



**AGENDA
SPECIAL
MEETING**

Friday April 12, 2024 - 5:30 PM

Town Hall

11960 East Street Fort Jones, CA 96032

CALL TO ORDER:

Fort Jones Town Council Roll Call:

Members: Garcia_____Banks_____Eayrs _____LaRiviere_____ Collie-Mason_____

PLEDGE OF ALLEGIANCE:

PUBLIC COMMENTS:

Discussion items only, no action to be taken. Any person may address the Council at this time upon any subject within the jurisdiction of the Town of Fort Jones that is on the agenda; however, any matter that requires action may be referred to staff and/or committee for a report and recommendation for possible action at a subsequent council meeting. There is a three (3) minute limit per person.

DISCUSSION / REPORTS: ACTION ITEMS:

1. RFP Review and Recommendation on Call Planning Services
2. Town Administrator Employment Agreement
3. Proclamation for Child Abuse Prevention Month
4. Employee Retirement Services

STAFF COMMENTS:

COUNCIL MEMBER COMMENTS:

ADJOURNMENT:

The next Fort Jones Town Council Meeting is scheduled to be held on May 13, 2024 at 7:00 p.m.

It is the intention of the Town of Fort Jones to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, or in meetings on a regular basis, you need special assistance beyond what is normally provided, the Town will attempt to accommodate you in every reasonable manner. Individuals who need auxiliary aids or services for effective communication or to participate in programs and services of the Town of Fort Jones are invited to make their needs and preferences known by contacting the City Hall office, (530) 468-2281, at least 72 hours prior to the meeting.



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: April 8, 2024
From: Joshua Stanshaw. Town Administrator/Clerk
Subject: On-Call Planning Services RFP

Background

The Town of Fort Jones solicited proposals for On-Call Planning Services. The RFP was posted on the American Planning Association website. The Town received three responses to the RFP. 4Leaf, PlaceWorks and ECM Planning all submitted responses to the RFP. Each firm is qualified and capable of meeting the needs of the Town.

The Town Administrator has reviewed the RFPs for cost and qualifications. Of the three firms, PlaceWorks is the firm that is recommended for award.

Recommendation

Staff recommends that the council award the RFP to PlaceWorks and authorize the Town Administrator to initiate contract negotiations with PlaceWork for On-Call planning services.

PROPOSAL TO PROVIDE
ON-CALL PLANNING
SERVICES

TO THE
TOWN OF FORT JONES



4LEAF, INC.

8896 NORTH WINDING WAY

FAIR OAKS, CA 95628

(916) 965-0010

MARCH 23, 2024

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4LEAF, INC.

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PROPOSAL TO PROVIDE
ON-CALL PLANNING SERVICES
TO THE
TOWN OF FORT JONES

SECTION 1
COVER LETTER



4LEAF, INC.

Town of Fort Jones
11960 East St
PO Box 40
Fort Jones, CA 96032
Attn: Joshua Stanshaw, Town Administrator & Clerk

March 23, 2024

RE: On-Call Planning Services for the Town of Fort Jones

Dear Mr. Stanshaw,

4LEAF, Inc. (4LEAF), a California “C” Corporation, is pleased to present our proposal to provide On-Call Planning Services to the Town of Fort Jones (Town). 4LEAF is a full-service firm with over 23 years of professional experience providing consulting services to 350+ clients throughout California. Our team of qualified Planners will provide strong, experienced, and professional Planning services that will excel in meeting the Town’s Planning needs. 4LEAF is the ideal firm of choice for the following reasons:

☑ Local Consultant

4LEAF has been providing On-Call Planning Services to many clients located throughout Northern California. The contract would be handled out of our regional office located in the City of Fair Oaks. One of the biggest strengths of our team is in our depth and history of providing flexible staffing options to our clients. Additionally, we are performing services for local clients including:

- | | | |
|----------------------|----------------------------|-------------------------------|
| • City of Yuba City | • City of Elk Grove | • County of Lassen |
| • City of Roseville | • City of South Lake Tahoe | • Napa Sonoma Collaborative – |
| • City of Cotati | • City of Stockton | Regional Planning |
| • City of Sacramento | • County of Sonoma | Policy/Technical Assistance |

☑ Flexible Staffing Model

One of the biggest strengths of our team is in our depth and history of providing flexible-staffing options to our clients. By having 6 California offices and approximately 400+ employees (including 40+ planners), 4LEAF has the dedicated resources to provide the appropriate levels of staffing to the task/work orders issued by the Town. This positions our firm to provide a cost-efficient business model that allows our team to be budget-conscious while simultaneously serving each assignment. 4LEAF offers a comprehensive list of Planning Division personnel including:

- | | |
|----------------------|-------------------------------|
| ➤ Principal Planners | ➤ Assistant Planners |
| ➤ Senior Planners | ➤ Planning Technicians |
| ➤ Associate Planners | ➤ Housing Element Specialists |

☑ On-Call Expertise

4LEAF is the most reliable provider of on-call, as-needed staff augmentation services for Current and Long-Range Planning including project processing support, technical analysis, specific development projects, preparation of various planning documents, General Plan Updates, Specific Plans, Housing Element Updates, Zoning Ordinances, Municipal Code, and Environmental review. Our highly adaptable proprietary network of qualified professionals is consistently able to fulfill the unique, localized needs of our many municipal clients.

We're committed to tackling staffing challenges head on, providing our clients with 24-hour turnaround staffing placement options and expedited on- and off-site services.

☑ **Leadership**

The contract with the Town of Fort Jones will be managed by Michael Renner, CBO and Daniel Hortert, AICP. Michael will handle all contractual details, project discussions, and staffing requests. Michael and Daniel have a proven track record of success managing projects for cities and counties throughout California and will be available to the Town for any needs involving this contract.

☑ **Contact**

Executive Project Manager	Project Manager / Director of Planning	4LEAF Managing Office
Michael Renner, CBO Office: (916) 965-0010 Mobile: (925) 785-3581 Email: MRenner@4leafinc.com	Daniel Hortert, AICP Office: (916) 965-0010 Mobile: (925) 999-6184 Email: DHortert@4leafinc.com	8896 North Winding Way Fair Oaks, CA 95628 Office: (916) 965-0010 Website: 4LEAFINC.COM

As President of 4LEAF, I am authorized to bind the firm. We appreciate this opportunity to provide our proposal. Should you have any questions, please do not hesitate to reach out using the contact information provided above.

Respectfully submitted,



Kevin J. Duggan
President

PROPOSAL TO PROVIDE
ON-CALL PLANNING SERVICES
TO THE
TOWN OF FORT JONES

SECTION 2
STATEMENT OF QUALIFICATIONS



4LEAF, INC.



SECTION 2: STATEMENT OF QUALIFICATIONS

4LEAF, Inc. (4LEAF) is a California “C” Corporation that was established in 1999 and incorporated in 2001. Our extensive team of professionals are fully equipped with the training and experience required to provide complete services including planning, code enforcement, plan check, CASp, inspection, permit technician assistance, professional development training, and other related professional and technical services to the City’s Community Development Department. Our goal is to set the industry standard for excellent customer service, and over the past 23 years of business, we have grown to more than 400 personnel throughout California, Washington, Nevada, and New England, and we are able to serve any full-time or part-time need the City may have, regardless of scope and duration.

Management Team

Executive Project Manager: Michael Renner, CBO

Phone: (925) 785-3581

Email: MRenner@4leafinc.com

Assistant Director of Planning: Adrianna Ortiz

Phone: (951) 269-9497

Email: OrtizA@4leafinc.com

PM/Director of Planning: Daniel Hortert, AICP

Phone: (925) 999-6184

Email: DHortert@4leafinc.com

Director of Housing Policy: Jane Riley, AICP

Phone: (707) 309-4775

Email: JRiley@4leafinc.com

Office Locations

San Francisco

8896 North Winding Way
Fair Oaks, CA 95628

San Bernardino

424 E. Vanderbilt Way, Suite A
San Bernardino, CA 92408

Washington

1201 Pacific Avenue, Suite 600
Tacoma, WA 98402

Pleasanton (HQ)

2126 Rheem Drive
Pleasanton, CA 94588

San Diego

402 West Broadway, Suite 400
San Diego, CA 92101

4LEAF Consulting, LLC

125 E. Reno Ave., Suite 3
Las Vegas, NV 89119

Newport Beach

5140 Birch Street, 2nd Floor
Newport Beach, CA 92660

Santa Cruz

701 Ocean Street
Santa Cruz, CA 95060

New England

132 Central St., Suite 210
Foxboro, MA 02035

Professionals

Title	# of Staff	Title	# of Staff
Senior Planners	15	Principal Planners	7
Environmental Planners	8	AICP Accredited Planners	6
Planning Technicians	30+	Associate Planners	12+

4LEAF provides a complete range of Planning Services including Current Planning, Long-Range Planning, On-Call Planning, Specific Plans, General Plan Amendments, Updates of Housing and Safety Elements, and Environmental Compliance Review, and has worked with clients on Long-Range initiatives related to fire resiliency and disaster recovery.



We realize that budgets and staffing are a challenge, and that's why 4LEAF is willing to explore cost-saving opportunities for our clients. We regularly partner with other consulting firms who share our philosophy. We are proud of our reputation as a collaborative team that is willing to jump in and do the work to deliver quality products on time and on budget. Our flexibility is key to providing our public agency clients with services that are truly responsive to their needs and their budgets. To this end, we welcome adjustments to our proposed approach. We believe the collaborative partnerships we foster with municipal staff and other consulting firms is the best approach to meet the requirements specific to the projects we undertake.



4LEAF's planners are experienced working "across the hall" with staff from public works, building, fire, and code enforcement to improve teamwork and provide timely project outcomes. As needed, our Planning team will coordinate with the Town to ensure subconsultants are either on the Town's Qualified Consultant's List or our current partner firms qualified to be added to the Town's list. 4LEAF provides On-Call Planning services to jurisdictions across California staffed with a diverse range of professional Planning personnel to include staff augmentation ranging from a Planning Technician to Planning Director levels and everything in between.

Our ability to augment services to expedite Planning and Permitting processes ensures that residents are afforded an opportunity to get their lives back. Other recent on-call Planning placements include the County of Jackson, Oregon where we are managing and staffing the Fire Recovery program and the City of Pinole where we staff a Permit Technician, Code Enforcement Officer, a Project Planner, and a 4-month contract for a Planning Manager to oversee the Planning, Building, and Code Enforcement Divisions. In addition, 4LEAF worked with the City of Pleasant Hill to oversee complex developer funded projects as well as City-driven policy updates.

Snapshot of Services

Planning

- Current Planning
- Phase I & II Environmental Assessment.
- CEQA Review
- Initial Studies
- Environmental Impact Reports (EIR)
- Emer. Ordinance & Policy Drafting
- Review for Rebuilds and Temporary Housing
- Housing & Safety Elements
- Site Inspections
- Application Processing
- Developing Submittal Forms
- Property Research
- Land Use Applications
- Design Review
- Cannabis Regulations
- Long-Range Planning

Comparable Contracts

City of Greenfield – Planning & Building Department Services

4LEAF is currently providing the City of Greenfield with Building Department Services as their sole provider. 4LEAF provides the entire Building Department personnel group, including two (2) Planners on staff, and has helped the City implement the new permitting software iWorQ in 2019. Our scope of services includes:

- Training of Community Development Department Staff regarding all facets of prescribed best practices pertaining to Planning & Building permit issuance, including preparation of procedural guidelines/manuals.



- Processing land use current Planning permits.
- Training for use of new iWorQ software and using the software to input data.
- Research and working with the GP/Zoning Code.
- Manage Planning projects.
- Conduct interdepartmental review among City Departments
- Perform application review for discretionary and ministerial projects.
- Environmental reviews, writing Initial Studies, and managing CEQA documents.

Client Name: City of Greenfield
Client Contact: Paul Mugan, Community Development Director
Project Manager: Raylee Glasser, CBO/Daniel Hortert, AICP
Date of Service: 2019 – Present

City of Cotati Downtown Specific Plan Amendments – Comprehensive Planning

4LEAF prepared Amendments to the Cotati Downtown Specific Plan land use, zoning, and objective design guidelines to accommodate changes to State Housing Law. Concurrently, our team prepared an Addendum to the Environmental Impact Report for California Environmental Quality Act compliance. 4LEAF also provided one (1) Principal and one (1) Associate Planner to coordinate with City staff to scope and prepare the Downtown Specific Plan Amendments.

Client Name: City of Cotati
Client Contact: Noah Housh, Director of Community Development
Project Manager: Daniel Hortert, AICP
Date of Service: October 2022 – May 2023

City of Vallejo – On-Call Building & Community Development Department Services

4LEAF is providing staff positions including Planners, Permit Technicians, Inspectors, Plans Examiners, and Code Enforcement Officers, ensuring that all project deadlines are delivered as per the City's contract. Additionally, 4LEAF is currently providing on- and off-site plan review for all building codes, including architectural, structural, plumbing, mechanical, and electrical plan check. Our duties include:

- Providing on-call personnel to the Planning Department including Assistant Planners, Planning Technicians, Associate Planners, Senior Planners, Planning Managers, and Planning Directors.
- Coordinating building permit requirements and interfacing with City Departments and other agencies, including but not limited to the Public Works Department and Planning Division.
- Receiving, processing, and issuing building permits and coordinate the plan check and inspection process, including the tracking, routing, and storage of building plans and the filing of building permit applications and inputting information into the City's computer tracking system.

Client Name: City of Vallejo
Client Contact: Eva Kelly, Planning Manager
Project Manager: Daniel Hortert, AICP
Date of Service: 2021 – Present



City of Hollister – On-Call Building Department Services

4LEAF has been providing the City of Hollister with Planning, Building Official, Plan Review, Permit Technician, Code Enforcement, and Inspection Services since 2012. Currently, 4LEAF is providing the City with a **Senior Planner, Associate Planner, Assistant Planner, and Planning Technician** who assist in intake, transmittal, coordination, draft reporting for applicants, and attending Department Review Committee and Pre-Application meetings. Our Planning services include intake, process, and approval of applications for Planned Unit Developments, Site & Architecture, Conditional Use Permits, CEQA, General Plan, Climate Action Plan, Grants, Resolving Complex Code Enforcement Cases, Hiring and Interviewing to fill City Positions, and other tasks as needed.

Client Name: City of Norwalk
Client Contact: Manraj G. Bhatia, AICP, Senior Planner
Project Manager: Daniel Hortert, AICP
Date of Service: 2021 – Present

City of Santa Clarita – Housing and Safety Element Updates

4LEAF was chosen to perform the Housing and Safety Element Updates and prepare related Zoning Code amendments for the City of Santa Clarita, located in Southern California. The city is taking a proactive approach to smart, balanced growth of residential, commercial, and business park land uses. The city encompasses over 70 square miles and has a population of approximately 225,000 residents. The current number of housing units within the city is approximately 77,815. For this project, 4LEAF has four planners assigned to work on the City's Housing Element Update for the 2021-2029 planning period with certification by the California Department of Housing and Community Development (HCD) received in August 2023. The Safety Element update was completed and adopted in early 2022.

Client Name: City of Hollister
Client Contact: Erika Iverson, Senior Planner
Project Manager: Daniel Hortert, AICP
Date of Service: 2012 – Present

PROPOSAL TO PROVIDE
ON-CALL PLANNING SERVICES
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TOWN OF FORT JONES

SECTION 3
PROJECT MANAGEMENT &
APPROACH



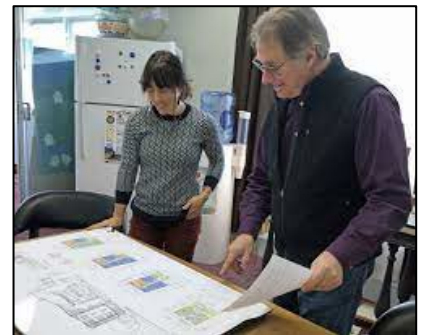
4LEAF, INC.



SECTION 3: PROJECT MANAGEMENT & APPROACH

Our Planners possess the technical writing and report preparation abilities needed to convey the greatest detail in a manner that is easy to understand with solid recommendations of findings rooted in the plans, policies, and codes that reinforce the Town's vision. We are dedicated to understanding the vision of a community and rigorously working towards that vision. We utilize application checklists as the foundation of our review and translate policies and regulations as they apply to planning development applications. We transpose our findings into informative, concise, and simple to understand staff reports and environmental compliance documentation. These endeavors cannot be accomplished in a vacuum and our staff are well-versed in project management and will work diligently with other Town departments and agencies, including regional agencies, to ensure that the highest levels of review and feedback are achieved.

4LEAF Planners will arrive on-site with a positive attitude and will make every attempt to move projects forward to achieve successful outcomes. We are creative in our approach and can develop alternative methods to achieve the best outcome for the communities, agencies, and applicants. The Planning Division at 4LEAF is responsible for integrating staff into Local and State jurisdictions where we are routinely called upon to supplement vacancies and staff shortages. We also provide staff augmentation services when projects require focused processing and management of a variety of land use applications for compliance with land development codes and general, adopted area, and specific plans.



4LEAF's Planning duties include the development of submittal forms to meet statutory requirements, responding to planning and zoning inquiries on an information hotline and front counter as applicable, and conducting site inspections and property research to support application processing and public meetings. Additionally, our team evaluates development proposals for the appropriate level of environmental review in accordance with the California Environmental Quality Act (CEQA).

Core Services:

- | | |
|-----------------------|------------------------------|
| ❖ Housing Elements | ❖ Development Review |
| ❖ Long-Range Planning | ❖ Planning Contract Services |
| ❖ Agency Liaisons | ❖ Entitlements |
| ❖ Community Outreach | ❖ Grant Writing |
| ❖ Implementation | ❖ Project-Specific Services |

Long-Range Planning

Our long-range Planning team helps cities draft General Plans, policies, and programs designed to guide their physical design and development. We have over 30 years of experience preparing housing elements, general plans, specific and area plans, and environmental documents in diverse types of ecological, land use, and socio-economic settings. Our mission is to provide our clients with high-level professional expertise, leveraging our local experience and diverse team of experts to create a plan that is contextual and implementable, and meets the



requirements and needs of the community. Our approach to every project is centered upon the design and development of innovative solutions that respond to our clients' specific needs in a cost-effective manner.

Updating a jurisdiction's General Plan represents a unique opportunity for a community to update and better define its vision and guiding principles for the future, update policy to meet community needs and State requirements, and create easy-to-use and responsive plans that will help achieve a desired vision and goals. Our Planning team has developed a comprehensive project approach that includes an intimate knowledge of a community's specific political and cultural setting, extensive and inclusive community outreach and engagement, comprehensive planning and community design, integrated environmental review, expert scheduling and budget management, and effective implementation tools.

The team would work with Town staff, residents, neighborhood and business groups, developers, and other community stakeholders to help the Town achieve its goals. Our long-range Planning Team can:

- Update and implement General Plans, including Housing Elements, Safety Elements.
- Prepare and update Community Plans and Specific Plans.
- Prepare plans for specific opportunity areas within the Town. These plans may focus on economic or employment development, neighborhood design or enhancement, transit, mixed-uses, or a combination.
- Prepare, update, and implement a Town's Climate Action Plan.
- Update the Zoning Ordinance to improve the planning process and development standards.
- Organize community programs and outreach events.

Housing Planning

4LEAF Planning specializes in advanced and housing planning services, offering comprehensive solutions tailored to meet the evolving needs of communities. We excel in facilitating both private and public development opportunities, providing invaluable support throughout the entire project lifecycle—from conceptual review and site plan assessment to permit processing and beyond. Drawing upon extensive experience, we seamlessly integrate Department of Housing and Urban Development (HUD) and Department of Housing and Community Development (HCD) policies and regulations into our strategic planning approach. Our meticulous attention to detail extends to reviewing applications for completeness and consistency with local, state, and federal regulations, guaranteeing compliance and mitigating potential challenges. Our Planning Team has the expert guidance and unparalleled expertise in advancing housing initiatives and fostering sustainable community development.

Environmental Review Services

Our team evaluates the General Plan, Zoning, Subdivision regulations consistency and environmental impacts of private and public development proposals and coordinates with other divisions to ensure compliance with Town standards are met with new development. 4LEAF will prepare the Project Description for review by the Town and applicant. The Project Description is an important first step in the project as it defines the project for review for exemption from environmental review, or whether an Initial Study should be prepared. The Initial Study technical analysis will assess the project's potential effects on the environment and existing uses as compared to the existing baseline condition.



The Project Description is an important first step in the project as it defines the project for review in the Initial Study. It also provides an important opportunity to revise the project to address environmental issues. The Initial Study technical analysis will assess the potential for the proposed project and the potential effects on the environment and existing uses from the proposed project as compared to the existing baseline condition. The purposes of an Initial Study, as detailed in the CEQA Guidelines § 15063(c)(2) (Initial Study) (Purposes), are to ensure:

- Provision to the Lead Agency [Town] with information to use as the basis for deciding whether there is ample support in the public record to support a Negative Declaration (ND) or mitigation to prepare a Mitigated Negative Declaration (MND).
- Enable an applicant or Lead Agency to modify the project, mitigating adverse impacts and thereby enabling the project to qualify for a ND as detailed in CEQA Guidelines, or
- Whether there is evidence in the entire project record that significant environmental effect(s) would result from implementation of the project and that an Environmental Impact Report shall be prepared.

4Leaf has broad experience managing a range of subconsultants providing technical studies to perform Environmental Review services for resource areas not provided in-house. These resource areas for example include biological resources, cultural and historic resources, and complex traffic and Vehicle Miles Travelled (VMT) analyses. Our Planning team will coordinate with the Town to ensure appropriate sub-consultants are identified for each project, either on the Town's Qualified Consultant's List or our current partner firms who are qualified to be added to the Town's list. 4LEAF's Planning Team is also experienced preparing both Requests for Proposals and Qualifications for technical planning subconsultants. Our Planning Team provides full environmental compliance services from beginning to completion. This encompasses site visits at project initiation and for monitoring for compliance with approved conditions of project approval and environmental mitigation reporting (MMRP), and at the request and authorization by the Town.

Current Planning (Counter Intake and Project Review)

4LEAF's Planning duties include ensuring the project team quickly and effectively becomes familiar with Town regulations. This approach minimizes the time needed for our Planning Team to become effective answering questions at the Planning Counter regarding Planning application and Environmental Review requirements as well as conducting Project review. This approach ensures cost and time effectiveness of our provision of services to the Town and is a foundational principal in our Planning Team's approach as detailed below.

Project Application Processing

The Counter Planning Technician is an important and vital member of the Planning Team. They will be the first person most applicants and public will encounter at the Planning Counter and will be professional, informative, and able to be appropriately empathetic with applicants in the regulatory compliance context. They will be responsible for application intake and project file creation, establishing the project review calendar, including completeness review pursuant to the Permit Streamlining Act (Government Code § 65920 et seq.).

Our team will use the existing submittal forms and advise the Town of potential need for updates to keep pace with the many recent changes to Planning and Housing regulations. The Planning Technician will work with the Town and 4LEAF management and planners to ensure staff assignments are confirmed for all Planning applications received. Our Planning Technician has confidence in coming up to speed quickly and providing information over



the phone, via email, and assisting with project updates to the Town website. Being diligent to, taking in and reviewing project applications for applicant notification of commencement of environmental review or a need for additional materials to be submitted for the Town to determine the application complete.

The 4LEAF Planning and Environmental team is composed of experienced Supervisors and Senior level project managers, Associate and Assistant Planners, and Planning Technicians. Our Project Case Planners are assigned cases by the Supervisor or Project Manager in coordination with Town staff. Project review assignments will be made to our Planning team depending on the complexity of the project and the applicable experience of the Planner assigned. Our project management approach serves to maximize team ability to process applications effectively from compliance and environmental review to design review and decision-maker hearings. This approach also ensures that our Planning Team is assigned the appropriate number of projects suited to their experience and qualifications, thereby realizing cost and time effective management as part of our approach.

Planning Review Process

Our Planning team members will come to the Town informed by our prior experience processing a range of project types: from mixed use commercial and residential projects, hotels, commercial, industrial uses, energy permitting and environmental. Our housing project review experience includes new, rebuilding, and temporary housing. Our planners understand compliance with a range of new legislation adopted by the Governor since 2017 aimed at addressing the statewide housing shortage at the local level. Our Planning Team provides project review such as:



4LEAF understands the Town is looking for experienced Planning personnel. 4LEAF provides qualified and knowledgeable staff to perform applicant-initiated applications as assigned, including conformance reviews, discretionary case processing, project management, staff report preparation, review of conditions of approval, and attendance at required meetings for the Planning Commission and Town Council.

- 4LEAF will conduct preliminary review of applications during the 30-days of application completeness review pursuant to the Permit Streamlining Act (Government Code Sections 65920, et seq.).
- Provide responses to public inquiries via telephone, email, mail or in person regarding applications.
- Applicants will be notified of any additional information or studies required to ensure a complete project description is provided prior to the application being deemed complete.
- During initiation of project level environmental review, outreach will be conducted to adjacent local and responsible agencies for air quality, water quality, transportation planning, and tribal consultation as warranted.
- Peer review services will be provided by qualified 4LEAF staff and entail reviewing applicant prepared technical studies and tribal consultation letters submitted with project applications when needed. Depending on the environmental review scope, 4LEAF will partner with qualified experts to provide as needed technical studies.
- 4LEAF will provide ministerial review and usher entitlement reviews through discretionary review by decision makers. This review assesses project applications for the appropriate permits and plan amendments for compliance with the Town's General Plan and Housing Element, the Zoning Code, State



housing requirements, the Subdivision Map Act, Design Guidelines, and applicable objective design guidelines or specific plan requirements.

- Confer with and provide information to property owners, contractors, developers, engineers, architects, and the public regarding conformance to standards, plans, specifications, and codes.
- Prepare staff reports, resolutions, ordinances, and conditions of approval and give oral presentations to the Planning Commission, Town Council, and various committees and commissions, and attend evening meetings as required.
- Analyze data for economic, social, environmental, and physical factors affecting land use and prepare environmental documents for public review and adoption.
- Perform project management duties including the maintenance of the development database and tracking of deadlines, application submittal requirements, and workload while maintaining quality work products, meeting timelines, and staying within budget.
- Process and review Town permits, Plan Checks, Zoning Clearances, Master Sign Programs, Administrative Permits, Minor and Major Use Permits, Design and Site Review, Variances, Tree Removal Permits, Tentative Maps, Zoning Map Amendments, and General Plan and Development Code Amendments.

Project Meeting and Committees

4LEAF recognizes the importance of clear and consistent communication and places a high value on ensuring mutual understanding throughout the project. To achieve this, the 4LEAF team will meet with Town staff, including Town Councilmembers, Planning & Transportation Commission, Economic Development Advisory Commission, Zoning Administrator, Downtown Advisory Committee, various businesses and associations, and other committees necessary throughout the project to refine the scope of work as needed. Our Planning team will facilitate discussions with the Town and organizations involved about project goals, potential outreach and engagement techniques, site opportunities and constraints, relevant background information and documents for site conditions, project schedule, and project management protocols. Community concerns relevant to the sites will be discussed, as well as community-based organizations and stakeholders.

PROPOSAL TO PROVIDE
ON-CALL PLANNING SERVICES
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TOWN OF FORT JONES

SECTION 4
KEY PERSONNEL



4LEAF, INC.



SECTION 4: KEY PERSONNEL

As your consultant, we understand that our role is to be an advocate on behalf of and represent the Town's best interests. 4LEAF's team will function as an extension of Town staff, seamlessly integrating with personnel and practices, adding perspective and expertise that only 4LEAF can offer. 4LEAF holds its employees in high regard and can ensure that all staff involved have the knowledge, training, experience, and competencies to fulfill the roles and responsibilities of their assigned positions. We are confident in the quality team we can provide and guarantee high-quality service in conformity with the Town and project standards. Our team members are results- and detail-oriented and uphold the values of our company to the utmost extent—the success of which can be reviewed in the quality of past projects we have worked on. Our Planning team includes:

Management Team

Michael Renner, CBO | Executive Project Manager

Michael has successfully guided development department staff in Planning, Inspection, and Plan Review through all phases of complex and capital-intensive projects. He is experienced utilizing Planning and Development Department permitting software and directing all department responsibilities, including plan review, multi-discipline inspections, office and field supervision, regulatory compliance, code interpretation, and project acceptance.

Michael will assist the Town with contractual or project needs.



Office – (916) 965-0010 | Cell – (925) 785-3581 | Email – MRenner@4leafinc.com

Daniel Hortert, AICP | Project Manager/Director of Planning

Daniel has over 30 years of Planning and Development services experience including over 20 as a public servant for municipalities with populations ranging from 3,500 to over 3.5 million. Daniel's experience covers a range of municipal planning and development functions including Planner, Senior Planner, Planning Manager/Principal Planner, and Department Director for municipal, county, and private sector agencies. He is experienced in land development, construction, community engagement/education, project management, project budget control and oversight, residential, commercial, and industrial site planning and compliance review, and entitlements from single-lots to large complex master-planned communities.



Office - (916) 965-0010 | Cell - (925) 999-6184 | Email - DHortert@4leafinc.com

Adrianna Ortiz | Assistant Planning Director

Adrianna is an exceptional professional with over 15 years of planning experience in the realm of environmental review, resource management, and land use planning. She also has extensive knowledge and is proficient in environmental document preparation, subconsultant coordination, presentation, and budget and project management. Adrianna has impressive presentation and public speaking skills which she regularly exercises as a volunteer for several agencies/organizations such as Bridge of Faith, RHC Alternative Energy/Technology Program Advisory Board, and the RHC Environmental Technology Program Advisory Board.



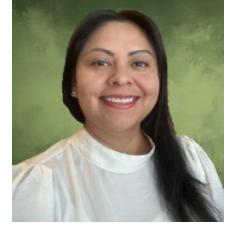
Office - (916) 965-0010 | Cell - (951) 269-9497 | Email - OrtizA@4leafinc.com



Supporting Staff

Magda Gonzalez | Senior Planner

Magda is a skilled Senior Planner with over 10 years of professional experience in the realm of environmental review, resource management, and land use Planning. She also has extensive supervisory experience and is proficient in environmental document preparation, subconsultant coordination, presentation, and budget and project management. Magda excels in preparing and reporting performance data, identifying trends and areas for improvement, and analyzing efforts to develop solutions to project issues that may arise.



Office - (916) 965-0010 | Email – MGonzalez@4leafinc.com

Jose Torres | Associate Planner & GIS Analyst

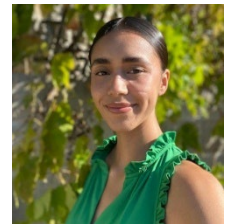
Jose is an effective communicator and GIS expert. His professional and academic experience contribute to his extensive knowledge of the Planning field and his impressive presentation and public speaking skills. Jose is passionate about helping facilitate responsible initiatives that provide continuous opportunities for livable and equitable communities.



Office: (916) 965-0010 | Email: JTorres@4leafinc.com

Juliette Avila | Assistant Planner

Juliette is a highly efficient professional with over 6 years of planning education and experience. She is an exceptionally motivated professional, and an even more dedicated team player. Juliette has the necessary skills to thrive in a highly efficient and accurate environment. Her professional and scholastic knowledge and experience have enabled her with a dynamic work ethic, allowing her to adapt to any workspace environment. Juliette is a professional guided by her eye for detail and her exceptional motivation.



Office: (916) 965-0010 | Email: JAvila@4leafinc.com

**Due to the nature of on-call, as-needed work, 4LEAF staff will be fit to the specific times, needs, and tasks of any current Town projects. We guarantee the Town will receive unlimited access to our qualified staff pool for the duration of the contract. Our firm cooperates with our clients to provide personnel that meet their unique local requirements. 4LEAF's highly adaptable staffing network provides us with the ability to quickly adjust our staff to match demand and client feedback in real time to complete complex projects on time and under budget.*

Michael Renner, CBO

Executive Project Manager

Experience

15+ years

Education

Building Inspection Technology Program
Butte College, California

Certifications

ICC Certified Building Official
ICC Residential Building Inspector
ICC Residential Mechanical Inspector
ICC Residential Combination Inspector
ICC Commercial Building Inspector
ICC Residential Plans Examiner
ICC Residential Plumbing Inspector
ICC Building Plans Examiner
ICC Residential Electrical Inspector
ICC Building Inspector
ICC Building Code Specialist
State of California Post Disaster Safety
Assessment Evaluator

Professional Affiliations

California Building Officials Assoc. of Ca.
East Bay Chapter, ICC
Yosemite Chapter, ICC
Peninsula Chapter, ICC
San Joaquin Chapter, ICC
Napa Solano Chapter, ICC
Sacramento Valley Assoc of Building
Officials
Green Building Council Assoc.
Served on Board for ICC East Bay Chapter

Experience Summary

Mr. Renner is a highly experienced development professional, with extensive administration and management experience. He has successfully guided development department staff in inspection and plan review through all phases of complex and capital-intensive projects. He is experienced utilizing development department permitting software and directing all department responsibilities, including plan review, multi-discipline inspections, office and field supervision, regulatory compliance, code interpretation, and project acceptance. Michael is a result-oriented leader and is regarded as a mentor to many junior staff members. With his customer-first attitude and approach, he makes a difference to those he works with through his skills in complaint resolution, problem solving and team building.

Michael's management approach focuses on mentoring his staff and improving department processes to ensure services are delivered with a high level of customer service. He is committed to serving the needs of our clients through strong leadership and an effective collaborative approach. Michael has knowledge of building and fire codes for local, state and federal ordinances – ICC, UMC, UPC, NFPA, NEC, OSHA, ADA and health regulations. Michael has managed several billion-dollar construction projects including:

- Sonoma County Resiliency Permit Center: \$5 Billion
- Town of Paradise, Paradise Fire Recovery: \$9.5 Billion

Select Project Experience

County of Sonoma, CA – Resiliency Permit Center (RPC) | 2019 - Present

Executive Project Manager

The 2017 Complex Fires resulted in the destruction of 3,000+ residential structures in unincorporated Sonoma County. The Resiliency Permit Center is an on-site disaster recovery center exclusively dedicated to the residential reconstruction permitting needs and offers a full range of development services to residents, contractors, and developers in Sonoma County. Michael serves as the Executive Project Manager and has overseen the RPC from staff recruitment, community outreach, the implementation of permitting procedures, plan review management, and building inspections, all while maintaining a cohesive partnership between the County of Sonoma and the 4LEAF, Inc.



Town of Paradise - Fire Recovery | 2019 - Present

Executive Project Manager

Michael is the Executive Project Manager responsible for the management of the Community Development Services to the Town of Paradise. This four-year contract was put into place and 4LEAF is to provide Permitting, Plan Review, Building Inspections, Public Works Inspections, Planning, Code Enforcement, Debris Removal Management, and Public Outreach for this **\$9.5 Billion rebuild** set to take place over the next 10 years. 4LEAF is assisting the Town with a post disaster recovery-centered office that offers permit intake and processing, record support, plan review, and inspections services for the peak rebuild during the next several years. This office will offer the full range of planning and building assistance to residents, contractors, and developers. In addition, 4LEAF provides outreach specialists to help provide education and outreach to the community on processes and progress of rebuilding. 4LEAF and its staff utilize the Accela software for permitting, building, and inspections and our staff currently include 15 personnel and will scale to 20 personnel by the end of 2019.



Calaveras County, CA – Butte Fire Recovery | 2016 - 2017

Interim Building Official

Michael acted as the Interim Building Official during the Butte Fire Recovery process. The Butte Fire burned over 70,000 acres and destroyed over 1,000 structures throughout the County. Michael oversaw the expedited redevelopment of the County.



California Energy Commission, CA – Carlsbad Energy Center | 2017 - 2018

Delegate Certified Building Official

Michael acted as the Delegate Building Official to the California Energy Commission for the construction of the Carlsbad Energy Center. Michael oversaw the plan review, inspections, safety, and quality control of this 527-MW simple-cycle gas-fired power facility.



West Coast Code Consultants, Inc., San Ramon, CA | 2016 - 2019

Regional Manager

Michael oversaw the North Bay, Sacramento, and Central California Region providing Project Management and Building Official services. He was responsible for the oversight, coordination and quality control of the various service lines to WC3's regional clients. Michael has recently served as the project manager for the Sonoma County Resiliency Permit Center, interim Building Official for the County of Calaveras, the County of Napa, the City of Parlier, and the City of Livingston.

Interwest Consulting Group, Stockton, CA | 2012 -2016

Building Official

Michael provided review services for residential and non-residential construction project plans for compliance with California Building, Plumbing, Mechanical, Electrical Codes, Energy Standards and California Accessibility Standards, state and local building codes, policies, amendments, and ordinances. He provided as-needed in-house plan review services for the County of Napa and the Town of Atherton.

Self-Employed, Modesto, CA | 2009- 2012

Consultant

Michael worked with various contractors in Northern California reviewing and inspecting construction projects for compliance with all State, Federal, and local policies and regulations.

Daniel J. Hortert, MCP, AICP

Project Manager / Director of Planning

Experience

25+ years

Core Competencies

Technical Plan and Compliance Review
Project Management
Policy Development and Administration
Technical Writing and Presentations

Education

University of Cincinnati (1996-1998),
Master of Community Planning
(MCP)

University of Southern California
(1993- 1996), BS Planning and
Development (BS PLDV)

Grossmont Community College (1991-
1993), AA General
Studies/Architecture

Certificates & Achievements

American Institute of Certified Planners
#016957 (7/2001)

International Code Council certifications
(7) for residential and commercial
construction

Plan2040 Comprehensive Plan
Doña Ana County, NM
CNU27 Charter Award Winner

Professional Affiliations

American Institute of Certified
Planners (2001-Present)

American Planning Association
(1993-Present)

California Chapter (Current Chapter
International Economic Development
Council (2012-Present)

International City/County
Management Association # 749050

Experience Summary

Daniel has over 25 years of Planning and Development services experience including 20 as a public servant for municipalities with populations ranging from 3,500 to over 3.5 million. Daniel's experience covers a range of municipal functions including Planning Director, Senior Planner, Planning Manager/Principal Planner, and Community Development Department Director for public and private sector agencies. He is experienced in land development, construction, community engagement/education, project management, project budget control and oversight, residential, commercial, and industrial site planning and compliance review, and entitlements from single-lots to large complex master planned communities.

Daniel has extensive experience administering and managing regulatory document preparation including creating and updating land development ordinances, comprehensive and general plans, traditional and form-based coding, development agreement negotiations, and residential and commercial design guidelines. His recent planning assignments on behalf of 4LEAF include the cities of Sausalito, Larkspur, Pinole, Greenfield, and Jackson County, OR.

Select Professional Experience

4LEAF, Inc. - City of Larkspur & City of Sausalito

Project Manager / Director of Planning

Daniel oversaw the Community Development Department for the cities of Larkspur and Sausalito, which included managing the Planning, Building, and Code Enforcement scopes. Additional responsibilities included providing information to the public regarding zoning regulations and permit procedures, active project proposals, and permit and property records.

4LEAF, Inc. - City of Greenfield, CA

Principal Planner

Daniel was responsible for coordinating the development of the Community Development Policy & Procedure Guidelines for the department. Additional work included cannabis policy, development and cannabis deposit accounts, and development process flowcharts.

4LEAF, Inc. - City of Pleasant Hill, CA

Contract Project Planner

- Acted as project manager for five development applications.
- Client liaison to commissions, boards, and council.
- Performed design and compliance review with City standards.
- Tentative Maps.
- Master Sign Programs.
- General and Specific Plan Development/Amendments.
- Researched and assisted with grant funding application (SB 2).

4LEAF, Inc. - City of Pinole, CA

Contract Planning Manager

- Supervised Planning, Building, Code Enforcement, and Permit staff.
- Administered General Plan/Specific Plans, Zoning/Subdivision Ordinances, Design Guidelines, and CEQA Compliance.
- Advised at various councils, boards, commissions, and elected officials on planning-related issues
- Served as liaison and performed functions in support of the Planning Commission including project review, staff reports, recommendations, resolutions, and conditions of approval.
- Provided customer service to the public, internal and external departments, and agencies.
- Provided environmental reviews for development projects.

Doña Ana County, NM

Economic Development Manager/Director/Senior Planner

8/2011 - 1/2019

- Oversaw County Economic Development functions.
- Promoted, expanded, and retained business operations county-wide.
- Processed and administered Local Economic Development Act (LEDA) applications/contracts.
- Worked with area agencies to bring economic prosperity to each region.
- Directed Community Development Department consisting of 40+ employees including Current and Advance Planning, Building Services, Geographic Information/Mapping, Grants and Administration, and Animal Control/Code Enforcement Divisions.
- Fostered and encouraged team atmosphere amongst Community Development divisions as well as other county departments and external agencies/organizations.
- Developed department and County policies related to the efficiency of daily operations.

RBF Consulting - Phoenix and San Diego Offices

Senior Planner/Associate/Project Manager

6/2005 - 9/2010

- Successfully managed a variety of commercial and residential development project applications.
- Routinely interacted with City/County staff on submittal of complex planning projects.
- Coordinated various internal/external disciplines to ensure complete submittal packages.
- Managed complex planning studies, development applications, and reviewed proposals.

- Reviewed and processed complex general, master, and comprehensive plan amendments, rezoning requests, annexations, site plans, minor and major subdivision plats, CEQA compliance (CA only) including assisting with EIRs, Initial Studies, and Categorical Exemptions, and a Coastal Permit in Del Mar, San Diego County.
- Developed project budgets, verified contract expenditures and compliance.
- Conducted research and prepared reports on land use, physical, social, and economic issues.
- Provided professional planning assistance to member communities on varied land use projects.
- Performed field inspections.

Town of Chino Valley, AZ

Planning Manager/Director

3/2003 - 6/2005

- Oversaw Development Services Department including recruitment and staff evaluation.
- Developed organization-wide and department-wide goals, objectives, policies, and procedures.
- Reviewed and approved ministerial/minor application submittals (lot-splits, R-O-W dedications).
- Prepared division/department operations budget including revenues, expenditures, and staffing.
- Ensured that Town Boards and Commissions were fully informed on application submittals.
- Lead Planner during General Plan and Unified Development Ordinance rewrites.
- Lead author of the Town's Property Maintenance Code.
- Reviewed and approved all departmental reports and presentations to ensure that local state and federal regulations were complied with.
- Prepared grant applications for AZ Growing Smarter funding, procured two grants (\$10,000/\$2,500 for the 2003 General Plan Amendment).

Cranberry Township, PA

Planner/Code Enforcement Officer

1/2000 - 3/2003

- Managed multiple residential and commercial development project applications including building plan review, site plan review, approval of building plans, all aspects of residential and commercial site and structural inspections.
- Facilitated developer negotiations and drafted agreements for large development projects.
- Performed code enforcement duties for compliance with Township regulations including inspection, citation, and fines/court.
- Prepared written and oral reports for Township Boards and Commissions.

Butler Township, PA

Planner/Regulations Inspector

8/1998 - 1/2000

- Managed residential and commercial development project applications (Zoning and Subdivisions).
- Performed code enforcement duties.
- Performed residential and commercial building plan reviews.

Adrianna Ortiz

Assistant Planning Director

Experience

15+ years

Education

Masters, Business Administration/Leadership
Management – University of La Verne

B.S., Urban & Regional Planning
California State Polytechnic University
Pomona

B.A., Business Administration
University of La Verne – Irvine, CA

A.S., Alternative Energy Technology
Rio Hondo College – Whittier, CA

A.A., Liberal Arts
Rio Hondo College – Whittier, CA

Certifications

NDPTC: Advanced Disaster Recovery
Strategies for Local Communities

FEMA, Fundamentals of Emergency
Management IS-00230.d

FEMA, Introduction to Incident Command
System ICS-100.B, IS-100

FEMA, National Incident Management
System (NIMS) An Introduction IS-700.a

CERT, LA County Fire Department

Cal/OSHA 30-hr General Industry Outreach

Cal/OSHA 40-hr HAZWOPER

Rio Hondo College Train the Trainer
Certification

DBE/ACDBE Certification

Experience Summary

Adrianna is an exceptional professional with over 15 years of planning experience in the realm of environmental review, resource management, and land-use planning. She also has extensive knowledge and is proficient in environmental document preparation, sub-consultant coordination, presentation, and budget and project management. Adrianna has impressive presentation and public speaking skills which she regularly exercises as a volunteer for several agencies/organizations such as Bridge of Faith, RHC Alternative Energy/Technology Program Advisory Board, and the RHC Environmental Technology Program Advisory Board. Her ability to Serve as a leader and team player who practices objective thinking and uses unbiased approaches to conflict resolution, makes her an asset to any team and work environment. Adrianna will be testing for AICP in the early fall.

Select Project Experience

4LEAF, Inc.

Assistant Planning Director

2021 - Present

Adrianna has been with 4LEAF for more than two years as the Assistant Planning Director. She has spent the last year as the Interim Planning

Director for the City of Hollister on behalf of 4LEAF where she recruited, hired, and implemented a team of eight Planners of various levels from Technician through Director Level to compliment the existing two City Planner's at the City. Adrianna also took on several complex projects and helped create new streamlined approaches to provide consistency to the Planning Division. She also routinely presented to Council and Planning Commission meetings and interfaced successfully with City Management and elected. Adrianna contributes to 4LEAF's Planning Department by:

- Managing planning studies and development applications and examining consultant proposals.
- Developing budgets, directing bidding processes, and verifying contract expenses and compliance.
- Researching and organizing statistical reports on land-use, physical, social, and economic topics.
- Working in regional program zones including natural and water resources planning, community development, hazard modification, coastal zone management, and more.
- Completing field inspections to collect data related to development review processes and verifying that development projects comply with approved plans.
- Serving as a liaison and communicating reports and findings from inspections and research to staff, officials, and planning and zoning boards and commissions.



- Providing Planning assistance to member communities on diverse land-use projects.
- Supervising and mentoring Junior Planners.

San Bernardino County Department of Airports – Chino, CA

Airport Planner

2019 - 2021

- Reviewed and coordinated the development of comprehensive plans, proposals, and programs for utilization of land and physical facilities to determine recommendations to management.
- Recommended facility projects which can be funded through federal or state agencies.
- Prepared estimates, made recommendations, gathered information, and assisted in the Planning and preparation of federal and state grant applications for capital improvement projects.
- Researched and reviewed technical reports, prepared maps, site locations, and presented compiled data to advise and inform management.
- Served as a project lead representing the Department of Airports for improvement projects.
- Distributed solicitation of proposals and requested scopes and estimates on proposed projects and prepared on-call contractor with notices to proceed.
- Prepared and maintained necessary records, reports, and correspondence and ensured the implementation of inspection, maintenance, and operational reporting procedures for meeting mandated report submission requirements.
- Met with prospective lessees to determine facility needs, coordinated with staff to complete use permit applications, participated in negotiations of long- and short-term lease agreements.
- Participated in new hire selection and interview process as well as trained personnel.

Romo Planning Group – Rancho Cucamonga, CA

Project Director

2017 - 2021

- Provided guidance to developers, residents, and prospective investors in complying with municipal code, design guidelines, general plan, and state and federal laws.
- Resolved and expedited land use entitlements applications – Lot mergers, lot line adjustments, wireless facilities, minor conditional use permits, and tentative map extensions.
- Completed staff reports and evaluated conformance with municipal code, California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), Airport Land Use Compatibility reports (ALUM), and Tribal Consultation (AB 52, SB 18) requirements.
- Drafted municipal code to allow cannabis dispensaries and reviewed cannabis permit applications to determine approval or denial.

San Bernardino County Land Use Services – San Bernardino, CA

Planner

2016 – 2017

- Managed front counter, phone, and email inquiries by providing residents and developers with applicable information in accordance with the current county development code.
- Coordinated with county code enforcement to resolve cases and assist residents and landowners with becoming compliant and understanding the stipulations of the development code.
- Handled lot mergers, zoning verifications, rebuild letters, and land use entitlement research.

Magda Gonzalez

Senior Planner

Experience

10+ years

Education

M.P.A.

CSU, San Bernardino

B.S., Business Administration

CSU, San Bernardino

B.A., International Business Administration

CSU, San Bernardino

Skills

MS Office Suite

Bluebeam

ArcMap GIS

Adobe

Accelea

Languages

English

Spanish

Experience Summary

Magda is a skilled Senior Planner with over 10 years of professional experience in the realm of environmental review, resource management, and land use Planning. She also has extensive supervisory experience and is proficient in environmental document preparation, subconsultant coordination, presentation, and budget and project management. Magda excels in preparing and reporting performance data, identifying trends and areas for improvement, and analyzing efforts to develop solutions to project issues that may arise. With the strong ability to oversee programs and coordinate with others, Magda further shows that she is adept in her skillset with the ability to serve as a leader and team player who practices objective thinking and uses unbiased approaches to conflict resolution that make her an asset to any team and environment.

Select Professional Experience

4LEAF, Inc.

Senior Planner

2022 - Present

Magda contributes to municipal Planning Departments on behalf of 4LEAF and her recent assignment include the cities of Hollister, Sausalito, Moreno Valley, Culver City, and Fernley, NV. Her responsibilities as a Senior Planner include:

- Managing complicated Planning studies and development applications.
- Successfully managed a variety of commercial and residential development project applications.
- Routinely interacted with City/County staff on submittal of complex planning projects.
- Coordinated various internal/external disciplines to ensure complete submittal packages.
- Developing project budgets, directing bidding processes, and verifying expenses and compliance.
- Conducting research and organizing reports on land use, physical, social, and economic topics.
- Working in regional program zones including natural and water resources planning, community development, hazard modification, coastal zone management, and more.
- Completing field inspections to collect data related to development review processes and verifying that development projects comply with approved plans.
- Serving as a liaison and communicating reports and findings from inspections and research to staff, officials, and planning and zoning boards and commissions.
- Providing planning assistance to member communities on diverse land use projects.
- Supervising and mentoring junior Planners.

San Bernardino County Land Use Services – San Bernardino, CA

Senior Planner

2012 - 2022

- Reviewed and process land use applications for urban and rural development proposals and applied San Bernardino County countywide plan, development code regulations, ordinances, policies, and state environmental law.
- Analyzed, interpreted, and presented environmental, zoning, and other county Planning data to explain the entitlement process.
- Effectively communicated with Planning Commissioners, staff, internal and external agencies, and residents, as well as community organizations.
- Performed in-depth historical research to make informed entitlement determinations and utilized effective written communication to compose initial studies, staff reports, and correspondence.
- Actively participated in the development of a streamlined functional application processing system Accela which enabled the Planning Division to digitalize their applications, use permits, and entitlement processes.
- Completed environmental reviews utilizing environmental and focused studies in compliance with the California Environmental Quality Act and in adherence with Assembly Bill 52.
- Reviewed site plan designs to ensure compliance with applicable regulations (i.e., land use, setbacks, etc.) and conducted extensive research in specific or general project areas.
- Drafted ordinances to address community concerns and compliance with State regulations.

San Bernardino County Dept. of Behavioral Health – Victorville, CA

Office Assistant II

2011 - 2012

- Interpreted, applied, and explained department rules, regulations, policies and procedures to clients and the public.
- Researched and established/modified accounts according to insurance benefits or client's financial responsibility.
- Coded and reviewed billing.

San Bernardino County ATC / Central Collections – San Bernardino, CA

Office Assistant II

2010 - 2011

- Executed arithmetical computations to determine fees/fines owed.
- Updated, coded, and edited accounts as well as reconciled accounts to maintain fiscal accountability.
- Explained department procedures and regulations, clarified court ordered payment schedules.

Victor Elementary School – Victorville, CA

Bilingual Instructional Assistant

2007 - 2010

- Coordinated and administered standardized testing.
- Assisted SAM and principal in allocating funds to appropriate programs.
- Provided information regarding school enrollment, school attendance review board process and spearheaded ELAC parent program.

Jose Torres

Associate Planner / GIS Analyst

Experience

4 + years

Education

M.A., Community Planning

Auburn University – Auburn, AL

M.Sc., Geography

Auburn University - Auburn, AL

B.A., Chinese Language & Literature

University of California Los Angeles

A.A., Spanish Literature

San Francisco State University

Languages

English

Spanish

Japanese

Mandarin Chinese

Experience Summary

Jose is an advocate for the advancement of arts & technology education policy. He is an effective communicator committed to developing and maintaining productive working relationships with a variety of diverse stakeholders and communities.

Jose's professional and academic industry experience contribute to his extensive knowledge of the Planning field and his impressive presentation and public speaking skills. He is passionate about helping facilitate responsible initiatives that provide continuous opportunities for livable and equitable communities, and his ability to serve as a leader makes Jose an asset to any team, project, and work environment he is assigned.

Select Professional Experience

4LEAF, Inc. – Pleasanton, CA

Associate Planner/GIS Analyst

2023 - Present

Jose assists in the production and management of building codes, land regulations, and construction ordinances, and manages and distributes permits and interpreting zoning regulations for the public. Jose's professionalism, propriety, and eagerness to improve the experience of those around him makes him a great asset to any team.

LandWatch Monterey County

Housing Advocate

April 2023 – December 2023

- Advocated that housing elements identify sufficient sites for affordable units, affirmatively further fair housing, and remove governmental constraints to housing production and provided expert testimony at public meetings.
- Managed the LandWatch Public Data Viewer portal which included Regional Housing Needs Allocation site inventory parcel data and other housing related features such as administrative boundaries, land use and zoning, transportation, emergency management (fire hazards and flood zones), census and demographic data, and facility locations (police, fire, medical, schools) for municipalities that have published a draft Housing Element Document.

City of Seaside Community Development Department

Associate Planner

2022 – 2023

- Assisted in the evaluation of commercial and residential building projects.
- Prepared reports, which included all necessary research, on projects submitted to the City.



4LEAF, INC.

- Made public presentations before appointed boards, commissions, committees, and the City Council.
- Maintained Planning Division data files and developed the City's first building permit searchable GIS database for all building permits.

City of Berkeley Public Works Department

Assistant Planner & GIS Specialist

2020 – 2022

Jose lent his expertise on projects such as the Sidewalk 50/50 Program, NEXGEN – Enterprise Asset Management System, Cyclomedia – Street Imagery and Point Cloud Capture, and Zonar – Smart Fleet Management Solution while working with the City of Berkeley. His responsibilities included:

- Developed ESRI Field Maps application for sidewalk condition assessment data collection.
- Coordinated log/repository for various consultant GIS data collected and defined data formatting requirements policy for consultant deliverables.
- Prepared feature class GIS layers of all Public Works Divisions' assets.
- Assisted in GIS user training and acceptance phase.
- Consulted with due diligence reports regarding privacy concerns.
- Provided GIS implementation project lead and merger to enterprise datasets.
- Assisted in training and implementation of GPS tracking software on Public Works Zero Waste Division service vehicles.
- Managed reporting of weekly GPS tracking logs for trash truck routes, monitoring speeds and idle time.

Georgia-Alabama Land Trust, Inc.

GIS Specialist & Regional Stewardship Manager

2019 – 2020

- Managed the Chattahoochee River Region conservation easements and worked closely with landowners to ensure compliance and schedule maintenance of land management activities.
- Coordinated rebuilding a geodatabase for conservation easements containing geographic data for over 400,000 acres of natural resources including working farms, forests, and wetlands.
- Assisted in developing a GIS model to determine parcel candidates for the Wetlands/In-Lieu Fee Mitigation (ILF) program, managed by U.S. Army Corps of Engineers in the State of Georgia.

City of Culver City

CivicSpark Water Fellow

2017 – 2018

- Performed research and planning and community engagement strategies for urban creek/storm-water channel/bicycle-pedestrian pathway restoration project in the City of Culver City.
- Collected and analyzed GIS data.
- Mapped and identified parcel ownership and multiple agencies' maintenance jurisdiction along the nine-mile stretch of the creek.
- Developed a three-lens framework (Community, Environment, and Mobility) to identify the opportunities and constraints.

- Provided an analysis for the physical feasibility of improvements according to a three-phase schedule and published reports on the findings.
- Designed and facilitated the principal meeting with over 50+ major stakeholders forming the official Ballona Creek Task Force that prioritized projects and initiatives.

Auburn University – Auburn, Alabama

Instructor

2016 – 2017

- Taught Global Geography 1010 comprised of all international undergraduate students enrolled in AU Global; program designed to provide a fast track to a four-year degree from Auburn University.
- Produced original lecture content intended to challenge students to improve their understanding of world geography.

Graduate Teaching Assistant

2014 – 2016

- Managed GIS Lab for all College of Science and Mathematics GIS courses.
- Responsible for managing storage and distribution for multiple types of datasets used during our semester long land use siting project.
- Taught select lectures, held office hours, and assisted students on final project.

Graduate Research Assistant

2014 – 2016

- Analyzed and mapped the county service sector assets, created a new list and map of both critical facilities and civic organizations, and visually illustrated the social capital fabric potential of Macon County, AL using the Hazard Mitigation Plan from 2009.
- Provided research assistance for the following departments: Master of Community Planning, Department of Political Science, College of Liberal Arts, Auburn University, The Economic Development, and the City of Tuskegee.

Juliette Avila

Assistant Planner

Experience

2+ years

Education

B.A. Environmental Studies, 2023
Sonoma State University, CA

Software

Microsoft Suite

Language(s)

English

Spanish

Experience Summary

Juliette is a highly efficient professional with over 6 years of planning education and experience. She is an exceptionally motivated professional, and an even more dedicated team player. Juliette has the necessary skills to thrive in a highly efficient and accurate environment. Her professional and scholastic knowledge and experience have enabled her with a dynamic work ethic, allowing her to adapt to any workspace environment. Juliette is a professional guided by her eye for detail and her exceptional motivation. She ensures tasks are done expediently, making her an asset to any department.

Select Professional Experience

4LEAF, Inc.

Assistant Planner

2023 - Present

Juliette provides on-call Planning needs to various 4LEAF clients for the cities of Gonzalez, Escalon, and the County of Lassen and Napa-Sonoma County. Some of her duties include the following:

- Interpreting and applying state, county, and local codes, ordinances, and regulations.
- Collaborating with Senior Planners in the drafting of Housing Element updates by completing data collection and writing analysis for Technical Background Reports
- Creating tables, graphs, and collecting mapping images to depict U.S Census data and geographical conditions for clients.
- Assisting in survey input, analysis and summary of community engagement workshops for clients; creating key point presentation notes for community engagement presentations
- Assisting Senior Planners in the drafting of ongoing stakeholder projects for the Napa-Sonoma Collaborative by completing Housing Element program scans, preliminary pro-housing analysis, and Faith-Based Land inventory in accordance with legislature SB 4 across both counties

City of Richmond

Planning Intern

January 2023 – May 2023

- Provided customer service and translation services at the permit counter, answering public and City departmental inquiries by referencing zoning, land use, and municipal codes.
- Ability to multitask the management of multiple projects at a time and the continuous research necessary to complete project reviews.
- Oversaw City's permit counter to assist residents in person, online, and over the phone.

- Process and review applications for accessory dwelling units, signs, and zoning verification letters; analyze and evaluate architectural and construction drawings in conformance with zoning and municipal codes.
- Prepared public notices and conducted research for planners presenting projects to the Design Review Board and Planning Commission.
- Assisted planners in advance planning with the General Plan Update of two elements by gathering surveys from the public in community engagement events, reviewing and editing drafts, and completing the Housing Element Annual Progress Report for 2022.
- Assisted senior planner with the development of the Hilltop Horizon Specific Plan by attending and leading conversations in community engagement events and coding 500_ surveys into a report for consultants.
- Trained new hires on excellent customer service through application processing and inquiries provided at the permit counter by referencing zoning and municipal codes.

Ascent Environmental, Inc.

Environmental and Planning Diversity Intern

June 2022 – August 2022

- Teamed with company consultants to develop a 102-acre conceptual site plan and presented findings to the Planning Commission and Mayor of Sacramento.
- Drafted a conceptual site plan for large outdoor recreational facility to scale.
- Produced Draft Housing Needs Assessment for the City of Clovis Housing Element update.
- Developed Urban design skills to prioritize community needs and community character.
- Organized a public community survey to better understand housing needs, demographics, and adversities.
- Completed Notices of Exemptions under CEQA processes for Environmental Planning projects in coordination with Senior Environmental Planners.
- Synthesized survey results and community workshop notes into a Housing Element Workshop Summary deliverable to client.
- Collaborated with colleagues to create PowerPoint presentations defining Housing Element Updates, Planning history and future timelines within the communities.

PROPOSAL TO PROVIDE
ON-CALL PLANNING SERVICES
TO THE
TOWN OF FORT JONES

SECTION 5
FEE SCHEDULE



4LEAF, INC.



FEE SCHEDULE

FY2024-2025 FEE SCHEDULE & BASIS OF CHARGES

FOR THE TOWN OF FORT JONES

All Rates are Subject to Basis of Charges

Planning

Housing Policy Director	\$205/hour
Planning Director	\$180/hour
Principal/Planning Manager	\$165/hour
Senior Planner	\$140/hour
Associate Planner	\$124/hour
Assistant Planner	\$105/hour
Planning Technician	\$90/hour

Project Management

Project Manager	\$180/hour
Principal-in-Charge	\$245/hour

BASIS OF CHARGES

Rates are inclusive of “tools of the trade” such as forms, telephones, and consumables.

- All invoicing will be submitted monthly.
- Staff Augmentation work is subject to 4-hour minimum charges unless stated otherwise. Services billed in 4-hour increments.
- 4LEAF assumes that these rates reflect the FY2024-2025 contract period. There will be a 3% escalation for FY2025-2026, FY2026-2027
- Overtime and Premium time will be charged as follows:

- Regular time (work begun after 5AM or before 4PM)	1 x hourly rate
- Nighttime (work begun after 4PM or before 5AM)	1.125 x hourly rate
- Overtime (over 8-hour M-F or Saturdays)	1.5 x hourly rate
- Overtime (over 8 hours Sat or 1 st 8-hour Sun)	2 x hourly rate
- Overtime (over 8 hours Sun or Holidays)	3 x hourly rate
- Overtime will only be billed with prior authorization of the Director or other designated Town personnel.
- All work with less than 8 hours rest between shifts will be charged the appropriate overtime rate.
- Mileage driven during the course of Inspections will be charged at cost plus 20%.
- Payment due on receipt. All payments over 30 days will be assessed a 1.5% interest charge.
- Client shall pay attorneys’ fees, or other costs incurred in collecting delinquent amounts.
- Client agrees that 4LEAF’s liability will be limited to the value of services provided.
- In accordance with California’s Meal Break and Rest Break Law requirements, Client will be billed one (1) additional hour per day at the regular rate for each missed meal or rest break due to Client-directed tasks or requirements. Client should allow 4LEAF’s non-exempt, hourly employees the opportunity to take their entitled rest and meal breaks during each work shift.

PROPOSAL TO PROVIDE
ON-CALL PLANNING SERVICES
TO THE
TOWN OF FORT JONES

SECTION 6
REFERENCES



4LEAF, INC.



SECTION 6: REFERENCES

City of Sausalito

On-Call Planning Services

4LEAF is currently providing On-Call Planning to the City of Sausalito for consulting roles including Interim Community Development Director and Senior Planner—in addition to roles from our Building Department contract. 4LEAF's Director of Planning Services, Daniel Hortert, AICP, is currently assigned to the City and performs duties in the capacity of the Interim Community Development Director. Daniel oversees functions of the Community Development Department, which encompasses Planning, Building, Code Enforcement, and Administration for the City. His responsibilities include:



- Supervising a staff of 9.
- Acting as Secretary to the Planning Commission.
- Performing Design Review for projects and presenting to City Council and the Planning Commission.
- Processing discretionary development applications such as Design Review, Condo Conversions, heightened review projects, CUPs, and variances.
- Processing administrative/ministerial projects such as ADU/JADUs, SB 9 (urban lot splits, SB 9 structures), and administrative variances.
- Developing departmental budgets.

Current/Recent Projects:

- **SB 9 Adoption – CA HOME (Housing Opportunity and More Efficiency) Act:** Modifies residential zoning rules to allow up to four homes to be built on a property zoned for one house. The standards for Sausalito include a maximum of 1,200 square foot units and a maximum height of 16 feet and a State-mandated 4-foot side and rear setbacks.
- **Historic Context Statement:** 4LEAF worked with City's consultant to get approved at City Council. This endeavor has been in the works for many years—the document is intended to give residents and other stakeholders a better understanding of the history and context of Sausalito's built environment and help guide future decisions about historic preservation.
- **Land Acknowledgement Statement/Policy**



Agency Name: City of Sausalito
Client Contact: Chris Zapata, City Manager
Client Telephone: (415) 289-4166
Client Email: CZapata@Sausalito.gov
Contract Dates: 2022 - Present

**City of Pleasant Hill***On-Call Planning Services*

4LEAF provided a Senior-Level Planner to the City where we oversee several complex Planning projects. All projects with the City of Pleasant Hill are developer-funded and responsibilities included:



- Preparing staff reports, resolutions, and ordinances for recommendations by the Architectural Review Commission, Planning Commission and City Council
- Processing applications for minor/major subdivisions
- Planned Unit Development/Specific Plan
- General Plan Amendment
- Minor/Major Subdivisions
- Development Plans
- CEQA Review
- Architectural Review Permits

**Current/recent project support:**

- **Downtown Cleveland Multi-Family Specific Plan:** Architectural Review, Planned Unit Development/Specific Plan “Concept Plan”, Development Plan, General Plan Amendment, and environmental review for a 189-unit multi-family residential development near the City’s Downtown. Project is preparing for public hearings before the Architectural Review Commission, Planning Commission, and City Council.
- **Oak Park Specific Plan:** 34 lot major subdivision, development plan, and rezone (PUD). Rezone from R-10 (SFR 10,000 min) to Multi-family very low density as part of a Planned Unit Development/Specific Plan, development plan review. Prepared all staff reports and made presentation to the Architectural Review Commission, Planning Commission, and City Council.
- **590 Creekside Minor Subdivision:** 2-lot single family subdivision. Prepared all staff reports findings and resolution for approval before the Planning Commission and City Council.
- **2001 CCB Façade Improvements:** Façade improvements for a medium sized retail center. Architectural Review permit. Application withdrawn because of costs.

In addition, our Planner assisted the City with securing their SB2 grant.

Agency Name: City of Pleasant Hill
Client Contact: Troy Fujimoto, City Planner
Client Telephone: (925) 671-5209
Client Email: TFujimoto@PleasantHillca.org
Contract Dates: 8/2019 - Ongoing



Downtown Specific Plan, City of Cotati



4LEAF recently completed an update to the City of Cotati's Downtown Specific Plan, which had previously been established in 2009. The project responded to changes since the last update that shifted the balance of mixed-use development in an economy more inclined to produce residential units than commercial units. Much of the project team reflected in this proposal (4LEAF, Rincon, and Fehr & Peers) is currently completing the City of Cotati's next specific plan update in the Santero Way area surrounding Cotati's SMART Station and can respond to the evolving statutory requirements for priority development areas with relevant and current experience.

4LEAF prepared amendments to the Specific Plan land use, zoning, and objective design guidelines to accommodate changes to State law. Concurrently, our team prepared an addendum to the Environmental Impact Report for California Environmental Quality Act compliance. 4LEAF worked with the City to:

1. Develop new Downtown Specific Plan policy language that strikes a balance between the City's downtown goals and consistency with recent changes in State housing law, as reflected in the City's 6th Cycle General Plan Housing Element Update.
2. Prioritize and incentivize 100% affordable housing downtown while retaining the integrity of the City's vision of a pedestrian oriented mix of retail businesses, housing for all economic segments of the community, and recreation amenities, while preserving Cotati's historic downtown character.
3. Affirm the urban forms and mix of residential uses downtown and while removing or revising policies and regulations to achieve consistency with the 6th Cycle Housing Element.
4. Involve the community in the project by seeking input by conducting online website-based outreach with a film introducing the project, survey, and e-blasts to the interested parties list. In-person workshops were held with interested parties and the Cotati Planning Commission and City Council.
5. Write an Addendum to the Downtown Specific Plan Final EIR as the appropriate environmental document for the project amendments.
6. Prepare and present staff reports, ordinances, resolutions, findings, and recommendations for project approval to the public at Planning Commission and City Council hearings.

Contact Information:

Noah Housh, Director of Community Development
City of Cotati
(707) 665-3635
nhoush@cotaticity.org

**City of Rohnert Park***Housing Element Update*

4LEAF completed the Housing Update for the City of Rohnert Park, located in Northern California. The city has a RHNA of approximately 1,580 units compared to 899 units in RHNA Cycle 5, representing a 76% increase from the last Planning cycle. To ensure an adequate inventory of viable sites, the 6th Cycle Housing Element Update necessitates rezoning in targeted areas.



The city chose 4LEAF because our team of professional planners have an established working relationship with HCD and a thorough understanding of State housing law. Our team has demonstrated the ability to be proactive in maintaining communication, meeting deadlines, and addressing all the new statutory requirements for 6th Cycle Housing Elements. Rohnert Park's Housing Element was among the first in the Association of Bay Area Governments (ABAG) region to achieve full HCD certification of compliance with State housing laws in March 2023.

Our services for this project include:

- Project management
- Community outreach and engagement
- Housing Element preparation
- CEQA compliance (with Rincon Consultants based on concurrent General Plan Update EIR)

Some of our Housing Element work can be viewed on the City's website at: <https://nsc-housing.org/city-of-rohnert-park>



Agency Name: City of Rohnert Park
Contact Name: Jenna Garcia, Housing Manager
Contact Email: JGarcia@RPCity.org
Contact Telephone: (707) 588-2238



Planning for Success.

March 22, 2024

Joshua Stanshaw
Town Administrator & Clerk
Town of Fort Jones
11960 East Street
Fort Jones, CA 96032

Re: Request for Proposals (RFP), On-Call Planning Services

Dear Joshua,

EMC Planning Group is pleased to submit this statement of qualifications (SOQ) to provide on-call planning services to the Town of Fort Jones. Since 1978, EMC Planning Group has provided a broad range of on-call planning and environmental consulting services for a variety of cities, towns, counties, and special districts throughout California. The following SOQ demonstrates the firm's expertise and capabilities with regard to providing these services to meet the needs of Fort Jones as outlined in the RFP.

I am the point of contact for this RFQ process, and will also serve as the project manager for any work undertaken for the Town of Fort Jones. My email address is foucht@emcplanning.com, and my phone number is (831) 649-1799, ext. 205. Should you have any questions regarding any of the information presented SOQ, please do not hesitate to contact me.

Sincerely,

Brian Foucht, AICP
Principal Planner
Cc: Carolin Hoefer

EMC PLANNING GROUP INC.
A LAND USE PLANNING & DESIGN FIRM

601 Abrego Street, Monterey, CA 93940 Tel 831-649-1799 Fax 831-649-8399
www.emcplanning.com

Statement of Qualifications

On-Call Planning Services

The Town of Fort Jones

March 22, 2024



Prepared by
EMC Planning Group

STATEMENT OF QUALIFICATIONS

ON-CALL PLANNING SERVICES

THE TOWN OF FORT JONES

PREPARED FOR

The Town of Fort Jones

Joshua Stanshaw, Town Administrator & Clerk

11960 East Street

PO BOX 40

Fort Jones, CA 96032

Tel 530.468.2281

jstanshaw@fortjonesca.com

PREPARED BY

EMC Planning Group Inc.

601 Abrego Street

Monterey, CA 93940

Tel 831.649.1799

Fax 831.649.8399

Brian Foucht, AICP, Principal Planner

foucht@emcplanning.com

www.emcplanning.com

March 22, 2024

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Attachments

Attachment A EMC Planning Group Resumes

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1.0 Statement of Qualifications

1.1 Firm Overview

EMC Planning Group is a full-service interdisciplinary land use planning and environmental consulting firm located in Monterey, California. Established in 1978, EMC Planning Group possesses a 46-year history of providing public agencies and private clients with a broad range of services, including land use planning and community planning, development and entitlement services, and environmental compliance and documentation. The firm's success and longevity are due in large part to the diverse talents and creativity of our land use planners, environmental planners, biologists, archaeologists, and land use designers. All staff members are skilled professionals with the ability to deliver practical, yet innovative solutions land use planning and environmental review and compliance.

1.2 Planning and Environmental Review and Compliance Services

The following planning and environmental review services are representative of those the firm provides to an extensive list of public agencies and private sector clients on a “on-call”, “as-needed”, short-term, and/or long-term basis.

Planning Services

Procedural Planning and Municipal Staff Support

EMC Planning Group has a long history of providing all aspects of staff support for public agencies. The firm understands public agency needs, which is the foremost key to delivering effective services. The firm has assisted short-staffed cities, counties, and special districts with the processing of development permits, site plan reviews, subdivisions, and major annexations. Our goal is to provide direct and responsive staff support, whether it means taking on specific larger projects or dealing with the day-to-day processing of applications and conducting meetings. Firm personnel offer a diverse range of professional and technical expertise, and deliver planning services with a balanced approach. The following list is representative of the municipal staff support services

- Development review process management;
- Permit processing;

- Policy and regulatory analyses;
- Application preparation, completeness review, and processing for annexations, general plan amendments, zoning amendments, specific and master plans, parcel and subdivision maps, and conditional use permits;
- Land use plan/specific plan preparation;
- Zoning regulation preparation/review;
- Preparation of project consideration packages (staff report, resolutions and ordinances, findings, etc.);
- Environmental documentation preparation;
- Public noticing preparation of specialized technical documentation;
- Grant writing and funding assistance;
- Coordinate and manage technical consultants; and
- Prepare and monitor project schedules, budgets, and public outreach/participation.

Advance and General Planning

EMC Planning Group brings a wealth of advance and general planning experience to the table. The firm utilizes a “big picture” approach to planning as a reflection of the firm’s vast experience preparing a broad range of planning products. EMC Planning Group prepares plans that are forward thinking, practical and implementable, sensitive to environmental sustainability, and that meet the needs of the communities the plans are intended to benefit. These key elements are highly interrelated, and achieving a balance between them is important. EMC Planning Group provides valuable insight into working with local, regional, and state governments, federal governmental agencies, special districts, and the private sector development community when facilitating plans to achieve that balance. Our practical ability to identify and elicit input on the needs and desires of communities and clients assures the delivery of products that anticipate and meet future planning challenges.

The firm also places great emphasis on the implementation end of the development process by thoroughly identifying implementation processes and actions, responsibilities, and timing. As a result, agencies and the development community can work together seamlessly to consider, process, and implement projects because expectations for all involved parties are well defined.

The following list provides an example of the types of plans that the firm prepared, developed, and implemented:

- General plans, general plan amendments, and general plan updates;
- Specific plans;

- Economic development elements;
- Zoning codes and ordinances;
- Design guidelines and revisions;
- Master plans;
- Area plans;
- Housing elements;
- Preparation of agency CEQA guidelines and thresholds of significance;
- Downtown vibrancy plans.
- Sphere of Influence amendments and annexations; and
- Local coastal plans;

Land Use Feasibility, Entitlement, and Planning

EMC Planning Group assists clients with the following services related to land use feasibility, entitlement, and planning:

- Development site selection and evaluation,
- Site planning,
- Feasibility, and design,
- Master planning,
- Entitlement process coordination and management,
- Permit processing,
- Local agency formation commission application processing; and
- Project representation.

Community Engagement and Outreach

EMC Planning Group assists with the following activities related to community engagement and outreach:

- Public outreach;
- Stakeholder outreach;
- Community engagement through surveys, meetings, the creation of project websites, and participating in community events.

Environmental Review and Compliance Services

CEQA and NEPA Compliance Services

EMC Planning Group assists public agencies in complying with CEQA and NEPA. Environmental impact assessment requires a technical understanding of natural processes and how those processes might be affected by proposed infrastructure or public works projects. The firm's goal is to provide thorough research and analysis of environmental impacts of the proposed projects and provide complete informational documents on the environmental effects. EMC Planning Group has the in-house technical expertise to address the following: environmental issues:

- Important Farmlands Assessment;
- Visual Impact Assessment;
- Biological Resource Impact Assessments;
- Archaeological and Tribal Resources Impact Assessments;
- Special-Status Species Surveys and Reports;
- Preconstruction Surveys;
- Biological Monitoring;
- Wetland Assessments; and
- Air Quality and Greenhouse Gas Modeling and Impact Assessment.

EMC Planning Group has prepared NEPA documentation for federal agencies including:

- Housing and Urban Development;
- U.S. Environmental Protection Agency;
- U.S. Department of the Army;
- U.S. Department of Veterans Affairs;
- Federal Highway Administration; and
- United States Department of Agriculture.

CEQA Deliverables

CEQA compliance service deliverables include the following:

- Categorical and Statutory Exemption Reports and Findings;
- Initial Studies/Negative Declarations and Mitigated Negative Declarations;
- Environmental Impact Reports (Administrative Drafts, Public Review Drafts, and Final Drafts) including addendums and subsequent environmental impact reports;

- Noticing;
- CEQA Findings; and
- Mitigation Monitoring and Reporting Plans.

NEPA Deliverables

NEPA compliance service deliverables for public agencies seeking federal funding for public works and infrastructure projects include the following:

- Categorical Exclusion Reports and Findings;
- Environmental Assessments/Finding of No Significant Impact (FONSI); and
- Environmental Impact Statements.

CEQA and NEPA Public Outreach

EMC Planning Group’s principals and project managers have significant experience with all CEQA and NEPA-related public outreach tasks, including but not limited to, presentations at scoping meetings and public hearings on draft and final EIRs, and all required CEQA noticing.

For projects requiring public outreach beyond the requirements of CEQA and NEPA, EMC Planning Group can contract with a public relations firm to provide the necessary outreach. EMC Planning Group has worked with several firms over the years. Public relations firms are chosen based upon their particular expertise related as they may be related to issues associated with a particular project.

Biological Resources and Regulatory Permitting

EMC Planning Group biologists offer adaptive, innovative solutions to environmental compliance challenges. The firm provides comprehensive and scientifically defensible analyses and biological resources documentation to comply with CEQA and NEPA requirements. Services and deliverables include:

- Literature Reviews, Database Searches, and Field Surveys;
- Constraints Analyses and Plant Community Mapping;
- Focused Surveys and Habitat Assessments for Special-Status Species;
- Pre-Construction Focused Surveys and Construction Monitoring;
- Mitigation Planning and Monitoring;
- Preliminary Assessment and/or Delineation of Wetlands and Waters of the U.S.; and
- Regulatory Agency Consultation, Permitting, and Compliance.

Archaeological and Tribal Resources Services

EMC Planning Group provides the following services related to Archaeological and Tribal Resources:

- CEQA/NEPA (Section 106) Compliant Archaeological Surveys;
- California Historical Resources Information System (CHRIS) searches;
- Pedestrian surveys and testing;
- Data Recovery;
- Archaeological Construction Monitoring;
- National Register of Historic Places (NRHP) Evaluation and Nomination;
- Tribal Consultation Assistance pursuant to Assembly Bill (AB) 52 and Senate Bill (SB) 18.

Deliverables include, but are not limited to:

- Reports;
- Historic and Archaeological Records;
- Area of Potential Effect Maps;
- Tribal Consultation Letters; and
- Sacred Land File Record Searches and Findings.
- Deliverable Timeframe

Air Quality and Greenhouse Gas Emissions Analysis

EMC Planning Group's air quality/greenhouse gas emissions specialists conduct modeling using the California Emissions Estimator Model (CalEEMod) and Emissions Factor Model (EMFAC), prepare impact analyses, and develop emissions reduction/mitigation strategies for CEQA and NEPA documentation and development mitigation compliance.

Deliverables include:

- Air Quality and Greenhouse Gas Emissions Reports;
- Air Quality and Greenhouse Gas Emissions Sections of Initial Studies; and
- Air Quality and Greenhouse Gas Emissions Sections of EIRs.

Wildfire Resilience Planning and Mitigation Assistance

EMC Planning Group's wildfire planning team, working in collaboration with the Chico-based, wildfire mapping firm of Deer Creek Resources, is qualified to assist jurisdictions and private clients with conducting wildfire hazard and risk analyses for a variety of projects utilizing advanced GIS

based modeling and mapping tools, as well as environmental review for forest resilience, vegetation management, and wildfire planning projects. We have experience working with various counties, cities, special districts, and agencies, in collaboration with state, regional, and local fire districts, on projects within State-designated “High” and “Very High” Fire Hazard Severity Zones (within both the Local and State Responsibility Areas) and within the Wildland Urban Interface (WUI).

Land Use Planning/Hazard Mitigation

Working in close cooperation with client and collaborating experts, EMC Planning Group staff will assist with:

- Identifying and collecting the background information needed to support a rational and robust project wildfire hazard identification process;
- Preparing project descriptions that are suitable and legally adequate throughout the entire project development and implementation process;
- Conduct feasibility review for single projects or, where there are several potential projects, determine action priorities; and
- Optimize project location based on fire history, vegetation, terrain and assets at risk.

Environmental Review

EMC Planning Group staff have extensive experience with CEQA and NEPA compliance. In addition, EMC Planning Group staff have training conducting programmatic environmental review utilizing the recently adopted statewide California Vegetation Treatment Program (CalVTP) and Programmatic EIR. EMC can also prepare any necessary environmental permit applications for vegetation treatment or other wildfire resilience projects and then assist in compliance activities associated with those permits.

EMC Planning Group’s wildfire planning team has the environmental and land use experience that is necessary to assist our clients to successfully navigate the complex wildfire planning and permitting process.

1.3 Relevant Experience

EMC Planning Group has amassed vast experience in the provision of on-call and longer-term planning services that augment professional city planning services for jurisdictions throughout California. The following projects are representative of the types of projects the firm is capable of undertaking for the Town. References are listed in Section 5.0, References.

City of Sand City Municipal Staff Support

EMC Planning Group has provided city staff support to the City of Sand City intermittently for over 40 years. Since 2005, the firm has consistently provided staff support for planning counter duties and is currently acting as the City Planner. EMC Planning Group assists with reviewing and writing staff reports for applications. Previously accomplished tasks include subdivision and zoning ordinance amendments; a Housing Element update and certification; review of parking regulations; organization and cataloging of planning documents; review and recommendations for planning procedures; development of a reimbursement agreement template; assistance with a development fee schedule update; Coastal Commission certification of an amendment to the City's desalination plant operating permit; and an update to the City's website.

City of Sand City Grant Application Assistance

EMC Planning Group assisted the City of Sand City with a grant application to the State Coastal Conservancy to fund a coastal trail project to connect Sand City's city-center to the coast with boardwalks and trails; prepare a habitat restoration plan; and increase amenities such as parking and restrooms. The grant was approved by the Coastal Conservancy for \$473,465. EMC Planning Group also assisted the City of Sand City with a successful Regional Early Action Planning (REAP) Grant application for funding towards website redevelopment and an economic development and housing page to incentivize development of affordable housing within Sand City.

City of Sand City Housing and Safety Element Update

EMC Planning Group is preparing the City of Sand City's 6th Cycle Housing Element and related updates to the City's Safety Element. The project includes a comprehensive outreach program to ensure the housing element is reflective of community needs while meeting all of the State housing law requirements.

City of Sand City, South of Tioga EIR, Staff Support, and Habitat Plan

EMC Planning Group was retained by the City of Sand City to provide planning staff support and prepare an EIR for a controversial project consisting of two hotels and 420 residential units on a redevelopment site in Sand City. The site was mostly developed with warehouses in the 1950s, and also includes areas of sand dune habitat that are home to several sensitive plant and animal species. Issues addressed in the EIR included aesthetics, air quality, biological resources, greenhouse gas emissions, historic resources, soil contamination, noise, traffic, and utilities. EMC Planning Group also conducted protocol surveys for the Monterey spineflower and Monterey gilia and prepared a habitat conservation plan for a one-acre habitat preserve.

EMC Planning Group staff acted as the City's staff planner for this project, and prepared the EIR. In this role, EMC Planning Group staff consulted with local and state responsible and trustee agencies, members of the public, and made presentations at public workshops and hearings. EMC Planning Group assisted City staff with plan review, project conditions, preparation of staff reports

and resolutions, and worked with the City Attorney, City Administrator, Mayor, and applicant on project revisions. EMC Planning Group also assisted with the formation of a financing district.

City of Seaside

City of Seaside, Development Planning Staff Services and EIR

Since 2007, EMC Planning Group has intermittently served as staff support to the City of Seaside to process project applications and related ordinance amendments, prepare EIRs, prepare the project consideration materials for the Planning Commission, City Council, and the Fort Ord Reuse Authority, and additional related tasks. The project was development of a major destination resort hotel, timeshare, and residential development within two existing golf courses on the former Fort Ord military base. The project involved the relocation of several existing golf course features, and adherence to design standards. Significant issues addressed included water supply, affordable housing, timeshare regulation, and establishing nexus and proportionality for services fees.

The project required several amendments to the municipal code. Changes focused on clarification within the zoning ordinance of the Fort Ord Reuse Plan's policy regarding integration of recreational, commercial, and residential uses. In addition, the development standards were revised to allow a planned development approach within the unique housing areas associated with the golf courses. A timeshare ordinance was added to the municipal code. EMC Planning Group staff met with the applicant throughout the approval process to refine the project to meet City goals, and address planning issues that arose. A major issue was the calculation of ad-hoc fees, since the City did not have the necessary fee programs adopted.

EMC Planning Group prepared a detailed analysis of existing service levels and proportional shares for extension of services to the project. The fee analysis was the basis for negotiation of the development agreement. EMC Planning Group prepared consideration packets for the Board of Architectural Review, Planning Commission, City Council, and Fort Ord Reuse Authority, and represented City staff at field trips and hearings. EMC Planning Group prepared the EIR for the project. Major environmental issues included traffic, water supply, aesthetics, biological resources, hazardous materials, and emergency access.

City of Carmel-by-the-Sea

City of Camel-by-the-Sea, Carmel Planning Staff Support

From 2014 to 2016, EMC Planning Group provided City staff support for current planning services. The firm reviewed applications for completeness, weighed the merits of projects against the City's general plan, municipal code, and residential design guidelines. Approved minor Track 1 design applications and for Track 2 major applications, prepared staff reports including recommendations and findings for the planning commission, and maintained property files for the public record.

City of Carmel-by-the-Sea Grant Application Assistance

EMC Planning Group recently assisted the City of Carmel-by-the-Sea with a successful grant application to the California Coastal Commission for a \$500,000 grant to fund an update to the City's Local Coastal Program to address Coastal Hazards.

City of Carmel-by-the-Sea 6th (2023-2031) Cycle Housing Element and Safety Element

EMC Planning Group is assisting the City of Carmel-by-the-Sea planning staff with preparing an update to its General Plan Housing and Safety Elements pursuant to requirements of the 6th (2023-2031) Housing Cycle. EMC will prepare an outreach plan, sites inventory, perform a review of the previous Housing Element, make policy recommendations, and prepare draft and revised draft Housing and Safety Elements along with CEQA review.

City of Marina

City of Marina Grant Application Assistance

EMC Planning Group recently assisted the City of Marina with a successful grant application to the California Coastal Commission for a \$500,000 grant to fund an update to the City's Local Coastal Program to address Land Use, Biological Resources, and Public Access. EMC Planning Group also assisted the City of Marina with a grant application to the State Coastal Conservancy for trail improvements to Fort Ord Dunes State Park. This grant application is currently pending approval.

City of Pacific Grove

Pacific Grove Planning Services Assistance

In 2014, EMC Planning Group assisted City staff with review and reporting of special projects identified by City staff that were reviewed and approved prematurely. EMC Planning Group worked with City staff to identify and prioritize subject applications and developed a permit facilitation management strategy to ultimately resolve any outstanding land use permitting issues. EMC staff acted as an extension of City staff and liaison between staff and applicants to facilitate appropriate and timely review and processing of the subject applications on a case-by-case basis.

City of Del Rey Oaks

City of Del Rey Oaks Planning Services

From 2014 to 2015, EMC Planning Group prepared an analysis of the planning factors with potential to affect development on 362.13 acres of former Fort Ord territory within the Del Rey Oaks city limits. The report focused on the relative complexity of approval paths for various land uses, and presented an overview of planning approaches and implementation tools that could be used for the more complex approvals. The report addressed key issues including: applicable land use plans and development regulations with a focus on the Fort Ord Reuse Plan and Del Rey Oaks General Plan and Municipal Code, planning designations, potential development types, risks associated with various development approval pathways, other potential development risks, and

planning process options/approaches for considering new development proposals. An evaluation of applicable Fort Ord Reuse Plan policies was also conducted to determine their implementation status and relevancy for development of the subject land.

City of Salinas

Salinas Economic Development Element

EMC Planning Group, in coordination with Salinas Planning and Research Corporation and the City of Salinas, prepared an economic development element for integration into the City's general plan. EMC Planning Group led a team of interdisciplinary consultants including economic development, public outreach, and urban design specialists. The primary components of the process included economic development visioning, an extensive public outreach effort, analysis of existing and future development market conditions, evaluation of opportunities and constraints (planning, policy, natural resources, environmental), preparation of an economic development vision map, and preparation of the economic development element. The economic development vision focuses on safety, jobs, and health. The economic development strategy guides the City's future economic development efforts and land use decisions, with the end goal of promoting business retention and creation, generating employment opportunities, facilitating workforce development, and enhancing quality of life for the City's residents.

Ferrasci Planning Services

EMC Planning Group is assisting City of Salinas staff with development review processes, including application completeness, facilitating meetings with the applicant team, preparing the project consideration packages for the Planning Commission and City Council, attending and supporting public hearings, and preparing a LAFCO application and attending LAFCO public hearings.

City of Soledad

EMC Planning Group has provided the City of Soledad with city support services in various capacities since 2013. The following are examples of the work efforts carried out by EMC Planning Group for the City of Soledad.

City of Soledad Municipal Staff Support

EMC Planning Group has been providing support to planning staff since 2018. Tasks include various research projects including, but not limited to, obtaining accident data from the Union Pacific Railroad Company and at other grade rail crossings; conducting research and writing memos regarding mobile home park conversions; determining the density bonus associated with a proposed apartment complex; preparation of documentation for AMBAG regarding PlaceType Assistance; reviewing tentative map applications for completeness; working with AMBAG on housing opportunity sites; various market, demographics, and general plan and zoning data for parcels on Front Street; and assistance with research on planning issues associated with teacher workforce housing.

City of Soledad, Miramonte Subdivision Staff Support & Environmental Review Services

EMC Planning Group is providing planning staff assistance to the City of Soledad to process applications for a proposed Prezone, General Plan Amendment, Specific Plan, Vesting Tentative Map for a 2,767-unit residential subdivision on 633.8 acres adjacent to the eastern city limit. LAFCO applications for a Sphere of Influence amendment and annexation request were also prepared. Specific planning staff assistance tasks include application completeness review; environmental review and preparation of the appropriate CEQA documentation; liaising between the City department staff and applicants; responding to project-related questions from various city departments to outside agencies and the public; project evaluation and general plan and zoning consistency review; preparation of agenda reports, recommendations, findings and conditions of approval; preparation of the LAFCO applications; preparation of a tax-sharing agreement; and staff representation before the City's Planning Commission and City Council; and LAFCO of Monterey County.

City of Greenfield

City of Greenfield Staff Support Services

From 2011 to 2013, EMC Planning Group provided staff support services to the City of Greenfield's Planning Department under the former City Manager, Brent Slama. EMC Planning Group assisted with project management for development applications, including meeting with applicants; preparing staff reports, resolutions, findings, and conditions of approval; and representing the Planning Department at Planning Commission and City Council meetings. Projects include a site plan review for re-use of a supermarket building, a second story addition requiring Planning Commission's design review, and the conversion of vacant commercial space in a mixed-use building to residential uses.

EMC Planning Group assisted the City of Greenfield with planning and environmental review projects on an on-call basis. The range of typical assignments included application processing (general plan amendment, rezoning, conditional use permit, subdivisions, architectural review, variance, sphere amendments and annexations, etc.); and CEQA compliance (review for exemptions-categorical or statutory; preparation of initial studies, negative declarations, and EIRs; preparation of CEQA notices and distribution of documents; and attendance at public hearings).

City of Gilroy

EMC Planning Group has provided city staff support services for Gilroy over the past 35 years. This is just a small sample of EMC Planning Group's work efforts in the City of Gilroy.

City of Gilroy, North Gilroy USA Amendment Staff Support

EMC Planning Group provided staff assistance for processing of a large Urban Service Area amendment for the City of Gilroy. EMC Planning Group met with LAFCO staff, held weekly

meetings with the applicant and City staff, established and managed the project schedule, and coordinated the various technical consultants. The weekly meetings covered aspects of the project's conceptual development description, details of the technical analysis, project costs and schedule, coordination with other agencies, and other topics pertinent to facilitating project processing. EMC Planning Group represented the project in front of two of the City's technical advisory committees, and brought the project to the Planning Commission and City Council for City approvals. The project did not advance to LAFCO due to lawsuits against the project, including opposition from LAFCO, and a citizen initiative to remove the site from within the City's growth boundary.

City of Gilroy, 8450 Wren Avenue General Plan Amendment, Zone Change, and Planned Unit Development Staff Support

EMC Planning Group acted as city staff and prepared CEQA documentation for this project, which included a General Plan Amendment (from Residential Medium Density to Residential Low Density); Zone Change (from Park/Public Facility to Low Density Residential); Planned Unit Development; Tentative Map; and Architectural & Site Review request to develop a 10.12-acre lot located at 8450 Wren Avenue. The proposed subdivision includes 70 single-family residential lots, 1.2 acres of private open space, and 2.71 acres of private streets and private drives.

EMC Planning Group processed all of the applications for the city, which included reviewing the application for completeness, attending city staff meetings, coordinating comments from various city departments, communicating with the applicant regarding the project, preparation of a notice of determination with findings, public noticing, preparation of staff reports, and presentation at public hearings.

City of Gilroy, Hecker Pass Specific Plan Amendment #4 & CEQA

EMC Planning Group assisted the City of Gilroy as the staff planner for this proposed amendment to the Hecker Pass Specific Plan. The proposed amendment included modifying fencing restrictions within the 115-foot Hecker Pass Highway Setback Corridor and redesignating 2.3 acres from

Agri-Tourist Commercial to Residential Cluster to allow 16 duet units. EMC Planning Group reviewed and commented on the applications, met with various City departments to discuss the project and obtain comments, fielded telephone calls from concerned citizens, conducted meetings and telephone conferences with the applicant and City staff, and prepared staff reports, including conditions of approval and resolutions, and prepared and delivered planning commission and city council presentations. EMC Planning Group also prepared an addendum to the certified specific plan EIR. There was significant local opposition to the proposed amendment and the project was denied by the planning commission. The applicant appealed to the City Council, who also denied the project.

County of San Benito

The following projects are representative of the type of projects EMC Planning Group has completed for the County of San Benito.

C-1 Commercial rezone – Betabel Road

The scope of work for rezoning of the Betabel Road property to commercial (C-1 or C-2) to be consistent with and implement the 2015 San Benito County General Plan (General Plan), is briefly described below. Revised the existing Betabel Road C-3 Node Addendum to reflect the alternative commercial zoning for compliance with the California Environmental Quality Act; prepared findings demonstrating that the commercial zoning to C-1 or C-2 to implement the General Plan was the proper zoning implementation for the Commercial Regional node designation in the absences of C-3 zoning ; prepared the Staff Report and Resolution(s)/Ordinances; and performed other services related to administration, production, and conference calls.

San Benito County 2035 General Plan and Program EIR

EMC Planning Group completed the San Benito County 2035 General Plan Update and associated EIR. Prior to hiring EMC Planning Group, the County of San Benito terminated its General Plan Update consultant team after completing and circulating the draft General Plan and draft EIR. The EMC Planning Group team was responsible for revisions to the draft General Plan consistent with the County Board of Supervisors' policy direction and revisions to the draft EIR and preparation of a final EIR consistent with the updates to the draft General Plan. EMC Planning Group also provided County staff support by preparing staff reports and resolutions, including CEQA findings of fact and a statement of overriding considerations. Important issues addressed in the General Plan Update and EIR include protection of agricultural land and rural identity while accommodating for economic and social growth; increased population growth projections and associated noise and traffic projections; new health and safety policies; and, additional land use mapping revisions.

City of Hollister

Roberts Ranch Staff Support

From 2015 to 2018, EMC Planning Group provided staff assistance to the City of Hollister for a 227-unit residential subdivision on a 54.9-acre vacant site that is located partially within the City limit. The proposed project includes applications for a prezone, vesting tentative map, and an annexation request. An approved planned unit development permit will be required once the unincorporated portion of the site is annexed to the City. Specific planning staff assistance tasks include application completeness review, environmental review and preparation of the appropriate CEQA document, liaison between City department staff and applicant, respond to project-related questions from various city departments, outside agencies and the public, project evaluation and consistency analysis, preparation of agenda reports, recommendations, findings and conditions of approval, and staff representation before the City's Planning Commission and City Council.

City of San Juan Bautista

San Juan Bautista Housing Element and Zoning Amendments

EMC Planning Group prepared the City of San Juan Bautista's 6th cycle housing element update in compliance with all of the statutory requirements for housing elements, including public participation and adequate environmental review. The update process consisted of a community outreach program; consultation with the Department of Housing and Community Development, obtaining data from appropriate sources; mapping and quantifying appropriate housing sites; and establishing policies, programs, and quantified objectives to guide the City's housing development.

The housing element update work included various revisions to the San Juan Bautista Municipal Code and Zoning Code to implement the updated Housing Element. This included: reasonable accommodations; public services priorities for affordable housing; accessory dwelling units; property re-zoning; and various text amendments related to transitional and supportive housing, development standards for affordable housing, and emergency shelters. This project was completed in 2019.

San Juan Bautista SB2 Grant Application

EMC Planning Group assisted the City of San Juan Bautista in preparing a grant application for an SB2 Housing Planning Grant of \$160,000. The grant covers part of the cost of a Specific Plan for the south side of Highway 156 that refines the General Plan land use designations for the area in order to overcome development constraints (flood zones and earthquake fault zone) to achieve the full projected build-out of residential units in the area.

San Juan Bautista Community Plan

EMC Planning Group prepared a scope of work and budget for a San Juan Bautista Community Plan. The scope of work intended to incorporate the current City work effort on the "Urban Growth Boundary or City Sphere of Influence", the "Active Transportation Plan", and the planning effort for the "South San Juan" area.

City of Guadalupe

Guadalupe General Plan Update and General Plan Update IS/MND

EMC Planning Group prepared the City of Guadalupe 2042 General Plan Update including the Safety Element and CEQA Documentation. The Plan Update was adopted by the City Council in November 2022. Partially located in the Coastal Zone, Guadalupe is a city of 8,346 residents located in northern Santa Barbara County, and is situated in the heart of the fertile Santa Maria Valley, an agricultural region of statewide importance. The Plan builds on background research and public workshops conducted by Cal Poly students and included updates to mandated elements addressing land use, circulation, conservation, open space, noise, safety, and air quality; new land use and circulation diagrams; an environmental justice element; and updates to optional economic development, community design, historic preservation, and public facilities elements. The Plan

received a Comprehensive Plan – Small Jurisdiction Award of Excellence from the Central Coast Section of the American Planning Association in May 2023.

County of Merced

Sierra View Meadows Initial Study

EMC Planning Group prepared an initial study for a subdivision of a 17-acre parcel into 90 single-family residential lots. The project site was included within the area of a larger subdivision approved by the County of Merced in 1991 in the Franklin-Beachwood Community Specific Plan area. Parcels adjacent to the project site were developed under the prior subdivision approval; however, the project site was not. A separate subdivision map and application for the project site were submitted and approved in 2000. The subdivision approval was extended to 2006, but the approval later expired. The proposed project was consistent with the 2030 Merced County General Plan and with the applicable zoning density. Therefore, CEQA Guidelines tiering and streamlining provisions were used to document that no further environmental review was necessary, pursuant to CEQA Guidelines section 15183.

Delhi Community Plan (Bradbury Ranch) Supplemental EIR

EMC Planning Group prepared a supplement EIR for the Delhi Community Plan. The need for the supplemental EIR was triggered by proposed modifications to land use and development capacity for an area within the Delhi Community Plan boundary known as the Bradbury Ranch. The original 2005 community plan EIR was supplemented with additional analysis regarding greenhouse gases, energy, air quality, transportation (vehicle miles traveled), biological resources, and public services.

City of Los Baños

City of Los Baños Support Staff Services

For a period of five years, from 2000 to 2005, EMC Planning Group provided staff support services to the City of Los Baños Planning Department. Working both at City Hall and in EMC Planning Group's offices, EMC Planning Group managed over 40 projects for the City including annexations; general plan amendments; zone changes, major subdivisions; planned developments; and site plan review applications.

Through meetings with the City Manager, Planning Manager, Public Works Director, City Attorney, and other City staff, EMC Planning Group coordinated department input and facilitated application processing. The firm represented the City in meetings with applicants, agencies and organizations, and members of the public, and conducted community meetings for large and controversial projects. EMC Planning Group represented the City before the LAFCO Board for several annexations.

2.0 Project Management Approach

2.1 Understanding of the Scope of Work

EMC Planning Group understands that the Town of Fort Jones is seeking a qualified firm to provide comprehensive on-call planning services that are tailored to the diverse needs of the Town for a broad range of projects, including:

- General plan amendments and updates;
- Specific plan development and implementation;
- Zoning code revisions and updates;
- Design guidelines development and revisions;
- Community engagement and outreach initiatives;
- Environmental impact assessments and compliance;
- Grant writing and funding assistance;
- Economic development planning and strategies; and
- Infrastructure planning and feasibility studies.

2.2 Provision of On-Call Planning Services based on the Scope of Work

Since the EMC Planning Group team is located in Monterey, California, it is assumed that a majority of the planning and front counter services will be provided virtually via Zoom or other virtual conferencing services. Staff will provide “on-site” or “in-person” services on an “as-needed” basis as agreed upon by the Town and EMC Planning Group. Based on our understanding of the Project Scope, EMC Planning Group proposes providing the following on-call planning services.

Current Planning Administration, Coordination, and Analysis

EMC Planning Group will work with Town staff to conduct a full range of activities involved in current planning activities as follows:

- Assist Town staff with day-to-day administration of planning services, including public and interdepartmental/interagency inquiries regarding administrative review and approval of non-discretionary and ministerial permits;
- Assist Town staff to administer and coordinate inter-departmental and inter-agency review of development permit applications to ensure required streamlining and appropriate development review, decision making, and monitoring during and post construction. Assigned EMC staff will utilize legislatively mandated and formally adopted standards and guidelines referenced in the General Plan, Zoning Ordinance, and other administratively adopted standards to ensure consistency with Town's expectations for new development, land use, and conservation. EMC Planning Group will coordinate related field inspection of development sites throughout development process, including final inspection for occupancy and use;
- EMC Planning Group recognizes the key importance of Zoning Ordinance requirements to the overall administration of current planning activities in the Town. Special attention will be given to careful administration of development review and conservation activities and programs in concert with the Town Administrator. EMC Planning Group will assign appropriate, qualified staff and subcontract for additional assistance in substantive areas, such as Historic Preservation, as needed;
- Meet with property owners, prospective development interests, and project representatives on behalf of the Town, prior to formal application submittal, to explain permit requirements, processes, and any improvements necessary to guide applicants toward submittal of complete applications. EMC Planning Group will assist the Town to respond to any requests for comments related to the Scott Valley Area Plan in response to such requests;
- Interpret and inform applicants regarding relevant Town of Fort Jones Municipal Code, Government Code, Subdivision Map Act and CEQA provisions to enable appropriate determinations by Town decision makers;
- Advise and instruct prospective applicants regarding the required content of preliminary and complete applications. Assigned EMC Planning Group staff will instruct applicants regarding the content and submittal format of any necessary scientific and technical analysis and related documentation and plans, and evaluate the adequacy of all such information for completeness. EMC Planning Group will ensure that submitted documentation contains sufficient evidence to support required permit findings;
- Administer the Town's CEQA / NEPA environmental review and compliance process, including any discretionary private, and when requested, public works programs and projects, within the Town. EMC Planning Group will conduct environmental review of current and future projects, prepare findings for exempt projects, and prepare initial studies and findings for approval and certification of environmental compliance documents for development projects;

- Prepare documents required for CEQA and NEPA compliance including Initial Studies, Negative Declarations, Mitigated Negative Declarations, Categorical Exemptions, and various types of EIRs, addendums and supplements;
- Prepare written analysis of development projects and proposals for compliance with the Town's General Plan, Zoning and Subdivision Ordinance, recommend any necessary plans, documents, and technical analysis to enable preparation and adoption of appropriate conditions and findings. EMC Planning Group will consult with Town staff regarding any appeals and accordingly analyze and prepare recommendation for action by decision makers;
- Collaborate with other agencies and Town Departments to verify condition compliance and the record of environmental mitigation;
- Prepare meeting notes, public hearing notices, staff reports, memorandums, resolutions, meeting notes, and attend meetings and hearings, give presentations related to development projects and matters related to the General Plan, and development. Ensure public information are complete and well-organized for easy access by the public, Town staff and decision makers;
- Assist to establish and administer a Design and Historic Preservation review process and attend virtually, or in-person if deemed necessary, to make presentations to the City Council. Facilitate and attend virtually, or in-person if deemed necessary, any Town neighborhood or community meetings to ensure complete information is available to the public regarding the merits of development projects and programs; and
- If desired, obtain Certified Local Government (CLG) status with the State Office of Historic Preservation (SHPO), and prepare annual reports. EMC Planning Group staff will monitor California Preservation Foundation (CPF) training resources and coordinate any grant awarded to prepare a Context Statement for the Town enabling documentation of important historic resources to be protected.

Advance Planning

EMC Planning Group has vast experience preparing comprehensive plans including community plans, specific plans, housing elements, safety elements, and comprehensive general plans. The Town of Fort Jones General Plan is a long-range guide for attaining the Town's goals within its ultimate service area and accommodating its population growth to the year 2025. The 2021-2031 Housing Element has been submitted to HCD for review. It is anticipated that an update to the Fort Jones General Plan will also be necessary to reference changes in the anticipated rate and character of population growth. EMC Planning Group is able to seamlessly prepare a General Plan update to respond to recent, applicable OPR General Plan Guideline mandates.

- EMC Planning Group will collaborate with other Town departments to provide an internal annual summary report of planning activities. This report is intended to serve as a source of

information for the public and decision makers regarding ongoing and new planning initiatives within the Town. The report will discuss the following factors affecting planning practice in the Town.

- Legislation and published court cases that affect the scope and conduct project review pursuant to planning and zoning law, the subdivision map act and CEQA.
 - Any related Zoning and Subdivision Ordinance updates in response to City Council initiatives.
 - A summary of the progress and schedule of any programmed General Plan or Zoning Ordinance updates and a summary schedule and program for any amendments necessary during the succeeding year. In particular the report will discuss the need for any updates to the Town of Fort Jones General Plan.
 - An updated “Town Facts” document that compiles and analyzes data on economic, social, environmental, and physical factors affecting land use and development.
- EMC assigned staff will maintain excellent, personal, collaborative working relationships with State, Regional, County and internal departments.
 - EMC will prepare RFQ/RFP documents for advance planning projects and evaluate and recommend consultant selection as needed. EMC Planning Group is also available to provide direct advance planning service related to a General Plan update and any related Zoning Ordinance amendments.
 - EMC will work with LAFCo to address any potential annexations within the Town’s Sphere of Influence and assist LAFCo to provide an update to the Fort Jones 2021 Municipal Services Review, as needed in relation to a General Plan update program.

Economic Development Planning and Strategies

EMC Planning Group staff has experience with local initiatives to foster economic development, including facilitating ad hoc and standing citizen committees and working with local non-profit organizations. EMC Planning Group will assist the Town, a member of the Siskiyou County Economic Development Council (SCEDC), to participate in implementing recommendations of the 2019 – 2024 Economic Development Strategy and the Economic Development Resiliency Plan and the 2021-2026 Comprehensive Economic Development Strategy (CEDS: Modoc, Shasta, Siskiyou, Trinity Counties). EMC will help initiate and coordinate collaboration between local Town leaders involved in economic activities and regional and state resources including the many supportive programs offered by the SCEDC, Jefferson Economic Development Institute (JEDI), Great Northern, Northern California Resource Center, Governor’s Office of Business Development (GoBiz), the Center for Economic Development (CED) located at the California State University, Chico.

- EMC will assist Fort Jones to participate in the variety of available SCEDC programs and to be positioned to take advantage of funding opportunities that will eventually be made available through the North State GoBiz Comprehensive Economic Resiliency Fund (CERF). EMC will work with the SCEDC to ensure that Fort Jones priorities for infrastructure improvements and other priorities are referenced in updated strategic plans.

Infrastructure Planning and Feasibility Studies

EMC Planning Group will help facilitate Town infrastructure improvement planning as needed. EMC Planning Group will provide planning and coordination, and work with the Town Engineer and/or bring in engineering services to assist. This includes sewer, water, and storm drainage master plans in conjunction with new sewage treatment and water treatment facilities currently underway. Typical issues that may be involved include aged main lines, cross connections, joint private laterals and infrastructure relationships with historic structures and sites. Reclamation and/or remediation of areas formerly used for sewage pond treatment may also be necessary.

Program Development and Funding, Grant Writing, Grant Administration, Performance Reporting

EMC Planning Group staff possess significant experience with a wide variety of grant funded programs including:

- Permanent Local Housing Assistance (PLHA) Grants;
- Caltrans Sustainable Communities Transportation Planning Grant;
- Regional Early Action Program (REAP 2.0);
- SB 1 and SB 2 Planning Grants;
- California Department of Resources Recycling and Recovery (CalRecycle);
- State Dept of Cannabis Control Grants: Local Jurisdiction Retail Access Grant (LJRAG), Cannabis Retail Grants; and
- Public Access Trail Planning Grant.

EMC Planning Group will work with the Town, Siskiyou County, the State, and non-governmental entities to develop context-relevant and sensitive programs that address local issues and concerns related to historic preservation, economic development, housing, and transportation, and natural resource conservation.

2.3 General Project Management Approach

Since the EMC Planning Group team is located in Monterey, California, it is assumed that a majority or the planning and front counter services will be provided virtually via Zoom or other virtual

conferencing services. Staff will provide “on-site” or “in-person” services on an “as-needed” basis as agreed upon by the Town and EMC Planning Group.

The firm maintains a staff of up to 25 team members who assume a variety of roles and responsibilities, and who carry out a full-range of tasks from highly-technical assessments to administrative tasks. This structure allows EMC Planning Group to reduce costs and maintain flexibility with regard to the management of multiple and simultaneous projects. Whether that means taking on specific larger projects or dealing with the day-to-day processing of applications, attending meetings and public hearings, and maintaining project schedules and budgets, EMC Planning Group has the personnel and the experience to take on a small or large role as best fits the needs of the jurisdiction.

Each project is assigned a principal-in-charge, a project manager, and assistant project manager (depending on the size of the project), and the necessary number of team members to assist with research and development, writing sections of the environmental document, preparation of graphics, and production of the documents. Depending upon the complexity of the project, the principal-in-charge may also be assigned as the project manager. Staff meetings at EMC Planning Group are held every Monday morning to discuss project schedules and workload. Project meetings are held as necessary, and typically impromptu to address issues immediately, as all staff members work in the same office.

Staff meetings at EMC Planning Group are held on a weekly basis to discuss project schedules and workload, and to track deadlines and the progress for all active projects. It is anticipated that the EMC Planning Group team assigned to perform on-call planning services for the Town will meet on a weekly or bi-weekly basis to discuss current and upcoming projects, and other important items. Project meetings are also held as necessary and/or on an impromptu basis to address immediate issues that may arise.

Monthly progress reports and/or regular communications are prepared to keep the lead agency informed of the work under preparation. New issues or potential challenges are reported as soon as they are discovered rather than waiting for publication of a draft document.

Quality Control

The project manager and principal-in-charge review all versions of planning and environmental compliance documents and reports for technical adequacy following each revision and prior to delivery to the client. Additionally, EMC Planning Group utilizes a variety of document templates and produces a document “Style Guide” for employees to use when preparing environmental compliance documents and reports. This ensures consistency in the documents, especially when several team members are assigned to the same project.

3.0 Staffing Plan

3.1 EMC Planning Group Key Personnel

Table 1, [EMC Planning Group Key Personnel](#), lists the key personnel who may be assigned as supplemental municipal staff support. Staff will be assigned to a project based on the scope of services and/or work deemed necessary to complete the project. EMC Planning Group resumes are found in [Attachment A](#).

Table 1 EMC Planning Group Key Personnel

Staff	Proposed Project Role	Years of Experiences
Planning		
Michael J. Groves, AICP President & Senior Principal	Principal-in-Charge / Advisor for Procedural Planning and Staff Support, Advanced and General Planning, and Land Use and Feasibility, Entitlement, and Planning	46 years of project management experience in land-use, advanced, and community planning, and environmental compliance.
Brian Foucht, AICP Principal Planner	Project Manager and Planning Support Lead	45 years of experience in land use planning, planning program management, community planning, environmental compliance.
Esme Wahl Associate Planner	Procedural Planning and Staff Support, Grant Writing and Funding Assistance	3 years of experience in land use planning and staff support.
Anna Bornstein,	Land Use Feasibility, Entitlement, and Planning, Land Use Design	3 years of experience in land use feasibility, entitlement, and planning, and land use design.
Environmental Review and Compliance		
Teri Wissler Adam Senior Principal	CEQA and NEPA Advisor	32 years of project management experience in CEQA and NEPA compliance.
Stuart Poulter, AICP, MCRP Senior Principal	CEQA and NEPA Documentation and Analysis, and Planning	9 years of project management experience in CEQA/NEPA compliance and land-use planning.
Shoshana Lutz Senior Planner	CEQA and NEPA Documentation and Analysis	6 years of experience in CEQA/NEPA compliance and land use planning.
Zane Mortensen, MS Associate Planner	Air Quality, Greenhouse Gas Emissions, and Energy Modeling and Analysis	5 years of experience in the field of environmental planning, 2 years of experience in air quality, greenhouse gas emission, and energy modeling,

Staff	Proposed Project Role	Years of Experiences
Environmental Review and Compliance		
Janet Walther, MS Principal Biologist	Biological Resources and Regulatory Permitting	21 years of experience in the field of biology, biological resources, and permitting and regulatory compliance.
Vanessa Potter, MA, RPA Archaeologist	Archaeological and Cultural Resources	10 years of experience in the fields of archaeology and anthropology.

3.2 Subconsultants

For planning services and other technical (environmental) specialties not covered by the firm's in-house staff, EMC Planning Group contracts with subconsultants. Subconsultants are hired on a project-by-project basis depending on the specific scope of work and/or services required, and the level of technical review and expertise deemed necessary. Subconsultants will only be contracted based on specific project scopes and with prior written approval from the City.

4.0 Fee Schedule

(Effective January 1, 2024)

Principals

Hourly Billing Rate

Senior Principal	\$295.00
Principal	\$275.00

Planners

Principal Planner	\$235.00
Senior Planner	\$205.00
Associate Planner	\$175.00
Assistant Planner	\$140.00

Biologists

Monitoring Rate

Principal Biologist	\$225.00	(\$150.00)
Senior Biologist.....	\$185.00	(\$130.00)
Associate Biologist	\$170.00	(\$120.00)
Assistant Biologist.....	\$125.00	(\$100.00)

Archaeologist

Registered Professional Archaeologist	\$145.00
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Support Staff

Desktop Publisher	\$150.00
Executive Assistant/Production Manager	\$125.00
Administrative Assistant	\$115.00
GIS/Graphics Technician	\$140.00

This fee schedule is exclusive of direct reimbursable expenses, such as word processing, editing, printing, copying, travel, lodging, dining, communications, supplies, equipment rental, etc. All expenses are billed at cost plus fifteen percent (15%) for administration. All outside services are billed at cost plus fifteen percent (15%) for administration. Expert witness services are provided at a fifty percent (50%) mark-up. This fee schedule is subject to revision at any time.

Invoices are due and payable within 30 days. Past due balances are subject to a service charge of one and one-half percent (1.5%) per month. Service charges are in addition to approved contract amount.

5.0 References

City of Gilroy

City of Gilroy Community Development
Department
7351 Rosanna Street
Gilroy, CA 95020
(408) 846-0440

Cindy McCormick, Customer Service
Manager
(408) 846-0253 /
Cindy.McCormick@cityofgilroy.org

City of Merced

678 W. 18th Street
Merced, CA 95340

Scott McBride, Director of Development
Services
(209) 388-7000 / mcbride@cityofmerced.org

County of Merced

2222 M Street, 2nd Floor
Merced, CA 95340

Tiffany Ho, Deputy Director of Planning
(209) 385-7654 ext. 440
Tiffany.Ho@countyofmerced.com

City of Salinas

City of Salinas Community Development
Department
65 West Alisal Street
Salinas, CA 93901

Lisa Brinton, Community Development
Director
(831) 775-4239 / lisab@ci.salinas.ca.us

City of San Juan Bautista

311 Second St. – PO Box 1420
San Juan Bautista, CA 95045

Don Reynolds, City Manager
(831) 623-4661 / citymanager@san-juan-
bautista.ca.us

City of Sand City

1 Pendergrass Way
Sand City, CA 93955
(831) 394-3054

Vibeke Norgaard, City Manager
(831) 394-3054 / vibeke@SandCityCA.org

EMC Planning Group Resumes



ATTACHMENT



Michael J. Groves, AICP
PRESIDENT/SENIOR PRINCIPAL

PROFESSIONAL EXPERIENCE

Mr. Groves founded EMC Planning Group in 1978. Through his leadership and commitment to excellence in client service and the hiring of highly qualified team members, Mr. Groves has successfully established the firm as one of the leading land use and environmental planning firms in California. With his vast experience as a land use and policy planner, Mr. Groves has provided project management for over 750 planning projects, within more than 150 California cities, counties, and special districts.

Mr. Groves is involved in project management and coordination of a full range of planning projects completed by the firm. His focus within the firm is on client representation for urban and regional planning projects; coastal planning efforts; conceptual design; real estate due diligence and site evaluation studies; land use planning and permitting efforts; and city, county, school district and special district planning and permitting.

From 1995 - 1997, he served as project manager for the Fort Ord Reuse Plan, a national award-winning policy document for the largest base closure in the United States. The Plan became the model for base closures under President Clinton.

EDUCATION

B.A. University of California at Santa Barbara, Environmental Studies & Geography (double major), 1977

PROFESSIONAL CERTIFICATION

AICP - American Institute of Certified Planners, Professional Certification, 1990-Present

PROFESSIONAL ACHIEVEMENTS AND AWARDS

- Professional Certification, American Institute of Certified Planners, 1990-Present
- Initiative Measure Author
- Awards, *City of Guadalupe 2042 General Plan Update*, 2022
 - Comprehensive Planning, Small Jurisdiction, Award of Excellence-APA California Chapter, Central Coast Section Outstanding Planning Document (2023)
- Awards, *City of Salinas Economic Development Element*, 2014
 - Outstanding Planning Document-AEP (2016)
 - Economic Planning and Development Award of Excellence-APA California Chapter, Northern Section (2015)
 - Economic Planning and Development Award of Merit-APA California Chapter (2015)
- Award, *Fort Ord Reuse Plan Reassessment*, 2012
 - Best Practices Award of Merit- APA California Chapter, Northern Section, 2013
- Award, *Fort Ord Reuse Plan and EIR*, 1997
 - Comprehensive Planning in a Small Jurisdiction - National Planning Award for Outstanding Planning, APA National Chapter

PROFESSIONAL ASSOCIATIONS AND COMMUNITY INVOLVEMENT

- Member, American Planning Association
- Former Member, Monterey Peninsula Water Management District, Policy and Technical Advisory Committees
- Former Member, Sand City Habitat Conservation Task Force
- Member, Ventana Chapter, Sierra Club
- Head Coach, Monterey High School Baseball Program, 1980-Present
- Member, National High School Baseball Coaches Association (ranked 51st winningest coach nationwide)
- Member, California High School Baseball Coaches Association and Hall of Fame Member (ranked 2nd winningest coach statewide)
- President, Save Our Sports (SOS), Local Non-profit Supporting Student Athletes and High School Baseball and Softball
- Former President, Foster Parent Association, Santa Cruz County
- Former Member, Child Welfare Services Systems Improvement Steering Committee
- Former Member, Community Leadership Council - Ending Oppression Worldwide



Teri Wissler Adam

SENIOR PRINCIPAL

PROFESSIONAL EXPERIENCE

Ms. Wissler Adam joined the EMC Planning Group in 1991. Her area of expertise is in California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) compliance.

Ms. Wissler Adam directs the CEQA and NEPA compliance projects for the firm. She has been responsible for a large variety of private projects, including residential, commercial, industrial, mixed-use, and large specific plan and general plan projects. She has also managed several projects for public facilities, such as recycled water projects, roadway projects, bikeway projects, bridge projects, elementary schools, high schools, and college campuses, and other public facilities, such as health clinics, landfills, child development centers, and federal research facilities. She has represented public clients throughout Monterey County, San Benito County, Santa Clara County, Merced County, San Luis Obispo County, San Mateo County, Santa Cruz County, and as far south as Los Angeles County.

EDUCATION

B.S. California Polytechnic State University at San Luis Obispo, Business Administration, Concentration in Environmental Management, 1991

PROFESSIONAL ACHIEVEMENTS

- Presenter, CEQA Seminar, Lorman Education Services
- Presenter, CEQA Workshop, Association of Environmental Professionals
- Member, Association of Environmental Professionals
- Contributor, *Environmental Mitigation Handbook*, California's Coalition for Adequate School Housing, February 2009
- Past Director/President/Newsletter Editor, Monterey Bay Area Chapter, Association of Environmental Professionals

PROFESSIONAL ASSOCIATION

- Member, Association of Environmental Professionals



Brian Foucht, AICP

PRINCIPAL PLANNER

PROFESSIONAL EXPERIENCE

Mr. Foucht joined the firm in 2024, bringing a unique balance of public agency and private development experience. He has extensive experience in community development programming and management; community planning, state and local regulation and entitlements; coastal zone planning and permitting; grant-funded program development, writing, implementation and management; and technical and scientific team formation and management.

Mr. Foucht will provide assistance on a wide range of community planning services, including the preparation of General Plans, Specific Plans, Zoning Ordinance updates and amendments, environmental review documentation; and community development and planning interim management and staff augmentation.

Mr. Foucht has served as principal staff to City and County planning commissions and citizen advisory committees, including historic preservation, design review, transportation, housing, and economic development. He is the author of several successful Sustainable Communities transportation planning grants for transportation center and recreation trail development, and has served as lead planner on significant coastal and inland planned development projects and LCP amendments on behalf of land owners and public agencies. Mr. Foucht has, for several years, on behalf of the Salinas Regional Sports Authority, provided pro-bono lead planning assistance for CEQA review, entitlements, and technical team formation, for the Salinas Regional Soccer Complex project.

Mr. Foucht holds a Master of City Planning degree from San Diego State University and a Bachelor's of Arts degree in Urban Studies from San Francisco State University.

EDUCATION & PROFESSIONAL TRAINING

M.C.P. – Master of City Planning, San Diego State University.

B.A. – Urban Studies, San Francisco State University.

California Academy for Economic Development: Introduction to Economic Development

PROFESSIONAL CERTIFICATION

AICP - American Institute of Certified Planners, Professional Certification.



Stuart Poulter, AICP, MCRP

SENIOR PLANNER

PROFESSIONAL EXPERIENCE

Mr. Poulter joined the firm in 2015. His responsibilities include project management and preparation of environmental review documentation in compliance with the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA), with a primary interest and project experience in addressing impacts associated with wildfire hazards, visual resources, and historical (built) resources.

Mr. Poulter has demonstrated experience across a range of project types including recreation facilities, school sites, residential subdivisions, transportation facilities, coastal development/infrastructure, and commercial/ tourism development.

In addition to his environmental work, Mr. Poulter provides staff support services to various municipal planning departments, including the cities of Gilroy, Carmel-by-the-Sea, and Sand City. Processing development applications includes plan review and comments to the applicant, preparation of staff reports, findings, and resolutions, and presentations at public hearing. Additionally, he provides private clients with permit processing and entitlement assistance, constraints analysis, land use assessments, and feasibility analyses.

Prior to joining the firm and while completing his graduate degree in City and Regional Planning at Cal Poly-San Luis Obispo, Mr. Poulter worked as an environmental planning intern/technician in the private sector where he was responsible for the preparation of environmental documents in compliance with CEQA/NEPA and the preparation of permit application packages for various coastal and inland projects.

EDUCATION

M.C.R.P. California Polytechnic State University-San Luis Obispo, City and Regional Planning Program, Environmental Planning Concentration, 2015

B.A. Santa Clara University, History, 2008

PROFESSIONAL CERTIFICATION

AICP – American Institute of Certified Planners (Certified Planner Number 31038), 2018-Present

PROFESSIONAL ASSOCIATIONS

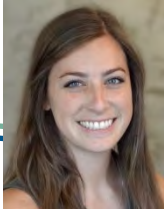
- Member, Association of Environmental Professionals (AEP), 2014-Present; Monterey Bay-Silicon Valley Chapter Board of Directors, Association of Environmental Professionals (AEP), Secretary (2017-2019); Member-at-Large (2024-Present)
- Member, American Planning Association (APA), California Chapter, 2014-Present

PROFESSIONAL DEVELOPMENT COURSES & CONFERENCES

- AEP Conference (Lake Tahoe), April 2023
- Introduction to Land Use Planning for Wildfires in California, CAL FIRE & Community Wildfire Planning Center (CWPC), March 2023
- CLE International – CEQA Conference (San Francisco), December 2022
- Cultural Resource Management: CEQA, NEPA and Section 106, UC Davis Continuing and Professional Education, January 2022

PROFESSIONAL AWARDS

- *Town of Corte Madera 6th Cycle (2023-2031) Housing Element Update Subsequent EIR*, Award of Merit (Outstanding Environmental Analysis Document), 2024 AEP Awards



Shoshana Lutz

SENIOR PLANNER

PROFESSIONAL EXPERIENCE

Mrs. Lutz joined the firm in 2017 with the primary responsibility of writing and managing initial studies, environmental impact reports, and categorical exemptions in compliance with the California Environmental Quality Act (CEQA). Mrs. Lutz also prepares categorical exclusions under the National Environmental Policy Act (NEPA).

She has experience across a range of project types including residential and commercial development, school sites, recreation facilities, and coastal development/infrastructure. In addition to her environmental work, Mrs. Lutz provides private clients with permit processing and entitlement assistance as well as ongoing municipal planning assistance and representation at public meetings.

Prior to joining EMC Planning Group, Mrs. Lutz worked for the City of Carmel-by-the-Sea in the Community Planning and Building Department. Her responsibilities included assisting with preliminary plan check review for building and planning applications, conducting preliminary site assessments on residential properties, and conducting preliminary design reviews in residential and commercial areas.

EDUCATION

B.S. California State University Monterey Bay,
Environmental Science Technology and
Policy, Emphasis in Ecology and Natural
Resources, 2014

PROFESSIONAL ASSOCIATION

- Member, Association of Environmental Professionals



Esme Wahl

ASSOCIATE PLANNER

PROFESSIONAL EXPERIENCE

Ms. Esme Wahl joined EMC Planning Group as an Associate Planner in April 2023. Her area of expertise is local coastal plan amendments, coastal resiliency and adaption planning, habitat management and restoration, and coastal development permits.

Ms. Wahl previously worked for the California Coastal Commission as a Coastal Planner where she collaborated with local governments on issues such as sea-level rise adaption planning, groundwater basin sustainability, and coastal access maximization. She also worked with the counties of San Luis Obispo and Monterey to ensure local coastal development permits were consistent with the Coastal Act and Local Coastal Programs.

Ms. Wahl earned a Bachelor's of Science in Earth Science with a concentration in Environmental Geology from the University of California at Santa Cruz. Coursework included coastal geology, ecology, biology, environmental policy, GIS, California native plants, horticulture, geologic hazards, coastal adaption, groundwater modeling, and climate dynamics. Esme gained valuable experience in formal research data collection and interpretation through a two-month internship with CC-RISE at the University of California Santa Cruz, where she participated in an intensive coral research program.

EDUCATION

B.S. – Earth Science, Environmental Geology concentration, University of Santa Cruz, 2021. Graduated with highest honors.

SKILLS

- ArcGIS
- MS Word, Excel



Anna Bornstein, MUP

ASSOCIATE PLANNER

PROFESSIONAL EXPERIENCE

Ms. Anna Bornstein joined EMC Planning Group as an Associate Planner in March 2023. Her areas of expertise are land use planning, client service, and project management.

Ms. Bornstein previously worked as a planner for a design-build firm in Carmel, CA where she managed planning, building, and entitlement applications for luxury residential projects. She conducted site inspections, determined feasibility, and ensured that all projects adhered to jurisdictional zoning, ordinances, codes, and design guidelines. She has demonstrated experience communicating with project stakeholders, and collaborating with consultants providing technical services, to drive projects to completion. Prior employment experience also includes over 8 years with E&J Gallo Winery in Modesto, California where she specialized in account management.

Ms. Bornstein earned a Masters in Urban Planning (MUP) in May 2022 and a Bachelor of Science in Environmental Studies with a Minor in Urban Studies in 2010. Both educational degrees were awarded from San José State University. Coursework included urban planning public finance, land use law, urban design, GIS, planning for sustainable cities, advanced environmental impact assessment, and land use and facilities planning.

EDUCATION & PROFESSIONAL TRAINING

M.U.P. – Masters in Urban Planning, Certificate: Community Design and Development, San José State University, 2022.

B.S. – Environmental Studies with a Minor in Urban Studies, San José State University, 2010.

PROFESSIONAL ASSOCIATIONS

- AICP Candidate
- American Planning Association, Member
- International Downtown Association, Member

VOLUNTEER EXPERIENCE

- Architectural Review Board Member, City of Pacific Grove, January 2023 – Present
- Planning & Community Development Volunteer, Stanislaus County, 2012
- Downtown Modesto Improvement District, Director's Assistant, 2011 - 2012



Zane Mortensen, MS

ASSOCIATE PLANNER

PROFESSIONAL EXPERIENCE

Mr. Mortensen joined the firm in 2022 to provide support in the preparation of environmental planning and land use documents for a variety of development projects such as residential sites, schools, subdivisions, specific plans, hospitals, and recreational facilities. Primary responsibilities involve conducting air quality and greenhouse gas emissions modeling and analysis, as well as the preparation of environmental review documentation in compliance with CEQA/NEPA regulatory standards.

In May 2019, he was awarded a Master's of Science degree from the Environmental Science Graduate Program at California State University, Monterey Bay (CSUMB). During his academic career, he developed a range of skills to apply to environmental issues within the community while working on projects for both State and County entities. He also had the opportunity to participate in research focused on the development of water treatment technology aimed at remediating agricultural pollutants from local tributaries.

Upon receiving his Master's of Science degree in Environmental Science from CSUMB, Mr. Mortensen was hired by the Rural Community Assistance Corporation to facilitate planning efforts that supported drinking water, wastewater, and stormwater infrastructure development for low-income rural communities. His role largely involved overseeing State funded consolidation efforts between small rural community water systems and larger local utility providers.

EDUCATION

- M.S. California State University Monterey Bay, Environmental Science, 2019
- B.S. California State University Monterey Bay, Environmental Science Technology and Policy, 2017
- A.S. Cerritos College, Natural Sciences, 2015
- A.A. Cerritos College, Automotive Mechanical Repair, 2013

CERTIFICATIONS & TRAINING

- UC San Diego CEQA Practice Certification, current enrollment
- The Safe Drinking Water Act, 2019
- Advanced Water Treatment, 2019
- Successful completion Grade I Wastewater Plant Operator Examination, 2014

PUBLICATIONS

- *Current Conditions and Restoration Scenarios for the Carmel River and Riparian Corridor at the Rancho Cañada Parcel of Palo Corona Park: Carmel Valley CA, Central Coast Watershed Studies, March 2019*
- *Hydrology and Water Quality of the Big Sur Land Trust Property in Carr Lake, Central Coast Watershed Studies, April 2019*
- *Isolation of Microbial Populations with the Ability to Use Pesticides as a Sole Carbon Source in Multichannel Woodchip Bioreactors under a Controlled Environment, American Chemical Society, October 2018*



Janet Walther, MS

PRINCIPAL BIOLOGIST

PROFESSIONAL EXPERIENCE

Ms. Walther joined the firm in 2003 and has been working in the field of biology since 2000. She is responsible for performing botanical and wildlife surveys; wetland and waters of the U.S. determinations; data analysis; and reports in support of management agreements, permits, and mitigation monitoring. She assists clients in complying with the Federal Endangered Species Act, California Endangered Species Act, Sections 401 and 404 of the Clean Water Act, California Fish and Game Code, and local (county and/or city) regulations.

Ms. Walther works with clients to design projects to avoid or minimize impacts to threatened and endangered species. Where impacts are unavoidable, she helps create mitigation strategies and the application documents necessary to obtain the required permits, including habitat conservation and land management plans.

In addition to her experience in biological survey and reporting, Ms. Walther is responsible for preparation of environmental documents in compliance with the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA). She produces a variety of graphics for use in environmental and natural resources documents and routinely works with ArcGIS, AutoCAD, and Adobe Illustrator/Photoshop.

In previous positions, Ms. Walther inventoried both native and non-native species in compliance with regulatory requirements, and assisted in preparing California Energy Commission Applications for Certification for four major power plant projects in California. She also conducted biological survey work in southern California and the High Desert and wetland and endangered species survey work in Nevada, Arizona, Georgia, and Florida.

EDUCATION

- M.S. California State University Monterey Bay, Coastal Watershed Science and Policy, 2014
- B.S. California Polytechnic State University at San Luis Obispo, Ecology and Systematic Biology, 2000 - Concentration: Environmental Management

CERTIFICATES AND TRAINING

- Biology and Management of California Tiger Salamander Workshop, Elkhorn Slough Coastal Training Program, 2007
- Biology and Management of California Red-legged Frog Workshop, Elkhorn Slough Coastal Training Program, 2007
- OSHA 40-hr HAZWOPER Certificate, 2001 and 8-hr Refresher Training, 2002-2007
- California Pesticide Application Certification, 2003/2004
- Army Corps of Engineers Wetland Delineation Training, 2002

PROFESSIONAL ACHIEVEMENT

- Contributor, *Environmental Mitigation Handbook*, California's Coalition for Adequate School Housing, February 2009



Vanessa Potter, MA, RPA

REGISTERED PROFESSIONAL
ARCHAEOLOGIST

PROFESSIONAL EXPERIENCE

Ms. Potter joined EMC Planning Group in June 2023 and is a Registered Professional Archaeologist (RPA) that meets the Secretary of Interior's Standards and Guidelines for her field.

Ms. Potter is responsible for conducting archaeological surveys, database inquiries, cultural sensitivity trainings, Sacred Lands records searches, assisting agencies with Native American consultation, leading archaeological testing, and making recommendations for listing through the California Register of Historical Resources (California Register) and the National Register of Historic Places (NRHP). Other responsibilities include preparing cultural resources sections of environmental documentation in compliance with the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA).

Ms. Potter has worked in Anthropology since 2000, and specializes in field archaeology, site protection, ethnography, osteology, artifact analysis, and data recovery curation. Previous work experience includes founding her own ethnography company. She also held positions within the anthropology departments of San Jose State University, The University of Arizona, The University of Hawaii, and the Cultural Resources Department of California Parks and Recreation.

EDUCATION

- M.A. San Jose State University,
Applied Anthropology, 2010
- B.A. University of Hawaii, Manoa;
Anthropology, 2000

AWARDS

- Microgrant in Applied Anthropology from San Jose State University, 2009

PUBLICATIONS

An Inventory of Paleoindian Ornamentation, Current Research in the Pleistocene, Volume 22, 2005

A class III cultural resources survey of 38.25 acres near Ina and Artesiano roads, Town of Marana, Pima County, Arizona, Published Tucson, Arizona: WestLand Resources, 2005.

A class III cultural resources survey of 5.36 acres near Cortaro Farms Road, Pima County, Arizona: Desert Son Survey, Tucson, Arizona: WestLand Resources, 2005.

A class III cultural resources survey of approximately 0.1 acres in Willcox, State Route 186: SR 186 Willcox ADOT permit, Tucson, Arizona: WestLand Resources, 2005.

A class III cultural resources survey of approximately 3.5 acres near State Route 77, for the Steam Pump Development, Oro Valley, Pima County, Arizona, Tucson, Arizona: WestLand Resources, 2005.

A class III cultural resources survey of approximately 6.9 acres for State Route 287 in Casa Grande, Arizona: SR 287 Casa Grande ADOT permit, Tucson, Arizona: WestLand Resources, 2005.

Class III cultural resources survey of 54.35 acres near Snyder Hill Road and Desert Sunrise Trail: Snyder Hill Estates, Tucson Arizona: WestLand Resources, 2005

A class III cultural resources survey of 2.28 acres near River Road and First Avenue, Pima County, Arizona, 1090 East River Road due diligence, Tucson, Arizona: WestLand Resources, 2005

A class III cultural resources survey at the Highway 80 and Country Club 35-acre property, Cochise County, Arizona, Tucson, Arizona: WestLand Resources, 2006

A class III cultural resources survey of 21 acres at Pima Mine Road, Pima County, Arizona, Tucson, Arizona: WestLand Resources, 2006

A class III cultural resources survey of 22 acres in Benson, Cochise County, Arizona: White Rock Canyon, Tucson, Arizona: WestLand Resources, 2006

A class III cultural resources survey of 55 acres west of Benson, Cochise County, Arizona, Tucson, Arizona: WestLand Resources, 2006



Statement of Qualifications | March 22, 2024

On-Call Planning Services

for the Town of Fort Jones





Statement of Qualifications | March 22, 2024

On-Call Planning Services

for the Town of Fort Jones

Prepared by: PlaceWorks

101 Parkshore Drive, Suite 200
Folsom, California 95630
t 916.245.7500

ORANGE COUNTY • BAY AREA • **SACRAMENTO** • CENTRAL COAST • LOS ANGELES • INLAND EMPIRE

www.PlaceWorks.com



March 23, 2024

Joshua Stanshaw
Town Administrator and Clerk
Town of Fort Jones
11960 East Street
PO Box 40
Fort Jones, CA 96032

Subject: Town of Fort Jones On-Call Planning and Environmental Consulting Services

Dear Joshua:

Please accept PlaceWorks' statement of qualifications (SOQ) to provide on-call planning services for the Town of Fort Jones.

PlaceWorks is one of the West's preeminent planning and design firms, with approximately 140 employees in six offices. PlaceWorks has been serving its clients for nearly five decades, all the while honing our skills and expertise. Serving both public- and private-sector clients throughout the state, we provide comprehensive planning, environmental review, urban design, landscape architecture, community outreach, and geographic information systems (GIS) services.

We have maintained a complete range of services to fulfill both the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) for more than 25 years; during this time, we have prepared hundreds of documents, including Initial Studies, Negative Declarations, Environmental Assessments, Environmental Impact Reports, and Environmental Impact Statements.

Our staff also includes experts in the fields of planning and urban design who, collectively, have prepared more than 100 General Plans for communities throughout California. PlaceWorks staff also includes senior personnel who have overseen a variety of specific plans, downtown plans, housing element updates and zoning code updates. We are currently assisting the Town of Fort Jones with their 2023-2031 Housing Element Update.

Please contact me with any questions. We look forward to your response and the opportunity to continue working with the Town.

Respectfully submitted,

PLACEWORKS

Mark Teague, AICP
Managing Principal, Environmental Services



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APPENDIX A: RESUMES



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STATEMENT OF QUALIFICATIONS

PlaceWorks is a 100 percent employee-owned planning, design, and environmental consulting firm. The firm serves both public- and private-sector clients in the fields of comprehensive planning, urban design, landscape architecture, environmental analysis and sciences, and geographic information systems (GIS). Founded in 1975, PlaceWorks now employs a staff of approximately 140 people in six offices.

PlaceWorks is all about places and how they work geographically, environmentally, functionally, aesthetically, and culturally. We are also passionate about how we work with our clients. PlaceWorks brings together people from diverse practice areas, offering best-of-all-worlds capability and connectivity. Just as each place we work is distinctly different, so is our thinking.

PlaceWorks’ Expertise

Comprehensive Planning

Our planners stay at the forefront of the rapidly evolving legislative and technological environment and our processes, plans, and products reflect this. Our staff have led the way in responding to evolving General Plan law as well as applying innovative outreach strategies and new technologies. We take an integrated and holistic approach to planning and design projects. The breadth of our experience includes General Plans, Specific Plans, zoning codes, community profiles, and other long-term planning and policy documents. We also have significant experience helping agencies apply for and use grant funding to help implement their projects. Working closely with our clients and stakeholders, we help communities realize their goals while supporting environmental stewardship and sustainable, long-term growth.

General Plans

With nearly a dozen principal-level General Plan practitioners throughout the state, PlaceWorks’ portfolio of General Plan projects and expertise is unparalleled. PlaceWorks has the distinction of having prepared more than 100 General Plans for communities throughout California, 18 of which have won awards at the local and state levels from the American Planning Association (APA). The breadth of our experience includes small and large urbanized cities, as well as rural, suburban, and unincorporated communities. We also have a broad range of experience in coastal, mountain, valley, and desert communities throughout the state. Our staff members are frequent speakers on the General Plan process, requirements, and best practices. Additionally, David Early, one of PlaceWorks’ founding principals, is the author of Solano Press’ *The General Plan in California*.

Company Ownership

Company Type: California C-Corporation

Office Locations

Santa Ana (headquarters)
Los Angeles
Ontario
San Luis Obispo
Berkeley
Sacramento

Primary Contact

Mark Teague, AICP
Managing Principal,
Environmental Services
101 Parkshore Drive, Suite 200
Folsom, CA 95630

Website

placeworks.com

Climate Action and Resiliency

PlaceWorks is committed to working with communities to address climate change. We prepare local sustainability, climate, and energy action plans; greenhouse gas (GHG) emissions inventories and California Environmental Quality Act (CEQA) analysis; adaptation strategies and vulnerability assessments; hazard mitigation plans; and policy documents to address climate change and energy programs. Our technical knowledge and strong foundation in policy planning result in innovative, feasible, and cost-efficient strategies to reduce GHG emissions and address local climate change impacts.

Zoning

PlaceWorks' effective and user-friendly zoning codes are carefully customized to meet each community's unique needs. We focus on what already works and then tailor and integrate best practices from a range of approaches, including form-based codes, performance zoning, and conventional zoning. Our codes are innovative but practical—grounded in economic realities, with clear and concise text, high-quality graphics, and creative solutions to complicated issues. We have also prepared individual zoning ordinances for targeted issues to meet local needs, legal requirements, and State mandates.

Environmental Experience

PlaceWorks has four decades of experience in environmental planning and science, with a long-term perspective and technical expertise in shaping responses to the dynamic State and federal regulatory environment. We have handled a wide range of project sizes and types, and our reputation is built on our consistent production of effective and defensible environmental documents.

PlaceWorks has completed thousands of environmental documents and risk analyses—from CEQA documentation, environmental site investigations and remediation, and health risk assessments to landscape architecture and transportation and bicycle plans. Our dedicated in-house team consists of project managers, environmental planners and scientists, licensed engineers, environmental assessors, designers, economists, transportation planners, and air quality/GHG and noise modeling experts.

Rural Community Experience

PlaceWorks has a demonstrated understanding of the complex set of social and environmental concerns that are specific to rural environments. Through projects like the *Butte County General Plan Update, Zoning Ordinance Update, and EIR*; the *Trinity County GIS Economic Development Mapping Plan*; and the *Sacramento County General Plan Update*, we have tackled the planning challenges related to rural and suburban development in foothill and mountain areas, including issues related to agricultural, timber, and mining operations, and we've developed strategies to effectively manage growth in areas under intense growth pressure. We have successfully evaluated and addressed groundwater resource impacts under significant scrutiny and controversy; we have listened first-hand to emotionally charged testimony at Planning Commission and Board of Supervisors meetings from residents who lost homes to wildfire; and we've crafted policies and regulations to protect the unique historic character, sensitive habitats, and picturesque scenic views of northern California.

Relevant Projects

This section describes examples of PlaceWorks' relevant experience providing planning services to agencies throughout California.

ON-CALL PLANNING AND ENVIRONMENTAL SERVICES FOR THE CITY OF WEED

PlaceWorks serves as on-call staff to the City of Weed working with property owners to consider applications for development. We also provide information to staff and the public on planning issues that involve interpretation of city ordinances, architectural review of projects, preparation of CEQA documents, and management of other consultants. As an extension of staff, we work in the City office as a team with City staff to provide information to residents. We prepare staff reports and presentations for the planning commission, city council, and other city committees.

ON-CALL PLANNING AND ENVIRONMENTAL SERVICES FOR THE CITY OF WILDOMAR

PlaceWorks serves as on-call staff to the City of Wildomar's planning department at all levels—from intake through senior staff. We provide information to staff and the public on planning issues that involve interpretation of city ordinances, architectural review of projects, preparation of CEQA documents, and management of other consultants. As an extension of staff, we work in the city office with the city's team to provide information to residents. We also prepare staff reports and presentations for the planning commission, city council, and other city committees. This role also includes preparing CEQA documents such as environmental impact reports and initial studies, assisting with grant applications and reports, and any other planning-related duties requested. Recent individual projects include:

- General Plan Zoning Consistency Program
- Palomar Road Widening Project Phase I Technical Studies
- Cannabis Zoning Ordinance
- Commercial Design Standards and Guidelines
- Multifamily Residential Design Standards

ON-CALL PLANNING AND ENVIRONMENTAL STAFF SERVICES FOR THE CITY OF BEAUMONT

PlaceWorks conducts peer review of environmental documents for the City of Beaumont that are prepared by applicants and submitted as part of the application process. Our peer review is conducted in Microsoft Word with edits and comments in tracked changes providing an administrative record of the agency review process. To date, we have peer reviewed approximately 5.0 million square feet of warehouse projects, addressing biological, air quality, and GHG issues in a collaborative manner. We also regularly provide recommendations to the City on planning issues and are currently working to revive an older park near the downtown.

ON-CALL PLANNING SERVICES FOR THE CITY OF STOCKTON

PlaceWorks provides the City of Stockton Community Development Department with a wide range of services. With the departure of the then-director of the department in late 2019, PlaceWorks' Principal Charlie Knox was called on to oversee department operations and assist City staff on-site two days per week. Mr. Knox performed these duties both in person and remotely until the San Joaquin County COVID-19 stay-home order went into effect in March 2020, at which time Mr. Knox continued to provide director-level services remotely until a new director came on board in May 2020. Simultaneously, PlaceWorks staff assisted with the finalization of the City's 2020 Municipal Services Review, approved by the San Joaquin County Local Agency Formation Commission in August 2020. With the 2020 renewal of the on-call contract, PlaceWorks staff is expected to be called on to assist the City with projects ranging from design review to CEQA documentation to mapping services.

ON-CALL PLANNING SERVICES, TERRA VI EIR, AND COMPREHENSIVE ZONING CODE UPDATE FOR TUOLUMNE COUNTY

In 2013, Tuolumne County began a General Plan Update. After a stall in the update process, in 2018, Tuolumne County hired PlaceWorks to assist with policy revisions to the Draft General Plan and to provide strategic guidance and support with General Plan-related outreach. PlaceWorks' policy work focused on adjusting Community Plan policies to eliminate redundancies and clarify policy intent. PlaceWorks also helped to guide the County's outreach efforts by preparing an outreach strategy, providing website content, writing outreach letters, responding to comments on the Draft General Plan, assisting with staff report development, outlining presentations, and preparing PowerPoint presentations. The General Plan was adopted in 2018, and since then, PlaceWorks has continued to assist the County on other projects, including preparation of an EIR for Terra Vi, an eco-resort project near Yosemite National Park, and a comprehensive Zoning Code Update, both of which are currently underway.



PROJECT MANAGEMENT APPROACH

PlaceWorks provides on-call services throughout California at all levels. Typically, we serve as planning managers for special projects or larger developments where our experience in all aspects of development can be helpful to the Town. When contacted by the Town to initiate a project, the PlaceWorks management team will meet to plan the team's workload. Typically, the Town can expect work to begin within a week of project approach and authorization to proceed.

If awarded a contract with the Town, PlaceWorks will determine personnel needs based on the specific project at hand. PlaceWorks will assign a Principal-in-Charge to oversee its successful and timely completion, a Project Manager to handle the day-to-day management and coordinate with Town staff, and key support staff as needed. No matter the size or scale of the project, PlaceWorks' staff will give the Town its undivided attention.

Approach to Services

Our role is to serve as an extension of staff for the Town. This means that we represent the Town with the applicant, on the phone, and at every meeting. As staff, our planners are assigned a project from the application intake and follow through with all aspects of the project. This includes public noticing, keeping the applicant apprised of the status, and keeping others in the Town informed of the status of our work. Even if other planners, subconsultants, or departments take over the "lead" on a project, the assigned planner will keep informed and offer support to ensure that the process is followed, and the Town represented. We refer to this as "project ownership," and it is an integral part of what we do.

The foundation of our approach is communication. We use regular conference calls and face time to check in and report on progress. We also participate in scheduled staff calls or meetings, provide training for our staff and that of our clients, and attend commission and council meetings to learn the expectations of the Town and to improve our services. Our job is to ensure that Town staff never *wonders* about a project status but *knows* what is happening because our planners keep them informed.

In our role as staff, we make recommendations based on what is best for the Town and the applicant, even if this results in less scope or work for PlaceWorks. We will recommend an efficient and less-expensive way to accomplish the same result and discuss the options with the Town. Once a task order is approved, PlaceWorks will provide weekly progress reports and monthly billings by project number and tasks in a format suitable to the Town.

Counter Services and Project Planning

Project intake is often the first place a resident comes into contact with the rules of the Town and the initial point of contact for land use questions. This first meeting should be friendly and informative for the resident. In addition to answering questions on zoning, general plan, types of applications, timing, and cost, the counter planner will answer phone calls and call applicants to keep them up to date on the status of their application. This position will also process discretionary applications and may be called on to research

previous projects to assist other planners. The planner will also keep track of time spent on the project and be able to provide accounting information essential to managing the Town's cost recovery program.

Staff Reports and Presentations

PlaceWorks' final written products (e.g., staff reports, resolutions, ordinances, studies) will be reviewed by the project manager. PlaceWorks will use the Town's standard format for products or work with the Town to develop a format if one does not exist. Staff reports will include graphics, photographs, analyses, and findings, and attachments will be available for posting on the internet. From previous experience with other cities, we know that the town's attorney's office will be involved in review of critical documents, resolutions, ordinances, etc. PlaceWorks will build both the Director and attorney review process into the timeline.

Our staff will ensure that documents are suitable for posting on the Town's website and follow through to ensure that the posting(s) are complete. Our staff will also assist as needed in preparing ordinances, resolutions, and approval letters to complete the project. As part of this task, PowerPoint slides and/or other presentations will be prepared to assist the commission and council in considering the project.

Project Analysis

PlaceWorks' technical staff can evaluate noise, air quality, and GHG emissions. We have in-house active transportation planning staff and a licensed traffic engineer. We have professional engineers who can prepare and evaluate hydrology and water quality plans, etc. In short, we have the technical expertise in-house to provide the depth of analysis or peer review necessary for a project in the Town.

Outreach and Public Relations

The foundation of all public outreach is effective communication. Regardless of whether the medium is written, oral, or graphics/maps, information needs to be clear and understandable. Our staff is proficient in using plain language to explain the complex and jargon-filled planning process. Almost all our projects include preparing a basic project summary, whether that is used in a staff report, project website, fact sheet, or frequently asked questions. We have prepared and given numerous presentations to planning commission and city council hearings.

PlaceWorks also has extensive experience developing and executing more complex public outreach strategies, and our staff are trained by the International Association of Public Participation. We are skilled in meeting facilitation and have successfully negotiated consensus during public meetings for contentious projects. We can conduct stakeholder interviews and issue assessments to identify where outreach efforts should be focused, and which stakeholders are most interested in the project and why.

Environmental Review

PlaceWorks prepares CEQA and NEPA documents with our in-house technical staff or through peer review of studies provided by applicants. Once a project is sufficiently well defined to initiate the environmental analysis, Mark Teague as Project Manager will make a recommendation to the Director on the level of environmental review. Based on that level, we will prepare an exemption or provide a scope, timeline, and budget for preparation of an addendum, negative declaration, or mitigated negative declaration and submit them to the Director for approval.

If an EIR is necessary, PlaceWorks will assist in preparation of a Notice of Preparation and Request for Proposals (RFP) to enable other firms on the Town's approved list to provide scope, timeline, and budget. Or, if directed by the Town, PlaceWorks can provide an estimate for preparation of an EIR. Serving as an extension of staff, PlaceWorks can manage other environmental consultants, peer review documentation, and provide recommendations to the Town on the adequacy of the analysis. We will ensure that noticing, findings, resolutions, and monitoring are conducted in accordance with the CEQA Guidelines.

Training and Best Practices

Mark Teague prepares training for new planners, senior staff, commissions, and councils and has done so for many years. We can provide quarterly sessions with the commission and a short training session as part of the monthly staff meetings. For example, Mark gives an annual briefing on recent court decisions. Mark's approach is to provide the practical implications of the ruling and adjust operations accordingly—for example, amend the analysis, include new studies, or study new issues. He takes a similar approach to changes in planning and zoning laws and CEQA. Other trainings include "CEQA for Commissioners," a course on how to read an EIR that he gives every year at the League of California Cities Planning Commissioner's Academy.

PlaceWorks is an industry leader in the use of technology for planning, especially GIS as the foundation for many types of analysis. We can also provide video and photo simulation. As a firm focused on planning and design, PlaceWorks understands the needs of planners and is organized to meet them.

Finally, as leaders in the field, we review the work of others, attend and present at conferences, and keep current in the best practices of the profession. This information will be shared with the Town and integrated into our everyday tasks. As part of our training services, PlaceWorks staff will teach best methods for analysis, approaches to conditions of approval, and national changes that may be of interest locally.

Project Management

Meetings

Planners assigned to projects may attend meetings as directed to present their item(s) or to support other planners as needed. Since the meeting schedules are known well in advance, we will ensure full coverage at meetings as needed by the Town.

Quality Assurance Plan

PlaceWorks consistently produces high-quality work products and recognizes the role that this quality plays in securing repeat business. Elements of our quality assurance/quality control (QA/QC) program are described herein.

Personnel and Responsibilities

For most projects, associate-level staff members compile and sort data, perform routine field activities, and prepare initial drafts of documents. This is cost-effective for the client and provides necessary training and experience for our staff. To ensure the success of this approach, however, our project managers stay involved with the project and carefully review work products, including administrative drafts, before they are transmitted for review. Documents also undergo review by one of the company's principals as part of

PlaceWorks' commitment to quality. Even in this day and age of sophisticated computer spell- and grammar-checking, we firmly believe that there is no substitute for a thorough "hands-on" review.

Preparation of Documents

PlaceWorks understands the importance of complete, reader-friendly, technically accurate work products. Before finalization, documents are submitted to the firm's word processing and editing team, which is responsible for putting the document into a standard or custom format (depending on the project) and performing a series of systematic checks on the document (e.g., spell-check, headers/footers, table of contents). The document is reviewed by a technical editor, who reviews it for consistency, readability, grammar, and graphics or typographical errors. After these issues have been corrected, the document is reviewed by another senior project manager or one of the firm's principals.

Schedule Control

Communication is the best means of ensuring that projects remain on task and budget. Each project has similar milestones that must be met, such as project completeness letter, technical analysis, CEQA, conditions of approval, staff report, and presentation materials. PlaceWorks schedules regular conference calls and meetings to allow rapid and frequent checks on progress. Although technology can expedite communication, regularly scheduled in-person meetings are valuable to foster solution building and information exchange. Typically, we schedule in-person meetings around other required meetings to reduce cost.

If the schedule starts to slip, we first try and determine the reason. If it is a PlaceWorks staff resources issue, we can bring more staff into the project to meet the requirement. If the issue is outside of our control, finding that out early can help us recommend solutions to getting things back on track. Ultimately, it comes back to communication and making sure the Director is aware of the schedule and our commitment.

PlaceWorks managers regularly meet and apprise each other of project status, milestones, budgets, and schedule. For each project, our Principal in Charge and Project Manager will be equally informed.

Budget and Funding Requirements

PlaceWorks prepares monthly invoices detailed to billing codes and based on task orders, work authorizations, and funding sources. Each new project will have an assigned number and a series of labor codes based on milestones or tasks. PlaceWorks will keep the Director apprised of the work progress and budget.



STAFFING PLAN

PlaceWorks has assembled a highly qualified team to provide on-call planning services for the Town of Fort Jones. This chapter describes the key personnel that will be assigned to the project. The majority of the project team will be based out of our Sacramento office. Staff members from our five other California office locations will also be available to assist on an as-needed basis.

Resumes for the key staff identified are included in Appendix A at the end of this proposal. Additional materials are available on request. The organization of the team is shown graphically in Figure 1.

Key Staff

Mark Teague, AICP, Managing Principal, Environmental Services



In over 35 years of public- and private-sector experience, Mark has worked throughout California in agencies large and small and is considered an innovative problem solver. He serves as an extension of staff as a CEQA and Planning Manager and oversees several staff who provide counter, assistant, and senior planner services. Mark advises on every aspect of project analysis, from intake through consideration by the agency. Mark also provides training for agency staff on best practices, recent legislation, and the impacts of court decisions on the practical side of planning. In addition to agency staff services, Mark's projects include planned communities, shopping center EIRs, general plan and zoning code updates, impact fees, and public outreach for projects highly scrutinized by the public. His experience as a planning director, staff liaison, and ability to see the whole of the project ensures that every document meets the needs of the client. He has served as on-call extension of staff for numerous cities throughout northern and southern California, including Anderson, Mount Shasta, Wildomar, and Eastvale. Mark is also an excellent public speaker and regularly presents at the League of California Cities Planning Commissioner's Academy on topics such as design guidelines, CEQA compliance, and how to read an EIR.

Jennifer Gastelum, Principal



Jennifer has over 20 years of experience specializing in various housing programs and public outreach for municipalities across California, Nevada, and Washington. As a recognized leader in the field, she has managed updates to over 100 housing elements since 2008. Her experience also includes preparing United States Department of Housing and Urban Development (HUD) consolidated plans, action plans, analyses of impediments to fair housing choice, housing condition surveys, and housing market studies. Jennifer has significant experience overseeing grant management of State and federal programs, such as the Community Development Block Grant (CDBG) program, CalHOME, and HOME. She is also experienced in federal labor standard compliance review and monitoring. Jennifer is committed to continuing education and training, and she has considerable experience leading project management and business development training. Other project experience includes specific plans, general plans, environmental impact reports, and initial studies/negative declarations.

FIGURE 1 ORGANIZATIONAL CHART

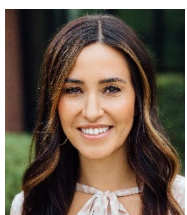


Rob Mazur, Associate Principal, Director of GIS



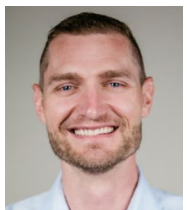
Rob has extensive experience creating maps and datasets for a range of planning projects. He specializes in all facets of geodatabase development, data management, web GIS, and spatial and tabular analyses for improved decision-making, information retrieval, and cartography. Rob excels at quantitative and spatial analysis, including buildout calculations, walkability, community health modeling, cartography, and land use scenario modeling. He works directly with clients and staff to develop effective, efficient, and informative GIS processes. Rob is well versed in advanced and current planning practices in both the public and private sector and has an excellent understanding of the relationship between data management and its importance in achieving service delivery standards for the work of community development and public works departments. Rob has brought his GIS skills to a number of General Plan updates throughout California, and has managed a variety of mapping projects in Los Angeles County, the Bay Area, and beyond.

Cynthia Walsh, Senior Associate



Cynthia has over a decade of experience working on long-range planning documents, specializing in policy writing for housing element updates, housing element annual reports, zoning codes, General Plans, analyses of impediments to fair housing choice documents, consolidated plans, and action plans. She is experienced with State and federal grant programs, and she is an expert in federal (Davis-Bacon) and state labor standards compliance. Cynthia has significant experience in the preparation of analysis of impediments to fair housing choice documents, ensuring they are consistent with the guidelines and requirements outlined in HUD's Fair Housing Planning Guide. She has also prepared over 30 housing elements over the past three housing element cycles for cities and counties throughout California.

Lance Park, Senior Associate



Lance has nearly six years of experience as an air quality analyst preparing CEQA analyses for individual land use development projects and long-range planning documents. As an air quality scientist, he has prepared extensive emissions modeling and calculations consistent with different California air district methodologies, including, but not limited to, the Bay Area Air Quality Management District (BAAQMD), South Coast Air Quality Management District (AQMD), San Joaquin Valley Air Pollution Control District (SJVAPCD), and Sac Metro AQMD. With PlaceWorks, he functions as a leading expert in air quality, GHG emissions, health risk, and energy CEQA analyses; trains air quality technical staff; attends and directs client kick-off calls and attorney consultation; attends public hearings; and offers strategic insight into different CEQA document types and streamlining opportunities with project clients and lead agencies. Lance is also 40-hour HAZWOPER certified, is currently attaining his Certified Energy Analyst accreditation, and has several years of experience conducting Phase I and Phase II Site Assessments and Stormwater Pollution Prevention Plan (SWPPP) Site Monitoring.

Miles Barker, Associate



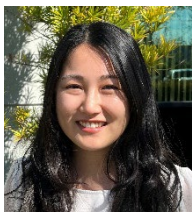
Miles works closely with the Environmental Team to assist with the preparation, processing, and analysis of CEQA and NEPA compliance documents. He has managed several CEQA analyses, including the Butte County General Plan Update EIR, Yuba City General Plan Update EIR, Redding General Plan Update EIR, Won Meditation Retreat Center Project Initial Study, Grand Avenue Improvement Project Initial Study, and the Glen Paul School Modernization Project Initial Study. Miles also assists the Housing Team with housing element updates, annual progress reports, proposal preparation, public outreach, and GIS.

Jacob Cisneros, Associate



Jacob is an environmental consultant with three years of environmental analysis experience, including sustainability planning and technical modeling. Jacob helps implement compliance of CEQA and NEPA thresholds while meeting client recommendations for completion of both environmental and management goals. He performs due diligence in following applicable regulatory settings throughout deliverable reports.

Hazel Choi, Project Planner



Hazel has experience in comprehensive and long-range planning, with a specific focus on policy development for housing element updates. She has been contributing to analyzing data and updating housing elements for various local jurisdictions throughout California. She has significant experience in the preparation of analysis of Housing Needs Assessment, ensuring clients are consistent with the guidelines and requirements outlined in HUD and HCD. She focuses on policies and strategies that ensure housing affordability and access to alternative transportation options based on the community's needs. Hazel has expertise in developing Regional Transportation Plans, Community Needs Assessments, Corridor Plans, Evacuation Plans, and Active Transportation Plans for different local jurisdictions. Hazel has also dedicated her efforts to preparing grant applications and facilitating those programs managed by both the State and Federal. Hazel has actively participated in numerous community outreach and surveys, dedicating her time to creating a range of visual materials that enhance the community's understanding of various projects. Additionally, she has an expertise in GIS, allowing her to effectively prepare exhibits and analyze geospatial data for grant applications and planning documents. She is also proficient in Adobe applications, such as Photoshop, Illustrator, and InDesign.

Marissa Duenas, Project Planner



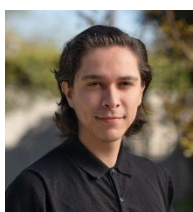
Marissa has a passion for culturally relevant projects, research, organizing, and writing. She supports the Design Team at PlaceWorks through various projects involving tribal engagement, park planning, and education/interpretation programs with the California Department of Parks and Recreation's (CDPR) Cultural Resources Division. She's researched, analyzed, and written reports summarizing an inventory of interpretive exhibits, programs, and materials for CDPR.

Jessica Mendoza, Project Planner



Jessica holds passions for environmental justice projects, public outreach, urban planning, and policy research. She supports the Environmental Planning Team at PlaceWorks to bring about a variety of environmental projects throughout the state. Currently, Jessica is working on CEQA analysis for housing elements for Contra Costa County and the City of Benicia, as well as an EIR for Butte County. As an Environmental Planner, she hopes to help support environmental projects and engage in meaningful public outreach.

Raul Tovar Gonzalez, Project Planner

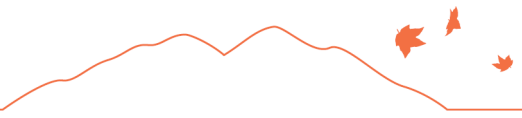


Raul is a motivated planner who aims to promote the development of healthy, livable, and sustainable communities. Through his work, he hopes to support the goals and visions of the communities in which he works. At PlaceWorks, Raul enjoys working on a variety of comprehensive planning and transportation planning projects in both the public and private sectors. He is highly resourceful and brings versatile skill sets to his projects, including strong research, project management, analytic, and graphics skills.

Joseph Ruiz, Planner



Joseph is a member of PlaceWorks' Environmental Team supporting the analysis and preparation of California Environmental Policy Act (CEQA) documents, as well as Housing Element documents. He has extensive experience researching and writing General Plan EIRs, including drafting fact of findings and impact sections. Joseph also is well-versed in drafting Notice of Exemptions and Addendums for Housing Element updates. Additionally, he has assisted with drafting IS/MNDs for various school districts.



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FEE SCHEDULE

PlaceWorks' hourly rate sheet is shown below. Our rates increase by a small percentage each year, and if selected, PlaceWorks can provide rates for subsequent years. For on-call services, we are flexible in adjusting our rates depending on the duration of the contract. We bill on a monthly time-and-materials compensation schedule.

PlaceWorks Fee Schedule	
Staff / Staff Level	Hourly Bill Rate
Principal	\$210-\$335
Associate Principal	\$195-\$275
Senior Associate II	\$170-\$260
Senior Associate I	\$160-\$220
Associate II	\$135-\$190
Associate I	\$125-\$175
Project Planner	\$105-\$165
Planner	\$90-\$145
Graphics Specialist	\$90-\$155
Administrator	\$145-\$235
Clerical/Word Processing/Technical Editor	\$45-\$155
Intern	\$75-\$115

Subconsultants are billed at cost plus 10%.

Mileage reimbursement rate is the standard IRS approved rate.

Possible yearly increase of 5% on bill rates.



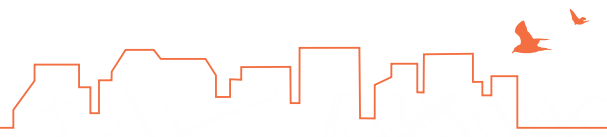
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REFERENCES

References for PlaceWorks are provided below, and more will be provided on request. We encourage the City to contact each and every one of these references to gain an idea of our history of work.

Project	Client Contact
On-Call Services CITY OF WEED	Tim Rundel , City Manager, City of Weed 530.938.5020 tim.rundel@ci.weed.ca.us
On-Call Services CITY OF WILDOMAR	Matthew C. Bassi , Planning Director, City of Wildomar 951.677.7751 ext. 213 mbassi@cityofwildomar.org
On-Call Planning Services CITY OF STOCKTON	Stephanie Ocasio , Community Development Director, City of Stockton 209.937.8544 Stephanie.Ocasio@stocktonca.gov
Staff Services CITY OF EASTVALE	Gustavo N. Gonzalez , AICP, Community Development Director, City of Eastvale 951.703.4499 ggonzalez@eastvaleca.gov



RESUMES







MARK TEAGUE AICP

Managing Principal, Environmental Services

In over 35 years of public- and private-sector experience, Mark has worked throughout California in agencies large and small and is considered an innovative problem solver. His projects include planned communities, shopping center EIRs, general plan and zoning code updates, impact fees, and public outreach for projects highly scrutinized by the public. Mark is often able to offer a unique approach to meeting a critical goal of a project. His experience as a planning director, staff liaison, and ability to see the whole of the project, ensures that every document meets the need of the client. He has served as on-call extension of staff for numerous cities throughout northern and southern California including Anderson, Mount Shasta, Wildomar and Eastvale.

Mark is also an excellent public speaker and regularly presents at the League of California Cities Planning Commissioner's Academy on topics such as design guidelines, CEQA compliance, and how to read an EIR. He also teaches planning to staff with a focus on how new legal decisions affect daily activity. Because of his public outreach skills, Mark has helped with projects ranging from Walmart to water-bottling plants and conducted town hall meetings about development services department efficiencies and increases in utility fees.

With a great deal of experience in smaller communities, Mark has experience using available resources to meet the clients needs. Small agencies have the same issues to resolve as larger agencies, what they lack is resources. Using previously prepared studies, data collected for several projects and from different sources as a resource to complete tasks. By talking with the community about an issue, Mark is often able to arrive at solutions using information the agency has already paid for. He is known for recommending solutions that are less expensive and in tune with the community.

HIGHLIGHTS OF EXPERIENCE

- SB 2 and LEAP/REAP Technical Assistance | Statewide CA
- River Crossing Market Place Specific Plan EIR | Redding CA
- Redding General Plan Circulation and Noise Element and EIR | Redding CA
- Addendum to Northeast Quadrant Specific Plan EIR | Dixon CA
- Loomis General Plan Housing and Land Use Element Update | Loomis CA
- Colfax General Plan and Housing Element Update | Colfax CA
- Yuba City General Plan Update | Yuba City CA
- Elk Grove Kammerer Road Annexation Area | Elk Grove CA
- Davis Core Area Plan and EIR | Davis CA



EDUCATION

- BA, Political Science, California State University, Stanislaus

CERTIFICATIONS

- American Institute of Certified Planners #019631

AFFILIATIONS

- American Planning Association
- Association of Environmental Professionals

Team member since 2016



MARK TEAGUE

Principal

mteague@placeworks.com

- Envision Contra Costa 2040 General Plan Update, Climate Action Plan, Zoning Code Update, and EIR | Contra Costa County CA
- Greentree Mixed-Use Development Project | Vacaville CA
- Lincoln Housing Element Update Environmental | Lincoln CA
- Lodi General Plan EIR | Lodi CA
- Barstow General Plan EIR and General Consulting Services | Barstow CA
- Rancho Cucamonga General Plan Update and EIR | Rancho Cucamonga CA
- On-Call Environmental Services | Beaumont CA
- City Planner | Weed CA
- Temple City General Plan Update EIR | Temple City CA
- Temple City Development Code Update | Temple City CA
- North School Reconstruction EIR | Hermosa Beach CA
- John Killen/Fox Luggage Warehouse Project IS/MND | Industry CA
- Residential Care Facility Specific Plan IS/EIR | Solana Beach CA

SPEAKING ENGAGEMENTS

- CEQA Basics | 2024 League of California Cities Planning Commissioners Academy | Long Beach, CA
- Planning Commissioners Training | 2024 Inland Empire APA Riverside
- Perfect Mitigation Measures | 2024 California Association of Environmental Planners Anaheim
- Policy Implications of Planning | 2024 New Councilmembers and Mayors Academy Monterey

ACTIVITIES

- Engineering, Environment Planning Internship Chareete (EEPIC) Lead for PlaceWorks



JENNIFER GASTELUM

Principal

Jennifer has over 20 years of experience specializing in various housing programs and public outreach for municipalities across California, Nevada, and Washington. As a recognized leader in the field, she has managed updates to over 100 housing elements since 2008. Her experience also includes preparing HUD consolidated plans, action plans, analyses of impediments to fair housing choice, housing condition surveys, and housing market studies. Jennifer has significant experience overseeing grant management of State and federal programs, such as the Community Development Block Grant (CDBG) program, CalHOME, and HOME. She is also experienced in federal labor standard compliance review and monitoring.

Jennifer is committed to continuing education and training, and she has considerable experience leading project management and business development training. Other project experience includes specific plans, general plans, environmental impact reports, and initial studies/negative declarations.

HIGHLIGHTS OF EXPERIENCE

- SB 2 and LEAP/REAP Technical Assistance | Statewide CA
- Solano County Multi-Jurisdictional Housing Element | Solano County CA
- Loomis General Plan Housing and Land Use Element Update | Loomis CA
- Orinda Housing Element and Safety Element | Orinda CA
- Auburn Housing Element and Safety Element | Auburn CA
- El Dorado County Housing Element 2021-2029 | El Dorado County CA
- Placer County Housing Element | Placer CA
- Elk Grove Housing Element Update | Elk Grove CA
- Yountville Cycle Housing Element Update | Yountville CA
- Lincoln Housing Element Update | Lincoln CA
- Anderson Housing Element Update | Anderson CA
- Arcata Housing Element Update | Arcata CA
- Arroyo Grande Housing Element Update | Arroyo Grande CA
- Auburn Housing and Safety Element Update | Auburn CA
- Grover Beach Housing Element Update | Grover Beach CA
- Morro Bay Housing Element Update | Morro Bay CA
- Alameda Housing Element | Alameda CA
- Willits Housing Element | Willits CA
- Pismo Beach Low-Cost Visitor-Serving Accommodation Study | Pismo Beach CA
- Pismo Beach 2020-2028 Housing Element | Pismo Beach CA
- Rohnert Park On-Call Housing Services | Rohnert Park CA
- San Luis Obispo County 2020-2028 General Plan Housing Element Update | San Luis Obispo County CA



EDUCATION

- BS, City and Regional Planning, Cal Poly San Luis Obispo
- AA, American River College

AFFILIATIONS

- American Planning Association

Team member since 2018



JENNIFER GASTELUM

Principal

jgastelum@placeworks.com

- Calaveras County IS/ND Addendum | Calaveras County CA
- Elk Grove Housing Element Update | Elk Grove CA
- Emeryville Staff Support Services | Emeryville CA
- Fortuna Housing Element Assistance | Fortuna CA
- Riverside County Housing Assistance | Riverside County CA
- Needles Mid-Cycle Housing Element | Needles CA
- Oxnard Housing Element Update | Oxnard CA
- Placer County Housing Element Update | Placer County CA
- Trinity County Housing Element, Trinity County CA

PREVIOUS EXPERIENCE

Housing Elements

- 2015–2023 Housing Elements, Stanislaus County; Kern County; communities of Ridgecrest, Wasco, Lodi CA
- 2014–2022 Housing Elements, Butte County; Solano County; communities of Alameda, Emeryville, Pleasanton, Biggs, Paradise, Clayton, Orinda, Fairfax, Los Altos, Dixon, Fairfield, Suisun City, Cloverdale, Yountville, Santa Rosa CA
- 2014–2019 Housing Elements, Amador County; Tehama County; communities of Ione, Jackson, Plymouth, Sutter Creek, Truckee, Grover Beach, Morro Bay, Willows, Montague CA
- 2013–2021 Housing Elements, Imperial County; Riverside County; communities of South Lake Tahoe, Wildomar, Eastvale, Temecula, Auburn, Lincoln, Roseville, Calimesa, Coachella, Elk Grove, Rancho Cordova, West Sacramento, Ontario, Twentynine Palms, Blythe, Oxnard, Marysville, Yuba County, and Davis CA
- 2008–2013 Housing Elements, Imperial County; Kern County; cities of Elk Grove, Imperial CA
- 2009–2014 Housing Elements, Solano County, Siskiyou County, Inyo County; communities of Ione, Anderson, Dixon, Chico, Fairfield, Soledad, Morro Bay, Hughson, Yountville, Madera, Monterey, Mount Shasta, Arcata, Orland, Yreka, Willows, Red Bluff, Vallejo, Los Altos, Clayton, Crescent City, Weed, Willits, Sand City CA
- First General Plan Housing Element City and 2008–2013 Update, Rancho Cordova CA
- Housing Element Updates, Washoe County; cities of Reno, Sparks NV

Federal Grant Program Management

- HOME Grant Administration, First-Time Homebuyers Program | Imperial County CA
- Community Development Block Grant Assistance | Rancho Cordova CA
- Community Development Block Grant Assistance | Citrus Heights CA
- CDBG, NSP, HOME, CalHOME Assistance | Monterey County CA
- City Labor Standards Compliance, NSP | Rancho Cordova CA

Affordable Housing

- Plumas Corporation Countywide Affordable Housing Strategy | Plumas County CA
- Regional Fair Share Housing Allocation Plan | Pierce County WA
- Affordable Housing Study | El Dorado County CA
- Affordable Housing Incentives and Infill Site Development Report | Placer County CA



ROBERT MAZUR

Associate Principal, Director of GIS

Rob has extensive experience creating maps and datasets for a range of planning projects. He specializes in all facets of geodatabase development, data management, web GIS, and spatial and tabular analyses for improved decision-making, information retrieval, and cartography. His experience in a wide variety of planning projects, coupled with his expertise in GIS and field data collection, make him a key asset to any team. Rob excels at quantitative and spatial analysis, including buildout calculations, walkability, community health modeling, cartography, and land use scenario modeling. He works directly with clients and staff to develop effective, efficient, and informative GIS processes.

Rob is well versed in advanced and current planning practices in both the public and private sector, and has an excellent understanding of the relationship between data management and its importance in achieving service delivery standards for the work of community development and public works departments. Rob has brought his GIS skills to a number of general plan updates throughout California, and has managed a variety of mapping projects in Los Angeles County, the Bay Area, and beyond.

HIGHLIGHTS OF EXPERIENCE

- SB 2 Grant Application Assistance | Statewide CA
- Los Angeles County SD5 Trails | Los Angeles CA
- Los Angeles County Sustainable Parks Master Plan | Los Angeles CA
- Los Angeles Comprehensive Countywide Park Needs Assessment | Los Angeles CA
- Santa Ana River Parkway and Open Space Plan | Santa Ana CA
- Vallejo Integrated Revitalization Program and Comprehensive General Plan Update | Vallejo CA
- First 5 CA, Montclair WeCare | Montclair CA
- San Carlos GIS | San Carlos CA
- San Mateo General Plan Update | San Mateo CA
- Contra Costa Transportation Authority On-Call Planning | Contra Costa County CA
- Contra Costa County General Plan Update | Contra Costa County CA
- Hollister General Plan Update | Hollister CA
- Elk Grove Disaster Preparedness Project | Elk Grove CA
- Morgan Hill 2035 General Plan | Morgan Hill CA
- Menlo Park Housing Element EA | Menlo Park CA
- Upland General Plan Update and EIR | Upland CA
- Downtown Livermore Facilitation Services | Livermore CA
- Vacaville General Plan Update, Climate Action Plan, and EIR | Vacaville CA
- Stockton General Plan Update | Stockton CA
- Palo Alto Comprehensive Plan Update | Palo Alto CA
- Butte County General Plan Update and EIR | Butte County CA
- Healthy High Desert | San Bernardino CA



EDUCATION

- BA, Geography, Edinboro University, Edinboro, PA

CERTIFICATIONS

- GIS Professional

AFFILIATIONS

- Bay Area Automated Mapping Association

Team member since 2011



ROBERT MAZUR

GIS Director

rmazur@placeworks.com

- Santa Cruz TOD | Santa Cruz CA
- Tulare TOD Plan & General Plan Amendment | Tulare CA
- Walnut Creek BART Transit Village Plan EIR | Walnut Creek CA

PRIOR EXPERIENCE

- FEMA Digital Flood Insurance Rate Map Production | FEMA Region IX
- Sidewalk Inventory Project | Oakland CA
- Sidewalk Inventory Project Seminar | Oakland CA
- Worldwide Defense Mapping for the National Imagery Mapping Association
- Curb Ramp Inventory | Oakland CA
- True Green Land Care | San Jose CA

SPEAKING ENGAGEMENTS

- “Los Angeles County Trails Assessment”, 2015 Greater and Greener Conference, San Francisco CA
- “Oakland Citywide Sidewalk Condition/ADA Inventory”, 2006 ESRI International User Conference, San Diego CA



CYNTHIA WALSH

Senior Associate

Cynthia has over a decade of experience working on long-range planning documents, specializing in policy writing for housing element updates, housing element annual reports, zoning codes, general plans, analyses of impediments to fair housing choice documents, consolidated plans, and action plans. She is experienced with State and federal grant programs, and she is an expert in federal (Davis-Bacon) and state labor standards compliance.

Cynthia has significant experience in the preparation of analysis of impediments to fair housing choice documents, ensuring they are consistent with the guidelines and requirements outlined in HUD's Fair Housing Planning Guide. She has also prepared over 30 housing elements over the past three housing element cycles for cities and counties throughout California.

HIGHLIGHTS OF EXPERIENCE

- Arcata Housing Element Update | Arcata CA
- Auburn Housing Element and Safety Element Update | Auburn CA
- Calaveras County Housing Element Update 2019- 2027 | Calaveras County CA
- El Dorado County Housing Element 2021-2029 | El Dorado County CA
- Elk Grove Housing Element Update | Elk Grove CA
- Fortuna Housing Element Assistance | Fortuna CA
- Lincoln Housing Element Update | Lincoln CA
- Placer County Housing Element Update | Placer County CA
- Riverside County Housing Assistance | Riverside County CA
- SB 2 Grant Application Assistance | Statewide CA
- Wildomar Housing Assistance | Wildomar CA
- Willits Housing Element | Willits CA

PRIOR EXPERIENCE

Housing Elements

- 2008–2013 Housing Elements, Riverside County; cities of Alameda, Fortuna, Oxnard, Rancho Cordova, Willits CA
- 2009–2014 Housing Elements, Solano County; cities of Arcata, Biggs, Chico, Cloverdale, Crescent City, Dixon, Eastvale, Hughson, Imperial, Lone, Los Altos, Montague, Monterey, Plymouth, Rancho Cordova, Sand City, Tulelake, Vallejo, Wildomar, Willits, Willows, and Yountville CA
- 2013–2021 Housing Elements, Imperial County; Butte County; Riverside County; cities of Auburn, Calimesa, Eastvale, Holtville, Marysville, Ontario, Roseville, Temecula, West Sacramento, Wildomar, Willits CA

Community Development Block Grant Programs

- Analysis of Impediments (AI) to Fair Housing Choice, Contra Costa Consortium; cities of Fairfield, Hanford, Lodi, Monterey, Rancho Cordova, Rocklin CA

EDUCATION

- BA, Urban Studies and Planning San Francisco State University
- Section 3 HUD Training
- Davis-Bacon Labor "Prevailing Wage Law" Course

Team member since 2018



CYNTHIA WALSH

Senior Associate

cwalsh@placeworks.com

- Consolidated Plans and Action Plans, Contra Costa Consortium; cities of Lancaster, Monterey, Redwood City, Santa Monica CA; State of Arizona; State of Nevada

Other Housing

- Housing Condition Surveys, Imperial County; cities of Grass Valley, Fairfield, Fort Bragg, Vallejo CA
- Income Surveys for Unincorporated Areas of Calexico, Holtville, Heber, Imperial County CA
- Redevelopment Blight Assessment | Plymouth CA
- Kern Council of Governments Regional Housing Needs Plan and Data Report | Kern County CA



LANCE PARK

Senior Associate, Air Quality/Energy/GHG

Lance has nearly six years of experience as an air quality analyst preparing CEQA analyses for individual land use development projects and long-range planning documents. As an air quality scientist, he has prepared extensive emissions modeling and calculations consistent with different California air district methodologies, including but not limited to the BAAQMD, South Coast AQMD, SJVAPCD, and Sac Metro AQMD. With PlaceWorks, he functions as a leading expert in air quality, greenhouse gas emissions, health risk, and energy CEQA analyses; trains air quality technical staff; attends and directs client kick-off calls and attorney consultation; attends public hearings; and offers strategic insight into different CEQA document types and streamlining opportunities with project clients and lead agencies. Lance is also 40-hour HAZWOPER certified, is currently attaining his Certified Professional in Erosion and Sediment Control-In Training accreditation, and has several years' experience conducting Phase I and Phase II Site Assessments and SWPPP Construction Site Monitoring.

HIGHLIGHTS OF EXPERIENCE

- Benicia Housing Element and Safety Element Update EIR | Benicia CA
- Amador County USD CEQA for School Closures & Reorganization | Amador County CA
- Orchard 3rd Party Review | Beaumont CA
- Walmart Gas Station IS Review | Beaumont CA
- Beaumont/Legacy Highlands EIR Peer Review | Beaumont CA
- Stanford University Belmont Campus Conceptual Development Plan and Development Agreement EIR | Belmont CA
- Berkeley High School Parking Structure and Tennis Courts MND | Berkeley CA
- Daly City Serramonte Precise Plan | Daly City CA
- Chaffey CCD CEQA + NEPA for New Fontana Campus | Fontana CA
- AQ/GHG for North White Avenue Apts in La Verne | LA Verne CA
- Redwood City Ferry Project Environmental Review Services | Redwood City CA
- Los Banos General Plan Update 2040 | Los Banos CA
- Newport Beach 6-Story Podium Housing at 1401 Quail Street | City of Newport Beach
- Cupertino General Plan 2040, Housing Element and Addendum, Safety Element, and CEQA Exemption, Rezoning, and EIR | Cupertino CA
- CEQA Review Santa Clara County Stevens Creek Quarry Use Permit EIR | Cupertino CA
- Great Park EIR | Irvine CA
- 6700 PCH Congressional Project Checklist | Long Beach CA
- 6500 E. PCH Mixed-Use Project | Long Beach CA



EDUCATION

- MA, International Environmental Policy, Middlebury Institute of International Studies, Monterey, CA
- BA, International Relations, California State University, Chico, CA

CERTIFICATIONS

- 40-Hour Hazardous Waste Workers (HAZWOPER) Certification

AFFILIATIONS

- Association of Environmental Professionals

Team member since 2022



LANCE PARK

Senior Associate

lpark@placeworks.com

- Jefferson Avenue & Murrieta Hot Springs | Murrieta CA
- Contra Costa County General Plan Update | Contra Costa County CA
- CA Ventures Richmond Warehouse Checklist | Richmond CA
- Freeway Corridor Specific Plan EIR | Yucaipa CA
- 506 Brookside Dr. Warehouse | Richmond CA
- Redding General Plan Update EIR | Redding CA
- San Mateo General Plan Update | San Mateo CA
- Santa Rosa General Plan Update & EIR | Santa Rosa CA
- Westminster Mall Specific Plan EIR | Westminster CA
- Tapia Ranch EIR | Castaic CA
- Peer Review Class 32 Ex for 6-Story Self Storage, 3846 W. Century Blvd | Inglewood CA
- Peer Review for Mixed-Use Project at 420 W. Century Blvd | Inglewood CA
- Gateway Industrial Development EIR | Irwindale CA
- Jurupa USD CEQA for Patriot High School Stadium Improvements Project | Jurupa Valley CA
- Bullhead Solar Project EIR | Kern County CA
- Del Amo Crossing Air and Noise Tech Studies | Torrance CA
- Madera Station Relocation Transit Area Specific Plan | Madera CA
- Manteca USD East Union High School Improvements | Manteca CA
- Proposition 51 Mare Island Technology Academy Renovation MND | Vallejo CA
- Moorpark General Plan Update and EIR | Moorpark CA
- GGUSD Norm Ross Sports Park CEQA | Stanton CA
- Primester Norwalk Civic Center EIR | Norwalk CA
- Roseville Jt Union HSD CEQA for New District Office at 1750 Cirby Way | Roseville CA
- Rose Kemble-Chavez Elementary School Rebuild Project MND | Sacramento CA
- Sac City USD Nicholas ES Replacement Project | Sacramento CA
- Sacramento USD CEQA for Oak Ridge ES Redevelopment | Sacramento CA
- SMMUSD McKinley ES EIR for 2021 Campus Master Plan | Santa Monica CA
- SMMUSD Grant ES: EIR for 2021 Campus Master Plan | Santa Monica CA
- Silverado San Jose Memory Care CEQA Review | San Jose CA
- Solano Transportation Authority (STA) Multi-Jurisdictional Housing Element | Solano County CA
- Mountain View Police and Fire Administrative Building CEQA Services | Mountain View CA
- Sweetwater Union HSD Environmental for Castle Park High School Stadium Modernization | Chula Vista CA
- Trucking Warehousing and Sustainability | Tracy CA
- Hembree Lake Residential Project MND | Windsor CA
- University of California College of Law EIR for New Projects | San Francisco CA
- Wildomar On-Call Contract Planning & CEQA Staff Augmentation Services | Wildomar CA
- Westlake Charter School CEQA, Title 5, DHTSC | Sacramento CA



MILES BARKER

Associate

Miles possesses a comprehensive understanding of the environmental analysis and CEQA process. He has managed several CEQA analyses including the Butte County General Plan Update EIR, Yuba City General Plan Update EIR, Redding General Plan Update EIR, Won Meditation-Retreat Center Project Initial Study, Grand Avenue Improvement Project Initial Study, and the Glen Paul School Modernization Project Initial Study. Additionally, Miles has prepared various initial studies and addendums for housing element updates across the state.

Prior to joining PlaceWorks, Miles served as a biologist for NOAA Fisheries, where he worked closely with local, state, and federal agencies to ensure the success of various projects subject to Endangered Species Act consultations and CEQA. During his graduate education at Cal Poly, San Luis Obispo, he prepared a plan introducing flood control measures to address sea level rise and localized flooding for a redevelopment project.

HIGHLIGHTS OF EXPERIENCE

Environmental Planning

- Wildomar Trail Town Center Mixed-Use Project EIR | Wildomar CA
- The Greentree Project EIR | Vacaville CA
- Butte County General Plan Update EIR | Butte County CA
- Yuba City General Plan Update EIR | Yuba City CA
- Redding General Plan Update EIR | Redding CA
- La Puerta School Site Specific Plan EIR | Claremont CA
- Lincoln Housing Element Update Addendum | Lincoln CA
- Auburn Housing Element Update Addendum | Auburn CA
- Colfax Housing Element Update Addendum | Colfax CA
- Wildomar Housing Element and Safety Element Update Addendum | Wildomar CA
- Rocklin Housing Element and Safety Element Update Addendum | Rocklin CA
- Marysville Housing Element Update Addendum | Marysville CA
- Loomis Housing Element Update Addendum | Loomis CA
- Rancho Cordova Housing Element Update Addendum | Rancho Cordova CA
- South Lake Tahoe Housing Element and Safety Element Update Addendum | South Lake Tahoe CA
- Yuba City Housing Element Update Addendum | Yuba City CA
- Arcata Housing Element Update Addendum | Arcata CA
- Eastvale Housing Element Update Addendum | Eastvale CA
- Susanville Housing Element Update Addendum | Susanville CA
- Anderson Housing Element Update Addendum | Anderson CA
- Corning Housing Element Update Addendum | Corning CA



EDUCATION

- MS, City and Regional Planning
California Polytechnic State University, San Luis Obispo
- BS, Environmental Management and Protection, California Polytechnic State University, San Luis Obispo

AFFILIATIONS

- Association of Environmental Professionals
- American Planning Association

Team member since 2019



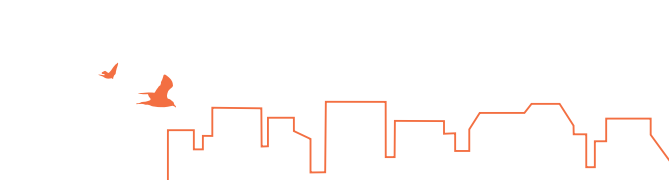


MILES BARKER

Associate

mbarker@placeworks.com

- Pismo Beach Housing Element Update Addendum | Pismo Beach CA
- Arroyo Grande Housing Element Update Addendum | Arroyo Grande CA
- Laguna Hills Housing Element and Safety Element Update Addendum | Laguna Hills CA
- Yucca Valley Housing Element and Safety Element Update Addendum | Yucca Valley CA
- Yuba County Housing Element and Safety Element Update Addendum | Yuba County CA
- El Dorado County Housing Element Update Addendum | El Dorado County CA
- Trinity County Housing Element Update Addendum | Trinity County CA
- Mendocino County Safety Element Update Addendum | Mendocino County CA
- Grover Beach Housing Element Update Initial Study | Grover Beach CA
- Morro Bay Housing Element Update Initial Study | Morro Bay CA
- San Dimas Housing Element Update Initial Study | San Dimas CA
- San Luis Obispo County Housing Element Update Initial Study | San Luis Obispo County CA
- Imperial County Housing Element Update Initial Study | Imperial County CA
- Imperial County Safety Element Update Initial Study | Imperial County CA
- Won Meditation-Retreat Center Project Initial Study | Wildomar CA
- Grand Avenue Improvement Project Initial Study | Industry CA
- Ridgeview High School Project Initial Study | Paradise CA
- Glen Paul School Modernization Project Initial Study | Eureka CA
- Butte County Climate Adaptation Plan Addendum | Butte County CA
- Yucca Valley Native Plant Ordinance EIR Addendum | Yucca Valley CA
- Wildomar Zoning Consistency Addendum | Wildomar CA
- Westpark Area High School Project EIR Addendum for Six New Tennis Courts | Roseville CA
- Westpark Area High School Project EIR Addendum for a New Aquatic Center | Roseville CA
- Stadium Support Building Project Exemptions for the Roseville Joint Union High School District | Granite Bay, Antelope, and Roseville CA
- Exemption for the Natomas Charter High School Site Acquisition Project | Sacramento CA



JACOB CISNEROS

Associate

Jacob is an environmental consultant with three years of environmental analysis experience, including sustainability planning and technical modeling. Jacob helps implement compliance of CEQA and NEPA thresholds while meeting client recommendations for completion of both environmental and management goals. He performs due diligence in following applicable regulatory settings throughout deliverable reports.

HIGHLIGHTS OF EXPERIENCE

- Ontario 2019-20 General Plan Update and EIR | Ontario CA
- UC Berkeley Bancroft Parking Structure CEQA | Berkeley CA
- Canyon Middle School Athletic Field IS/MND | Castro Valley CA
- San Marcos USD CEQA & Title 5 for Woodland Park Middle School | San Marcos CA
- Stanford University Belmont Campus EIR | Belmont CA
- HBCUSD Field Lighting at Peterson Elementary School | Huntington Beach CA
- Walmart Gas Station IS Review | Beaumont CA

PRIOR EXPERIENCE

EMC Planning Group, Inc. | Associate Planner

- Modeled project and program level emissions using CalEEMod version of 2020.4.1 and CalEEMod version 2022.1 for Air Quality guidelines
- Presented modeling data to team members and project members in order to collaborate on mitigation measures and impact analysis as appropriate
- Conducted policy and regulation analysis for compliance of recent state, local, and regional thresholds throughout California
- Prepared results for Air Quality, Transportation and Noise sections pursuant to CEQA guidelines, including future construction and operation impacts
- Estimated emissions from project level plans using EMFAC modeling
- Evaluated odor and air pollutant emission impacts to nearby sensitive receptors
- Prepared scopes and proposals for future projects including Air Quality, HRA, and Noise sections
- Coordinated with team members on Housing Element sections and project level reports to demonstrate less than significant impacts under Air Quality
- Began implementation of noise modeling by preparing scope for work and noise modeling and equipment needs

Rincon Consultants, Inc. | Sustainability Associate

- Prepared technical writing and consulting pursuant to CEQA and NEPA guidelines in EIRs, IS-MNDS, Class 32 Categorical Exemptions, Environmental Assessments, and other technical documents.



EDUCATION

- BS, Environmental Policy Analysis and Planning, University of California, Davis

Team member since 2023



JACOB CISNEROS

Associate

jcisneros@placeworks.com

- Specialized in sections such as Noise, Air Quality, Greenhouse Gas, and Energy sections for building developments, pipeline retrofitting, and planting ordinances.
- Conducted policy and regulation analysis for compliance of recent state, local and regional thresholds throughout California.
- Modeled project and program level emissions using the current CalEEMod version and presented winter, summer, annual, and future operational results for Air Quality and Greenhouse Gas sections.
- Evaluated odor and air pollutant emission impacts to nearby sensitive receptors.
- Analyzed thresholds under multiple air districts and localized significance thresholds under South Coast Air Quality Management District to determine project impacts



HAZEL CHOI

Project Planner

Hazel has experience in comprehensive and long-range planning, with a specific focus on policy development for housing element updates. She has been contributing to analyzing data and updating housing elements for various local jurisdictions throughout California. She has significant experience in the preparation of analysis of Housing Needs Assessment, ensuring clients are consistent with the guidelines and requirements outlined in HUD and HCD. She focuses on policies and strategies that ensure housing affordability and access to alternative transportation options based on the community's needs. Hazel has expertise in developing Regional Transportation Plans, Community Needs Assessments, Corridor Plans, Evacuation Plans, and Active Transportation Plans for different local jurisdictions. Hazel has also dedicated her efforts to preparing grant applications and facilitating those programs managed by both the State and Federal. Hazel has actively participated in numerous community outreach and surveys, dedicating her time to creating a range of visual materials that enhance the community's understanding of various projects. Additionally, she has an expertise in GIS, allowing her to effectively prepare exhibits and analyze geospatial data for grant applications and planning documents. She is also proficient in Adobe applications, such as Photoshop, Illustrator, and InDesign.

HIGHLIGHTS OF EXPERIENCE

- Fort Jones Housing Element 2023-2031 | Fort Jones CA
- Tehama Housing Element 2024-2029 | Tehama CA
- Tehama Housing Element 2024-2029 | Tehama County CA
- Red Bluff Housing Element 2024-2029 | Red Bluff CA
- California City Housing Element 2023-2031 | California City CA

AWARDS

- 2021 APA CA Northern Section, Award of Excellence: Alum Rock Avenue Community Assessment
- 2021 Maggie Walsh Leadership Legacy, WTS SF Bay Area Chapter
- 202 CA Northern Section Scholarship, California Planning Foundation
- 2020 Louie Barozzi Scholarship, San Jose State University

PROFESSIONAL ACTIVITIES

- Mentorship Program, WTS, 2023
- Research Fellow, Green 2.0, 2022
- APA Northern California Section News, Associate Editor, 2021

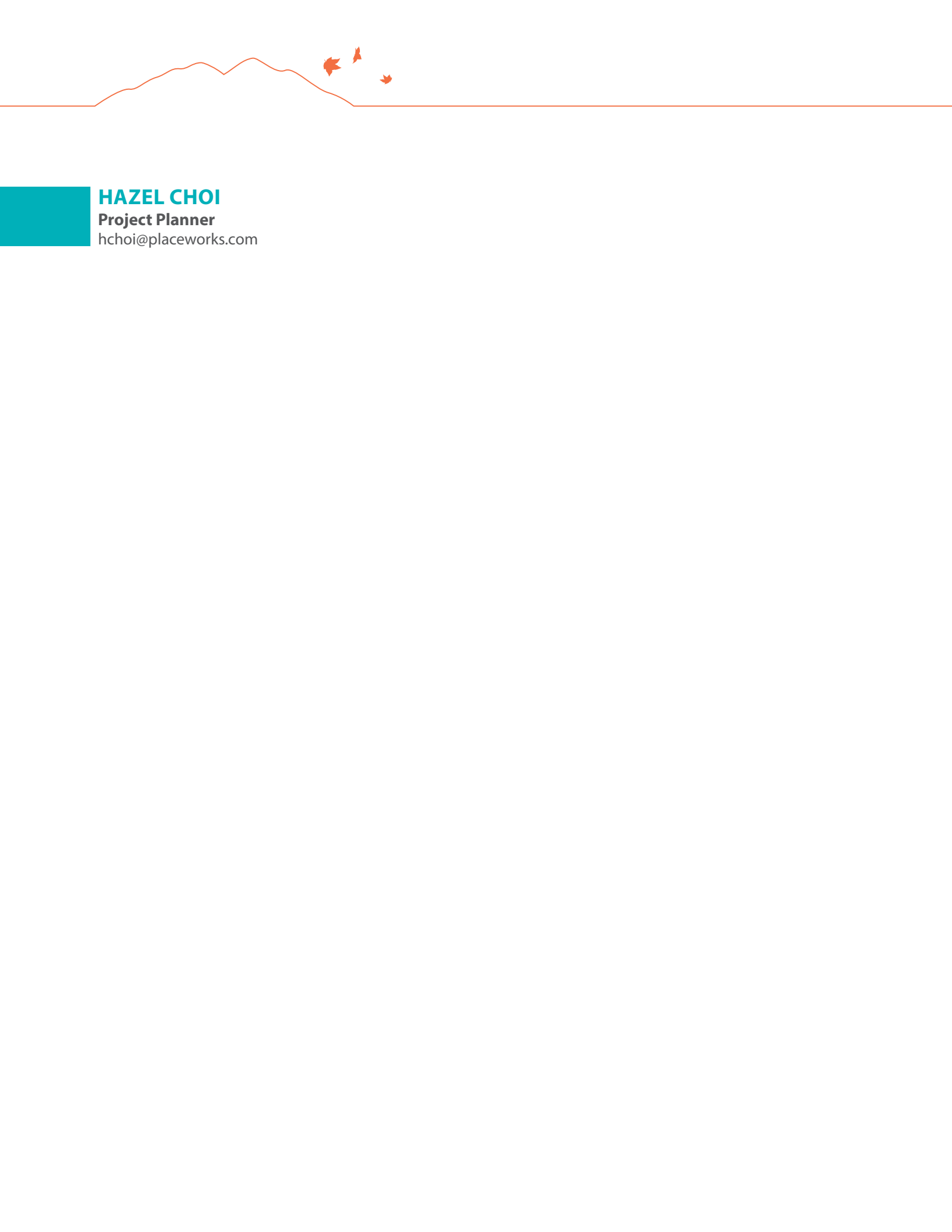
EDUCATION

- MA, Urban Planning, San Jose State University
- BA, International Business, Dongduk Women's University

AFFILIATIONS

- American Planning Association
- Women in Transportation

Team member since 2024



HAZEL CHOI

Project Planner

hchoi@placeworks.com



MARISSA DUENAS

Project Planner

Marissa has a passion for culturally relevant projects, research, organizing, and writing. She supports the Design Team at PlaceWorks through various projects involving tribal engagement, park planning, and education/interpretation programs with the California Department of Parks and Recreation's (CDPR) Cultural Resources Division. She's researched, analyzed, and written reports summarizing an inventory of interpretive exhibits, programs, and materials for CDPR.

Prior to joining PlaceWorks, Marissa interned with the Golden Gate National Parks Conservancy where she engaged city youth and volunteers in outdoor spaces and helped foster a positive relationship with the land. As a Project Planner, she strives to support culturally relevant projects that will help to bring diverse audiences to State Parks.

HIGHLIGHTS OF EXPERIENCE

- Cultural and Art Installations in Park Programs for the California Department of Parks and Recreation | Sacramento CA
- Tribal Land Acknowledgment, and Interpretation and Exhibits for California Department of Parks and Recreation | Sacramento CA
- Colonel Allensworth State Historic Park Learning Center Project for California Department of Parks and Recreation | Allensworth CA
- Historic Interpretation and Evaluation for California Department of Parks and Recreation | Sacramento CA

PRIOR EXPERIENCE

Capitol Creative Alliance | Copywriter

Drafted and finalized compelling copy for podcast episodes, which involved crafting engaging narratives, conducting thorough research, and incorporating feedback to deliver high-quality content that captivates and resonates with the target audience.

Presidio Trust | Visitor Services Associate

Collaborated with colleagues to develop inclusive programming that celebrated underrepresented cultures, people, and events relevant to the Presidio, fostering diversity and promoting a sense of inclusivity within the park's offerings.

Golden Gate National Parks Conservancy | Youth and Community Engagement Intern

Engaged inner-city youth on a weekly basis in impactful habitat restoration projects. Planned and led captivating backpacking trips and curated



EDUCATION

- B.S. Recreation, Parks, and Tourism Administration, San Francisco State University

Team member since 2023



transformative experiences that allowed participants to develop resilience, outdoor skills, and a deeper connection with nature.



MARISSA DUENAS

Project Planner

mduenas@placeworks.com



JESSICA MENDOZA

Project Planner

Jessica holds passions for environmental justice projects, public outreach, urban planning, and policy research. She supports the Environmental Planning Team at PlaceWorks to bring about a variety of environmental projects throughout the state. Currently, Jessica is working on CEQA analysis for housing elements for Contra Costa County and the City of Benicia, as well as an Environmental Impact Report for Butte County.

Prior to joining PlaceWorks, Jessica interned for UC Davis Center for Environmental Policy Behavior researching how the Sustainable Groundwater Management Act addresses low-income and disadvantaged communities throughout California. As an Environmental Planner, she hopes to help support environmental projects and engage in meaningful public outreach.

HIGHLIGHTS OF EXPERIENCE

Environmental Planning

- Contra Costa County General Plan Update EIR | Contra Costa County CA
- Benicia Housing Element Update EIR | Benicia CA
- Downtown San Bernardino Specific Plan EIR | San Bernardino CA
- The Greentree Project EIR | Vacaville CA
- Butte County General Plan Update EIR | Butte County CA
- Palm Spring General Plan Update EIR | Palm Springs CA
- Redding General Plan Update EIR | Redding CA
- Westminster Mall Specific Plan EIR | Westminster CA
- Rancho Cucamonga General Plan EIR Addendum | Rancho Cucamonga CA
- Fountain Valley General Plan Update and EIR | Fountain Valley CA
- La Puerta School Site Specific Plan EIR | Claremont CA
- Del Amo Circle Residential Apartments Project Initial Study | Torrance CA
- Downtown Davis Specific Plan EIR | Davis CA
- Colfax General Plan | Colfax CA
- Town of Loomis General Plan Update | Loomis CA
- Wildomar Meadows Specific Plan | Wildomar CA
- Lodi Vineyard Valley Development Environmental Review | Lodi CA
- Staff Report for a Fence Application | Weed CA

PUBLICATIONS

- Kristin Dobbin, Darcy Bostic, Michael Kuo, Mark Lubell, Ernest Echeveste and Jessica Mendoza. "Drivers of (in)equity in collaborative environmental



EDUCATION

- BS, Environmental Science and Management, University of California, Davis

Team member since 2022



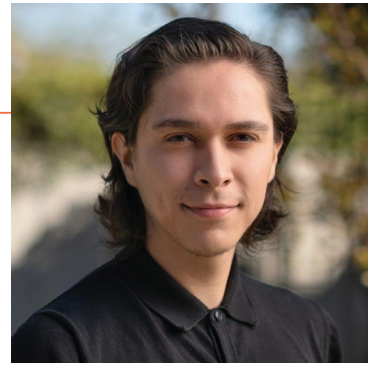
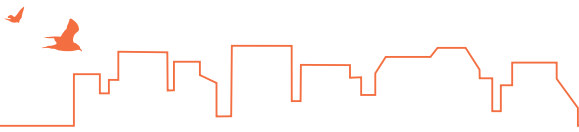
JESSICA MENDOZA

Project Planner

jmendoza@placeworks.com

governance” Policy Studies Journal, 2022.

- Kristin Dobbin, Darcy Bostic, Michael Kuo and Jessica Mendoza” SGMA and the Human Right to Water: To what extent do submit Groundwater Sustainability Plans address drinking water use and users?” California Water Blog, 2020.
- Darcy Bostic, Kristin Dobbin, Rich Pauloo, Jessica Mendoza, Michael Kuo, Jonathan London. “Sustainable for Whom? The impact of Groundwater Sustainability Plans on Domestic Wells” UC Davis, Center for Regional Change, 2020.
- Kristin Dobbin, Jessica Mendoza and Michael Kuo “Challenges and opportunities for integrating small and rural drinking water stakeholders in SGMA implementation” California WaterBlog, 2019.



RAUL TOVAR GONZALES

Planner

Raul is a motivated planner who aims to promote the development of healthy, livable, and sustainable communities. Through his work, he hopes to support the goals and visions of the communities in which he works. At PlaceWorks, Raul enjoys working on a variety of comprehensive planning and transportation planning projects - in both the public and private sectors. He is highly resourceful and brings versatile skill sets to his projects, including strong research, project management, analytic, and graphics skills.

EDUCATION

- BS, Sustainable Environmental Design, University of California, Davis, CA

Team member since 2022

HIGHLIGHTS OF EXPERIENCE

- Contra Costa Transportation Authority Ongoing Planning Services | Contra Costa County CA
- San Mateo County Community Based Transportation Plan Updates | San Mateo County CA
- Solano County Housing, Safety, and Environmental Justice Elements | Solano County CA

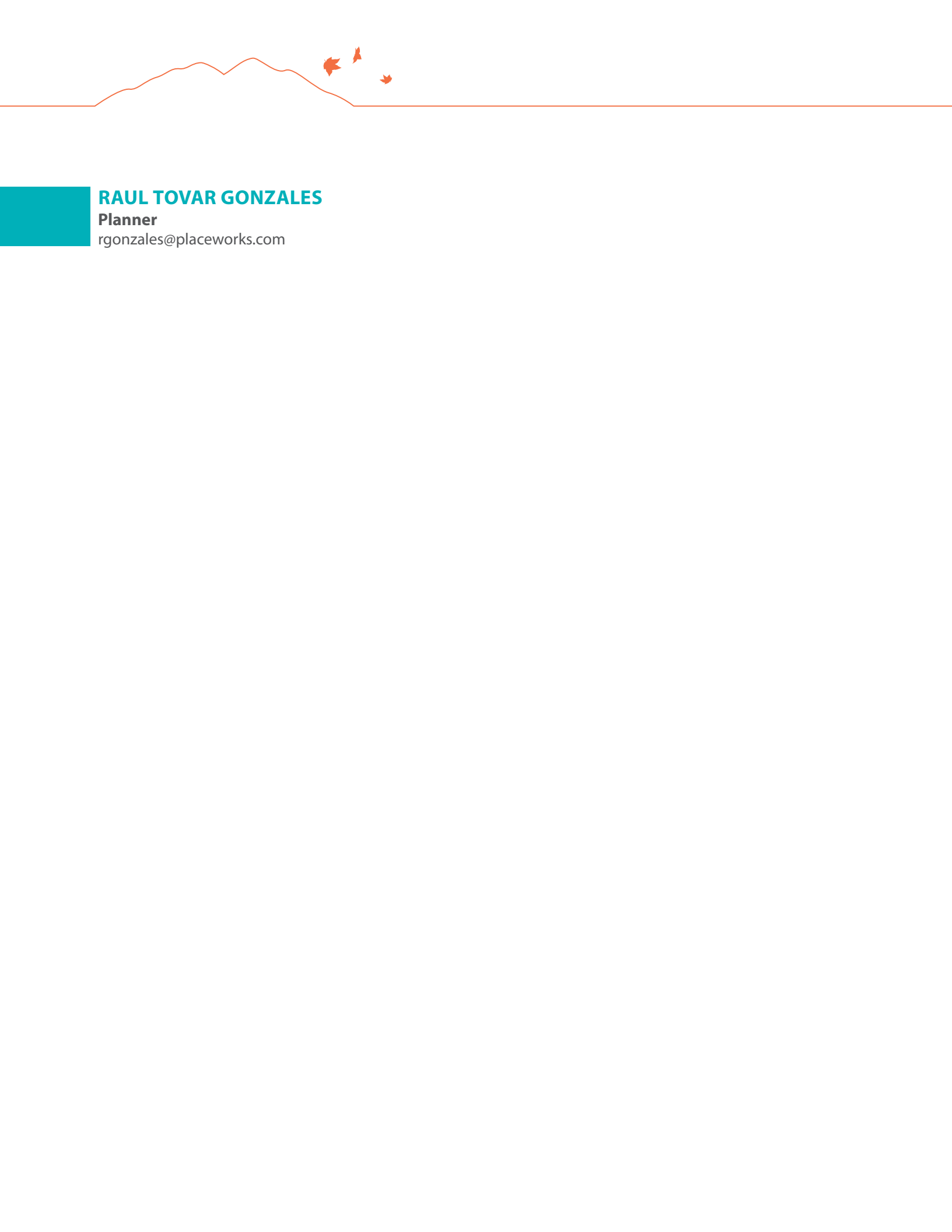
PRIOR EXPERIENCE

Mintier Harnish | Assistant Planner | 2019 - 2022

- Responsible for contributing to the production of materials, reports and other deliverables relating to land use, zoning and housing. Participated in public outreach and field analyses to gather data for project development.

Alta Planning + Design | Intern | 2019

- Participated in public outreach and field studies to gather data for project development. Assisted in the development of reports and other materials used in active transportation planning.



RAUL TOVAR GONZALES

Planner

rgonzales@placeworks.com



JOSEPH RUIZ

Planner

Joseph is a member of PlaceWorks' Environmental Team supporting the analysis and preparation of California Environmental Policy Act (CEQA) documents, as well as Housing Element documents. He has extensive experience researching and writing General Plan EIRs, including drafting fact of findings and impact sections. Joseph is also well-versed in drafting Notice of Exemptions and Addendums for Housing Element updates. Additionally, he has assisted with drafting IS/MNDs for various school districts.

Prior to his role at PlaceWorks, Joseph served as an Transportation Planning intern at Mark Thomas, where he translated community engagement materials to Spanish, conducted transportation research on communities, and wrote transportation-related reports regarding commuting information of the study area.

HIGHLIGHTS OF EXPERIENCE

- Contra Costa General Plan Update and Climate Action Plan EIR | Contra Costa, CA
- Redding General Plan EIR | Redding, CA
- Mills Crossing Civic Center Project EIR | Rancho Cordova, CA
- Grant Elementary School Campus Master Plan Project EIR | Santa Monica-Malibu Unified School District, CA
- 49th Street ES ISMND | Los Angeles Unified School District, CA
- Rio Vista General Plan EIR | Rio Vista, CA
- Orange Cove Housing Element Update Notice of Exemption | Orange Cove, CA
- Coalinga Housing Element Update Notice of Exemption | Coalinga, CA
- Kerman Housing Element Update Notice of Exemption | Kerman, CA
- City of Newport Beach General Plan 2006 Update EIR Addendum No. 7 | Newport Beach, CA
- City of San Bernardino Housing Element Update EIR Addendum | San Bernardino, CA
- City of San Joaquin Housing Element Update EIR Addendum | San Joaquin, CA
- Lodi General Plan Update EIR | Lodi, CA
- Wildomar Cherry Outpost Retail Center ISMND | Wildomar, CA
- City of Wildomar General Plan Update EIR | Wildomar, CA
- El Dorado High School Field Lighting Project EIR, Placentia, CA
- Fountain Valley General Plan Update EIR | Fountain Valley, CA
- Wine Country Specific Plan | Yucaipa Valley, CA
- Yuba City General Plan Update | Yuba City, CA
- Tuolumne County Housing Element Update Addendum | Tuolumne, CA
- Oroville General Plan Update Addendum | Oroville, CA



EDUCATION

- MA, Urban and Regional Planning, University of California, Irvine
- BA, History, University of California, Los Angeles

Team member since 2023

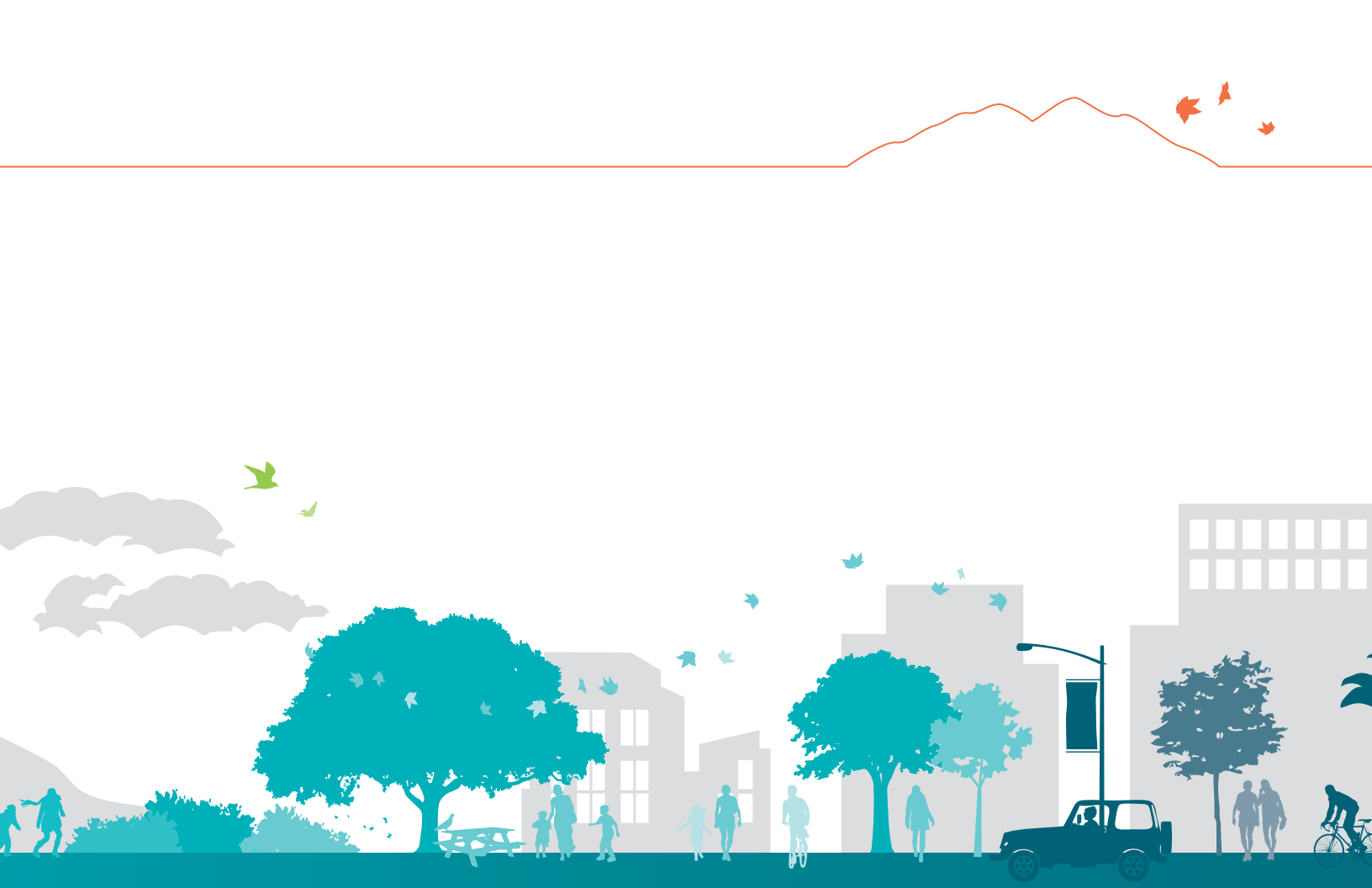
- 
- District Services Office Rebuild Project | Oceanside Unified School District, CA



JOSEPH RUIZ

Planner

jruiz@placeworks.com





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www.PlaceWorks.com

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The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: April 8, 2024
From: Joshua Stanshaw. Town Administrator/Clerk
Subject: Town Administrator Employment Agreement

Background

In March the Town Administrator informed Town Council that he would need to begin to step back from duties as the Administrator and Clerk. At that time the vacancy announcement for the positions of Town Clerk and Town Council were posted. Whereas the current employment agreement with the Town Administrator is an exempt full-time position there is a need to change the agreement to a part-time hourly position.

Recommendation

Staff recommends that the council approve the attached agreement.

Town of Fort Jones At-Will Employment Agreement for Town Administrator

This Employment Agreement ("Agreement") is made and entered into as of [Date] by and between the Town of Fort Jones, a California municipal corporation ("Town"), and Joshua Stanshaw ("Employee").

WHEREAS, the Town desires to employ a qualified individual to serve as Town Administrator, and

WHEREAS, Employee desires to be employed by the Town in such capacity;

NOW, THEREFORE, in consideration of the foregoing premises and the mutual covenants contained herein, the parties agree as follows:

1. Employment

1.1. The Town agrees to employ Employee, and Employee agrees to be employed by the Town, in the position of Town Administrator, on a part-time, at-will basis.

1.2. Employee's at-will employment means that this Agreement can be terminated by either party, with or without cause, and with or without notice.

2. Compensation

2.1. The Town shall pay Employee an hourly rate of Forty-Five Dollars and Sixty-Seven Cents (\$45.67) for all hours worked in accordance with this Agreement.

3. Duties and Responsibilities

3.1. Employee shall perform the duties and responsibilities customarily associated with the position of Town Administrator, as assigned by the Town Council.

3.2. Employee shall faithfully discharge his/her duties hereunder in a professional and competent manner and shall at all times use his/her best efforts to promote the best interests of the Town.

4. Entire Agreement

4.1. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior or contemporaneous communications, representations, or agreements, whether oral or written.

5. Governing Law

5.1. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

6. Severability

6.1. If any provision of this Agreement is held to be invalid or unenforceable, such provision shall be struck and the remaining provisions shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

TOWN OF FORT JONES

Joshua Stanshaw

Date:



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: April 8, 2024
From: Joshua Stanshaw. Town Administrator/Clerk
Subject: Child Abuse Prevention Proclamation

Background

First Five Siskiyou Children and Families Commission has brought forward a proclamation for the Town of Fort Jones to acknowledge April 2024 as Child Abuse Prevention and Sexual Assault Awareness Month and the Week of April 6th to the 12th as the Week of the Young Child.

Recommendation

Staff recommends that the council approve attached proclamation.



April 2024: The Siskiyou Child Abuse Prevention Council Collaborative Proclamation

Whereas, to become healthy adults, all children deserve to live in safe, stable and nurturing homes and communities;

Whereas, children are vital to Siskiyou County's prosperity and future success;

Whereas, the people of Siskiyou County believe in the celebration of life, inclusion, and hope through our children, and deplore and condemn acts of violence committed upon the children of our communities;

Whereas, the lives of children--who have been hurt or lost to child abuse--are honored by studying their stories in order to prevent future abuse and protect the innocence, health and lives of all our county's children;

Whereas, child abuse, rape, sexual assault and sexual harassment impact our society;

Whereas, child abuse, neglect and sexual assault prevention is a community responsibility affecting both the current and future generations;

Whereas, research has shown the enormous impact that positive parenting practices have on a child's social, emotional, and intellectual development and future success:

Whereas, communities that understand the importance of prevention and support for the well-being of citizens, thrive and prosper;

Whereas, effective child abuse and sexual assault prevention succeed because of partnerships among citizens and all sectors of the county;

Whereas, April is the month to focus public attention on the needs of all children, and prevention of sexual assault;

Whereas, with leadership, dedication, and encouragement, there is evidence that we can be successful in preventing child abuse and sexual violence in Siskiyou County;

Therefore, we hereby proclaim April as Child Abuse Prevention and Sexual Assault Awareness Month—as well as April 6th–12th, 2024 as Week of the Young Child. We call upon all citizens, community agencies, faith groups, medical facilities, elected leaders and businesses to increase their participation in efforts to support families, thereby preventing child abuse and strengthening families in the communities in which we live.

Mercedes Garcia
Mayor, City of Ft. Jones, CA

Date



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: April 8, 2024
From: Joshua Stanshaw. Town Administrator/Clerk
Subject: Employee Retirement Services

Background

The Town of Fort Jones currently contributes 4% to the employee retirement program. The current plan program is through Mission Square. In an effort to have a plan that is more accessible and responsive to the Town and its employee's needs the Town Administrator is recommending that other retirement program services be explored.

Recommendation

Staff recommends that the council direct the Town Administrator to explore different program providers and options to move and/or combine the existing plan if a new plan is adopted.