



Staff Report

September 18, 2023 Council Workshop Meeting

Professional Services Agreement for Comprehensive Plan Update, Downtown Subarea Plan, and Climate Planning

Presenter: Alan Peters, Community Development Director

Time Estimate: 30 minutes

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|--------------|------------------------|
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BACKGROUND: The Growth Management Act (GMA) is a series of state statutes, first adopted in 1990, that requires Washington’s cities and counties to develop a comprehensive plan to manage their population growth. Comprehensive plans must be adopted and reviewed on a periodic schedule set by GMA. Camas’s *Camas 2035* Comprehensive Plan was adopted in 2016.

The City of Camas is required to complete a review and update of our comprehensive plan by June 30, 2025. The updated comprehensive plan will reflect a 20-year vision for the future of Camas through 2045 and will be required to accommodate the future population, employment, and infrastructure needs of the community. The plan must also be compliant with updates to the GMA, including recent changes related to middle housing and climate planning adopted by the Legislature in 2023.

In addition to the citywide comprehensive plan update, the City will simultaneously be developing a subarea plan for downtown Camas. A subarea plan will allow the City to take a more focused look at our downtown area and will result in an actionable strategy to enhance our historic downtown and ensure it will be able to sustain anticipated growth through 2045 and beyond. A downtown subarea plan was contemplated by *Camas 2035* and Council approved a decision package with the 2023-2024 biennial budget to allow this plan to proceed.

Based on the needs of both planning projects, staff issued a Request for Qualifications (RFQ) to seek a multidisciplinary project team to oversee the delivery and execution of both the comprehensive plan update and downtown subarea plan. While the comprehensive plan and downtown subarea plan are separate and distinct plans, a single consultant contract will provide the opportunity for close coordination between both planning processes and allow for efficiencies in project management, public engagement, and the use of city resources.

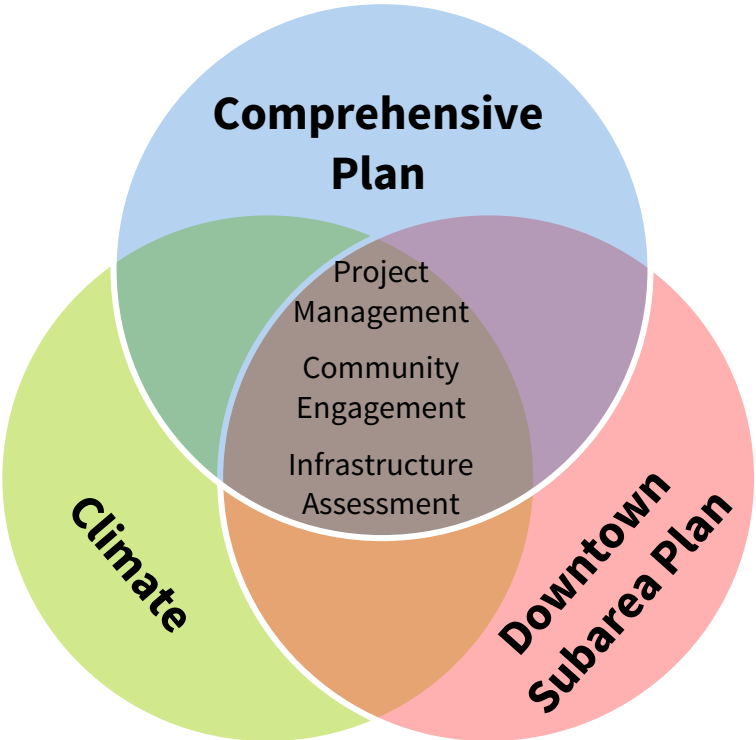
Funding for these planning projects has been included in the City’s 2023-2024 biennial budget and will be supplemented by the Department of Commerce’s Periodic Update Grant, Middle Housing Grant, and Climate Planning Grant.

SUMMARY: Staff published an RFQ in April 2023. The RFQ was developed after reviewing periodic review requirements and informed by interviews with City staff, the Mayor, the Downtown Camas Association (DCA) Executive Director, and Executive Director of the Camas-Washougal Chamber of Commerce. In June 2023, an evaluation committee consisting of city staff, a member of the Planning Commission, and the DCA Executive Director reviewed responses to the City’s RFQ using the following weighted evaluation criteria:

- Quality of the team’s understanding and approach to the project (15%)
- The team’s demonstrated experience with similar projects (25%)
- Individual team members demonstrated experience with similar projects (15%)
- Individual team members expertise in the specialty areas that are the subject of this RFQ (15%)
- Quality of the team’s approach to inclusive community engagement (25%)
- Quality of the team’s approach to integrating the work of subconsultants (5%)

After reviewing the proposals and conducting interviews with the respondents, the evaluation committee selected the team of WSP USA, SERA Architects, 3J Consulting, DKS Associates, and ECONorthwest to complete this project.

The proposed scope of work is separated into three overlapping tasks or plans with distinct budgets based on available funding. Task 1 is the Comprehensive Plan. Task 2 is the Downtown Subarea Plan. Task 3 will fulfill the City’s obligations under HB 1181 to address climate change by including a new climate change and resiliency element in the comprehensive plan.



Task 1. Comprehensive Plan

The City's comprehensive plan update will be guided by community-wide participation in a variety of formats and locations. Two advisory committees will be utilized throughout the planning process and the Planning Commission and City Council will have regular briefings at important milestones throughout the process. Broader community input will be received through community conversations at city events, four community summits, surveys, and other online communication tools.

The final comprehensive plan will include the following elements:

- Community Character
- Land Use
- Housing
- Natural Environment
- Climate
- Transportation
- Public Facilities and Services
- Economic Development

The Community Character element will be a new addition to the comprehensive plan and will describe the key characteristics of the built and natural environment that make Camas feel like Camas. The purpose of this element is to establish the sense of place that should be retained and created through new development over the planning horizon. This may include retaining the "small town feel" that makes Camas a unique place to live and work, open spaces and tree coverage, and supporting livability through thoughtful design.

The Housing element will result in goals, policies, and code updates to meet the housing needs of the whole community and comply with new GMA requirements included in HB 1110 and HB 1220. Building on the 2021 Housing Action Plan, the project will include a housing needs assessment, housing market evaluation, and inform land use growth scenarios.

More details about the remaining elements and this task are included in the attached scope of work. The total proposed budget for the Comprehensive Plan is \$606,955. This task will be partially funded by a \$125,000 Periodic Update Grant and a Middle Housing Grant of up to \$75,000 from the Department of Commerce.

Task 2. Downtown Subarea Plan

The downtown subarea plan will benefit from the same public involvement plan utilized for the comprehensive plan. The advisory committees identified for the comprehensive plan will also guide the downtown subarea plan, but the project team will also engage directly with downtown stakeholders through regular meetings with the Downtown Camas Association (including board meetings, merchant meetings, economic vitality committee meetings, etc.)

The subarea plan will include direction for sub-districts, land use and density, connectivity and mobility systems, potential (re)development sites, gateways, and activity centers. The team will also prepare updated code language and a new Downtown Design Manual that implements the recommendations included in the subarea plan. The plan will also provide input into the overall comprehensive plan’s land use scenarios.

The total Downtown Subarea Plan budget is \$424,986. Funding for this plan was allocated in a decision package for the 2023-2024 biennial budget approved by Council.

Task 3. Climate Planning

HB 1181 was enacted this year, requiring local governments to plan for climate change impacts as part of their comprehensive planning processes. Under the new requirements, localities must add a climate change and resiliency element to comprehensive plans. This element must include an emissions reduction sub-element and a resiliency sub-element. The City has been provided a grant of up to \$500,000 for climate planning over the next several years. A portion of this award will be used to develop a climate element in the updated comprehensive plan and the City will reserve the remainder of this award for future implementation activities. The City will also be coordinating with Clark County and other cities in Clark County on countywide planning policies and on existing conditions analyses. A city climate policy advisory team will be established to assist with the development of the new climate change and resiliency element.

The cost for this climate planning is \$169,258. Funding for this plan will be provided by a Climate Planning Grant from the Department of Commerce.

Staff requests Council approval of the attached professional services agreement with WSP USA. The proposed services and associated costs are summarized below.

| TASK | FEE | GRANT FUNDING |
|--------------------------|--------------------|--|
| 1. Comprehensive Plan | \$606,955 | \$125,000 (Periodic Update) \$75,000 (Middle Housing, actual award amount to be determined) |
| 2. Downtown Subarea Plan | \$424,986 | |
| 3. Climate Planning | \$169,258 | \$169,258 (Climate Planning) |
| Expenses | \$3,140 | |
| Total | \$1,204,339 | \$369,258 |

BENEFITS TO THE COMMUNITY: Updating the comprehensive plan is essential for the sustainable and well-organized growth of the City of Camas over the next 20 years. Through extensive public involvement, the plan will ensure that the community's needs and values are considered as the City plans for the anticipated population and employment growth and addresses updates to the GMA related to middle housing and climate change. Compliance with GMA will also ensure that the City of Camas remains eligible for state grant funding opportunities.

BUDGET IMPACT: The professional services agreement is fully funded by the 2023-2024 biennial Planning Division budget and with grant funding from the Department of Commerce.

RECOMMENDATION: Staff recommends the professional services agreement with WSP USA for the comprehensive plan update, downtown subarea plan, and climate planning be placed on the October 2, 2023, Council Regular Meeting consent agenda for Council's consideration and approval.