

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: October 4, 2023

To: Mayor and Town Council
From: Kim Jordan, Planner III
Subject: Amendment to the Professional Services Agreement with Rincon Consultants, Inc. for Environmental Review Services for the Quail Acres Project

Recommendation to Council:

Approve Change Order 3 to Task 1 of the Professional Services Agreement with Rincon Consultants, Inc. in the amount of \$53,968 to prepare the environmental review documents necessary for the Quail Acres Project and authorize the Town Manager to execute said agreement on behalf of the Town.

Strategic Plan Element:

The recommended action supports the goal of Fiscal Health. Goal Statement: Ensure the economic health and long-term financial viability of the Town.

Background:

On February 2, 2020, an application was received requesting Pre-Application Review of a residential development project on three parcels totaling 58.9-acres located at 259 Arata Lane (APN 161-020-060), 325 Arata Lane (APN 161-020-053), and APN 161-020-058. The project would subdivide the parcel into 240 residential lots, with a variety of lot sizes and a 12-acre site for future development of a school for Windsor Unified School District (WUSD). In the event that the WUSD decides not to develop a school on the 12-acres set aside for the school, the project includes an alternate plan that would subdivide this area into 62 additional residential lots. Both plans include the construction of onsite affordable housing, a 100-foot wide agricultural buffer along the north and east property boundaries, and 8.40-acres of park/outdoor spaces comprised of: (1) 3.0-acres of park space on the school site proposed for joint use between the school and the Town; (2) 4.9-acres of linear trails along the east and north project boundaries, located within the 100-foot agricultural buffer; and (3) 0.5-acre park space in the area of the site proposed to be developed with attached units.

October 21, 2020, the Town Council approved a professional services agreement (PSA) with Rincon Consultants, Inc. in the amount of \$86,753 to prepare the environmental review documents necessary for compliance with CEQA. The scope of work includes preparation of technical studies, a CEQA compliant environmental checklist, meeting attendance, and project management.

On July 7, 2021, the Town Council approved a change order to the PSA with Rincon Consultants, Inc. in the amount of \$ 32,321 to prepare a Subsequent Environmental Impact Report (SEIR), bringing the total cost for environmental review services for the Quail Acres project to \$122,065. The need for the SEIR was identified as a result of the administrative draft transportation impact report, which identified potential impacts related to vehicle miles traveled (VMT).

In October 2021, a formal application was submitted for the project ("Quail Acres"). In May 2023, the application was accepted as complete. The application includes: a total of 301 homes, 30 of which

would be for sale affordable; a 3.0-acre of community park space; 4.9-acres of linear trails along the north and east property lines located within the 100-foot wide agricultural buffer; and a 0.71-acre plaza in the area of the site with the attached duet units. The application also identifies a 12-acre area for a potential school site. The potential school site is also identified on the project's phasing plan as phase 1B, which is identified as the final phase.

Discussion:

Staff is requesting approval of an amendment to the Professional Services Agreement (PSA) with Rincon Consultants, Inc. in the amount of \$53,968 to complete the preparation of the SEIR and environmental review process. With the amendment, the total cost of the PSA would be \$176,032.

There is always the possibility that during project review a decision-making body may seek changes to a project that are outside of the scope of the CEQA analysis that has been prepared for the project. However, this generally does not happen as staff works to ensure that a project meets the Town's development standards and policy objectives before it is presented for a decision. It is not uncommon for decision-makers to make some modifications to a project during their review, but the modifications are usually within the scope of impacts considered in the project's CEQA analysis. In the event that changes are sought that are outside of the scope of the CEQA analysis, the CEQA document would have to be revised and recirculated for public review.

Fiscal Impact:

The amendment to the Professional Services Agreement will not result in a fiscal impact, since the applicant will reimburse the Town for the full amount of the contract.

Environmental Review:

The approval of a Professional Services Agreement with a consultant for the preparation of necessary environmental analysis is not a project under CEQA, and, therefore, the recommended action does not require environmental review.

Attachment(s):

1. [Task 1 Change Order 3 Quail Acres \(North of Arata\) - Scope and Budget](#)
2. [Master PSA with Task 1 Quail Acres \(North of Arata\)](#)
3. [Task 1 Change Order 1 Quail Acres \(North of Arata\) - Scope and Budget](#)
4. [Task 1 Change Order 2 Quail Acres \(North of Arata\) - Fee Schedule](#)
5. [Master PSA Amendment 1 - Term Extension](#)

Prepared by:

Kim Jordan
Planner III

Reviewed by:

Patrick Streeter
Community Development Director

Recommended by:

Jon Davis
Town Manager