

# **Attachment A**

Regional Early Action Planning (REAP) 2.0 Project Funding Letter Agreement



Orange County Council of Governments

Orange County Council of Governments (OCCOG)  
3972 Barranca Parkway, Ste. J127  
Irvine, CA 92606

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## Regional Early Action Planning (REAP) 2.0 Project Funding Letter Agreement

November 13, 2025

Seimone Jurjis, Assistant City Manager  
City of Newport Beach  
100 Civic Center Drive  
Newport Beach, CA 92660

### **RE: Regional Early Action Planning (REAP) 2.0 Housing Element Program Implementation Support Agreement**

Dear Mr. Jurjis,

This letter is in response to the City of Newport Beach's (City) request for technical assistance in furtherance of the City's Housing Element Policy Action 4H: Review of Mixed Use Zones project.

For this project, OCCOG, with the assistance of Consultant Houseal Lavigne, will provide technical assistance to the City through its available REAP 2.0 program funding being administered in partnership with the Southern California Association of Governments (SCAG) to implement Housing Element programs and streamline housing development in the region. Key details and responsibilities of each agency are outlined below.

- **Anticipated Start Date:** November 17, 2025
- **Expected Completion Date:** June 30, 2026
- **City Responsibilities:**
  - Engage in public outreach to notify community members and stakeholders of the potential changes with the aid of the work performed under this Task Order.
  - Complete outreach with stakeholders and community members, including any disadvantaged communities and historically underserved communities within its boundaries, as applicable.
  - Promote awareness and encourage local support by inviting local elected officials in the project area to outreach activities.
  - Upon completion of the work, the City will prepare a report and provide a presentation to the Planning Commission and City Council as an action item



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with a recommendation to consider the information and conclusions identified in the proposed deliverables.

- **OCCOG Responsibilities:**

- Provide consultant and contract oversight to ensure the below deliverables are completed by the consultant. Houseal Lavigne's scope of work includes an Administrative Draft, Screencheck Draft, and a Final Draft for all proposed deliverables.
  - **Mixed-Use Zoning Evaluation Report:** Houseal Lavigne will evaluate the City's existing mixed-use zoning standards and prepare a study that provides an in-depth analysis of the potential impediments and constraints that discourage or prevent mixed-use development in designated zones citywide. The study will include a succinct executive summary with a list of recommendations and best practices for the City to consider implementing, and potential development outcomes resulting from the updated mixed-use zoning standards.
  - **Conceptual Plan Test Studies:** Houseal Lavigne will prepare high-level conceptual plans for at least three of the City's mixed-use zoning districts, using a typical property in each zoning district as an example. These conceptual plan test studies should serve as a tool to understand the feasibility of redevelopment within the City's mixed-use zones, and to determine the existing impediments to redevelopment. These test studies are intended to reveal appropriate zoning code changes that could make the most significant impact. The results of this task should be included in the report and inform the various recommendations.
  - **Economic Feasibility Analysis:** Using the Conceptual Plan Test Studies as a basis, Houseal Lavigne will prepare a high-level economic analysis to determine if the existing or proposed zoning regulations can produce a financially viable project.
  - **Recommendations Report & Presentation:** Houseal Lavigne will work with the City to produce a recommendations report with the conceptual plan test studies (including economic feasibility analysis) to be presented to the Planning Commission and City Council, with key takeaways from the mixed-use zoning standards study. The presentation to the City Council will be an action item with a recommendation to adopt or pursue all or a portion of the recommendations provided in the final deliverables.
- Houseal Lavigne should schedule a project kick-off meeting with the City by December 5, 2025. In addition, twice-monthly check-in meetings are expected



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to be held throughout the duration of this project. Designated staff from Houseal Lavigne will also be expected to attend one Planning Commission meeting and one City Council meeting.

This letter agreement affirms the City's participation in the REAP 2.0-funded Housing Element program implementation and its commitment to developing the above listed deliverables for the City. The goal will be to develop an implementable recommendations report with the conceptual plan test studies (including economic feasibility analysis) to be presented to Planning Commission and City Council, with key takeaways from the mixed-use zoning standards study. The presentation to the City Council will be an action item with a recommendation to adopt or pursue all or a portion of the recommendations provided in the final deliverables.

The City acknowledges that its participation in the REAP 2.0-funded Housing Element program shall abide by the terms of the Memorandum of Understanding No. M-002-25 between OCCOG and SCAG, as amended, a copy of which was provided by OCCOG to the City. Should you have any questions regarding this program, please contact Wendy Strack at [wendy@occog.com](mailto:wendy@occog.com).

Sincerely,

**Brian Probolsky, OCCOG**  
**Executive Director**

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**ACKNOWLEDGED AND ACCEPTED:**

**CITY OF NEWPORT BEACH**

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Seimone Jurjis  
Assistant City Manager

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Date