



March 26, 2020

LAND USE PLANNING
TRANSPORTATION PLANNING
PROJECT MANAGEMENT

Carole Connell
City Planner, City of Gearhart
4626 SW Hewett Blvd.
Portland, Oregon 97221

Re: City of Gearhart Buildable Land Inventory

Dear Carole:

Angelo Planning Group (APG) appreciates the opportunity to provide you with a proposal to prepare an inventory of buildable residential lands (BLI) for the City of Gearhart.

I would be the project manager for this effort, with assistance from APG Planner and GIS specialist Clinton (CJ) Doxsee and other APG staff, as needed. CJ would take the lead in conducting GIS analysis and mapping for the BLI, including preparing resulting maps and data summaries. I would be the primary liaison with you and others at the City and review all APG work products for accuracy, clarity and readability. We will use the work we conducted previously as part of the Clatsop County Housing Study as a starting point for our work.

Following is a summary of our proposed scope of work and an associated cost estimate. We can provide information about the qualifications of our firm and team members upon request.

SCOPE OF WORK

We will conduct the following tasks.

1. Conduct a kickoff conference call with you and/or other City staff. We will discuss the timeline and process for reviewing our work, along with any additional stakeholder engagement that may be needed.
2. Identify and obtain any additional GIS data and/or other information needed to complete the BLI.
3. Identify and discuss potential changes to the BLI methodology used during the Clatsop County Housing Study.
4. Review property or parcel-specific revisions to the Clatsop County study BLI based on comments provided by City staff.

5. Consult with representatives of the Oregon Department of Land Conservation and Development (DLCD), as needed to ensure that any proposed changes to the BLI methodology are consistent with state requirements.
6. Based on the results of Tasks 1-5, prepared an updated BLI Memo which summarizes and discusses preliminary results in table and map form.
7. Review and discuss the preliminary updated results with City staff and other stakeholders which Staff may identify, to identify any potential needed changes to the inventory; consult further with DLCD staff if needed.
8. Convert estimates of available and potentially available land by acreage and number of parcels, into estimates of actual housing capacity by number and type of units based on parcel configurations and zoning designation. Compare this information with projected future housing needs for Gearhart identified in the Clatsop County Housing Study to identify the potential surplus or deficit of residential land available to meet future housing needs.
9. Review the results again with City staff, then community members to identify any needed refinements or revisions; finalize the analysis and supporting documentation to reflect results of the review.

We assume limited community engagement activities associated with this project in light of the current COVID-19 pandemic and the desire for this work to be completed as expeditiously as possible. We assume all engagement activities will occur via email and/or other online activities and any information provided to community members will occur via the City's website or email. To the extent that additional information is required to be distributed through non-electronic means, we assume City staff will have responsibility for those activities. We also assume that City staff will take the lead in presenting information to City decision-makers although we are available to assist with those activities for an additional cost.

Deliverables

- Draft, revised and final BLI tabular summary, database of buildable lands, and maps illustrating the land supply by parcel zoning, type and size.
- Prepare report summarizing BLI results and comparison of future land need and supply.

City Staff Responsibilities

- Review and comment on BLI Summary and Maps; conduct any needed ground-truthing of inventory results.
- Assist in coordination with local stakeholders.
- Assist in compiling comments from other community members, as needed.

BUDGET

Our team will complete the above tasks for a fee of \$12,086 as presented in the table below. This should be considered as a starting point for further discussion with the City. We are committed to working with the City to agree on a budget that meets the needs of all parties.

	Hastie \$181	Doxsee \$105	Hours	Cost
Task 1: Project Initiation	3	4	7	\$963
Task 2: Buildable Land Inventory Analysis and Reporting	10	65	75	\$8,635
Task 3: Communication and Coordination	8	8	16	\$2,288
Total Hours	21	77	98	
Total Labor Costs	\$3,801	\$8,085		\$11,886
Expenses (Printing)				\$200
TOTAL PROJECT COST				\$12,086

SCHEDULE

We assume this work can be completed in approximately two months. This schedule assumes the following:

- Any needed data can be provided within approximately one week
- City staff and stakeholder can review and comment on draft work products within three business days
- Any needed on-the-ground field work will be conducted by city staff or local stakeholders
- An adoption or other decision-making process is not included within the timeframe

We look forward to working with you on this project. Please return a signed copy of this proposal to my attention.

Sincerely yours,

Acknowledgement and Authorization to Proceed

Matt Hastie
Project Manager

Carole Connell
City of Gearhart

Date