

## Scope of Services

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This section outlines the work program for the Princeton Planning Update. The task-by-task descriptions that follow present our approach to data collection, alternatives analysis, policy formulation and preparation of documents. Each task description includes a purpose statement and timeframe at the beginning in italics followed by a detailed description of deliverable formats and content. The timeframes identified in this scope of services assumes a project start date of May 2013.

Initials in parentheses identify the lead firm for each sub-task:

- **D&B:** Dyett & Bhatia, Urban and Regional Planners
- **EPS:** Economic & Planning Systems
- **SWCA:** SWCA Environmental Consultants
- **NC:** Noble Consultants
- **NN:** Nelson \ Nygaard
- **BKF:** BKF Engineers
- **FS:** Flint Strategies

### **Task I. Project Initiation and Community Involvement Strategy**

*Timeframe:* June 2013 (2 months)

*Objective:* The consultant team will engage with County staff to understand key issues, organize background materials and baseline data, and clarify the work plan and public participation program. The objective of this task is to identify and understand community issues and visions, and establish a coordinated approach to the project.

- 1-A. Conduct a Kick-Off Meeting with County Staff (Team).** Meet with the key staff members to discuss their ideas and aspirations for the project. At this meeting, data sources will be identified, roles and responsibilities will be clarified, communication protocols will be established, and work program modifications will be discussed. County staff will also provide the consultant team with background information, including an overview of existing plans and EIRs, programs, land use, public facilities, and development projects. Following the kickoff meeting, we will tour the planning area with staff.
- 1-B. Review Background Materials and Prepare Base Map (Team).** The consultants will review pertinent documents, provided by County staff or otherwise available and prepare base maps showing existing roads and rights-of-way and surrounding land uses, using GIS data provided by County staff. Review of materials will include the County's Shared Vision 2025, Coastal Commission certified Local Coastal Program, including 2012 Midcoast Local Coastal Program Updates, Zoning Ordinance, 1986 Princeton Area Study, Midcoast Mobility Studies, Midcoast Parks and Recreation Needs Assessment, Half Moon Bay Airport Layout Plan and Airport Land Use Compatibility Plan, recent staff reports and environmental documents for projects in the plan area and any other relevant documentation such as access plans and shoreline studies. The

consultants will also become familiar with the County’s development entitlement process, existing conditions and community character, other relevant planning efforts underway, and the history of community input processes to date.

- 1-C. **Develop a Detailed Public Participation Program (D&B, FS).** An extensive public participation program will be developed in coordination with County staff, using the components identified in Section 1.1 of the proposal. The public participation program will identify key stakeholders, Steering Committee, and Technical Advisory Committee (TAC) members and outline topics and estimated dates for all public meetings, public workshops, TAC and Steering Committee meetings, and other outreach tools for the plan update, as well as strategies for noticing, communication, and the project website. As part of the public participation program, FS will develop an overall brand for the Princeton Planning Update. This will be carried through all materials, the project website, and presentations in an effort to build enthusiasm about the update. The County will be given several options to choose from and have final approval of the overall theme.
- 1-D. **Establish Project Website (D&B, FS).** We will create and host a project-specific website which will link directly to the County’s website, the Midcoast Community Council site, and others as appropriate. The project scope and schedule, upcoming public participation opportunities, and completed products will be placed on the project website as they are developed. The site could also host a comment feature and email list-serve sign-up so community members can be notified about upcoming meetings and new document availability. It can also have online survey capabilities and be integrated with social media and the County’s website.
- 1-E. **Social Media (FS).** Using social media, such as Facebook or a virtual town-hall site such as MindMixer, enables community members to participate, collaborate, and inform decision-making from their home or office. This platform would be used during the core 10 months of the planning effort to maintain interest and excitement at key milestones in the process including visioning, alternatives, and plan amendment development stages.
- 1-F. **Press and Media Releases (FS).** Draft press and media releases that can be distributed to local media or used with the County and Midcoast Community Council websites, newsletters, and public service announcements at key benchmarks in the process and in advance of workshops and other public forums.

| <i>Meetings</i>  | <i>Products</i>  |
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| <ul style="list-style-type: none"> <li>● Kick-Off Meeting with County Staff</li> </ul> | <ul style="list-style-type: none"> <li>● Base Map</li> <li>● Public Participation Program</li> <li>● Project Website</li> <li>● Social Media</li> <li>● Press and Media Releases throughout project</li> </ul> |

**Task 2. Issue Assessment and Outreach**

*Timeframe: October 2013 (6 months)*

**Objective:** *The objective of this task is to identify and understand community concerns and establish a coordinated and realistic direction for the future founded on a community-based strategic vision. This task would also ensure that the background studies and analysis in Task 3 is responsive to community needs.*

**2-A. Community Kickoff Meeting (D&B).** Host a community introduction/kick off meeting to introduce the project and team to the Princeton Study Area community and broader midcoast, provide an overview of project and upcoming opportunities for public participation, and accept any general comments/feedback from public.

**2-B. Interview Stakeholders (D&B).** Representatives of public agencies, community members, property and business owners, fishermen, boaters, environmental advocates, Airport Land Use Committee and Commission (C/CAG), Board of Supervisors, etc. will be interviewed to identify their issues of concern and desirables to factor into the update. Our budget provides for 14 such meetings (with one to three participants at each meeting) over a two-day period. Additional interviews will be conducted by phone to accommodate stakeholders not able to attend in-person interviews. Comments and input from the stakeholder meetings will be summarized in a memorandum.

This step is critical, because often people will be much more candid in a one-on-one or small group interview. We will ask a series of questions so that we learn about major issues of concern, deal breakers, desirables, and the political factors that may come into play.

**2-C. Steering Committee Meeting (D&B).** Staff and consultants will meet with the Steering Committee to:

- Introduce committee members to the planning process and its purpose;
- Ask for their input on initial priorities, issues, and controversies; and
- Encourage members to reach out to neighbors, colleagues, and friends to attend the community workshops and engage in the planning process.

**2-D. Community/Midcoast Workshop #1: Visioning (D&B, FS).** An engaging, interactive workshop will be held to further assist the team in “scoping” issues and understanding community perspectives and ensuring that issues felt to be pertinent by the public and are appropriate for consideration in the program are not ignored. Comments and input from the workshop will be summarized in a memorandum.

**2-E. Midcoast Community Council and Community/Key Group Briefings (D&B, FS).** Community/key group briefings would be conducted to broaden outreach to those who do not otherwise come to public workshops and targeting active community bodies within the midcoast. One meeting will be conducted with the Midcoast Community Council and another meeting will be conducted with another group such as business groups, neighborhood associations, and environmental groups. Alternatively, these could be help as informal social hours and coffees held at a variety of local establishments. Additional community/key group briefings may be conducted by staff.

**2-F. Community-wide Survey (D&B).** To ensure broad-based community input, a community survey will be conducted. If limited to the Princeton Planning Area, the survey will be a full census approach door-to-door community survey. If the survey area is expanded to include the entire Midcoast area, a postage prepaid mail-in or a phone survey will be conducted. The type of survey to be conducted will be determined through discussions with County staff in the development of the Detailed Public Participation Program in Task 1.C.

The survey will be prepared to understand viewpoints related to the community’s vision, growth and development, salient planning issues, coastal access issues, and transportation use and habits. D&B will work with the County to develop and refine the survey instrument.

The survey results will be compiled. Each response will be coded, and detailed cross-tabulations will be produced. Results of the analysis will be presented in a report written in clear and simple language, and an electronic copy of the cross-tabulations will be provided to the County.

**2-G. Community Visioning Report (D&B, FS).** The Visioning Report will document the activities and outcomes of each community outreach activity completed during this task. The report will synthesize findings into a community vision and set of themes that will guide development of alternatives in Task 4.

**2-H. Steering Committee Meeting on Community Vision Report (D&B, FS).** Meet with the Steering Committee to review the Community Vision Report.

**2-I. Planning Commission/Board of Supervisors Briefing on Community Vision (Staff).** County staff will brief the Planning Commission and/or Board of Supervisors on the results of the first phase of outreach, culminating in the Community Vision Report.

| <i>Meetings</i>  | <i>Products</i>   |
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| <ul style="list-style-type: none"> <li>● Stakeholder Interviews</li> <li>● Steering Committee Meetings (2)</li> <li>● Midcoast Community Council Meeting (1)</li> <li>● Community/Key Group Meeting (2)</li> <li>● Community Workshop #1: Visioning</li> <li>● Planning Commission/Board of Supervisors Briefing (County Staff)</li> </ul> | <ul style="list-style-type: none"> <li>● Community Visioning Report, including:               <ul style="list-style-type: none"> <li>○ Stakeholder Interviews</li> <li>○ Community Workshop</li> </ul> </li> <li>● Survey and Results Report</li> </ul> |

**Task 3. Background Studies**

*Timeframe:* January 2014 (9 months)

*Objective:* The objective of this task is to obtain and compile background information, analyze long-term trends, summarize the opportunities and constraints in the Princeton Study Area, and identify key factors that will affect planning decisions. This assessment will inform the preparation of land use alternatives and preparation of the General Plan Policy and Land Use Map amendments, Local Coastal Program Policy and Map Amendments, and Zoning Regulations and Map Amendments.

**3-A. Conduct Land Use Survey/Vacant Parcel Survey (D&B).** Building on information obtained from the County, focused windshield surveys will be conducted to verify land use data accuracy and to identify underutilized parcels. A complete land use data layer will be prepared, which may also serve as the basis for land use analysis and alternatives.

**3-B. Prepare Existing Conditions, Opportunities and Challenges Report (D&B, Team).** A summary report will be prepared describing the purpose of the project, providing a detailed analysis of baseline conditions, and presenting the primary findings of all background research. The presentation will contain extensive graphics, using maps and charts, along with supporting text. The report will also present an analysis of key opportunities and challenges. Existing plans, studies, research reports, databases, and other sources will be reviewed, including recent and on-going planning efforts. The following studies will be provided and the topic areas will be addressed in the report:

- *Land Use and Urban Design (D&B).* The land use and urban design analysis will include a land use and urban form inventory, cataloguing existing land uses and building typologies in and around the Study Area; an inventory of planned development by land use based on available County data; and a review of existing zoning, General Plan, and other regulatory authority related to the Study Area.
- *Opportunity Sites (D&B).* The opportunity sites analysis will include analysis at the parcel level based on fieldwork and land value analysis, to determine realistic opportunities for new development. The analysis will also consider public agency land ownership and public agency future plans.
- *Fishing, Boating, and Visitor-Serving Needs (EPS).* EPS will evaluate the competitive attributes and market performance associated with the existing uses, including the current suite of visitor-serving venues and facilities in the Princeton Study Area. This analysis will compare market demand and supply conditions and trends for marine-related uses and activities (e.g., recreational and commercial boating, fishing and surfing). On the demand side, EPS will assess the size and composition of major demand drivers (e.g., existing user groups). The assessment of visitor-serving uses will take into account factors such as origin and destination, length of stay, and typical spending patterns by activity, as available data allow. This analysis will be based on conversations with operators, vendors, and service providers active in the market and other data, such as occupancy and utilization rates and customer surveys, as available.

On the supply side, EPS will identify and compare the alternative venues that compete with Princeton for marine-related uses and visitor-related activities. This assessment will be based on location and accessibility, the quality and range of facilities and other amenities offered, visitation by type, and other performance metrics. A key goal of this analysis will be to understand regional market dynamics by use or activity, identify potential supply gaps, and consider marketing or physical investments that might improve Princeton's competitive position (e.g. in facilities or amenities that are missing and/or under-developed).

- *Environmental Constraints and Opportunities (SWCA).* Key environmental constraints that may affect planning policy and land use decisions will be analyzed, mapped and summarized.

The narrative report, illustrated with maps and photos, will describe the relevant background, policies, constraints, and opportunities for sensitive habitats, significant viewsheds, natural hazards, and cultural resources in the study area. The report will also include measures to protect public resources and safety based on these analyses. Important opportunity and constraints concepts as will be prioritized and based on clear, defensible data.

- *Market Demand (EPS)*. Building on the Fishing, Boating, and Visitor Serving Needs Assessment, the market demand analysis will provide a broad-based analysis of land use and real estate development opportunities in the Princeton Study Area. The analysis will emphasize commercial (e.g. retail and industrial) market dynamics, highlighting development opportunities consistent with the existing land use patterns, opportunities, and constraints presented by Princeton's unique location. The analysis will address non-commercial uses such as education facilities, as appropriate based on findings from the Needs Assessment. EPS will also consider the role and restrictions presented by the California Coastal Commission, the Half Moon Bay Airport and other stakeholders. EPS will leverage its existing knowledge and data related to real estate conditions and trends in western San Mateo County as well as specific sub-market and property-based analysis.
- *Coastal Access, Parking, and Circulation (NN)*. A Coastal Access, Parking, and Circulations Analysis will address all modes of travel (e.g., pedestrian, bicycle, and transit) and identifies opportunities to reduce automobile congestion and vehicle miles traveled. The existing circulation network will be mapped and analyzed. Recommendations will be included for bicycle, pedestrian, motor vehicle, transit, parking, transportation demand management, and coastal access improvements to complete the circulation network, providing multi-modal access throughout the Study Area.
- *Infrastructure (BKF)*. An Infrastructure Analysis will be conducted that determines the type and extent of the drainage, water, wastewater treatment and other infrastructure improvements needed to support existing and future development, evaluates the availability of these services, and identifies the improvements needed to meet future demands. This shall include a study of past water service transfers and the implications of these transactions on future development, as well as a recommended system for reserving adequate service capacities for existing and future Coastal Act Priority Land Uses.
- *Shoreline Erosion and Protection (NC)*. A Shoreline Erosion and Protection Analysis that documents erosion rates, coastal access issues, and existing shoreline armoring structures will be undertaken. The shoreline management plan will be developed to afford reasonable protection of property and backlands in a manner that is consistent with the region's aesthetic qualities, public access needs, and other community goals and objectives, taking into account sea level rise.

Preliminary engineering studies performed for the County have recommended a combined revetment, stabilized beach nourishment, and relatively simple public access improvements at key street end locations. The final shoreline management plan will lay out significant details such as the location of a uniform string line, consistent design section requirements,

and maintenance obligations so that a meaningful long term action plan can be proposed, adopted by the community, and ultimately implemented.

- *Airport Compatibility (D&B)*. An Airport Compatibility Analysis that applies the information generated by the Half Moon Bay Airport Layout Plan and Airport Land Use Compatibility Plan Updates to develop recommended amendments to existing Airport Overlay Zoning Regulations that comply with State guidelines.
- 3-C. Prepare Final Existing Conditions, Opportunities and Challenges Report (D&B, Team).** Following staff review of the draft, the report will be revised and finalized for publication.
- 3-D. Present Existing Conditions, Opportunities and Challenges Report to Technical Advisory Committee (D&B).** The Existing Conditions, Opportunities, and Challenges Report will be presented to the Technical Advisory Committee. Due to their complexity and importance, some issues may require greater attention and discussion. The Technical Advisory Committee will convene as needed (up to 2 meetings) to provide the project team with feedback on the information and analysis in the report. Technical Advisory Committee feedback will be used to draw up Alternatives (Task 4), as well as incorporation in Plan Update policy.
- 3-E. Present Existing Conditions, Opportunities and Challenges to the Midcoast Community Council (D&B).** The Existing Conditions, Opportunities, and Challenges Report will be presented to the Midcoast Community Council. Midcoast Community Council feedback will be used to draw up Alternatives (Task 4), as well as incorporation in Plan Update policy.
- 3-F. Present Existing Conditions, Opportunities and Challenges Report to Steering Committee (D&B).** The Existing Conditions, Opportunities, and Challenges Report will be presented to the Steering Committee. As with the review by the Technical Advisory Committee, some issues may require greater attention and discussion. The Steering Committee will convene as needed (up to 2 meetings) to provide the project team with feedback on the information and analysis in the report. Steering Committee feedback will be used to draw up Alternatives (Task 4), as well as incorporation in Plan Update policy.
- 3-G. Coastal Commission Briefing on Project Status (D&B).** Brief the Coastal Commission on the status of the project, including results of the first phase of outreach, culminating in the Community Vision Report, and the key conclusions of the Existing Conditions, Opportunities, and Challenges Report. The briefing will be scheduled for a Coastal Commission meeting held in the Bay Area. Alternatively, the briefing may be conducted with Coastal staff.
- 3-H. Present Existing Conditions, Opportunities and Challenges Report to Planning Commission/Board of Supervisors (D&B, FS).** Key conclusions of the Existing Conditions, Opportunities, and Challenges Report will be presented to the Planning Commission or Board of Supervisors, or at a joint session.

| <i>Meetings</i>   | <i>Products</i>   |
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| <ul style="list-style-type: none"> <li>• Technical Advisory Committee Meetings (2)</li> <li>• Steering Committee Meetings (2)</li> <li>• Midcoast Community Council Meeting (1)</li> <li>• Coastal Commission Briefing (1)</li> </ul> | <ul style="list-style-type: none"> <li>• Existing Conditions, Opportunities, and Challenges Report                             <ul style="list-style-type: none"> <li>○ Fishing, Boating, and Visitor-Serving Needs Assessment</li> </ul> </li> </ul> |

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| <ul style="list-style-type: none"> <li>● Planning Commission/Board of Supervisors Briefing (I)</li> </ul> | <ul style="list-style-type: none"> <li>○ Environmental Constraints and Opportunities Analysis</li> <li>○ Market Demand Analysis</li> <li>○ Coastal Access, Parking, and Circulation Analysis</li> <li>○ Infrastructure Analysis</li> <li>○ Shoreline Erosion and Protection Analysis</li> <li>○ Airport Compatibility Analysis</li> </ul> |
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**Task 4. Alternatives and Preferred Plan**

*Timeframe: July 2014 (15 months)*

*Objective: In this task, building on identified issues and opportunities and challenges, we will formulate up to three concepts for alternative land use and circulation patterns for the plan area that address the community vision and concerns identified in Task 2 and the key issues determined in the technical analysis in Task 3, resulting in the formulation of the Preferred Plan.*

**4-A. Draft Alternatives (D&B).** Three land use alternative options for accomplishing the projected goals of the Princeton Planning Update will be prepared. The alternatives will be sensitive to the issues, opportunities, and constraints identified in the Existing Conditions, Opportunities, and Challenges Assessment and the community workshops, and offer real choices.

The alternatives will be sufficiently developed to show clear choices among major land use options. Sketch Plan alternatives will explore land uses arrangements, mixes, locations of activities to support the waterfront, reduce incompatibility, reduce traffic impacts, increase alternative transportation use, provide coastal access, address shoreline protection and erosion, and promote public safety and quality of life.

**4-B. Alternatives Evaluation (Team).** Relative merits, impacts, and disadvantages of the alternatives will be assessed. Comparative impacts in terms of the balance of land use, design, density, population growth, mobility, environmental constraints and potential environmental effects, and other factors of concern will be prepared for presentation in narrative and tabular form.

**4-C. Technical Advisory Committee Meeting on Alternatives (D&B).** The alternatives will be reviewed with the Technical Advisory Committee to get feedback on policy issues.

**4-D. Midcoast Community Council Meeting on Alternatives (D&B).** The alternatives will be presented to and reviewed with the Midcoast Community Council to get feedback on policy issues.

**4-E. Steering Committee Meeting on Alternatives (D&B).** The alternatives will be reviewed with the Steering Committee to get feedback on policy issues.

**4-F. Prepare and Hold Community/Midcoast Workshop #2: Alternatives (D&B, FS).** A community workshop will be held to present the land use alternatives. The presentation will primarily be graphics and maps, so the information is concise, inviting to look at, and easily



understood. Discussion will occur in small groups, analyzing the advantages and disadvantages of the alternatives. Small groups will report on the conclusions of their discussion to all the workshop attendees. Comments and input from workshop will be summarized in a memorandum.

- 4-G. Prepare Preferred Plan (D&B).** Following the public input and direction by County staff, a preliminary preferred plan will be prepared. This will be reviewed with staff and refined in an interactive setting. The Preferred Plan will include a discussion of potential environmental effects of the Preferred Plan described in Task 5.A.
- 4-H. Prepare Policy and Framework Concepts (D&B).** These concepts, in a memo format, will synthesize information gathered to date and assist the decision-makers in bridging the gap between the Community Vision Report prepared in Task 2, Preferred Plan and detailed policy development. Key goals or guiding policies for each of the plan elements will be identified.
- 4-I. Review Preferred Plan, Policy and Framework Concepts, and Potential Environmental Effects with Steering Committee (D&B).** The Preferred Plan, Policy and Framework Concepts, and potential environmental effects will be reviewed with the Steering Committee and refined following their review.
- 4-J. Brief the Coastal Commission on the Preferred Plan, Policy and Framework Concepts, and Potential Environmental Effects (D&B).** Brief the Coastal Commission on the status of the project and present the Preferred Plan, Policy and Framework Concepts, and potential environmental effects. The briefing will be scheduled for a Coastal Commission meeting held in the Bay Area. Alternatively, the briefing may be conducted with Coastal staff.
- 4-K. Present Preferred Plan, Policy and Framework Concepts, and Potential Environmental Effects to Decision-Makers (D&B).** The Preferred Plan, Policy and Framework Concepts, and potential environmental effects will be presented to the Board of Supervisors/Planning Commission and refined in an interactive workshop. Feedback will establish the basis for formulating detailed Plan policies.

| Meetings   | Products   |
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| <ul style="list-style-type: none"> <li>• Technical Advisory Committee Meeting (1)</li> <li>• Midcoast Community Council Meeting (1)</li> <li>• Steering Committee Meetings (2)</li> <li>• Community Workshop #2: Alternatives</li> <li>• Coastal Commission Briefing (1)</li> <li>• Board of Supervisors/Planning Commission Briefing (1)</li> </ul> | <ul style="list-style-type: none"> <li>• Land Use Alternatives and Alternatives Evaluation</li> <li>• Community Workshop Summary</li> <li>• Preferred Plan</li> <li>• Memo on Policy and Framework Concepts</li> </ul> |

**Task 5. Environmental Review**

*Timeframe:* November 2014 (19 months)

*Objective:* The objective of this task is to prepare an evaluation of the potential environmental effects of the Princeton Planning Update. The proposed LCP amendments are exempt from

*CEQA as Coastal Commission LCP certification process is “functionally equivalent” to the CEQA process; therefore, potential environmental effects will be addressed more fully in the environmental constraints analysis and alternatives evaluation and a more detailed evaluation of the potential environmental effects will be completed with the Plan Updates.*

- 5-A. Preferred Plan Potential Environmental Effects (D&B, SWCA).** A discussion of potential environmental effects of the Preferred Plan will be prepared using the Existing Conditions Report and the environmental constraints and potential environmental effects in the Alternatives Evaluation as a foundation. The Preferred Plan Potential Environmental Effects Memorandum will be prepared and reviewed concurrently with the Preferred Plan in Task 4.
- 5-B. Princeton Planning Updates Environmental Review (D&B, SWCA).** D&B will prepare an analysis of the potential environmental effects for the Princeton Planning Updates. The analysis will examine the potential for the project to affect the environmental factors identified through the environmental constraints analysis and alternatives and preferred plan evaluation. The Potential Environmental Effects Analysis will be prepared and reviewed concurrently with the draft Princeton Planning Updates detailed in Task 6.

| Meetings  | Products   |
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| <ul style="list-style-type: none"> <li>• N/A</li> </ul> | <ul style="list-style-type: none"> <li>• Preferred Plan Potential Environmental Effects Memorandum</li> <li>• Princeton Planning Updates Potential Environmental Effects Analysis</li> </ul> |

**Task 6. Draft Princeton Planning Updates**

*Timeframe: January 2015 (21 months)*

*Objective: The objective of this task is to prepare the draft Princeton Planning Updates, including Land Use Plan, Zoning Regulations, and Local Coastal Program Map amendments, based on the Preferred Plan, Policy and Framework Concepts, Existing Conditions, Opportunities, and Challenges Report, and public participation.*

- 6-A. Draft Land Use Plan Amendments (D&B, Team).** The draft Land Use Plan Amendments will include proposed changes to the land use designations and each component of the General Plan and Local Coastal Program Policies documents. Land Use Plan Amendments will be prepared with extensive illustrations and photos. Content of the amendments will include:
- *Planning Context, Vision, Goals, and Objectives (D&B).*
  - *Land Use (D&B, EPS).* The location and intensity of uses will be identified, along with policies that would result in developments that are appropriate to the character and setting of the Princeton Study Area. The Land Use Plan will include drawings showing proposed land uses, land use classifications, any land use mix requirements and/or regulatory incentives, and density/intensity standards. Resulting population and housing by various density ranges, as well as non-residential development and employment will be quantified. Economically viable research, education, commercial, and/or industrial uses, with a focus on

those that are fishing and marine-related for waterfront areas will be identified as well as other uses that benefit and rely upon waterfront locations.

- *Development Design Standards (D&B)*. Development design standards that will support the desired community character will be identified. The design standards will include general design concepts, goals, and strategies and address height, setbacks, building form and orientation, transition between uses and development types, and coastal access.
- *Coastal Access, Parking, and Circulation Plan (NN)*. Key improvements for circulation, coastal access, and connectivity.
- *Infrastructure (BKF)*. Infrastructure improvements necessary to support the land uses and improvements identified in the plan will be identified as well as a recommended system for reserving adequate service capacities for existing and future Coastal Act Priority Land Uses.
- *Shoreline Management and Implementation Plan (NC)*. Methods for addressing structures at risk, enhancing coastal access, and minimizing impacts of shoreline armoring. The implementation plan will include a detailed project description of the preferred approach to shoreline management and the recommended steps for implementation including an initial remediation and construction project coupled with a maintenance program.
- *Environmental Resources and Review (SWCA)*. Policies identified during the concurrent environmental review process that may be needed to mitigate adverse environmental impacts.
- *Alternatives Analysis (D&B)*. The alternatives, method for evaluation, and alternatives evaluation results from Task 4 will be described. Comparative impacts in terms of the balance of land use, design, density, population growth, mobility, environmental constraints, and other factors of concern will be presented in narrative and tabular form.
- *Infrastructure Financing Plan / Strategy (optional) (EPS)*. As an optional task, EPS will prepare a comprehensive financing analysis and strategy for the Plan. The goal of this effort will be to ensure that the desired project-wide infrastructure, facilities, and other improvements can be adequately developed given available financial resources and mechanisms. Specifically, the analysis will identify the most viable sources and uses of funds to cover the costs of proposed facilities and improvements, the steps necessary to secure or establish these funding mechanisms, the likely amount and probability of success for each, and infrastructure and improvement phasing considerations.

**6-B. Draft Zoning Regulation Amendments (D&B).** The draft Zoning Regulations Amendments will include proposed changes to the Waterfront (W), Coastside Commercial Recreation (CCR), Light Industrial (M-1), and Airport Overlay (A-O) Zoning District regulations. The proposed changes will serve to implement the vision and policies of the Land Use Plan amendments, consistent with state and federal law and airport compatibility. Potential zoning amendments include:

- Expanding the type of uses allowed in the Waterfront district to support a working waterfront consistent with plan policies for the area;

- Refining use allowances, height limits, site coverage limitations, and other standards in the Airport Overlay district to conform to the Airport Land Use Compatibility Plan; and
  - Establishing a Light Industrial district unique to the Coastal Zone or Princeton Plan Area.
- 6-C. Draft Local Coastal Program Map Amendments (D&B).** Amendments to relevant Land Use Plan and Zoning Maps based on the land use designations of the Preferred Plan developed in Task 4.
- 6-D. Technical Advisory Committee Meeting (D&B).** The draft Land Use Plan, Zoning, Local Coastal Program Amendments, and Potential Environmental Effects Analysis will be reviewed with the Technical Advisory Committee.
- 6-E. Midcoast Community Council Meeting (D&B).** The draft Land Use Plan, Zoning, Local Coastal Program Amendments, and Potential Environmental Effects Analysis will be reviewed with the Midcoast Community Council.
- 6-F. Steering Committee Meetings (D&B).** The draft Land Use Plan, Zoning, Local Coastal Program Amendments, and Potential Environmental Effects Analysis will be reviewed with the Steering Committee in two meetings.
- 6-G. Coastal Commission Briefing (D&B).** Brief the Coastal Commission on the status of the project and present the draft Land Use Plan, Zoning, Local Coastal Program Amendments, and Potential Environmental Effects Analysis. The briefing will be scheduled for a Coastal Commission meeting held in the Bay Area. Alternatively, the briefing may be conducted with Coastal staff.
- 6-H. Airport Land Use Committee and Commission Meeting (D&B).** D&B will make an informational presentation to the ALUC on the draft Land Use Plan, Zoning, and Local Coastal Program Amendments focusing on airport related aspects of the proposed amendments.

| <i>Meetings</i>   | <i>Products</i>   |
|---|---|
| <ul style="list-style-type: none"> <li>• Technical Advisory Committee Meeting (1)</li> <li>• Midcoast Community Council Meeting (1)</li> <li>• Steering Committee Meetings (2)</li> <li>• Coastal Commission Briefing (1)</li> <li>• Airport Land Use Committee and Commission Meeting (1)</li> </ul> | <ul style="list-style-type: none"> <li>• Draft Land Use Plan Amendments</li> <li>• Draft Zoning Regulations Amendments</li> <li>• Draft Local Coastal Program Map Amendments</li> </ul> |

**Task 7. Hearings, Adoption, and Certification**

*Timeframe:* June 2015 (26 months)

*Objective:* The objective of this task is to conduct public review and successfully take the Draft Land Use Plan, Zoning, and Local Coastal Program Amendments and related environmental documentation through the public hearing process.

- 7-A. Airport Land Use Consistency Determination Meetings (D&B).** D&B will participate in two meetings with the Airport Land Use Committee and Commission as part of the Airport Land

Use Plan consistency determination. The first meeting will be for a recommendation from ALUC and the second will be for a determination from C/CAG.

- 7-B. **Planning Commission Hearings (D&B).** The draft Land Use Plan, Zoning, Local Coastal Program Amendments, and Potential Environmental Effects Analysis will be presented at two hearings before the Planning Commission. The first hearing will be held at the time of the release of the public review draft and the second hearing will include a summary of the public comments received and recommended plan revisions to address the comments along with the recommended action by the Planning Commission.
- 7-C. **Board of Supervisors Hearings (D&B).** The draft Land Use Plan, Zoning, Local Coastal Program Amendments, and Potential Environmental Effects Analysis and the Planning Commission recommendations will be presented at two hearings before the Board of Supervisors.
- 7-D. **Prepare Board of Supervisor’s Approved Princeton Planning Updates (D&B).** Following approval by the Board of Supervisors, we will prepare a Board of Supervisors approved version of the Princeton Planning Updates in a high-quality, easy-to-read format for submittal to the Coastal Commission for certification. It also will be put in a form suitable for posting on the County’s website. The County will be provided with ten full-color hard copies of the final documents and a PDF version on CD.
- 7-E. **Coastal Commission Hearings (D&B).** D&B will present the Board of Supervisors approved Land Use Plan, Zoning, and Local Coastal Program Amendments at two hearings before the California Coastal Commission.

| <i>Meetings</i>   | <i>Products</i>   |
|---|---|
| <ul style="list-style-type: none"> <li>• Airport Land Use Committee and Commission Meeting (2)</li> <li>• Planning Commission Hearing (2)</li> <li>• Board of Supervisors Hearing (2)</li> <li>• Coastal Commission Hearings (2)</li> </ul> | <ul style="list-style-type: none"> <li>• Final Land Use Plan, Zoning, and Local Coastal Program Amendments</li> </ul> |

## Assistance from County

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County staff will be responsible for providing available plans, studies, reports, and sources of available information. The County will provide base GIS data, including but not limited to: parcels/Assessor’s data; existing Plan and zoning designations; roads and other transportation infrastructure; utility infrastructure (Existing utility maps in CAD format, records of water service transfers, previously prepared hydrology, hydraulics, drainage, etc., reports, existing utility maintenance plans and reports, wastewater (sanitary sewer) treatment records, water system pressure information from hydrant flow tests and/or record information); public facilities; and existing land use, if available.

Staff will review all products and provide one set of consolidated comments on all drafts. Staff will also be responsible for coordinating with Technical Advisory Committee, Midcoast Community Council, and Steering Committee members, and preparing all notices, and staff reports; D&B will prepare meeting summaries of all Steering Committee meetings and public workshops. The County will provide

community workshop meetings rooms, and any food and refreshments during workshops. Staff will also facilitate some small groups during workshops.

D&B will provide the County with ten hard copies of all circulation-ready documents (printed in color) and a pdf version on CD. The County will be responsible for printing and any mailing of additional copies of reports, and printing and mailing newsletters; D&B can provide these services as additional cost.