

**EXHIBIT A**  
**SCOPE OF WORK**

**Name of Local Government:** City of Carpinteria

**Name of Project:** City of Carpinteria Local Coastal Program Update

**Funding Source:** Greenhouse Gas Reduction Fund

**Specific Program:** Local Coastal Program Local Assistance Grant Program

**Federal Tax ID#:** 95-2414438

**Budget Summary:**

CCC funding: \$190,000

Other funding: \$384,809

Total project cost: \$574,809

**Term of Project:** 2/15/2020 or upon date of grant execution - 3/31/2022

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**A. PROJECT DESCRIPTION**

The City of Carpinteria (City) will continue to actively coordinate with the California Coastal Commission (CCC) staff during the next phase of the Local Coastal Program (LCP) update effort, to be partially funded with this Round 6 Grant. The City's existing General Plan/Local Coastal Plan and Zoning Ordinance comprise their LCP. As the Coastal Land Use Plan (CLUP)/General Plan is currently undergoing a comprehensive update, updates to the City's Zoning Ordinance and City programs are required to implement updated CLUP/General Plan goals and policies, new statewide legislation, and reflect the CCC's LCP Update Guidelines. The planning area for this project includes the City of Carpinteria city limits, which is entirely located within the Coastal Zone. With additional grant funding under Round 6, and by strategically leveraging City staff resources including general funds and in-kind contributions, the City will complete preparation of the: (1) CLUP/General Plan and (2) Zoning Ordinance update that will act as the Implementation Plan. The project will address environmental justice populations, particularly related to climate resilience, and protect coastal resources for continued coastal access and recreation. This CLUP/General Plan update will undergo environmental review consistent with the California Environmental Quality Act, which is already contracted and funded separately through the City's general fund.

**B. TASKS**

**Task 1: Draft CLUP/General Plan**

The City is currently in the process of updating the Coastal Land Use Plan (CLUP)/ General Plan, which was initiated in 2016 under the CCC LCP Planning Grant Round 3. This Task will continue the amendment process effort for the City's CLUP/General Plan following

## EXHIBIT A

completion of the Administrative Draft CLUP/General Plan under the Round 3 grant. Round 6 grant funds will assist the City to complete the Draft CLUP/General Plan update. City staff will oversee preparation of this task, which would be largely performed by the Consultant under an ongoing Consultant Services Agreement.

### **Subtasks**

#### **Subtask 1.1: Update the City's ESHA Map –**

The City's existing General Plan /Local Coastal Plan includes an ESHA Overlay Map that was developed prior to 2003. Given the physical setting of Carpinteria has since changed, the map requires updating to more accurately identify areas that could contain ESHA, especially along creek corridors and within the Bluffs parcels. Draft policies within the CLUP/General Plan will reference this map as an initial indicator to determine the need for site specific ESHA studies and/or mitigation. This Subtask will result in an updated ESHA Geographic Information Systems (GIS) layer and updated ESHA Overlay Map that will be included within the Open Space and Conservation Element. This subtask will include the following methodology: 1) background research including review of existing biological resources databases, aerial surveys (current and historic), and previous coastal development permits and associated site-specific ESHA studies completed within the City; 2) fieldwork and targeted reconnaissance surveys where necessary; 3) peer review and coordination with the City Biologist and other stakeholders; and 4) integration within the Open Space and Conservation Element. Further, the ESHA Overlay will also be amended within the Zoning Ordinance update as part of Task 7.

#### **Subtask 1.2: Public Draft CLUP/General Plan –**

The City and Consultant will continue to meet with CCC staff while preparing the Public Draft CLUP/General Plan that incorporates the input of the CCC staff, CLUP/GP Update Committee, and other stakeholders, describing specific and unique local conditions and community interests that are the foundation of the City's draft land use policies/positions.

#### **Subtask 1.3: Public Review of the Draft CLUP/General Plan –**

Public review of the Draft CLUP/General Plan will be initiated with an emphasis on the need to analyze, plan for, and adapt to the effects of sea level rise. Following release of the Public Draft CLUP/General Plan, the City and Consultant will conduct community outreach including at least four (4) workshops, and up to six (6) stakeholder meetings. Outreach will include focused efforts to involve vulnerable or underserved populations.

#### **Subtask 1.4: Revised Draft CLUP/GP –**

The CLUP/General Plan will be revised following public review to integrate public and stakeholder comments.

## EXHIBIT A

### Subtask 1.5: CCC Coordination –

The City and Consultant will continue to hold regular coordination meetings (via teleconference or in person) with CCC District staff and discuss CCC feedback on all Elements of the CLUP/General Plan.

#### Deliverables:

- Updated ESHA Map
- Public Draft CLUP/General Plan
- Public Outreach Summary & Workshop Materials
- Revised Draft CLUP/General Plan
- Meeting Agendas

### **Task 2: Environmental Review (not funded by grant)**

Given the combined nature of the CLUP and General Plan components, the City's Consultant will conduct environmental review of the program and related implementation in accordance with the California Environmental Quality Act (CEQA). An Environmental Impact Report (EIR) will be prepared that will evaluate impacts to a range of environmental resources including biological resources, water quality, air quality, greenhouse gases, transportation and vehicle miles traveled, land use, cultural resources, wildfire hazards, and recreation. The EIR will identify mitigation measures to reduce environmental impacts, which will be integrated into the Final CLUP/General Plan. This task has already been funded by the City and is included in the City's existing Consultant Services Agreement.

### **Task 3. Public Hearings & Adoption of CLUP/GP**

The City and Consultant will prepare the Final CLUP/General Plan for local adoption through the public hearing process and submit to the CCC to initiate the certification process.

#### **Subtasks**

##### Subtask 3.1: Final CLUP/General Plan –

The City and Consultant will prepare the Final CLUP/General Plan following environmental review, integrating necessary mitigation measures into the Plan to reduce environmental impacts of Plan implementation.

##### Subtask 3.2: Planning Commission Hearings –

The Final CLUP/General Plan will be presented to the Planning Commission for consideration and recommendation to the City Council. The City and Consultant will prepare staff reports and meeting minutes. The City will inform the CCC of any recommended changes from the Planning Commission.

## EXHIBIT A

### Subtask 3.3: City Council Hearings –

The Final CLUP/General Plan, EIR, and Planning Commission recommendation will be presented to the City Council for consideration and adoption. The City and Consultant will prepare staff reports and meeting minutes.

### Subtask 3.4: Submit Adopted CLUP/General Plan to CCC for Initiation of Certification –

Following City Council approval, the City will submit the Final CLUP/GP to the CCC for review to initiate the certification process.

#### Deliverables:

- Final CLUP/General Plan
- Planning Commission Staff Report(s) and Adopting Exhibits
- City Council Staff Report(s) and Adopting Exhibits
- CLUP/General Plan Update LCP Amendment Submittal to the CCC

### **Task 4. Preliminary Draft Zoning Ordinance Update (Not funded under grant)**

The City's Zoning Ordinance was last certified in 1982 and has not since undergone a comprehensive update. Further, the Zoning Ordinance was not updated following the adoption of the City's 2003 General Plan and Local Coastal Plan. The City is currently in the process of reformatting the Zoning Ordinance to a modern and user-friendly style, and compatible electronic format. Following the reformatting task, the City will update the Zoning Ordinance to reflect policies and implementation measures within the existing 2003 General Plan and Local Coastal Plan. This is a necessary step that will prepare the Zoning Ordinance to be updated to implement the CLUP/General Plan Update. This task will include a public outreach component to gather initial feedback from the public and decision-makers on the reformatted Zoning Ordinance and preliminary updates.

### **Task 5. Draft Zoning Ordinance Update**

Following preliminary updates to the Zoning Ordinance, the City and Consultant will make comprehensive revisions to the Zoning Ordinance to effectively implement the updated CLUP/General Plan, including sea level rise adaptation strategies and greenhouse gas (GHG) reduction strategies.

#### **Subtasks**

### Subtask 5.1: Draft Zoning Ordinance Update –

The City and Consultant will draft the Zoning Ordinance Update to implement the Final CLUP/General Plan, with consideration of CCC, public, CLUP/GP Committee, and other stakeholder comments. Updates will include the ESHA Overlay Map, Coastal Adaptation

## EXHIBIT A

Overlay Map, and Draft Zoning Ordinance text amendments to implement the goals, policies, and implementation measures of the Draft CLUP/General Plan.

### Subtask 5.2: Develop Coastal Adaptation Overlay Zone –

In line with the CCC's *Sea Level Rise Policy Guidance*, the City and Consultant will develop a Coastal Adaptation Overlay Zone to accomplish multiple adaptation objectives included within the forthcoming Coastal Resiliency Element and identified within the SLRVAAP, provide for public health, safety, and general welfare in this community, and address potential risks to public and private property and infrastructure. The purpose of the Coastal Adaptation Overlay Zone will be to minimize risks to life and property and manage and protect important resources and services from the adverse effects of sea level rise. The overlay zone will consider the nature, intensity, scale, uses, and location of suitable development within projected hazard areas, potentially provide more flexibility in design and/or use than is currently permitted by the base zone regulations, and could also provide a framework to transition at-risk development away from coastal hazards.

### Subtask 5.3: Review of Administrative Draft Zoning Ordinance with Commission staff –

The City and Consultant will send the final administrative draft Zoning Ordinance Updates to Commission staff for their review and feedback. The final administrative draft Zoning Ordinance Updates will be broken down into specific subchapters or sections and will be submitted to Commission staff pursuant to an agreed upon schedule. The City, Consultant, and Commission staff will hold regular coordination meetings (via teleconference or in person) to discuss subchapters or sections of the proposed Zoning Ordinance Updates and Commission feedback. Effort will be made to coordinate thoroughly before drafts are released for public review.

### Subtask 5.4: Public Outreach and Workshops –

The City and Consultant will conduct community outreach including at least four (4) workshops, two (2) stakeholder meetings, and meetings with decision-makers. Outreach will include focused efforts to involve vulnerable or underserved populations.

### Subtask 5.5: Revised Draft of the Zoning Ordinance Update –

The Zoning Ordinance will be revised following public review to integrate public and stakeholder comments.

**EXHIBIT A**

**Deliverables:**

- ESHA and Coastal Adaptation Overlays
- Draft Zoning Ordinance Update
- Public Outreach Summary
- Work program for the development of the Zoning Ordinance
- Revised Draft Zoning Ordinance Update

**C. SCHEDULE**

Project start/end dates: 2/15/2020 or upon date of grant execution – 3/15/2022

<b>Task 1 – Draft CLUP/GP</b>	<b>Projected start</b> 2/10/2020	<b>End dates:</b> 12/23/2020
1.1 ESHA Map Update	2/10/2020	4/30/2020
1.2 Public Draft CLUP/GP	2/10/2020	7/1/2020
1.3 Public Outreach & Workshops	7/5/2020	10/3/2020
1.4 Revised Draft CLUP/GP	10/5/2020	12/23/2020
1.5 CCC Coordination	2/10/2020	12/23/2020
<b>Outcomes:</b> Completion of the Draft CLUP/GP with integration of public, CCC, and stakeholder comments.		
<b>Deliverables:</b>		
1.1 Updated ESHA Map		4/30/2020
1.2 Draft CLUP/GP		7/1/2020
1.3 Public Outreach Summary, 4 Workshops & 6 Stakeholder Meetings		10/3/2020
1.4 Revised Draft CLUP/GP		12/23/2020
1.5 Meeting Agendas		12/23/2020
<b>Task 2 – Environmental Review (not funded under grant)</b>	<b>Projected start:</b> 4/1/2020	<b>End date:</b> 10/30/2021
<b>Task 3 – Adoption of the GP/CLUP &amp; Submittal to CCC</b>	<b>Projected start:</b> 4/1/2021	<b>End date:</b> 3/31/2022
3.1 Prepare Final CLUP/GP	4/1/2021	6/30/2021
3.2 Planning Commission Hearings	7/1/2021	10/29/2021
3.3 City Council Hearings	11/1/2021	1/31/2022
3.4 Submit Final CLUP/GP to CCC for Initiation of Certification	2/1/2022	3/31/2022
<b>Outcomes:</b> Final CLUP/GP adopted by City Council and submitted to CCC to initiate certification.		
<b>Deliverables:</b>		
3.1 Final CLUP/GP		6/30/2020
3.2 Planning Commission Staff Report(s) and Adoption Exhibits		10/29/2021
3.3 City Council Staff Report(s) and Adoption Exhibits		1/31/2022
3.4 CLUP/GP Update package for submittal to CCC		3/31/2022

**EXHIBIT A**

Task 4 – Preliminary Draft Zoning Ordinance Update – Phase 1 ( <i>not funded under grant</i> )	Projected start dates: 1/2/2020	End dates: 6/30/2020
Task 5 – Draft Zoning Ordinance Update	Project start dates: 7/1/2020	End dates: 3/31/2022
5.1 Prepare Draft Zoning Ordinance Update	7/1/2020	6/30/2021
5.2 Develop Coastal Adaptation Overlay	7/1/2020	6/30/2021
5.3 Review Draft Zoning Ordinance Update with Commission Staff, on section-by-section schedule.	7/1/2020	9/30/2021
5.4 Public Outreach and Workshops	1/2/2021	3/31/2021
5.5 Revised Draft of the Zoning Ordinance Update	10/1/2021	3/31/2022
<u>Outcomes:</u> Completion of the Draft Zoning Ordinance with implementation of sea level rise adaptation and integration of CCC, public, and stakeholder comments.		
<u>Deliverables:</u>		
5.1 Draft Zoning Ordinance Update		6/30/2021
5.2 Coastal Adaptation Overlay		6/30/2021
5.3 Work program for the development of the Zoning Ordinance		9/30/2020
5.3 Review Draft Zoning Ordinance Update with Commission staff		9/30/2021
5.4 Public Outreach Summary		3/31/2021
5.5 Revised Draft Zoning Ordinance Update		3/31/2022

**D. BENCHMARK SCHEDULE**

ACTIVITY	COMPLETION DATE
Draft CLUP/GP	12/23/2020
Final CLUP/GP Adoption & Submittal to CCC	3/31/2022
Work program for the development of the Zoning Ordinance	9/30/2020
Draft Zoning Ordinance Update Sections	9/30/2020 – 6/30/2021
Draft Zoning Ordinance Update	3/31/2022

**EXHIBIT B**

**BUDGET**

City of Carpinteria	CCC Grant Total	Match/ Other Funds (City General Fund)	Match/ Other Funds (City In-Kind)	Total (LCP Grant Funds + Match/ Other Funds)
<b>LABOR COSTS<sup>1</sup></b>				
<b>City Staff Labor</b>				
Task 1 – Draft CLUP/GP	--	--	\$11,404	\$11,404
Task 2 – Environmental Review	--	--	\$21,932	\$21,932
Task 3 – Public Hearings & Adoption of CLUP/GP	--	--	\$8,773	\$8,773
Task 4 – Phase 1 Zoning Ordinance Update	--	--	\$21,932	\$21,932
Task 5 – Draft Zoning Ordinance Update	--	--	\$32,898	\$32,898
<b>Total Labor Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$96,939</b>	<b>\$96,939</b>
<b>DIRECT COSTS</b>				
<b>Consultants<sup>2</sup></b>				
Task 1 – Draft CLUP/GP	\$25,000	\$50,126 (Contracted)	--	\$75,126
Task 2 – Environmental Review (not part of grant)	--	\$154,683 (Contracted)	--	\$154,683
Task 3 – Adoption of the Final GP/CLUP & Submittal to CCC	\$30,000	--	--	\$30,000
Task 4 – Phase 1 Zoning Ordinance Update (not funded under grant)	--	Amount to be determined	--	--
Task 5 – Draft Zoning Ordinance Update	\$135,000	\$180,000	--	\$315,000
<b>Total Consultants</b>	<b>\$190,000</b>	<b>\$384,809</b>	<b>--</b>	<b>\$574,809</b>
<b>Total Direct Costs</b>	<b>\$190,000</b>	<b>\$384,809</b>	<b>\$0</b>	<b>\$574,809</b>
<b>OVERHEAD/INDIRECT COSTS<sup>3</sup></b>				
Total County/City Staff Overhead/Indirect Costs	\$0	\$0	\$0	\$0
<b>TOTAL PROJECT COST</b>	<b>\$190,000</b>	<b>\$384,809</b>	<b>\$96,939</b>	<b>\$671,748</b>

<sup>1</sup> Amount requested should include total for salary and benefits.

<sup>2</sup> All consultants must be selected pursuant to a bidding and procurement process that complies with all applicable laws.

<sup>3</sup> Indirect costs include, for example, a pro rata share of rent, utilities, and salaries for certain positions indirectly supporting the proposed project but not directly staffing it. Amount requested for indirect costs should be capped at 10% of amount requested for "Total Labor."