



SCAPPOOSE
Oregon

**RFP 2021-04 - 50-Year Plan
Pre-proposal Meeting Q & A
November 1, 2021
Released November 10, 2021**

Attendees: Laurie Oliver-Joseph, City Planner; Isaac Butman, Program Analyst Intern; Anindita (unknown first, last, organization); Frank Angelo, APG; Steve Faust, 3J Consulting; Beth Goodman, EconW; James Way; Alex Dupey, MIG; Anais Mathez (unknown organization); Marcy McNelly, Urbsworks; Johnson Economics (unknown first, last)

1. **Q:** Regarding the HNA, the HNA and BLI are being completed separate from the 50-Year project. Does the 50-Year project simply extend the planning horizon for the HNA/BLI out to a 50-year planning horizon?

A: Yes, the HNA/BLI project will be kicking off in January and will be happening in parallel to the 50-Year project, but the extension of the HNA/BLI will need to be extended to 50-years during the 50-Year project. This will require some flexibility, and ensuring that the HNA, BLI, and EOA planning horizons are the same is critical.

2. **Q:** Regarding the City's perception of the project, is the City looking for a full visioning process and a complete comprehensive plan update, or is this more focused around housing and economic development?

A: Because we will ultimately be looking at one, establishing urban reserves, and two, what Scappoose will look like in 50-years, our perception of the project is somewhere between the two. It is more than just housing and economic development, but it is not a complete revision of the comp plan. There will be sections that will need updating in the comp plan, but this will not be a complete update. Council is onboard with the concept of the project, so while we have the opportunity, we are looking at getting quite a bit of work done.

Some important things coming from this will be a robust public outreach campaign throughout the project, and City Council will need consistent updates throughout the process, separate from technical advisory committee meetings/updates as well. In the past there has been a feeling of having these kinds of large projects feeling rushed, and that is something we would like to avoid by ensuring appropriate and frequent updates to make sure everyone feels included, and flexibility as the project goes along. We are open to the suggestion of additional studies, if appropriate, and are looking for advice and guidance from the consultant team as the project moves along.



Clarifying Comment; November 10, 2021; Laurie Oliver, City Planner, City of Scappoose:

The 50-Year Project will include a full visioning process, which the RFP described. My response during the pre-proposal meeting did not make that clear.

3. **Q:** In terms of urban reserves and Urban Growth Boundary amendments, are you looking for this project to identify the areas, or to identify the areas and create the findings for the adoption of the amendments?

A: We are looking at both identification of areas and the legislative findings, and a draft of the internal City of Scappoose staff report inclusive of these items.

4. **Q:** Regarding downtown design standards, what are you looking for, code language or code concepts?

A: We are looking for both code concepts and code language. We looked at standards for multi-family buildings a few years ago, but Council is looking at requirements for more than housing to give the town a particular feel.

5. **Q:** How do you imagine support from City Council moving forward for continuing the work plan, given the complexity of the subject matter—such as urban reserves, and the duration of the project, and what the fiscal support from Council looks like given the multi-year nature of the project?

A: Initial cost estimates were provided to Council, and they are aware that the project will not be inexpensive, and there is a lot of support for the long term look at the City; it was Council's idea. They are excited for the process and understand that this will be a heavy lift.

Clarifying Comment; November 10, 2021; Laurie Oliver, City Planner, City of Scappoose:

The City Council is aware that the project will be lengthy, complex, and paid for over multiple fiscal years. The City Council is also committed to this project as an adopted Council Goal.

6. **Q:** Regarding task eight (8), the UGB/Urban Reserves, item d, subitem i, "complete a report discussing infrastructure needs", would you be looking at the consulting firm bringing in an engineer to provide cost estimates, or would the City Engineer provide cost estimates?

A: This would be something the consultant team would provide.

Clarifying Comment; November 10, 2021; Laurie Oliver, City Planner, City of Scappoose:

As written in the RFP, it states that we are seeking "a report discussing infrastructure needs to support proposed Urban Reserve expansion, sufficient enough in detail to provide a cost/benefit



analysis of those lands”. This means a high-level look at infrastructure costs to extend services to possible urban reserve areas “sufficient enough in detail to provide a cost/benefit analysis...”

7. **Q:** Regarding code needs for the tree canopy study and the riparian corridors and wetlands, are these things that tie in with the comp plan work, or are these add-ons?

A: The tree canopy issue came up as a result of a work session with Council. The other two areas—riparian corridor and wetlands—mentioned more broadly as sensitive lands, these are concerns of Council related to climate change and sea level change concerns, and there has been a need to update these chapters based on some changes with NFIP and the BiOP to bring them up to standard. There is some model floodplain language out, and we are looking for draft language posed to the TAC to work through, and for staff to work off of, that is contextually appropriate for Scappoose.

There were some additional chapters mentioned that we included because there are likely opportunities to improve what is in our development code, in relation to off-street parking and loading, and site development review chapters. Some of this will be done during the HNA process, but there is also some work that could be done relating to streamlining the development process relating to housing projects specifically. On a broader scale, almost all development has to go through site development review, so we are asking if there is an opportunity or is council interested in changing that as far as having some things that are outright permitted just go to staff for approval.

8. **Q:** Regarding policy, on the EOA, are you looking for revised comp plan policies and a specific economic development strategy or are you focusing on just the comp plan policies.

A: The comp plan policies definitely need updated given a renewed focus in that area and the changes to the lands on the east side of the Airport that are coming, but it will be a little bit of both because the EOA will probably identify specific industries that we need a strategy for. It may not be a heavy rewrite of the comp plan because some of the current comp plan was written with these developments in mind, but will be more of an editing, adding to, and refinement of the comp plan policies and goals.

9. **Q:** Regarding a UGB land swap, what land might you be looking at swapping out?

A: There are some lands in the SW portion of the City that would be very difficult to serve with utilities because of the cost and distance from our current infrastructure. This area seems to have been added to the UGB in the 80’s because of potential failing septic systems, but we are not sure if this is still an issue. This area will need a hard look to evaluate it, since it seems to be tying up some of our inventory. This is the main area we are looking at.



There could also be some opportunity to gain back acreage through land swaps, and we want to make sure to ground truth this and the HNA, to make sure that we can get all the units that we think we can get.

As a note, the PSU forecast that we were working off of was ~7300, the current census was around 8010, so this will have a significant impact as adjustments are made.

10. **Q:** Regarding School District Coordination, they do 10-year projections for enrollment, have you had discussions with the district about how they project their enrollment?

A: Our Council has been reaching out to local districts more lately, and having meetings with them, and they are aware that we are launching this 50-Year outlook, and we believe they are launching into some Capital strategy planning, and we want to look at their thoughts around what lands they will need in the future for schools if we are going to use their projections in any of our work.

Clarifying Comment; November 10, 2021; Laurie Oliver, City Planner, City of Scappoose:

The consultant will need to coordinate with the Scappoose School District to incorporate data that may only be available from the District.

11. **Q:** What do you think the vision of City Council is for Scappoose.

A: We think that they see Scappoose as being a small-town community with a ton of opportunities, such as the attractor that OMIC and PCC are, and the new East Airport development where we expect new jobs in the area. We are close to the metro area and are in a good position to draw on amenities in the area. They are looking to make sure that there is smart growth in the future, including adequate housing consistent with the job growth we are expecting. We also want people driving through town to be drawn to Scappoose, to want to explore the town and the area. They see this as tying into the larger picture of what can Scappoose be, and how do we brand ourselves and make a name for ourselves.

We just established an urban renewal agency in 2019, and it will be a while until the dollars start flowing, but we expect some improvements to businesses in the future. We want to make sure that we have a good plan and solid code in place before these major changes and developments happen.

12. **Statement:** Regarding meetings, the hybrid approach will continue, however, Council places high value on in-person attendance from those that work with them and City Staff. You probably want to plan meetings accordingly, perhaps with important and complex/heavy meetings in person.
13. **Q:** Regarding the report about technology in the planning process, what was the impetus for this, and how would this be used.



A: This was brought up by Council and was really a question about how the 50-year look implicates new technologies would be available in the future, and how we might want to be looking at how these could be considered in the planning process. They did not go into a lot of detail, or how it could be used. This would likely reside as a stand-alone report or section of the 50-Year Plan document. One place where something could be implemented would be changes to off street parking and loading standards, and suggestions about reducing those standards, or other restrictive standards, to make more pedestrian friendly areas of the City possible. This could also be related to EV charging or other technologies. We are going to rely on the consultant to bring things back to us for consideration.

14. **Q:** Considering the broad scope of the project, what sort of budget do you have in mind, and how should the consultant think about breaking down the cost over the life of the project.

A: Generally, we are thinking about a budget of around \$250,000 over three fiscal years, and tentatively budgeted \$100,000 the first year, \$100,000 the second year, and \$50,000 the third year, and we know that we need to be flexible in that there could be additional studies that could be recommended that could change the overall cost. We want to try and make sure that discreet studies fall within fiscal years, if possible. We will need to make sure that each fiscal year, we pay out everything needed for that fiscal year by June 30th and move forward with the new budgeted amount.

15. **Q:** Some of what you are looking for, such as engineering estimates, could be more expensive than what you may think they are. Would you be willing to have options in the proposal that could be optional so you can pick and choose what you would like to have done?

A: Yes, that would be fine. The estimated budget was to give Council some idea as to what they might be looking at in terms of cost so they could wrap their minds around the scope of the project, and to have a number to include in this fiscal year's budget. We know that the work is substantial, so we don't and couldn't know what the actual amount would be. It would be useful to have the options so that we can see what the different components might be.

Clarifying Comment; November 10, 2021; Laurie Oliver, City Planner, City of Scappoose:

The scope of work in the RFP remains unchanged. This is really framed for us as when particular pieces of work are completed (e.g., which fiscal year does it fit into), not if parts of the scope of work will be completed or not. Having pieces of this project as "options" would just help us to better sequence the project based on cost more than anything.

16. **Statement:** The City Manager waived any applicable "percent-to-Contract-price evaluation weighting requirements", and made a determination that these waivers, if required, are in the best interest of the City.