

EXHIBIT B1

SCOPE OF WORK

1. Grantee agrees to provide to the Commission project activities as described under the Scope of Work, attached hereto as Exhibit B1.
2. The Project representatives during the term of this agreement will be:

State Agency: California Coastal Commission	Grantee: City of Fort Bragg
Name: Madeline Cavalieri ("Grant Manager")	Name: Linda Ruffing Tabatha Miller
Address: 725 Front Street #300, Santa Cruz, CA 95060	Address: 416 N Franklin Street Fort Bragg, CA 95437
Phone: (831) 427-4890	Phone: 707-961-2824- 2823
Fax: (831) 427-4877	Fax:

3. Direct all inquiries to:

State Agency: California Coastal Commission	Grantee City of Fort Bragg
Section/Unit: Statewide Planning	Section/Unit:
Name: Kelsey Ducklow ("Grant Coordinator")	Name: Marie Jones, Community Development Director
Address: 45 Fremont Street, Suite 2000 San Francisco, CA 94105-2219	Address: 416 N Franklin Street Fort Bragg, CA 95437
Phone: (415) 904-2335	Phone: 707-961-1807
Fax: (415) 904-5400	Fax:

EXHIBIT B1

Project Work Plan, Schedule, and Budget

Local Government: City of Fort Bragg
Project Name: Mill Site LCP Amendment

Grantee Contact Information

Person Authorized to sign grant agreement and any amendments:

~~Linda Ruffing~~ **Tabatha Miller**

416 N Franklin Street, Fort Bragg, CA 95437

707-961-2824 ~~lruffing@fortbragg.com~~ **tmiller@fortbragg.com**

Main Project Manager/Point of Contact:

Marie Jones

416 N Franklin Street, Fort Bragg, CA 95437

707-961-1807 mjones@fortbragg.com

Federal Employer Identification Number: 94-6000335

Budget Summary:

CCC funding:	\$100,000
Other funding:	<u>\$70,450</u>
Total project cost:	\$171,400 <u>\$170,450</u>

Term of Project: 11/15/17 or Grant Agreement execution date through 12/31/2019

A. PROJECT DESCRIPTION

The project includes the development of a reuse plan and LCP Amendment for the 425-acre former Georgia-Pacific lumber Mill Site (Mill Site) that comprises one-third of the City of Fort Bragg's incorporated area and 65% of the Coastal Zone area within the City. The lumber mill shut down in 2002. The Reuse Plan and LCP Amendment represent a one-of-a-kind opportunity to complete a community based planning process for this large vacant industrial site to:

- a. Implement sustainable practices in conjunction with future development. Incorporate green building, green infrastructure, and green site design techniques into the LCP amendment in order to reduce the impact of development on climate change and to adapt to climate change. Incorporates "smart growth" practices such as compact design, mixed-use development, and higher density residential development adjacent to the City's central business district in order to reduce vehicle miles traveled. Extend the City street grid onto the site with a balanced circulation system and complete streets to encourage a variety of transportation choices and reduce greenhouse gas emissions.

EXHIBIT B1

- b. Prepare for sea level rise and climate change impacts. Address the impacts of sea level rise on the site's lowland area, beach berm and bluffs. Identify policies that protect coastal resources and enhance the coastal zone's adaptive capacity to climate change.
- c. Protect and Restore the Natural Environment. Provide for a variety of types of open space and parks; provide for the daylighting of Maple and Alder creeks; and protect and enhance wetland features and ESHAs.
- d. Facilitate coastal access. Extend public access to the ocean from a variety of access points within the Mill Site; concentrate visitor-serving uses and cultural and community facilities within walking distance of the ocean and the downtown; and provide a strong connection between downtown and the coast.
- e. Retain and protect views to the ocean. The LCP amendment will include policies to protect and preserve public views to the ocean. It will also incorporate high quality design criteria for all development on the Mill Site.

B. TASKS

Task 1 - Visioning and Community Workshops

The basic vision and issues for the reuse of the Mill Site have been identified and articulated in the Mill Site Specific Plan. However the vision for the Mill Site LCP amendment will need to be revisited through a community planning process. The community focused planning process will include multiple techniques to engage community involvement, including from underserved communities, and to solicit input in order to develop a preferred land use map and key goals, policies, and regulations. Our outreach approach will include the following:

1. **Workshops & Open Houses.** Conduct two all-day open houses (at Town Hall and CV Starr Center) to facilitate active participation by people who prefer one-on-one and small workshop formats and those with busy schedules. The open house will consist of:
 - a. Access to staff to answer questions all day long on the full range of topics with regard to the Mill Site rezoning.
 - b. Small workshops organized at intervals throughout the two days of the open house. The small groups will:
 - i. Review and comment on the guiding principles for the reuse of the site;
 - ii. Rank and Prioritize a 15 year, 20 year and 30 year Land Use Plan development buildout scenarios and develop a new sample land use plan, while considering sea level rise vulnerability over the next 100 years; and
 - iii. Review and comment on key policies from the Specific Plan for the LCP amendment with meetings scheduled throughout the day and evening.
 - c. The open house will include a number of large poster boards to allow participants to visualize, understand and dialogue about the Mill Site reuse. Participants will provide feedback on the poster boards by attaching sticky notes with comments and voting by dot. The poster boards will:

EXHIBIT B1

- i. List City Council’s guiding principles for the reuse of the site;
 - ii. Illustrate potential mill site land use maps and the corresponding number of new housing units and new jobs for rezoning scenarios that allow for 33%, 50% and 66% of the development allowed in the 2012 Specific Plan;
 - iii. Include key policies from the Specific Plan for review, comment and amendment
 - iv. Panels that cover: existing conditions, frequently asked questions, property ownership of the Mill Site, remediation, creek daylighting, sea level rise vulnerability, and various other topics
 - d. Participants will vote and attach comments throughout the day on all of the poster boards, including those developed by the public through the small workshops.
2. **Survey.** Conduct a Mill Site reuse survey on Survey Monkey (in both English and Spanish). The survey will include an opportunity to provide feedback on the top land use maps, guiding principles, and key policies that will guide development. The survey will allow for further input from the wider community of Fort Bragg that does not typically participate in planning processes. Staff anticipates a very significant amount of participation in this online survey. The survey will run for a few weeks to ensure the greatest level of participation.

Deliverables: Documentation of outreach events.

Task 2 – Existing Conditions & Resource Reports

The City of Fort Bragg completed an existing conditions and trends assessment for the Mill Site Specific Plan. The City will complete a number of additional background documents and reports on the topics noted below, as required by Coastal Commission staff.

- a. **Sea Level Rise.** The City will use the best available science on sea level rise and the Coastal Commission’s Sea Level Rise Policy Guidance to develop a Sea Level Rise Vulnerability Assessment. This assessment will be particularly important for the planning around the low areas of the Mill Site, especially as sea level rise relates to the beach berm, the low land area, existing wetlands, and the daylighting of creeks. This assessment will also explore the impacts of sea level rise on bluff retreat and stability and ensuring a sufficient buffer for public coastal access and coastal habitats, including wetlands, and protection of any future development.
- b. **Service Analysis.** This analysis of the City’s capacity to serve the potential buildout, will include: water, sewer, police, fire, schools, dry utilities, public transit, etc.
- c. **Energy use and conservation.** Additionally, the City will explore best practices to reduce the impact of new development on climate change such as, net zero energy use, smart growth, compact development, complete streets and alternative transportation to name a few. These techniques will be analyzed for best fit with Fort Bragg, brought forward to the community for discussion and customization and developed into policies in the LCP Amendment.

EXHIBIT B1

- d. **Transportation study** update to include availability of parking to serve coastal access and the effects of the project on the capacity of highway 1 and highway 20 in and outside of City Limits;
- e. **Other studies as required.** The Coastal Commission staff will require additional studies in order to complete the CEQA equivalent analysis for the LCP Amendment process, including the following:
 - i. Build out analysis;
 - ii. Summary of current lower cost visitor serving facilities, including: room inventory, revenue per available room, occupancy rates, etc.;
 - iii. Tsunami study;
 - iv. Botanical and Wetland update of preferred Land Use Plan for non-paved areas of the site (this will require cooperation from Georgia-Pacific).
 - v. Visual Analysis of Land Use Plan and analysis of how the Citywide Design Guidelines would be revised and implemented on site to reduce visual impacts.

Deliverables: Draft and Final background Reports on buildout analysis, service capacity analysis, summary of City's current visitor serving accommodations, tsunami study, botanical and wetland study update, climate change study, service analysis, energy use/conservation, transportation study update and visual analysis.

Task 3 – Community Based Planning and Agency Consultation

1. **Joint City Council and Planning Commission workshops.** At this series of five to seven workshops, the results from the community-based planning process described above in Task 1 will be utilized to develop and refine the draft LCP Amendment. The workshops will focus on City Council's and the Planning Commission's vision and direction for the reuse of the Mill Site, and further refinement to the guiding principles, the land use map, and the policies and regulations that will protect Coastal Act resources and regulate development on the mill site.
2. **Tribal Consultation.** The City of Fort Bragg has an excellent relationship and a three year consultation history with the Sherwood Band of Pomo Indians (SBPI). The City will consult with the tribe throughout this process to ensure the protection, preservation and restoration of cultural resources.
3. **Coastal Commission Coordination.** The City will coordinate with Coastal Commission staff throughout the entire grant term. Coordination will include a dedicated workshop in which the City will present the preferred plan, goals and policy to the Coastal Commission staff for input and critique. This input will be utilized to further refine the plan in Task 4 below.

Based on input from the Community Involvement process, the City will develop a preferred land use map, and key LCP goals, policies, and regulations.

Deliverables: preferred Land Use Map and Key LCP Goals, Policy and Regulations.

EXHIBIT B1

Task 4 – Refine Preferred Plan, Goals and Policy and LCP Outline into a Draft LCP Amendment

1. The City will prepare an administrative draft LCP amendment based on: 1) the background reports; 2) community input from the open houses, workshops, and community survey; 3) direction received from various joint City Council & Planning Commission meetings and the Coastal Commission workshop. The Administrative Draft LCP amendment will include proposed changes to the Land Use Plan, the Coastal General Plan, and the Coastal Land Use and Development Code.
2. The City will share the administrative draft LCP amendment with Coastal Commission staff for input and comment, and based on those comments will prepare a public draft LCP amendment.
3. Unveil public draft LCP Amendment on the City's website, through social media and at a town hall open house and workshop. Obtain additional community input on the draft LCP Amendment through the open house and a joint workshop with the Planning Commission and City Council.

Deliverables: Admin Draft LCP amendment; Pubic Draft LCP Amendment.

Task 5 – Prepare Final LCP Amendment

The City will refine the draft LCP Amendment based on input and direction received from Task 4 above and will present the refined LCP Amendment to the City Council and the Coastal Commission to obtain final input and direction on the LCP Amendment. The draft LCP Amendment will be finalized based on the input received from the Coastal Commission and the City Council. This task will also include City Staff providing assistance where requested by CCC staff with environmental review of the LCP Amendment.

Deliverables: Final LCP Amendment

Task 6 – Local Adoption and submittal of the LCP Amendment to the Coastal Commission

The City's staff and City Council will engage with the Coastal Commission staff throughout the LCP Amendment review process in order to effectively address issues and concerns and effectively incorporate friendly modifications into the LCP Amendment. This task will consist of the public hearings and process to adopt the LCP Amendment and to prepare and submit all documents required for the LCP submittal process. Coastal Commission certification of the LCP and related steps will occur after the grant term.

Deliverables: Submittal documents and submittal of LCP Amendment to Coastal Commission

EXHIBIT B1

C. SCHEDULE

Project start/end dates: 11/15/17 or grant agreement execution date* through 12/31/2019

Task 1. VISIONING AND COMMUNITY WORKSHOPS	9/1/2017 – 12/31/2017
1.1 Revise Vision and Issues Identified in Mill Site Specific Plan based on Community Input from Task 3.	9/1/2017 – 12/1/2017
1.1 Conduct two all-day open houses and workshops	8/1/2017 – 10/1/2017
1.2 Conduct a Mill Site reuse survey	9/1/2017 – 12/31/2017
Outcome/Deliverables: Documentation of outreach events	12/31/2017
Task 2. EXISTING CONDITIONS & RESOURCE REPORTS	11/15/2017 – 5/28/2018 <u>3/14/2019</u>
2.1 Prepare the following studies for the LCP Amendment CEQA equivalent analysis: <ul style="list-style-type: none"> a. Sea Level Rise Analysis b. Energy use and conservation analysis c. Build out analysis d. Analysis of the City’s capacity to serve the potential buildout, including: water, sewer, police, fire, schools, dry utilities, public transit, etc. e. Summary of current lower cost visitor serving facilities, including: room inventory, revenue per available room, occupancy rates, etc. f. Transportation study, including availability of parking to serve coastal access and the effects of the project on the capacity of highway 1 and highway 20 in and outside of City Limits; g. Tsunami study; h. Botanical and Wetland update of preferred Land Use Plan for non-paved areas of the site (this will require cooperation from Georgia-Pacific). i. Visual Analysis of Land Use Plan and analysis of how the Citywide Design Guidelines would be revised and implemented on site to reduce visual impacts. 	11/15/2017 – 4/28/2018 <u>12/31/2018</u>
2.2 Prepare additional analysis as required by the Coastal Commission for CEQA equivalent analysis	2/28/2018 – 5/28/2018 <u>12/31/2018 – 3/14/2019</u>
Outcome/Deliverables: Draft (a) and final (b) studies as identified in task above.	<ul style="list-style-type: none"> a. Draft reports: 3/15/2018 <u>1/15/2019</u> b. Final reports: 5/28/2018 <u>3/14/2019</u>
TASK 3 – COMMUNITY BASED PLANNING AND AGENCY CONSULTATION	7/1/2017 – 12/31/2019
3.1 Joint City Council and Planning Commission workshops.	10/16/2017 – 3/31/2018

EXHIBIT B1

3.2 Tribal Consultation. Revise and create background studies and reports for the LCP Amendment including: Build-out Analysis; Summary of Lower Cost Visitor-Serving Facilities; Energy Use and Conservation Analysis; and Visual Analysis	11/15/2017 – 10/31/2018
3.3 Coastal Commission Coordination	2/1/2018 – 12/31/2019
3.4 Develop preferred land use map and key LCP goals, policies, and regulations	10/16/2017 – 5/28/2018
Outcome/Deliverables: Preferred Land Use Map and Key LCP Goals, Policy and Regulations.	5/28/2018
TASK 4 –REFINE PREFERRED PLAN, GOALS AND POLICY AND LCP OUTLINE INTO A DRAFT LCP AMENDMENT	6/1/2018 – 8/31/2018
4.1 Prepare an administrative draft LCP amendment	6/1/2018 – 7/31/2018
4.2 Share the administrative draft LCP amendment with Coastal Commission staff for input and comment	7/31/2018 – 8/30/2018
4.3 Prepare a public draft LCP amendment	8/30/2018 – 9/31/2018
4.4 Obtain additional community input on the draft LCP Amendment through the open house and a joint workshop with the Planning Commission and City Council.	9/31/2018 – 10/31/2018
Outcome/Deliverables: a. Admin Draft LCP amendment and b. Public Draft LCP Amendment	a. 7/31/2018 b. 10/31/2018
Task 5. PREPARE FINAL LCP AMENDMENT	8/31/2018 – 12/31/2018
5.1 Revise Draft LCP based on input from Task 3 and 4	9/28/2018 – 10/28/2018
5.2 Obtain final input and direction on the draft LCP Amendment from CCC staff and City Council	10/31/2018 – 11/31/2018
5.3 Prepare Final LCP Amendment	11/31/2018 – 12/31/2018
Outcome/Deliverables: a. Revised Draft LCP amendment and b. Final LCP Amendment	a. 10/28/2018 b. 12/31/2018
Task 6. Adoption OF THE LCP AMENDMENT	1/1/2019 – 7/31/2019
6.1 City Council & Planning Commission Hearings on LCP Amendment	1/1/2019 – 3/1/2019
6.2 City Council adoption of the final LCP Amendment	3/1/2019 – 3/31/2019
6.3 Development of entire LCP Submittal for the Coastal Commission’s consideration	3/31/2019 – 5/31/2019
6.4 The City will engage with the Coastal Commission staff throughout the LCP Amendment review process	5/31/2019 – 12/30/2019
Outcome/Deliverables LCP Amendment Submittal and Various other Documents required by the Coastal Commission for the submission and review process	5/31/2019

**Work completed prior to the grant execution date will not be reimbursed using grant funds.*

EXHIBIT B1

D. BENCHMARK SCHEDULE

ACTIVITY	COMPLETION DATE
Final background studies and analyses as required by Coastal Commission staff.	5/28/2018 3/14/2019
Preferred Land Use Map and Key LCP Goals, Policy and Regulations	5/28/2018
Administrative Draft LCP Amendment	7/31/2018
Public Draft LCP Amendment	10/31/2018
Final LCP Amendment	12/31/2018
Submittal of LCP Amendment to CCC	5/31/2019

E. BUDGET

	<i>CCC Grant Total</i>	<i>Match/ Other Funds (Source #1: CDBG Grant)</i>	<i>Match/ Other Funds (Source #2: General Fund)</i>	<i>Total (LCP Grant Funds + Match/ Other Funds)</i>
LABOR COSTS²				
County/City Staff Labor				
Task 1 – Revise Vision and Community Workshops		\$5,000		\$5,000
Task 2 – Revise and create background studies and reports for the LCP Amendment including: Build-out Analysis; Summary of Lower Cost Visitor-Serving Facilities; Energy Use and Conservation Analysis; Sea level rise, analysis of the City’s capacity to serve the potential buildout, and Visual Analysis	\$40,000	\$5,000		\$45,000
Task 3 – Community Based Planning & Agency Consultation	\$5,000 \$15,000	\$15,000		\$20,000 \$30,000
Task 4 – Refine Preferred Plan, Goals and Policy and LCP Outline into a Draft LCP Amendment	\$20,000	\$19,000	\$1,000	\$40,000
Task 5 – Prepare Final LCP Amendment	\$5,000	\$5,000	\$4,000	\$14,000
Task 6 – Submission of LCP Amendment and related documents	\$4,000		\$5,000	\$10,000 \$9,000
Total Labor Costs	\$74,000 \$84,000	\$49,000	\$10,000	\$133,000 \$143,000

² Amount requested should include total for salary and benefits.

EXHIBIT B1

DIRECT COSTS				
County/City Staff Project Supplies				
Noticing & Ads			\$3,000	\$3,000
Supplies			\$5,000	\$5,000
Printing			\$2,500	\$2,500
Total			\$10,500	\$10,500
County/City Staff Travel In State³				
Mileage to CCC meetings			\$450	\$450
Hotel, etc.			\$500	\$500
Total			\$950	\$950
Consultants⁴				
Consultant(s)				
<i>Task 2 –Prepare existing conditions and resource reports</i>	\$26,000 <u>\$16,000</u>			\$26,000 <u>\$16,000</u>
Total	\$26,000 <u>\$16,000</u>	\$0	0	\$26,000 <u>\$16,000</u>
Total Direct Costs	\$26,000 <u>\$16,000</u>	\$0	11,450	\$37,450 <u>\$27,450</u>
OVERHEAD/INDIRECT COSTS⁵				
Total County/City Staff Overhead/Indirect Costs				
TOTAL PROJECT COST	\$100,000	\$49,000	\$21,450	\$170,450

³ Travel reimbursement rates are the same as similarly situated state employees.

⁴ All consultants must be selected pursuant to a bidding and procurement process that complies with all applicable laws.

⁵ 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."