



**Exhibit A**  
**Scope of Work**  
**On-Call Planning**  
**City of McCleary, Washington**

**Prepared For:** City of McCleary  
Attn: Jon Martin, City Administrator  
100 South 3<sup>rd</sup> Street  
McCleary, WA 98557

**Prepared By:** SCJ Alliance

**Date Prepared:** March 11, 2026

## Scope Overview

Thank you for the opportunity to provide a scope of work for on-call planning services for the City of McCleary. This scope of work outlines various professional planning services to assist the City with both short-term and long range planning support as the City begins to experience increased development pressures.

This scope of work therefore includes two primary service categories:

1. **On-Call Planning Services** to provide day-to-day planning and development review capacity; and
2. **Targeted Municipal Code Updates** to strengthen the City's regulatory framework and provide tools needed to manage upcoming development activity.

On-call services for short-term planning include: review of land use applications, permitting, GIS, meeting attendance (pre-application, planning commission, City Council, etc.), and other services based on the city's needs.

Long range planning services will focus on targeted long range code updates including: fee recovery, streamlined permitting procedures and enhanced development agreement procedures.

This scope of work has been prepared to provide hourly on-call consulting services, as described in the attached Scope of Work. Services will begin March XX, 2026 and will automatically renew for up to five calendar years, thus expiring on March 31, 2031. Budget will be determined annually, depending on City budget allocation

For long-range planning needs SCJ will provide a Task Authorization (i.e. estimate cost for each task upfront) to the City for approval prior to engaging in work.

SCJ scope of services for this effort consists of the following phases of work:

## Phase 1 – On-Call Planning Services

### Purpose:

Provide professional planning support to allow the City to process permits, respond to development inquiries, and support staff and elected officials. All tasks listed below will be undertaken as requested by the City and within the total authorized budget allocated to this task. If additional support is requested after the authorized budget has already been spent, then an amendment to provide additional budget may be required.

### Task 1 General Planning Assistance

- 1) Respond to planning and zoning inquiries from City staff and the public
- 2) Provide interpretation of municipal code, development regulations and permitting requirements
- 3) Provide consultation via phone, email, and written correspondence
- 4) Provide GIS support as needed

### Task 2 Staff, Commission and Council Support

- 1) Attend staff meetings as requested (in-person or virtual)
- 2) Prepare for, travel to, and attend Planning Commission meeting, as requested
- 3) Prepare materials for and attend City Council meetings, as requested

### Task 3 Administration and Reporting

- 1) Tracking development review time for individual projects
- 2) Monthly invoicing and progress reporting

### Deliverables

- Staff reports, correspondence, and planning memoranda
- SEPA documentation and permit review materials, as needed
- Meeting summaries or notes
- Monthly invoices and progress reports

### **Phase 1 – T&M \$35,000**

For 2026, the budget for Phase 1 services will be billed on a time and materials basis, and will be set at \$35,000 for 2026. Additional budget for subsequent years may be provided by amendment to this Agreement.

## Phase 2 - Development Review and Permit Processing

### Purpose:

Provide professional review of development applications submitted to the City and coordinate technical review to ensure proposals comply with applicable municipal code, state regulations, and adopted development standards.

Development review work will be tracked by individual project so that costs may be recovered from applicants as permitted by City code.

Depending on the type (scale and complexity) of the land use application, each submitted application may consist of the following components:

#### **Development Application Review**

- Review land use and development permit applications submitted to the City
- Provide written review comments identifying compliance with City regulations
- Coordinate with City staff and technical consultants as needed
- Prepare draft conditions of approval and staff reports

#### **Pre-Application and Applicant Coordination**

- Participate in pre-application meetings with applicants and City staff
- Provide guidance on applicable development regulations and submittal requirements
- Coordinate with applicants regarding application completeness and additional information requests

#### **Environmental Review**

- Review SEPA checklists and supporting documentation
- Prepare SEPA threshold determinations when required
- Coordinate environmental review with other project permits

### **Task 1 Land Use Application Example #1**

New tasks will be added per each individual land use application that is submitted to the City.

#### **Potential Deliverables (as applicable per Task)**

- Development review comment letters
- Staff reports and recommendations
- Draft conditions of approval
- SEPA documentation and determinations
- Written correspondence with applicants and City staff

No work will be conducted under Phase 2 without authorization of a specific task budget.

### **Phase 3 - Development Review Fee and Cost Recovery Structure**

Purpose:

This phase will establish a clear and defensible framework that allows the City to recover the full cost of development review services, including the use of outside consultants, through an updated fee schedule and administrative procedures.

## Task 1 Review Existing Fee Structure

- 1) Review the City's current development-related fees, including Resolution 538 and applicable sections of the McCleary Municipal Code (Title 3 and 17), to identify gaps, inconsistencies, and limitations related to cost recovery.
- 2) Prepare a summary report.

## Task 2 Update MCC 17.40.155 code language

- 1) MCC 17.40.155 currently authorizes recovery of consultant fees. This task will consist of amending the code section to provide additional clarity, and include provisions for advanced deposits and method for responding to disputes.

## Task 3 Update Existing Development Permit Fee Structure (Resolution 638)

- 1) Update the fee schedule and structure to support:
  - Updated application fees and hourly review fees
  - Inclusion of consultant pass-through fees (planning, engineering, building, and other technical reviewers)
  - Applicant deposits/retainers with reconciliation of actual costs
  - Administrative procedures for fee collection, refunds, and additional billing

## Task 4 Draft Fee Resolution

- 1) Prepare draft resolution for City Council to approve updated development review fee schedule, including finds supporting cost recovery and administrative provisions for implementation.

## Task 5 Coordination, Review, and Implementation

- 1) Coordination with City staff and attendance at City Council meetings, as requested
  - Review proposed amendments with City staff (one in-person meeting)
  - Make revisions as requested
  - Prepare presentation materials (staff reports, Powerpoints, etc.) for City Council
  - Attend City Council meeting, as requested (one in-person meeting)

## Deliverables

- Memorandum summarizing recommended fee recovery structure
- Draft amendments to MCC 17.40.155
- Updated development permit fee schedule
- Draft fee resolution for City Council consideration
- Staff report and presentation materials for City Council
- Attendance at City Council meetings as requested

**Phase 3 – T&M Estimate: \$5911**

## Phase 4 – Permit Processing Procedures

### Purpose:

This phase will establish a clear and consolidated framework for processing land use and development permit applications in the McCleary Municipal Code. The work will evaluate how permit procedures are currently addressed in the City Code and prepare a new or revised chapter that establishes consistent permit review procedures in accordance with the Local Project Review Act (Chapter 36.70B RCW) and recent amendments adopted by the Washington State Legislature under SSSB 5290 (2023).

The resulting ordinance will provide clarity for applicants, staff, and decision-makers by consolidating permit processing procedures—such as application requirements, notice procedures, decision authority, and appeal processes—into a single chapter of the municipal code.

### Task 1 Municipal Code Structure Review

- 1) Review the McCleary Municipal Code to identify existing permit processing procedures and determine how they are currently organized within Titles 16, 17, and other applicable sections.
- 2) Evaluate the code structure and conduct a gap analysis of missing sections and recommend the most appropriate location within the municipal code for a consolidated permit processing chapter.

### Task 2 Permit Review Framework

SCJ will develop a recommended procedural framework for project permit review that aligns with the requirements of Chapter 36.70B RCW and SB 5290. The framework will establish:

- Permit decision types (e.g., administrative, administrative with notice, and quasi-judicial decisions)
- Decision authorities (staff, hearing examiner, or City Council)
- Application requirements and completeness determinations
- Public notice procedures
- Public hearing procedures
- Permit processing timelines consistent with state law
- Staff report and decision documentation requirements
- Administrative appeal procedures

### Task 3 Draft Permit Processing Ordinance

SCJ will prepare draft ordinance language establishing a consolidated chapter governing project permit review procedures. The draft ordinance will address:

- Purpose and applicability
- Vesting and standards of review
- Pre-application meetings
- Application submittal requirements

- Determination of completeness
- Notice of application and hearing procedures
- Public comment procedures
- Consistency determinations
- Decision issuance and notice of decision
- Permit processing timelines
- Administrative appeals

## Task 4 Coordination, Review and Implementation

SCJ will coordinate with City staff to review the proposed permit processing framework and draft ordinance language and will revise the draft ordinance based on staff input.

- 1) Review proposed permit processing framework and ordinance with City staff – one virtual meeting and one in-person meeting
- 2) Make revisions as requested and prepare Project Permit Review Procedures ordinance
- 3) Prepare presentation materials (staff reports, Powerpoints, etc.) for Planning Commission and City Council
- 4) Attend one Planning Commission meeting and one City Council meeting, as requested

## Deliverables

- Memorandum summarizing recommended code organization and permit processing structure
- Draft Project Permit Review Procedures ordinance
- Final ordinance language ready for City consideration
- Attendance City Council meetings, as requested

**Phase 4 – T&M Estimate: \$8025**

## Phase 5 – Updated Development Agreement Ordinance

Purpose:

This phase will update MCC Chapter 17.44, Development Agreements to provide clearer procedures and expanded flexibility for the use of development agreements in the City of McCleary. While the existing code authorizes development agreements, it does not provide sufficient guidance regarding the form of agreement, application requirements, or procedures for review and approval.

The updated ordinance will establish a clearer framework for negotiating and implementing development agreements, particularly for complex or phased development projects, including pre-annexation agreements and master planned developments. The amendments will address topics such as project phasing, infrastructure timing, vesting of development standards, and the process for negotiating development standards between the City and project applicants.

## Task 1 Review Existing Development Agreement Code and Summary of Recommendations

- 1) Review MCC Chapter 17.44 and related provisions of the McCleary Municipal Code
- 2) Identify gaps, inconsistencies, or procedural limitations in the existing development agreement framework
- 3) Prepare a summary memorandum outlining recommended updates to the ordinance
- 4) Coordinate with City staff to review the recommendations and confirm the preferred approach prior to drafting code amendments, with one in-person meeting

## Task 2 Updated MCC 17.44 Development Agreement Ordinance

- 1) Prepare draft ordinance language updating MCC Chapter 17.44 to provide clearer procedures and guidance for development agreements. The draft ordinance may include provisions addressing:
  - Purpose and authority for development agreements
  - Applicability and circumstances where development agreements may be used
  - Form and structure of development agreements
  - General provisions governing agreements
  - Application requirements and submittal materials
  - Required contents of development agreements
  - Review and approval procedures
  - Provisions addressing pre-annexation development agreements
  - Procedures for master planned or phased developments
  - Enforcement provisions and appeal procedures

## Task 3 Coordination, Review and Implementation

- 1) Review draft ordinance language with City staff
- 2) Revise and finalize the draft ordinance based on staff input
- 3) Prepare presentation materials (staff reports, PowerPoints, etc.) for Planning Commission and City Council
- 4) Attend one Planning Commission meeting and one City Council meeting, as requested, to present the proposed ordinance and respond to questions

## Deliverables

- Memorandum summarizing recommended updates to MCC 17.44
- Draft Development Agreement Ordinance
- Final Development Agreement Ordinance ready for City consideration
- Attendance City Council meetings, as requested

**Phase 5 – T&M Estimate: \$7919**

## PHASE 6 – (Future Phase TBD) Targeted Development Code Updates

This future phase addresses additional development code updates identified in prior scopes of work and memoranda to improve consistency, clarity, and responsiveness to development pressure. This work will only be undertaken at the request of City Staff, with a clear task authorization and budget approved in advance.

### Potential Tasks

#### Task 1 Development Code Assessment

Review relevant sections of the McCleary Municipal Code and create a gap analysis, focusing on previously identified issues, including:

- Definitions related to Master Plan (MP), Infill Housing Overlay (IHO), and Public/Institutional (P/I) districts
- Subdivision regulations affected by zoning or overlay changes
- Nonconforming use provisions
- Variance and appeal procedures
- Elimination of the R-3 zone and related code inconsistencies

#### Task 2 Draft Code Amendments

Prepare draft amendments addressing the issues identified above, consistent with adopted policies and best practices.

#### Task 3 Coordination and Review

Coordinate with City staff to review draft amendments and revise based on comments.

### Phase 4 Deliverables

- Gap Analysis
- Code update recommendations memorandum
- Draft code amendments in TrackChanges format

**Phase 6 Estimate: TBD**

### Understanding

- This is an on-call planning contract that requires task authorization for each task “upfront” approval from the City prior to engaging in any of the above tasks.
- SCJ staff are available by phone, email, and in person per City request to ensure efficiency and consistency.

- The City of McCleary will provide all application intake and distribution of materials to SCJ, as well as tracking permits via their internal system.

**BUDGET SUMMARY**

**FEES**

Phase 1 – On-Call Planning Services	T&M \$35,000
Phase 2 – Development Review and Permit Processing	T&M per task
Phase 3 – Development Review Fee & Cost Recovery Structure	T&M \$5911
Phase 4 – Permit Processing Procedures Ordinance	T&M \$8025
Phase 5 – Updated Development Agreement Ordinance	T&M \$7919
Phase 6 – Targeted Development Code Updates (future phase as requested)	T&M - TBD

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**Total Estimated Fees**

**T&M \$56,855**

## 98 Phase 98 - Additional Services

We understand that sometimes things “come up” during a project that we need to work on quickly and are out of the project scope listed above. When things like that develop, we will discuss with you the estimated effort first, and track the time and costs under this separate phase.

## 99 Phase 99 - Expenses

Expenses will be charged on a time-and-materials basis and include items such as travel expenses, mileage, plan reproduction, copies, etc.

We appreciate the opportunity to be a part of this impactful and important project in the community and look forward to getting started. If you have any questions or comments, please contact SCJ at 360-352-1465. Thank you.

Respectfully,

SCJ Alliance