



# CITY OF EAST WENATCHEE

COMMUNITY DEVELOPMENT DEPARTMENT

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## Request for Statements of Qualifications Packet

Request for Statement of Qualifications (RFQ) for Consultant Services  
to Prepare a Combined Capital Facilities Plan for  
the Greater East Wenatchee Area

Due to scheduling issues, no staff is available to answer questions relating to this RFQ. This packet was prepared to provide general project background, submission details, and other information relative to the project.

- **Background and Project Description**

**Greater East Wenatchee Urban Area Combined Capital Facilities Plan** - The City of East Wenatchee is seeking to retain a qualified consulting firm to provide professional engineering services for the preparation of a combined capital facilities plan that will include a phasing plan and financing strategy for the provision of urban governmental services to the existing and proposed urban growth area.

The city of East Wenatchee is acting as lead agency for this project. Other partners include: Douglas County, Douglas County Sewer District, East Wenatchee Water District, Pangborn Memorial Airport, and the Port of Douglas County.

The city of East Wenatchee and Douglas County are in the process of expanding the urban growth area (UGA) surrounding the city to accommodate the population growth anticipated over the next 20 years. A general Study Area for a proposed expansion of the urban growth area has been identified along with five preliminary land use alternatives.

The city does not provide utility services. There are multiple special purpose districts and other entities providing these services to this area. Currently there is no coordinated capital facilities plan identifying a strategy to provide these services to promote development in the city and in the UGA. To ensure that urban services are available to support the projected growth of residential, commercial, and industrial land uses it is essential to have an updated capital facilities plan that is coordinated with the utility and service providers.

The major focus of the project will be the coordination of the capital facilities planning to provide the necessary phasing plan and identify financing strategies to ensure that utilities and infrastructure improvements are planned to provide the full range of urban services that are necessary for the existing and expanded UGA. This phasing plan will ensure that those facilities and services are in place before development occurs. The outcome of this project will be a comprehensive, coordinated capital facilities plan including the city,

county, and all utility and service providers that will be used as the framework for determining the final configuration of the UGA expansion.

This project is partially funded with a grant from the Washington State Department of Commerce. The capital facilities project is part of a two-part project for the expansion of the East Wenatchee UGA. Included with this packet is an excerpt from the city's 2012-2013 Growth Management Act Competitive Grant application (Attachment A). This attachment describes the existing conditions and the need for this project.

Also included with this packet is an excerpt from the Interagency Agreement with Commerce for the GMA Grant. The excerpt is the Scope of Work for the two-part project. The capital facilities plan is described in the section titled "Goal 1" with actions and deliverables that the City has identified. **This is not intended as a complete scope of work for the project.**

- **General Scope of Services**

Qualified consultants must have experience with capital facilities planning and familiarity with the Washington State Growth Management Act and the Washington State Environmental Protection Act and their implementation. The following is a General Scope of Services explaining the broad areas of consideration. A more detailed Scope of Services will be negotiated with the selected consultant:

**Inventory and Needs Assessment**

Inventory and compile existing infrastructure information. Identify infrastructure needs and requirements to support the land uses contemplated for the Study Area. This task would involve working with the various governmental agencies that provide services to this area to identify current and forecast future facility needs to support the development within the Study Area. Key issues to be examined include the extension of sewer, water, and power services and transportation systems.

Review, evaluate, and consider the current comprehensive planning goals, policies and implementation regulations, as they have been adopted by Douglas County and the City of East Wenatchee, as well as the existing infrastructure (transportation and utilities), including current capital improvement programs of respective agencies.

**Capital Facilities Plan**

Prepare a comprehensive and coordinated capital facilities plan that identifies the phasing of expansion of utilities, facilities, services, and transportation systems throughout the UGA. The Plan will provide specific recommendations for timing and location phasing as well as funding of improvements.

- **Time Frame For Project**

Work will begin immediately upon execution of an agreement with the selected consultant with major work to be completed by January 18, 2013.

- **Submission Details**

In submitting a statement of qualifications, each proposer acknowledges that the City shall not be liable to any person for any costs incurred therewith or in connection with costs incurred by any proposer in anticipation of City action approving or disapproving

any proposed agreement. The City may accept or reject any proposal or proposed agreement without limitation. Nothing in the Request for Statement of Qualifications or in subsequent negotiations creates any vested rights in any person.

Proposals which do not address any items listed in this section will be considered incomplete and will be deemed non-responsive by the City. **Provide six copies and a CD of your submittal by 5:00 P.M. on November 5, 2012 including the following information:**

- A cover letter/statement of interest and introduction indicating the firm's interest in the project and highlighting its qualifications to perform this project. A summary of firm's experience in requested service areas, as specifically mentioned in attached scope and the availability of the firm to complete the work within the stated time period.
- Statement of qualifications, including related experience with similar types of projects and specific qualifications or brief resumes of key team members such as proposed Project Manager, Project Principal, sub consultant firms, etc. arranged in a Team Organizational Chart
- A description of the methodology proposed for use in response to each of the tasks outlined in the above scope of work that includes a proposed schedule with key milestones and deliverable dates.
- Up to three examples of similar projects (does not count against page limit)
- A minimum of three references relating to completed projects similar to the proposed project with full name, title, address, phone and e-mail addresses.
- Responses must be limited to no more than ten sheets excluding specific project examples, references, resumes and covers. Sheets must be printed double sided.

Proposals are to be submitted in a sealed envelope and marked "**Greater East Wenatchee Urban Area Combined Capital Facilities Plan Project**". Proposals submitted by any means other than mailing, courier or hand delivery will not be accepted.

Submittal Address:

City of East Wenatchee  
Dana Barnard, City Clerk  
271 9<sup>th</sup> St. NE  
East Wenatchee, WA 98802

Interviews for this RFQs may be necessary. In that event, selected firms will be notified, with at least 10 days advance notice, of the date, time and location of interviews.

The City reserves the right to award the contract to the highest ranked firm without further consideration or discussion.

- **Sources Of Funding**

As mentioned above, the City has been awarded a grant from the Washington State Department of Commerce to assist with this project. Other sources of funds will be local funds. No federal funds are being used for this project.

- **Selection Procedure And Criteria**

The basis of award will be to the respondent receiving the most points from a five person panel based on the following criteria:

1. Qualifications of the firm. (Staff strength & experience with similar project)s (Maximum 40 points)
2. Work Plan and Approach to Project. (Maximum 40 points)
3. General familiarity with the Project and community. (Maximum 10 points)
4. Past Performance/References. (Maximum 10 points)

The City notifies all respondents that it will affirmatively ensure that in any contract entered into pursuant to this RFQ, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit a Statements of Qualifications in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Contract Award is anticipated to be complete by November 27, 2012.

- **Name Of Agency Representative**

Lori Barnett, Community Development Director is the City of East Wenatchee agency representative for this project.

- **Attachment A** excerpt from the city's 2012-2013 Growth Management Act Competitive Grant application
- **Attachment B** excerpt from the Interagency Agreement with Commerce for the 2012-2013 GMA Grant

**Excerpt**  
**2012-2013 GMA Competitive Planning Grant application**

1.1 Please give a brief description of your grant proposal. (50 words or less)

East Wenatchee UGA Expansion Proposal: Review, analyze and combine utility and service provider's capital facilities plans to establish a phasing plan to serve the UGA, existing and proposed, and refine the land use designations for UGA expansion using existing community visions, land capacity analysis, capital facilities plans, and airport compatibility.

1.2 What level of funding are you requesting from Commerce to accomplish this purpose?

The request is for \$100,000. This is a joint project with six entities.

4.2 **Consistency with GMA** (0-15 points): What GMA requirements are addressed by the work in your proposal?

This project is consistent with the GMA goals in RCW 36.70A.020 since the main focus is to provide public facilities and services to the UGA and to refine the UGA expansion options to reduce sprawl. Having an appropriately sized UGA with a full range of urban services also advances the goal for affordable housing.

The project is also consistent with RCW 36.70A 070, 110, 115, 140, 150, 160, and 510.

The extension of the UGA is necessary to accommodate projected growth and will be based upon a comprehensive capital facilities plan to ensure that utilities, infrastructure, and services are provided to support urban densities. Extensive public involvement is anticipated at all stages. Compatibility with airport operations is an important factor considered in this project.

4.3 **Purpose:** (0-25 points): What specific goals/policies/actions of the comprehensive plan would be implemented by the project?

**How the project addresses the goals and policies** (full text of goals and policies has been inserted below):

The provision of utility services and transportation connections to serve the East Wenatchee UGA has been a constant challenge due to the number of entities that provide those facilities and services. The complexities of this coordination cannot be overstated.

A significant limiting factor has been the provision of sanitary sewer service. The Sewer District service boundary encompasses the entire city of East Wenatchee; however it does not include the entire UGA. The existing District service area encompasses approximately 63% of the UGA. However, sanitary sewer services are provided to only 63% of the residents and businesses within their service area and to less than 44% of the urban growth area.

During the outreach efforts for the land capacity analysis completed in 2009, the District expressed concern with the ability to serve the existing UGA. They indicated that

connecting all of the properties within the existing UGA would likely consume all of the District's sewer plant capacity. That limitation obviously impacts any potential for expansion of the UGA since the assessment of the ability to provide sanitary sewer service to an expansion area must also include an evaluation of the services available within the existing UGA.

Recognizing the limitation of providing services to an expanded UGA area, the city and county amended the comprehensive plan to increase densities within the existing UGA and added policies to support development regulation amendments to increase the range of housing styles and types that would be permitted outright in an effort to encourage infill development.

During the past two years the city and county adopted various code amendments to provide more flexibility in street standards, setbacks, density, and mixed-use land use options. We also have several other amendments in process that will provide more flexibility in housing styles and types. During the public outreach for those amendment projects, comments from the development community have been positive with regards to increasing density and providing other options for housing types but they continue to be concerned that there needs to be better capital facilities planning coordination to get the infrastructure in place to allow them to use the tools that we are providing. Utility expansion funded mainly through developer extensions is not sustainable and does not improve affordability of housing.

The 2009 land capacity analysis used the 2007 OFM High Series population projection. The county and cities recently went through a process to revise the population projections for the urban areas based upon the 2012 OFM numbers. Recognizing that growth trends are down, the OFM Medium series has been used for the revised projections. It is anticipated that the new population projections will reduce the demand once the revisions are made to the land capacity analysis. Based upon the population numbers, there will still be a need to expand the UGA although to a lesser degree than the 2009 analysis demonstrated.

The major focus of the project will be the coordination of the capital facilities planning to provide the phasing plan and identifying financing strategies to make sure that utilities and infrastructure improvements are planned for inside the UGA to provide the full range of urban services that are necessary and for the expanded UGA. This phasing plan will ensure that those facilities and services are in place before development occurs.

This project will also refine the five map options that were prepared in 2009 for the proposed expansion of the UGA. This is a significant increase in the UGA and it is essential to do it right by establishing a land use pattern that is based upon what the community envisions for this new area. It is important to create a land use pattern that will provide neighborhoods that our residents and business people can be proud of in a manner that benefits the community as a whole. This expansion will establish the legacy for the community. This is an area with large parcels of land that can set the tone for the future face of the community. At this early stage, we need to look at planning, design, and infrastructure to ensure that this action benefits the community in a sustainable fashion where jobs and services are close to residential areas.

The grant funds will be used to hire a design team to help define this area. As part of

the 2006 update we worked with neighborhoods to create visions for various areas. It is our intention to build on that vision as well as using a focused citizen involvement process to design this area. A form-based approach will be used to establish development codes to implement the land use designations, goals, and policies.

The airport is in the process of finalizing plans for expansion of their main runway. The existing UGA and the proposed expansion areas are within some of the protection zones. This process will use the data their engineers have already developed to help refine the expansion areas and provide protection for the continuation of airport operations.

The following goals and policies in the *Greater East Wenatchee Area Comprehensive Plan* will be implemented by the proposed project:

**Chapter 2 Urban Growth (starting on page 15)**

**GOAL 1:** *Ensure that urban growth areas include an adequate amount of land and sufficient capacity to accommodate projected growth over a 20-year period and to avoid market constraints that induce leapfrogging development.*

*UG-1 Urban Growth shall occur within urban growth boundaries where adequate public facilities and services exist or can be provided in an efficient manner. The urban growth area shall provide enough land to accommodate future urban development.*

*UG-2 The county and the cities shall jointly review the designated urban growth area at least every 7 years and revise as necessary to accommodate the urban growth projected to occur over the succeeding 20 year period.*

*UG-3 Periodically review the size of the urban growth areas based on population projections, land use, the adequacy of existing and future utility and transportation systems, economic development strategies, and capital facilities plans.*

**GOAL 2:** *Reduce the inappropriate conversion of undeveloped land into sprawling, low density development and provide for the orderly and progressive change from rural to urban density land uses within the Urban Growth Area with the provision of a full-range of urban services.*

*UG -6 The City and County shall establish standards to achieve an average residential density in new development of at least 4 dwelling units per net acre in the urban growth areas through a mix of densities and housing types.*

*UG-7 Ensure that the location of proposed easements and road dedications, structures, stormwater drainage facilities, and the extension of a full range of urban utilities (water, sewer, power, etc.) are consistent with the orderly future development of the property to achieve urban densities.*

*UG-8 The development of residential and commercial property within the urban growth area shall only occur when all necessary urban public facilities and services are provided prior to or concurrent with development.*

*UG-9 If the property is located outside of the service district boundary of a utility, annexation into the service district or the execution of a “no-protest” annexation agreement must occur prior to development of the property.*

*UG-10 The City and County must jointly review the capital facility plans for service providers to insure that the facility plan is consistent with this comprehensive plan and the GMA by providing a full-range of urban services within the entire UGA during the 20-*

*year planning period.*

- UG-11 *The City and County should coordinate with service providers to insure that all potential funding mechanisms are utilized for system improvements within the UGA.*
- UG -15 *Capital Facility Plans should provide for an urban level of public facilities and services to facilitate an orderly and efficient build out of lands within the urban growth areas.*
- UG -16 *Development of long range capital facilities plans by all agencies providing services or utilities in the urban area shall anticipate the provision of full urban level of public services and facilities encompassing the entire extent of the urban growth boundary within the next 20 years.*
- UG-17 *To ensure efficient use of the growth capacity within the urban growth area, procedures to phase the provision of urban services shall be implemented by the city and county.*

### Chapter 3 Land Use (starting on page 34)

**GOALS:** *Provide sufficient commercial land that is properly sited to take advantage of existing utility and public service infrastructure and the transportation network to ensure growth of the local business community.*

*Provide an opportunity for mixed-use areas in locations where residential and commercial land uses can develop in a manner that is complimentary to neighboring properties.*

- C-14 *Promote the extension of utilities, public facilities, and services to support commercial areas. Foster interagency cooperation and coordination in the extension and upgrading of infrastructure and facilities to support commercial areas.*
- C-15 *Development of commercial uses shall only occur if a full-range of urban services is available to support the development.*
- C-16 *If the property is located outside of the service district boundary of a utility, annexation into the service district must occur prior to development of the property.*
- C-17 *Development of commercial uses within any of the protection zones identified in conjunction with Pangborn Memorial Airport must consider the proximity to the airport and will be required to comply with any height limitations, density restrictions, and should consider additional sound insulation in consideration of noise from the airport operations and overhead flights.*
- C-18 *The City and County shall conduct further studies of the mixed-use classifications:*
- *To determine suitable designation locations and implementation strategies for potential locations considering the unique attributes of the property to insure that development of these properties enhances the general character of the neighborhoods within which they are located and the general community;*
  - *To further refine the standards applicable to these classifications to facilitate the development of these properties in compliance with the purpose and intent of these districts*
- C-19 *The City and County should establish additional commercial land use designations that are not auto-dependent to provide for more flexibility for low intensity commercial activities in closer proximity to residential areas where it is appropriate to permit commercial uses on larger sites than would be permitted under the Neighborhood*

*Commercial designation.*

(Page 39)

**GOAL:** *Provide state and federal system airports with reasonable protection from airspace obstructions, incompatible land uses and nuisance complaints that could restrict operations.*

Policies

- LU -1 Ensure that public or private development around existing airports allows the continued use of that facility as an airport. Land within aircraft approach and departure zones will be protected from inappropriate development.*
- LU -2 Preserve the right of airport owners and operators to continue present operations and allow for future air transportation and airport facility needs. It is also important to consider the present and future use of private property and the rights of private property owners.*
- LU -3 Douglas County will notify the airport operator, state and federal aviation agencies, at the time of initial application, of any proposed actions or projects, which would lead to development near an airport that is not compatible with the airport's operations. The airport operator shall notify Douglas County, and potentially affected citizens, of any proposed operational changes which would have a significant impact on existing land uses.*
- LU -4 Land use proposals, structures, or objects that would interfere with the safe operation of aircraft will be examined for compatibility as defined in CFR Title 14, FAR Part 77 and FAA Terminal Instrument Procedures (TERPS) Chapter 12, and WA 31. The object is to permit land uses which allow safe aircraft operations as defined in the documents referenced above.*
- LU -5 Enact overlay zoning to protect the airspace around state and federal system airports from airspace obstructions and incompatible land uses within the approach, transitional, horizontal and conical surface zones, where such areas have been established by the FAA.*

Chapter 4 – Housing (starting on page 51)

**GOAL:** *To insure that public facilities and infrastructure are available to support development at urban densities in advance of or concurrent with development.*

- H-13 New residential development in the urban growth area must be concurrently served by a full range of urban governmental services. The City and County should designate phasing of development areas not currently served by sanitary sewer. On-site sewage disposal systems are a temporary option that should only be available to properties located within these phasing areas in the UGA when the developer:*
- a) Executes a formal development agreement, recorded and binding upon the property, providing a financial guarantee to pay for the extension of sanitary sewer with the creation of a utility local improvement district or other funding mechanisms;*
  - b) "Dry lines" for centralized public collection are installed at the time of development to facilitate eventual connection to sanitary sewer;*
  - c) Guarantees connection to the sanitary sewer at the time a main line is extended to service the property by recording a binding agreement on the title of each lot or dwelling unit created requiring sewer connection, at the property owner's sole expense, when the main line is installed to service the property; and*

- d) *The development restricts the location of homes and other uses on the property which would facilitate infill development when the land area needed for the on-site septic system is no longer necessary;*
- e) *Other conditions and standards should be developed to insure that sewer service is provided within a reasonable period of time.*

*H-21 If the property is located outside of the service district boundary of a utility, annexation into the service district must occur prior to development of the property.*

*H-22 Residential development shall meet the net density targets of 8 dwelling units per acre for single-family and 12 dwelling units per acre for multi-family. Net density shall not include land set aside for public facilities, recreation, or critical areas.*

*H-23 Development of residential uses within any of the protection zones identified in conjunction with Pangborn Memorial Airport must consider the proximity to the airport and will be required to comply with any height limitations and should consider additional insulation from sound from the airport operations and overhead flights*

*H-24 Develop a program to retrofit existing neighborhoods with the addition of sidewalks and street illumination.*

*H-25 Ensure that new developments provide adequate street illumination.*

**Chapter 5 Open Space and Recreation (starting on page 61)**

**GOAL:** *Provide recreational opportunities, facilities, and experiences which will allow all individuals the opportunity to improve the quality of their lives, while preserving and enhancing the existing resources of the area.*

*OS-1 Encourage coordination between parks, schools, and other agencies to develop and maintain park and recreation sites that implement the goals of the regional Park, Recreation and Open Space Plan.*

*OS-5 Support a region wide park and recreation plan.*

*OS-7 Provide a mechanism for stabilized long term funding of park operations, maintenance, and services.*

*OS-8 Actively seek funding from a variety of public and private sources to implement a park and open space capital financing program.*

*OS-9 Seek out and encourage participation in revenue generating recreation activities which are attractive to the area visitor or tourist.*

*OS-10 Develop Level of Service Standards based on current population information and trends.*

*OS-11 Identify types, quantities, and associated criteria of facilities needed and proposed candidate sites.*

*OS-12 Provide land use and transportation planning which supports the candidate sites.*

*OS-13 Locate recreational trails on existing or proposed public lands such as utility easements, storm drainage facilities, or irrigation ditches.*

*OS-14 Seek private dedication of land for parks and open spaces through a variety of methods, including purchases, donations, easements, and through the development review process.*

*OS-15 Public recreational areas should be located on public land which is readily accessible and designated for public access via existing roads or where roads can be reasonable extended to access the site. It should be located close to its prospective users and accessible to*

*living areas by pedestrian walkways.*

*OS-16 Investigate locating an athletic field in the vicinity of 32<sup>nd</sup> and Empire.*

*OS-17 Douglas County and the City of East Wenatchee should actively work with Washington State Department of Transportation (WSDOT) to preserve the Apple Capital Loop regional trail corridor, to provide public access to the Columbia River, and to support local economic development priorities.*

*OS-18 The city and county, to supplement this chapter of the comprehensive plan, should use the Eastmont Metropolitan Park District "Park, Recreation, and Open Space Plan".*

**Chapter 6 Capital Facilities (starting on page 70)**

**GOAL:** *Insure that capital facilities are located, designed, and enhanced to accommodate the changing needs of the area.*

*POLICY 1: Promote the continuation of multi-jurisdictional coordination in facility planning.*

*POLICY 3: Encourage the location and expansion of public facilities in accordance with growth and development.*

*POLICY 5: Ensure that capital facility planning is consistent with the comprehensive plan.*

*POLICY 6: Ensure that the location and design of capital facilities creates minimal adverse impacts on the surrounding land use.*

*POLICY 7: The phasing of growth & development within the Urban Growth Boundary should be consistent with the priorities and capital improvement budgets contained within the water and sewer plans.*

*POLICY 8: The facility plans for all service providers must be consistent with the growth projections adopted by the city and county for the urban growth area.*

**Chapter 7 Utilities (starting on page 71)**

**GOAL 1:** *Facilitate the development of all utilities at the appropriate levels of service to accommodate growth that is anticipated to occur in the Area, in a fair and timely manner.*

**GENERAL POLICIES**

*UT 2: A full range of urban services shall be provided within the entire urban growth area by promoting utility extensions to those areas needing urban services.*

*UT 3: Encourage development of vacant properties adjacent to established utility systems, according to the appropriate zoning classification and/or land use designation.*

*UT 6: Service boundaries within which utility services will be provided shall be consistent with the Urban Growth Area and the Capital Improvement Program.*

*UT 7: Facilitate the provision of urban services to all areas in the urban growth area by sizing and locating new services that will efficiently accommodate future service extensions.*

*UT 8: Future utility system planning shall be coordinated with the comprehensive plan of the city, county and other planning efforts pertaining to land use, other utilities and other community facilities.*

**ELECTRICITY**

**GOAL 2:** *Provide for the expansion of electric utility facilities to meet future load requirements. Support conservation measures to aid in meeting future growth needs.*

*UT 14: Recognize energy facility needs and future demand in the Greater East Wenatchee*

Area. Ensure that facilities will be properly located to increase effectiveness of the resource, protect the public, health safety and welfare, address land use compatibility, and the environment.

**TELECOMMUNICATIONS**

**GOAL 3:** Provide reliable and cost effective telecommunications systems to facilitate communication between members of the public, public institutions and business.

**SEWER**

**GOAL 4:** Provide sewer service for the East Wenatchee Urban Growth Area.

UT 18: Plan future sewer line locations to developing areas of the Greater East Wenatchee Area.

**STORMWATER**

**GOAL 5:** Provide an efficient surface and stormwater management system that serves community residences and business in a manner that makes efficient use of limited resources and minimizes damage to public and private property from flooding events.

UT 28: Coordinate the development of surface and stormwater management programs and design standards with adjoining jurisdictions.

**Chapter 8 Transportation (starting on page 88)**

**GOAL:** To provide an effective transportation network with adequate capacity to meet the adopted Level of Service (LOS) Standard and the travel demand for the area.

**GOAL:** Ensure that adequate transportation systems are provided to support growth.

- T-1 Allow major land use changes only when those proposals are consistent with the transportation system plan.
- T-2 Coordinate the planning, construction, and operation of transportation facilities and programs with members of the Metropolitan Planning Organization as well as local utility providers.
- T-3 Develop and maintain a comprehensive transportation system plan, showing roadway classifications, roadway extensions, future facility locations and right-of-way needs.
- T-12 Wherever possible, develop pedestrian and bicycle facilities separate from the vehicle travel lanes.
- T-13 Provide safe, well-marked walkways and trails with universal access features between neighborhoods, commercial and employment centers, parks, schools and community facilities.
- T-14 Develop and implement a sidewalk capital improvement and monitoring program to assist with the completion of pedestrian walkway linkages, and inter-modal linkages.
- T-17 Economic and residential growth decisions should be tied to the ability of the existing transportation system to accommodate the increased demand, or new transportation facilities should be provided concurrently with the proposed development.
- T-21 Maintain a listing of prioritized road improvement needs based on the six year TIP of the capital facilities element.
- T-22 Review the adopted levels of service standards on a regular basis for coordination with the capital facilities element and land use element.
- T-23 Institute financing measures for major circulation elements that fairly distribute the cost between private property owners and the public sector.

- T-28 Coordinate with LINK to provide public transportation, which is affordable, safe, convenient, clean, comfortable, accessible, well maintained and reliable.*
- T-31 The city and county should develop a circulation plan and street classification system that reflects each roadway's role in the regional and local transportation network. Roadway standards should be based on the local classification systems.*
- T-36 The city will plan for, design and construct all new transportation projects to provide appropriate accommodation for pedestrians, bicyclists, transit users, and persons of all abilities. Complete Streets principles will be incorporated into city and county plans, rules, regulations and programs as appropriate.*

**How the project addresses the goals and policies:** The provision of utility services and transportation connections to serve the East Wenatchee UGA has been a constant challenge due to the number of entities that provide those facilities and services.

A significant limiting factor has been the provision of sanitary sewer service. The Sewer District service boundary encompasses the entire city of East Wenatchee; however it does not include the entire UGA. The existing District service area encompasses approximately 63% of the UGA. However, sanitary sewer services are provided to only 63% of the residents and businesses within their service area and to less than 44% of the urban growth area.

During the outreach efforts for the land capacity analysis completed in 2009, the District expressed concern with the ability to serve the existing UGA. They indicated that connecting all of the properties within the existing UGA would likely consume all of the District's sewer plant capacity. That limitation obviously impacts any potential for expansion of the UGA since the assessment of the ability to provide sanitary sewer service to an expansion area must also include an evaluation of the services available within the existing UGA.

Recognizing the limitation of providing services to an expanded UGA area, the city and county amended the comprehensive plan to increase densities within the existing UGA and added policies to support development regulation amendments to increase the range of housing styles and types that would be permitted outright in an effort to encourage infill development.

During the past two years the city and county adopted various code amendments to provide more flexibility in street standards, setbacks, density, and mixed-use land use options. We also have several other amendments in process that will provide more flexibility in housing styles and types. During the public outreach for those amendment projects, comments from the development community have been positive with regards to increasing density and providing other options for housing types but they continue to be concerned that there needs to be better capital facilities planning coordination to get the infrastructure in place to allow them to use the tools that we are providing. Utility expansion funded mainly through developer extensions is not sustainable and does not improve affordability of housing.

The 2009 land capacity analysis used the 2007 OFM High Series population projection. The county and cities recently went through a process to revise the population projections for the urban areas based upon the 2012 OFM numbers. Recognizing that growth trends are down, the OFM Medium series has been used for the revised projections. It is

anticipated that the new population projections will reduce the demand once the revisions are made to the land capacity analysis. Based upon the population numbers, there will still be a need to expand the UGA although to a lesser degree than the 2009 analysis demonstrated.

The major focus of the project will be the coordination of the capital facilities planning to provide the phasing plan and identifying financing strategies to make sure that utilities and infrastructure improvements are planned for inside the UGA to provide the full range of urban services that are necessary and for the expanded UGA. This phasing plan will ensure that those facilities and services are in place before development occurs.

This project will also refine the five map options that were prepared in 2009 for the proposed expansion of the UGA. This is a significant increase in the UGA and it is essential to do it right by establishing a land use pattern that is based upon what the community envisions for this new area. It is important to create a land use pattern that will provide neighborhoods that our residents and business people can be proud of in a manner that benefits the community as a whole. The grant funds will be used to hire a design team to help define this area. As part of the 2006 update we worked with neighborhoods to create visions for various areas. It is our intention to build on that vision as well as using a focused citizen involvement process to design this area. A form-based approach will be used to establish development codes to implement the land use designations, goals, and policies.

The airport is in the process of finalizing plans for expansion of their main runway. The existing UGA and the proposed expansion areas are within some of the protection zones. This process will use the data their engineers have already developed to help refine the expansion areas and provide protection for the continuation of airport operations.

**4.4 Readiness to Proceed: (0-20 points): Why is the 2012-2013 Biennium the most appropriate time to proceed with the proposed project?**

**Why now?** This is the perfect time to accomplish this project due to several factors:

- The 2009 land capacity analysis demonstrates the need to expand the UGA. We have been unable to proceed with the expansion due to a lack of resources to complete the capital facilities planning necessary to support that expansion as well as providing a coordinated approach to completing service extensions within the existing UGA. It is essential that we complete this expansion to insure that we keep up with growth. When there is insufficient land available for development, land values escalate and affordable housing gets harder and harder to find.
- In addition to the capital facilities planning efforts, the expansion of the UGA requires careful planning from a land use perspective to make sure that we create neighborhoods, not just housing projects. This project will allow us to contract with design professionals to improve this process by bringing more expertise to the table.
- The water and sewer districts are currently contracting with the same engineering

firm. This is the perfect opportunity for this coordinated capital facilities planning effort since that firm can provide the information for both utilities. They are also the firm that was selected for the North-End Planning Study discussed below.

- The Pangborn Memorial Airport has been working on a runway expansion project since their 2004 Master Plan identified the need. In the 2009 they completed a Needs Assessment that established a preferred alternative for the expansion. In March of this year they issued a Draft Environmental Assessment (EA). The EA process developed a significant database of information that the city and county have been using in the UGA expansion effort. This information will be essential in refining the UGA expansion as it relates to compatibility with airport operations.
- There are two other planning/engineering projects underway this year that coupled with this proposal will provide a comprehensive capital facilities planning framework for seeking funding to construct infrastructure improvements essential for serving the existing UGA as well as the proposed expanded UGA.
  - The City, County, and Port District are working together on a Market Feasibility Report in the north end of the East Wenatchee UGA that will result in a planning level estimate and strategy for providing transportation and utility improvements to service the North-End Study Area. This is an economic development project that is funded using sales and use tax dollars.
  - The City and County joint stormwater utility recently issued a request for proposal to develop a stormwater comprehensive plan that will include and inventory of facilities and a capital improvement plan for the UGA. The project is funded from DOE grants and local stormwater utility funds.

**Key staff** on this project include: Lori Barnett, East Wenatchee Community Development Director and Mark Kulaas, Douglas County Land Services Director. Lori and Mark have extensive experience in completing projects funded from several years of former GMA annual grants; the required 2006 review and update project for comprehensive plans and development regulations; a full update to the shoreline master program using DOE funds; and development of stormwater management program and manuals required for NPDES Phase II communities using DOE funds.

**4.5 Local or Regional Need: (0–25 points): What is the direct community benefit of this proposal and what needs or problems will it address?**

This expansion of the urban growth area will be a significant urban expansion into an area of large ownership blocks and a basic, rural transportation network. The “face” of the community will be formed now with planned provisions for activity centers, mixed uses, motorized and non-motorized access, public spaces and public uses. We believe we have one chance to get this right to set the stage for community development beyond the next generation.

This project addresses a community need to put a comprehensive capital facilities plan in place to provide a full range of urban services to the East Wenatchee UGA. This lack of infrastructure affects housing prices and availability which is a local and regional issue. Coordination between the partners who have signed on to this project is

important as well as bringing in the other entities that provide services to this community.

Preservation of the airport operations by addressing compatibility of land uses within their protection zones is a regional need since Pangborn Airport is our only commercial airport.

**4.6 Demonstration Potential: (0-15 points): Is this a project that would provide an example that can easily be used by other local governments?**

This project will have transferable concepts in designating long range land use patterns that have been reviewed through a financial capacity lens. The project intends to introduce design parameters and form-based codes to guide the creation of the urban fabric as opposed to the traditional approach presently used in the urban growth area.

The approach to coordinate the capital facilities planning efforts of the various special purpose district into a strategic plan will provide a framework for other jurisdictions that operate under a similar model where various entities provide utilities and services instead of the city.

**4.7 Local Commitment to the Project: (0-15 points): Does the council or board of commissioners support the proposal and, if so, how?**

This is a project that will involve six key partners City of East Wenatchee, Douglas County, Douglas County Sewer District, East Wenatchee Water District, Pangborn Memorial Airport, and the Port of Douglas County. Those partners have committed to the project as evidenced by their signature on the attached letter. All of the special purpose district boards took formal action at a meeting to support this project. Due to their limited resources, they are committing principally staff time to the project as in-kind contributions. The requested grant amount is primarily intended to cover the cost of consultant services and goods and services.

**Excerpt**  
**Interagency Agreement with the City of East Wenatchee and the Washington State Department of Commerce**

Summary: East Wenatchee UGA Expansion Proposal: Review, analyze and combine utility and service provider's capital facilities plans to establish a phasing plan to serve the UGA, existing and proposed, and refine the land use designations for UGA expansion using existing community visions, land capacity analysis, capital facilities plans, and airport compatibility.

Estimated Completion Dates and Activities:

Goals / Actions / Deliverables / Performance Measures	Description	Start Date	End Date
<b>Goal 1.0</b>	<b>Combine utility and service provider's capital facilities plans to establish a phasing plan for providing urban serves to the UGA.</b>		
Action 1.1	Establish steering committee made up of representatives from all partners plus Douglas County PUD, Eastmont Metropolitan Park District, and Eastmont School District.	Date of Execution	5/10/2013
Action 1.2	Selection process for consultant services: select firm(s), finalize scope of work for CFP and UGA expansion projects and negotiate contract.	Date of Execution	12/03/2012
Action 1.3	Assemble CFPs and other paper and electronic resource documents from the city and county and all utility and service providers: domestic water, wastewater, transportation, stormwater, parks, school district, PUD.	Date of Execution	11/19/2012
Action 1.4	Meet with transportation, parks, and utility and service providers to discuss current and planned projects and level of service requirements within and adjacent to the UGA.  Review LOS for all agencies and service providers  Review CFPs and information obtained from meetings with providers to prepare a matrix list of projects needed to serve the existing UGA and the 5 alternatives.	12/10/2012	12/29/2012
Deliverable 1.5	Maps and other exhibits showing existing utilities and infrastructure, contour data (LIDAR), zoning/land use, and parcel ownership information (using County GIS data as base).	12/10/2012	1/18/2013
Deliverable 1.6	Report summarizing existing infrastructure and facility conditions, planned improvements, conceptual strategy for providing circulation, utilities and services based upon the land capacity analysis.	12/10/2012	1/18/2013
Deliverable 1.7	Alternative Land Use maps for UGA expansion as based upon CFP analysis.	12/10/2012	1/31/2013

Performance Measure 1.8	Grantee has developed actions to Combine utility and service provider's capital facilities plans to establish a phasing plan for providing urban serves to the UGA.		1/31/2013
<b>Goal 2.0</b>	<b>Expansion of the UGA and designation of land uses to accommodate 20-year growth projection.</b>		
Action 2.1	Involve local citizens in the capital facilities phasing plan and UGA expansion process.	1/7/2013	6/11/2013
Deliverable 2.2	Citizen involvement plan for the project.	Date of Execution	10/31/2012
Action 2.3	Conduct neighborhood meetings for UGA expansion areas to review alternatives.	1/7/2013	1/21/2013
Action 2.4	Compile comment matrix.	1/21/2013	1/25/2013
Action 2.5	Refine Proposed Alternative Land Use maps for UGA expansion based upon comments from Neighborhood meetings and CFP phasing plan.	1/5/2013	2/12/2013
Deliverable 2.6	Combined capital facilities plan for internal review and then final draft document for public presentations including: <ul style="list-style-type: none"> <li>• Estimated CFP project costs</li> <li>• Prioritize annual project list</li> <li>• Potential funding sources</li> <li>• Timing and phasing of infrastructure improvements.</li> </ul>	12/10/2012	2/22/2013
Action 2.7	Review and update as needed all elements of the comprehensive plan. Draft amendments to development regulations and comprehensive plan.	12/15/2012	2/22/2013
Action 2.8	Joint public workshop with planning commissions to review proposed amendments to: comprehensive plan, capital facilities plan, and development regulation.	3/5/2013	3/13/2013
Deliverable 2.9	SEPA review and draft amendments to initiate 60-day comment period.	3/7/2013	5/10/2013
Action 2.10	Public meetings and open houses for amendments to: comprehensive plan, capital facilities plan, and development regulations.	3/11/2013	5/10/2013
Deliverable 2.11	Response matrix of all comments received.	3/19/2013	5/10/2013
Action 2.12	Joint city and county planning commission meetings and hearings and make changes to amendments recommended at PC meetings/hearings.	5/7/2013	5/15/2013
Action 2.13	Final action by Council and Commission at joint public meeting.	6/11/2013	6/11/2013
Deliverable 2.14	Draft or Adopted documents to Commerce.	Date of Execution	6/20/2013
Performance Measure 2.15	Grantee has developed actions for expansion of the UGA and designation of land uses to accommodate 20-year growth projection.		6/30/2012