2021

---

**To:** Board of Supervisors

**Department or Agency Name(s):** Permit Sonoma

**Staff Name and Phone Number:** Cecily Condon 707-565-1958

**Vote Requirement:** Majority

**Supervisorial District(s):** Fourth

**Title:**

Airport Area Specific Plan and Environmental Impact Report Contract Amendment

**Recommended Action:**

Authorize the Director of Permit Sonoma to execute the second amendment to an agreement with Metropolitan Planning Group for preparation of the Airport Area Specific Plan and Environmental Impact Report extending the agreement to September 30, 2021 without change in total cost. (Fourth District)

**Executive Summary:**

Staff recommends that the Board authorize the Director of Permit Sonoma to execute an amendment to the agreement with the Metropolitan Planning Group, extending the term, to prepare an update of the existing 1984 Airport Industrial Area Specific Plan, and a programmatic Environmental Impact Report. The amendment to the agreement would extend the agreement to September 30, 2021 which is necessary given the work has been delayed due to recent disasters and the COVID-19 pandemic. These delays have also impacted public engagement opportunities. A primary goal of this Specific Plan is to consider changes in land use to increase housing opportunities and increase economic opportunities in the Plan Area.

**Discussion:**

The goal of this project is to prepare an update of the existing 1984 Airport Industrial Area Specific Plan, and a programmatic Environmental Impact Report. The update will reflect changes in existing land use and current planning, climate adaptation, health policy goals, and address changes in traffic patterns including the airport and the newly built Sonoma Marin Area Rail Transit (SMART) platform. The project will determine 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 the growth within the Specific Plan area. The resulting plan will inform the strategy and policies during the Sonoma County General Plan Update to begin this year.

This project is primarily funded by a \$350,000 planning grant from the Sonoma County Transportation Authority using funds from the One Bay Area Grant program, as administered by the Metropolitan Transportation Commission, and approximately \$145,000 from the Planning Administration and General Plan Administration Funds. No changes in funding or project scope are proposed. Without the amendment, the contract term expires on January 9, 2021. Staff proposes an extension of the contract term to September 30, 2021.

**First Amendment:**

The project scope was increased by the first amendment to the agreement in 2018 to expand public outreach procedures, including expanded outreach to the general public, and employees, businesses, and property owners within the plan area. The scope of the Specific Plan originally focused around the potential for a Station Area Plan around the current norther terminus of the SMART line but has since been expanded to look at opportunities for flexible zoning, housing opportunities, and additional circulation improvements outside of the immediate station area. Additionally the revised scope allowed staff to work with the Town of Windsor to complete the Water Supply Assessment process which was ultimately approved by the Town of Windsor in November 2019.

The Specific Plan effort will include a full exploration of housing opportunities, with programmatic Environmental Impact Report, and robust public outreach to both the community at large and airport area property owners.

**Project Status:**

Since the execution of the first amendment to the agreement shortly after the Sonoma Complex Fire additional intervening events resulted in further project delays, including recovery efforts related to the Geologic Hazard Area combining district, three more major fires, and the Covid-19 pandemic each of which diverted staff hours and further hindered opportunities for public engagement. Given these events it has become necessary and desirable to further extend the length of term for this project.

**Revised Project Schedule:**

**February 15, 2021**

- Draft Plan Publication and Draft Environmental Impact Report Circulation

**February 20-26, 2021**

- Outreach Cycle: Advisory Team Meeting, Property Owner Meeting, Public Workshop

**March 18, 2021**

- Planning Commission (1)

**April 22, 2021**

- Planning Commission (2)

**July 13, 2021**

- Board of Supervisors

The Specific Plan will provide a building block for the General Plan Update including the preservation of industrial land uses, workforce housing opportunity sites, and increased multi modal transportation opportunities. Transportation and Public Works will be acting as the fiscal agent on behalf of Permit Sonoma for administration and processing of the remaining grant funds due to existing agreements with Caltrans. □

**Prior Board Actions:**

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

December 8, 2015 - The Board authorize 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 No. 13-0467 authorizing PRMD to apply for Priority Development Area (PDA) grant funds from the Sonoma County Transportation Authority (SCTA).

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 20-21 Adopted</b>	<b>FY21-22 Projected</b>	<b>FY 22-23 Projected</b>
Budgeted Expenses	513,935		
Additional Appropriation Requested			
<b>Total Expenditures</b>	<b>513,935</b>		
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal	\$350,000		
General Plan Administrative Fund	\$93,935		
Planning Administrative Fund	\$70,000		
Contingencies			
<b>Total Sources</b>	<b>\$513,935</b>		

**Narrative Explanation of Fiscal Impacts:**

Total project expenditures are \$513,935 as approved by your board in the first amendment to the agreement, no further funding or change in scope is requested to complete this project.

<b>Staffing Impacts:</b>			
<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A-I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>

**Narrative Explanation of Staffing Impacts (If Required):**

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

---

**Agenda Date:** 1/26/2021

---

**Attachments:**

Attachment A: Proposed Second Amendment, January 9, 2021

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

Professional Services Agreement with exhibits for Metropolitan Planning Group (M Group)