



MEMORANDUM

To: Lynnette Santos
Director | Community Development Department
8130 Allison Avenue
La Mesa, CA 91942

From: Brooke Peterson, AICP
Principal | Contract Manager
Planning + Design Division
5620 Friars Road
San Diego, CA 92110

Date: July 9, 2025

SUBJECT: On-Call Planning Services for the City of La Mesa

Scope of Work

Rick Engineering – Planning + Design Division (RICK) is pleased to provide this Memorandum outlining our proposed professional on-call planning/staff augmentation services. Our understanding of the City of La Mesa's need is to provide staff augmentation support for processing of entitlement project reviews, post-entitlement plan review (condition compliance), general CEQA coordination, planning/regulatory compliance, and other planning or special projects support as assigned.

Staff Qualifications

Based on our recent conversations with City staff and our understanding of the level of experience desired, we have assigned Associate Planner, Julia Hill and others as needed to support workload, to assist the City of La Mesa.

Julia Hill

Julia Hill is an Associate Planner with RICK's Planning and Design Team located here in San Diego. Julia has assisted the City for the last 20 months providing plan review and coordinating with applicants and in particular, reviewing the City's influx of ADU applications. She brings over nine years of experience in the land planning industry and is a technical and graphic expert in plan review, drafting grading plans and technical maps, exhibits, and composite rendered overlays. She is well-versed in assessing regulatory documents, including general plans, zoning ordinances, and specific area plans, and creating accurate base maps in coordination with technical partners. Julia is also an expert in AutoCAD, Adobe Suite, and GIS software.

Julia also served for over a year as adjunct planning support for the County of San Diego providing discretionary staff reviews and processing of planning applications for consistency against applicable regulations. She was primarily involved with permit review for minor deviations including telecommunications facilities, signage, rural activities, and others as well as responsible for preparing scoping and comment letters to applicants and coordinating correspondence between County departments. She also assisted the County by serving as the lead for training new staff on permit reviews, requirements, and County processes. She is currently the lead planning/site designer for the Southwest Village Specific

Plan and Entitlements for TriPointe Homes in the City of San Diego and provides adjunct staff services to the City of Escondido.

Brooke Peterson

Brooke Peterson, AICP, Director of RICK Planning + Design Division, will serve as Principal-in-Charge and the City's primary point of contact. Brooke will provide project oversight – managing staff availability and performance; ensuring quality control; and providing strategic guidance. Brooke will maintain involvement and communication with the City throughout the duration of this contract and participate in meetings or other support needs as requested by the City.

Availability of Staff

Julia Hill (RICK staff) will be available to assist the City of La Mesa up to 20 hours per week each (with flexibility on hours, more or less as determined by City staff and project needs) through 2025. This scope and fee assume that work will be conducted primarily off-site but could transition to on-site at the discretion of City staff should additional staff support be needed. RICK staff will work with City staff to determine the best course of review and interface with both applicants and/or internal staff.

RICK staff will be available upon contract award to discuss the scopes, timelines, and resources of assignments. As the as-needed contract planning extension of staff consultant, RICK understands that the needs of the City may not always be strictly confined to formally assigned projects or tasks. We understand and expect that you may often seek consultation on planning and environmental assistance in addressing issues with proposed development projects or general City policy and/or regulations. Prior to initiating any project, RICK will assess the project characteristics, understand the timeframes, and initiate discussions with staff on the best approach.

Contact Information

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Julia Hill

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Billing Rates/Invoicing/Contract Amount

RICK standard rate for Associate Planner, including Julia, will be \$160.00/hour for time spent working on behalf of the City. RICK's standard rate for Principal, including Brooke, will be \$300.00/hour. RICK staff will be responsible for tracking hours and producing RICK's monthly invoice. RICK will work with City staff in determining what information is required for each invoice, in what format and any submittal requirements.