

COUNTY OF SISKIYOU  
DESIGN PROFESSIONAL SERVICES CONTRACT  
FOR BOARD OF SUPERVISORS SIGNATURE

This Contract is entered into on the date when it has been both approved by the Board and signed by all other parties to it.

COUNTY: Siskiyou County Community Development Department  
806 S. Main Street  
Yreka, CA 96097

And

CONTRACTOR: Mintier Harnish  
1415 20<sup>th</sup> Street  
Sacramento, CA 95811  
916-446-0522

**ARTICLE 1. TERM OF CONTRACT**

**1.01** Contract Term: This Contract shall become effective on **January 17, 2023** and shall terminate on **August 31, 2025**, unless terminated in accordance with the provisions of Article 7 of this Contract or as otherwise provided herein.

**ARTICLE 2. INDEPENDENT CONTRACTOR STATUS**

**2.01** Independent Contractor: It is the express intention of the parties that Contractor is an independent contractor and not an employee, agent, joint venture or partner of County. Nothing in this Contract shall be interpreted or construed as creating or establishing the relationship of employer and employee between County and Contractor or any employee or agent of Contractor. Both parties acknowledge that Contractor is not an employee for state or federal tax purposes. Contractor shall retain the right to perform services for others during the term of this Contract.

**ARTICLE 3. SERVICES**

**3.01** Scope of Services: Contractor agrees to furnish the following services: Contractor shall provide the services described in Exhibit "A" attached hereto.

No additional services shall be performed by Contractor unless approved in advance in writing by the County stating the dollar value of the services, the method of payment, and any adjustment in contract time or other contract terms. All such services are to be coordinated with County and the results of the work shall be monitored by Hailey Lang, Deputy Director of Planning, or her designee.

To the extent that Exhibit A contains terms in conflict with this Contract or to the extent that it seeks to supplement a provision regarding a subject already fully addressed in this Contract, including a clause similar to this seeking to render its language superior to conflicting language in this Contract, such language is hereby expressly deemed null and void by all parties upon execution of this Contract.

**3.02** Method of Performing Services: Contractor will determine the method, details, and means of performing the above-described services including measures to protect the safety of the traveling public and Contractor's employees. County shall not have the right to, and shall not, control the manner or determine the method of accomplishing Contractor's services.

**3.03** Employment of Assistants: Contractor may, at the Contractor's own expense, employ such assistants as Contractor deems necessary to perform the services required of Contractor by this Contract. County may not control, direct, or supervise Contractor's assistants or employees in the performance of those services.

#### **ARTICLE 4. COMPENSATION**

**4.01** Compensation: In consideration for the services to be performed by Contractor, County agrees to pay Contractor in proportion to services satisfactorily performed as specified in Exhibit "B". Payment shall not exceed amount appropriated by the Board of Supervisors for such services for the fiscal year.

**4.02** Invoices: Contractor shall submit detailed invoices for all services being rendered.

**4.03** Date for Payment of Compensation: County shall pay within 30 days of receipt of invoices from the Contractor to the County, and approval and acceptance of the work by the County.

**4.04** Expenses: Contractor shall be responsible for all costs and expenses incident to the performance of services for County, including but not limited to, all costs of materials, equipment, all fees, fines, licenses, bonds or taxes required of or imposed against Contractor and all other of Contractor's costs of doing business. County shall not be responsible for any expense incurred by Contractor in performing services for County.

## **ARTICLE 5. OBLIGATIONS OF CONTRACTOR**

- 5.01** Contractor Qualifications: Contractor warrants that Contractor has the necessary licenses, experience and technical skills to provide services under this Contract.
- 5.02** Contract Management: Contractor shall report to the (department head) or his or her designee who will review the activities and performance of the Contractor and administer this Contract.
- 5.03** Tools and Instrumentalities: Contractor will supply all tools and instrumentalities required to perform the services under this Contract. Contractor is not required to purchase or rent any tools, equipment or services from County.
- 5.04** Workers' Compensation: Contractor shall maintain a workers' compensation plan covering all its employees as required by California Labor Code Section 3700, either through workers' compensation insurance issued by an insurance company or through a plan of self-insurance certified by the State Director of Industrial Relations. If Contractor elects to be self-insured, the certificate of insurance otherwise required by this Contract shall be replaced with a consent to self-insure issued by the State Director of Industrial Relations. Proof of such insurance shall be provided before any work is commenced under this contract. No payment shall be made unless such proof of insurance is provided.
- 5.05** Indemnification: Indemnification for non-design professional services: Contractor shall indemnify and hold County harmless against any and all liability imposed or claimed, including attorney's fees and other legal expenses, arising directly or indirectly from any act or failure of Contractor or Contractor's assistants, employees or agents, including all claims relating to the injury or death of any person or damage to any property. Contractor agrees to maintain a policy of liability insurance in the minimum amount of (\$1,000,000) One Million Dollars, to cover such claims or in an amount determined appropriate by the County Risk Manager. If the amount of insurance is reduced by the County Risk Manager such reduction must be in writing. Contractor shall furnish a certificate of insurance evidencing such insurance and naming the County as an additional insured for the above-cited liability coverage prior to commencing work. It is understood that the duty of Contractor to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by County of insurance certificates and endorsements required under this Contract does not relieve Contractor from liability or limit Contractor's liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Contract, Contractor acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

Indemnification for design professional services: To the fullest extent permitted by law, including California Civil Code sections 2782 and 2782.8, Contractor shall defend (with legal counsel acceptable to County), indemnify and hold harmless County, its officers, agents and employees, from and against any and all claims, demands, losses, costs, damages, injuries (including injury to or death of an employee of Contractor or its subcontractors), expenses and liabilities of every kind, nature and attorney's fees, litigation expenses and fees of expert consultants or expert witnesses incurred in connection therewith) that arise out of, pertain to, or relate to, directly or indirectly, in whole or in part, the negligence, recklessness, or willful misconduct of Contractor, any subcontractor, anyone directly or indirectly employed by them or anyone that they control (collectively "Liabilities"). Such obligations to defend, hold harmless and indemnify County, its officers, agents and employees, shall not apply to the extent that such Liabilities are caused in part by the sole negligence, active negligence, or willful misconduct of the County, its officers, agents and employees. To the extent there is an obligation to indemnify under this Paragraph, Contractor shall be responsible for incidental and consequential damages resulting directly or indirectly, in whole or in part, from Contractor's negligence, recklessness or willful misconduct.

**5.06** General Liability and Automobile Insurance: During the term of this Contract, Contractor shall obtain and keep in full force and effect a commercial, general liability and automobile policy or policies of at least (\$1,000,000) One Million Dollars, combined limit for bodily injury and property damage; the County, its officers, employees, volunteers and agents are to be named additional insured under the policies, and the policies shall stipulate that this insurance will operate as primary insurance for work performed by Contractor and its sub-contractors, and that no other insurance effected by County or other named insured will be called on to cover a loss covered thereunder. All insurance required herein shall be provided by a company authorized to do business in the State of California and possess at least a Best A:VII rating or as may otherwise be acceptable to County. The General Liability insurance shall be provided by an ISO Commercial General Liability policy, with edition dates of 1985, 1988, or 1990 or other form satisfactory to County. The County will be named as an additional insured using ISO form CG 2010 1185 or the same form with an edition date no later than 1990, or in other form satisfactory to County.

**5.07** Certificate of Insurance and Endorsements: Contractor shall obtain and file with the County prior to engaging in any operation or activity set forth in this Contract, certificates of insurance evidencing additional insured coverage as set forth in paragraphs 5.04 and 5.10 and which shall provide that no cancellation, reduction in coverage or expiration by the insurance company will be made during the term of this Contract, without thirty (30) days written notice to County prior to the effective date of such cancellation. **Naming the County as a "Certificate Holder" or other similar language is NOT sufficient satisfaction of the requirement.** Prior to commencement of performance of services by Contractor and prior to any obligations of County, contractor shall file certificates of

insurance with County showing that Contractor has in effect the insurance required by this Contract. Contractor shall file a new or amended certificate on the certificate then on file. **If changes are made during the term of this Contract, no work shall be performed under this agreement, and no payment may be made until such certificate of insurance evidencing the coverage in paragraphs, 5.05, the general liability policy set forth in 5.06 and 5.10 are provided to County.**

- 5.08** Public Employees Retirement System (CalPERS): In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Contract is determined by a court of competent jurisdiction or the Public Employees Retirement System (CalPERS) to be eligible for enrollment in CalPERS as an employee of the County, Contractor shall indemnify, defend, and hold harmless County for the payment of any employee and/or employer contributions of CalPERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of County. Contractor understands and agrees that his personnel are not, and will not be, eligible for memberships in, or any benefits from, any County group plan for hospital, surgical or medical insurance, or for membership in any County retirement program, or for paid vacation, paid sick leave, or other leave, with or without pay, or for any other benefit which accrues to a County employee.
- 5.09** IRS/FTB Indemnity Assignment: Contractor shall defend, indemnify, and hold harmless the County, its officers, agents, and employees, from and against any adverse determination made by the Internal Revenue Service of the State Franchise Tax Board with respect to Contractor's "independent contractor" status that would establish a liability for failure to make social security and income tax withholding payments.
- 5.10** Professional Liability: If Contractor or any of its officers, agents, employees, volunteers, contractors or subcontractors are required to be professionally licensed or certified by any agency of the State of California in order to perform any of the work or services identified herein, Contractor shall procure and maintain in force throughout the duration of the Contract a professional liability insurance policy with a minimum coverage level of (\$1,000,000) One Million Dollars, or as determined in writing by County's Risk Management Department.
- 5.11** State and Federal Taxes: As Contractor is not County's employee, Contractor is responsible for paying all required state and federal taxes. In particular:
- a. County will not withhold FICA (Social Security) from Contractor's payments;
  - b. County will not make state or federal unemployment insurance contributions on behalf of Contractor.

- c. County will not withhold state or federal income tax from payment to Contractor.
- d. County will not make disability insurance contributions on behalf of Contractor.
- e. County will not obtain workers' compensation insurance on behalf of Contractor.

**5.12 Records:** All reports and other materials collected or produced by the Contractor, or any subcontractor of Contractor shall, after completion and acceptance of the Contract, become the property of County, and shall not be subject to any copyright claimed by the Contractor, subcontractor, or their agents or employees. Contractor may retain copies of all such materials exclusively for administration purposes. Any use of completed or uncompleted documents for other projects by Contractor, any subcontractor, or any of their agents or employees, without the prior written consent of County is prohibited. It is further understood and agreed that all plans, studies, specifications, data magnetically or otherwise recorded on computer or computer diskettes, records, files, reports, etc., in possession of the Contractor relating to the matters covered by this Contract shall be the property of the County, and Contractor hereby agrees to deliver the same to the County upon request. It is also understood and agreed that the documents and other materials including but not limited to those set forth hereinabove, prepared pursuant to this Contract are prepared specifically for the County and are not necessarily suitable for any future or other use.

**5.13 Contractor's Books and Records:** Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the County for a minimum of five (5) years, or for any longer period required by law, from the date of final payment to the Contractor under this Contract. Any records or documents required to be maintained shall be made available for inspection, audit and/or copying at any time during regular business hours, upon oral or written request of the County.

**5.14 Assignability of Contract:** It is understood and agreed that this Contract contemplates personal performance by the Contractor and is based upon a determination of its unique personal competence and experience and upon its specialized personal knowledge. Assignments of any or all rights, duties or obligations of the Contractor under this Contract will be permitted only with the express written consent of the County.

**5.15 Warranty of Contractor:** Contractor warrants that it, and each of its personnel, where necessary, are properly certified and licensed under the laws and regulations of the State of California to provide the special services agreed to.

**5.16 Withholding for Non-Resident Contractor:** Pursuant to California Revenue and Taxation Code Section 18662, payments made to nonresident independent contractors, including corporations and partnerships that do not have a

permanent place of business in this state, are subject to 7 percent state income tax withholding.

Withholding is required if the total yearly payments made under this contract exceed \$1,500.00.

Unless the Franchise Tax Board has authorized a reduced rate or waiver of withholding and County is provided evidence of such reduction/waiver, all nonresident contractors will be subject to the withholding. It is the responsibility of the Contractor to submit the Waiver Request (Form 588) to the Franchise Tax Board as soon as possible in order to allow time for the Franchise Tax Board to review the request.

- 5.17** Compliance with Child, Family and Spousal Support Reporting Obligations: Contractor's failure to comply with state and federal child, family and spousal support reporting requirements regarding contractor's employees or failure to implement lawfully served wage and earnings assignment orders or notices of assignment relating to child, family and spousal support obligations shall constitute a default under this Contract. Contractor's failure to cure such default within ninety (90) days of notice by County shall be grounds for termination of this Contract.
- 5.18** Conflict of Interest: Contractor covenants that it presently has no interest and shall not acquire an interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services hereunder. Contractor further covenants that, in the performance of this Contract, no subcontractor or person having such an interest shall be used or employed. Contractor certifies that no one who has or will have any financial interest under this contract is an officer or employee of County.
- 5.19** Compliance with Applicable Laws: Contractor shall comply with all applicable federal, state and local laws now or hereafter in force, and with any applicable regulations, in performing the work and providing the services specified in this Contract. This obligation includes, without limitations, the acquisition and maintenance of any permits, licenses, or other entitlements necessary to perform the duties imposed expressly or impliedly under this Contract.
- 5.20** Bankruptcy: Contractor shall immediately notify County in the event that Contractor ceases conducting business in the normal manner, becomes insolvent, makes a general assignment for the benefit of creditors, suffer or permits the appointment of a receiver for its business or assets, or avails itself of, or becomes subject to, any proceeding under the Federal Bankruptcy Act or any other statute of any state relating to insolvency or protection of the rights of creditors.

## **ARTICLE 6. OBLIGATIONS OF COUNTY**

- 6.01** Cooperation of County: County agrees to comply with all reasonable requests of Contractor (to provide reasonable access to documents and information as permitted by law) necessary to the performance of Contractor's duties under this Contract.

## **ARTICLE 7. TERMINATION**

- 7.01** Termination on Occurrence of State Events: This Contract shall terminate automatically on the occurrence of any of the following events:
1. Bankruptcy or insolvency of Contractor
  2. Death of Contractor
- 7.02** Termination by County for Default of Contractor: Should Contractor default in the performance of this Contract or materially breach any of its provisions, County, at County's option, may terminate this Contract by giving written notification to Contractor.
- 7.03** Termination for Convenience of County: County may terminate this Contract at any time by providing a notice in writing to Contractor that the Contract is terminated. Said Contract shall then be deemed terminated and no further work shall be performed by Contractor. If the Contract is so terminated, the Contractor shall be paid for that percentage of the phase of work actually completed, based on a pro rata portion of the compensation for said phase satisfactorily completed at the time of notice of termination is received.
- 7.04** Termination of Funding: County may terminate this Contract in any fiscal year in that it is determined there is not sufficient funding. California Constitution Article XVI Section 18.

## **ARTICLE 8. GENERAL PROVISIONS**

- 8.01** Notices: Any notices to be given hereunder by either party to the other may be affected either by personal delivery in writing or by mail, registered or certified, postage prepaid or return receipt requested. Mailed notices shall be addressed to the parties at the addresses appearing in the introductory paragraph of this Contract, but each party may change the address by written notice in accordance with the paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of two (2) days after mailing.
- 8.02** Entire Agreement of the Parties: This contract supersedes any and all contracts, either oral or written, between the Parties hereto with respect to the rendering of services by Contractor for County and contains all the covenants and contracts



between the parties with respect to the enduring of such services in any manner whatsoever. Each Party to this Contract acknowledges that no representations, inducements, promises, or contract, orally or otherwise, have been made by any party, or anyone acting on behalf of any Party, which are not embodied herein, and that no other contract, statement, or promise not contained in this Contract shall be valid or binding. Any modification of this Contract will be effective only if it is in writing signed by the Party to be charged and approved by the County as provided herein or as otherwise required by law.

- 8.03** Partial Invalidity: If any provision in this Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provision will nevertheless continue in full force without being impaired or invalidated in any way.
- 8.04** Attorney's Fees: If any action at law or in equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Contract, the prevailing Party will be entitled to reasonable attorney's fees, which may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which that party may be entitled.
- 8.05** Conformance to Applicable Laws: Contractor shall comply with the standard of care regarding all applicable federal, state and county laws, rules and ordinances. Contractor shall not discriminate in the employment of persons who work under this contract because of race, the color, national origin, ancestry, disability, sex or religion of such person.
- 8.06** Waiver: In the event that either County or Contractor shall at any time or times waive any breach of this Contract by the other, such waiver shall not constitute a waiver of any other or succeeding breach of this Contract, whether of the same or any other covenant, condition or obligation.
- 8.07** Governing Law: This Contract and all matters relating to it shall be governed by the laws of the State of California and the County of Siskiyou and any action brought relating to this Contract shall be brought exclusively in a state court in the County of Siskiyou.
- 8.08** Reduction of Consideration: Contractor agrees that County shall have the right to deduct from any payments contracted for under this Contract any amount owed to County by Contractor as a result of any obligation arising prior or subsequent to the execution of this contract. For purposes of this paragraph, obligations arising prior to the execution of this contract may include, but are not limited to any property tax, secured or unsecured, which tax is in arrears. If County exercises the right to reduce the consideration specified in this Contract, County shall give Contractor notice of the amount of any off-set and the reason for the deduction.

- 8.09** Negotiated Contract: This Contract has been arrived at through negotiation between the parties. Neither party is to be deemed the party which prepared this Contract within the meaning of California Civil Code Section 1654. Each party hereby represents and warrants that in executing this Contract it does so with full knowledge of the rights and duties it may have with respect to the other. Each party also represents and warrants that it has received independent legal advice from its attorney with respect to the matters set forth in this Contract and the rights and duties arising out of this Contract, or that such party willingly foregoes any such consultation.
- 8.10** Time is of the Essence: Time is of the essence in the performance of this Contract.
- 8.11** Materiality: The parties consider each and every term, covenant, and provision of this Contract to be material and reasonable.
- 8.12** Authority and Capacity: Contractor and Contractor's signatory each warrant and represent that each has full authority and capacity to enter into this Contract.
- 8.13** Binding on Successors: All of the conditions, covenants and terms herein contained shall apply to, and bind, the heirs, successors, executors, administrators and assigns of Contractor. Contractor and all of Contractor's heirs, successors, executors, administrators, and assigns shall be jointly and severally liable under the Contract.
- 8.14** Cumulation of Remedies: All of the various rights, options, elections, powers and remedies of the parties shall be construed as cumulative, and no one of them exclusive of any other or of any other legal or equitable remedy which a party might otherwise have in the event of a breach or default of any condition, covenant or term by the other party. The exercise of any single right, option, election, power or remedy shall not, in any way, impair any other right, option, election, power or remedy until all duties and obligations imposed shall have been fully performed.
- 8.15** No Reliance On Representations: Each party hereby represents and warrants that it is not relying, and has not relied upon any representation or statement made by the other party with respect to the facts involved or its rights or duties. Each party understands and agrees that the facts relevant, or believed to be relevant to this Contract, may hereunder turn out to be other than, or different from the facts now known to such party as true, or believed by such party to be true. The parties expressly assume the risk of the facts turning out to be different and agree that this Contract shall be effective in all respects and shall not be subject to rescission by reason of any such difference in facts.

(SIGNATURES ON FOLLOWING PAGE)

IN WITNESS WHEREOF, County and Contractor have executed this agreement on the dates set forth below, each signatory represents that he/she has the authority to execute this agreement and to bind the Party on whose behalf his/her execution is made.

COUNTY OF SISKIYOU

Date: 1/27/2023

DocuSigned by:  
Ed Valenzuela  
Ed Valenzuela, CHAIR  
Board of Supervisors  
County of Siskiyou  
State of California

ATTEST:  
LAURA BYNUM  
Clerk, Board of Supervisors

By: Laura Bynum  
Deputy

Date: 1/4/2023

CONTRACTOR: Mintier Harnish  
Jim Harnish  
763233170D494FF...  
Jim Harnish, JD, Principal/Owner, Mintier Harnish

Date: \_\_\_\_\_

[Contractor Signatory Name and Designate official capacity in the business]

License No.: \_\_\_\_\_  
(Licensed in accordance with an act providing for the registration of contractors)

Note to Contractor: For corporations, the contract must be signed by two officers. The first signature must be that of the chairman of the board, president or vice-president; the second signature must be that of the secretary, assistant secretary, chief financial officer or assistant treasurer. (Civ. Code, Sec. 1189 & 1190 and Corps. Code, Sec. 313.)

TAXPAYER I.D. \_\_\_\_\_

ACCOUNTING:  
Fund: 2164    Organization: 207030    Account: 723000    Activity Code (if applicable)

Not To Exceed (NTE): \$999,318.00

Encumbrance number (if applicable):

If not to exceed, include amount not to exceed:

*If needed for multi-year contracts, please include separate sheet with financial information for each fiscal year.*

p:\county counsel contract forms\form contract with bos clerk attest signature 2\_4\_09.doc

## **Exhibit A: Scope of Work**

### **Task 0: Project Management**

**Task 0.1: Project Management and Coordination.** Mintier Harnish will work closely with County staff to manage and coordinate the General Plan Update, EIR, and Zoning Code Amendments. Mintier Harnish will facilitate bi-monthly check-in calls and periodic face-to-face meetings needed to provide project status reports, ensure good communication on upcoming tasks, and to confirm the project deliverables are on schedule and within budget. Mintier Harnish will function as an extension of County staff.

### **Task 1: Project Initiation**

**Task 1.1: Request for Information (RFI).** Mintier Harnish will provide a Request for Information (RFI) to County staff in advance of the Project Kick-off meeting. The RFI will include data necessary for Mintier Harnish team to prepare the Existing Conditions Background Report and evaluation of the General Plan and Zoning Code, and EIR. Mintier Harnish will discuss the RFI at the kick-off meeting and identify the additional research, data collection, and growth and economic trend analysis tasks necessary to complete the Existing Conditions Background Report, Alternatives Analysis, Zoning Integration, General Plan Update, and Program EIR.

**Task 1.2: Project Kick-off Meeting and County Tour.** Mintier Harnish will meet with County staff to review the County's objectives for each project component and to discuss key issues of integration and consistency with existing and future plans and programs. Mintier Harnish will work with County staff as part of this task to accomplish the following:

- Review and discuss overall format and organization of the General Plan Update products.
- Establish the roles and responsibilities of County staff and Consultants in preparing the General Plan, zoning ordinance amendments and comprehensive update, Program EIR, and involvement in community engagement efforts.
- Discuss options for integrating the zoning ordinance into the General Plan.
- Discuss general plan format and integration of the remaining elements not included in the Update (safety, circulation, geothermal, energy, scenic highways).
- Determine a schedule for work products and a method by which comments should be compiled.
- Determine/confirm the planning area and community boundaries.
- Identify all available GIS mapping data with assistance from the County.
- Refine the project schedule.
- Discuss engagement with the communities, Planning Commission, and Board of Supervisors.
- Establish monthly status reporting and project status meeting protocols.
- Determine consultation and coordination of the General Plan update with appropriate governmental agencies.

Following the kick-off meeting, County staff will lead a one- to two-day tour of the county for the Mintier Harnish team and highlight areas of interest or places that are experiencing change or are expected to experience change and other geographic-based issues.

**Task 1.3: Community Engagement.** Mintier Harnish will work with County staff to establish a strategy that is responsive to these challenges and effectively guides community engagement throughout the General Plan Update. During the kick-off meeting, Mintier Harnish will discuss with County staff the range of community engagement choices for the project. The engagement approach will include a schedule of community meetings and workshops and Board of Supervisors and Planning Commission Joint Study Sessions where the community and decision-makers will have an opportunity to review and comment on key milestones in the update process.

As a part of this task, Mintier Harnish will also work with County staff to develop and finalize a Community Engagement Strategy that Mintier Harnish will use to guide engagement throughout the General Plan Update. The strategy will describe how the engagement will be structured to ensure residents, businesses, property owners, and other community stakeholders are aware of and engaged throughout the project. This will include not only multiple opportunities to provide input and feedback, but multiple outreach techniques to maximize community engagement. While Mintier Harnish expect to refine the details of the Engagement Strategy with County staff, our work program and budget estimate includes the following engagement elements:

- Project website
- Project logo and branding
- Project business cards
- Newsletters
- Event Flyers
- Eblasts
- Social media
- Press releases
- Community opinion survey
- Online engagement
- Community workshops
- General Plan Update kiosks or displays
- Technical Advisory Committee (TAC)
- Board of Supervisors and Planning Commission joint study session and public hearings

Throughout every phase of the General Plan Update, Mintier Harnish will facilitate an effective engagement program around three key components: education and information; engagement and interaction; and validation and direction. Education and information include a Project website, project logo/branding, business cards, e-blasts, social media posts, press releases, newsletters, and flyers. Engagement and interaction include an opinion survey and online engagement, and community workshops/open houses. Validation and direction include TAC meetings, and Board of Supervisors and Planning Commission joint study sessions and public hearings. The following is a detailed description of the suggested engagement activities. These are subject to refinement in consultation with County staff. Each Task within our work program includes one or more of these activities, which Mintier Harnish list at the beginning of the Phase work task descriptions.

**Project Website.** Mintier Harnish will design, develop, and maintain a Project website. Mintier Harnish will build the website on a user-friendly platform that allows quick and easy updates to the site. In addition to being an important public outreach and information tool, the website will serve as an administrative record of the project. It will include all meeting announcements/materials, draft and final documents, and meeting summaries. Once the site is live, Mintier Harnish will prepare press releases, email blasts, use County social media accounts, and other outreach methods to drive traffic to the site.

**Project Logo and Branding.** Mintier Harnish will work with County staff to develop an overall brand for the General Plan Update. This will be carried through all materials, the Update website, and presentations to build enthusiasm about the Update and ensure that this effort is distinct in the minds of the public and other stakeholders. As part of this effort, Mintier Harnish will prepare three branding options for the County's consideration.

**Project Business Cards.** Mintier Harnish will design and produce Project business cards that include the Project logo, website address, and other contact information. Mintier Harnish and County staff can hand out the business cards in meetings and public events as a way of increasing traffic to the project website and interest in the Update. Mintier Harnish will print 1,000 business cards.

**Newsletters.** Mintier Harnish will prepare three newsletters at key points in the Update. The newsletters will provide a project status report, summarize a key topic or subject (e.g., Assets, Issues, and Opportunities, Community Vision, 2050 General Plan), and promote upcoming community engagement events and online activities. The newsletters will be highly graphical, attractive, easy to read, and typically eight pages long. Mintier Harnish will print 250 copies of each newsletter and provide them to County staff for distribution at the Planning front counter, in County buildings, other public facilities, at open houses, pop-up events, and General Plan information kiosks.

**Flyers.** Mintier Harnish will prepare flyers in conjunction with the Community Open House and other events. The flyers will be suitable for posting in County offices and other public buildings, community bulletin boards, and in store windows. Mintier Harnish will print 100 flyers for each event.

**E-blasts, Social Media, Press Releases.** Mintier Harnish will prepare periodic e-blasts, social media posts, and press releases at key points in the Update to inform the public about engagement opportunities, upcoming meetings and events, and availability of new documents. Mintier Harnish will coordinate all public information through County staff.

**Community Opinion Survey.** Mintier Harnish will work with the County to craft, distribute, and tabulate a Community Opinion Survey. The Community Opinion Survey will be a critical tool to understanding the community wants, needs, and concerns regarding Siskiyou County. Mintier Harnish will conduct the survey as a part

of the online engagement program, through direct mail, and at open houses and pop-up events. Mintier Harnish will publicize the survey through the Project and County websites, eblasts, social media, press releases, the Siskiyou Daily News, and announcements at Board of Supervisors and Planning Commission meetings.

**Online Engagement.** Mintier Harnish will develop and use online engagement platforms, linked from the project website, to collect input from the community. Mintier Harnish will regularly update the online engagement tools with new questions, surveys, opinion polls, and geographic mapping tools. The following are typical uses of this engagement, and other ideas will be generated in response to input received, making the input for Siskiyou County uniquely tailored to capture community attitudes on General Plan-related issues. These online activities can also mirror concurrent in-person engagement done at open houses and pop-up events for those community members who were not able to attend in person.

**Community Workshops.** Mintier Harnish will organize and facilitate two series of five community workshops to first discuss community issues, assets, and vision, and second on land use and zoning policies and programs in the Land Use Element. Based on our experience with other county General Plan Updates, Mintier Harnish suggest an open house format. First, Mintier Harnish provide a welcome station and information boards presenting the Land Use Alternative concepts and providing critical information about the process. Second, Mintier Harnish will make a PowerPoint presentation about the topic and facilitate a question-and-answer session. Lastly, Mintier Harnish and County staff would facilitate several information or interactive stations that provide participants the opportunity to express their opinions. Mintier Harnish would provide activities for children, food, and light refreshments.

**General Plan Kiosks or Displays.** Mintier Harnish will provide materials for County staff to display at County buildings or other publicly accessible venues. These General Plan kiosk displays will provide timely information on the Update process, provide posters on current project developments, and provide some opportunities for interactive displays designed to gain community input. The displays will also encourage residents to go online to the project website and use the online engagement tools.

**Technical Advisory Committee (TAC) Meetings.** Mintier Harnish will work with County staff to form a Technical Advisory Committee (TAC) consisting of three to five members from County departments, and qualified individuals from agencies as may be appointed by the Planning Director, led by the Planning Department. The TAC will provide technical input and review of administrative draft documents throughout the General Plan Update.

Mintier Harnish and County staff will facilitate TAC meetings during four Phases in the Update process, including the Existing Conditions Background



Report; Vision and Guiding Principles; General Plan; and Draft EIR. Consultant team members would attend and facilitate each meeting. Mintier Harnish will collaborate with County staff at the kick-off meeting to determine the number of TAC meetings, the meeting arrangements, and meeting facilitation. Mintier Harnish anticipate the first meeting to be in-person and the remaining to be virtual.

**Board of Supervisors and Planning Commission Joint Study Sessions and Hearings.** Mintier Harnish will facilitate Joint Study Sessions and public hearings with the Board of Supervisors and Planning Commission. At each meeting, Mintier Harnish will provide an update of the Update status, present specific topical information, and solicit direction and feedback from the Board and Commission.

**Task 1.4: General Plan Audit.** Mintier Harnish will work with County staff to evaluate the existing General Plan to determine what works, what does not work, and where the plan is not providing adequate or current guidance. This will be done using our proprietary General Plan Audit Tool. This tool will provide insights on the existing General Plan's clarity; linkages to other plans; progress in achieving desired outcomes; and whether goals, policies, and actions should be carried forward, modified, or removed. The evaluation will address the following topics:

- **Execution.** Indicate whether the policy or implementation program was achieved or carried out.
- **Clarity.** Assess the clarity of the language and its ability to be interpreted to meet its intended purpose. A frequent impediment to implementing a policy or implementation program is wording that does not provide clear direction.
- **Progress.** Assess whether implementation of the policy or implementation program is capable of being monitored. The policy may not be written to provide enough direction or may not be monitored effectively.
- **Outcome.** Indicate whether the policy or implementation program resulted in the desired outcome and achieved the objectives of the General Plan.
- **Continuation.** Indicate whether the goal, policy, or implementation program should be carried forward into the updated General Plan.
- **Current.** Indicate whether the goal, policy, or implementation program already adequately addresses the issues and opportunities the county is currently facing.
- **Modification.** Provide additional recommendations on how the goal, policy, or implementation program should be modified to provide better direction or address current issues and trends.

The Audit will also consider the General Plan additions needed to address changes in State law, the new 2017 Governor's Office of Planning and Research (OPR) General Plan Guidelines, and contemporary planning practice. The results of this review will be documented in a General Plan Audit Report.

**Task 1.5: Newsletter #1: Project Introduction.** Mintier Harnish will prepare a newsletter describing the Project and providing introductions to general plans, zoning ordinances, and CEQA. The Newsletter will explain the project process and will publicize the upcoming Board/Commission study session and community

workshops. The newsletter will provide residents with important foundational information and will be posted to the Project website for download throughout the Project.

## **Task 2: Existing Conditions Background Report**

### **Task 2.1: Board of Supervisors and Planning Commission Joint Study Session #1.**

Mintier Harnish will facilitate a joint study session with the Board of Supervisors and Planning Commission to provide an overview of the 2050 General Plan and Zoning Code updates, discuss the community engagement program, and outline the project schedule. Other County Commission and committee members, as well as the general public will be encouraged to attend. Mintier Harnish will solicit direction and feedback from the Board and Commission.

**Task 2.2: Evaluation of Existing General Plan and Zoning Code.** Mintier Harnish will conduct a thorough analysis of the existing General Plan and Zoning Code to evaluate strengths and weaknesses and the efficiency and effectiveness of policies and implementation programs. As part of this effort, County staff will detail the experience working with the existing General Plan and zoning ordinance and prioritize a list of major policy issues. Mintier Harnish will use this data, in conjunction with the General Plan Audit (Task 1.6)

to evaluate the goals, policies, and objectives of the General Plan, land use designations, development regulations, and planning programs and policies.

**Task 2.3: Existing Conditions Information Review.** Mintier Harnish will review existing conditions data provided by County staff and information collected from other departments to assess the usefulness of information to the update effort. Mintier Harnish will identify the additional research, data collection, and growth and economic trends analysis tasks necessary to complete the Background Report.

**Task 2.4: GIS Database and Base Maps.** Mintier Harnish will work with County staff to gather and format information for a Geographic Information Systems (GIS) database covering the county. Mintier Harnish assume the County's GIS data is accurate and up to date for the purposes of the General Plan Update. If the database is incomplete or inaccurate, Mintier Harnish will work with County staff and other agencies and organizations to refine the data.

Mintier Harnish will prepare the base map for reports and display presentations, including establishing a uniform legend and title block for use on all maps prepared as part of the planning documents. Mintier Harnish will develop all GIS data and mapping prepared for the General Plan Update consistent with County protocols and data formats to ensure easy integration into the County's information system. Mintier Harnish will work with County staff to establish assumptions for the land use database for the County. Mintier Harnish and County staff will use the database developed for land use planning, identification of development constraints, and preparation of development estimates.

**Task 2.5: Administrative Draft Existing Conditions Background Report.** Mintier Harnish will compile information on existing conditions within the county. This

assessment will not only serve as the Existing Setting section for the General Plan and EIR, but will also identify future opportunities and constraints, evaluate the County's regional context, and where appropriate, lay the groundwork for policy development on the full range of environmental, land use, and public service issues.

Compiling existing conditions information will involve reviewing existing and draft documents (e.g., existing General Plan elements, zoning, other plans, special studies, EIRs,) and contacting appropriate agencies and organizations serving the community. The Existing Conditions Background Report will include maps, charts, graphs, and photographs to illustrate conditions and trends in an easy-to-read format. Each topic area of the report will address the following:

- Introduction to the topic
- Key terms (as appropriate to topic)
- Regulatory setting outlining key Federal, State, and local regulations and policies that are pertinent to the topic
- Existing conditions and setting
- References (i.e., document citations, websites, and personal communications)

**Land Use.** Mintier Harnish will analyze the existing General Plan land uses, zoning, planning areas, and adopted plans that affect development in Siskiyou County. Mintier Harnish will map and analyze existing land uses based on available GIS and/or Assessor's data and identify opportunities and constraints for future development and reuse. Mintier Harnish will also describe regional planning efforts affecting the county.

**Population, Employment, and Housing.** Mintier Harnish will update county demographic and housing data using the most recent information from the Federal Census and the State Department of Finance. Mintier Harnish will prepare a thorough, up-to-date description of the demographic, physical, and social characteristics of the county and document the trends that will influence the county's future.

**Economic and Market Analysis.** Mintier Harnish will prepare a study that will quantify immediate and longer-term development opportunities within the county and to identify policy measures necessary to achieve these potentials. The analysis will provide an overview of countywide economic conditions, strengths, and weaknesses and recommendations for future economic policies and programs. Mintier Harnish will coordinate with County staff early in the process to identify key areas or communities in the county where future development or redevelopment is most likely to occur. The analysis will identify the specific market niches or types of development that would be appropriate for the unique character of each area or community.

**Circulation and Transportation (Mobility).** Mintier Harnish will compile data and information on the existing transportation system, including roadways, transit services, and non-motorized facilities. The mobility analysis will use the 2016 Regional Transportation Plan as a foundation for travel behavior analysis, policies, projects, funding, and performance metrics. Mintier Harnish will prepare a detailed description accompanied with maps and graphics illustrating the roadway system, bicycle and pedestrian facilities, peak hour traffic counts, pedestrian/bicycle counts, and transit routes/stops. This section will be informed by the County's 2021 Regional Transportation Plan.

**Biological Resources.** Mintier Harnish will summarize sensitive habitats, principal vegetation cover types, and special-status and endangered species in Siskiyou County. This will include primary source material related to the National Forest and State wilderness areas supplemented with limited windshield surveys and review of existing biology studies completed for the county.

**Cultural Resources.** Mintier Harnish will summarize historic structures and locations and conduct archaeological sensitivity analyses for both prehistoric and historic sites using records maintained at the regional information center and in published research papers. Mintier Harnish will ensure that appropriate individuals are contacted with the surrounding Native American Tribes (which may include, but is not limited to, the Karuk Tribe and the Quartz Valley Reservation) to ensure sensitive cultural resources are documented appropriately. This section will include areas for the protection of cultural resources consistent with recent State mandates including Tribal Consultation requirements under SB 18 and AB 52.

**Public Facilities, Services, and Infrastructure.** Mintier Harnish will summarize infrastructure, resources, services, and facilities related to water supply and delivery, wastewater collection and disposal, stormwater drainage,

solid waste and recycling, energy and telecommunications, law enforcement, fire protection, health care, schools and education, and government services. For each of the topical areas described, Mintier Harnish will identify planned facility improvements and estimate future demands based on projected development compared to available capacity and planned improvements, identifying potential facility and/or service shortfalls.

**Noise.** Mintier Harnish will review existing noise data, including recent EIRs and studies, and summarize the existing noise environment in Siskiyou County resulting from major roadways and highways, and stationary noise sources and activities. Mintier Harnish will also document existing noise-sensitive areas and sites and will summarize current information on ground vibration. Mintier Harnish will also update existing noise contours based on the data collected during the noise monitoring survey and traffic data developed/ collected.

**Air Quality.** Mintier Harnish will summarize existing air quality conditions within Siskiyou County and the nearby vicinity. This will specifically include the location of existing sensitive receptors and emission sources, existing mass emissions, ambient air quality concentration data from the most applicable monitoring station(s), attainment designations, and natural factors that relate to the transport and dispersion of air pollutants. This summary will include applicable Federal, State, and local regulations.

**Safety and Hazards (including Geology).** Mintier Harnish will summarize existing natural and man-made hazards. As part of this evaluation, Mintier Harnish will summarize the geological environment and associated hazards. This section will address Seismic Hazard Zones (i.e., Seismic Hazards Mapping Act of 1990 and the Alquist-Priolo Earthquake Fault Zoning Act of 1972) and soil strength properties. Mintier Harnish will describe major creeks, streams, and drainages, and will summarize the latest FEMA floodplain mapping to illustrate potential safety and development constraints. Mintier Harnish will summarize urban and wildland fire risks, fire hazard risk areas, and fire protection resources. Mintier Harnish will also summarize major users and producers of hazardous materials within or adjacent to the county. Mintier Harnish will rely on and integrate to the extent appropriate the 2018 Siskiyou County Hazard Mitigation Plan.

**Hydrology and Water Quality.** Mintier Harnish will summarize sources of groundwater and surface water, water consumption rates, measures used to conserve water, and renewable water facilities and resources. Mintier Harnish will review the major rivers, tributaries, and creeks in the county. This section will document potential pollution sources, areas susceptible to water quality degradation, and source issues and capacity constraints.

**Task 2.6: TAC Meeting #1.** Mintier Harnish will facilitate a TAC meeting to solicit input on the Draft Existing Conditions Background Report. Mintier Harnish will also survey the TAC to gain initial input on assets, issues, and opportunities in the county.

**Task 2.7: Public Review Draft Background Report.** Mintier Harnish will prepare the Public Review Draft Existing Conditions Background Report based on comments received at TAC Meeting #1. Mintier Harnish will post the Draft to the project website for public review for a minimum of 30 days.

**Task 2.8: Final Background Report.** Based on comments from the Planning Commission, Board of Supervisors, and TAC, Mintier Harnish will prepare a Screencheck Draft Existing Conditions Background Report for County staff to confirm the accuracy and completeness of the revisions. Following that review, Mintier Harnish will prepare the Final Existing Conditions Background Report.

**Task 2.9: Newsletter #2: Existing Conditions Background Report.** Mintier Harnish will prepare a newsletter summarizing the findings of each section of the Final Background Report. The Newsletter will also summarize engagement efforts to-date and will discuss next steps in the Project.

### **Task 3: Community Vision and Guiding Principles**

A General Plan vision statement and guiding principles are designed to reflect what community members value most about their community and the shared aspirations of what they envision their community being in the future. The vision statement should be inspirational and set the key values and aspirations for the General Plan guiding

principles. The guiding principles should provide more specific guidance that provides the fundamental doctrine that will be used to guide development of the General Plan goals, policies, and implementation strategies.

**Task 3.1: Community Workshops.** Mintier Harnish will facilitate a series of five community workshops to solicit input from residents regarding assets, issues, opportunities, and vision for both their communities and the county. The meeting will include informational posters introducing the General Plan and the update process, interactive exercises, surveys, or polls to encourage input, and light refreshments. Input received at the meeting will help to shape both the community and countywide Vision and Guiding Principles and General Plan land use policies.

**Task 3.2: Draft Vision and Guiding Principles.** Mintier Harnish will prepare the Administrative Draft Countywide Vision Statement that represents the ideal future for the county and Guiding Principles that support the vision and represents the County's core values. Mintier Harnish will base the Vision and Guiding Principles on input provided by County staff, the TAC, community workshops, Planning Commission, and Board of Supervisors, as well as on input gathered through the Project website. Mintier Harnish will also suggest, where useful, community visions and guiding principles based on input from the community workshops

**Task 3.3: TAC Meeting #2.** Mintier Harnish will facilitate a TAC meeting to solicit input on the Draft Community Vision and Guiding Principles. Following review by the TAC and County staff, Mintier Harnish will revise the Administrative Draft and prepare a revised draft for review with the Planning Commission and Board of Supervisors.

**Task 3.4: Planning Commission and Board of Supervisors Joint Study Session #2.** Mintier Harnish will facilitate a study session to present the Draft Community Vision and Guiding Principles. The study session will include a discussion of comments received from the community workshops, TAC. Comments received during the study session will be considered in preparation of the Final Community Vision and Guiding Principles.

**Task 3.5: Final Vision and Guiding Principles.** Mintier Harnish will prepare the Final Community Vision and Guiding Principles based on direction from the Planning Commission and Board of Supervisors.

**Task 3.6: Newsletter #3: Community Vision and Guiding Principles.** Mintier Harnish will prepare a newsletter summarizing the Final Community Vision and Guiding Principles. The newsletter will include an overview of the visioning process, a discussion of input received in the process, and an outline of next steps in the Project.

## **Task 4: Zoning Code Revisions**

**Task 4.1: Zoning Code Diagnosis Report.** Mintier Harnish will prepare a Zoning Code Diagnosis Report that will provide an overview of outdated uses and terminology, internal inconsistencies, and areas where simpler and clearer language can be incorporated. Mintier Harnish will provide the Zoning Code Diagnosis Report to County staff for review that, at a minimum, will identify:

- Internal inconsistencies within the Zoning Code and provide recommendations to rectify inconsistencies.
- Components of the highlighted areas in the Zoning Code that may not be consistent with modern best practices and provide recommendations for refinement.
- Improvements in the overall Zoning Code organization.

**Task 4.2: Kick-Off and Scoping Meeting.** Mintier Harnish will facilitate a project kick-off meeting with County staff. The meeting will include the County Project Manager, front line counter staff, application processing staff, Code enforcement staff, and the County Counsel (at least for a portion of the meeting). Mintier Harnish will prepare a meeting agenda for the Project Manager's review at least a week before the meeting. Topics to be addressed at the meeting include the following:

- Review/clarify the County's expectations and needs for the Zoning Code revisions.
- Review the Zoning Code Diagnosis Report
- Discuss integrating the Zoning Code revisions into the Land Use element
- Discuss problems and issues associated with existing County land use and development regulations (including County staff's list of needed revisions and other regulatory topics that need attention but are not fully addressed in the current ordinance).
- Gather documents relevant to the Zoning Code revision.

**Task 4.3: Matrix of Zoning Code Changes.** Based on direction from County staff at the kick-off meeting, Mintier Harnish will create a matrix of Zoning Code changes as a part of the Zoning Code Update. This Matrix will serve as the master checklist of Zoning Code changes for the remainder of the project.

**Task 4.4: Zoning District Provisions.** Mintier Harnish will draft the chapters of the updated Zoning Code containing regulations applicable to specific residential, commercial, mixed use, and miscellaneous/combining zoning districts, and any new districts. To ensure consistency with the updated General Plan land use designations and proper implementation of General Plan policies, Mintier Harnish will review the land use designations as a part of this task. At a minimum, these provisions will address the following topics:

- **A description of each zoning district**, including a General Plan driven "purpose" statement and an overview of the land uses allowed within each district.
- **A land use classification system** that clearly identifies uses allowed in each zoning district with an emphasis on allowing as many by-right uses as is reasonably appropriate. The classification system organized in tables will employ up-to-date terminology and an appropriate combination of specific and generic land use types.
- **Development standards** for each zoning district (e.g., building envelope standards, height limitations, setback requirements, floor area, and site coverage requirements) organized in tables and graphically illustrated.

Mintier Harnish will submit the Administrative Draft Zoning District provisions to County staff for review. Mintier Harnish will facilitate a series of virtual meetings to review and discuss staff comments on discuss revisions and direction on the Zoning District provisions.



Following these meetings, Mintier Harnish will make the necessary revisions for inclusion in the Land Use element.

**Task 4.5: Administrative Provisions.** Mintier Harnish will draft the chapters of the Zoning Code containing administration and development application filing and processing procedures. At a minimum, these chapters will address the following:

- **Purpose and adoption of the Zoning Code**, applicability, responsibility and administrative authority, interpretation procedures, and provisions addressing applications deemed complete, but not yet decided, that may be affected by adoption of, and future amendments to, the Zoning Code.
- **Definition of the roles** of each project review authority, including the Planning Director, the Planning Commission, the Board of Supervisors, and all other applicable entities.
- **Procedures for discretionary permits**, conditional and administrative use permits; design review; home occupations; planned development review; reasonable accommodations; site plan review; temporary uses; variances and minor variances, and other project review procedures, appeals; public hearings; nonconforming use and structure provisions and amendments; development agreements; and specific plans.
- **Enforcement provisions**, including, but not limited to, legal remedies, procedural requirements, cost recovery related to enforcement actions, and property owner/violator rights and appeal procedures.
- **Definitions** of technical terms and phrases, including abbreviations, and land uses.

Mintier Harnish will submit the Administrative Draft Administrative provisions to County staff for review. Mintier Harnish will facilitate a series of virtual meetings to review and discuss staff comments on revisions and direction on the Administrative provisions. Following these meetings, Mintier Harnish will make the necessary revisions for inclusion in the Land Use element.

**Task 4.6 General Development and Specific Use Standards.** Mintier Harnish will draft the chapters of the Zoning Code containing regulations that apply in multiple zoning districts and overlay/combining districts, and regulations for specific land uses. At a minimum, these chapters will address the following topics:

- **General site planning and development standards** that could apply to a variety of land uses regardless of the applicable zoning district. Additionally, these standards will address, as appropriate, site access requirements; fences, hedges, walls, and screening; noise regulations; outdoor lighting standards; performance standards; solid waste and recyclable storage standards; and undergrounding of utilities.
- **Affordable housing requirements**, including supportive, transitional, and employee housing; density bonus provisions; single-room occupancy (SRO) provisions, standards for large residential care facilities, and related incentives.
- **Landscaping standards**, including water efficient standards, specific requirements for preliminary and final landscape plan submittal and review, tree preservation and protection.
- **Off-street parking, loading, and bicycle standards**, including contemporary parking and loading area numbers, space, and design requirements; pedestrian circulation requirements; blended parking requirements; and bicycle and motorcycle parking.

- **Sign regulations.** Mintier Harnish will update sign regulations to meet State and Federal law.
- **Standards for specific land uses.** Mintier Harnish will address standards for specific land uses as deemed appropriate by the County, including, among other topics, accessory dwelling units; accessory retail uses; adult entertainment businesses; alcohol-related uses (e.g., liquor sales, breweries, taprooms, wineries); cannabis-related uses; childcare facilities; cottage food; emergency shelters, entertainment, and recreation uses; green buildings; historic preservation; home occupations; interim uses in transition areas; massage therapy; mobile food vendors; mobile homes; multi-family housing; outdoor merchandise display and activities; outdoor and personal storage facilities; recycling facilities; residential accessory uses and structures; residential vacation rentals; small-scale alternative energy facilities; temporary uses; vehicle-oriented uses; and wireless telecommunications.

Mintier Harnish will submit the Administrative Draft General Development and Specific Use Standards provisions to County staff for review. Mintier Harnish will facilitate a series of meetings or conference calls to review and discuss staff comments on revisions and direction of the General Development and Specific Use Standards provisions. Following these meetings, Mintier Harnish will make the necessary revisions for inclusion in the Land Use Element.

## **Task 5: General Plan Preparation**

**Task 5.1: Prepare the Administrative Review Draft General Plan Elements.** Mintier Harnish will prepare administrative draft goals, policies, and objectives for the Land Use, Noise, Open Space, and Conservations Elements, which will include new focus areas based on the established Vision and Guiding Principles. Mintier Harnish will also prepare a comprehensive implementation strategy that includes specific, feasible actions the County will undertake to implement each of the goals, policies, and objectives. Updates to each Element will address current community issues and meet new statutory requirements.

**Land Use Element.** Mintier Harnish will update the Land Use Element to integrate the revised zoning ordinance provisions into the Land Use Element. Mintier Harnish and County staff will collaborate to develop land use designations and prepare a draft Land Use Diagram. Mintier Harnish will review existing countywide land use designations and determine a concise set of land use designations that fit the needs of all areas of the county. The designations and Diagram will indicate the distribution, location, and standards for the use of land for housing, commerce, industry, public facilities, waste disposal, recreation, agriculture, natural resources, and open space. The land use designations will broadly define the purpose of each land use category as well as allowed uses. Land use designations will also include standards of population density and building intensity.

**Land Use Diagram.** Mintier Harnish and County staff will develop land use designations and prepare a Draft Land Use Diagram. Mintier Harnish will then review existing countywide land use designations and determine a concise set of land use designations that fit the needs of all areas of the county. The

designations and Diagram will indicate the distribution, location, and standards for the use of land for housing, commerce, industry, public facilities, waste disposal, recreation, agriculture, natural resources, and open space. The land use designations will broadly define the purpose of each land use category as well as allowed uses. Land use designations will also include standards of population density and building intensity.

**Noise Element.** Mintier Harnish will update the Noise Element to reflect current issues and meet State law requirements.

**Open Space and Conservation Element.** Mintier Harnish will update the Open Space and Conservation Elements to reflect current issues and meet State law requirements. Mintier Harnish will combine the two Elements into a single Open Space and Conservation Element.

**Task 5.2: TAC Meeting #3.** Mintier Harnish will facilitate a virtual TAC meeting to solicit input on an administrative draft of the updated Land Use, Noise, and Open Space and Conservation Elements.

**Task 5.3: Preliminary Public Review Draft General Plan.** Following the TAC review, Mintier Harnish will revise each Element to respond to TAC comments and prepare a Preliminary Public Review Draft General Plan for review by the Planning Commission and Board of Supervisors. The step of preparing a Preliminary Public Review Draft General Plan for review and confirmation by the Planning Commission and Board of Supervisors is important to ensure the draft plan meets the expectations of the Commission and Board before conducting any CEQA analysis.

**Task 5.4: Community Workshops.** Mintier Harnish will facilitate a second series of five community workshops to solicit feedback from residents about the General Plan Elements and community summaries in the Land Use element. The meetings will include informational posters about the four elements, with a focus on the communities or area in which the workshop is held. Mintier Harnish will provide an opportunity for participants to provide written comments about the elements and their community. Mintier Harnish will relay input received at the meeting to the Planning Commission and Board of Supervisors during the presentation of the elements to them.

**Task 5.5: Planning Commission and Board of Supervisors Joint Study Session #3.** Mintier Harnish will facilitate a study session with the Planning Commission and Board of Supervisors to solicit input on the Preliminary Public Review Draft General Plan. The study session will include a discussion of comments received from the TAC, a summary of changes to each Element, and a review of new policies and programs. Comments received during the study session will be considered in preparation of the Public Review Draft General Plan Elements.

**Task 5.6: Public Review Draft General Plan Elements.** Mintier Harnish will prepare Public Review Draft General Plan Elements for publication and environmental review. Mintier Harnish will ensure the draft confirms to all State, County, and other legal

requirements, such as the General Plan Guidelines prepared by the State Office of Planning and Research (OPR). Mintier Harnish will also consult with appropriate Federal, State, regional, local, and tribal agencies, as necessary. The Draft will also meet applicable California accessibility standards. Deliverables include:

- 15 hard copies of the Draft General Plan Elements
- Large-scale exhibits for display by the County
- Copies of all digital files used to inform and create the General Plan
- Conformances with State Legislation.

## **Task 6.0: Environmental Impact Report (EIR)**

**Task 6.1: Notice of Preparation.** Mintier Harnish will prepare and circulate a Notice of Preparation (NOP) of a Draft Program Environmental Impact Report (PEIR) to the State Clearinghouse; Responsible Agencies; Trustee Agencies; other interested and affected State, County and local government agencies; local Native American tribal representatives; and other groups and individuals that may have interest in the Program Environmental Impact Report (PEIR). Mintier Harnish will assist in filing the NOP with the State Clearinghouse; County staff will be responsible for submission of the NOP to the County Clerk. Mintier Harnish will work with County staff to develop a distribution list for the NOP and subsequent notices and documents concerning milestones in the PEIR process. Prior to release of the NOP, Mintier Harnish will also support the County with AB 52 and SB 18 Tribal Consultation. This will include preparing draft letters that the County will then send to the respective tribes on County letterhead.

**Task 6.2: Scoping Meeting.** Mintier Harnish will facilitate a public/agency scoping meeting associated with the release of the NOP. The Scoping Meeting will be held virtually during the 30-day NOP period to introduce the community to an overview of the PEIR process and obtain input on the PEIR scope of work. It will include a brief presentation, followed by receipt of input from meeting attendees. Mintier Harnish will prepare a summary of all input gathered.

**Task 6.3: Administrative Draft Program EIR.** Mintier Harnish will prepare a PEIR containing all information required by Sections 15124 through 15129 of the CEQA Guidelines. A table of contents is presented below:

- Introduction
- Executive Summary
- Project Description
- Environmental Setting, Impacts, and Mitigation Measures
- Significant Irreversible Environmental Changes
- Growth Inducing Impacts
- Cumulative Impacts
- Alternatives (a reasonable number of alternatives)
- Organizations and Persons Consulted
- Appendix: Technical Reports (separate document)

For each of the impact topics, our approach will be to characterize the existing physical conditions and pertinent regulatory framework, then quantify or

qualitatively describe the future conditions resulting from implementation of the proposed General Plan elements. Mintier Harnish will assess impact significance with respect to the thresholds defined in Appendix G of the CEQA Guidelines using methodologies that are appropriate for a long-range planning program. Impact significance will be determined after consideration of the beneficial effects of proposed policies designed to avoid or reduce environmental impacts.

Programmatic analysis requires a reasonable assessment of future, potential changes to the physical environment due to the policies of the General Plan. The analysis may not be based on build-out of the planning area if build-out is not anticipated to occur within the planning horizon. Our analysis will hinge on the fact that the General Plan, in and of itself, does not result in the growth of population, household, employment, or traffic. Growth occurs from a dynamic system of birth, death, immigration, emigration, and other factors that include the state of the economy and land use options. The analysis will be based on the ability of the General Plan update to accommodate anticipated growth while avoiding impacts to the environment. Our approach will minimize incorporation of mitigation measures by ensuring policies adopted in the element updates serve as programmatic measures to minimize or eliminate environmental impacts.

To streamline the PEIR preparation process and reduce costs, Mintier Harnish plan to use the background information and mapping compiled for each of the updated General Plan elements. As noted above, this information is expected to be sufficient to fulfill the contents required for the General Plan, as prescribed in California Government Code Sections 65302, and to fully characterize the environmental setting for each impact topic. This will allow an assessment of impacts to be made relative to the baseline conditions assumptions in the General Plan.

Mintier Harnish assumes two rounds of County staff comments will be necessary to establish the Screencheck PEIR, and that County staff will provide one set of consolidated comments using Word's track changes function. **TAC meeting #4** will occur here.

**Task 6.4: Screencheck Draft Program EIR.** Following receipt of one consolidated set of County staff comments concerning the adequacy of the Administrative Draft PEIR, Mintier Harnish will discuss and clarify specific comments as needed and prepare appropriate revisions to the document to address those concerns. Mintier Harnish will then prepare and submit a Screencheck PEIR for final review to identify any remaining minor revisions necessary to complete the PEIR sufficiently to commence the public review process. Mintier Harnish will make final minor revisions, as necessary.

**Task 6.5: Draft Program EIR.** Mintier Harnish will produce and circulate the Draft Program EIR for the mandatory 45-day public review period with the Notice of Availability (NOA). The NOA will identify the project and explain the public review process. Staff will be responsible for publication in the local newspaper. Mintier Harnish will prepare electronic versions of all notices and will submit to the State Clearinghouse for posting but assumes the County will be responsible for all other mailing and posting notices, including with the County Clerk. Notices will provide public agencies and the public with a notice of how and where to submit comments and an electronic link to the DPEIR. Mintier Harnish will send electronic copies of the

Draft PEIR to the State Clearinghouse including the mandatory Notice of Completion (NOC). No printed copies will be provided.

**Task 6.6: Response to Comments.** Following the end of the 45-day public review and comment period on the Draft PEIR, Mintier Harnish will prepare written responses to all written comments submitted to the County concerning the adequacy of the information and analysis presented in the Draft PEIR. Mintier Harnish will include all correspondence and highlight and number all comments that are specific to the adequacy of the Draft PEIR to correspond to the appropriate response to each comment, for each author. If a substantial number of comments express the same concern(s), Mintier Harnish will prepare a “master response” to that (those) comment(s). Mintier Harnish will identify comments that do not require responses and include a summary from the CEQA Guidelines explaining why no response is provided. Mintier Harnish will respond to one round of staff comments on the draft responses. Our budget identifies the hours allocated to address responses to comments.

**Task 6.7: Statement of Facts and Findings.** To expedite the final phase of the project approval process, Mintier Harnish will prepare Findings required under Section 15091 and, if necessary, a Statement of Overriding Considerations (SOC) pursuant to Section 15093 of the CEQA Guidelines. Mintier Harnish will submit the draft Findings and SOC for one round of review by County staff and the County Counsel and make one set of revisions to each.

**Task 6.8: Final Program EIR.** Mintier Harnish may make minor revisions to Final PEIR text and exhibits, if warranted, to correct errors and/or provide clarifications or additional information. Minor changes would not include any significant new information such as the identification of an additional significant impact or a new mitigation measure that requires a substantial alteration to the proposed project. Mintier Harnish will present these minor revisions in an “Errata” section to be incorporated into the Final PEIR. Mintier Harnish will include responses to comments in the Final PEIR.

Prior to consideration of the Final PEIR, Mintier Harnish will prepare a Mitigation Monitoring and Reporting Program (MMRP) in accordance with Section 21081.6 of the CEQA Guidelines. Mintier Harnish can provide this as a stand-alone document, to attach to findings and resolutions, or Mintier Harnish can incorporate it into the Final PEIR, as the County prefers. The MMRP will list all measures included in the Final PEIR to avoid, reduce, or compensate for the potentially significant impacts of the project, note the timing for implementation of each measure, and identify the entities responsible for ensuring that the mitigation measures are properly implemented at the right time and verified as completed as intended. Mintier Harnish will respond to one round of comments by County staff on the Final PEIR. Once the PEIR is certified and the General Plan is adopted by the County, Mintier Harnish will prepare a Notice of Determination that County staff will file with the County Clerk concluding the CEQA process. Mintier Harnish will file the NOD with the State Clearinghouse. All filing fees (County Clerk and/or CDFW) will be paid by the County.

## **Phase 7: Final Documents and Adoption**

### **Task 7.1: Newsletter #5: Draft General Plan, Zoning Code Revisions, and EIR.**

Mintier Harnish will prepare a newsletter summarizing the Public Review Draft General Plan, Zoning Code revisions, and EIR. The newsletter will include an overview of the key goals and policies of the Draft Plan as well as the vision for the future of the county and inform the public about commenting on the Draft General Plan, Zoning Code revisions, and EIR.

**Task 7.2: Planning Commission Hearing.** Mintier Harnish and County staff will facilitate a public hearing with the Planning Commission to review the Draft General Plan Elements, Zoning Code revisions, and EIR. The Planning Commission will consider all public comments and, at the conclusion of the hearings, make recommendations to the Board of Supervisors regarding the Draft General Plan, Zoning revisions, and EIR.

**Task 7.3: Board of Supervisors Hearing.** Mintier Harnish and County staff will facilitate a public hearing with the Board of Supervisors to review the Draft General Plan Element, Zoning Code revisions, and EIR. At this meeting, the Board of Supervisors will consider the Planning Commission's recommendations and all public comments. At the conclusion of the hearings, the Board of Supervisors will direct County staff to incorporate its recommendations and prepare the final documents for adoption.

**Task 7.4: Adoption Hearing.** Mintier Harnish and County staff will facilitate an adoption hearing with the Board of Supervisors for certification of the Final EIR and adoption of the General Plan Elements and Zoning Code revisions.

**Task 7.5: Final Documents.** Based on direction from the Board of Supervisors, Mintier Harnish and County staff will revise the General Plan Elements, Zoning Code revisions, and Final EIR and prepare the final General Plan documents. The documents will meet applicable California Accessibility Standards. Following EIR certification and Plan adoption, Mintier Harnish will provide the County with 20 hard copies of the adopted General Plan as well as with Microsoft Word and digital PDF file format suitable for posting to the Siskiyou County Website, for printing, and distribution. Mintier Harnish will also provide the County with 20 Land Use Element exhibits.

**Task 7.6: Notice of Determination.** Once the EIR is certified and the General Plan elements are adopted by the County, Mintier Harnish will prepare and file a Notice of Determination (NOD) with the County Clerk concluding the CEQA process. However, all filing fees (County Clerk and/or CDFW) will be paid by the County. The NOD will meet applicable California Accessibility Standards.

## Exhibit B: Price Proposal

Phases, Tasks	Description	MINTIER HARNISH								Subtotal Hours	Subtotal Costs
		HARNISH Project Director	B. GIBBONS Project Manager	LESTER Assistant PM	M. GIBBONS Zoning Lead	JUMAMOY, FELTON, ZANCHETTA Planner	Planning Technician Support	Administration			
Phase 0	Project Management										
Task 0.1	Project Management and Coordination	40	100	80					120	340	\$64,500
Subtotal		40	100	80	0	0	0		120	340	\$64,500
Phase 1	Project Initiation										
Task 1.1	Request for Information (RFI)			2		4			6		\$1,030
Task 1.2	Project Kick-off Meeting and County Tour	24	24	32		8			88		\$19,400
Task 1.3	Community Engagement		4	12		24			40		\$7,120
Task 1.4	General Plan Audit		4	2			16		22		\$3,330
Task 1.5	Newsletter #1: Project Introduction		2	4		12			18		\$3,170
Subtotal		24	34	52	0	48	16	0	174		\$34,050
Phase 2	Existing Conditions Background Report										
Task 2.1	Board of Supervisors and Planning Commission Joint Study Session #1		12	16		8			36		\$7,220
Task 2.2	Evaluation of Existing General Plan and Zoning Code	4	8	8	8	16			44		\$8,600
Task 2.3	Existing Conditions Information Review			2		8			10		\$1,670
Task 2.4	GIS Database and Base Maps			2		12			14		\$2,310
Task 2.5	Administrative Draft Existing Conditions Background Report	32	40	40		240		40	392		\$68,920
Task 2.6	TAC Meeting #1		4	4		4			12		\$2,360
Task 2.7	Public Review Draft Background Report	4	8	12		48			72		\$12,940
Task 2.8	Final Background Report	2	4	6		8			20		\$3,910
Task 2.9	Newsletter #2: Existing Conditions Background Report		2	4		16			22		\$3,810
Subtotal		42	78	94	8	360	0	40	622		\$111,740
Phase 3	Community Vision and Guiding Principles										
Task 3.1	Community Workshops	8	40	40		100			188		\$35,280
Task 3.2	Draft Vision and Guiding Principles	4	8	16		24			52		\$9,880
Task 3.3	TAC Meeting #2		4	4					8		\$1,720
Task 3.4	Planning Commission and Board of Supervisors Joint Study Session #2		12	16					28		\$5,940
Task 3.5	Final Vision and Guiding Principles	2	4	8		8			22		\$4,300
Task 3.6	Newsletter #3: Community Vision and Guiding Principles		2	4		12			18		\$3,170
Subtotal		14	70	88	0	144	0	0	316		\$60,290
Phase 4	Zoning Code Revisions										
Task 4.1	Zoning Code Diagnosis Report		6		8	20			34		\$6,170
Task 4.2	Kick-Off and Scoping Meeting		4		4	8			16		\$3,000
Task 4.3	Matrix of Zoning Code Changes		4		8	24			36		\$6,340
Task 4.4	Zoning District Provisions		16		80	120	16		232		\$40,560
Task 4.5	Administrative Provisions		16		40	40			96		\$17,960
Task 4.6	General Development and Specific Use Standards		16		80	120			216		\$38,560
Subtotal		0	62	0	220	332	16	0	630		\$112,590
Phase 5	General Plan Preparation										
Task 5.1	Prepare the Administrative Review Draft General Plan Elements	24	32	40	40	80		24	240		\$45,160
Task 5.2	TAC Meeting #3	4	4	4					12		\$2,760
Task 5.3	Preliminary Public Review Draft General Plan	8	16	24		24			72		\$14,360
Task 5.4	Community Workshops		40	40		100			180		\$33,200
Task 5.5	Planning Commission and Board of Supervisors Joint Study Session #3		12	16					28		\$5,940
Task 5.6	Public Review Draft General Plan Elements	4	8	12		12			36		\$7,180
Subtotal		40	112	136	40	216	0	24	568		\$108,600
Phase 6	Environmental Impact Report (EIR)										
Task 6.1	Notice of Preparation		2						2		\$470
Task 6.2	Scoping Meeting		2						2		\$470
Task 6.3	Administrative Draft Program EIR	16	20						36		\$8,860
Task 6.4	Screencheck Draft Program EIR	4	8						12		\$2,920
Task 6.5	Draft Program EIR	2	4						6		\$1,460
Task 6.6	Response to Comments	4	16						20		\$4,800
Task 6.7	Statement of Facts and Findings		2						2		\$470
Task 6.8	Final Program EIR	4	8						12		\$2,920
Subtotal		30	62	0	0	0	0	0	92		\$22,370
Phase 7	Final Documents and Adoption										
Task 7.1	Newsletter #5: Draft General Plan, Zoning Code Revisions, and EIR		2	4		12			18		\$3,170
Task 7.2	Planning Commission Hearing		12	16					28		\$5,940
Task 7.3	Board of Supervisors Hearing		12	16					28		\$5,940
Task 7.4	Adoption Hearing	12	12	16					40		\$9,060
Task 7.5	Final Documents			2		8			10		\$1,670
Task 7.6	Notice of Determination								0		\$0
Subtotal		12	38	54	0	20	0	0	124		\$25,780
TOTAL											
Total Hours		202	556	504	268	1,120	32	184	2,866		-
2022 Billing Rates		\$260	\$235	\$195	\$195	\$160	\$125	\$125	-		-
Labor Subtotals		\$52,520	\$130,660	\$98,280	\$52,260	\$179,200	\$4,000	\$23,000	-		\$539,920
Direct Expenses (e.g., printing, travel)											\$15,000
TOTAL COST											\$554,920

1) This represents a total not to exceed cost based on the provided scope of work.

2) The distribution of hours between firms, staff categories, and tasks are an estimate.

While the total costs will not change, the distribution of hours/costs may vary depending on actual execution.

3) Labor rates are subject to change every January 1st, although this change will not change the total budget.



Phases, Tasks	RINCON CONSULTANTS INC									
	MADDOX Principal I	ACOSTA Senior Professional II	Professional III	Professional I	Production Specialist	Technical Editor	GIS/CAD Specialist	Clerical/Admin	Subtotal Hours	Subtotal Costs
Phase 0										
Task 0.1		40							40	\$8,960
Subtotal	0	40	0	0	0	0	0	0	40	\$8,960
Phase 1										
Task 1.1		2							2	\$448
Task 1.2		32							32	\$7,168
Task 1.3									0	\$0
Task 1.4									0	\$0
Task 1.5									0	\$0
Subtotal	0	34	0	0	0	0	0	0	34	\$7,616
Phase 2										
Task 2.1									0	\$0
Task 2.2									0	\$0
Task 2.3									0	\$0
Task 2.4									0	\$0
Task 2.5	24	40	80	160	12	12	12	4	344	\$55,920
Task 2.6									0	\$0
Task 2.7									0	\$0
Task 2.8									0	\$0
Task 2.9									0	\$0
Subtotal	24	40	80	160	12	12	12	4	344	\$55,920
Phase 3										
Task 3.1									0	\$0
Task 3.2									0	\$0
Task 3.3									0	\$0
Task 3.4									0	\$0
Task 3.5									0	\$0
Task 3.6									0	\$0
Subtotal	0	0	0	0	0	0	0	0	0	\$0
Phase 4										
Task 4.1									0	\$0
Task 4.2									0	\$0
Task 4.3									0	\$0
Task 4.4									0	\$0
Task 4.5									0	\$0
Task 4.6									0	\$0
Subtotal	0	0	0	0	0	0	0	0	0	\$0
Phase 5										
Task 5.1	16	40	40	20		16			132	\$25,120
Task 5.2		4							4	\$896
Task 5.3	4	12		16					32	\$6,004
Task 5.4									0	\$0
Task 5.5									0	\$0
Task 5.6									0	\$0
Subtotal	20	56	40	36	0	16	0	0	168	\$32,020
Phase 6										
Task 6.1	4	8	4		16		4	8	44	\$6,572
Task 6.2	6	8							14	\$3,502
Task 6.3	40	140	150	148	32	40	40	16	606	\$103,668
Task 6.4	16	24	40	20	12	8	8	4	132	\$23,176
Task 6.5	4	8	16		4	4	4	2	42	\$7,302
Task 6.6	16	40	60	20	8	12	12	4	172	\$30,780
Task 6.7	4	4	24					4	36	\$6,496
Task 6.8	4		12			4		4	24	\$4,080
Subtotal	94	232	306	188	72	68	68	42	1070	\$185,576
Phase 7										
Task 7.1									0	\$0
Task 7.2	12								12	\$3,420
Task 7.3	12								12	\$3,420
Task 7.4									0	\$0
Task 7.5									0	\$0
Task 7.6	2	4							6	\$1,466
Subtotal	26	4	0	0	0	0	0	0	30	\$8,306
TOTAL										
Total Hours	164	406	426	384	84	96	80	46	1,686	-
2022 Billing R	\$285	\$224	\$170	\$136	\$105	\$130	\$130	\$95	-	-
Labor Subtotal	\$46,740	\$90,944	\$72,420	\$52,224	\$8,820	\$12,480	\$10,400	\$4,370	-	\$298,398
Direct Expenses										\$5,000
TOTAL COST										\$303,398

Phases, Tasks	DKS						Natelson Dale Group						TOTAL COSTS
	DAMKOWITZ Principal	Project Engineer/Planner	Project Engineer/Planner	Transportation Planner	Admin/Support	SUBTOTAL HOURS	SUBTOTAL COSTS	DALE - Principal	Senior Associate	Research Associate	SUBTOTAL HOURS	SUBTOTAL COSTS	
<b>Phase 0</b>													
Task 0.1	8				8	16	\$3,400	8			8	\$2,120	\$78,980
<b>Subtotal</b>	8	0	0	0	8	16	\$3,400	8	0	0	8	\$2,120	\$78,980
<b>Phase 1</b>													
Task 1.1		2				2	\$460	2			2	\$530	\$2,468
Task 1.2	24					24	\$6,960	4			4	\$1,060	\$34,588
Task 1.3						0	\$0				0	\$0	\$7,120
Task 1.4						0	\$0				0	\$0	\$3,330
Task 1.5						0	\$0				0	\$0	\$3,170
<b>Subtotal</b>	24	2	0	0	0	26	\$7,420	6	0	0	6	\$1,590	\$50,676
<b>Phase 2</b>													
Task 2.1						0	\$0				0	\$0	\$7,220
Task 2.2						0	\$0				0	\$0	\$8,600
Task 2.3						0	\$0				0	\$0	\$1,670
Task 2.4						0	\$0				0	\$0	\$2,310
Task 2.5	24	16	12	120	6	178	\$30,290	40	80	120	240	\$44,200	\$199,330
Task 2.6						0	\$0				0	\$0	\$2,360
Task 2.7						0	\$0				0	\$0	\$12,940
Task 2.8						0	\$0				0	\$0	\$3,910
Task 2.9						0	\$0				0	\$0	\$3,810
<b>Subtotal</b>	24	16	12	120	6	178	\$30,290	40	80	120	240	\$44,200	\$242,150
<b>Phase 3</b>													
Task 3.1						0	\$0				0	\$0	\$35,280
Task 3.2						0	\$0				0	\$0	\$9,880
Task 3.3						0	\$0				0	\$0	\$1,720
Task 3.4						0	\$0				0	\$0	\$5,940
Task 3.5						0	\$0				0	\$0	\$4,300
Task 3.6						0	\$0				0	\$0	\$3,170
<b>Subtotal</b>	0	0	0	0	0	0	\$0	0	0	0	0	\$0	\$60,290
<b>Phase 4</b>													
Task 4.1						0	\$0				0	\$0	\$6,170
Task 4.2						0	\$0				0	\$0	\$3,000
Task 4.3						0	\$0				0	\$0	\$6,340
Task 4.4						0	\$0				0	\$0	\$40,560
Task 4.5						0	\$0				0	\$0	\$17,960
Task 4.6						0	\$0				0	\$0	\$38,560
<b>Subtotal</b>	0	0	0	0	0	0	\$0	0	0	0	0	\$0	\$112,590
<b>Phase 5</b>													
Task 5.1						0	\$0				0	\$0	\$70,280
Task 5.2						0	\$0				0	\$0	\$3,656
Task 5.3						0	\$0				0	\$0	\$20,364
Task 5.4						0	\$0				0	\$0	\$33,200
Task 5.5						0	\$0				0	\$0	\$5,940
Task 5.6						0	\$0				0	\$0	\$7,180
<b>Subtotal</b>	0	0	0	0	0	0	\$0	0	0	0	0	\$0	\$140,620
<b>Phase 6</b>													
Task 6.1	2		4			6	\$1,260				0	\$0	\$8,302
Task 6.2	2		2			4	\$920				0	\$0	\$4,892
Task 6.3	32	10	12	100		154	\$27,620				0	\$0	\$140,148
Task 6.4						0	\$0				0	\$0	\$26,096
Task 6.5	8	24	2	36		70	\$13,220				0	\$0	\$21,982
Task 6.6						0	\$0				0	\$0	\$35,580
Task 6.7						0	\$0				0	\$0	\$6,966
Task 6.8						0	\$0				0	\$0	\$7,000
<b>Subtotal</b>	44	34	20	136	0	234	\$43,020	0	0	0	0	\$0	\$250,966
<b>Phase 7</b>													
Task 7.1						0	\$0				0	\$0	\$3,170
Task 7.2	12					12	\$3,480				0	\$0	\$12,840
Task 7.3	12					12	\$3,480				0	\$0	\$12,840
Task 7.4						0	\$0				0	\$0	\$9,060
Task 7.5						0	\$0				0	\$0	\$1,670
Task 7.6						0	\$0				0	\$0	\$1,466
<b>Subtotal</b>	24	0	0	0	0	24	\$6,960	0	0	0	0	\$0	\$41,046
<b>TOTAL</b>													
Total Hours	124	52	32	256	14	478	-	54	80	120	254	-	-
2022 Billing R	\$290	\$230	\$170	\$140	\$135	-	-	\$265	\$210	\$140	-	-	-
Labor Subtotal	\$35,960	\$11,960	\$5,440	\$35,840	\$1,890	-	\$91,090	\$14,310	\$16,800	\$16,800	-	\$47,910	\$977,318
Direct Expense							\$1,500					\$500	\$22,000
<b>TOTAL COST</b>							\$92,590					\$48,410	\$999,318

## Exhibit C: Project Schedule

### Project Schedule

	2023												2024												2025						
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
<b>Phase 0: Project Management</b>																															
<b>Phase 1: Project Initiation</b>																															
<b>Phase 2: Existing Conditions Background Report</b>																															
<b>Phase 3: Community Vision and Guiding Principles</b>																															
<b>Phase 4: Zoning Code Revisions</b>																															
<b>Phase 5: General Plan Preparation</b>																															
<b>Phase 6: Environmental Impact Report (EIR)</b>																															
<b>Phase 7: Final Documents and Adoption</b>																															