



On-Call Planning Task Order Request

Date	5/19/2025
Task Order Name	Critical Areas Ordinance Update
Task Order Reference #	2406.0332.02

Scope of Services

Under this Task Order, Facet will assist the City of Medina with the following scope of work:

TASK 1. PROJECT ADMINISTRATION

The Facet project manager will serve as the direct point of contact, working closely with the City project team throughout the Critical Areas Ordinance (CAO) update with regular check-in meetings and internal quality assurance on all deliverables. The project manager will facilitate a kick-off meeting and subsequent coordination meetings with the project team, including any other relevant stakeholders. The project manager will establish goals and expectations including a deliverable schedule.

Deliverables:

- Kick-off meeting summary, including Project Management Plan
- Meeting agendas and summaries for all biweekly coordination meetings
- Monthly progress reports and invoices

TASK 2. BEST AVAILABLE SCIENCE (BAS) REVIEW

- Draft BAS Report.** The Consultant team will review prior BAS documentation to determine updates needed to complete with changes in science or regulatory guidance. The Consultant team will prepare a BAS Report to supplement the prior BAS review.
- Final BAS Report.** The Consultant team will prepare a final BAS Report that incorporates City comments from the draft in Task 2.b.

Deliverables:

- Draft BAS Report for City staff review
- Final BAS Report that incorporates City comments

Assumptions:

- Development of each work product includes one (1) round of review with consolidated comments by the City.

TASK 3. GAP ANALYSIS

- c. **Gap Analysis.** A Gap Analysis of the current CAO, Medina Municipal Code (MMC) Chapter 16.50 – Critical Areas, will be drafted and cross-referenced to check for known deficiencies in meeting GMA requirements. Management and regulatory recommendations will be produced as separate chapters of the report. All substantive recommendations will be tied to scientific findings which meet BAS standards, an element which may prove useful during the local adoption process.
- d. **Commerce Checklist.** Complete the Washington State Department of Commerce CAO Checklist.

Deliverables:

- Completed Commerce Critical Areas Checklist
- Draft and Final Gap Analysis that incorporates City comments

Assumptions:

- The City will provide necessary background information to complete the review of existing policies and critical area regulations. City staff will provide timely review and provide one round of feedback on initial completed Checklist and one round of feedback on the initial gap analysis report.

TASK 4. COMMUNITY ENGAGEMENT AND FORUM FACILITATION

- a. **Public Engagement Plan.** The Consultant will prepare a Public Engagement Plan that lays out a strategy to effectively notify interested parties, gather input to assist the CAO update, ensure open communication, and understand how best to engage the community.
- b. **Online ArcGIS StoryMap.** The Consultant team will provide content for an online StoryMap at the project outset that can be shared on the City's CAO update website. The StoryMap will provide key project information to the public, including project schedule, meeting information, project details, and frequently asked questions. StoryMap content updates will be shared by the Consultant team throughout the project, as needed.
- c. **Public Forums.** The Consultant team will help facilitate two in-person public forums to help inform the public regarding the CAO update, including the use of BAS and potential for code changes. The Consultant team will capture and summarize community feedback in Forum Summary Memos and will work to integrate the findings into the CAO update framework.

Deliverables:

- Public Engagement Plan
- Online StoryMap content
- Public Forums (2) and materials
- Forum Summary Memos
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Assumptions:

- The City will be responsible for organizing the meeting logistics and sending notices and meeting materials
- The ArcGIS StoryMap will be hosted by the City

- The City will host and update a project-specific website. The Consultant may provide input and recommendations on site content.

TASK 5. DRAFTING OF CRITICAL AREA CODE AMENDMENTS

- Preliminary Draft CAO and BAS Crosswalk.** The Consultant team will provide a preliminary draft with the revisions to the CAO. As a companion document to the revised CAO, the Consultant team will produce a crosswalk report that clearly describes the supporting rationale for the proposed revisions. This task may include GIS analysis to evaluate the potential regulatory changes.
- Public review draft CAO.** The Consultant team will incorporate City comments and prepare an initial public review draft of the CAO in an underline/strikethrough format. City staff will be responsible for sharing the public review draft for comment.
- Respond to public comments.** The Consultant team will respond to public comments in a comment matrix format unless otherwise specified by the City staff.
- Prepare final draft CAO.** The Consultant team will prepare a revised, final draft of the CAO that incorporates any necessary changes from public comments.

Deliverables:

- A preliminary draft of proposed code updates for City review along with a BAS crosswalk
- A preliminary draft of proposed code updates for public review
- Comment Response Matrix
- Final draft CAO

Assumptions:

- Each work product includes one round of consolidated comments from the City
- City will consolidate public comments for the Consultant team's review

TASK 6. ADOPTION SUPPORT

- SEPA Support.** Facet we will prepare a draft SEPA checklist for City use. The City will be responsible for issuing a SEPA determination. The City will also be responsible for preparing and submitting a 60-day notice to Commerce.
- Presentation to Planning Commission and/or City Council.** Support City staff in presenting the final CAO amendments to the Planning Commission and City Council for review and adoption. This includes attending up to four public meetings to provide technical support during the legislative process. The four meetings will likely be some combination of Planning Commission, Development Services Committee and City Council meetings, as requested by City staff.
- Final CAO Land Use Code Amendment for Adoption.** Following all public deliberation and hearings, Facet will prepare a final CAO for adoption by City Council.

Deliverables:

- Draft SEPA Checklist
- Final CAO for adoption
- Presentation materials, as needed, to support public meetings

Assumptions:

- The City will coordinate meeting logistics and notify the Consultant of required attendance.
- Facet would anticipate this process would result in a Determination of Non-Significance, consistent with other similar CAO updates of this nature.
- The City will be responsible for issuing a SEPA determination and coordinating the 60-day GMA notice to Commerce.

Estimated Budget

Task	Task Name	Estimated Cost
1	Project Administration	\$7,760
2	Best Available Science Review	\$10,378
3	Gap Analysis	\$11,931
4	Community Engagement and Forum Facilitation	\$23,789
5	Drafting of Critical Area Code Amendments	\$29,150
6	Adoption Support	\$16,123
	Expenses	\$350
Total		\$99,481

Payment

Payment will be made on a monthly basis as outlined in the Medina Planning On-Call contract.

Schedule

Completion of these tasks by:


- The exact project schedule is to be developed during the project kick-off meeting.

Authorization**Facet**


5/26/2025

Dan Nickel

Date

*Principal of Planning***City of Medina**


5/27/2025

Jeff Swanson

Date

Interim City Manager

Certificate Of Completion

Envelope Id: 80BEBB4D-2519-4E27-ACC9-B08DF08EBAAE
 Subject: Complete with Docusign: Medina Task Order Request_CAO Update 5-19-25.pdf
 Source Envelope:
 Document Pages: 5
 Certificate Pages: 5
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 Time Zone: (UTC-08:00) Pacific Time (US & Canada)

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 501 Evergreen Road
 Medina, WA 98039
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Signer Events

Dan Nickel
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 Security Level: Email, Account Authentication
 (None)

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Signature Adoption: Uploaded Signature Image
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 2601:602:867e:9280:7540:1ad1:eb3a:9af7

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 Signed: 5/26/2025 6:50:11 AM

Electronic Record and Signature Disclosure:

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 Interim City Manager
 Security Level: Email, Account Authentication
 (None)

Signature Adoption: Pre-selected Style
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Electronic Record and Signature Disclosure:

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In Person Signer Events

Signature

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Editor Delivery Events

Status

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Agent Delivery Events

Status

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Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

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Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent Hashed/Encrypted 5/23/2025 12:10:04 PM

Envelope Summary Events	Status	Timestamps
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Signing Complete	Security Checked	5/27/2025 12:14:23 PM
Completed	Security Checked	5/27/2025 12:14:23 PM
Payment Events	Status	Timestamps
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