



## Scope of Work Comprehensive Plan Update Amendment 1: Development Code Updates McCleary, WA

**Prepared For:** Chad Bedlington, Public Works Director

**Prepared By:** Cristina Haworth, AICP

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### Introduction:

The City of McCleary's comprehensive plan and map, which are currently in final review for adoption by City Council, included three new zoning districts to better manage growth over the next 20 years. These three zones, Master Plan (MP) District, Infill Housing Overlay (IHO) District, and Public/Institutional (P/I) District need standards written in the development code (Title 17) to implement the vision of the comprehensive plan. The City is also in need of a general Title 17 code cleanup to eliminate redundancies and ensure consistency throughout the development regulations. This amendment accomplishes those updates and is divided into three parts:

1. Develop the Master Plan District code language.
2. Develop the Infill Housing Overlay District and Public/Institutional District code language.
3. Other minor changes throughout Title 17 needed for code consistency, including revised definitions, subdivision regulations, non-conforming uses, and variances and appeals.

These additions to the Development Regulations will be consistent with the feedback received from the community during the recent public outreach process and in the guiding principles in Chapter 3 of the updated comprehensive plan.

This scope of work is limited to drafting the code language, submitting that text to staff for review and revision, and finalizing that language for staff to take through the adoption process with City Council. Completing environmental (SEPA) review, filing the Notice of Intent to Adopt with the Department of Commerce, preparing ordinances and hearing packets, and attending City Council are not included in the scope of work.

### Phase 07: Development Code Updates

#### Task 1 Master Plan District Code Language

SCJ proposes to allow development in the Master Plan (MP) District subject to a Development Agreement, consistent with Washington State's allowances in state law (RCW 36.70B.210 and WAC 365-196-845), which documents a variety of standards, land uses, phasing, and vested

rights negotiated between the City and a private property owner or their developer. The new code language will also address the process for amendments and termination of the development agreement by either the developer or the City. This task includes front-end research by SCJ, code drafting to include simple base development standards and the required development agreement language, one set of revisions based on review comments provided by the client, and delivery of the final language for consideration by City Council.

**Deliverables:**

1. Draft text of new code for Master Plan (MP) District
2. Final text of MP District

**Phase 07 Task 01 Fee Estimate: \$5,700 Time & Materials**

**Task 2**    **Public/Institutional District**

The Public/Institutional District was established solely for city-owned and other public and/or institutional uses, including City Hall, McCleary School, the Community Center, and the cemetery. The code will recognize the variety and unique characteristics of these uses and will strive for flexible development standards while emphasizing transparency and fairness with other similar projects in the City. This task includes front-end research by SCJ, code drafting, one set of revisions based on review comments provided by the client, and delivery of final language for consideration by City Council.

**Deliverables:**

1. Draft text of new code for Public/Institutional (P/I) District
2. Final text of P/I District

**Phase 07 Task 02 Fee Estimate: \$3,000 Time & Materials**

**Task 3**    **Future Work: Infill Housing Overlay**

The Infill Housing Overlay (IHO) is a district that applies to existing single-family residential homes within the core downtown area of McCleary as depicted on the preferred land use maps. A number of these properties have significant opportunities for additional housing developments, either on adjacent vacant lots or on larger properties that already have a dwelling unit. The new code will be written to permit all principal, accessory, and conditional uses in the underlying zone(s) to remain while allowing context-sensitive accessory dwelling units (ADUs) and “missing middle” housing types that keep with the scale of existing residential development (e.g. duplexes, townhomes, condominiums) to be built when code conditions are satisfied. This phase assumes modifications to existing Chapters in Title 17 to define and enable the zone, with a stand-alone chapter for standards IHO that only applies to those properties within the overlay. This allows the overlay boundary to change over time without requiring additional code text amendments. This task includes front-end research by SCJ, code

drafting, one set of revisions based on review comments provided by the client, and delivery of final language for consideration by City Council.

**Deliverables:**

3. Draft text of new code for Infill Housing Overlay (IHO) District
4. Final text of IHO District

**Phase 07 Task 03 Fee Estimate: \$TBD Time & Materials**

**Task 4** *Future Work: Other Updates to Title 17*

There are chapters where potentially relevant revisions might be needed, including:

- Definitions: Certain definitions related to the MP, IHO, and I/P Districts.
- Subdivision Regulations: If the IHO aims to encourage smaller lots or different lot configurations, sections within Subdivision Regulations might require updates.
- Non-Conforming Uses: Depending on how the new zoning changes treat existing uses that become non-conforming, relevant sections may need revision.
- Variances and Appeals: Sections outlining variance procedures could need updates if new standards in the IHO or MP Districts create grounds for variance requests.
- Elimination of R3 Zone: Eliminating the R3 District may have created inconsistencies, conflicts, or omissions in Title 17 that should be addressed. Manufactured homes or manufactured home parks should be allowed in one or more other zoning districts.

**Deliverables:**

1. Code updates recommendations memo and fee estimate
2. Draft text of updated code
3. Final text of updated code

**Phase 07 Task 04 Fee Estimate: \$TBD Time & Materials**

**Conditions and Assumptions**

1. SCJ Alliance is flexible in completing this scope of work. Minor changes and adjustments can be made upon request received in writing. Changes may require an adjustment to the schedule and/or budget allocations.
2. This scope of work is limited to drafting the code language, submitting that text to staff for review and revision, and finalizing that language for staff to take through the adoption process with City Council. Completing environmental (SEPA) review, filing the Notice of Intent to Adopt with the Department of Commerce, preparing ordinances and hearing packets, and attending City Council are not included in the scope of work.
3. The budgets provided are estimates to complete the work. Unexpected project changes or work outside the scope may result in the need for additional funding to complete the work. To the best of our ability, SCJ Alliance will notify the City's project manager as soon as the need for budget modification has been identified.

## Budget and Schedule

This Amendment No. 1 Tasks 01 and 02 scope of work will be completed on a time and materials basis, not to exceed **\$8,700**. Tasks 03 and 04 will be scoped separately and work will commence when the scope and associated budget are authorized by the client.

Task 01 Deliverable 01 (draft MP code amendments) and Task 02 Deliverable 01 (P/I code amendments) will be completed within four weeks of notice to proceed. Task 01 Deliverable 02 (final MP code amendments) and Task 02 Deliverable 02 (final P/I code amendments) will be completed two weeks after receiving review comments from the City.

Task 03 and Task 04 deliverables will be scheduled upon authorization and notice to proceed.

All work will be completed no later than December 31, 2025.