



CITY OF WHEATLAND

CITY COUNCIL MEETING STAFF REPORT

April 25, 2023

SUBJECT: Consideration to approve the Task Order with Raney Planning and Management to process the proposed Heritage Oaks Estates East Tentative Subdivision Map Project.

PREPARED BY: Jim Goodwin, City Manager

Recommendation

Staff recommends that the Wheatland City Council consider the attached Task Order with Raney Planning and Management Inc. for the processing of the proposed Heritage Oaks Estates East Tentative Subdivision Map Project (see Attachment 1). This action does not include any recommendations on the project itself. The Task Order will allow the preparation of a CEQA document and processing of the project for future City Council consideration.

Background

The Heritage Oaks Estates East project site is located west of State Route (SR) 65 and south of Main Street (see Attachment 2). The 148.97-acre project site (APNs 015-490-023 through -028, & -030; and 015-720-009 through -013) is currently undeveloped vacant land and surrounding existing uses include existing residential development to the north; agricultural land, including Bishops Pumpkin Farm, to the west; SR 65, Union Pacific Railroad (UPRR) tracks, and agricultural land to the east; and the City's current wastewater treatment plant and Bear River to the south. The proposed project includes the subdivision of the project site for single-family residential uses.

The proposed Task Order with Raney Planning and Management Inc. has been prepared pursuant to the Professional Services Agreement between the City of Wheatland and Raney Planning and Management Inc. executed on May 16, 2022. The proposed Task Order exceeds the City Manager's approval authority, as a result, the Task Order requires City Council approval.

Discussion

State law requires the City to process the proposed tentative map application. Approval of the attached Task Order does not approve any project entitlements. Approval of the attached Task Order authorizes Raney Planning and Management Inc. to perform the necessary tasks to

process the proposed Heritage Oaks Estates East Tentative Subdivision Map Project, including the review of the proposed project for compliance with the City's General Plan and Zoning Code and preparing the necessary environmental review pursuant to the California Environmental Quality Act (CEQA).

The proposed project will be brought to the Wheatland Planning Commission and City Council for future review.

Fiscal Impact

None. The proposed project is entirely funded by the project applicant.

Conclusion

Based on the information contained in the staff report, staff recommends that the Wheatland City Council approve the attached Task Order, authorizing Raney Planning and Management Inc. to process the Heritage Oaks Estates East Tentative Subdivision Map Project.

Attachments

1. Consultant Task Order
2. Project Vicinity Map

TASK ORDER #9

Heritage Oaks Estates East Project

Date: April 18, 2023

Owner: City of Wheatland
Jim Goodwin
111 C Street, Wheatland, CA 95692
jgoodwin@wheatland.ca.gov

Consultant: Raney Planning & Management, Inc.
1501 Sports Drive, Suite A
Sacramento, CA 95834
(916) 372-6100
timraney@raneymanagement.com
Tim Raney, President

Original Project Contract: Wheatland Planning Services Contract (May 16, 2022)

Project Funding Source: Project Applicant

The Consultant is hereby authorized to perform the following work subject to the provisions of the Contract identified above:

Fee (Time and Materials): Estimate of \$293,861

Scope:

Please see Attachment A for a complete scope of work.

Raney will complete the following tasks to provide planning and environmental services for the Heritage Oaks Estates East Project.

1. Project Initiation;
2. Planning Services
 - a. Application Review;
 - b. Agency Coordination (including preparation of AB 52/SB 18 letters);
 - c. Preparation of Staff Reports, Findings, Resolutions, and Ordinances; and
 - d. Preparation of Public Noticing.
3. Environmental Services
 - a. Preparation of Project Description;
 - b. Preparation of Initial Study;

- c. Preparation of NOP;
 - d. Preparation of Administrative Draft EIR;
 - i. Introduction, Executive Summary, and PD;
 - ii. Introduction to Analysis;
 - iii. Environmental Setting, Impacts, and Mitigation Measures;
 - 1. Air Quality & GHG Emissions;
 - a. Air Quality & GHG Emissions Analysis;
 - 2. Noise;
 - 3. Transportation;
 - iv. Statutorily Required Sections;
 - v. Alternatives;
 - e. Preparation of Screencheck Draft EIR;
 - f. Preparation of Administrative Final EIR;
 - g. Preparation of MMRP;
 - h. Preparation of Screencheck Final EIR;
 - i. Preparation of Final EIR;
 - j. Preparation of Findings of Fact/Statement of Overriding Considerations; and
4. Project Management and Meetings.

Payment and Invoicing Procedures

Invoicing and Payment is per Professional Services Agreement executed on May 16, 2022.

The undersigned consultant hereby agrees that it will provide all equipment, furnish all materials, except as may be otherwise noted above, and perform all services for the work above specified in accordance with the Contract identified above and will accept as full payment therefore the amount shown above.

City of Wheatland

Consultant: _____

Dated: _____

Dated: _____

Title: City Manager

Title: _____

Print Name: Jim Goodwin

Print Name: _____

Signature: _____

Signature: _____

ATTACHMENT A

SCOPE OF WORK HERITAGE OAKS ESTATES EAST PROJECT

Please find below Raney's scope of work, schedule, and budget for the Heritage Oaks Estates East project.

PROJECT UNDERSTANDING

Project Location

The project site is located west of State Route (SR) 65 and south of Main Street in the City of Wheatland, California. The approximately 148.97-acre project site (APNs 015-490-023 thru -028 and 015-720-009 thru -013) is undeveloped. Surrounding existing uses include the Malone Avenue sewer pump station, Grasshopper Slough, agricultural land, single-family residences, multi-family residences, and commercial uses to the north, across SR 65; Union Pacific Railroad (UPRR) tracks and agricultural land to the east, across SR 65; Bear River, the City of Wheatland Wastewater Treatment Plant, and agricultural land to the south; agricultural land and undeveloped land to the west, across Malone Avenue, with Bishop's Pumpkin Farm further west. The City of Wheatland General Plan designates the site as Low Density Residential (LDR) and the project site is zoned Planned Development (PD).

Background

Raney previously prepared an EIR in 2002 for the entire Heritage Oaks Estates project, which included the project site. The 2002 project required approval of Annexation into the City of Wheatland, a General Plan Amendment, and a Rezone. The Heritage Oaks Estates site was later divided into Heritage Oaks Estates West and Heritage Oaks Estates East. An Initial Study (IS) was prepared for the Heritage Oaks Estates East project in 2005 and City Council approved a Development Agreement and Tentative Subdivision Map; however, both entitlements have since expired. The following scope of work will analyze solely the Heritage Oaks Estates East project site.

Project Understanding

The proposed project would include the subdivision of the project site into 684 single-family residential lots, which would be grouped into 10 "villages", ranging from 50 to 88 lots. The proposed project would also include the subdivision of the site into several community parks, including the 1.61-acre North Park, 4.96-acre Community Park, and 2.33-acre Riverside Park. Two multi-use facilities, totaling 7.72 acres, would be located along the northern boundary of the site and would include water detention basins, parks, and play fields. A 1.89-acre trail corridor ("Malone Paseo") would run north to south and bisect the northern half of the project site. The proposed project would reserve 2.83 acres of open space in the southern portion of the project

site. An internal roadway system would be constructed throughout the site and site access would be provided by two new driveways off of SR 65.

The proposed project will require approval of the following entitlements:

- General Plan Amendment from LDR to Medium Density Residential (MDR);
- Rezone from PD to MDR;
- Tentative Subdivision Map; and
- Design and Site Plan Review.

APPROACH

Based on conversations with City staff, because the proposed project has been revised since the 2002 EIR and 2005 IS and the proposed Tentative Subdivision Map includes more units than the previous iteration of the project, previous approval, Raney proposes to prepare a project-level EIR that will provide a comprehensive analysis of the anticipated environmental effects of the Heritage Oaks Estates East Project. Analysis in the EIR will include assessment of the individual and cumulative environmental effects of the project. The Draft EIR, Final EIR, and related work products will be prepared in accordance with the criteria, standards, and provisions of CEQA, Section 21000 et seq. of the Public Resources Code and the State CEQA Guidelines (California Code of Regulations Section 15000 et seq.), and the regulations, requirements, and procedures of the City of Wheatland. Raney has tailored this scope of work to address the anticipated key issue areas associated with the proposed project. Should any revisions be necessary, Raney will coordinate with the City and modify the scope.

Raney proposes to prepare an IS to identify the potentially significant impacts associated with the proposed project and to focus the content of the EIR. Based on Raney's preliminary review of the project materials, discussions with City staff, and experience working on other projects in the City, Raney anticipates that the EIR could be focused on a subset of the environmental topics identified in Appendix G of the CEQA Guidelines. The topics requiring analysis within the EIR tentatively include Air Quality and Greenhouse Gas (GHG) Emissions, Noise, and Transportation. It should be noted, if other potential environmental impacts arise during the IS process, Raney will coordinate with the City to include those topics in the EIR. The remaining CEQA topics will be evaluated at a lesser, but appropriate, level of detail in the IS. The IS would be included as an attachment to the Notice of Preparation (NOP) as well as the Draft EIR, thus ensuring that all CEQA topics are addressed at the appropriate level, and the information is provided to the public. While other chapters would still be required in the EIR, in accordance with CEQA Guidelines (e.g., Project Description and Alternatives chapters), focusing the EIR analysis on the aforementioned issues would considerably reduce the amount of time that it would take to prepare the Draft EIR and release the document to the public for the required 45-day review period. Raney will utilize the IS prepared for the proposed project to focus the content of the EIR and dismiss the other environmental issues from further review.

Based on discussions with City staff, Raney understands the City would like Raney to provide contract planning services for the Heritage Oaks Estates East project. Raney's approach to planning services is to act as an extension of City staff to review the application for completeness, assist with agency consultation, as well as staff reports and attending meetings.

Raney will coordinate extensively with City Departments to ensure a complete a thorough review of the application. Raney will serve as the City’s point of contact with the applicant team.

Raney will rely on existing information for the proposed project and the surrounding vicinity to the greatest extent feasible, including any technical reports prepared by the project team, technical reports and peer reviews prepared by Raney and its sub-consultants, and information from the City of Wheatland including the 2002 Heritage Oaks Estates EIR, 2005 Heritage Oaks Estates East IS, and the City of Wheatland General Plan and General Plan EIR. Raney firmly believes that the level of coordination between the City of Wheatland, pertinent local and State agencies, and the local citizens is directly proportional to the success of the project. Raney intends to work closely with the City of Wheatland and the project team throughout the development and processing of the appropriate CEQA document. The expectation of Raney is that we will offer environmental services to the City of Wheatland, and will make ourselves available to assist the City of Wheatland to facilitate the process. Raney will be working closely with Coastland Engineering throughout the preparation of the EIR, in particular, during preparation of the project description. Vice President, Nick Pappani, will serve as the Project Director and will be responsible for overseeing the environmental process. Division Manager/Air Quality Specialist, Angela DaRosa, will serve as the Project Manager and will be responsible for managing the day-to-day preparation of the environmental document; coordinating with City staff, outside agencies, and the project team; managing any technical subconsultants; and responding to inquiries on the environmental document. President, Tim Raney, AICP, will be responsible for overseeing the environmental and planning process and will provide quality control.

Technical Reports to be prepared by Raney and its Sub-Consultants

Raney proposed to sub-contract with the following sub-consultants for the preparation of technical reports:

- Biological Resources Report – Madrone Ecological Consulting;
- Noise Study – Saxelby Acoustics;
- Transportation Study – TJKM; and
- Water Supply Assessment – Zanjero.

The air quality technical analysis for the project will be conducted in-house by Raney’s Air Quality Division led by Vice President/Air Quality Specialist, Rod Stinson, and Division Manager/Air Quality Specialist, Angela DaRosa. All air quality studies will be prepared consistent with the regulations and requirements of FRAQMD and the City.

TECHNICAL SCOPE OF SERVICES

Raney proposes to perform the following tasks for the provision of planning and environmental services for the proposed project:

TASK 1 PROJECT INITIATION/KICK-OFF MEETING\$1,750

TASK 2 PLANNING SERVICES\$8,345

Task 2.1 Application Review\$2,510

Task 2.2	Agency Coordination (Including Preparation of AB 52/SB 18 Letters).....	\$1,725
Task 2.3	Staff Reports, Findings, and Resolutions.....	\$3,590
Task 2.4	Prepare Public Noticing.....	\$520

TASK 3 ENVIRONMENTAL SERVICES\$85,350

Task 3.1	Prepare Project Description	\$2,935
Task 3.2	Prepare Initial Study	\$7,450
Task 3.3	Prepare NOP	\$2,910
Task 3.4	Prepare Administrative Draft EIR	\$6,650
Task 3.4.1	Introduction, Executive Summary, and PD	\$2,880
Task 3.4.2	Introduction to Analysis.....	\$1,815
Task 3.4.3	Environmental Setting, Impacts, Mitigation Measures	
a.	Air Quality & GHG Emissions	\$6,880
a.1	Prepare Air Quality & GHG Emissions Analysis.....	\$4,550
b.	Noise	\$6,880
c.	Transportation	\$7,220
Task 3.4.4	Statutorily Required Sections	\$2,830
Task 3.4.5	Alternatives.....	\$5,530
Task 3.5	Prepare Screencheck Draft EIR	\$5,720
Task 3.6	Prepare Public Review Draft EIR	\$2,785
Task 3.7	Prepare Administrative Final EIR.....	\$6,880
Task 3.8	Prepare MMRP	\$1,490
Task 3.9	Prepare Screencheck Final EIR	\$3,585
Task 3.10	Prepare Final EIR.....	\$2,145
Task 3.11	Prepare Findings of Fact/Statement of Overriding Considerations	\$4,215

TASK 4 PROJECT MANAGEMENT AND MEETINGS.....\$24,525

ADDITIONAL EXPENSES.....\$188,891

Printing/Copying/Travel/Postage/Etc.	\$350
CHRIS Search.....	\$500
Sub-Consultant: Madrone Ecological Consulting	\$23,000
Sub-Consultant: Saxelby Acoustics.....	\$8,852
Sub-Consultant: TJKM.....	\$61,500
Sub-Consultant: Zanjero	\$63,880
Raney 10% Administrative Fee (on Printing/Copying/Travel/Etc.).....	\$15,808
Engineering Division Assistance (Coastland Engineering)*	\$15,000

*Engineering Division work will be billed separately from Raney’s labor for the proposed project. The amount shown is an estimation only. Engineering services are billed based on time and materials. Additional deposit may be required.

SCHEDULE

The following tentative schedule is based on experience providing similar services. The schedule could be lengthened or shortened, depending on the needs of the City of Wheatland. Factors that could lengthen or shorten the schedule include dates of receipt of project information, length of document reviews, AB 52 requirements, changes in the project description, and unanticipated issues arising from City staff or the project team.



**Tentative Schedule
City of Wheatland
Heritage Oaks Estates East Project EIR**

MILESTONES & CRITICAL PATH	TIMING	ESTIMATED DATE
Notice to Proceed	To Be Determined	May 1, 2023
Project Initiation Meeting	Week of NTP	Week of May 1, 2023
Prepare Draft Project Description for City to Review (includes coordination with the City and City Engineer)	Three weeks	May 22, 2023
Receipt of City edits on Project Description	Two Weeks	June 5, 2023
Receipt of Technical Reports	Twelve Weeks from NTP	July 24, 2023
Submit Draft NOP/IS to City for Review	Three Weeks from Receipt of Technical Reports	August 14, 2023
Receipt of City edits on NOP/IS	Two Weeks	August 28, 2023
Submit Final NOP/IS	1 ½ Weeks	September 7, 2023
NOP Public Review Period (30 days)	Thirty Days	September 8, 2023 to October 8, 2023
NOP Public Scoping Meeting	To Be Determined <i>(during review period)</i>	TBD
Submit Administrative Draft EIR to City for Review	Four Weeks from End of NOP Period	November 6, 2023
Receipt of City Comments on Administrative Draft EIR	Three Weeks	November 29, 2023*
Submit Screencheck Draft EIR to City for Review	2 ½ Weeks	December 18, 2023
Receipt of City Comments on Screencheck Draft EIR	Two Weeks	January 8, 2024*
Submit Draft EIR to the City	1 ½ Weeks	January 18, 2023
Public Review Period of Draft EIR (45 Days)	45 Days	January 19, 2023 to March 4, 2024
Submit Administrative Final EIR and FOF/SOC to City for Review	Three Weeks from Close of Draft EIR Comment Period	March 25, 2024
Receipt of City comments on Administrative Final EIR	2 ½ Weeks	April 10, 2024
Submit Screencheck Final EIR to City for Review	1 ½ Weeks	April 22, 2024
Receipt of City Comments on Screencheck Final EIR	One Week	April 29, 2024
Submit Final EIR and FOF/SOC to City	One Week	May 6, 2024
Public Review Period of Final EIR (10 Days)	Ten Days	May 7, 2024 to May 17, 2024
Planning Commission Hearing	TBD	June 2024
City Council Hearing	TBD	July 2024

*Extended due to Holiday.

BUDGET

The total cost for completion of the proposed environmental review services and provision of planning services is estimated for **\$308,861** as shown in the spreadsheet on the following page. The costs for completion of the EIR are based on the estimates of time for each task, following Raney's standard billing rates.

Heritage Oaks Estates East EIR									
COST ESTIMATE									
		President	Project Director	Project Manager	Senior Planner	Air Quality Specialist	Air Quality Technician	Associate	Cost Per Task
Task 1	Project Initiation	2	4	2	2				\$ 1,750
Task 2	Planning Services								
Task 2.1	Application Review	2			4			12	\$ 2,510
Task 2.2	Agency Coordination (Including Preparation of AB 52/SB 18 Letters)				5			8	\$ 1,725
Task 2.3	Prepare Staff Reports, Resolutions, and Ordinances	2			8			16	\$ 3,590
Task 2.4	Prepare Public Noticing				1			3	\$ 520
Task 3	Environmental Services								
Task 3.1	Project Description		3	4				14	\$ 2,935
Task 3.2	Prepare Initial Study	2	4	8				40	\$ 7,450
Task 3.3	Prepare NOP	1	4	3				12	\$ 2,910
Task 3.4	Prepare Administrative Draft EIR	4	6	6				30	\$ 6,650
	Technical Sections								
Task 3.4.1	Introduction, Executive Summary, and PD	2	4					14	\$ 2,880
Task 3.4.2	Introduction to Analysis	1	2					10	\$ 1,815
Task 3.4.3	Environmental Setting, Impacts, Mitigation Measures								
a	Air Quality and GHG Emissions	2	5	5				38	\$ 6,880
a.1	Prepare AQ/GHG Emissions Analysis					10	20		\$ 4,550
b	Noise	2	5	5				38	\$ 6,880
c	Transportation	2	6	6				38	\$ 7,220
	Other Sections								
Task 3.4.4	Statutorily Required Sections	1	4	1				14	\$ 2,830
Task 3.4.5	Alternatives	2	3	5				30	\$ 5,530
Task 3.5	Prepare Screencheck Draft EIR	2	6	6				26	\$ 5,720
Task 3.6	Prepare Public Review Draft EIR		5	4				10	\$ 2,785
Task 3.7	Prepare Administrative Final EIR	4	4	8				32	\$ 6,880
Task 3.8	Prepare MMRP	1	3					6	\$ 1,490
Task 3.9	Prepare Screencheck Final EIR	1	5	3				16	\$ 3,585
Task 3.10	Prepare Final EIR	1	2	2				10	\$ 2,145
Task 3.11	Prepare FOF/SOC and NOD	2	5	4				18	\$ 4,215
Task 4	Project Management and Meetings	15	25	85	20				\$ 24,525
	Total Hours	51	105	157	40	10	20	435	
	Hourly Rate	\$ 215	\$ 175	\$ 165	\$ 145	\$ 165	\$ 145	\$ 125	
	Total Labor	\$ 10,965	\$ 18,375	\$ 25,905	\$ 5,800	\$ 1,650	\$ 2,900	\$ 54,375	\$119,970
Expenses									\$188,891
	Copying/Printing/Travel/Postage/Etc. *							\$ 350	
	CHRIS search							\$ 500	
	Sub-Consultant: Madrone Ecological Consulting							\$ 23,000	
	Sub-Consultant: Saxelby Acoustics							\$ 8,852	
	Sub-Consultant: TJKM							\$ 61,500	
	Sub-Consultant: Zanjero							\$ 63,880	
	10% administrative fee (on copying/printing/travel/postage, CHRIS search, and sub-consultants)							\$ 15,808	
	Engineering Division Assistance (Coastland)							\$ 15,000	
Total Budget									\$308,861

*Estimates only. Will be billed on time-and-material basis.

The following assumptions were used in the calculations:

- The cost for copying and printing is an estimate only and will be billed at cost.
- Additional meetings and hearings can easily be accommodated upon request and would be billed on a time-and-materials basis following Raney's standard billing rates.
- Raney expects that all work will be completed within the budgeted time. If additional time is necessary beyond that which has been budgeted due to unanticipated circumstances, those items will need to be renegotiated.
- Raney expects that all work will be completed within the tentative schedule as long as lengthy delays due to the applicant team or City do not occur.

Factors that would increase the scope of work and estimated costs outlined in the proposal include: attendance at additional meetings and hearings, printing of additional copies of reports, analysis of additional issues beyond those discussed in this proposal or a more detailed level of analysis than described in this proposal, additional comments and subsequent revisions or responses to comments, changes in the project, and collection of data required beyond that described in this proposal. Raney would propose to renegotiate these items, if required, or charge on a time-and-materials basis.

