

## **SCOPE OF WORK— Assist with Kittitas County's Growth Management Act Compliance.**

### **Overview**

Provide Kittitas County with assistance in Kittitas County's GMA compliance process. This Scope of Work outlines the tasks that are described in the August 23, 2011 memorandum to the Kittitas County Board of Commissioner from Neil Caulkins, Deputy Prosecuting Attorney. Concurrent with the specific tasks below, GordonDerr will also provide limited assistance related to sizing the City of Kittitas Urban Growth Area boundary.

### **Scope of Work and Deliverables**

#### **Task A: Preliminary Tasks & Assessments**

- A.1 Public Information and Involvement Plan:** Gordon Derr Lead - Modify public involvement plan from 2009 GMA Compliance Project for remaining compliance tasks. Create and maintain a 2012 GMA Compliance Project website, utilizing the same format as the 2009 GMA Compliance Project. Develop and facilitate distribution of information for media relations, agency coordination and open house events. Develop and maintain a contact list for distribution of project materials. County to review and distribute final materials.
- A.2 Stakeholder interviews:** County Lead – Conduct stakeholder interviews using the same methodology as the 2009 GMA Compliance Project. GordonDerr to assist, as needed.
- A.3 Data/mapping for existing rural lot pattern:** County Lead - Develop criteria and attribute data to perform analyses for the determination of developed, undeveloped or under-developed properties. Transpose data into functional formats for preliminary review. Preparation of revised data and mapping, based on preliminary review.
- A.4 Data/mapping for preliminary approved and proposed lot pattern:** County Lead - Develop criteria and attribute data to perform analyses for the determination of preliminarily approved subdivisions, proposed subdivisions, and other lot creations. Transpose data into functional formats for preliminary review. Preparation of revised data and mapping, based on preliminary review.
- A.5 Mapping for existing development constraints and existing zoning and regulatory overlays (e.g., water, access, critical areas and zoning, wind farm overlays, shoreline jurisdictions):** County Lead - Develop criteria and attribute data to perform analyses for the determination of unbuildable properties due to geomorphological, governmental, or legal constraints on properties. Transpose data into functional formats for preliminary review. Preparation of revised data and mapping, based on preliminary review.
- A.6 Population (growth) data:** County Lead – Access census data and develop criteria and attribute data to perform analyses for the determination of population distribution in specified geographic areas related to land use and municipal

boundaries. Transpose data into functional formats for preliminary review.  
Preparation of revised data and mapping, based on preliminary review.

For tasks A.3 – A.6, GordonDerr to review draft data and mapping and attend meetings with County to discuss final data and mapping for analysis in Task B.

**A.7 Assemble data and draft Plan/Development Regulations from initial update work:** County Lead – Compile relevant data and draft Plan/Development Regulations from initial update work. Transmit to GordonDerr for cataloging with materials from Task A.8.

**A.8 Assemble examples of rural policies, applicable development regulations, etc. from other similar Counties:** GordonDerr Lead – In coordination with County and Commerce, compile, review and catalog adopted policies from other similar Counties. Particular focus on policies for the following Comprehensive Plan Elements: Rural Element, Land Use Element, Housing Element, Resource Lands Element. Particular focus on development regulations for the following: rural zones, cluster subdivisions, planned unit developments, subdivisions, conditional use permits.

**A.9 Board briefing at December 12 , 2011 CDS study session:** County Lead – GordonDerr to attend study session and assist in preparation of materials for same.

***Deliverables and Date Due:***

1. Public Involvement Plan – GordonDerr: Complete
2. Website pages – GordonDerr: Ongoing
3. Contact list – GordonDerr: Ongoing
4. Stakeholders interviews summary – County: Complete
5. Data/mapping information – County: Draft complete
6. Catalog of materials from Task A.7 and A.8 – GordonDerr: Complete

**Task B: Preliminary Analysis**

**B.1: Rural character, including visual survey:** County Lead – Prepare a written and visual analysis survey of the County's existing rural character, with emphasis on the variety of rural densities, uses, essential public facilities and rural governmental services needed to serve the rural area. GordonDerr to prepare initial outline and various sections of analysis,. Review and comment on text and maps prepared by County.

***Deliverable and Date Due:***

Survey Report – County: March, 2012 (draft)

**B.2: Rural growth pattern and growth capacity:** County Lead – Prepare technical information which documents the following: 1) existing development patterns, 2) approved development patterns (e.g., pre-plats, short plats; administrative segs), 3) proposed development patterns (e.g., vested pre-

plats), 4) development constraints (i.e., water, critical areas, access), and 5) population growth and distribution (using census information, all well permits, OFM numbers, and building permits, etc). Incorporate information in rural character analysis. GordonDerr to review initial information and attend meetings with County to discuss incorporation of information in analysis.

***Deliverable and Date Due:***

Technical Memorandum, with data and mapping – County: March, 2012 (draft)

**Task C: Public Meeting Open House #1**

**Present Results of Initial Technical Assessments and Analysis to Community and Obtain Feedback from Community:** County Lead – Host two public meetings to present initial analysis and solicit comments from community. GordonDerr to assist in preparation of materials for meeting (e.g., flyer/fact sheet) and attend meetings.

***Date of Open House:*** Upper County & Ellensburg – March, 2012

**Task D: Develop Preliminary Recommendations for GMA Compliance for Board briefing on April 9, 2012**

County Lead – Prepare draft materials with preliminary recommendations for proceeding with remaining tasks, based on the draft preliminary analysis (Task B) and the community feedback at the first open house (Task C). GordonDerr assist in review of draft memorandum and attend CDS study session.

***Date Due:*** Week before CDS Study Session

**Task E: Public Meeting Open House #2**

**Present Results of Initial Technical Assessments and Analysis to Community and Obtain Feedback from Community:** County Lead – Host two public meetings to present initial analysis and solicit comments from community. GordonDerr to assist in preparation of materials for meeting (e.g., flyer/fact sheet) and attend meetings.

***Date of Open House:*** Upper County & Ellensburg – April 2012

**Task F: Preliminary Analysis Available for Public Review**

County Lead – Prepare final Preliminary Analysis report, incorporating feedback from open house events. Prepare draft preliminary recommendations for proceeding with remaining tasks, based on direction from the Board (Task D). GordonDerr to review final draft and attend staff and CDS study session meetings.

***Date Due:*** May, 2012 (post report on website, press release and send flyer to contact list)

**Task G: Public Meeting Open House #3**

**Present Recommendations for GMA Compliance and Obtain Feedback from Community:** County Lead – Host two public meetings to present recommendations and solicit comments from community. GordonDerr to assist in preparation of materials for meeting (e.g., flyer/fact sheet) and attend meetings.

***Date of Open House:*** Upper County & Ellensburg - June, 2012

**Task Ga: Develop Final Recommendations for GMA Compliance for Board Briefing on June 11, 2012**

County Lead – Prepare draft matrices with preliminary recommendations for Comprehensive Plan and Development Regulations amendments, based on the various legal issues. Prepare draft land use designation and zoning maps, based on the preliminary analysis (Task B) and the community feedback at the open house events. GordonDerr assist in preparation of text and map amendments and attend staff and CDS study session meetings.

***Date Due:*** Week before CDS Study Session

***GordonDerr role in following tasks & deliverables to be determined following completion of Task Ga***

**Task H: Draft Policies and Development Regulations**

- H.1 Draft Policies for Rural Element and other Elements as needed (e.g., Land Use Element, Housing Element, Resource Lands Element:**
- H.2 Draft Development Regulations (e.g., PBCP, MPR, PUD, subdivisions):**
- H.3 Kittitas County Conference of Governments (KCCOG) Review of Countywide Planning Policies, as needed, for PUDs outside of UGAs:**

***Date Due:*** July, 2012

**Task I: Public Hearings**

- I.1 Planning Commission Review – Hearing August, 2012**
- I.2 SEPA Review and Threshold Determination – August, 2012**
- I.3 Board of County Commissioners Review – Hearing September, 2012**


**Task J: Board of County Commissioners Adopt Enabling Documents (September 2012)**

**Cost Estimate**

Work performed under this Scope of Work (Tasks A – Ga) shall not exceed \$69,000.00, plus reimbursable expenses (e.g., travel, photo copies), unless the County gives prior written approval to exceed this amount. Consultant shall inform the County immediately if the work associated with the tasks described above exceeds the estimated cost, and the County and the Consultant agree to negotiate in good faith to adjust the level of effort or the cost estimate.

Kittitas County

By: Robert "Doc" Hansen, Planning Official

 Date: 4/17/2012

Van Ness Feldman GordonDerr

By: Jay Derr, Managing Partner

 Date: 4/17/12

This Scope of Work revises and replaces the prior GMA Compliance SOW signed by the County on October 17, 2011.

## SCOPE OF WORK – 2012 Planning Services for Kittitas County

### Overview

Provide Kittitas County with land use planning management and related specific implementation services for the Department of Community Development Services (CDS) for 2012, as generally listed below. These services are expected to occur primarily in the 1st and 2<sup>nd</sup> quarter of the year, and are subject to change based on funding. Services are to be provided primarily by Anna Nelson, AICP, with some specific implementation tasks to be provided by other GordonDerr LLP staff. Services do not include personnel management for County staff, except as necessary for the items listed below, or the following: annual budget preparation, contract negotiations, grant writing or administration or other similar activities. Note: This scope of work is in addition to separate a scope of work for the SMP Update project and 2012 GMA Compliance project.

### CDS Permit Processing

- Transition of 2011 Planning Official efforts, including updates to forms (e.g., TDRs), updates to catalog of code interpretations and policy directives, establishment of permit tracking systems for CDS operations and data for GMA update, updates to CDS website public outreach and information.
- Project review for applications funded by applicant (e.g., Teanaway Solar Reserve).

### Comprehensive Plan & Planning and Development Codes

- Transition of 2011 Planning Official efforts, including standardization of docket list and newsletter.
- Assist in identifying staff proposed 2012 docket items.
- Assist in identifying amendments due to any 2012 state legislation (e.g., SEPA).

### Critical Areas Ordinance Update

- Transition of 2011 Planning Official efforts, including ESA scope of work for 2012.
- Prepare updates for County CAO Update project webpage.
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### Voluntary Stewardship Program

- Prepare materials for and attend open house event on February 28, 2012.
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### Compensation

Work performed under this Scope of Work shall not exceed \$25,000.00, plus reimbursable expenses (e.g., travel, photo copies), unless the County gives prior written approval to exceed this amount. Consultant shall inform the County immediately if the work associated with the items described above exceeds the estimated cost, and the County and the Consultant agree to negotiate in good faith to adjust the level of effort or the monthly fee.

Kittitas County  
Robert "Doc" Hansen, Planning Official

Robert "Doc" Hansen Date: 4/17/2012

Van Ness Feldman GordonDerr By:  
By: Jay Derr, Managing Member

Jay Derr Date: 4/10/12

This Scope of Work revises and replaces the prior Planning Services SOW signed by the County on January 30, 2012.