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April 21, 2025

Kimber Ivy, Mayor
City of Roy
216 McNaught St S
Roy, WA 98580

RE: Task Order Memo – 2025 Code Revisions and Comprehensive Plan Certification

Dear Mayor Ivy,

The City of Roy entered into a Consultant Services Agreement with BHC for on-call planning services in February 2024, and this agreement is ongoing. This memo provides a menu of three tasks pertaining to Code amendments for the City's consideration and approval. These services are in response to requests from the City, compliance with the Growth Management Act (GMA), and communication from the Puget Sound Regional Council (PSRC).

- Task A: Required Amendments for GMA compliance and PSRC certification.
- Task B: Required Amendments for GMA compliance.
- Task C: Optional Amendments for Preapplication Conference Procedure.

This memo establishes the timeline, scope, and estimated budget for each task. Estimates are approximate, and actual costs will be tracked on a time and materials basis. Budget estimates are based on BHC's 2025 rates. BHC's monthly invoice will track charges under new, individual task numbers.

Task A: Required Amendments for GMA Compliance & PSRC Certification

BHC Consultants worked with the City of Roy to update and adopt the 2024 Comprehensive Plan, as required by the GMA. Per the GMA, development regulations must also be updated to be consistent with and implement the comprehensive plan, as well as respond to changes in State law. BHC prepared the attached memo (March 11, 2024) outlining changes to development regulations required for GMA compliance.

These code amendments are also required to satisfy PSRC's requirements for certification of the comprehensive plan. PSRC has also requested a memo including an updated land and housing capacity analysis once amendments are adopted. PSRC certification allows the City to remain eligible for their funding programs. PSRC is withholding certification of the plan until these additional requirements are met.

Task A is limited to the following required Code amendments, which are outlined in greater detail in the attached BHC Memo dated March 11, 2024.

- Title 11 Land Development Code (Zoning, Siting Essential Public Facilities, and Subdivisions)
- Title 3 Finances and Taxation (Impact Fees)

Timeline	Scope	Budget Estimate
April – October 2025	Code Amendments <ul style="list-style-type: none"> Research and draft amendments Prepare staff report including staff recommendation, and code redlines Prepare for & attend 1 Planning Commission & 1 City Council meeting* Support 1 public hearing, may be held concurrent with public meeting* Prepare SEPA Checklist, issue SEPA determination & assist with noticing & distribution Assist with noticing & adoption, includes preparing the adoption ordinance Prepare final documents for Code publishing <p><i>* Assumes meetings are attended virtually.</i></p>	\$15,000-18,000
April – June 2025	Comprehensive Plan Certification <ul style="list-style-type: none"> Memo with updated land capacity tables to meet PSRC's certification request 	\$1,000-\$1,500
	Total	\$16,000-\$19,500
	<i>Total Estimate assumes a not-to-exceed amount without written authorization from the City</i>	

Task B: Required Amendments for GMA Compliance

Task B is limited to the following required Code amendments, which are outlined in greater detail in the attached BHC Memo (March 11, 2024). These amendments are required for GMA compliance, but not for PSRC certification.

- Title 10 Building Regulations (Stormwater, Critical Areas)
- Title 14 Comprehensive Plan (Plan Amendments, Tribal Participation in Planning)

Timeline	Scope	Budget Estimate
April – October 2025	Code Amendments <ul style="list-style-type: none"> Research and draft amendments Prepare staff report including staff recommendation, and code redlines Prepare for & attend 1 Planning Commission & 1 City Council meeting* Support 1 public hearing, may be held concurrent with public meeting* 	\$10,000-\$13,000

Timeline	Scope	Budget Estimate
	<ul style="list-style-type: none"> • Prepare SEPA Checklist, issue SEPA determination & assist with noticing & distribution • Assist with noticing & adoption, includes preparing the adoption ordinance • Prepare final documents for Code publishing <p><i>* Assumes meetings are attended virtually.</i></p>	

Task C: Optional Amendments for Preapplication Conferences

This task was requested by the City of Roy in 2024. Completion of this work would improve permitting intake procedures at the City, streamline application submittals, and reduce the need for additional requests for information by land use applicants. Task C would include amendments to:

- Title 11 Land Development Code

Timeline	Scope	Budget Estimate
April - October 2025	<p>Code Amendments: Preapplication Conferences</p> <ul style="list-style-type: none"> • Draft amendments to Title 11 Land Development Code to allow for preapplication conferences & recommend application fee • Prepare staff report including staff recommendation, analysis of peer cities, and code redlines • Prepare for & attend 1 Planning Commission & 1 City Council meeting* • Support 1 public hearing, may be held concurrent with public meeting* • Assist with noticing & adoption, includes preparing the adoption ordinance • Prepare final documents for Code publishing • Prepare Preapplication Conference application form <p><i>* Assumes meetings are attended virtually.</i></p>	<p>\$6,000 - \$7,000</p> <p><i>Total Estimate assumes a not-to-exceed amount without written authorization from the City</i></p>

Efficiencies

If the City authorizes work to proceed on tasks simultaneously, there could be an efficiency of workflow that might allow both sets of code amendments to go forward with a public hearing on the same date or consolidated SEPA environmental review. This could mean a final cost on the lower end of the estimated budget range.

Sincerely,
BHC Consultants

A handwritten signature in black ink that reads 'Abby Weber'.

Abby Weber, Project Manager
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