



KITTITAS COUNTY COMMUNITY DEVELOPMENT SERVICES

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"Building Partnerships – Building Communities"

AGENDA STAFF REPORT

AGENDA DATE: March 7, 2017

ACTION REQUESTED: Approval of Professional Services Agreement with CREA Affiliates, LLC to Aid in Completing the Update of the Comprehensive Plan and Implementing Regulations.

BACKGROUND: The County is in the process of updating the Comprehensive Plan, amending the Critical Areas Ordinance (CAO), and amending the County's Code to implement the goals and policies eventually to be adopted by the Board. The County has replaced three employees, two of which were involved in the update of the Plan. The loss of such employees has created a need to extend the original schedule to complete the Plan and implementing ordinances. Updating the Plan was originally scheduled to be completed by June 30, 2017 as required by the State.

The Growth Management Act (GMA) permits extension of the required update when the population of a county jurisdiction is less than 50,000 people or has grown less than seventeen (17) percent within the previous decade. Kittitas County has grown 16.87% over the last decade and an update in the population in April may exceed 17% by the time we are required to update the Plan. It has been brought to our attention by the Department of Commerce that they will consider the decade growth that has occurred by June 30, 2017 rather than 2016.

The Department of Commerce has awarded a grant to the County in order to encourage the County to complete the Plan and amendment to regulations as quickly as possible. The grant will permit us to establish a Professional Services Agreement with a planning consultant to aid in the completion of the Plan. CREA Affiliates has completed plans in other rural jurisdictions in the State and in other parts of the Country. After review of several other consultants, CDS staff has determined that CREA Affiliates are capable in aiding the County to complete its plan with support from the Department of Commerce. Staff and CREA Affiliates have established a Scope of Work necessary to complete the GMA requirements, the cost of such activities, and a schedule for completion of the activities.

Presented proposed for the approval by Commissioner is the Professional Services Agreement of the completion of the identified tasks. Staff recommends that the Commissioners approve the agreement, dated February 27, 2017 to compensate the consultant for preparation services identified in the SOW.

INTERACTION: CDS, Prosecuting Attorney, Board of County Commissioners

ATTACHMENTS: Proposed Professional Services Agreement to be signed by the Board of Commissioners

STAFF

RECOMMENDATION: CDS recommends to the Board of County Commissioners to approve the proposed Agreement

HANLDING: Presentation to the Board by Kittitas County Community Development Services.

RESPONSIBLE STAFF: Robert "Doc" Hansen, Planning Official