



# Town of Yountville

6550 Yount Street  
Yountville, CA 94599

## Staff Report

**Agenda Item #:** {{section.number}}C

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## Yountville Town Council Staff Report

**DATE:** March 19, 2024  
**TO:** Mayor and Town Council  
**FROM:** Irene Borba, Planning & Building Director  
**PREPARED BY:** Irene Borba, Planning & Building Director

### **RECOMMENDATION**

Adopt Resolution 24-4254 approving an amendment to a professional services agreement for planning services with Metropolitan Planning Group (M-Group) in an amount not to exceed \$85,000 and to approve allocating \$50,000 from the Annual Assigned for Budget Contingencies General Fund Balance Allocation and transfer to Planning Department 01-2115 contract services to cover these contract costs.

### **DISCUSSION/BACKGROUND**

The Town entered into a Professional Service Agreement (commenced on April 20, 2023) with Metropolitan Planning Group (M-Group), a Planning & Environmental Consultant, to provide temporary Planning Staff support for the management and design review of a nine-unit subdivision and master development plan project. The project included two affordable units, and the applicants are proposing a Density Bonus with waivers and concessions and the project will require environmental review. M-Group proposed to bill on a time and materials basis and the maximum amount under the Agreement was \$35,000.

In July 2023, the Town entered into a Professional Service Agreement Amendment (Amendment #1) to the Professional Services Agreement with M-Group. The amendment was to retain a subconsultant with specialized expertise in historic resources to analyze potential historic impacts of the proposed project in accordance with the California Environmental Quality Act (CEQA). Amendment #1 was also based on a time and materials basis and increased the maximum amount to \$38,720.

The agreement is set to expire/termination on April 20, 2024, and the maximum amount has been exceeded.

M-Group has requested an Amendment (Amendment #2) to augment the original scope of services to cover costs incurred and projected based completeness, compliance, and environmental review and associated tasks including correspondence, meetings, material review, and entitlement processing. Amendment #2 would augment the existing agreement to provide for ongoing planning services to be charged on a time and material basis through December 31, 2024, with a total amount not to exceed \$85,000.

This proposed budget adjustment will use \$50,000 from the Annual Assigned for Budget Contingencies General Fund Balance Allocation leaving a balance of \$312,327.

### **ENVIRONMENTAL REVIEW**

Not Applicable

**FISCAL IMPACT**

Is there a Fiscal Impact? Yes

Is it Currently Budgeted? No

Where is it Budgeted? N/A

Is it Mandatory or Discretionary? Discretionary

Is there a Staff Resource Impact? Yes

**STRATEGIC PLAN GOAL**

Is item Identified in Strategic Plan? No

If yes, Identify Strategic Goal and Objective. N/A

Briefly Explain Relationship to Strategic Plan Goal and Objective. N/A