

CITY OF SNOQUALMIE
AGREEMENT FOR CONSULTANT SERVICES
Contract Title: Snoqualmie Housing Action Plan

THIS AGREEMENT made and entered into by and between the CITY OF SNOQUALMIE, a Washington municipal corporation (the "City"), and LDC, Inc, a corporation ("Consultant") is dated this 14 day of December 2022.

Consultant Business: LDC, Inc
Consultant Address: 20210 142nd Ave NE

Consultant Phone: 425-806-1869

Contact Name: Clay White

Contact e-mail: cwhite@ldccorp.com

Federal Employee ID No.:91-2184193

Authorized City Representative for this contract: Emily Arteche, Community Development Director

WHEREAS, the City desires to Produce a Missing Middle Housing and Buildable lands Report;

WHEREAS, public convenience and necessity require the City to obtain the services of a consultant with expertise in the area of Planning and Housing; and

WHEREAS, the City finds that Consultant is qualified to perform and is experienced in performing the required services; and

WHEREAS, the city desires to engage the Consultant to Produce a Missing Middle Housing and Buildable lands Report.

NOW, THEREFORE, the parties herein do mutually agree as follows:

1. Employment of Consultant.

A. The City retains the Consultant to provide the services described in "Exhibit A" (the "Work"). Any inconsistency between this Agreement and the Scope of Work shall be resolved in favor of this Agreement. The Consultant shall perform the Work according to the terms and conditions of this Agreement.

B. The City may revise the Work and the compensation only by a written Change Order signed by the authorized City representative that shall become a part of this Agreement.

C. The project manager(s) of the Work shall be Clay White. The project manager(s) shall not be replaced without the prior written consent of the City.

D. Work shall commence when the City issues a notice to proceed and it shall be completed no later than July 30, 2023, unless the completion date is extended in writing by the City.

2. Compensation.

A. The total compensation to be paid to Consultant, including all services and expenses, shall not exceed \$ 94,200 as shown on Exhibit B, which shall be full compensation for the Work. Consultant shall notify the City when its requests for payment reach eighty-five percent of the total compensation.

B. Consultant shall be reimbursed for Eligible Expenses actually incurred. "Eligible Expenses" means those types and amounts of expenses that are approved for reimbursement by the City in writing before the expense is incurred. If travel and/or overnight lodging is authorized, Consultant shall lodge within the corporate limits of City.

3. Request for Payment.

A. Not more than once Monthly the Consultant shall file its request for payment, accompanied by evidence satisfactory to the City justifying the request for payment, including a report of Work accomplished and tasks completed, and an itemization of Eligible Expenses with copies of receipts and invoices.

B. All requests for payment should be sent to

City of Snoqualmie
Attn: Emily Arteché
38624 SE River Street
P.O. Box 987
Snoqualmie, WA 98065

4. Work Product.

A. The Consultant shall submit all reports and other documents specified in Exhibit A according to the schedule established in Exhibit A. If, after review by the City, the information is found to be unacceptable, Consultant, at its expense, shall expeditiously correct such unacceptable work. If Consultant fails to correct unacceptable work, the City may withhold from any payment due an amount that the City reasonably believes will equal the cost of correcting the work.

B. All reports, drawings, plans, specifications, and intangible property created in furtherance of the Work, and any intellectual property in such documents, are property of the City and may be used by the City for any purpose; provided that re-use without Consultant's permission shall be at the City's sole risk.

5. Termination of Contract. City may terminate this Agreement by sending a written notice of termination to Consultant ("Notice") that specifies a termination date ("Termination Date") at least fourteen (14) days after the date of the Notice; provided, however, that in the event of a material breach of this Agreement, termination may be effective immediately or upon such date as determined by the City in its sole discretion. For purposes of this Agreement, "material breach" is defined as misfeasance, malfeasance or violation of any criminal law, ordinance or regulation.. Upon receipt of the Notice, the Consultant shall acknowledge receipt to the City in writing and immediately commence to end the Work in a reasonable and orderly manner. Unless terminated for Consultant's material breach, the Consultant shall be paid or reimbursed for all hours worked and Eligible Expenses incurred up to the Termination date, less all payments previously made; provided that work performed after date of the Notice is reasonably necessary to terminate the Work in an orderly manner. The Notice may be sent by any method reasonably believed to provide Consultant actual notice in a timely manner

6. Assignment of Contract – Subcontractors. Consultant shall not assign this contract or sub-contract or assign any of the Work without the prior written consent of the City.

7. Indemnification.

A. To the extent provided by law and irrespective of any insurance required of the Consultant, the Consultant shall defend and indemnify the City from any and all Claims arising out of or in any way relating to this Agreement; provided, however, the requirements of this paragraph shall not apply to that portion of such Claim that reflects the percentage of negligence of the City compared to the total negligence of all persons, firms or corporations that resulted in the Claim.

B. Consultant agrees that the provisions of this paragraph 7 apply to any claim of injury or damage to the persons or property of consultant's employees. As to such claims and with respect to the City only, consultant waives any right of immunity, which it may have under industrial insurance (Title 51 RCW and any amendment thereof or substitution therefore). **THIS WAIVER IS SPECIFICALLY NEGOTIATED BY THE PARTIES AND IS SOLELY FOR THE BENEFIT OF THE CITY AND CONSULTANT.**

C. As used in this paragraph: (1) "City" includes the City's officers, employees, agents, and representatives; (2) "Consultant" includes employees, agents, representatives sub-consultants; and (3) "Claims" include, but is not limited to, any and all losses, claims, causes of action, demands, expenses, attorney's fees and litigation expenses, suits, judgments, or damage arising from injury to persons or property.

D. Consultant shall ensure that each sub-consultant shall agree to defend and indemnify the City to the extent and on the same terms and conditions as the Consultant pursuant to this paragraph.

8. Insurance.

A. Consultant shall comply with the following conditions and procure and keep in force at all times during the term of this Agreement, at Consultant's expense, the following policies of insurance with companies authorized to do business in the State of Washington. The Consultant's insurance shall be rated by A. M. Best Company at least "A" or better with a numerical rating of no less than seven (7) and otherwise acceptable to the City.

1. Workers' Compensation Insurance as required by Washington law and Employer's Liability Insurance with limits not less than \$1,000,000 per occurrence. If the City authorizes sublet work, the Consultant shall require each sub-consultant to provide Workers' Compensation Insurance for its employees, unless the Consultant covers such employees.
2. Commercial General Liability Insurance on an occurrence basis in an amount not less than \$1,000,000 per occurrence and at least \$2,000,000 in the annual aggregate, including but not limited to: premises/operations (including off-site operations), blanket contractual liability and broad form property damage.
3. Business Automobile Liability Insurance in an amount not less than \$1,000,000 per occurrence, extending to any automobile used by Consultant in the course of the Work. A statement by Consultant and approved by the City Administrator, certifying that no vehicle will be used in accomplishing this Agreement, may be substituted for this insurance requirement.
4. Professional Errors and Omissions Insurance in an amount not less than \$1,000,000 per occurrence and \$1,000,000 in the annual aggregate. Coverage may be written

on a claims made basis; provided that the retroactive date on the policy or any renewal policy shall be the effective date of this Agreement or prior, and that the extended reporting or discovery period shall not be less than 36 months following expiration of the policy. The City may waive the requirement for Professional Errors and Omissions Insurance whenever the Work does not warrant such coverage or the coverage is not available.

5. Each policy shall contain a provision that the policy shall not be canceled or materially changed without 30 days prior written notice to the City.

Upon written request to the City, the insurer will furnish, before or during performance of any Work, a copy of any policy cited above, certified to be a true and complete copy of the original.

B. Before the Consultant performs any Work, Consultant shall provide the City with a Certificate of Insurance acceptable to the City Attorney evidencing the above-required insurance and naming the City of Snoqualmie, its officers, employees and agents as Additional Insured on the Commercial General Liability Insurance policy and the Business Automobile Liability Insurance policy with respect to the operations performed and services provided under this Agreement and that such insurance shall apply as primary insurance on behalf of such Additional Insured. Receipt by the City of any certificate showing less coverage than required is not a waiver of the Consultant's obligations to fulfill the requirements.

C. Consultant shall comply with the provisions of Title 51 of the Revised Code of Washington before commencing the performance of the Work. Consultant shall provide the City with evidence of Workers' Compensation Insurance (or evidence of qualified self-insurance) before any Work is commenced.

D. In case of the breach of any provision of this section, the City may provide and maintain at the expense of Consultant insurance in the name of the Consultant and deduct the cost of providing and maintaining such insurance from any sums due to Consultant under this Agreement, or the City may demand Consultant to promptly reimburse the City for such cost.

9. Independent Contractor. The Consultant is an independent Contractor responsible for complying with all obligations of an employer imposed under federal or state law. Personnel employed by Consultant shall not acquire any rights or status regarding the City.

10. Employment. The Consultant warrants that it did not employ or retain any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this Agreement or pay or agree to pay any such company or person any consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the City shall have the right either to terminate this Agreement without liability or to deduct from the Agreement price or consideration or to otherwise recover, the full amount of such consideration.

11. Audits and Inspections. The Consultant shall make available to the City during normal business hours and as the City deems necessary for audit and copying all of the Consultant's records and documents with respect to all matters covered by this Agreement.

12. City of Snoqualmie Business License. Consultant shall obtain a City of Snoqualmie business license before performing any Work.

13. Compliance with Federal, State and Local Laws. Consultant shall comply with and obey all federal, state and local laws, regulations, and ordinances applicable to the operation of its business and to its performance of the Work.

14. Waiver. Any waiver by the Consultant or the City of the breach of any provision of this Agreement by the other party will not operate, or be construed, as a waiver of any subsequent breach by either party or prevent either party from thereafter enforcing any such provisions.

15. Complete Agreement. This Agreement contains the complete and integrated understanding and agreement between the parties and supersedes any understanding, agreement or negotiation whether oral or written not set forth herein.

16. Modification of Agreement. This Agreement may be modified by a Change Order as provided in Paragraph 1, or by a writing that is signed by authorized representatives of the City and the Consultant.

17. Severability. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void, insofar as it is in conflict with said laws, the remainder of the Agreement shall remain in full force and effect.

18. Notices.

A. Notices to the City of Snoqualmie shall be sent to the following address:

City of Snoqualmie
Attn: Emily Arteché
38624 SE River Street
P.O. Box 987
Snoqualmie, WA 98065

B. Notices to the Consultant shall be sent to the following address:

19. Venue. This Agreement shall be governed by the law of the State of Washington and venue for any lawsuit arising out of this Agreement shall be in King County.

IN WITNESS WHEREOF, the City and Consultant have executed this Agreement as of the date first above written.

<p>CITY OF SNOQUALMIE, WASHINGTON</p> <p>By: _____ Its: Mayor Date: _____</p>	<p>CONSULTANT: Please fill in the spaces and sign in the box appropriate for your business entity.</p> <p>Corporation</p> <p>[Consultant's Complete Legal Name]</p> <p>By: _____ Typed/Printed Name: _____ Its: _____ Date: _____</p>
<p>ATTEST:</p> <p>Deana Dean, City Clerk Date: _____</p>	
<p>APPROVED AS TO FORM:</p>	

Bob C. Sterbank, City Attorney
 Date: _____

Exhibit A

Scope of Work

EXHIBIT B
COMPENSATION

COVER LETTER

November 22, 2022

Emily Arteche, AICP
Community Development Director
38624 SE River St.
Snoqualmie, WA 98065

RE: Request for Proposal City of Snoqualmie Missing Middle Housing project

Dear Emily:

The LDC team is pleased to present our proposal for supporting the City of Snoqualmie with the Missing Middle Housing project. Our team brings a breadth of experience that will ensure each element of this project is a success. As the Director of Planning with LDC and proposed lead for this project, I bring over 20 years of planning experience to this project. This includes significant experience working with cities on housing policy and implementing regulations tailored to fit the needs of the community. We have vast knowledge of state laws that guide housing requirements, including new housing element requirements from House Bill 1220. The LDC team is the strategic choice for this project:

- **City of Snoqualmie experience:** LDC is currently working on the Housing Action Plan (HAP) for the city. Many elements of the HAP directly correlate to the Missing Middle Housing project.
- **Planning experience:** we bring over 30 years of Growth Management Act (GMA) planning experience to this project. This includes vast experience with the development of housing plans, code writing, policy development, and community engagement.
- **Project experience:** we have recently completed or are currently working on housing plans with twelve cities. Each project has included development and implementation of a public participation plan, housing policy review and recommendations, and strategies and actions that each city can take to better facilitate middle housing.
- **Plans that work:** we understand the balance between implementing community vision and values and planning requirements that drive comprehensive planning. Housing solutions that work in one community may not work in another. We tailor our work to ensure that our plan works well for your community when implemented.

Our approach to this project is simple – to provide you with action on our living motto: “Service Above the Standard”; we strive to provide you with service beyond what you would typically expect. We hope to have the opportunity to earn your trust, assist your team, and serve the citizens of the City of Snoqualmie on this exciting project. Thank you again for this opportunity and please let me know if you have any questions.

Sincerely,



Clay White, Director of Planning
Land Development Consultants (DBA: LDC, Inc.)

COMPANY OVERVIEW

LDC, Inc. is a multi-disciplinary, minority-owned firm with its headquarters in Woodinville, Washington that provides long-range planning, permitting, civil engineering, and surveying services to both public and private sector clients throughout the Northwest. The LDC planning team provides a diverse range of services to all corners of Washington State. This includes on-call permitting and planning for cities and counties, code development, complex permitting, and long-range planning services. Our specialty is utilizing our keen understanding of land use law, policy, and regulations to assist our clients with the development of policy and regulations that work. This unique but important perspective is ingrained in our approach because of our experience writing codes and policies that we also have had to implement at the front counter.

Primary Contact

Clay White, Director of Planning



425.892.9572



425.749.9744



Cwhite@LDCcorp.com

Each of our team members brings a variety of professional experiences to the table – from public and private sector work experience to policy writing, public facilitation, data analysis and representation. Together, we provide a wide range of planning services for our valued clients. LDC is experienced in developing and translating housing strategies and policy to codes and permit processes. Every community is different and has unique needs. We get to know and listen to the communities we work with to produce strategies and actions that help communities thrive.

TEAMS CAPABILITIES

The LDC team has experience at the local, state, and federal levels conducting planning and analysis work. Our team has assisted dozens of local jurisdictions with planning efforts ranging from housing plans, comprehensive plans, countywide planning policies, and growth targets to development code updates, and on-call planning and permitting assistance. In addition, LDC works at the state level on state laws and policies that impact planning work at the local level. Our strength is a deep understanding of how plans are implemented and how policies and plans can help directly improve communities. Below is our proposed team and their roles for this project. We have the expertise to develop a complete analysis for the city and do not anticipate the use of subs on this assignment.

PROJECT UNDERSTANDING

This project provides an opportune moment. The City of Snoqualmie is required to update its comprehensive plan by December 31, 2024. As part of that project, the city will be working to accommodate additional growth out to 2044 and meet Housing Element requirements, which have recently been amended by the legislature.

There is a huge opportunity to sync this work with the work you will already be required to complete as part of that project. That includes creating and implementing an engagement plan; developing policy recommendations to accommodate middle housing; and looking at strategies to ensure issues like displacement are mitigated as redevelopment occurs.

This project can be expedited by developing strategies upfront on how this work can complement and not be redundant with processes that will be undertaken as part of the comprehensive plan update. The strategies should fit together. Based on the schedule outlined by the city, meeting the June 15, 2023, grant deadline should not be an issue. However, the time saver will be linking this project with the update.

PROJECT APPROACH

TASK 1: COMMUNITY ENGAGEMENT PLAN AND RESPONSE DATA

LDC will develop a community engagement plan. The plan will include working with community-based organizations and city staff. The outreach efforts could include surveys and outreach to allow historically under-represented groups to participate. Survey work can occur through the project webpage; mini surveys conducted at community outreach events; or through individual interviews. These efforts will include, but is not limited to, representative groups of for-profit or non-profit residential developers, renters, and owner-occupied households in residential neighborhoods through online surveys and in-person polling.

One option that would be advantageous is to connect the engagement plan and project with the engagement efforts for the 2024 update. While this project is more specific than the overall update, those we engage with should understand the goals of this project in context with the planning requirements the city will be taking up as part of the update. There is an opportunity to not only have a community conversation about housing but relate it to growth planning that the city is undertaking.

Task 1 Deliverables:

- *Public Engagement Plan Development. Develop a community engagement plan to solicit input and feedback from representatives regarding middle housing types and anti-displacement.*
- *Project Outreach; can include surveys, developing informational materials, individual interviews, and connecting with the community at community events.*
- *Includes coordination with the city team on the development of a project website, if desired. The website can help bridge the gap between this project and the overall comprehensive plan update.*
- *If desired, the engagement plan and outreach efforts can be coupled with the 2024 Comprehensive Plan strategy.*
- *Coordination and meetings with city included with task.*

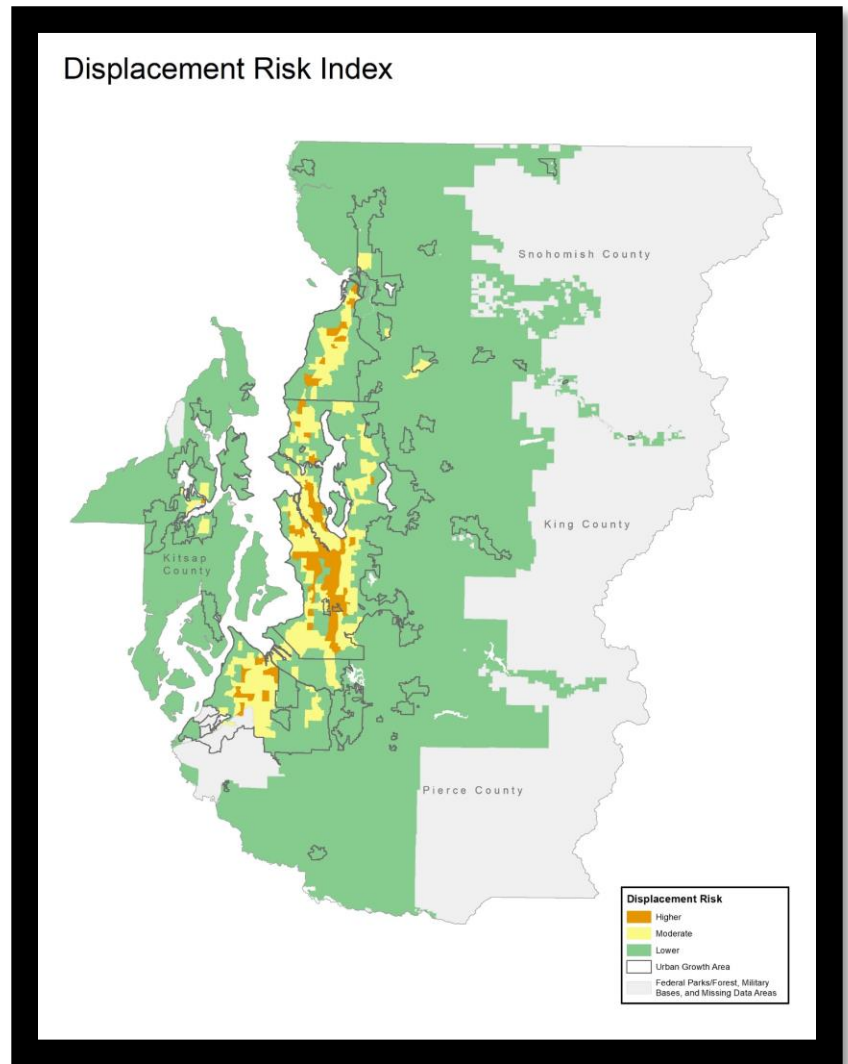
TASK 2: RACIAL EQUITY AND DISPLACEMENT ANALYSIS

LDC will develop a short report which will outline local policies and regulations that may have resulted in racially disparate impacts, displacement, and exclusion in housing, including zoning that may have a discriminatory effect, disinvestment, and infrastructure availability. The requirement to analyze these issues is a Housing Element requirement (RCW 36.70A.070(2)) therefore the work completed for this task will assist the city in fulfilling these requirements as part of the comprehensive plan update. Commerce guidance will be followed to ensure the report is complete and policy recommendations will be provided which could be considered during the comprehensive plan update.

In addition, there are numerous tools which can assist with displacement analysis. The PSRC displacement risk map, for example, can be utilized to better understand where there are risks for displacement in the future. While the risk for displacement in the city is low, the analysis must also be paired with land use changes that may be considered which could increase the risk.

Task 2 Deliverable:

- *Develop report approach.*
- *Develop draft report outlining local policies and regulations that may have resulted in racially disparate impacts, displacement, and exclusion in housing, including zoning that may have a discriminatory effect, disinvestment, and infrastructure availability.*
- *Evaluate displacement risk of locally owned businesses*
- *Develop strategies, policies and identify regulations to address and begin to undo the impacts of policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing. Will develop a schedule of programs and actions to implement the anti-displacement strategies, including a timeline, for implementation.*
- *Includes draft report, public input, review by the city, and one round of edits.*
- *Includes presentation with planning commission or city council to present draft findings and recommendations.*
- *Findings incorporated into public engagement and information on the website, if developed.*
- *Coordination and meetings with city included with task.*



TASK 3: PROPOSED POLICIES/OUTLINE REGULATIONS TO ADDRESS ANTI-DISPLACEMENT

LDC will review and evaluate the current housing element (and other comprehensive plan elements) and development code with a focus on middle housing. LDC proposes to complete a policy and regulation gap analysis for each section of RCW 36.70A.070(2). The analysis will compare current policies with the updated housing element so policy and regulations gaps can be identified. Recommendations for new policies will then be developed which may be considered as part of the comprehensive plan update.

In addition, there is a great opportunity to pair the gap analysis with potential strategies the city would like to consider to encourage more middle housing. If policy gap recommendations to implement new Housing Element requirements are connected to strategies the city would like to employ, this work would provide a solid foundation for land use options the city could consider during the update. This can save time and connect the issues clearer for people the city is engaging with on these important but complicated issues.

Task 3 Deliverable: A report in PDF and Word format:

- *Prepare policy gap analysis which compares the current city Housing Policies with the requirements of RCW 36.70A.070(2).*
- *Based on the gap analysis, develop recommended strategies and policy options the city could consider. We would also develop a schedule for implementation. We would recommend that policies be further considered as part of the overall comprehensive plan update.*
- *Work with the city team to connect recommendations within this task to possible strategies the city may consider accommodating growth and middle housing as part of the comprehensive plan update. This will ensure that the policy approach for Housing Element consistency also matches what the city and community would like to see as growth occurs in the future.*
- *Middle housing staff report on changes needed to support middle housing including recommended changes to policies, regulations, fee structures, incentives and permitting procedures for consideration with periodic update.*
- *Develop a menu of strategies (policies, regulations, fee structures, incentives, and permitting procedures) to increase the supply of middle housing types for consideration within their periodic update.*
- *Includes draft gap analysis and one set of edits.*
- *Includes presentation with planning commission or city council to present draft findings and recommendations.*
- *Findings incorporated into public engagement and information on the website, if developed.*
- *Coordination and meetings with city included with task.*

TASK 4: UPDATED BUILDABLE LANDS/LAND CAPACITY ANALYSIS (OPTIONAL)

LDC will prepare an updated buildable lands report/land capacity analysis for the city to better determine the available capacity of land that may be developable or redevelopable during the planning period. This will be able to be utilized as part of the comprehensive plan update.

Task 4 Deliverable: Updated buildable lands study/land capacity analysis:

- *Updating buildable lands geospatial data and tweaking methodology with pipeline projects since data were collected*

- *Review parcels at a closer level to determine redevelopment possibility*
- *Producing finished maps*
- *Coordination with city staff on data needs*
- *Writing and formatting a land capacity analysis memo, with two rounds of edits*

WHY CHOOSE LDC

There are several factors that differentiate and make LDC the right choice for this project.

- **LDC has significant experience working with the City of Snoqualmie.** We understand the challenges and opportunities that planning for growth brings to the city and we are excited to work with city staff as planning for the future takes place. We know that finding available capacity for growth is a challenge.
- **LDC has vast experience working with and implementing the Growth Management Act.** Currently, we are leading the Collaborative Roadmap Phase III project for the Department of Commerce. This project is focused on making recommended changes to our state growth policy framework. We understand state law and the approaches cities can take to implement these requirements. This ranges from policy review to strategies and actions to encourage a variety of housing types.
- **LDC has always focused on providing clients with policy options that meet community needs** and that will work when implemented. Our team has worked the permit counter; we understand the difference between policies and regulations that sound good vs. those that work well.
- **LDC is politically savvy.** We firmly understand that planning is challenging. As we plan for growth, it means that communities are going to change. These are not always easy community conversations. We are adept and experienced with these challenging issues. LDC has vast experience working with and presenting to Planning Commissions and Councils. We listen, are empathetic, and believe there are ways to grow where the community character can be maintained.

TEAM RESUMES



CLAY WHITE **DIRECTOR OF PLANNING**

22 YEARS OF EXPERIENCE

EDUCATION

- Bachelor in Geography
- Bachelor in Anthropology

EXPERTISE

- Project Management
- Housing Needs Analysis
- Housing Policy
- Housing Action Plans
- Consensus Building
- Elected Official Presentations
- Policy & Code Updates
- Land Use Planning
- Long Range Planning
- Land Use Legislation
- QA/QC

Clay is the Director of Planning with LDC, Inc. He has over 20 years of experience serving cities and counties throughout Washington as a land use planner. Prior to joining LDC in 2016, Clay spent 16 years working for local government. Throughout his career, Clay has focused his work on assisting local governments to develop and implement sound policies that help further the goals of the jurisdiction. This includes significant experience working on housing policy and developing comprehensive plans and regulations to implement GMA goals and requirements. Clay is adept at working with appointed and elected officials on complex planning issues.

Clay has extensive code and policy experience, including leading the development of several Housing Action Plans and the implementation of the plans. Clay has also focused on neighborhood planning efforts and statewide policy projects focused on finding solutions to housing issues for all income levels. He has served as President of the Washington State Association of Regional and County Planning Directors and been a member of the Washington State Transportation Improvement Board.

RELEVANT EXPERIENCE

- Missing Middle Housing Study, Snohomish
- Missing Middle Housing Study, Kenmore
- Housing Action Plan, City of Bonney Lake and Sumner (joint plan)
- Housing Action Plan, City of University Place
- Housing Action Plan, City of Prosser
- Housing Action Plan, City of Bainbridge Island
- Housing Action Plan, City of Woodinville
- Housing Action Plan, City of Snoqualmie
- Housing Memo: Housing Availability & Affordability, Washington Department of Commerce
- On-call Planning & Interim Planning Director, City of Everett
- On-call Planning and Interim Planning Manager, City of Mill Creek
- On-call Planning, City of Woodinville
- Development Code Update, City of Sumner
- Development Code Update, City of Bonney Lake
- Development Code Update, City of Walla Walla
- Public Participation Plan and Community Survey, City of Kenmore
- Comprehensive Plan Update, Kitsap County
- Comprehensive Plan Update, City of Stanwood
- Collaborative Roadmap Phase III, Washington Department of Commerce



**MATT COVERT, AICP
SENIOR PLANNER**

10 YEARS OF EXPERIENCE

EDUCATION

- Master of Science in Environment and Resources, University of Wisconsin-Madison

EXPERTISE

- Project Management
- Housing Needs Analysis
- Housing Action Plans
- Code Writing
- Land Use Analysis
- Plan Review
- Permitting
- Community Engagement
- State & Regional Growth Law & Policy
- Elected Official Presentations
- Policy & Code Updates
- Long Range Planning

Matt is an AICP-certified Senior Planner with 10 years of experience in the planning field. Matt provides a variety of planning services for public sector clients, including housing action plans and housing needs analyses, code updates, writing comprehensive plan updates, conducting gap analyses, and assisting on projects such as the Department of Commerce's Collaborative Roadmap Phase III project to recommend updates to the state laws that cover growth policy. He has also provided on-call planning review services for several cities and has vast experience in plan implementation from the applicant's side of the counter. Prior to LDC, Matt served as a planner with a regional planning agency in Wisconsin where he conducted scenario planning, land use analysis, and housing market analysis.

RELEVANT EXPERIENCE

- Missing Middle Housing Study, Snohomish
- Missing Middle Housing Study, Kenmore
- Land Use and Economic Analysis, City of Snohomish
- Housing Action Plan, City of Oak Harbor
- Housing Action Plan, City of Monroe
- Housing Action Plan, City of University Place
- Housing Action Plan, City of Bonney Lake and Sumner (joint plan)
- Housing Action Plan, City of Snoqualmie
- Housing Action Plan, City of Woodinville
- Housing Action Plan, City of Bainbridge Island
- Development Code Update, City of Sultan
- Development Code Update, City of Sumner
- Development Code Update, City of Walla Walla
- Buildable Lands Analysis, City of Lake Stevens
- Sub-area Plan and Economic Analysis, City of Snohomish
- On-call Planning, City of Everett
- On-call Planning, City of Woodinville
- Comprehensive Plan Update, City of Sultan
- Comprehensive Plan Update, Kitsap County
- Collaborative Roadmap Phase III, Washington Department of Commerce



SAMANTHA ADAMS ASSOCIATE PLANNER

3 YEARS OF EXPERIENCE

EDUCATION

- BA Urban Planning & Sustainable Development, Western Washington University
- Geographic Information Sciences (GIS) Certificate

EXPERTISE

- Permitting
- Land Use Permitting
- Demographic & Geospatial Analysis & Modeling
- Report Production
- Research & Analysis
- Public Outreach

Samantha Adams is an associate planner at LDC and has a certificate in Geographic Information Sciences (GIS). At LDC Samantha assists the team with research for long-range, comprehensive planning, housing, and land use policy as well as providing mapping and graphic support. In addition, Samantha has been assisting on several permitting and land use review projects.

RELEVANT EXPERIENCE

- Land Use and Economic Analysis, City of Snohomish
- On-call permitting assistance, City of Snohomish
- On-call Planning, City of Woodinville
- Oak Harbor Housing Action Plan, City of Oak Harbor
- Monroe Housing Action Plan, City of Monroe
- Carnation Housing Action Plan, City of Carnation
- Prosser Housing Action Plan, City of Prosser
- Snoqualmie Housing Action Plan, City of Snoqualmie
- Woodinville Housing Action Plan, City of Woodinville

REFERENCES / PROJECT EXPERIENCE

LDC has years of collective experience working with and for local governments to successfully engage, develop, and implement sound housing data, comprehensive plans and policies that work for communities. We believe our collective experience would be a great fit for the City of Snoqualmie. The following are a few examples of our work.

UNIVERSITY PLACE HOUSING ACTION PLAN (2020 -2021)

Client Contact: David Swindale | P: 253.460.2519 | E: DSwindale@CityUP.com

LDC planning was hired to assist the City of University Place to develop their Housing Action Plan and conduct an audit of their Housing Element and development code. Tasks for this project included quantifying existing housing needs for various income levels; analysis of comprehensive plan goals and policies; development of strategies identifying housing needs at various income levels including development regulation and zoning amendments; and public outreach and engagement. In addition, we worked with the city to develop a project website that contained project information, draft plans, and allowed those interested in the project to provide feedback online. LDC's expertise in local planning and housing policy allowed the team to provide the city with a useful and implementable HAP that assists city leaders in achieving both short-term and long-term housing goals for the community. The University Place HAP was completed on time and within budget. LDC has recently been hired by the city to further implement this plan by leading the 2024 comprehensive plan update.



SIMILAR PROJECT ELEMENTS

- HAP Development
- Stakeholder Engagement
- Code Review & Analysis
- Data Collection
- Public Participation Plan
- Housing Needs Assessment

SUMNER CODE UPDATES (2022)

Client Contact: Ryan Windish, Community Development Director | P: 253.299.5524 | E: ryanw@sumnerwa.gov

After successfully assisting the city with their Housing Action Plan (HAP), the City of Sumner hired LDC to prepare several sets of code amendments as part of implementing their HAP. Projects include development of updated Accessory Dwelling Unit regulations, creating a new unit lot subdivision code, and updating SEPA exemptions as provided for in WAC 197-11-800(1). Work includes scoping code amendments, preparing background materials, preparing draft and final language, presenting to the Planning Commission and City Council, and assisting the city with engagement throughout the process.



SIMILAR PROJECT ELEMENTS

- SEPA Review
- Review Existing Conditions
- Community Engagement
- Code Recommendations
- Policy Writing
- Research & Analysis

BONNEY LAKE / SUMNER JOINT HOUSING ACTION PLAN (2020)

Client Contact: Jason Sullivan | P: 253.447.4355 | E: sullivanJ@cobl.us

LDC was hired by the Cities of Bonney Lake and Sumner to create a joint Housing Action Plan. The tasks for this project include the development of a project charter; a robust public participation plan; housing data collection and analysis; and development of a housing action plan. The two cities, located in south Puget Sound, share similar geographies and have traditionally provided more affordable housing relative to the overall region. While this is still the case, the two cities are not immune to the economic growth, which in turn has put additional pressure on housing availability and affordability. This project outlined options to address these issues while recognizing the unique qualities and challenges of each of these communities. LDC was project lead for this project.



SIMILAR PROJECT ELEMENTS

- HAP Development
- Stakeholder Engagement
- Code Review & Analysis
- Data Collection
- Public Participation Plan
- Housing Needs Assessment

MONROE HOUSING ACTION PLAN (2020-2021)

Client Contact: Anita Marrero | P: 360.863.4513 | E: AMarrenro@monroewa.gov

LDC assisted the City of Monroe with the development of a housing action plan (HAP). The tasks for this project include development of a project charter; a public participation plan; a housing needs assessment; and housing action plan. LDC assisted the city with housing policies. Like many cities, the City of Monroe is struggling with providing for a variety of housing choices that are affordable for existing and new residents. The Housing Action Plan project engaged both existing stakeholders from the City's Affordable Housing Committee, as well as community residents and agencies. LDC assisted city staff with community engagement.



SIMILAR PROJECT ELEMENTS

- HAP Development
- Stakeholder Engagement
- Code Review & Analysis
- Data Collection
- Public Participation Plan
- Housing Needs Assessment

ADDITIONAL EXPERTISE

The LDC planning team brings extensive qualifications and expertise for each of the project elements. The following outlines recent projects as they relate to qualifications and expertise the city is seeking as part of the project.

Project Title	The LDC Team has extensive experience and insight on Housing Action Plans (HAP) and their implementation.										
	Developing Housing Strategies / Actions	HAP Implementation Strategies	Affordable Housing Policies / Strategies	RCW 36.70A.070(2) Gap Analysis	Housing Regulation Development	Public Engagement / Outreach	Presentations / Meetings	Project Schedule Met	Project Budget Met	Survey Creation	Evaluate Zoning / Development
Sumner/Bonney Lake Housing Action	●	●	●		●		●	●	●	●	●
University Place Housing Action Plan	●	●	●				●	●	●	●	●
Oak Harbor Housing Action Plan	●	●	●				●	●	●	●	●
Sultan Development Regulation Update	●	●	●		●	●	●	●	●		●
Monroe Housing Action Plan	●	●	●				●	●	●		●
Snoqualmie Housing Action Plan	●	●					●	●	●		
Kitsap Comprehensive Plan Update			●	●	●	●	●	●	●	●	●
Kenmore Public Participation Plan						●		●	●	●	
Bonney Lake Policy Gap Analysis				●		●	●	●	●		
Kitsap Countywide Planning Policies			●			●	●	●	●		
Stanwood Comprehensive Plan Update				●	●	●	●	●	●		●
Kenmore Housing Study					●	●	●	●	●		●
Sumner Code Update		●			●		●	●	●		

FEE PROPOSAL

This preliminary budget is based on LDC's assumptions of tasks and hourly estimates. Cost estimates will adjust depending on the final negotiated scope. We anticipate completing this project by June 15, 2023 if work can commence no later than December 15, 2022.

TASKS	ANTICIPATED DAYS	COST
TASK 1: PUBLIC ENGAGEMENT PLAN AND RESPONSE DATA		5,000
TASK 2: RACIAL EQUITY AND DISPLACEMENT ANALYSIS		20,000
TASK 3: PROPOSED POLICIES TO ADDRESS ANTI-DISPLACEMENT		50,000
TASK 4: UPDATED BUILDABLE LANDS/LAND CAPACITY ANALYSIS		19,200
PROJECT TOTAL (INCLUDING SALES TAX)		\$75,000
PROJECT TOTAL (INCLUDING SALES TAX) WITH TASK 04		\$94,200

STATEMENT OF AVAILABILITY

The LDC is available to begin this project immediately. Our team is firmly committed to meeting the scope, task timeframes, and overall project schedule.

EVIDENCE OF INSURANCE

We have attached a copy of our Evidence of Insurance which outlines our current insurance coverage and demonstrates our compliance with the City of Snoqualmie's requirements.