

# **Kittitas County Regional Comprehensive Shoreline Master Program Update**

## **SCOPE OF WORK**

### **For Incorporating Critical Area Regulations into the Municipal SMPs**

#### **Introduction**

ESA is currently helping Kittitas County and three of its municipalities (Town of South Cle Elum, City of Cle Elum, and City of Ellensburg) update their Shoreline Master Programs in accordance with the Shoreline Management Act (RCW 90. 58) and subsequent legislation and implementing regulations (Washington Administrative Code [WAC] 173-26). The updated SMPs must include provisions to protect critical areas that occur within shoreline jurisdiction in a manner that “assures no net loss of shoreline ecological functions.”

ESA described options for incorporating critical area provisions into the SMPs in a memorandum dated November 6, 2012 and the Cities/Town elected to pursue the direct incorporation option, which means that critical areas standards will be integrated with other components of the SMP. Each jurisdiction’s updated SMP would contain all of the pertinent Shoreline Management Act requirements pertaining to critical areas and there would remain a separate critical area ordinance (located elsewhere in code) that would only apply outside of shoreline jurisdiction.

This Scope of Work outlines the general tasks that ESA would provide to incorporate critical area policies and regulations into the updated SMPs for Town of South Cle Elum, City of Cle Elum, and City of Ellensburg. A cost estimate for this work is provided in Attachment A.

The SMP update tasks identified below correlate with the County’s Phase 3 Scope of Work in SMA Grant Agreement NO. G1200054 between Kittitas County and the State Department of Ecology.

#### **General Assumptions:**

- a. It is ESA’s intent to assist the County and its cities/town in meeting the terms of the Ecology Grant Agreement to the extent allowed by this scope, schedule and budget.
- b. Unless otherwise specified for each written deliverable identified in this scope, ESA will provide one draft for cities/town review. Following receipt of one set of consolidated comments from cities/town, ESA will produce a revised draft. Additional revisions to deliverables could require a scope modification.
- c. All work will be directed by the County’s designated project manager, as coordinated with cities/town Staff.
- d. Costs associated with the tasks identified in Exhibit A (Cost Estimate) may fluctuate, but the total dollar amount specified in this authorization will not be exceeded unless otherwise amended in writing.
- e. Electronic copies of each work product will be provided to each jurisdiction. A single hard copy of each deliverable will be provided when documents become “Final Drafts.”
- f. This scope does not include supporting or participating in public meetings, meetings with the planning commission or other elected bodies beyond what is already provided for in ESA’s existing SMP contract with Kittitas County.

- g. This scope does not include supporting any updates or amendments to Growth Management Act required ordinances or plans.

### **PHASE 3: Complete Draft SMP and Cumulative Impacts Analysis**

#### **Task 3.1 Conduct community visioning process**

Not applicable to this scope.

#### **Task 3.2: Develop general SMP goals, policies and regulations**

ESA has reviewed the existing CAOs for the City of Ellensburg, City of Cle Elum, and Town of South Cle Elum and identified changes that may be required to comply with current Ecology guidance/standards. Using the findings from this memorandum, the Draft Shoreline Inventory and Characterization report (June 2012), pertinent scientific/technical information and the existing cities/town critical areas regulations, ESA will develop draft policies and regulatory standards for protecting critical areas within shoreline jurisdiction as called for in the Ecology shoreline guidelines. ESA will coordinate with the County's project manager to ensure the proposed critical area policies and regulations are compatible with the rest of the proposed SMP. This task includes developing one set of draft policies and regulations and one set of revised policies and regulations for each jurisdiction based on consolidated comments from staff and other reviewers (e.g. Citizen Advisory Committee). These provisions would be integrated into SMP general policies and regulations to be submitted by April 20, 2013, to Ecology. This task does not include any additional inventory or mapping of critical areas beyond what has already been completed as part of the County's SMP/CAO updates or as available in the Cities/Town critical area ordinances. The draft critical area regulations would take into account information from the County's Best Available Science review memoranda that were prepared by ESA under a separate contract and, as available, in the Cities/Town Best Available Science.

##### ***Deliverables:***

- Draft technical memorandum with scientific justification and rationale for any changes to the existing critical area regulations (one memorandum for each jurisdiction) – **February 11, 2013.**
- Following review of the technical memo, ESA will prepare draft critical areas regulations for each of the three jurisdictions (City of Ellensburg, City of Cle Elum, and Town of South Cle Elum) for incorporation into their respective draft SMPs— **March 11, 2013.**
- Incorporate consolidated comments into a revised draft version for submittal to Ecology – **April 10, 2013.**

#### **Task 3.3: Develop environment designations**

Not applicable to this scope.

#### **Task 3.4: Develop environment-specific shoreline use & modification policies, regulations and standards**

Not applicable to this scope.

**Task 3.5: Develop SMP administrative provisions**

Not applicable to this scope.

**Task 3.6: Prepare preliminary cumulative impacts analysis**

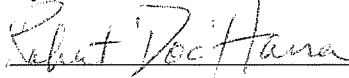
Not applicable to this scope.

**Cost Estimate**

Work performed under this Scope of Work shall not exceed \$21,900.00 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: 1-23-2013

ESA

By: Margaret Clancy, Director



Date: 1-28-13

**EXHIBIT A**

<b>Individual Tasks</b>	<b>Budget</b>
Ellensburg - Provide scientific justification (tech memo)	\$2,500
Ellensburg - Write CA section of SMP	\$2,500
Cle Elum - Provide scientific justification (tech memo)	\$3,200
Cle Elum - Write CA section of SMP	\$5,000
So. Cle Elum - Provide scientific justification (tech memo)	\$3,200
So. Cle Elum - Write CA section of SMP	\$5,500
<b>TOTAL COST</b>	<b>\$21,900.00</b>