

**CLALLAM COUNTY
2024 COMPREHENSIVE PLAN UPDATE
FINAL DRAFT PROJECT CHARTER
SEPTEMBER 3, 2024**

CLALLAM COUNTY 2025 COMPREHENSIVE PLAN UPDATE

PROJECT CHARTER

Charter Purpose

A project charter is a communication and project management document to help ensure project objectives and timelines are met. This project charter has been developed for the Clallam County 2025 Comprehensive Plan Update and outlines the:

- ✓ Background and framework for the project
- ✓ High-level project approach, outcomes, and deliverables
- ✓ Project schedule and key milestones
- ✓ Roles and responsibilities
- ✓ Keys to project success
- ✓ Potential project risks and strategies to address those risks

Having a project charter is especially vital for a project which involves:

- ✓ Multiple departments, working groups, and agencies
- ✓ Multi-layer recommendation and approval process

Project Background and Framework

The Washington State Growth Management Act (GMA) requires cities and counties to create and update Comprehensive Plans and implement development regulations every 10 years ([RCW 36.70A.130](#)). Comprehensive Plans are 20-year policy documents that guide and plan for growth (population and employment), housing, transportation, capital facilities and utilities, parks, recreation and open space, rural areas, and protection of natural resource lands ([RCW 36.70A.070](#)). The planning window for this update is 2025-2045. Clallam County has completed a 2016 County-wide Planning Policies document and targeted amendments to Clallam County Code (CCC) 31.02 that will assist in guiding this effort.

Approach, Outcomes, and Deliverables

Defining the project approach, along with outcomes and deliverables, ensures all County departments and the consulting team are on the same page throughout the project about the overall project goals. How the project is viewed, what must be accomplished, and the steps and timeframes to get the project completed on time are all important factors that will help define project success.

Project Approach

The GMA requires that "Each comprehensive land use plan and development regulations shall be subject to continuing review and evaluation by the county or city that adopted them." ([RCW 36.70A.130\(1\)\(a\)](#)).

Plan updates are not intended to be a wholesale re-write of the existing Plan. It is an update to extend the planning horizon and recognize changes to:

- State laws/case law since the last update
- Best Available Science (BAS) for incorporation into critical areas regulations

The Clallam Countywide Planning Policies (CPPs) were updated in 2016 to address several changes to the GMA since the previous periodic update. A gap analysis in the form of Commerce's Comprehensive Plan Checklist for GMA requirements will be completed to review all these requirements at both the goal/policy and development regulations level. Identified gaps between the existing 1995 Comprehensive Plan and 2020 Periodic Update to the existing comprehensive plan (CCC Title 31), as well as updates to state laws and regional and countywide policy documents will help inform the approach for this project.

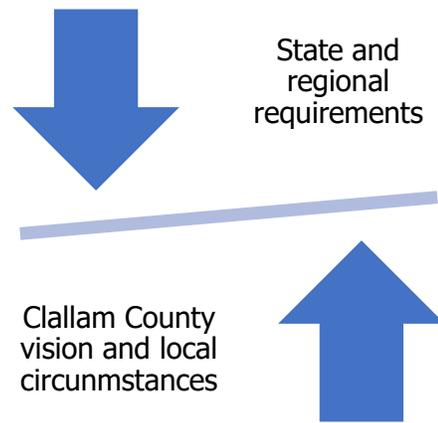
There are several bills that passed the legislature after the CPP update. Therefore, there may be topics the county must take up that are not reflected within the current CPPs.

The following represents some of the state law changes that occurred during the 2021-2022 and 2022-2023 Legislative Sessions. Each of these are identified within the Department of Commerce periodic update checklist which is discussed below.

- [HB 1220](#) substantially amended housing-related provisions of the GMA, [RCW 36.70A.070\(2\)](#). Please refer to the following Commerce housing webpages for further information about the new requirements: [Updating GMA Housing Elements](#) and [Planning for Housing](#).
- [HB 1241](#) changed the periodic update cycle described in [RCW 36.70A.130\(5\)](#). Jurisdictions required to complete their updates in 2025-2027 are still required to submit prior to June 30th of their respective year. Additionally, jurisdictions that meet the new criteria will be required to submit an implementation progress report five years after the review and revision of their comprehensive plan.
- [HB 1717](#) added new requirements to [RCW 36.70A.040](#) (subsection 8) regarding tribal participation in planning efforts with local and regional jurisdictions.
- [SB 5275](#) amended [RCW 36.70A.070\(5\)\(d\)](#) enhancing opportunity in limited areas of more intense rural development (LAMIRDs).
- [SB 5593](#) added a new section to [RCW 36.70A.130\(3\)](#) regarding changes to planning and/or modifying urban growth areas (UGAs).
- [HB 1181](#) added the requirement for a climate element in comprehensive plans for fully planning jurisdictions (subsection 9 of [RCW 36.70A.070](#)), including at minimum a resilience sub-element and, depending on the jurisdiction's size, a greenhouse gas emissions reduction sub-element.

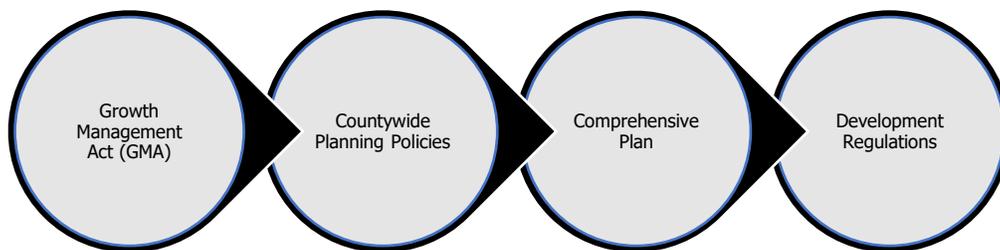
Outside of state, regional, and countywide plans and policies that will guide the comprehensive plan update, it is important to note that the Growth Management Act (GMA) was created as a bottom-up planning process. Requirements are balanced by the vision of the community and local circumstances. Planning in Washington State is not a one size fits all process. Therefore, in addition to the requirements discussed above, the following will guide the approach to this project:

- Public outreach using multiple methods including virtual and in-person engagement.
- Close coordination with local Tribes.
- Acknowledging local circumstances as they relate to state requirements and emergent issues.
- A review of new initiatives and revisions impacts on housing affordability.



Project Outcomes

Desired project outcomes will be further refined as we engage with Tribes, the public, elected officials, special districts, cities, and federal, state, and local agencies. A separate Public Engagement Plan has been created for this project. As the project moves forward, this will shape the final outcomes of this planning process. High level outcomes set at this point to help direct the project team and to ensure the work program, timelines, and individual and group responsibilities are aligned.



This project is important. The outcomes of this project direct how the county will grow out to 2045. The Comprehensive Plan sets the policies for how growth (population and employment), housing, transportation, the environment, capital facilities and utilities, parks, recreation, and open space, rural areas, and protection of natural resource lands will occur. The policies are then implemented into development regulations or other plans or programs.

The desired project outcomes which will drive this project include both meeting state and regional requirements while ensuring the updated plan reflects local circumstances and the vision of our community. They include:

State and regional outcomes:

- Meet Growth Management Act (GMA) requirements for the Plan update as outlined in [RCW 36.70A.130](#), [WAC 365-196](#) and the [Department of Commerce Periodic Update Checklist for Fully-Planning Counties](#); and
- Consistency with the Clallam Countywide Planning Policies; and
- Update the Clallam County Critical Areas Ordinance (CAO) consistent with updated Best Available Science (BAS); and
- Update development regulations to ensure consistency with updated policies

Local outcomes:

- Create a user-friendly, easy to navigate, yet comprehensive document
- A robust public engagement program that uses multiple virtual and in-person methods
- Policies that meet state and regional requirements through the lens of local circumstances and emergent issues (e.g. housing affordability)
- Adopted growth targets which reflect planned growth during the planning period
- Goals and plans that are aspirational yet rooted in fiscal responsibility
- Protection of the environment and taking reasonable steps to address climate change
- Housing for all community income levels
- Develop strategies or action items that guide County initiatives, programs, and development regulations
- Create a vision that guides and leverages public and private investment

Project Team Workplan Objectives/High Level Schedule

A detailed project schedule is provided in Appendix A of this Charter and is intended to provide additional direction and specificity for upcoming project tasks. However, we want to remain flexible and to adjust as the project moves forward. The following are high-level work plan objectives the project team will work to adhere to as the project moves forward. The goal is to accept that there may be changes to the schedule, but to also outline upfront how we will work through them together so they can be mitigated. The following is agreed to.

1. The project team will work together to ensure the project is to be completed no later than June 30, 2025, unless additional funding from Commerce is made available for work through December 31, 2025.
2. Modifications to the project scope, especially those which could impact the project schedule, may only be approved by the County Project Manager.
3. Those leading tasks will review the project charter and agree to the project schedule. Schedule changes should be made upfront for issues that we should be able to anticipate now.
4. Personnel changes for task assignments will be communicated to the County Project Manager.
5. Discussion and decisions on important project tasks and deliverables will be made at designated project meetings. Those responsible for project tasks agree that prioritizing project meetings is important and that if attendance does not occur, decisions on agenda items will be made in their absence.

6. Project risks and mitigation for those risks have been identified. When unanticipated issues arise that could impact the project schedule, they will be brought forward to the County Project Manager immediately.

Project Organization/Internal Communication

Successful projects are often built on a strong communication plan. The primary contacts for the county and consulting firms are identified in the tables on pages 8 and 9. These individuals will be primarily responsible for communication and coordination on behalf of the county and consultant team. It is important to identify the way work will be completed by teams, checked for quality assurance, and shared with others.

The following methods will be utilized for coordination between the County departments and consulting team to ensure coordination between deliverables.

- **Project update meeting** – Update meeting will be held every two weeks (unless deemed unnecessary). It will include designees from the County and consulting firms. Other members of the project team will join depending on the meeting topic. These will be held by video conference (MS Teams).
- **Internal Review Team meeting** – The County Project Manager, relevant consultant team members, and deliverable leads from County departments will meet monthly. This meeting will focus on:
 - Reviewing the project schedule
 - Receiving updates as necessary on project tasks
 - Reviewing project deliverables, where appropriate
 - Discussing upcoming deliverables and project tasks
- **Individual coordination** – County and consultant team members will meet individually on tasks as needed to coordinate on deliverable development. The primary contacts for each deliverable are identified in the tables on pages 8 and 9 and within the project schedule in Appendix A.

It is also important that coordination takes place as documents are reviewed by the County.

- **Draft document sharing** – Draft documents between the consulting firms and County will be sent via email. A SharePoint site will be established by the consultant for file sharing of large files and document control of draft and final deliverables.
- **Project Task Tracker** - A short task tracker based on the project schedule will be developed and updated bi-weekly by the project leads so that the County Project Manager is continually updated on the status of each deliverable. This will provide status updates on current tasks. Color-coded tasks and task status symbols will be used to communicate the status of tasks and important aspects that need to be addressed to keep the project on schedule.

Project Schedule

The following is a general outline of project actions, timeframes, and deliverables. A complete project schedule is in Appendix A. The full consultant scope of work for this project is contained within Appendix B.

Actions	General Timeframe	Deliverables
Project Administration	March 2024 – December 2025	<ul style="list-style-type: none"> ✓ Project Kick-off Meeting ✓ Project Charter (work plan) – finished by August 2024 ✓ Engagement Plan – finished by July 2024 ✓ Ongoing collaboration meetings
Review & Update Comprehensive Plan (Including Subarea Plans)	June 2024 – December 2025	<ul style="list-style-type: none"> ✓ Commerce Checklist ✓ Land Capacity Analysis ✓ Housing Needs Assessment and Gap Analysis ✓ Climate Change/Equity/Displacement – in coordination with Cascadia ✓ Policy Recommendations ✓ Draft and Final Comp Plan Element Revisions ✓ Future Land Use Map ✓ Sewer/Water Development Plan ✓ Capital Facilities Plan
Critical Areas Ordinance	May 2024 – January 2025	<ul style="list-style-type: none"> ✓ Critical Areas Checklist and gap analysis ✓ Review of Best Available Science ✓ County drafts code amendments prior to December 2025
Review & Update Development Regulations	May 2024 – December 2025	<ul style="list-style-type: none"> ✓ County leads regulation updates; consultant team technical review and identification of deficiencies
Implementation Matrix and Public Review	January 2025 – December 2025	<ul style="list-style-type: none"> ✓ Create new Implementation Matrix ✓ Public Participation and Outreach Summary Report ✓ BOCC Review and Adoption Hearing - See Task 1.4

Roles and Responsibilities

Clear expectations about project roles and responsibilities is a key component for project success. This is especially important for a large project team where each step in the project is dependent on other tasks being completed. There are also many tasks which are shared between County departments of being worked on jointly between the County and project consultants.

The following tables outline key project personnel, contact information, and high-level roles and responsibilities. The responsibilities listed relate to the project schedule.

The project schedule in Appendix A goes further into due dates for each task. The schedule also provides key information so project team members can easily understand who is responsible for the task. Project team members can then come back to the tables below for contact information. This will help ensure coordination is strong. This is especially important where the County and consultant teams are working together on key tasks, such as the Capital Facility Plan/Element update.

Consultant Team

Name	Group	Contact Information	High Level Roles & Responsibilities
Dan Nickel	Facet	Principal of Planning 425-650-1317 dnickel@facetnw.com	✓ Manage consultant team and technical review tasks
Matt Covert	Facet	Project Manager, Senior Planner 425-822-5242 mcovert@facetnw.com	
Donna Keeler	Facet	Senior Planner dkeeler@facetnw.com	<ul style="list-style-type: none"> ✓ Public Engagement Plan support ✓ Commerce Checklist, Comp Plan Element support ✓ Development Regulations support
Alex Capron	Facet	Senior Planner & GIS Specialist acapron@facetnw.com	<ul style="list-style-type: none"> ✓ Commerce Checklist ✓ Project Charter ✓ Comp Plan Element support ✓ Development Regulations support ✓ public engagement ✓ GIS
Kyle Cotchett	Facet	Planner kcotchett@facetnw.com	<ul style="list-style-type: none"> ✓ Commerce Checklist ✓ Comp Plan Element support
Alexandra Plumb	Facet	Environmental Planner aplumb@facetnw.com	<ul style="list-style-type: none"> ✓ Public Engagement ✓ Comp Plan Element support

Tami Camper	Facet	Environmental Planner tacamper@facetnew.com	<ul style="list-style-type: none"> ✓ Critical Areas Checklist BAS Review ✓ Gap Analysis
Clay White	Kimley-Horn	Planning Lead 206 705 8486 cwhite@kimley-horn.com	<ul style="list-style-type: none"> ✓ Checklist support ✓ Comp Plan Element support ✓ Capital Facilities & Utilities technical lead
Joel Farias	Kimley-Horn	Analyst 206-970-1902 Joel.Farias@kimley-horn.com	

Clallam County Staff

Name	Department	Contact Information	High Level Roles & Responsibilities
Bruce Emery	Department of Community Development	Director, DCD 360-417-2323 bruce.emery@clallamcountywa.gov	<ul style="list-style-type: none"> ✓ Overall Project Oversight ✓ Housing Allocations Model Coordination with Cities ✓ Stakeholder, agency, and tribal coordination ✓ Final review for draft and final documents presented to the public and elected officials
Tim Havel	Department of Community Development	Planner 360-417-2563 Tim.havel@clallamcountywa.gov	<ul style="list-style-type: none"> ✓ Project Manager (Clallam and consultant team) ✓ Comp Plan lead ✓ Project & Meeting Coordination ✓ Comp Plan Element coordination
Craig Hoffman	Department of Community Development	Planner craig.hoffman@clallamcountywa.gov	<ul style="list-style-type: none"> ✓ Planning support
Enrique Valenzuela	Department of Community Development	Planner enrique.valenzuela@clallamcountywa.gov	<ul style="list-style-type: none"> ✓ Planning support
Linghao Zhang	Department of Community Development	Planner Linghao.Zhang@clallamcountywa.gov	<ul style="list-style-type: none"> ✓ Planning support

Name	Department	Contact Information	High Level Roles & Responsibilities
Lori Kennedy	Department of Community Development	Fiscal Specialist Lori.Kennedy@clallamcountywa.gov	<ul style="list-style-type: none"> ✓ Commerce Grant Reporting and Management ✓ Invoicing

Project Coordination/Decision Making Process

It is anticipated that the Consultant team will lead policy and goal as well as inventory and existing conditions writing and editing for elements as outlined in the project scope, with the County leading on elements as outlined in the scope. The Consultant team will assist with technical information on these elements as needed.

A project task tracker will be developed and updated bi-weekly by the Consultant team so that the County Project Manager is continually updated on the status of each technical deliverable.

Project team meetings will be scheduled bi-monthly. These meetings will be utilized for:

- Reviewing the project schedule
- Receiving updates as necessary on project tasks
- Reviewing project deliverables, where appropriate
- Discussing upcoming deliverable and project tasks

All draft deliverables must be reviewed and approved by the County Project Manager, or their designee, before being finalized. Draft stamps should remain on all documents until reviewed. The Project Team meetings will be an appropriate venue to review draft documents and deliverables, especially where there are multiple groups involved. However, it is anticipated that individual meetings will be set up by the deliverable lead and include those working on the deliverable and the Project Manager to ensure work is reviewed and approved.



Expectations and Keys to Success

In addition to being on the same page regarding the workflow process, there are other factors that will be necessary to ensure project success:

1. Build trust between the consultant group and county staff
2. Foster meetings that promote open dialogue and sharing of ideas
3. Come prepared to meetings so that we can accomplish meeting goals
4. Provide clear, concise, and consistent project messaging
5. Do not linger on issues previously decided unless new details or issues emerge.
6. Provide documents and analysis that are easy to understand and provide options for decision makers

Project Risks and Mitigation

The identification of project risks upfront provides recognition of issues that could delay a project from meeting goals and timelines. It also allows the development of mitigation to help ensure possible barriers do not lead to project delays.

The potential risks that have been identified for this project include: adhering to the project schedule, technical guidance documentation and County implementation of State Law changes/state guidance. The potential risks and approaches to address them are outlined below in further detail.

Adhering to Project Schedule

One challenge that comes from a large-scale project such as a Comprehensive Plan update, is the ability to lose track of when tasks and deliverables are due. Changes to one deliverable timeline can have a cascading impact on the total project schedule. To mitigate this, we have developed a detailed project schedule and identified project leads for deliverables. In addition, the charter outlines communication processes, regular check in meetings, how draft documents will get approved, and the use of a regular update document to help ensure deliverables are prepared within the schedule which has been developed.

Implementation of State Law changes/state guidance

Several state law changes have been made over the past two years that will need to be implemented during the update. These include:

- [HB 1220](#) substantially amended housing-related provisions of the GMA, [RCW 36.70A.070\(2\)](#). Please refer to the following Commerce housing webpages for further information about the new requirements: [Updating GMA Housing Elements](#) and [Planning for Housing](#).
- [HB 1241](#) changed the periodic update cycle described in [RCW 36.70A.130\(5\)](#). Jurisdictions required to complete their updates in 2025-2027 are still required to submit prior to June 30th of their respective year. Additionally, jurisdictions that meet the new criteria will be required to submit an implementation progress report five years after the review and revision of their comprehensive plan.
- [HB 1717](#) added new requirements to [RCW 36.70A.040](#) (subsection 8) regarding tribal participation in planning efforts with local and regional jurisdictions.
- [SB 5275](#) amended [RCW 36.70A.070\(5\)\(d\)](#) enhancing opportunity in limited areas of more intense rural development (LAMIRDs).
- [SB 5593](#) added a new section to [RCW 36.70A.130\(3\)](#) regarding changes to planning and/or modifying urban growth areas (UGAs).

- [HB 1181](#) added the requirement for a climate element in comprehensive plans for fully planning jurisdictions (subsection 9 of [RCW 36.70A.070](#)), including at minimum a resilience sub-element and, depending on the jurisdiction's size, a greenhouse gas emissions reduction sub-element.

For many of the above bills, Commerce is preparing or has prepared guidance to assist with the implementation of new requirements. If the state is late with guidance, it could impact the project schedule OR the project team would need to move forward without the guidance. This could also have an impact if the guidance ends up conflicting with steps taken. To mitigate this, we are staying in close contact with Commerce on the status of the guidance and will continue to work with them until guidance is received. We will also work to incorporate these amendments into the work program to ensure each of these bills is addressed.

APPENDIX A – PROJECT SCHEDULE

#	Project Step	Brief Description (Scope in Comments)	Lead	2024												2025											
				Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
D Review & Update Development Regulations																											
1	Review & Update Development Regulations	County leads regulation updates; Consultant provides technical assistance and identifies deficiencies.	County																								
E Implementation Matrix and Public Review																											
1	Create new Implementation Matrix																										
2	Planning Commission Review		County																								
3	Public Participation and Outreach Summary Report																										
4	BOCC Review and Adoption Hearing - See Task 1.4		County																								

APPENDIX B – PROJECT SCOPE OF WORK

SCOPE OF WORK

This scope of work covers assistance by Facet NW, Inc. (Consultant) to Clallam County (County) to help complete a periodic update of the County's Comprehensive Plan.

Task 1: Project Initiation and Coordination

Task 1.1: The Consultant will hold an initial kickoff meeting with County staff to develop a short project charter that outlines goals, roles and responsibilities, and key contacts as well as a more detailed project schedule that follows the work plan referenced in Clallam County's contract with Commerce. The Consultant will monitor task development and ensure deliverables are completed within the project schedule.

Task 1.2: The Consultant will draft a Public Engagement Plan (PEP), with assistance from County staff, to inform the County's comprehensive plan update. The PEP will guide the use of a variety of materials and techniques, such as informational posters, public notice postcards, and project brochures – for use at all types of public meetings, whether virtual or in-person open houses or Planning Commission/ Board of Commissioners meetings. This may also include identifying use of a community survey as needed to enhance opportunities for diverse community input.

The County will lead all public outreach activities, including meeting coordination, public noticing, and material preparation. The Consultant team will help support these efforts on a limited basis, as needed. This may include preparing outreach materials and attending public meetings. Due to the limited nature of these tasks, these requests will be covered under project contingency funding, as identified in the budget.

Task 1.3: Regular meetings with County staff and the Consultant team will occur throughout the project duration.

Deliverables:

- 1.1 Kickoff meeting and draft and final project charter
- 1.2 Draft and Final Public Engagement Plan
- 1.3 Regular team meetings with County staff

Assumptions:

- The County will handle the overall responsibility of managing the update process, tracking the project schedule, ensure deliverables are met, organize/schedule meetings, etc.
- The County will lead all public outreach activities and public meetings as outlined above.

Task 2: Review and Update Comprehensive Plan

Task 2.1: The Consultant will review the existing Comprehensive Plan, maps, and development regulations and processes and complete an early draft Commerce checklist.

Task 2.2: The County will take the lead on updating the Comprehensive Plan Elements. The Consultant will use the Commerce periodic update checklist completed under Task 2.1 to identify where policy changes may be needed.

Goals for making policy changes may include:

- Consistency with the Growth Management Act (building off the completed Commerce checklist)
- Consistency with the Countywide Planning Policies
- New definitions of key terms that may be added and reviewing existing definitions to ensure consistency
- Review of existing policies that dictate action to ensure they are still relevant or whether they need to be removed and modified

The Consultant will conduct a policy gap analysis of the existing comprehensive plan and prepare a memo summarizing policy and development regulations changes that will be needed to ensure consistency with the new GMA-compliant comprehensive plan. This will include example or template language for new policies as appropriate.

Task 2.3: The Consultant will also coordinate closely with County staff and County GIS data to update the County's land capacity analysis with development that has occurred since the last comprehensive plan update and provide an updated Future Land Use Map.

Task 2.4: The Consultant will help prepare a limited supplemental Environmental Impact Statement (EIS) based off the previously completed Final EIS (FEIS) to address updates to the Future Land Use Map. This does not include analysis of UGA expansions or future docket requests. Such additional items may be included under the project's contingency budget, upon request. However, given the condensed project schedule, such additional items may affect final completion. The County is the responsible entity for the EIS and will handle project management responsibilities, including timeline management. The Consultant, when specified, will be responsible for certain deliverables necessary for EIS documentation.

Task 2.5: The Consultant will update the Capital Facilities Plan in coordination with Public Works staff.

Task 2.6: The Consultant team will develop a Housing Needs Assessment and Gap Analysis that will help document the County's compliance with new housing element requirements and determine the extent of land use element changes.

Deliverables:

- 2.1 Completed draft Commerce Checklist
- 2.2 Assist County with applicable templates for Comp Plan Elements
- 2.3 Updated Future Land Use Map
- 2.4 Supplemental EIS
- 2.5 Capital Facilities Plan Update
- 2.6 Housing Needs Assessment and Gap Analysis

Assumptions:

- The County will take the lead on updating the Comprehensive Plan Elements.
- The County will update the Sewer/Water Development Plan.
- The County will update the Rural Lands Component.
- The County will lead any review/update of sub-area plans.
- The supplemental EIS to address the updated Future Land Use Map does not include analysis of UGA expansions or future docket requests.
- The County will lead the SEPA process.

Task 3: Critical Areas Ordinance

In support of the County's efforts to update its Critical Areas Ordinance (CAO), the Consultant will provide an updated review of Best Available Science and a Gap Analysis of the existing CAO to help identify areas where CAO amendments may be needed. The County will lead the preparation of any amendments to the CAO, including public review process. The Consultant will be available on a limited basis to provide input on regulatory development.

Deliverables:

- 3.1 BAS review summary
- 3.2 Gap Analysis of the existing CAO
- 3.3 Assist with regulatory updates, as needed

Assumptions:

- The County will take the lead on updating the CAO regulations.

Task 4: Review and Update of Development Regulations

The County will lead the update to the development regulations, including public review process. The Consultant will provide technical assistance, as needed, including review of the County's development regulations to help identify any deficiencies.

Deliverables:

4.1 Assist in identifying deficiencies in the existing development regulations

Assumptions:

- The County will take the lead on updating the development regulations, including the public review process.

Task 5: Implementation Matrix and Public Review

The County will lead the public review process, including meetings with the Planning Commission and Board of County Commissioners. The Consultant may provide support and attendance, as requested. These requests will be covered under project contingency funding, as identified in the budget.

The Consultant will provide the County with a Public Participation and Outreach Summary Report template.

Deliverables:

5.1 Public Participation and Outreach Summary Report template

Assumptions:

- The County will lead all public outreach activities and public meetings as outlined above.

General Assumptions

- All tasks include routine coordination (i.e., email, phone, virtual meetings) with County staff needed to complete the task.
- Comments provided to the consultant team by County staff will be consolidated.
- Deliverables will typically have one round of review by County staff. If the revised deliverable still does not meet County satisfaction, additional minor revisions will be performed by the consultant team.
- The County will record and track the public record.
- Anticipated expenses include standard per diems, mileage, and reprographic services for meeting materials. It is anticipated that the County will be responsible for the printing of all other meeting materials.
- The Consultant will perform the scope of work according to the agreed upon timeline with the goal of completing all deliverable tasks by June 30, 2025. However, many facets of these tasks, including County and Commerce coordination, public outreach efforts, and local adoption processes and timelines, may be outside of the control of the Consultant. The County is ultimately responsible for performance of the Commerce grant agreement.
- Use of project contingency funds are only to be used with County direction and approval.

COMPENSATION

1. **a. FIXED FEE FOR SERVICE:** For services rendered, the County shall pay to the Contractor a fixed fee not to exceed TWO HUNDRED SIXTY FOUR THOUSAND TWENTY ONE DOLLARS (\$264,021) for the completed work set forth in Attachment A. Payments for completed tasks shall be made no more frequently than monthly; quarterly; semi-annually; annually; at completion of project; other (specify) .

Each request for payment shall be supported by an invoice specifying the tasks completed up to the request for payment and the payment amount requested. In no event shall payment be sought in an amount which represents a percentage of the fee greater than the percentage of completed tasks.

OR

b. HOURLY RATES: For services rendered, the County shall compensate the Contractor at the following hourly rates:

<i>Name/Position</i>	<i>Hourly Rate</i>
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Payments for completed tasks shall be made no more frequently than monthly; quarterly; semi-annually; annually; at completion of project; other (specify) .

Each request for payment shall be supported by an invoice specifying: the name/position of the Contractor's employee if two or more are identified above; number of hours worked; completed tasks for which compensation is sought; estimated percentage of task completion; payment amount requested; other (specify) .

In no event shall Contractor be compensated in excess of _____ DOLLARS (\$) for the completed work set forth in Attachment "A."

2. AND

a. The compensation set forth herein includes, without limitation: labor, materials, equipment, travel, telephone, computer, copiers, and the like.

OR

b. The County shall reimburse the Contractor for actual expenses incurred for travel, telephone, copiers, and computer. Reimbursement for airfare, mileage, meals and/or accommodations shall be at the same rate as that applicable to county employees traveling on county business.

OR

c. Other (specify):

BUDGET

TASK	DESCRIPTION	TOTAL
Comprehensive Plan Update		
Task 1	Project Initiation and Coordination	\$40,894
Task 2	Review and Update Comprehensive Plan	\$115,176
Task 3	Critical Areas Ordinance	\$29,266
Task 4	Review and Update Development Regulations	\$31,845
Task 5	Implementation Matrix and Public Review	\$4,622
Expenses		\$2,218
Sub-Total		\$224,021
Project Contingency		\$40,000
TOTAL		\$264,021