

**Questions and Answers from the Pre-Bid Conference Call for the
Lemoore Zoning Code Update RFP - February 1, 2010**

- Q1. Do you envision the Planning Commission as the primary review body for the update? Have you considered a project advisory committee with broader representation?
A1. Planning Commission will be the primary review body during the update other than the initial kickoff meeting which will be a joint City Council / Planning Commission meeting. Anticipate public outreach will be done prior to meetings than discussed during Planning Commission regular meetings. Specific outreach for Downtown to participate in workshops I, II, and III and general public zoning questions brought before Workshop IV.
- Q2. Will the City Council play a role in the Zoning Code update? For example, would a Council member serve on a project steering or advisory committee?
A2. Should a Council member or members of the public wish to participate, they would join the regular meeting discussions during Planning Commission as discussed in Q1 above.
- Q3. The task matrix assumes 4 workshops and a kick-off meeting, is there any scenario where some of these may be combined?
A3. We could hold the staff and general kick off meeting on the same day. However, then schedule and plan direction may not be clear prior to the general public meeting. We want to send out notices to the general public in water bill statement to encourage public participation prior to the first workshop. Additionally, may not be able to discuss what other department's issues may be prior to public discussion if combined on the same day.
- Q4. Do you think the process can feasibly be completed in 12 months with all necessary approvals? (see pg. 5)
A4. Should take no more than 12 months to get the draft documents out for public review. We would anticipate meetings every other week during the public hearing review phase to tighten up the schedule during the approval phase.
- Q5. Would the City assist with distribution of notices, memos, etc, as a cost-reduction strategy? (see pg. 5)
A5. Yes.
- Q6. Cost; can you comment on what you mean by "lowered considerably"? (see pg. 8)
A6. I would believe a \$60- \$80,000 reduction from original budget would be a reasonable estimate. We are more interested in getting a value oriented award.
- Q7. Can you explain how the scoring system will be applied (points for each criteria, etc.)? (see pg. 9)
A7. Qualifications of team -15 pts., Experience with similar jurisdiction and codifying design and mixed-use elements -20 pts., Quality of Work Plan and Products 40 pts., Cost – 25 pts. Review Committee will further rate top interviewees if a clear choice not apparent.
- Q8. What are the most common requests for variances under the current code? Have you identified other specific shortcomings or issues that the update should address?
A8. Creation of flag lots is the most requested variance. Hand written notes in code books of the Planning Department help identify problematic areas of the code.
- Q9. Does the City need hard copies of the sample documents, can web links be used instead?
A9. Yes, as some of the Review Committee does not have computers capable of pulling down large documents.
- Q10. Will the update include changing the Zoning Map?
A10. Yes. Can utilize City's base GIS layer for current General Plan and current Zoning.

- Q11. How will the Joint Land Use Study (JLUS) impact and tie-in to Zoning?
 A11. The JLUS is separate and apart from the Zoning update as most of its possible policy changes are anticipated to apply to land use policies not zoning.
- Q12. Will the adopted Housing Element changes impact Zoning? If we looked to the draft Housing Element policies would that suffice?
 A12. Yes, and the draft document online outlines policies that can be applied to the Zoning update.
- Q13. How will amendments affect the Subdivision Ordinance?
 A13. The largest adjustment is anticipated in the design standards section of the ordinance, which discusses block length and street layouts in conformity with the new pedestrian oriented General Plan policies. Most other modifications will be to comply with the current State Subdivision Map Act. (AFTERTHOUGHT: The Tentative Parcel Map process should be simplified to one approval by decision makers and condo map process should be added to address the small lot residential policy).
- Q14. Jeff Bradley with metroplotian asked if Form Based Codes Downtown will be used?
 A14. It is unclear if form based codes will be preferred and used until public participation with downtown groups discusses further.
- Q15. Does the CEQA analysis anticipate the General Plan EIR as the basis?
 A15. Yes. Our City attorney believes that most if not all policy changes in the Zoning Ordinance should be covered in General Plan environmental document.
- Q16. Mark Steel, from Opinion asked about the statement in the RFP that asks consultants to determine what CEQA review will be needed. Will that be a separate budget line item?
 A16. Yes it could be separate, however, it is anticipated that less than a negative declaration will be needed.
- Q17. Will printing cost reimbursed separately.
 A17. Yes, as stated in the RFP the City may choose to have consultant print some of the documents or print in-house as separate cost. (AFTERTHOUGHT: However the original copies of all documents and the large maps identified in the RFP are to be included as part of the bid.
- Q18. Vivian Cohn asked what the fatal flaw analysis for Downtown entails? Will the Downtown Plan policies be changed.
 A18. The Downtown Plan policies are expected to stay generally as they are with a few tweaks to possibly types of uses wanted or not wanted in the Downtown district. The fatal flaw analysis is really to produce a draft portion of the document relating to mixed use and make sure everyone likes the format that is moving forward before creating the rest of the document.
- Q19. Jim Harnish asked if the 7,200 parcels to be re-zoned will need to be individually noticed by mail?
 A19. According to the City attorney, because more than 1,000 parcels will be affected, the 1/8 page ad in the newspaper is all that is required not individual notices. However, the City wants to do additional outreach which is anticipated through the two separate inserts into the City water bill, one at the beginning of the process and one towards the end.
- Q20. Are the zoning districts listed in Table 9.1 of the General Plan set in stone?
 A20. The General Plan ordinance really creates 3 brand new districts, a Downtown mixed use, a regular mixed use, and the low-medium density residential (which is a small lot development district). All other called out districts are only slight modifications from their originally named districts and therefore will have little modification.

- Q21. The RFP mentions that the noise ordinance underway, will it be folded in to the Zoning Ordinance update?
 A21. No. The ordinance will be separately adopted into the maniple code.
- Q22. What will be the extent of the City attorney involvement, and will they be available for questions during the update?
 A22. Yes the attorney will be available for discussions and will also be reviewing all documents that go before to the Planning Commission throughout the process. Normally takes a practical approach not a re-writing the document approach.
- Q23. Who will be the City's point person for update?
 A23. Holly Smyth, Planning Director.
- Q24. Ben from DCE mentioned that the RFP asks that additional work tasks be called out separately. Is the City open to alternative suggestions in public outreach and the Update process?
 A24. Yes. I have personally not updated a complete Zoning Ordinance and therefore we look to the expert consultants to help identify the best way to meet the project objectives.
- Q25. The RFP mentions addressing environmental justice issues?
 A25. The main item the City was looking at was being able to distribute different types of housing types within neighborhoods so that a specific income group is not limited to certain areas of town.
- Q26. Mike Lamb asked if the City attorney is part of the City staff?
 A26. Based on an hourly fee by contract.
- Q27. Jim Harnish asked if detailed Citywide design guidelines will be a separate document or folded into the zoning ordinance?
 A27. The City anticipates the design guidelines will elaborate on the General Plan policies and be folded into the zoning ordinance.
- Q28. How does the City anticipate addressing greenhouse gas strategies?
 A28. The General Plan discusses a few simplified ideas such as building orientation, areas to plant specific tree types, draining water on-site, as well as some other passive and active energy efficiency strategies that should be incorporated.
- Q29. Mary Beatie asked if the three sample documents need to all come from the prime consultant or can some be from sub-consultants?
 A29. They can be from either. So let's say a design sub-consultant has work products that are similar to what is being asked of the project and the prime consultant has other documents that meet part of the objective, both can submit documents, not to exceed a total of 3.
- Q30. Will the update include Green building standards??
 A30. A Green Building code for construction will not be part of the RFP, it will probably be adopted after the State updated into their codes and requires at local level.
- Q31. Merle with Pacific Solutions asked what are the City's expectations regarding collaborating with design staff on a biweekly?
 A31. Staff anticipates doing most regular discussions via email, fax, phone as needed in addition to the kick-off face to face meeting.
- Q32. What kind of depth of review do you anticipate the Planning Commission will have (page by page of the document)?
 A32. They usually focus on big topic issues not page by page. Additionally, it is anticipated that issues will be discussed as going through the process.

- Q33. Christopher Jordan asked how important is it to breakdown the budget, can it be a lump sum?
A33. Need to break out by title of person so that we can see what the budget is paying for.
- Q34. Mike Lam asked since the Downtown Revitalization Plan was adopted in 1992, will there be any major updates/changes.
A34. No. Mostly codifying and with a few minor adjustments that may be related to use type in specific districts.
- Q35. Jeff Metro of the Planning Group asked why he couldn't get to the City's Municipal Code link?
A35. Sterling Codes links through a pop-up. If your computer's "pop-up" option is "blocked" it will need to be turned off.
- Q36. Will new Land Use policies be influenced by the military base in the Zoning update?
A36. No. Any policies coming out of the JLUS, discussed above, will impact Land Use Element of General Plan not Zoning policies.
- Q37. Bruce Jacobson asked if the City had an idea on the Number of Form Based Code transacts the City anticipates? Is the City ready for postscriptive regulating code?
A37. In the General Plan, the Downtown district has been broken down into three transacts, DMX1, DMX2, and DMX3. Not sure if the decision makers will like going to a postscriptive code which will come out of the downtown outreach.
- Q38. Has \$230,000 been budgeted by the City for the Update?
A38. Yes and it includes City Attorney review costs. Just remember that just as all City's are looking to make budget reductions, so is the City of Lemoore where possible. Therefore it is important to breakdown as many budget line items as possible so that should there be work that the City can easily do there are possible options available. (AFTERTHOUGHT: Once the rating and ranking is done and top firms are called in for interviews if needed, the ability to easily adjust line items may make the difference in selecting one firm over another if other characteristics are the same.)
- Q39. Vivian asked if the City could determine the anticipated costs for the attorney?
A39. The cost is \$140 per hour and \$450 per meeting. No way to determine attorney review cost.
- Q40. If the costs fall within the \$150,000 to \$170,000 range, would that be adequate to exclude city attorney costs?
A40. Yes.
- Q41. Jim Harnish asked what the budget amounts were based on?
A41. The \$230,000 was based on several verbal estimates given by various consultants at conferences over a year ago when the consultant market demand was high and the work product anticipated doing a Citywide form based code. Verbal estimated costs for straight zoning ordinance updates were about \$60,000 to \$80,000. Because our code will be a hybrid code, the two estimates were combined to give the \$150,000 to \$170,000 budget range.