

TOWN COUNCIL STAFF REPORT

Subject: The Parcel

Meeting Date: August 5, 2020

Written by: Grady Dutton, Public Works Director
Sandra Moberly, Community and Economic Development Director

RECOMMENDATION:

Staff recommends Town Council receive this presentation and provide comments as appropriate.

BACKGROUND:

On July 15, staff provided a comprehensive update to Town Council. This presentation is a brief update of progress since that date.

ANALYSIS:

This section describes the components of the work program and provides a status update.

1. Program Management

- a. Regular Meetings: Continuing bi-weekly.
- b. Schedules: Draft planning, environmental and overall schedules are being prepared. Once an agreement is in place that includes more formal commitments/requirements, we will provide regular detailed updates to Town Council.
- c. Town Council Updates: Agenda Item monthly. Verbally as part of Department Head Reports as new information becomes available.

2. Infill Infrastructure Grant Application and Award

- a. Award: Team has begun discussions related to best use of grant funds.
- b. Agreement: We are reviewing a standard agreement.
- c. Authorization to Execute: Once we have completed our review of the standard agreement, we will bring it to Town Council for authorization to execute.
- d. Final agreement: We expect to receive the full agreement from HCD within 30 days and will execute after review and authorization from the Town Council to execute.

3. Data Collection, Planning, and Environmental Disclosure

- a. Environmental Consultant Selection and Agreement Process: Community and Economic Development staff have identified Michael Baker, Inc. (MBI) as the best consultant team to work with Pacific and the Town to complete the environmental disclosure process and are requesting a proposal in line with the currently identified disclosure process from MBI.
- b. Technical Studies: Pacific will be reimbursing the Town for technical studies required in support of the planning and environmental process.
 - i. Tree Survey: Update to a previous tree survey underway.
 - ii. Cultural resources report: Underway.
 - iii. Biological resources report: We have received a draft biological resources report and are reviewing.

- iv. Wetlands delineation update: We have received a draft delineation report and are reviewing.
- c. Environmental Disclosure Process: We have reviewed alternatives and will have additional information to provide verbally at Town Council on August 5.

4. ***Developer pre-development activities:***

- a. DRAFT Developer Agreement Preparation and Negotiations
 - i. Initial Discussions underway.
 - ii. Draft/Sample Agreement: A sample agreement/term sheet has been received by the Town and is under review.
 - iii. Staff has reviewed an initial outline/term sheet. That draft and our comments are attached as Attachment A.
 - iv. Final Agreement: Upon direction by the Town Council on the draft term sheet staff will negotiate a final contract for consideration by Town Council. Staff expects this to occur in September/October.
- b. In advance of the agreement, Pacific is moving forward with a number of other pre-development activities:
 - i. Engaged their consultant planning, architectural and engineering team, who have visited the site and met with Town staff. The Team is reviewing initial site planning concepts for consistency with our stated goals.
 - ii. Continued investigation into potential future funding sources.
 - iii. Continued discussions with Town staff and Mono County Behavioral Health related to potential supportive housing opportunities.

5. ***Next Steps***

- a. August: Finalize environmental disclosure process, obtain final proposal from MBI for environmental work and continue with site planning, review standard HCD / Infill Infrastructure Grant agreement.
- b. August 5: Town Council Update
- c. September: Continue site planning, especially related to Phase 1.

Attachment 1: Draft Term Sheet with staff discussion/comments