

**CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL**

RESOLUTION NO. 2025-042

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA FINDING THAT AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A PROFESSIONAL SERVICE AGREEMENT IS NOT A PROJECT UNDER CEQA AS DEFINED IN PUBLIC RESOURCES CODE SECTION 21065 AND CEQA GUIDELINES SECTION 15378 AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH OPTICOS DESIGN INC., FOR A NOT-TO-EXCEED FEE OF \$180,000, TO PREPARE OBJECTIVE DESIGN AND DEVELOPMENT STANDARDS FOR MIXED-USE RESIDENTIAL, MULTI-FAMILY RESIDENTIAL, AND ACCESSORY DWELLING UNITS.

WHEREAS, on April 8, 2024, the City Council adopted the 6th cycle Housing Element, and on April 24, 2025, it was certified by the State of California Housing and Community Development (HCD) Department as being in substantial compliance with State law; and

WHEREAS, Program 1.4.B, Objective Design and Development Standards, has been included in the 6th cycle Housing Element to reduce subjectivity and uncertainty in the design review process and accelerate the review and approval process; and

WHEREAS, the City issued a Request for Proposals (RFP) on December 18, 2024, with a deadline of February 3, 2025; and

WHEREAS, due to a low response rate, the city extended the deadline twice, first to March 3rd and again to March 24th; and

WHEREAS, the city received a total of three proposals, two of which met the minimum qualifications outlined in the request for proposals; and

WHEREAS, staff reviewed the two proposals, one from M-Group and the other from Opticos Design, Inc., and found both to have the qualifications and experience to prepare objective design and development standards for Carmel-by-the-Sea; and

WHEREAS, staff selected Opticos Design, Inc., as the most qualified consultant based on their form-based approach to objective design and development standards and extensive use of graphics to depict design elements; and

WHEREAS, Opticos Design, Inc.'s experience includes authoring the Objective Design Standards Handbook for residential and mixed-use projects for the Association of Bay Area Governments (ABAG), for the City of Santa Barbara, and many other communities; and

WHEREAS, the project will be funded in part by a REAP 2.0 grant in the amount of \$79,985; and

WHEREAS, CEQA Guidelines Section 15378.b.5 states that a project does not include governmental fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment. As demonstrated above, preparation of the ODDS is intended to reduce subjectivity and uncertainty in the design review process. It is not an activity that would result in either a direct or indirect physical change to the environment and is not a project under CEQA as defined in Public Resources Code Section 21065 and CEQA Guidelines Section 15378.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA DOES HEREBY:

Authorize the City Administrator to execute a Professional Services Agreement with Opticos Design, Inc., for a not-to-exceed fee of \$180,000 to create objective design and development standards for mixed-use residential, multi-family residential, and accessory dwelling units.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA on this 6th day of May 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne
Mayor

Nova Romero, MMC
City Clerk