

**SCOPE OF WORK  
FOR  
CITY OF LONGVIEW COMPREHENSIVE PLAN UPDATE**

**1. PHASE ONE - 2015**

Estimated Budget - \$45,000

**1.1 WORK TASKS**

1.1.1 Develop a Public Participation Plan in order to gather information from the public for inclusion in the comprehensive planning process and for dissemination of information on the progress of the planning efforts.

1.1.2 Coordinate implementation of the Public Participation Plan.

- Provide organizational support for the implementation of the Public Participation Plan including but not limited to securing of meeting locations, preparation of agendas, presentations and materials and serving as recorder for City sponsored public meetings. Up to four (4) public meetings including the open house listed below.
- Organize, plan for and attend an open house to gather input and establish baseline concerns, goals and aspirations of Longview citizens.
- COG staff will develop base materials and presentations for use in the outreach efforts of city staff and public officials. Changes to meeting materials can be made up to fifteen (15) days prior to a scheduled meeting.
- On a monthly basis, develop and provide to the City project content for posting on the City's website including meeting schedules, opportunities for public input, progress reports, fact sheets and other information the City staff may deem appropriate for public dissemination.

1.1.3 Conduct a land use inventory that will include estimates of the amount of land fully developed, under developed and not developed with emphasis on the three primary land uses: commercial, industrial, and residential. COG may use mapping/aerial photography services (e.g. Google Earth) and existing databases (e.g. Assessor's Office) in the creation process or other reasonable methods.

1.1.4 Project land use needs for up to 20 years with an emphasis on commercial, industrial and residential lands; efforts will also be made to estimate the amount of land needed for public and quasi-public land uses.

1.1.5 Update the background information in the Comprehensive Plan elements (listed below) using existing Comprehensive Plan elements as the foundation for the update. Research of new information/data will be incorporated to aid the public and City decision makers in plan development. The Existing Conditions report will not be updated under this contract.

- Land Use
- Housing
- Economic Development
- Natural Environment

- Energy and Telecommunications
- Public Facilities, Utilities and Services
- Transportation
- Historic preservation

## **1.2 COORDINATION OF WORK**

1.2.1 City staff and public officials will serve as the face and voice of the planning process. City staff and public officials shall conduct all public meetings and communications outlined in the Public Participation Plan.

1.2.2 City Planning Manager will work with COG throughout the development of the Public Participation Plan and will provide a desired template and process for submission of web page content.

1.2.3 COG will submit webpage content to the City Planning Manager who shall direct city personnel to publish said content on the City's website.

1.2.4 The City will be responsible for printing and publication of all handouts and other materials as needed for public meetings and other presentations.

1.2.5 City staff or public officials will organize details for and make presentations to community groups and organizations as identified in the Public Participation Plan. No customized materials will be developed by COG for these meetings.

1.2.6 City staff will forward to COG input from citizens and other stakeholders collected via community or public meetings, website comments or other venues throughout the plan development process as the information become available.

1.2.7 The City Planning Manager will serve as a resource and liaison in efforts to gather and analyze information from City departments.

1.2.8 City staff will provide a working definition or criteria for designating parcels as fully developed or underdeveloped.

1.2.9 COG staff will work through the City Planning Manager to access information provided by key city parties to update planning elements and in obtaining information necessary for the update. City staff will lead efforts to gather information from other departments to determine progress and status of goals/policies; and objectives and needs for new goals/policies/objectives and share with COG staff in a timely fashion.

1.2.10 Parties to this agreement will provide timely responses to all inquiries and requests for information.

1.2.11 City staff will meet all public notice requirements for meetings covered under this planning process.

1.2.12 City staff will conduct the SEPA review for the Comprehensive Plan and may request COG staff input during document development.

1.2.13 City will provide COG with periodic listings of community meetings where City staff and officials provide updates and information on the update process. City will use standard materials for these meetings.

1.2.15 The City will provide guidance on anticipated rate of population growth for the 20 year land use needs and any identified changes in land use patterns as well as recent land use change requests.

### **1.3. DELIVERABLE(S)**

1.3.1 Public Participation Plan final document

1.3.2 Webpage content including meeting schedules, opportunities for public input, progress reports, fact sheets and other information the City staff may deem appropriate for public dissemination. Information will be provided at least monthly beginning 30 days from the contract date.

1.3.3 Draft updates of plan elements including the existing land use inventory map and projected land use needs.

## **2. PHASE TWO - 2016**

Estimated Budget - \$70,000

### **2.1 WORK TASKS**

2.1.1 Continued implementation of the public participation plan as outlined in section “1.1.2.” with efforts to begin in earnest early 2016.

2.1.2 Review and update goals, objectives and policies of the existing Longview Comprehensive Plan in coordination with City staff developing recommended changes and additions to goals, objectives and policies and eliminating objectives that have been achieved.

2.1.3 In coordination with the City Planning Manager, identify possible emphasis areas to consider and draft new objectives based upon public comments and updated background information. Goals, objectives and policies regarding storm water management will be added to achieve compliance with state law.

2.1.3 Review and update the Future Land Use Map (FLUM) including information from public comments. Known emphasis areas include:

- 1<sup>st</sup>/3<sup>rd</sup> Avenue corridor
- Highlands neighborhood/Oregon Way
- Barlow Point area
- 36<sup>th</sup> Avenue south of Ocean Beach Highway
- Others as identified through public comment and confirmation with staff. Addition of more than three (3) areas will require consultation between COG and the City and may trigger a compensation amendment to the contract.

2.1.4 Evaluate FLUM and zoning map to ensure that they are consistent with each other. Develop recommendations on any proposed Planning Area Boundary modifications.

2.1.5 Compile the final draft of the Comprehensive Plan for public hearing process.

2.1.6 COG will attend up to two (2) Public Hearings on the Comprehensive Plan and provide support to City staff during the hearing process.

- Prepare Comprehensive Plan and summary materials for use in the Public Hearing Process.
- Assist City staff in presenting the draft plan to the Planning Commission
- Update the Comprehensive Plan and summary materials if necessary and assist City staff in presenting the Planning Commission recommendation to the City Council.

2.1.7 Complete the draft comprehensive plan document for public review and public hearing process.

2.1.8 Complete final edits and prepare the final Comprehensive Plan for publishing. Up to one (1) substantial review/revision is possible under this contract. A second substantial review /revision would require a compensation amendment to the contract.

2.1.9 Submit to the City Planning Manager a full and complete copy of the final Comprehensive Plan and supporting documents electronically. The COG is not responsible for publishing costs.

## **2.2 COORDINATION OF WORK**

2.2.1 All coordination efforts established under section 1.2 of this agreement shall continue under this phase.

## **2.3. DELIVERABLE(S)**

2.3.1 Presentation materials in electronic format for use or distribution at meetings and Public Hearings including PowerPoint presentation(s) and fact sheets or other materials agreed upon in the Public Participation Plan development.

2.3.2 A draft Comprehensive Plan document in electronic format for review by the City Planning Commission and City Council

2.3.3 Produce a completed Comprehensive Plan incorporating final input and revisions in electronic format submitted to the City on a compact disc or other City-approved electronic means.