

**SPECIAL MEETING OF WASHINGTON, MISSOURI CITY COUNCIL
 MONDAY, APRIL 18, 2022
 (IMMEDIATELY FOLLOWING REGULAR COUNCIL MEETING)
 COUNCIL CHAMBER, 405 JEFFERSON STREET, WASHINGTON, MISSOURI**

**SUGGESTED
 COUNCIL ACTION**

1. INTRODUCTORY ITEMS:

Oath of Office – Newly Elected Officials
 Roll Call / Pledge of Allegiance

Approval and Adjustment of Agenda including Consent Agenda

- a. Collector’s/Treasurer’s Report Summary – November 2021
- b. Investment Report – November 2021
- c. Final Payment Request – American Electric & Data Inc. – Lions Lake Pavilions
- d. Final Payment Request – Landscape Structures – Phoenix Park Playground
- e. Liquor License Renewals
- f. Taxicab Business License Renewals
- g. Rabies Clinic – May 12 & 19, 2022
- h. Street Closure Request – May 7, 2022 Firefighters of MO Convention Parade

Need Motion/Mayor

Memo

2. PRIORITY ITEMS:

- a. Election of Mayor Pro Tem
- b. Election of Council Member to P&Z Commission
- c. Election of Council Member to 353 Redevelopment Corporation
- d. Election of Board of Health

Nomination by City Council/Vote
 Nomination by City Council/Vote
 Nomination by City Council/Vote
 Nomination by City Council/Vote

Mayor’s Presentations, Appointments & Re-Appointments

- e. Police Department Reappointments

Approve/Mayor

Memo

3. PUBLIC HEARINGS:

- a. Special Use Permit – 1807 East Fifth Street
- b. An ordinance granting a Special Use Permit at 1807 East Fifth Street for an Indoor Shooting Range in the City of Washington, Franklin County, Missouri.
- c. An ordinance amending Section 400.115 of the Code of the City of Washington, Missouri relating to Planned Development Districts.

Accept Into Minutes

Memo

Read &Int/Read/Vote/Mayor

Memo

Read &Int/Read/Vote/Mayor

Memo

4. CITIZENS COMMENTS:

5. UNFINISHED BUSINESS:

6. REPORT OF DEPARTMENT HEADS:

7. ORDINANCES/RESOLUTIONS:

- | | | |
|---|---------------------------|------|
| a. An ordinance authorizing and directing the execution of a Professional Services Agreement with H3 Studio and the City of Washington, Missouri and amend the 2022 Budget. | Read &Int/Read/Vote/Mayor | Memo |
| b. An ordinance authorizing and directing the City of Washington, Missouri to accept the Proposal with Dude Solutions for the purchase of Building and Permitting Software. | Read &Int/Read/Vote/Mayor | Memo |
| c. An ordinance authorizing and directing the execution of an Easement Deed by and between the City of Washington, Missouri and Gerald H. and Betty M. Parmentier. | Read &Int/Read/Vote/Mayor | Memo |

8. COMMISSION, COMMITTEE AND BOARD REPORTS:

- | | | |
|--|---------------------------|------|
| a. An ordinance approving the final plat of Highland Meadows Plat 6, in the City of Washington, Franklin County, Missouri. | Read &Int/Read/Vote/Mayor | Memo |
| b. Preliminary Plat Approval – Highland Meadows Plat 7 | Accept/Approve/Mayor | Memo |

9. MAYOR’S REPORT:

10. CITY ADMINISTRATOR’S REPORT:

11. COUNCIL COMMENTS:

12. CITY ATTORNEY’S REPORT:

Public Vote on whether or not to hold a closed meeting to discuss personnel, legal and real estate matters pursuant to Section 610.021 RSMo (2000).

Roll Call Vote

13. INFORMATION:

- a. Arbor Day – April 23, 2022

14. ADJOURNMENT:

NOTICE: COPIES OF THE PROPOSED ORDINANCES ON THIS AGENDA ARE AVAILABLE FOR PUBLIC INSPECTION PRIOR TO THE TIME THE BILL IS UNDER CONSIDERATION BY THE CITY COUNCIL.

POSTED BY SHERRI KLEKAMP, CITY CLERK, APRIL 15, 2022

A COPY OF THIS AGENDA IS ALSO AVAILABLE ONLINE AT www.washmo.gov

CITY OF WASHINGTON
 CITY COLLECTOR'S/TREASURER'S REPORT SUMMARY
 NOVEMBER 2021

	City Collector's Report				Adjusted Cash Position						
	CASH BALANCE AS OF 10/1/2021	RECEIPTS	DISBURSEMENTS	CASH BALANCE AS OF 11/30/2021	LESS RESTRICTED CASH	LESS RESERVED CASH	CASH UNRESTRICTED	INVESTMENTS AS OF 11/30/2021	LESS DEBT SERVICE RESERVE 2021-2022	① LESS 15% / 25% DESIGNATED	OVER (UNDER) FUNDED
CASH FUNDS:											
GENERAL FUND ②	(240,918.89)	740,582.23	(1,150,748.94)	(651,085.60)	(66,819.68)	(8,441.78)	(726,347.06)	2,028,051.56	0.00	(1,612,887.30)	(311,182.80)
LIBRARY FUND ②	353,444.77	29,410.43	(94,579.31)	288,275.89	(175,178.07)	(54,009.59)	59,088.23	0.00	0.00	0.00	59,088.23
VOLUNTEER FIRE FUND	1,641,645.76	4,796.25	(48,633.66)	1,597,808.35	0.00	(24,343.28)	1,573,465.07	0.00	0.00	0.00	1,573,465.07
VEHICLE & EQUIPMENT REPLACEMENT FUND ②	1,242,581.82	531.27	(7,705.00)	1,235,408.09	0.00	0.00	1,235,408.09	0.00	0.00	0.00	1,235,408.09
STORM WATER IMPROVEMENT FUND	3,413,023.73	77,156.17	(22,820.31)	3,467,359.59	0.00	0.00	3,467,359.59	353,676.00	0.00	0.00	3,821,035.59
CAPITAL IMPROVEMENT SALES TAX FUND	941,705.10	165,141.31	(27,509.75)	1,079,336.66	0.00	0.00	1,079,336.66	0.00	0.00	0.00	1,079,336.66
TRANSPORTATION SALES TAX FUND ②	(478,757.66)	219,877.08	(56,260.96)	(315,141.54)	0.00	0.00	(315,141.54)	0.00	0.00	0.00	(315,141.54)
DEBT SERVICE C.O.P. FUND	4,134,678.18	1,767.78	0.00	4,136,445.96	(1,853,338.39)	0.00	2,283,107.57	0.00	(1,834,300.00)	0.00	448,807.57
DOWNTOWN TIF RPA-1 FUND	923,212.43	202.35	0.00	923,414.78	0.00	0.00	923,414.78	0.00	0.00	0.00	923,414.78
FRONT & MAIN TIF RPA-3 FUND	80,780.42	70.82	0.00	80,851.24	0.00	0.00	80,851.24	0.00	0.00	0.00	80,851.24
RHINE RIVER TIF RPA-2 FUND	379.48	0.08	0.00	379.56	0.00	0.00	379.56	0.00	0.00	0.00	379.56
WATER FUND	1,074,354.70	187,220.04	(125,527.85)	1,136,046.89	0.00	0.00	1,136,046.89	0.00	(365,400.00)	(407,324.25)	363,322.64
SEWAGE TREATMENT FUND	541,130.34	230,744.82	(182,844.38)	589,030.78	0.00	0.00	589,030.78	0.00	(1,447,100.00)	(598,308.75)	(1,456,377.97)
SOLID WASTE FUND	4,213,910.35	200,254.19	(214,470.31)	4,199,694.23	(6,656,678.08)	0.00	(2,456,983.85)	0.00	0.00	(694,301.75)	(3,151,285.60)
PHOENIX CENTER II CID FUND	5,476.51	28,166.94	(27,885.27)	5,758.18	0.00	0.00	5,758.18	0.00	0.00	0.00	5,758.18
TOTALS	\$ 17,846,647.04	\$ 1,885,921.76	\$ (1,958,985.74)	\$ 17,773,583.06	\$ (8,752,014.22)	\$ (86,794.65)	\$ 8,934,774.19	\$ 2,381,727.56	\$ (3,646,800.00)	\$ (3,312,822.05)	\$ 4,356,879.70

DELINQUENT CITY RE & PP TAXES COLLECTED THIS MONTH: \$ 2,207.63


 DARREN J. LAMB, CITY ADMINISTRATOR/DEPUTY CITY TREASURER


4/1/22
 DATE


 MARY J. SPRUNG, CPA FINANCE DIRECTOR/CITY COLLECTOR/CITY TREASURER

3/31/22
 DATE


- ① = Resolution No. 11-108880 15% =Fund Balance Reserved For General Operating Fund
 25% - Fund Balance Reserve For Enterprise Funds (Water, Sewer, and Solid Waste)
- ② = Annually in October, Transfers for debt service and subsidy allocations are done which may result in a negative cash balances until tax revenues come in at calendar year end.

CITY OF WASHINGTON MONTHLY INVESTMENT REPORT

 NOVEMBER 2021	INVESTMENT DATE	INTEREST PERCENT	MATURITY DATE	BEGINNING ADJUSTED COST	ADJUSTED GAIN/(LOSS)	REVENUE	EXPENSE	SOLD/REINVESTED	ENDING ADJUSTED COST
	GOVERNMENT BONDS:								
FEDERAL HOME LOAN BANK BONDS	6/8/2021	2.125%	9/14/2029	\$ 239,384.00	\$ 1,630.94	\$ -	\$ -	\$ -	\$ 241,014.94
FEDERAL HOME LOAN BANK BONDS	11/15/2019	2.250%	12/8/2023	\$ 497,284.80	(1,051.44)	-	-	-	\$ 496,233.36
IBN: BOND TOTALS:				\$ 736,668.80	\$ 579.50				\$ 737,248.30
CERTIFICATES OF DEPOSITS:									
CAPITAL ONE BANK USA NA CD	2/8/2017	2.300%	2/23/2022	\$ 241,725.60	(506.60)	-	-	-	\$ 241,219.00
KS STATE BANK CD	2/9/2018	2.450%	2/9/2023	\$ 53,450.80	(148.30)	108.20	-	-	\$ 53,302.50
ENERBANK USA CD	9/27/2019	1.950%	3/27/2023	\$ 116,644.80	(265.80)	188.80	-	-	\$ 116,379.00
STATE BANK OF INDIA CD	2/25/2019	3.050%	2/28/2024	\$ 253,816.80	(760.32)	-	-	-	\$ 253,056.48
IBN: CERTIFICATE OF DEPOSIT TOTAL:				\$ 665,638.00	(1,681.02)	297.00			\$ 663,956.98
FIRST INTERNET BANK INDIANA CD	2/1/2021	0.650%	8/2/2022	\$ 245,000.00					\$ 245,000.00
FIVE POINTS BANK CD	2/1/2021	1.000%	2/2/2025	\$ 245,000.00					\$ 245,000.00
MIDLAND STATES BANK CD	2/1/2021	0.750%	2/2/2024	\$ 245,000.00					\$ 245,000.00
VISION BANK CD	6/30/2021	0.750%	6/23/2023	\$ 245,000.00					\$ 245,000.00
AMERICAN: CERTIFICATE OF DEPOSIT TOTAL:				\$ 980,000.00	0.00	0.00			\$ 980,000.00
CERTIFICATE OF DEPOSITS TOTALS:				\$ 1,645,638.00	\$ (1,101.52)	\$ 297.00	\$ -		\$ 1,643,956.98
MONEY MARKETS:									
IBN: MONEY MARKET				\$ 202.01		-	-	297.00	\$ 499.01
AMERICAN: MONEY MARKET				\$ 23.27	0.00	0.00		0.00	\$ 23.27
MONEY MARKET TOTALS:				\$ 225.28					\$ 522.28
GRAND TOTALS:				\$ 2,382,632.08	\$ (1,101.52)	\$ 297.00			\$ 2,381,727.56

ALLOCATIONS OF FUNDS:		
PRINCIPAL - GENERAL FUND ACCT.- 001-103000	1,500,000.00	
INVESTMENT GENERAL FUND- GAIN/(LOSS)	528,051.56	
YEAR END MARKET VALUE ADJUSTMENT-SEPT	-	
TOTAL GENERAL FUND:		\$ 2,028,051.56
PRINCIPAL - STORMWATER FUND ACCT.- 250-103000	353,676.00	
TOTAL STORMWATER FUND:		\$ 353,676.00
TOTAL MARKET VALUE OF INVESTMENTS:		\$ 2,381,727.56

NOTE: Market Value Adjustment done with annual audit adjustments in September.


 DARREN J. LAMB, CITY ADMINISTRATOR/DEPUTY CITY TREASURER

4/1/22
 DATE


 MARY J. SPRUNG, CPA FINANCE DIRECTOR/CITY TREASURER

3/31/22
 DATE



April 18, 2022

Honorable Mayor and City Council
City of Washington
405 Jefferson St.
Washington, MO 63090

RE: Final Payment Request – American Electric & Data Inc.

Honorable Mayor and City Council:

The Parks and Recreation Department is asking for final payment for electrical work at the new Lions Lake Pavilions. The project is completed per the specifications and bid documents, and as such, I am asking that you consider granting American Electric and Data's request for final payment in the amount of \$21,700.00.

As always, if you have any questions, concerns or need additional information, please advise.

Respectfully submitted,

Wayne Dunker

Wayne Dunker MA, CPRP
Director of Parks & Recreation

Attachment - 1



FINAL PAYMENT REQUEST

TO: City Council
NAME OF PROJECT: Electric Work – Lions Lake Pavilions
OWNER: CITY OF WASHINGTON
CONTRACTOR: American Electric & Data Inc.

THE FOLLOWING FINAL PAYMENT IS HEREBY REQUESTED TO BE MADE TO THE CONTRACTOR:

Original Contract Price.....	\$21,700.00
Contingency.....	\$0.00
New Contract Amount.....	\$0.00
Previous Payments.....	\$0.00
Final Payment.....	\$21,700.00

Approval:

Date: _____

City of Washington, Missouri

By: _____


Title: _____

AMERICAN ELECTRIC & DATA, INC.
 PO BOX 340
 112 ST. CHARLES STREET
 NEW MELLE, MO. 63365
 OFFICE (636) 398-8811
 WWW.AEDI-MO.COM

Invoice

Date	Invoice #
4/8/2022	15086

Bill To
CITY OF WASHINGTON ATTN: CHAD OWENS 405 JEFFERSON ST WASHINGTON, MO 63090

 **E-MAILED**
 Ndunkwa@washmo.gov.
 Cowense@washmo.gov.

P.O. No.	Terms	Project
	Net 30	MISC-1-0650-00-NX1 LIONS LAKE PAVILIONS

Item	Description	Amount
Contract Cost	LIONS PARK PAVILION ELECTRIC SERVICE: WIRE 2 NEW PAVILIONS BILLING FOR FULL CONTRACT AMOUNT	21,700.00
		Total \$21,700.00
		Payments \$0.00

Thank you for your business.

Balance Due \$21,700.00



April 18, 2022

Honorable Mayor and City Council
City of Washington
405 Jefferson St.
Washington, MO 63090

RE: Final Payment Request – Landscape Structures

Honorable Mayor and City Council:

The Parks and Recreation Department is asking for final payment for the Phoenix Park playground. The project is completed per the specifications and documents, and as such, I am asking that you consider granting Landscape Structures' request for final payment in the amount of \$118,579.00.

As always, if you have any questions, concerns or need additional information, please advise.

Respectfully submitted,

Wayne Dunker

Wayne Dunker MA, CPRP
Director of Parks & Recreation

Attachment - 1



FINAL PAYMENT REQUEST

TO: City Council
NAME OF PROJECT: Phoenix Park Playground
OWNER: CITY OF WASHINGTON
CONTRACTOR: Landscape Structures

THE FOLLOWING FINAL PAYMENT IS HEREBY REQUESTED TO BE MADE TO THE CONTRACTOR:

Original Contract Price.....	\$237,158.00
Contingency.....	\$0.00
New Contract Amount.....	\$0.00
Previous Payments.....	\$118,579.00
Final Payment.....	\$118,579.00

Approval:

Date: _____

City of Washington, Missouri

By: _____

Title: _____



Statement of Account

City of Washington
 405 Jefferson St
 Washington MO 63090
 USA

Customer	Date	Page
C083012	04/04/2022	1 of 1

Dealer: 101 NuToys Leisure Products, Inc.

Thank you for choosing Landscape Structures for your playground, site furnishing, and splash pad and water feature needs.

Date	Invoice Number	PO Number	Due Date	Original Invoice Amount	Credit	Remaining Invoice Amount
01/27/2022	INV-108953	PR11-20	02/26/2022	\$237,158.00		\$118,579.00

For questions regarding this statement, please contact:
 Lynn Bartels 1-888-203-4651

Remit To: **Landscape Structures Inc.**
SDS 12-0395
PO Box 86
Minneapolis, MN 55486-0395

Balance	\$118,579.00
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Key
 INV = Project Invoice
 PCN = Project Credit Note
 INT = Interest Note (Finance charge)
 FTI = Free Text Invoice (manual invoice)
 FTCN = Free Text Credit Note

1d



April 13, 2022

Re: Liquor License Renewals

Sherri Klekamp, City Clerk
City of Washington
405 Jefferson St
Washington, MO 63090

Dear Sherri

Enclosed is a list of businesses that are applying for renewal of their City of Washington liquor license. The list includes: the name of the business and owner, the business location, fees paid, and the type of sale requested. All fees have been paid and the required paperwork has been submitted to the Collector's Office. The applicants have asked that their application go before the City Council at the April 18, 2022 meeting.

Sincerely,

Heather Parker

Heather Parker
Accounts Specialist I
City of Washington

1. Big Boys Grilled Subs & Wings
Michael Aiello, Owner
919 Jefferson St.
Mon - Sat Sale of Intoxicating liquor of all kinds by the drink
\$300.00
Sunday Sales
\$200.00

2. Bapa Manhant LLC
DBA: Xpress Liquor and Smokes
Manishkumur Patel, Owner
201 E 5th St.
Mon – Sat Sale of Intoxicating liquor of all kinds in original package
\$100.00
Sunday Sales
\$200.00
Tasting Permit
\$25.00

3. The Sand Bar
Michael Turner, Owner
601 W 5th St.
Mon - Sat Sale of Intoxicating liquor of all kinds by the drink
\$300.00
Sunday Sales
\$200.00



April 13, 2022

RE: Taxicab Business License Renewals

Sherri Klekamp, City Clerk
City of Washington
405 Jefferson Street
Washington, MO 63090

Dear Sherri,

Barbara House, the owner of "Around-N-About" has submitted the necessary paperwork to the City Collector's office and made the requisite payment for a 2022/2023 Taxicab License Renewal.

Ms. House has asked that this application go before the city council meeting on April 18, 2022.

Sincerely,

A handwritten signature in blue ink that reads "Heather Parker".

Heather Parker
Accounts Specialist I
City of Washington



NOTICE OF RABIES CLINIC

DOG AND CAT OWNERS

For the protection of the community it was ordered by the Council of the City of Washington, Missouri, that all dogs and cats be vaccinated against rabies, and tags be worn by dogs and cats so vaccinated, and the certificates thereof filed with the City Clerk shall be in lieu of all licenses and payment of license fees.

In order that all owners of dogs and cats may have their dogs and cats vaccinated it was decided to set up a clinic at the Fairgrounds Pavilion between the hours of 4:00 p.m. and 6:30 p.m. on Thursday, May 12, 2022 and Thursday, May 19, 2022, at which time veterinarians will vaccinate dogs and cats against rabies and issue tags and certificates.

Thursday Clinic – May 12 – Dr. Smith (Animal Hospital of Washington)

Thursday Clinic – May 19 – Dr. Smith (Animal Hospital of Washington)

There is a \$15.00 charge for each dog or cat vaccinated

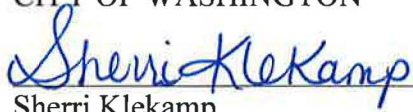
Persons must be over 17 years of age to register a dog or cat.

City ordinance prohibits dogs and cats running at large. Keep your dogs and cats on a leash or in a pen at all times.

WARNING: If a rabies epidemic occurs in the City of Washington, dogs and cats caught not wearing a 2022 inoculation tag will be held 72 hours.

Done by order of the City Council on the 18th day of April 2022.

CITY OF WASHINGTON



Sherri Klekamp
City Clerk

Publish in the Missourian May 4 and May 11, 2022.



POLICE
CITY OF WASHINGTON

Washington Police Department

301 Jefferson Street
Washington, MO 63090
Administration: (636)390-1055
Dispatch: (636)390-1050
Fax: (636)390-2455

April 11, 2022

Honorable Mayor and City Council
City of Washington
Washington, MO 63090

Re: Street Closure Request- Firefighters of MO Convention Parade

Dear Mayor and City Council Members:

For your consideration, this letter, with the attached application for street closure, was reviewed and approved by Traffic Committee. As an event that is not preapproved, Council approval will be required to approve the street closure for the event.

The event in question will be held on May 7, 2022 from 11:00 am to 1:00pm. The parade route will encompass parts of 2nd, Elm, 5th, and High Streets and is expected to involve approximately 50 emergency vehicles.

The Washington Fire Department is hosting the event, and will be the primary contact.

Thank you for your consideration.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael Grissom".

Sgt. Michael Grissom #299
Washington Police Department



APPLICATION FOR STREET CLOSURE

Date Application Submitted: 4/1/2022 Accepted by: _____

City Council preapproved events – no fee (circle one):

- | | |
|----------------------------------|-----------------------------------|
| BBQ & Blues Fest | Borgia Homecoming |
| Art and Wine Fest/Vintage Market | Washington Homecoming |
| Fair Parade / Fair | Band Festival |
| Fall Festival | WHS Senior Parade |
| Music at the Market | Borgia Grade School Field Day |
| Brewfest | Borgia Grade School Fall Festival |
| Farm to Table | Chili Cookoff |
| Food Stock | Pumpkin Palooza |
| Cajun Fest | Holiday Parade of Lights |
| Oxfest | Olde Fashioned Christmas |

Other FIREFIIGHTERS OF MO. CONVENTION PARADE (requires city council approval and \$100 fee)

Applicant Information	Permit Requested By <u>MARK SKORNIA</u>		Business/Organization Name <u>WASHINGTON FIRE DEPT.</u>	
	Title <u>ASST. CHIEF</u>		President/Chairperson <u>TIM FRANKENBERG</u>	
	Address <u>200 EAST 14TH ST.</u>	City <u>WASHINGTON</u>	State <u>MO</u>	Zip <u>63090</u>
	Cell Phone / Primary Phone # <u>636.221.4672</u>		Email Address <u>MSKORNIA@WASHMO.GOV</u>	
Street Closure details	Date(s) Requested <u>5/7/2022</u>	Day(s) of the week <u>SAT.</u>	Time(s) Requested <small>Only permitted from 8am-10pm</small> <u>SETUP 11:30 PARADE START - 12:00 - 1:00</u>	
	Street(s) being requested to be closed <u>PARADE - SEE ATTACHED ROUTE MAP</u>			
	Beginning address # inside closure		Ending address # inside closure	
	How many people will be attending the street closure? <u>500</u>			
	What type of entertainment are you providing? <u>PARADE</u>			

2h

HOLD HARMLESS AGREEMENT – REQUIRED SUBMITTAL

PROJECT: Event Name – WASHINGTON FD/FFAM PARADE

LOCATION: Street Closure – PARADE ROUTE

The applicant will indemnify and hold harmless the City of Washington, their agents, employees and officials from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the work, provided that any such claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to cause injury to or destruction of tangible property, including the loss of use resulting therefrom, and is caused in whole or in part by any negligent or willful act or omission of the applicant and anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

In any and all claims against the City of Washington, or any of its agents or employees, by any employee of the applicant, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the contractor or any subcontractor under workmen's compensation acts, disability benefit acts or other employee benefit acts.

Applicant: WASHINGTON FIRE DEPT.

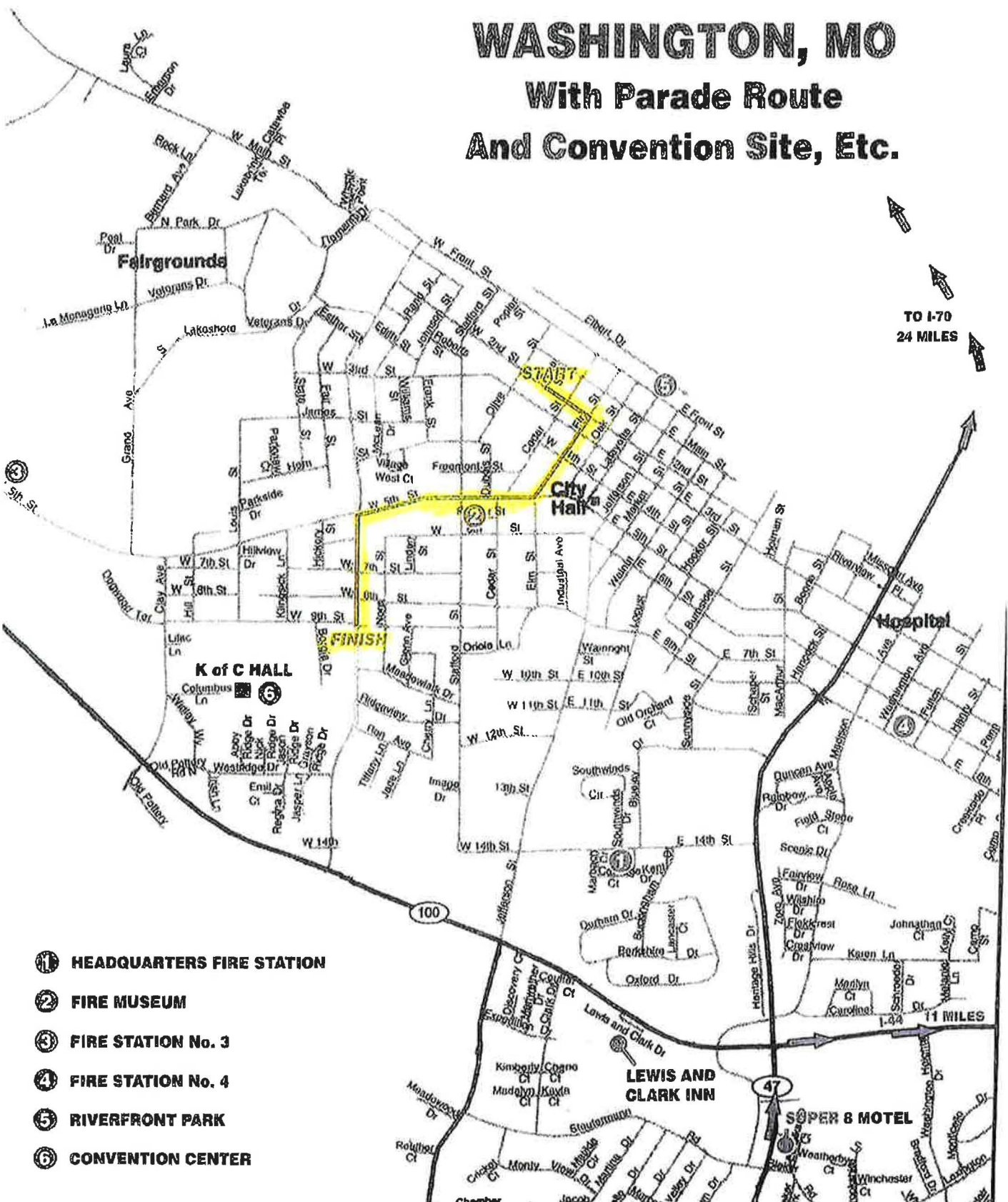
By: MARK SKORANIA / [Signature]

Title: ASST. FIRE CHIEF

Date: 4/1/2022

WASHINGTON, MO

With Parade Route And Convention Site, Etc.



TO I-70
24 MILES

- ① HEADQUARTERS FIRE STATION
- ② FIRE MUSEUM
- ③ FIRE STATION No. 3
- ④ FIRE STATION No. 4
- ⑤ RIVERFRONT PARK
- ⑥ CONVENTION CENTER



April 18, 2022

City Council
City of Washington
Washington, Missouri

Dear Council Members:

I herewith submit for your approval the following for reappointment to the Police Department:

<u>NAME</u>	<u>APPOINTED</u>	<u>TERM EXPIRES</u>
Daniel Day Police Officer	April 23, 2022	April 23, 2023
Doug Tollison Police Officer	May 03, 2022	May 03, 2023

Respectfully submitted,

James D. Hagedorn
Mayor



POLICE
CITY OF WASHINGTON

Chief Edward Menefee
Washington Police Department
301 Jefferson Street
Washington, MO 63090


Administration: (636)390-1055
Dispatch: (636)390-1050
Fax: (636)390-2455
Email: emenefee@washmo.gov

DATE: April 18, 2022
TO: Mayor Doug Hagedorn
FROM: Chief Edward T. Menefee
SUBJECT: Reappointment of Police Officers

Honorable Mayor:

I respectfully request the following Police Officers be reappointed to the Washington Police Department for a one-year term:

NAME	DATE EFFECTIVE	DATE EXPIRES
POLICE OFFICER DANIEL DAY	APRIL 23, 2022	APRIL 23, 2023
POLICE OFFICER DOUG TOLLISON	MAY 03, 2022	MAY 03, 2023

Respectfully,

Edward T. Menefee
Chief of Police



April 12, 2022

Mayor & City Council
City of Washington
Washington, MO 63090

RE: File No. 22-0401-Special Use Permit-1807 E. Fifth Street-Indoor Shooting Range

Mayor & City Council:

At their regularly scheduled meeting of the Planning and Zoning Commission held on April 11, 2022 the Commission voted to recommend approval of the above Special Use Permit request with a unanimous vote.

Sincerely,

A handwritten signature in blue ink that reads "Thomas R. Holdmeier".

Thomas R. Holdmeier
Commission Chairman

To: Planning and Zoning Commission

From: Planning and Engineering Department Staff

Date: April 11, 2022

Re: File # 22-0401–Dr. J Freeman – 1807 E. Fifth Street

Synopsis: The applicant is requesting approval of a Special Use Permit for an Indoor Gun Range at 1807 E. 5th Street. (renewal of expired SUP)

Adjacent Land Use /Zoning Matrix		
	Existing Land Use	Existing Zoning
North	Commercial / Single Family	C-2 / R-1A
South	Light Industrial	M-1
East	Commercial	C-2
West	Commercial	C-2

Analysis:

The applicant is wishing to renew a Special Use Permit that was approved in 2019 for an indoor shooting range at 1807 E 5th Street. The use was approved by Planning and Zoning and City Council, however it was never constructed. City code requires all Special Use Permits to be granted occupancy within 1 year of approval, otherwise the permit expires.

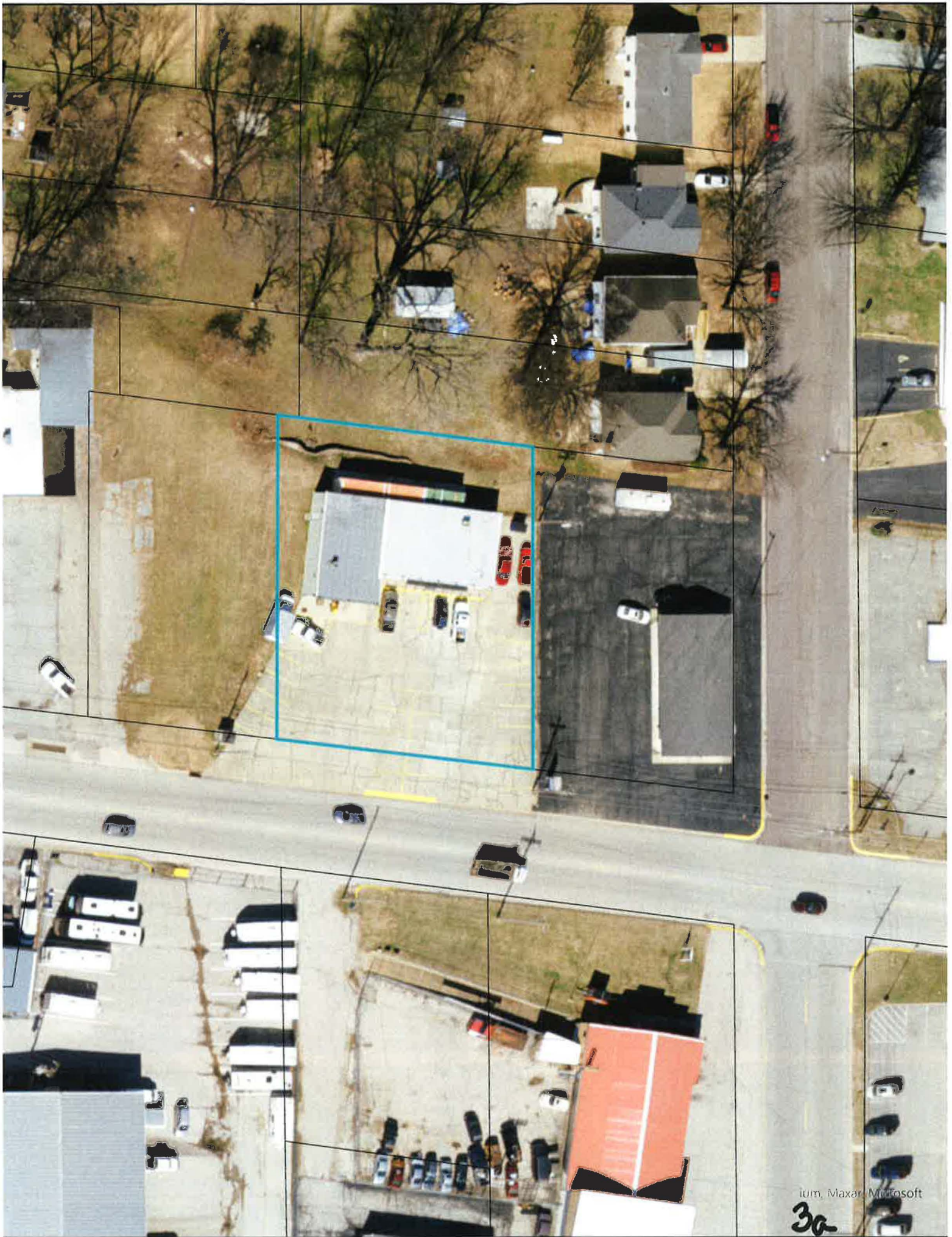
This new application does not propose an addition but rather a rehab of the building to allow for the indoor shooting range.

City Council amended City Code in 2019 to allow indoor gun granges as a special use on Commercial properties. The property, zoned C-2, requires such permit.

The subject property is located on a portion of 5th Street that has a mixture of uses that range from residential to light industrial. Given that the proposed use will be conducted completely indoors screened from neighboring properties staff does not believe it will be a detriment to the area.

Recommendation:

Staff recommends approval of the Special Use Permit to operate an indoor gun range at 1807 E 5th Street.





Legend

- Zoning
ZONING
- C-2
 - M-1
 - R-1A

CITY OF WASHINGTON, MISSOURI

Department of Planning and Engineering Services

405 Jefferson Street · Washington, MO 63090

636.390.1010 Phone · 636.239.4649 Fax

SPECIAL USE PERMIT APPLICATION

All applications for Special Use Permits must be submitted to the Engineering Department at least 15 working days prior to the second Monday of each month in order to be placed on the agenda for the Planning & Zoning Commission Meeting.

Please Print:

Street Address: 1807 East Fifth Street

Lot: 5&6 Subdivision: Schneiders PID# 10-6-23.0-4-002-063.000

Applicant Name: Dr. J. Freeman Phone: (512) 744-3853

Address of Applicant: 18493 U.S. Highway 66, Pacific, MO 63069

Owner: Nick Watts Phone: (636) 390-3819

Owner's Address: 5 Addison Ct., Washington, MO 63090

Current Zoning: C2 Proposed Zoning: C2, same

It is proposed that the property be put to the following use: Shooting range in addition to existing retail

Lot Size: Frontage 126 (feet) Depth 155 (feet) Number of Stories 1

Number of Units: 1 Number of Off-Street Parking Spaces: 30

Include with this Special Use Permit Application:

- 1. Application Fee of \$150.00 (make check payable to the 'City of Washington')
- 2. Completed Special Use Permit Application
- 3. Plot Plan
- 4. Legal Description of Property
- 5. Building Elevation Plan (for new construction only)

March 25th, 2022

Signature of Applicant

Date

J. Freeman

Applicant Name Printed

**NOTE* Similar request was previously approved 06/03/2019 under Bill #19-19999 Ordinance #19-12041. This is a re-application due to the prior special use permit expiration prior to the ability to act as a result of COVID and associated economic conditions.*

SPECIAL USE PERMIT EVALUATION CRITERIA

The following criteria are used in evaluating a Special Use Permit Application. It is recommended these criteria be addressed as to their applicability to the proposed Special Use Permit request:

1. The compatibility of the proposal, in terms of both use and appearance, with the surrounding neighborhood.

Fully compatible - no visible changes, alterations are within the existing structure.

2. The comparative size, floor area, and mass of the proposed structure in relationship to adjacent structures and buildings in the surrounding properties and neighborhood.

No change, alterations are within the existing structure.

3. The frequency and duration of various indoor and outdoor activities and special events, and the impact of these activities on the surrounding area.

No anticipated impact, operation of the range will conform to the business hours of Titan Hill Armory.

4. The capacity of adjacent streets to handle increased traffic in terms of traffic volume, including hourly and daily levels.

While we hope for additional business patronage, there is no significant anticipated impact to existing infrastructure (roads, traffic).

5. The added noise level created by activities associated with the proposed use.

Little to none. Range implementation will include a full concrete sarcophagus reinforced with AR500 steel for the highest levels of safety and noise suppression. Note that current facility utilizes a clearing trap for test fires, the new range will offer higher levels of noise suppression than what currently exists.

6. The requirements for public services where the demands of the proposed use are in excess of the individual demands of the adjacent land uses, in terms of police and fire protection, and the presence of any potential or real fire hazards created by the proposed use.

None anticipated. Range will be enclosed in concrete with AR500 steel shields and a mixed media bullet trap, the most modern materials available for range construction consistent those built for military and law enforcement applications.

7. Whether the general appearance of the neighborhood will be adversely affected by the location of the proposed use on the parcel.

No change, alterations are within the existing structure.

8. The impact of night lighting in terms of intensity, duration and frequency of use, as it impacts adjacent properties, and in terms of presence in the neighborhood.

No change, alterations are within the existing structure with no planned changes to existing lighting.

9. The impact of the landscaping of the proposed use, in terms of maintained landscaped areas, versus areas to remain in a natural state, as well as the openness of landscape versus the use of buffers and screens.

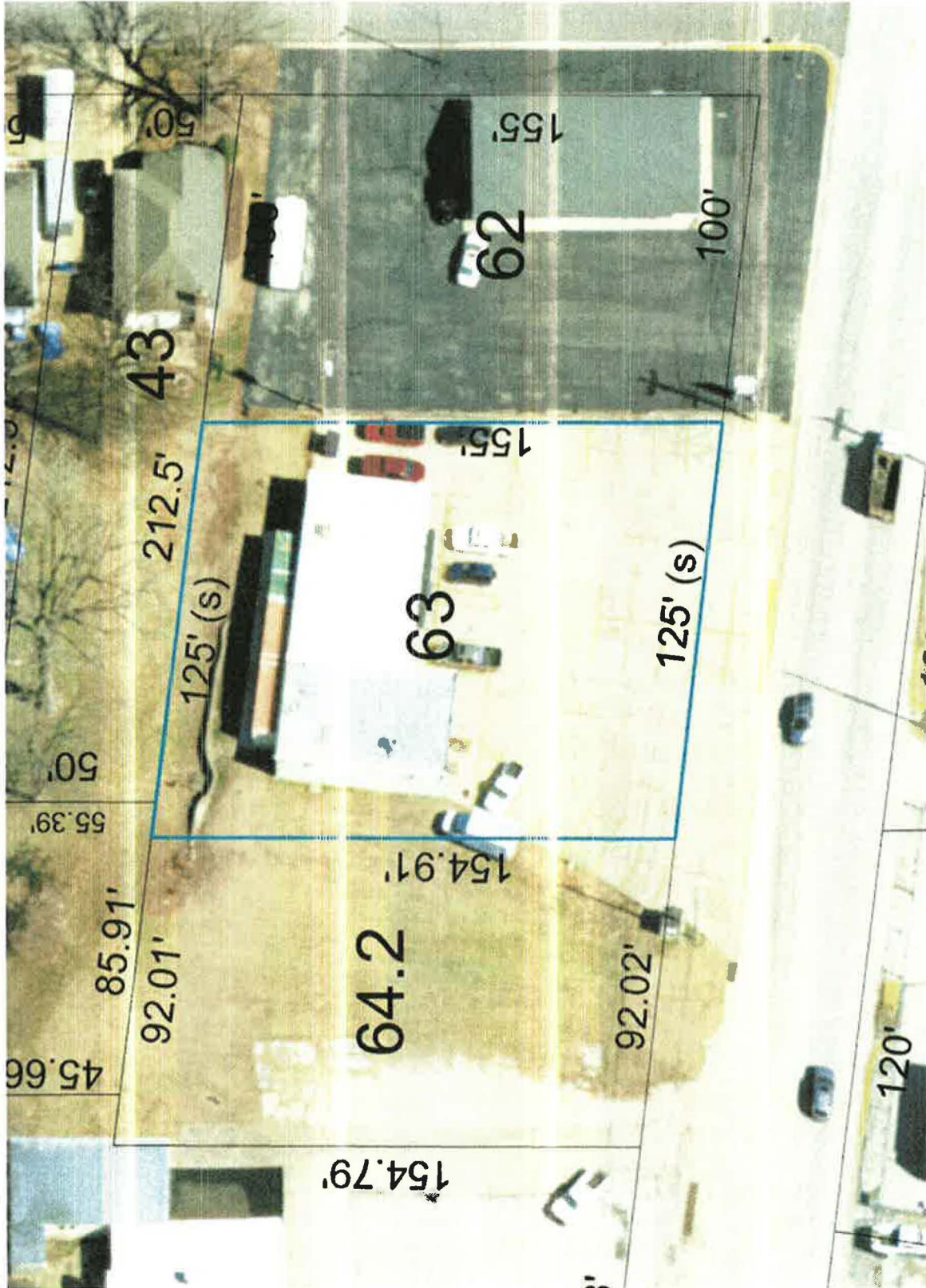
No change, alterations are within the existing structure with no planned external changes.

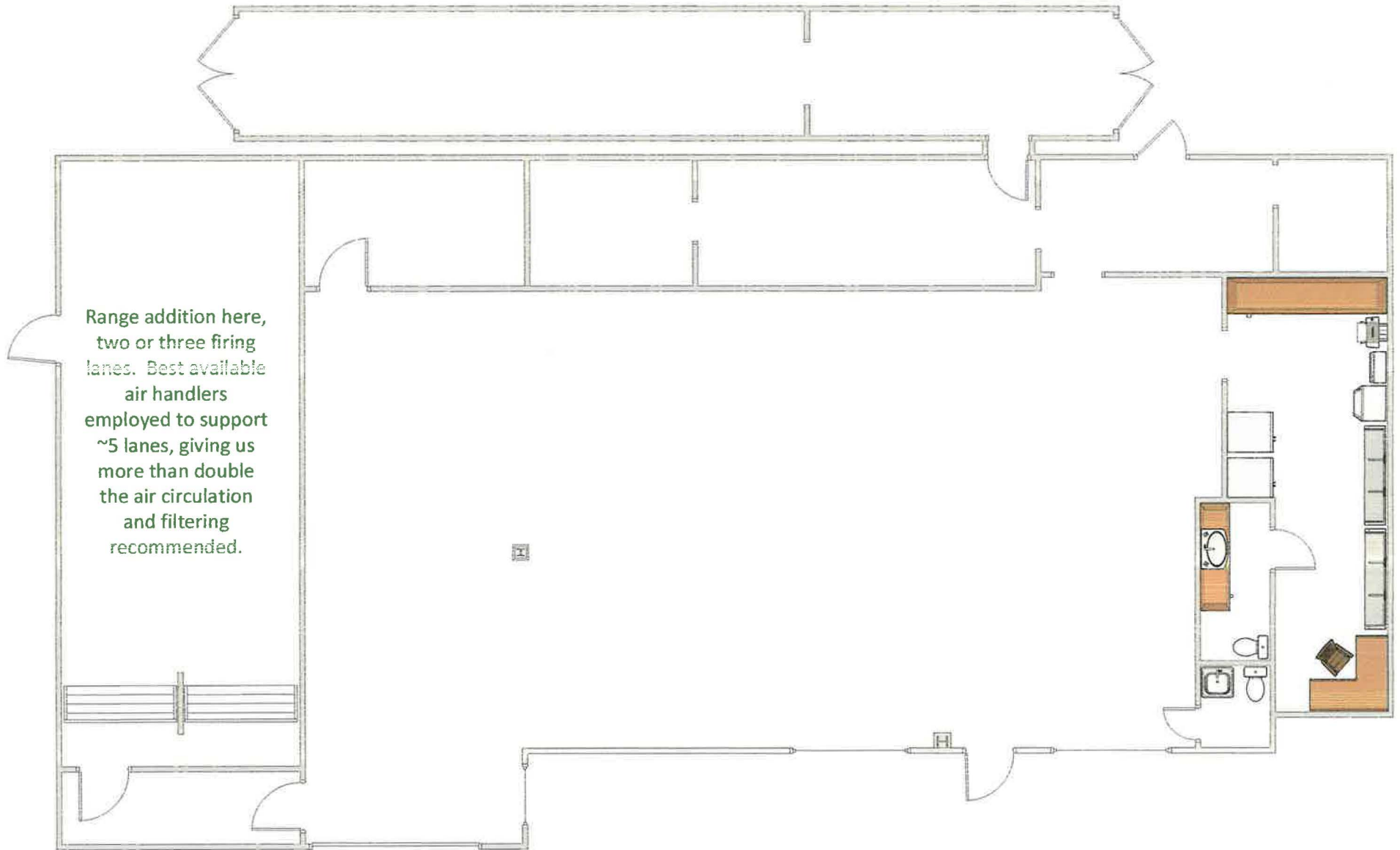
10. The impact of a significant amount of hard-surfaced areas for buildings, sidewalks, drives, parking areas and service areas, in terms of noise transfer, water run-off, and heat generation.

No change, alterations are within the existing structure.

Legal Description: Lots 5 & 6 part of 4 & 7 of Schneider subdivision.

Plot:





BILL NO. _____ INTRODUCED BY _____

ORDINANCE NO. _____

AN ORDINANCE GRANTING A SPECIAL USE PERMIT AT 1807 EAST FIFTH STREET FOR AN INDOOR SHOOTING RANGE IN THE CITY OF WASHINGTON, FRANKLIN COUNTY, MISSOURI

WHEREAS, an application for a Special Use Permit for an Indoor Shooting Range located at 1807 East Fifth Street in a C-2, General Commercial Zoning District has been submitted by Dr. J. Freeman and;

WHEREAS, the City Planning & Zoning Commission has recommended that said application be approved and;

WHEREAS, a Public Hearing on said application was held Monday, April 18, 2022, in the Council Chambers of City Hall, 405 Jefferson Street, in Washington, Missouri, notice of said hearing having been duly published in the "Washington Missourian", and;

WHEREAS, the City Council has determined the granting of such Special Use Permit would be in the best interest of the City, and will not adversely affect the general welfare of the community.

SECTION 1: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 2: This ordinance shall be in full force and effect from and after its passage and approval.

Passed: _____

ATTEST: _____

President of City Council

Approved: _____

ATTEST: _____

Mayor of Washington, Missouri



BILL NO. _____ INTRODUCED BY _____

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 400.115 OF THE
CODE OF THE CITY OF WASHINGTON, MISSOURI
RELATING TO PLANNED DEVELOPMENT DISTRICTS

BE IT ORDAINED by the Council of the City of Washington, Missouri, as
follows:

SECTION 1: Section 400.115 of the Code of the City of Washington, Missouri is
hereby amended to read as follows:

SECTION 400.115 – “PD” PLANNED DEVELOPMENT DISTRICTS

A. INTENT AND PURPOSE

1. The purpose of the Planned Development Districts is to provide a means of achieving greater flexibility in development of land in a manner not always possible in conventional zoning districts; to encourage a more imaginative and innovative design of land development; and to promote a more desirable community environment.

2. The City Council, upon recommendation by the Planning and Zoning Commission, may, by an ordinance adopted in the same manner as a rezoning is approved, authorize a Planned Development district when the proposed development or use of a specific tract of land or area warrants greater flexibility, control and density than is afforded under the general regulations of standard zoning districts. These Planned Development regulations are not intended to allow excessive densities, or the development of incompatible land uses, either within the development, or

as the development relates to the general neighborhood. The City Council may, upon proper application, approve a Planned Development to facilitate the use of flexible techniques of land development and site design, by providing relief from conventional zoning standards in order to achieve one or more of the following objectives:

- a. Site planning that better adapts to site conditions and its relation to surrounding properties that would not otherwise be possible or would be inhibited under the district regulations applicable to the property;
- b. Functional and beneficial uses of open space areas;
- c. Preservation of natural features of a development site;
- d. Creation of a safe and desirable living environment for residential areas characterized by a unified building and site development program;
- e. Recreational and economical in relation to public utilities and services;
- f. Efficient and effective traffic circulation, both within and adjacent to the development site.

B. RELATIONSHIP OF PLANNED DEVELOPMENT DISTRICTS TO ZONING MAP

1. A Mapped District. The PD designation is not intended to be attached to existing zoning districts as an overlay. The PD designation, as detailed in this section, is a separate use district and may be attached to a

parcel of land through the process of rezoning and zoning map amendment.

2. Plan Approval Required. It is the intent of this ordinance that no development or redevelopment of the property encompassed by the PD designation take place until an acceptable development plan has been reviewed and approved in conformance with the requirements of this Section, Article XII, "Amendments," and applicable sections of Chapter 410, "Subdivisions," of the Washington Municipal Code.

C. COORDINATION WITH ARTICLE XII, "AMENDMENTS" AND CHAPTER 410, "SUBDIVISIONS", OF THE MUNICIPAL CODE

1. When a Planned Development involves any subdivision activity, the subdivision review and approval procedure requirements contained in Chapter 410 of the Municipal Code shall be carried out simultaneously with the review of a Planned Development under this Section of this ordinance. As applicable, reference is made to requirements in Chapter 410 of the Municipal Code within this Section. With regard to these references, said Chapter 410 may contain the term "plat," which under the PD district requirements is intended to be synonymous with "plan" as appropriate.

2. Since obtaining a PD district designation requires a map amendment (rezoning), the requirements and procedures of Article XII, "Amendments," shall apply. As applicable, reference to Article XII is made within this Section.

D. TYPES OF PLANNED DEVELOPMENTS. An area approved for the PD designation shall be assigned one of the following district classifications which shall be considered a separate zoning district and subject to the specific restrictions and limitations outlined in this section.

1. Planned Development - Residential (PD-R): Planned developments involving residential uses only.

2. Planned Development - Commercial (PD-C): Planned developments involving commercial uses only.

3. Planned Development - Industrial (PD-I): Planned developments involving industrial and limited commercial uses only.

4. Planned Development - Mixed Use (PD-MXD): Planned developments involving residential and limited commercial uses.

E. PERMITTED USES. The permitted uses for all Planned Development Districts as provided for in (D) above are those as provided for in Section 400.120, D of this Article.

F. MINIMUM PLANNED DEVELOPMENT SITE SIZE.

1. The minimum site size for any of the Planned Development districts shall be as follows:

PD District	Minimum Site Size in Acres
PD-R	1.5
PD-C	5.0
PD-I	10
PD-MXD	10

2. These minimum site sizes may be waived by the City Council upon report by the Planning and Zoning Commission; if it is determined that the use proposed is desirable or necessary in relationship to the surrounding neighborhood; or, if the City Council should determine such waiver to be in the general public interest.

G. DENSITY AND DIMENSIONAL REGULATIONS AND PERFORMANCE STANDARDS

1. General Standards:

a. The approval of the Development Plan may provide for such exceptions from the regulations associated with traditional zoning districts as may be necessary or desirable to achieve the objectives of the proposed planned development. No Planned Development shall be allowed which would result in:

(1) Inadequate or unsafe vehicular access to the development;

(2) Peak-hour traffic volumes exceeding the capacity of the adjoining or nearby streets. Capacity shall be based on a street providing "level of service D" as defined in the latest publication of Transportation and Traffic Engineers Handbook, Institute of Transportation Engineers;

(3) An undue burden on public parks, recreation areas, schools, fire and police protection and other public facilities which serve or are proposed to serve the planned development;

(4) A failure to comply with the performance standards contained in Article V, Section 400.230;

(5) Other detrimental impacts on the surrounding area including, but not limited to, visual pollution.

b. In addition to the above requirements, all planned developments shall be subject to the review criteria established in Article V of this ordinance. It shall be the responsibility of the applicant to clearly establish that the above requirements are met.

2. Other Codes. All requirements of other codes and ordinances of the City (e.g., Building Code) shall be applicable.

3. Planned Development - Residential (PD-R).

a. Density: The density of a planned residential development shall be reviewed by the Planning and Zoning Commission and a recommendation submitted to the City Council. The City Council shall determine if the proposed density exceeds what is necessary and appropriate for the surrounding area or if it fails to comply with the general standards set forth in Section G of this Chapter.

b. Development Phasing: If the sequence of construction of various portions of the development is to occur in stages, then the open space and/or recreational facilities shall be developed, or legally provided for on a final plat, in reasonable proportion to the number of dwelling units intended to be developed during any given stage of construction as approved on a final plat by the City Council. Furthermore, at no time

during the construction of the project shall the number of constructed dwelling units per acre of developed land exceed the overall density per net acre established by the approved PD-R district.

c. Non-Residential Uses in PD-R Developments: Non-residential uses are limited to those specifically listed in the dwelling zoning districts. Such non-residential uses shall be subject to all requirements for lot area, width, height, yards and setbacks prescribed in the district in which the proposed PD-R development is located.

d. Perimeter Buffer Requirements:

(1) Where a PD-R development proposes residential development along the perimeter of the site, which is higher in density than that of an adjacent dwelling district, there shall be a minimum thirty (30) foot wide buffer area meeting the requirements of Article IV, Section 400.190, I. The buffer area shall be kept free of buildings or structures and shall be landscaped or protected by natural features so that all higher-density residential buildings are effectively screened from the abutting lower density residential property.

(2) Where a PD-R development abuts a commercial or industrial use or district, there shall be a minimum thirty (30) foot wide buffer area meeting the requirements of Article IV, Section 400.190, I. This buffer area shall be permanent and landscaped and/or otherwise provided with screening (i.e.; sight proof fencing)

so as to effectively screen the commercial or industrial use from the PD-R development.

(3) Buffer requirements may be waived by the City Council per the approved plan.

4. Planned Development - Commercial or Industrial (PD-C or PD-I):

a. Site Coverage: Total site coverage by uses permitted in the PD-C or PD-I districts shall be seventy (70) percent, except as permitted to be exceeded in accordance with paragraph "b" below.

b. Site Coverage Bonus: The Planning and Zoning Commission may recommend, and the City Council may approve, an increase in maximum site coverage from seventy (70) percent up to eighty (80) percent. In order to qualify for this bonus, the development plan must demonstrate compliance with four (4) or more of the following performance criteria:

(1) Incorporate storm drainage retention facilities as a site amenity.

(2) Install storm drainage detention facilities underground.

(3) Increasing parking lot landscaping by fifty (50) percent more than otherwise required.

(4) Submitting for approval developments on tracts that are five (5) or more acres in size.

(5) Design of principal access to the development tract at an approved location that allows for shared access by an adjacent property.

(6) Construction of separate-grade pedestrian and bicycle paths.

(7) Providing for screened loading areas.

(8) Demonstration of a development using innovative architectural, site planning and land use design and of such quality as to set an excellent example for subsequent development or redevelopment projects.

(9) Any other performance criteria that further the goals, objectives and policies of the Comprehensive Plan and that, in the opinion of the Planning and Zoning Commission and City Council warrant the approval of development bonuses.

c. Signage: Signage shall be in compliance with Chapter 405, "Sign Regulations," unless the applicant for a PD-C or PD-I district designation elects to submit a "Comprehensive Sign Plan" in addition to the submission of other required development plan documents. The Planning and Zoning Commission may recommend, and the City Council may approve, a Comprehensive Sign Plan and such plan shall be made part of the ordinance approving the PD district. This ordinance may contain conditions, requirements or standards regarding signs that may be stipulated by the City Council. Comprehensive Sign Plans approved under this Section shall be evaluated based upon the following criteria:

(1) Placement: All signs shall be placed where they are sufficiently visible and readable for their function. Factors to be

considered shall include the purpose of the sign, its location relative to traffic movement and access points, site features, structures and sign orientation relative to viewing distances and viewing angles.

(2) Quantity: The number of signs that may be approved within any development shall be no greater than that required to provide project identification and entry signs, internal circulation and directional information to destinations and development sub-areas and business identification. Factors to be considered shall include the size of the development, the number of development sub-areas, and the division or integration of sign functions.

(3) Size: All signs shall be no larger than necessary for visibility and readability. Factors to be considered in determining appropriate size shall include topography, volume of traffic, speed of traffic, visibility range, proximity to adjacent uses, amount of sign copy, placement of display (location and height), lettering style and the presence of distractive influences. In no event shall a plan contain a sign which exceeds by more than fifty (50) percent that of any maximum area standard contained in Article 7, "Sign Regulations," unless otherwise waived by the City Council.

(4) Materials: Sign materials shall be compatible with architectural and/or natural features of the project. This may be accomplished through similarity of materials for sign structures

and faces, the use of complementary colors, similarity of architectural style or the use of consistent lettering style and typography.

A request for approval for a Comprehensive Sign Plan shall accompany the request for PD-C or PD-I zoning classification and shall include, but is not limited to, the following:

- (1) A site plan, depicting the proposed plan of development and illustration of proposed sign locations;
- (2) Descriptions and drawings indicating size, qualities, materials and illumination; and
- (3) A narrative description of the common theme for signage within the development, how it relates to architectural and/or landscaping elements of the development, and how the Comprehensive Sign Plan relates to each of the criteria set forth in this Section.

d. Perimeter Buffer Requirements: Where a PD-C or a PD-I development abuts a residential district, there shall be a minimum fifty (50) foot buffer area between any non-residential use and the adjacent residential district. This buffer area shall be landscaped in accordance with Article IV, "Supplementary Regulations," Section 400.190, I.

e. Minimum Building Setbacks: Building setbacks shall be in accordance with the approved site plan for a PD-C or PD-1 development. Where a commercial or industrial use abuts a dwelling district, the minimum building setbacks established in the district regulations shall apply.

5. Planned Development – Mixed Use

- a. Density: Residential density shall be reviewed per approved plan.
- b. Site Coverage: Total site coverage by uses permitted in the PD-MXD district shall not exceed seventy (70) percent, except as permitted to be exceeded in accordance with Section 400.115, F, paragraph “4, b”.
- c. Signage: (see Section 400.115, F, paragraph “4, c”)
- d. Perimeter Buffer Requirements:
 - (1) When the residential portion of the development is along the perimeter of the site and is higher in density than that of an adjacent dwelling district, there shall be a minimum thirty (30) foot wide buffer area in accordance with the requirements of Article IV, “Supplementary Regulations”, Section 400.190, I. The buffer area shall be kept free of buildings or structures and shall be landscaped or protected by natural features so that all higher-density residential buildings are effectively screened from the abutting lower density residential property.
 - (2) When commercial development abuts a dwelling district, there shall be a minimum fifty (50) foot buffer area between the commercial use and the adjacent dwelling district. This buffer area shall be landscaped in accordance with Article IV, “Supplementary Regulations”, Section 400.190, I.

SECTION 2: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3: This ordinance shall be in full force and effect from and after its passage and approval.

Passed: _____

ATTEST: _____

President of City Council

Approved: _____

ATTEST: _____

Mayor of Washington, Missouri



April 18, 2021

Honorable Mayor and City Council
City of Washington
Washington, MO 63090

RE: Planned Residential Code Amendment

Dear Mayor and City Council Members:

The following ordinance, regarding the PDR District, has been reviewed and approved by the Planning and Zoning Commission. The goal of the amendment is meant to simplify the density requirements in the Planned Districts. The current code contradicts the intent of the district to allow for flexible densities by stating the development must match an underlying zoning district density. The intent is for the developer to propose a density and each project is reviewed and approved separately based on its fit into the surrounding area.

Please let me know if you have any questions.

Respectfully submitted,

A handwritten signature in blue ink that reads "Sal Maniaci".

Sal Maniaci, AICP
Community and Economic Development Director

BILL NO. _____ INTRODUCED BY _____

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING AND DIRECTING THE
EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT
WITH H3 STUDIO AND THE CITY OF WASHINGTON, MISSOURI
AND AMEND THE 2022 BUDGET

Be It Ordained by the Council of the City of Washington, Missouri, as follows:

SECTION 1: The Mayor is hereby authorized and directed to execute a Professional Services Agreement by and between the City of Washington, Missouri and H3 Studio, a copy of which is marked Exhibit A and is attached hereto and incorporated herein by reference, and such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of the Ordinance, for and on behalf of and as the act and deed of the City. The City Clerk is hereby authorized and directed to attest to and affix the seal of the City to the said Agreement and such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Ordinance.

SECTION 2: The City shall, and the officials, agents and employees of the City are hereby authorized and directed to, take such further action, and execute and deliver such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Ordinance.

Section 3: This ordinance shall amend the 2022 Budget as follows:

Transportation Sales Tax Fund – 261 – Increase of \$17,000 (261-18-000-5241100)

Stormwater Fund – 250 – Increase of \$18,000 (250-40-000-52400)

Donations Fund – 001 – Increase of \$15,000 (001-16- 000-470-000)

SECTION 4: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 5: This ordinance shall take effect and be in full force from and after its passage and approval.

Passed: _____

ATTEST: _____

President of City Council

Approved: _____

ATTEST: _____

Mayor of Washington, Missouri

Exhibit A

5

10

PROFESSIONAL SERVICES AGREEMENT

to develop

15

**THE CITY OF WASHINGTON
COMPREHENSIVE PLAN UPDATE**

for

20

THE CITY OF WASHINGTON, MISSOURI

April 8, 2022

25

H3 STUDIO

WASHINGTON COMPREHENSIVE PLAN UPDATE

1

City of Washington, MO

30 **PROFESSIONAL SERVICES AGREEMENT**

between the

CITY OF WASHINGTON, MISSOURI

35 **and**

H3 STUDIO, INC.

40 This PROFESSIONAL SERVICES AGREEMENT (“Agreement” or “Contract”) is made this
_____ day of _____, 2022, by and between the CITY OF WASHINGTON,
MISSOURI, a Municipal Corporation (“Client”) and H3 STUDIO INC., a Missouri Corporation,
45 (Federal ID No. 43-1864805) (“H3 Studio” and/or “Consultant”); together the “parties”).

45 As provided in this Contract on behalf of the Client, the Consultant will provide professional
services necessary for the creation of a Comprehensive Plan Update (“the Project”).

50 The Client and Consultant, for mutual consideration, the sufficiency of which is acknowledged,
and under the terms and conditions hereinafter set forth, do agree as follows:

SECTION 1. SCOPE OF SERVICES TO BE PERFORMED

55 Upon request of the Client, the Consultant agrees to provide professional planning and other
services required to develop a substantial update to the City of Washington’s Comprehensive
Plan. The services provided by the Consultant under this contract shall consist of only those
60 matters detailed in this contract or requested in writing by and through Sal Maniaci, AICP;
Community and Economic Development Director, acting on behalf of the Client as the Client
Representative.

65 H3 Studio Inc. will provide the “Basic Services” described in the attached SCHEDULE I:
SCOPE OF PROFESSIONAL SERVICES. Each Phase will be approved and accepted by the
Client Representative, in writing, upon completion of such Task Groups. The Basic Services
authorized by the Client shall be paid for by Client as provided below.

SECTION 2. PROJECT MANAGEMENT AND SCHEDULE

70 The services of the consultant are to commence two (2) weeks after receipt of the signed contract and/or after the provision of all City GIS data for the creation of base maps, whichever is later, and shall be for the duration of the project, based upon the project schedule to be developed by mutual consent. The actual and agreed upon detailed project schedule will be confirmed by the Client Representative at the Client / Project Team Kick-off Meeting.

75 The term of the Contract shall expire upon completion of Basic Services described in the attached SCHEDULE I: SCOPE OF PROFESSIONAL SERVICES. The project shall be deemed complete when the Client has accepted all work products and has paid in full the Consultant’s final invoice. Extensions to this Contract may be provided by mutual written consent of the parties.”

80 .

SECTION 3. COMPENSATION

85 (a) The work outlined in the SCHEDULE I: SCOPE OF PROFESSIONAL SERVICES will be completed for the total fee of \$134,120.00 (One hundred and thirty-four thousand, one hundred twenty Dollars and no Cents) for Labor and Direct Expenses.

90 (b) For the work outlined in the SCHEDULE I: SCOPE OF PROFESSIONAL SERVICES, including any work approved for subcontracting, the Client will pay, and the Consultant agrees to accept payments on a monthly basis upon submittal of necessary and approved invoices by the Client Representative.

95 (c) Work products and deliverables prepared according to SCHEDULE I: SCOPE OF PROFESSIONAL SERVICES shall be provided to the Client in electronic format (*.pdf and *.docx, or another appropriate file format).

100 (d) “Direct Expenses” shall include actual expenditures made by H3 Studio Inc. and sub-consultants for items required by the work outlined in SCHEDULE I: SCOPE OF PROFESSIONAL SERVICES. Additional Direct Expenses may only be incurred subject to the prior written approval of the Client for items such as the following:

105 (i) Printing, plotting, and copying of drawings, reports, and other documents prepared in connection with the services of H3 Studio Inc. under this Contract beyond that which is contained in SCHEDULE I: SCOPE OF PROFESSIONAL SERVICES;

110 (ii) Travel, and related expenses incurred to execute the services of H3 Studio under this Contract, in addition to those specified in SCHEDULE I: SCOPE OF PROFESSIONAL SERVICES and/or as listed in SCHEDULE II: FEE SCHEDULE, as approved in advance by the Client;

7a

(iii) Commercially purchased photographic products required in order to complete the project, in addition to those specified in SCHEDULE I: SCOPE OF PROFESSIONAL SERVICES and/or as approved in advance by the Client;

115 (iv) Additional renderings and/or models in addition to those specified in SCHEDULE I: SCOPE OF PROFESSIONAL SERVICES, as approved in advance by the Client;

120 (v) Special models, perspectives, or other promotional materials in addition to those specified SCHEDULE I: SCOPE OF PROFESSIONAL SERVICES, as approved in advance by the Client; and

125 (vi) Fees and expenses of special consultants in addition to those specified in SCHEDULE I: SCOPE OF PROFESSIONAL SERVICES and/or listed in SCHEDULE II: FEE SCHEDULE, as approved in advance by the Client.

SECTION 4. METHOD OF PAYMENT

130 (a) Invoices shall be submitted by H3 Studio based upon Phase of work completed, or portion of Phase of work completed, as detailed in SCHEDULE II: FEE SCHEDULE. H3 Studio shall submit no more than one (1) invoice per calendar month.

135 (b) Client shall notify H3 Studio Inc., in writing, of any and all objections, if any, to an invoice within ten (10) days of receipt of the date of invoice. Otherwise, the Client shall deem the invoice proper and acceptable. Amounts indicated on invoices are due and payable within thirty (30) days of receipt.

140 (c) Following completion of all contracted services, H3 Studio shall submit a final invoice for all remaining fees, as detailed in SCHEDULE II: FEE SCHEDULE, not yet invoiced. The final invoice shall be clearly marked "FINAL INVOICE".

SECTION 5. CLIENT'S RESPONSIBILITY

145 (a) The Client agrees to provide full, reliable information regarding the requirements for the Project and, at its expense, shall furnish the information, surveys, and reports, as necessary.

(b) The Client agrees to provide, at its expense and in a timely manner, the cooperation of its personnel and such additional information with respect to the Project as may be required from time to time, to be provided by the Client for the performance of H3 Studio's work.

150 (c) The Client agrees to arrange all necessary client, task force, stakeholder and community meetings and venues as detailed in SCHEDULE I: SCOPE OF PROFESSIONAL SERVICES, and complete all necessary duplication of documents and other materials for client, stakeholder,

155 and community meetings as well as all reports and other materials necessary for the project beyond that which is stipulated in SCHEDULE I: SCOPE OF PROFESSIONAL SERVICES.

SECTION 6. TERMINATION

160 Either Client or H3 Studio Inc. may terminate this Contract by giving written notice at least thirty (30) days prior to the date of termination. In the event of such termination, unless for cause, the Client shall pay H3 Studio Inc. for Labor, Direct Expenses, and any Additional Direct Expenses approved by the Client performed or incurred prior to the termination. No party shall have a claim of damages for loss of profit in the event of termination hereunder. Neither party shall be relieved of liability for damages sustained as a result of breach of this Contract. The
165 right to terminate hereunder shall be in addition to and without prejudice to any other right or remedy.

SECTION 7. DISPUTE RESOLUTION

170 The parties of this Contract support and shall use alternative dispute resolution as the preferred method for resolving conflicts arising in connection with this Contract in accordance with the parameters set forth in this paragraph. The parties hereto agree that any and all claims, controversies or disputes arising from or related to this Contract, including, but not limited to those claims, controversies or disputes pertaining to the formation, construction, performance,
175 applicability, interpretation, enforceability or breach of this Contract or any assertion that all or part of this Contract is void or voidable, shall be submitted to mediation. The parties agree that they will mediate, in good faith, but on a non-binding basis, the issue or issues through the use of an agreed upon lawyer mediator.

180 If the parties are unable to resolve the issue or issues through mediation, the parties may institute litigation but only in the Circuit Court of Franklin County, Missouri.

No person who serves as mediator, nor any agent or employee of that person, shall be subpoenaed or otherwise compelled to disclose any matter disclosed in the process of setting up
185 or conducting the mediation.

SECTION 8. WORK PRODUCTS

190 Any documentation prepared or provided by H3 Studio Inc. hereunder shall be the property of
the Client and are prepared for this Project only, but may be used by H3 Studio Inc. for purposes
of illustrating the scope and nature of project involvement to others. H3 Studio Inc. shall provide
Client with a reproducible electronic set of work products for its records. H3 Studio Inc. will not
195 be held liable or responsible on any account by the client, if the client uses said documentation
for projects outside of this project as defined by this contract.

SECTION 9. LIMITATION OF LIABILITY

200 Client agrees that H3 Studio Inc.'s liability for damage on account of any act, error, omission, or
other professional negligence to the Client shall be limited to the amount set forth in Section 11
below for Professional Liability Insurance.

SECTION 10. NOTICE

205 Any notice required or permitted under the terms of this Contract shall be deemed to have been
duly served when personally delivered or delivered by registered or certified mail, return receipt
requested and addressed as follows:

210 If to the Client: City of Washington
Attention: Sal Maniaci, AICP; Community and Economic
Development Director
405 Jefferson Street
Washington, MO 63090
215 [p] (636) 390-1004
[e] smaniaci@washmo.gov

If to the Consultant: H3 Studio Inc.
Attention: John Hoal, Ph.D.; Founding Principal
220 4395 Laclede Avenue
St. Louis, MO 63108
[p] (314) 531-8000
[e] hoal@h3studio.com

225 or at such other address as either party may specify, in writing, from time to time.

All notices shall be deemed to have been received on the date delivered in the case of personal
delivery or on the next business day subsequent to the date of the U.S. Government postmark in
the case of delivery by registered or certified mail.

230

SECTION 11. INSURANCE REQUIREMENTS

Consultant shall maintain the following levels of insurance for the duration of the Agreement:

- 235 (a) General Liability with minimum of limits of \$1,000,000.00 (One million Dollars and no Cents) per occurrence and \$2,000,000.00 (Two million Dollars and no Cents) in aggregate
- 240 (b) Professional Liability with minimum of limits of \$1,000,000.00 (One million Dollars and no Cents) per occurrence and annual aggregate
- (c) Worker's Compensation with minimum limits as required by Missouri Law

SECTION 12. INDEPENDENT CONTRACTOR

245 It is expressly agreed that Consultant is acting as an independent contractor with regard to the activities and services specified herein. The Client shall carry no workers' compensation insurance, health, and/or accident insurance to cover Consultant for any type of loss which might result to Consultant in connection with the performance of the activities and services set forth in this Contract. The Client shall not pay any contribution to Social Security, unemployment
250 insurance, federal or state withholdings taxes, nor provide any other contributions or benefits which might otherwise be expected in an employer-employee relationship, it being specifically agreed that Consultant is not an employee of the Client.

SECTION 13. MISCELLANEOUS

- 255 (a) Client and H3 Studio Inc. each bind itself and its successors to this Contract. Neither Client nor H3 Studio Inc. shall assign or transfer its interest in this Contract without the written consent of the other.
- 260 (b) This Professional Services Contract constitutes the entire agreement between the parties with respect to the subject hereof and neither has been induced to make or enter into this Contract by reason of any oral or written agreement or representation other than as contained herein.
- 265 (c) This Professional Services Contract may be modified or changed only by a written amendment that is signed by both the Client and H3 Studio Inc.
- (d) The laws of the State of Missouri shall govern the interpretation and enforcement of this Professional Services Contract.
- 270 (e) Any individual who signs this Professional Services Contract on behalf of Client or H3 Studio Inc., represents, promises, and guarantees, that he or she is fully authorized to execute this Contract on behalf of his, or her employer or company.

275 (f) This Agreement may be executed in one or more counterparts, each of which shall be deemed an original.

SECTION 14. EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED

280 (a) H3 Studio, Inc. agrees to comply with Missouri Revised Statute section 285.530.1 in that it shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri.

285 (b) As a condition for the award of this contract, H3 Studio, Inc. shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. H3 Studio, Inc. shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

290 (c) H3 Studio, Inc. shall require each subcontractor to affirmatively state in its contract with H3 Studio, Inc. that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri and shall not henceforth do so. Alternatively, H3 Studio, Inc. shall require each subcontractor to provide H3 Studio, Inc. with a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

SECTION 15. ANTI-DISCRIMINATION AGAINST ISRAEL ACT.

300 Pursuant to Section 34.600 of the Revised Statutes of Missouri, H3 Studio, Inc. certifies it is not currently engaged in and shall not, for the duration of this Agreement, engage in a boycott of goods or services from (a) the State of Israel, (b) companies doing business in or with the State of Israel or authorized by, licensed by or organized under the laws of the State of Israel or (c) persons or entities doing business in the State of Israel.

305

(SIGNATURE PAGE FOLLOWS)

In witness whereof, the parties hereto have caused this Contract for Professional Services to be executed as of the day and year first above written.

310

ATTEST: _____
(Print Name/Title) _____

315

320

Client: City of Washington, Missouri

Address: 405 Jefferson Street
Washington, MO 63090

325

By: _____
(Print Name/Title) _____

330

Date: _____

335

Consultant: H3 Studio, Inc.

Address: 4395 Laclede Avenue
St. Louis, MO 63108

340

By: _____
(Print Name/Title) _____

345

Date: _____

7a

SCHEDULE I:
SCOPE OF PROFESSIONAL SERVICES
For the City of Washington Comprehensive Plan Update

350

Article I: Core Comprehensive Plan

Phase 1: Existing Conditions Analysis

355

In Phase 1, the H3 Studio Team will collect and assemble all relevant base information, prepare project base maps, and conduct both an analysis of the City of Washington’s existing conditions as well as an assessment of Washington’s existing Comprehensive Plan.

Phase 1 Technical Tasks (Existing Conditions Analysis)

360

Task 1.1: Project Kick-Off and On-Boarding Meeting with the City of Washington

H3 Studio will conduct a kick-off on-boarding meeting with the City of Washington Client Group (“Client”) to confirm the project schedule, kick-off activities, coordinate the provision of base data by the Client, and finalize the membership of the Steering Committee and Steering Committee Meeting schedule.

365

Task 1.2: Data Collection and Production of Base Maps

H3 Studio will collect and inventory all Client-provided and publicly-accessible base data and prepare a base map for use throughout the Comprehensive Plan process. Base map shall consist of the entire corporate boundary of the City of Washington, the Washington Municipal Airport, and a context area of one-half (1/2) mile beyond the corporate boundary. Base data shall be provided in ArcGIS Shapefile (*.shp) format.

370

The Client shall also provide electronic copies of the existing Comprehensive Plan and all other relevant plans and studies of the City, in *.pdf format.

375

Task 1.3: Existing Physical and Regulatory Conditions Analysis

H3 Studio will conduct an analysis of Washington’s existing physical and regulatory conditions, to include:

380

1.3.1: Physical Landscape and Built Environment Analysis

Physical landscape and built environment analysis shall include:

- Topography, landform, and waterways;
- Flood ways and flood plains;
- Street and roadway network;

- Parcels;
- Impervious surface coverage (pavement surface, parking, and building footprints, as available);
- Year built for developed parcels, as available;
- Parks;
- Bike routes, pathways, and trails;
- Land use;
- City governance boundaries;
- Utility and service boundaries, as relevant;
- Historic district boundaries; and
- Other special planning districts, jurisdictional, and/or redevelopment areas.

1.3.2: Place-Based Zoning Analysis

H3 Studio shall analyze existing zoning regulations, comparing zoning district requirements with parcel areas, as-built land use, and parcel coverage. The purpose of this analysis is to:

- identify parcels which may be non-conforming to their assigned zoning district;
- Understand the development capacity of existing parcels under current zoning regulations (i.e., are existing parcels built at a density level that matches existing zoning? Is less than existing zoning?)
- What development types are permitted in the current zoning regulations, and what types are not permitted?

**1.3.3: Demographic and Housing Trends, Projections, and Land Needs
(This Task Item will be completed as part of Article II: Workforce Development and Economic Development Strategy, and is described in Article II, Task 1)**

1.3.4: Transportation Analysis

Lochmueller Group will conduct the following transportation analysis:

- Profile existing transportation conditions within the city, making use of available traffic counts and census data to identify mode share, historic traffic growth on major corridors, average daily traffic counts, commuter flows, and trip origination.
- Describe existing road network, including functional classifications and roadway purpose.
- Identify recent transportation infrastructure projects and provide a high-level description of their impact on mobility, as well as planned but unbuilt road connections.

1.3.5: Infrastructure Assessment

The City of Washington shall provide an infrastructure assessment of existing City-owned infrastructure not listed herein.

430 **1.3.6: Environmental Scan Existing Conditions Report**

H3 Studio will compile all mapping and narrative descriptions of the existing conditions analysis into an environment scan report, prepared in *.pptx and *.pdf format.

435 **Task 1.4: Review of Existing Comprehensive Plan**

H3 Studio will review and summarize the contents of the existing Comprehensive Plan, to be used in Comprehensive Plan assessment engagement activities.

Task 1.5: Existing Comprehensive Plan Assessment and Prioritization Report

440 H3 Studio will cross-check the existing Comprehensive Plan Goals and Objectives with current existing conditions. Utilizing feedback gathered in Tasks 1.7.5 Existing Comprehensive Plan Assessment Stakeholder Workshops and 1.7.6 Steering Committee Meeting #1 (described below), H3 Studio will determine the level of implementation, identify how relevant these existing Goals remain today, and articulate peoples' impressions of how well progress has been
445 made toward these Goals.

Task 1.6: Draft Consensus Issues and Opportunities

Utilizing all information collected and developed in Phase 1, H3 Studio will prepare a summary of Draft Consensus Issues and Ideas, which will be used as the basis of identifying
450 Comprehensive Plan priorities and the creation of the updated Comprehensive Plan Community Vision, Community Goals, and Objectives in Phase 2.

Phase 1 Community Engagement

Task 1.7: Phase 1 Community Engagement Activities:

- 455
- 1.7.1: Ongoing Website and Social Media Content**
The Team will provide content about the Comprehensive Plan planning process to the City for publication on the City's existing website and social media channels.
 - 460 **1.7.2: Washington Online Community Survey (Creation and Administration)**
The Team will develop and administer a 20- to 25-question online survey to poll residents and stakeholders on key issues and opportunities facing Washington. This survey is proposed to remain active through the conclusion of Phase 2.
 - 465 **1.7.3: Washington Online Business Survey (Creation and Administration)**
The Team will develop and administer a 20- to 25-question online survey specific to Washington business owners to poll them on the key considerations of owning

and operating a business in Washington. This survey is proposed to remain active through the conclusion of Phase 2.

470

1.7.4: Phase 1 Community Engagement Presentation Materials

H3 Studio will prepare a PowerPoint presentation and printed materials of Phase 1 work products, for use during the Existing Comprehensive Plan Assessment Stakeholder Workshops and Steering Committee Meeting #1.

475

1.7.5: Existing Comprehensive Plan Assessment Stakeholder Workshops

The Team will conduct a series of three (3) Assessment Workshops to review and collect input on:

480

- The extent to which each existing Comprehensive Plan Goal and Objective are still relevant today, and;
- The extent to which the City has been successful in making progress toward achievement of each Existing Comprehensive Plan Goal and Objective.

485

A total of three (3) workshops will be conducted, one each with:

- A community stakeholder Focus Group;
- City department heads and staff; and
- Planning & Zoning Commission, City Council, and Mayor

490

1.7.6: Business Owner' Focus Group Meeting #1

Bob Lewis and H3 Studio will conduct the first of two (2) "CEO Roundtable" meetings with Washington business owners.

495

1.7.7: Steering Committee Meeting #1 – Existing Comprehensive Plan Assessment and Priorities

H3 Studio will advise the Client on identifying and assembling a Comprehensive Plan Steering Committee. This Committee is anticipated to be comprised of elected official and City staff representatives, as well as representatives of other community boards and commissions. The City of Washington shall be responsible for notifying and scheduling Steering Committee Meetings:

500

H3 Studio will conduct the first Steering Committee Meeting to present a summary of existing conditions analysis, prioritize the Draft Consensus Issues and Opportunities, and conduct the Plan Assessment process outlined in Task 1.7.5 above. Outcomes of this meeting will be reflected in the Draft Consensus Issues and Ideas described in Task 1.6.

505

Phase 2: Community Visioning & Goal Setting

In Task Group 3, the Team will work with City staff and the community-at-large to identify the necessary components of the communities Vision for the future, and the Goals—both short-range and long-range—that will serve to fulfill this Vision.

Phase 2 Technical Tasks (Vision, Goals, and Objectives)

Task 2.1: Creation of Draft Community Vision

H3 Studio will utilize community priorities identified in Phase 1 to prepare a draft Community Vision, for review by the Client and for use during Phase 2.

Task 2.2: Creation of Draft Comprehensive Goals and Objectives

H3 Studio will utilize community priorities identified in Phase 1 to prepare draft Comprehensive Plan Goals and Objectives, for review by the Client and for use during Phase 2.

Task 2.3: Revised Draft Community Vision, Goals, and Objectives

Using the outcome of Tasks 2.4.4 Steering Committee Meeting #2 and 2.4.6 Public Workshop #1, H3 Studio will prepare the revised Draft Community Vision, Goals, and Objectives for review by the Client.

Phase 2 Community Engagement

Task 2.4: Phase 2 Community Engagement Activities:

2.4.1: Closing of Online Community Survey

H3 Studio will close the Online Community Survey and prepare the summary report-out of responses.

2.4.2: Closing of Online Business Survey

H3 Studio will close the Online Business Survey and prepare the summary report-out of responses.

2.4.3: Steering Committee Meeting #2 Presentation Materials

H3 Studio will prepare a PowerPoint presentation and printed materials of Phase 2 work products, for use during Steering Committee Meeting #2.

2.4.4: Steering Committee Meeting #2 – Vision, Goals, and Objectives

H3 Studio will conduct the second Steering Committee Meeting to present the Draft Vision, Goals, and Objectives for review and input. Outcomes of this meeting will be reflected in the Revised Draft Community Vision, Goals, and Objectives described in Task 2.3.

550 **2.4.5: Public Workshop #1 Presentation Materials**
H3 Studio will prepare an updated PowerPoint presentation and printed materials of Phase 2 work products, for use during Public Workshop #1.

555 **2.4.6: Public Workshop #1 – Vision, Goals, and Objectives**
The Team will conduct the second Public Workshop to present the Draft Community Vision, Goals, and Objectives and obtain feedback on revisions and prioritization. Based upon public input, the Revised Draft Community Vision, Goals, and Objectives will be produced.

Phase 3: Draft Comprehensive Plan Recommendations & Components

560 Following creation of the Community Vision, Plan Goals, and Objectives, the Team will utilize community and stakeholder input and work with City staff to Draft the Comprehensive Plan Recommendations and Components.

Phase 3 Technical Tasks (Draft Comprehensive Plan Components)

570 **Task 3.1: Draft Comprehensive Plan Recommendation and Components**
Utilizing input gathered in Phase 2, the H3 Studio Team will prepare the Draft Comprehensive Plan Recommendations and Components. These will include:

- 575 **3.1.1: Final Draft Community Vision Statement**
H3 Studio will prepare the Final Draft Community Vision Statement based on input from the Client.
- 580 **3.1.2: Final Draft Community Goals and Objectives**
H3 Studio will prepare the Final Draft Community Goals and Objectives based on input from the Client.
- 585 **3.1.3: Draft Comprehensive Plan Strategies**
H3 Studio will prepare Draft Comprehensive Plan Strategies to achieve the Community Goals and Objectives. Strategies will be provided to the Client for review.
- 590 **3.1.4: Draft Economic and Workforce Development Strategies
(This Task Item will be completed as part of Article II: Workforce Development and Economic Development Strategy, and is described in Article II, Task 5)**
- 590 **3.1.5: Draft Housing Strategy**
Using demographic projections developed in Phase 1, along with regional and national trends, H3 Studio and Bob Lewis will (1) identify gaps in Washington's existing housing supply; (2) identify housing market segments currently underserved; and (3) outline strategies to facilitate the creation of housing that fills those gaps. Strategies may include development mechanisms, partnership

595 opportunities, zoning and other regulatory updates, land use modifications, and/or
infrastructure improvements.

3.1.6: Draft Community Place Types and Future Land Use Plan

600 Using the place-based zoning analysis completed in Phase 1, H3 Studio will
develop a series of Draft Community Place Types to serve as the foundation for
future zoning code updates. These Community Place Types will include
recommendations for qualitative improvements and regulatory updates associated
with geographically-specific boundaries. Community Place Types will serve as
the basis of the Future Land Use Plan.

605 **3.1.7: Draft Transportation Recommendations**

Lochmueller Group will develop draft transportation recommendations, to include
the following:

- 610 • Assess the MO-100 corridor, to include:
 - Review average weekday and daily traffic counts and trip
origination
 - Major intersection and access constraints
 - Benefits and constraints of extending the four lanes west of High
Street, denoting where the terminus should be located.
- 615 • Assess the proposed “East-West Parkway” bypass of MO-100, to include:
 - Identify a route that should be considered for a future alignment
study with proposed starting and ending points
 - Major intersection and access constraints
 - Inter-relationship with MO-100
- 620 • Review and incorporate identified short- and long-term improvements for
Route 47 into the City’s comprehensive plan, providing overarching
planning-level information regarding benefits and costs
- Discuss how the improvements and strategies from Tasks 2.1-2.3 above
can assist in the economic development of the City.
- 625 • Identify potential funding mechanisms
-

3.1.8: Draft Parks and Recreation Recommendations

630 H3 Studio will prepare qualitative recommendations for enhancement of
Washington’s parks system, including trail and access enhancements and targets
for future park system updates, operations, and expansion.

3.1.9: Public Infrastructure Recommendations

635 The City of Washington shall provide public infrastructure recommendations to
H3 Studio for incorporation into the Draft Comprehensive Plan.

Phase 3 Community Engagement

Task 3.2: Phase 3 Community Engagement Activities:

3.2.1: Business Owner' Focus Group Meeting #2

640 Bob Lewis and H3 Studio will conduct the second of two (2) “CEO Roundtable” meetings with Washington business owners.

3.2.2: Steering Committee Meeting #3 Presentation Materials

645 H3 Studio will prepare a PowerPoint presentation and printed materials of Phase 3 work products, for use during Steering Committee Meeting #2.

3.2.3: Steering Committee Meeting #3 – Draft Comprehensive Plan

650 H3 Studio will conduct the second Steering Committee Meeting to present the Draft Comprehensive Plan Recommendations for review and input. Outcomes of this meeting will be utilized in Phase 4.

3.2.4: Public Workshop #2 Presentation Materials

H3 Studio will prepare an updated PowerPoint presentation and printed materials of Phase 3 work products, for use during Public Workshop #2.

3.2.5: Public Workshop #2 – Draft Comprehensive Plan

655 The Team will conduct the second Public Workshop to present the Draft Comprehensive Plan Recommendations for review and input. Outcomes of this meeting will be utilized in Phase 4.

660 **Phase 4: Final Comprehensive Plan and Adoption Activities**

Utilizing all of the community feedback and input gathered to date, the Team will work with City staff to finalize all of the Comprehensive Plan Materials for adoption by the City of Washington.

665

Phase 4 Technical Tasks (Final Comprehensive Plan)

Task 4.1: Final Comprehensive Plan Components

Utilizing feedback from Phase 3, the H3 Studio Team will prepare the Final Comprehensive Plan Components. These will include:

670

4.1.1: Final Community Vision Statement, Goals and Objectives

4.1.2: Final Comprehensive Plan Strategies

675

4.1.3: Final Economic and Workforce Development Strategies (This Task Item will be completed as part of Article II: Workforce Development and Economic Development Strategy, and is described in Article II, Task 5)

680

4.1.4: Final Housing Strategy

4.1.5: Final Community Place Types and Future Land Use Plan

4.1.6: Final Transportation Recommendations

685

4.1.7: Final Parks and Recreation Recommendations

4.1.8: Final Public Infrastructure Recommendations

Task 4.2: Implementation Priorities and Governmental Strategic Plan

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Utilizing the outcomes of Task 4.4.1 Governmental Strategic Action Plan Workshop, H3 Studio will prepare a series of implementation priorities and a strategic roadmap for advancement of Comprehensive Plan implementation by the City of Washington government. This will include a selected series of strategic early action items that City agrees can and should be completed in a short-term time frame, typically 1 to 3 years, along with prioritization and time horizons for all Comprehensive Plan Strategies.

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Task 4.3: Final Comprehensive Plan Document Deliverable

H3 Studio will prepare the final Comprehensive Plan Document, to include:

- Interactive Comprehensive Plan document, including all constituent components completed to date;
- Environmental Scan document, as a stand-alone catalogue of existing conditions today;
- GIS mapping of all Comprehensive Plan maps; and
- Final planning process information for the City of Washington website and social media channels.

Phase 4 Community Engagement

Task 4.4: Phase 3 Community Engagement Activities:

4.4.2: Final Plan Presentation Materials

H3 Studio will prepare a PowerPoint presentation and printed materials of the Final Comprehensive Plan, for use during the remainder of the planning process.

4.4.3: Final Public Open House

The Team will conduct a final Public Open House to present the Final Comprehensive Plan to the community and collect final comments.

4.4.4: Planning and Zoning Commission Meeting Presentation (1)

H3 Studio will conduct one (1) in-person, informational presentation with the Planning and Zoning Commission on the Final Comprehensive Plan at a regularly-scheduled Commission meeting

4.4.5: City Council Meeting Presentation (1)

H3 Studio will conduct one (1) in-person, informational presentation with the City Council on the Final Comprehensive Plan at a regularly-scheduled Council meeting.

4.4.6: Public Hearing Presentation (1)

H3 Studio will conduct one (1) in-person, informational presentation and Q&A as part of the Public Hearing for adoption of the Comprehensive Plan.

730

Article II: Workforce Development & Economic Development Strategy

Task 1: Demographic and Housing Trends, Projections, and Land Needs

- a. Evaluate population characteristics (trends and projections) of Washington in comparison with surrounding areas and cities spanning the 21st century.
- b. Evaluate housing needs of Washington residents with local and regional comparisons of housing characteristics (e.g., value/rent, age, size, units-in-structure, and affordability).
 - i. Isolate characteristics needed to support and attract Washington’s current and future workforce.
 - ii. Identify “gaps” in housing availability and affordability for all, with emphasis on workforce (see 3.c. below).
- c. Project three scenarios of population and housing growth with related land requirements.

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Task 2. Identify Target Industry Sectors for Retention, Expansion, and Attraction in Washington.

- a. Conduct or obtain an inventory of businesses in Washington based on type of business and location.
 - i. Compare the business inventory to county and regional distribution of business types to help in identifying unique and overlapping characteristics of Washington’s businesses.
- b. Evaluate economic sector trends and projections in Washington over time in comparison to Franklin County, state of Missouri, St. Louis metro area, and U.S.A.
 - i. Business types/NAICS codes
 - ii. Employment
 - iii. Contributions by sector to personal income and gross domestic product
- c. Define strengths, weaknesses, opportunities, and threats of Washington’s economy in the context of county, state, metro, and national trends, and forces.
- d. Identify and evaluate sector growth targets of the state and metro area.
 - i. Sectors defined by relevant regional economic development strategic plans.
 - ii. Sectors that best support targeted sectors, including multiplier and value-added effects.

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iii. Compare to Washington's trends and economic characteristics to identify opportunities for Washington within the context of regional strengths.

- 775 e. Project three scenarios of economic development growth with related land and building space requirements.
- f. Conduct two (2) Business Owners' Focus Group Meetings.
- 780 g. Conduct seven (7) economic development stakeholder meetings.

Task 3. Downtown Washington Specific Opportunities

- 785 a. Conduct or obtain a survey of downtown businesses by type of business and geographic location.
- b. Evaluate the downtown business mix and juxtapositioning to maximize economic benefits to support local shopping, dining, and entertainment demand as well as to support attraction and expansion of tourism.
- 790 c. Recommend appropriate additions and relocations of businesses to achieve maximum impact.

Task 4. Evaluate and Project the Washington Area Labor Force

- 795 a. Analyze educational attainment, age, occupational skills, wages, commuting, and other relevant data to create profiles of the available labor force.
- b. Evaluate projections of occupations (net growth over time plus annual job openings) in Missouri and the metro area, and applicability to Washington.
- 800 c. Create a profile of the resident labor force of Washington, regardless of where they are employed, including population/labor force growth scenarios.
- d. Create a profile people employed in Washington, regardless of where they reside.
- 805 i. Evaluate affordability of housing in the city for workforce employed in the city.
- ii. Identify opportunities for housing development to support workforce employed in the city.
- 810 e. Create a profile of the surrounding labor force area (within 30-minute commute) that might support future economic and housing development opportunities in Washington.

Task 5: Economic and Workforce Development Strategies for Washington’s Economic

- a. Call out industry sectors that can contribute to growth, strength, and economic diversity in Washington.
- b. Project land and building space needs of growth sectors to aid in land use planning.
- c. Identify future labor force characteristics necessary to achieve growth, strength, and economic diversity in Washington.
- d. Project population growth and housing needs to support potential growth and diversity in the Washington economy, including land needs.
- e. Empower and guide the existing labor force to upgrade education, skills, and occupations that will lead to higher productivity, personal income, and prosperity in Washington.
- f. Describe available tools, techniques, and incentives to achieve the above and the outcomes that can be expected.
 - i. Describe how they work, procedures for implementation, and conditions for their use.
 - ii. Quantitatively project economic and municipal fiscal impacts of realistic, if presently hypothetical, application of these tools, techniques, and incentives.

PRIMARY SOURCES OF DATA AND INFORMATION

- 1. U.S. Bureau of Economic Analysis (BEA) for economic sector employment, income, and contributions to GDP (county, metro, state, and national levels).
- 2. U.S. BEA for economic impact multipliers and sector-to-sector value additions to identify industries in Washington that most benefit from, or best contribute to, regional economic growth.
- 3. U.S. Bureau of Labor Statistics (BLS) for national labor market and occupational trends and projections.
- 4. Missouri Economic Research and Information Center (MERIC) for state, metro, and local sector, and labor market conditions (including average wages) and projections.
- 5. U.S. Census Bureau for Washington sector and labor market profiles, including commuting patterns.
- 6. U.S. Census Bureau for local demographics on the labor force.
- 7. U.S. Census Bureau for population and related projections at the national level.
- 8. Greater St. Louis Inc. for monthly employment summaries at the county and metropolitan levels.
- 9. Greater St. Louis Inc. STL2030 Jobs Plan for target industry analysis and metropolitan policies toward economic development.
- 10. Missouri Department of Economic Development and Greater St. Louis Inc. for state-enabled programs to promote economic development and work force growth.
- 11. Missouri Main Street Connection and National Historic Main Street studies.
- 12. Local real estate brokerages and development firms for relevant space availability, vacancy rates, and rents/pricing for economic development facilities.
- 13. Expert, stakeholder, and community input from formal and informal meetings.
- 14. Other relevant sources as they are recommended or arise.

SCHEDULE II: FEE SCHEDULE

For the City of Washington Comprehensive Plan Update

865

Article I: Core Comprehensive Plan Fee Proposal

Phase 1: Issues and Opportunities	\$29,492.50
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Phase 1 Technical Tasks (Existing Conditions Analysis)

870	Task 1.1: Project Kick-Off and On-Boarding Meeting with the City of Washington	\$770.00
	Task 1.2: Data Collection and Production of Base Maps	\$2,510.00
	Task 1.3: Existing Physical and Regulatory Conditions Analysis	
	1.3.1: Physical Landscape and Built Environment Analysis	\$1,855.00
	1.3.2: Place-Based Zoning Analysis	\$3,055.00
875	1.3.3: Demographic and Housing Trends, Projections, and Land Needs	(Priced in Article II)
	1.3.4: Transportation Analysis	\$3,200.00
	1.3.5: Infrastructure Assessment	n/a
	1.3.6: Environmental Scan Existing Conditions Report	\$2,270.00
	Task 1.4: Review of Existing Comprehensive Plan	\$1,920.00
880	Task 1.5: Existing Comprehensive Plan Assessment and Prioritization Report	\$1,660.00
	Task 1.6: Draft Consensus Issues and Opportunities	\$1,520.00

Phase 1 Existing Conditions Analysis Subtotal:	\$18,760.00
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Phase 1 Community Engagement

885	Task 1.7: Phase 1 Community Engagement Activities:	
	1.7.1: Ongoing Website and Social Media Content	\$2,100.00
	1.7.2: Washington Online Community Survey (Creation and Administration)	\$2,140.00
	1.7.3: Washington Online Business Survey (Creation and Administration)	\$2,140.00
	1.7.4: Phase 1 Community Engagement Presentation Materials	\$2,005.00
890	1.7.5: Existing Comprehensive Plan Assessment Stakeholder Workshops	\$1,245.00
	1.7.6: Business Owners' Focus Group Meeting #1	\$175.00
	1.7.7: Steering Committee Meeting #1	\$927.50

Phase 1 Community Engagement Subtotal:	\$10,732.50
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895	Phase 2: Community Visioning and Goal Setting	\$13,017.50
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Phase 2 Technical Tasks (Vision, Goals, and Objectives)

900	Task 2.1: Creation of Draft Community Vision	\$805.00
	Task 2.2: Creation of Draft Comprehensive Goals and Objectives	\$2,245.00
	Task 2.3: Revised Draft Community Vision, Goals, and Objectives	\$1,415.00

Phase 2 Vision, Goals, and Objectives Subtotal:	\$4,465.00
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Phase 2 Community Engagement

905	Task 2.4:	Phase 2 Community Engagement Activities:	
	2.4.1:	Closing of Online Community Survey	n/a
	2.4.2:	Closing of Online Business Survey	n/a
	2.4.3:	Steering Committee Meeting #2 Presentation Materials	\$3,310.00
	2.4.4:	Steering Committee Meeting #2	\$1,557.50
	2.4.5:	Public Workshop #1 Presentation Materials	\$1,645.00
910	2.4.6:	Public Workshop #1	\$2,040.00
	Phase 2 Community Engagement Subtotal:		\$8,552.50

Phase 3: Draft Comprehensive Plan Recommendations \$31,585.00

Phase 3 Technical Tasks (Draft Comprehensive Plan Components)

915	Task 3.1:	Draft Comprehensive Plan Recommendation and Components	
	3.1.1:	Final Draft Community Vision Statement	\$192.50
	3.1.2:	Final Draft Community Goals and Objectives	\$910.00
	3.1.3:	Draft Comprehensive Plan Strategies	\$2,350.00
	3.1.4:	Draft Economic and Workforce Development Strategies	(Priced in Article II)
920	3.1.5:	Draft Housing Strategy	\$4,220.00
	3.1.6:	Draft Community Place Types and Future Land Use Plan	\$5,900.00
	3.1.7:	Draft Transportation Recommendations	\$5,750.00
	3.1.8:	Draft Parks and Recreation Recommendations	\$3,010.00
	3.1.9:	Public Infrastructure Recommendations	n/a
925	Phase 3 Draft Comprehensive Plan Components Subtotal:		\$22,332.50

Phase 3 Community Engagement

	Task 3.2:	Phase 3 Community Engagement Activities:	
	3.2.1:	Business Owners' Focus Group Meeting #2	\$350.00
930	3.2.1:	Steering Committee Meeting #3 Presentation Materials	\$3,310.00
	3.2.2:	Steering Committee Meeting #3 – Draft Comprehensive Plan	\$1,907.50
	3.2.3:	Public Workshop #2 Presentation Materials	\$1,645.00
	3.2.4:	Public Workshop #2 – Draft Comprehensive Plan	\$2,040.00
	Phase 3 Community Engagement Subtotal:		\$9,252.50

935

Phase 4: Final Comprehensive Plan and Adoption Activities **\$30,375.00**

Phase 4 Technical Tasks (Final Comprehensive Plan)

940	Task 4.1: Final Comprehensive Plan Components	
	4.1.1: Final Community Vision Statement, Goals and Objectives	\$100.00
	4.1.2: Final Comprehensive Plan Strategies	\$600.00
	4.1.3: Final Housing Strategy	\$1,390.00
	4.1.4: Final Economic and Workforce Development Strategies	(Priced in Article II)
	4.1.5: Final Community Place Types and Future Land Use Plan	\$1,870.00
945	4.1.6: Final Transportation Recommendations	\$4,650.00
	4.1.7: Final Parks and Recreation Recommendations	\$700.00
	4.1.8: Final Public Infrastructure Recommendations	n/a
	Task 4.2: Implementation Priorities and Governmental Strategic Plan	\$2,570.00
	Task 4.3: Final Comprehensive Plan Document Deliverable	\$12,940.00
950	Phase 4 Final Comprehensive Plan Subtotal:	\$24,820.00

Phase 4 Community Engagement

	Task 4.4: Phase 3 Community Engagement Activities:	
	4.4.1: Governmental Strategic Action Plan Workshop	\$830.00
955	4.4.2: Final Plan Presentation Materials	\$2,485.00
	4.4.3: Final Public Open House	\$1,190.00
	4.4.4: Planning and Zoning Commission Meeting Presentation (1)	\$350.00
	4.4.5: City Council Meeting Presentation (1)	\$350.00
	4.4.6: Public Hearing Presentation (1)	\$350.00
960	Phase 4 Community Engagement Subtotal:	\$5,555.00

Article I Technical Tasks Subtotal: \$70,377.50

Article I Community Engagement Subtotal: \$34,092.50

Article I Direct Expenses Subtotal: \$6,500.00

965 **Article I Core Comprehensive Plan Total: \$110,970.00**

Article II: Workforce Development & Economic Development Fee Proposal

970	Task 1. Demographics and Housing Analysis	\$3,000.00
	Task 2. Economic Trends and Target Industries Opportunities	\$9,375.00
	Task 3. Downtown Economic Development Opportunities	\$2,400.00
	Task 4. Labor Force Analysis	\$4,500.00
975	Task 5. Economic and Workforce Development Strategies	\$2,700.00
	Three (3) Comprehensive Plan Steering Committee Meetings	\$675.00
	 Article II Labor Fee Subtotal:	 \$22,650.00
	Article II Direct Expenses Subtotal:	\$500.00
980	 Article II Total:	 \$23,150.00

Fee Schedule Summary

985	Article I. Core Comprehensive Plan	
	Article I Technical Tasks Subtotal:	\$70,377.50
	Article I Community Engagement Subtotal:	\$34,092.50
	Article I Direct Expenses Subtotal:	\$6,500.00
990	Article I Total:	\$110,970.00
	 Article II. Workforce Development and Economic Development Strategy	
	Article II Labor Fee Subtotal:	\$22,650.00
995	Article II Direct Expenses Subtotal:	\$500.00
	 Article II Total:	 \$23,150.00
	 Labor Fee Total:	 \$127,120.00
1000	Direct Expenses Total:	\$7,000.00
	Contract Total:	\$134,120.00

**ATTACHMENT A:
AFFIDVIT OF WORK AUTHORIZATION PROGRAM
AND EMPLOYMENT OF UNAUTHORIZED ALIENS
PROHIBITED**

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Comes now (Name of Business Entity Authorized Representative) as John Hoal, President (Position/Title) first being duly sworn on my oath, hereby affirm H 3 STUDIO, INC. (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program. I also affirm that H 3 STUDIO, INC. (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

1020

Authorized Representative's Signature

John Hoal

Printed Name

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President

Title

Date

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hoal@h3studio.com

E-Mail Address

315005

E-Verify Company ID Number

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April 14, 2022

Mayor & City Council
City of Washington
Washington, MO 63090

Re: 2023 – 2033 Comprehensive Plan

Mayor & City Council,

On your agenda for the April 4th Council meeting is a contract with H-3 Consulting Services for the Ten Year Comprehensive Plan and Workforce / Economic Development Strategy.

A sub-committee comprising of City Staff and Planning and Zoning Commission members interviewed four different firms to complete a new City Comprehensive Plan and Economic Development Strategy. In the past, these studies were done at different times with different consultants making it difficult to effectively implement both. We feel allowing H-3 and their sub-consultants to review the existing conditions of the City and its businesses, receive input from both industry leaders and citizens, and complete a concise and thorough outline of where the City is and where we should be heading would provide the most benefit to the Community.

The 12 month contract is set at approximately \$135,000 for both a full Comprehensive Plan and Economic Development Strategy (two separate documents will be provided). A full scope and breakdown of services is attached.

After discussion with staff, the proposed City budget breakdown is as follows;

- P& Z: \$75,000
- Transportation Sales Tax: \$17,000
- Economic Development: \$10,000
- Industrial Group Donations: \$15,000
- Stormwater/wastewater: \$18,000

There are \$85,000 in this current budget year, allowing the contract to start without a budget amendment. The completion of the document and final payment can be taken from the 2022-2023 budget if needed.

Feel free to reach out with any questions.

Sincerely,

Tom Holdmeier – Planning and Zoning Commission Chair

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Proposed Scope of Professional Services – Revised

Prepared for the City of Washington, MO by H3 Studio
March 16, 2022

Based on the various objectives described by the City of Washington at our initial Scope Development Meeting on Friday, March 4, the H3 Studio Team has prepared a Revised Scope of Professional Services based around “blocks” of tasks that result in discreet plan deliverables. The first two (2) of these blocks—Article I, the Comprehensive Plan and Article II, the Workforce Development and Economic Development Strategy—are presented as individual work plans with associated fees herein:

Article I. Core Comprehensive Plan

Article I Technical Tasks Subtotal:	\$70,377.50
Article I Community Engagement Subtotal:	\$34,092.50
Article I Direct Expenses Subtotal:	\$6,500.00
Article I Total:	\$110,970.00

Article II. Workforce Development and Economic Development Strategy

Article II Labor Fee Subtotal:	\$22,650.00
Article II Direct Expenses Subtotal:	\$500.00
Article II Total:	\$23,150.00

Article III. Downtown District Plan (Scope and Fee To Be Determined)

Article VI. Focus Area Plan(s) (Scope and Fee To Be Determined)

Article V. City-Wide Parks Master Plan (Scope and Fee To Be Determined)

The H3 Studio Team can conduct the above articles—some still to be determined—at the City’s direction based on desired plan deliverables and available budget.



Article I: Core Comprehensive Plan

Phase 1: Existing Conditions Analysis

In Phase 1, the H3 Studio Team will collect and assemble all relevant base information, prepare project base maps, and conduct both an analysis of the City of Washington’s existing conditions as well as an assessment of Washington’s existing Comprehensive Plan.

Phase 1 Technical Tasks (Existing Conditions Analysis)

Task 1.1: Project Kick-Off and On-Boarding Meeting with the City of Washington

H3 Studio will conduct a kick-off on-boarding meeting with the City of Washington Client Group (“Client”) to confirm the project schedule, kick-off activities, coordinate the provision of base data by the Client, and finalize the membership of the Steering Committee and Steering Committee Meeting schedule.

Task 1.2: Data Collection and Production of Base Maps

H3 Studio will collect and inventory all Client-provided and publicly-accessible base data and prepare a base map for use throughout the Comprehensive Plan process. Base map shall consist of the entire corporate boundary of the City of Washington, the Washington Municipal Airport, and a context area of one-half (1/2) mile beyond the corporate boundary. Base data shall be provided in ArcGIS Shapefile (*.shp) format.

The Client shall also provide electronic copies of the existing Comprehensive Plan and all other relevant plans and studies of the City, in *.pdf format.

Task 1.3: Existing Physical and Regulatory Conditions Analysis

H3 Studio will conduct an analysis of Washington’s existing physical and regulatory conditions, to include:

1.3.1: Physical Landscape and Built Environment Analysis

Physical landscape and built environment analysis shall include:

- Topography, landform, and waterways;
- Flood ways and flood plains;
- Street and roadway network;
- Parcels;
- Impervious surface coverage (pavement surface, parking, and building footprints, as available);
- Year built for developed parcels, as available;

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- Parks;
- Bike routes, pathways, and trails;
- Land use;
- City governance boundaries;
- Utility and service boundaries, as relevant;
- Historic district boundaries; and
- Other special planning districts, jurisdictional, and/or redevelopment areas.

1.3.2: Place-Based Zoning Analysis

H3 Studio shall analyze existing zoning regulations, comparing zoning district requirements with parcel areas, as-built land use, and parcel coverage. The purpose of this analysis is to:

- identify parcels which may be non-conforming to their assigned zoning district;
- Understand the development capacity of existing parcels under current zoning regulations (i.e., are existing parcels built at a density level that matches existing zoning? Is less than existing zoning?)
- What development types are permitted in the current zoning regulations, and what types are not permitted?

1.3.3: Demographic and Housing Trends, Projections, and Land Needs

(This Task Item will be completed as part of Article II: Workforce Development and Economic Development Strategy, and is described in Article II, Task 1)

1.3.4: Transportation Analysis

Lochmueller Group will conduct the following transportation analysis:

- Profile existing transportation conditions within the city, making use of available traffic counts and census data to identify mode share, historic traffic growth on major corridors, average daily traffic counts, commuter flows, and trip origination.
- Describe existing road network, including functional classifications and roadway purpose.
- Identify recent transportation infrastructure projects and provide a high-level description of their impact on mobility, as well as planned but unbuilt road connections.

1.3.5: Infrastructure Assessment

The City of Washington shall provide an infrastructure assessment of existing City-owned infrastructure not listed herein.

1.3.6: Environmental Scan Existing Conditions Report

H3 Studio will compile all mapping and narrative descriptions of the existing conditions analysis into an environment scan report, prepared in *.pptx and *.pdf format.

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Task 1.4: Review of Existing Comprehensive Plan

H3 Studio will review and summarize the contents of the existing Comprehensive Plan, to be used in Comprehensive Plan assessment engagement activities.

Task 1.5: Existing Comprehensive Plan Assessment and Prioritization Report

H3 Studio will cross-check the existing Comprehensive Plan Goals and Objectives with current existing conditions. Utilizing feedback gathered in Tasks 1.7.5 Existing Comprehensive Plan Assessment Stakeholder Workshops and 1.7.6 Steering Committee Meeting #1 (described below), H3 Studio will determine the level of implementation, identify how relevant these existing Goals remain today, and articulate peoples' impressions of how well progress has been made toward these Goals.

Task 1.6: Draft Consensus Issues and Opportunities

Utilizing all information collected and developed in Phase 1, H3 Studio will prepare a summary of Draft Consensus Issues and Ideas, which will be used as the basis of identifying Comprehensive Plan priorities and the creation of the updated Comprehensive Plan Community Vision, Community Goals, and Objectives in Phase 2.

Phase 1 Community Engagement

Task 1.7: Phase 1 Community Engagement Activities:

1.7.1: Ongoing Website and Social Media Content

The Team will provide content about the Comprehensive Plan planning process to the City for publication on the City's existing website and social media channels.

1.7.2: Washington Online Community Survey (Creation and Administration)

The Team will develop and administer a 20- to 25-question online survey to poll residents and stakeholders on key issues and opportunities facing Washington. This survey is proposed to remain active through the conclusion of Phase 2.

1.7.3: Washington Online Business Survey (Creation and Administration)

The Team will develop and administer a 20- to 25-question online survey specific to Washington business owners to poll them on the key considerations of owning and operating a business in Washington. This survey is proposed to remain active through the conclusion of Phase 2.

1.7.4: Phase 1 Community Engagement Presentation Materials

H3 Studio will prepare a PowerPoint presentation and printed materials of Phase 1 work products, for use during the Existing Comprehensive Plan Assessment Stakeholder Workshops and Steering Committee Meeting #1.

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1.7.5: Existing Comprehensive Plan Assessment Stakeholder Workshops

The Team will conduct a series of three (3) Assessment Workshops to review and collect input on:

- The extent to which each existing Comprehensive Plan Goal and Objective are still relevant today, and;
- The extent to which the City has been successful in making progress toward achievement of each Existing Comprehensive Plan Goal and Objective.

A total of three (3) workshops will be conducted, one each with:

- A community stakeholder Focus Group;
- City department heads and staff; and
- Planning & Zoning Commission, City Council, and Mayor

1.7.6: Business Owner' Focus Group Meeting #1

Bob Lewis and H3 Studio will conduct the first of two (2) "CEO Roundtable" meetings with Washington business owners.

1.7.7: Steering Committee Meeting #1 – Existing Comprehensive Plan Assessment and Priorities

H3 Studio will advise the Client on identifying and assembling a Comprehensive Plan Steering Committee. This Committee is anticipated to be comprised of elected official and City staff representatives, as well as representatives of other community boards and commissions. The City of Washington shall be responsible for notifying and scheduling Steering Committee Meetings:

H3 Studio will conduct the first Steering Committee Meeting to present a summary of existing conditions analysis, prioritize the Draft Consensus Issues and Opportunities, and conduct the Plan Assessment process outlined in Task 1.7.5 above. Outcomes of this meeting will be reflected in the Draft Consensus Issues and Ideas described in Task 1.6.

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Phase 2: Community Visioning & Goal Setting

In Task Group 3, the Team will work with City staff and the community-at-large to identify the necessary components of the communities Vision for the future, and the Goals—both short-range and long-range—that will serve to fulfill this Vision.

Phase 2 Technical Tasks (Vision, Goals, and Objectives)

Task 2.1: Creation of Draft Community Vision

H3 Studio will utilize community priorities identified in Phase 1 to prepare a draft Community Vision, for review by the Client and for use during Phase 2.

Task 2.2: Creation of Draft Comprehensive Goals and Objectives

H3 Studio will utilize community priorities identified in Phase 1 to prepare draft Comprehensive Plan Goals and Objectives, for review by the Client and for use during Phase 2.

Task 2.3: Revised Draft Community Vision, Goals, and Objectives

Using the outcome of Tasks 2.4.4 Steering Committee Meeting #2 and 2.4.6 Public Workshop #1, H3 Studio will prepare the revised Draft Community Vision, Goals, and Objectives for review by the Client.

Phase 2 Community Engagement

Task 2.4: Phase 2 Community Engagement Activities:

2.4.1: Closing of Online Community Survey

H3 Studio will close the Online Community Survey and prepare the summary report-out of responses.

2.4.2: Closing of Online Business Survey

H3 Studio will close the Online Business Survey and prepare the summary report-out of responses.

2.4.3: Steering Committee Meeting #2 Presentation Materials

H3 Studio will prepare a PowerPoint presentation and printed materials of Phase 2 work products, for use during Steering Committee Meeting #2.

2.4.4: Steering Committee Meeting #2 – Vision, Goals, and Objectives

H3 Studio will conduct the second Steering Committee Meeting to present the Draft Vision, Goals, and Objectives for review and input. Outcomes of this meeting will be reflected in the Revised Draft Community Vision, Goals, and Objectives described in Task 2.3.

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2.4.5: Public Workshop #1 Presentation Materials

H3 Studio will prepare an updated PowerPoint presentation and printed materials of Phase 2 work products, for use during Public Workshop #1.

2.4.6: Public Workshop #1 – Vision, Goals, and Objectives

The Team will conduct the second Public Workshop to present the Draft Community Vision, Goals, and Objectives and obtain feedback on revisions and prioritization. Based upon public input, the Revised Draft Community Vision, Goals, and Objectives will be produced.

For Review

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Phase 3: Draft Comprehensive Plan Recommendations & Components

Following creation of the Community Vision, Plan Goals, and Objectives, the Team will utilize community and stakeholder input and work with City staff to Draft the Comprehensive Plan Recommendations and Components.

Phase 3 Technical Tasks (Draft Comprehensive Plan Components)

Task 3.1: Draft Comprehensive Plan Recommendation and Components

Utilizing input gathered in Phase 2, the H3 Studio Team will prepare the Draft Comprehensive Plan Recommendations and Components. These will include:

- 3.1.1: **Final Draft Community Vision Statement**
H3 Studio will prepare the Final Draft Community Vision Statement based on input from the Client.
- 3.1.2: **Final Draft Community Goals and Objectives**
H3 Studio will prepare the Final Draft Community Goals and Objectives based on input from the Client.
- 3.1.3: **Draft Comprehensive Plan Strategies**
H3 Studio will prepare Draft Comprehensive Plan Strategies to achieve the Community Goals and Objectives. Strategies will be provided to the Client for review.
- 3.1.4: **Draft Economic and Workforce Development Strategies**
(This Task Item will be completed as part of Article II: Workforce Development and Economic Development Strategy, and is described in Article II, Task 5)
- 3.1.5: **Draft Housing Strategy**
Using demographic projections developed in Phase 1, along with regional and national trends, H3 Studio and Bob Lewis will (1) identify gaps in Washington's existing housing supply; (2) identify housing market segments currently underserved; and (3) outline strategies to facilitate the creation of housing that fills those gaps. Strategies may include development mechanisms, partnership opportunities, zoning and other regulatory updates, land use modifications, and/or infrastructure improvements.
- 3.1.6: **Draft Community Place Types and Future Land Use Plan**
Using the place-based zoning analysis completed in Phase 1, H3 Studio will develop a series of Draft Community Place Types to serve as the foundation for future zoning code updates. These Community Place Types will include recommendations for qualitative

improvements and regulatory updates associated with geographically-specific boundaries. Community Place Types will serve as the basis of the Future Land Use Plan.

3.1.7: Draft Transportation Recommendations

Lochmueller Group will develop draft transportation recommendations, to include the following:

- Assess the MO-100 corridor, to include:
 - Review average weekday and daily traffic counts and trip origination
 - Major intersection and access constraints
 - Benefits and constraints of extending the four lanes west of High Street, denoting where the terminus should be located.
- Assess the proposed “East-West Parkway” bypass of MO-100, to include:
 - Identify a route that should be considered for a future alignment study with proposed starting and ending points
 - Major intersection and access constraints
 - Inter-relationship with MO-100
- Review and incorporate identified short- and long-term improvements for Route 47 into the City’s comprehensive plan, providing overarching planning-level information regarding benefits and costs
- Discuss how the improvements and strategies from Tasks 2.1-2.3 above can assist in the economic development of the City.
- Identify potential funding mechanisms

3.1.8: Draft Parks and Recreation Recommendations

H3 Studio will prepare qualitative recommendations for enhancement of Washington’s parks system, including trail and access enhancements and targets for future park system updates, operations, and expansion.

3.1.9: Public Infrastructure Recommendations

The City of Washington shall provide public infrastructure recommendations to H3 Studio for incorporation into the Draft Comprehensive Plan.

Phase 3 Community Engagement

Task 3.2: Phase 3 Community Engagement Activities:

3.2.1: Business Owner’ Focus Group Meeting #2

Bob Lewis and H3 Studio will conduct the second of two (2) “CEO Roundtable” meetings with Washington business owners.

3.2.2: Steering Committee Meeting #3 Presentation Materials

H3 Studio will prepare a PowerPoint presentation and printed materials of Phase 3 work products, for use during Steering Committee Meeting #2.

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- 3.2.3: **Steering Committee Meeting #3 – Draft Comprehensive Plan**
H3 Studio will conduct the second Steering Committee Meeting to present the Draft Comprehensive Plan Recommendations for review and input. Outcomes of this meeting will be utilized in Phase 4.
- 3.2.4: **Public Workshop #2 Presentation Materials**
H3 Studio will prepare an updated PowerPoint presentation and printed materials of Phase 3 work products, for use during Public Workshop #2.
- 3.2.5: **Public Workshop #2 – Draft Comprehensive Plan**
The Team will conduct the second Public Workshop to present the Draft Comprehensive Plan Recommendations for review and input. Outcomes of this meeting will be utilized in Phase 4.

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Phase 4: Final Comprehensive Plan and Adoption Activities

Utilizing all of the community feedback and input gathered to date, the Team will work with City staff to finalize all of the Comprehensive Plan Materials for adoption by the City of Washington.

Phase 4 Technical Tasks (Final Comprehensive Plan)

Task 4.1: Final Comprehensive Plan Components

Utilizing feedback from Phase 3, the H3 Studio Team will prepare the Final Comprehensive Plan Components. These will include:

- 4.1.1: Final Community Vision Statement, Goals and Objectives
- 4.1.2: Final Comprehensive Plan Strategies
- 4.1.3: Final Economic and Workforce Development Strategies
(This Task Item will be completed as part of Article II: Workforce Development and Economic Development Strategy, and is described in Article II, Task 5)
- 4.1.4: Final Housing Strategy
- 4.1.5: Final Community Place Types and Future Land Use Plan
- 4.1.6: Final Transportation Recommendations
- 4.1.7: Final Parks and Recreation Recommendations
- 4.1.8: Final Public Infrastructure Recommendations

Task 4.2: Implementation Priorities and Governmental Strategic Plan

Utilizing the outcomes of Task 4.4.1 Governmental Strategic Action Plan Workshop, H3 Studio will prepare a series of implementation priorities and a strategic roadmap for advancement of Comprehensive Plan implementation by the City of Washington government. This will include a selected series of strategic early action items that City agrees can and should be completed in a short-term time frame, typically 1 to 3 years, along with prioritization and time horizons for all Comprehensive Plan Strategies.

Task 4.3: Final Comprehensive Plan Document Deliverable

H3 Studio will prepare the final Comprehensive Plan Document, to include

- Interactive Comprehensive Plan document, including all constituent components completed to date;
- Environmental Scan document, as a stand-alone catalogue of existing conditions today;

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- GIS mapping of all Comprehensive Plan maps; and
- Final planning process information for the City of Washington website and social media channels.

Phase 4 Community Engagement

Task 4.4: Phase 3 Community Engagement Activities:

4.4.2: Final Plan Presentation Materials

H3 Studio will prepare a PowerPoint presentation and printed materials of the Final Comprehensive Plan, for use during the remainder of the planning process.

4.4.3: Final Public Open House

The Team will conduct a final Public Open House to present the Final Comprehensive Plan to the community and collect final comments.

4.4.4: Planning and Zoning Commission Meeting Presentation (1)

H3 Studio will conduct one (1) in-person, informational presentation with the Planning and Zoning Commission on the Final Comprehensive Plan at a regularly-scheduled Commission meeting

4.4.5: City Council Meeting Presentation (1)

H3 Studio will conduct one (1) in-person, informational presentation with the City Council on the Final Comprehensive Plan at a regularly-scheduled Council meeting.

4.4.6: Public Hearing Presentation (1)

H3 Studio will conduct one (1) in-person, informational presentation and Q&A as part of the Public Hearing for adoption of the Comprehensive Plan.

Article I: Core Comprehensive Plan Fee Proposal

Phase 1: Issues and Opportunities \$29,492.50

Phase 1 Technical Tasks (Existing Conditions Analysis)

Task 1.1:	Project Kick-Off and On-Boarding Meeting with the City of Washington	\$770.00
Task 1.2:	Data Collection and Production of Base Maps	\$2,510.00
Task 1.3:	Existing Physical and Regulatory Conditions Analysis	
1.3.1:	<i>Physical Landscape and Built Environment Analysis</i>	\$1,855.00
1.3.2:	<i>Place-Based Zoning Analysis</i>	\$3,055.00
1.3.3:	<i>Demographic and Housing Trends, Projections, and Land Needs</i>	(Priced in Article II)
1.3.4:	<i>Transportation Analysis</i>	\$3,200.00
1.3.5:	<i>Infrastructure Assessment</i>	n/a
1.3.6:	<i>Environmental Scan Existing Conditions Report</i>	\$2,270.00
Task 1.4:	Review of Existing Comprehensive Plan	\$1,920.00
Task 1.5:	Existing Comprehensive Plan Assessment and Prioritization Report	\$1,660.00
Task 1.6:	<u>Draft Consensus Issues and Opportunities</u>	<u>\$1,520.00</u>

Phase 1 Existing Conditions Analysis Subtotal: **\$18,760.00**

Phase 1 Community Engagement

Task 1.7:	Phase 1 Community Engagement Activities:	
1.7.1:	<i>Ongoing Website and Social Media Content</i>	\$2,100.00
1.7.2:	<i>Washington Online Community Survey (Creation and Administration)</i>	\$2,140.00
1.7.3:	<i>Washington Online Business Survey (Creation and Administration)</i>	\$2,140.00
1.7.4:	<i>Phase 1 Community Engagement Presentation Materials</i>	\$2,005.00
1.7.5:	<i>Existing Comprehensive Plan Assessment Stakeholder Workshops</i>	\$1,245.00
1.7.6:	<i>Business Owners' Focus Group Meeting #1</i>	\$175.00
1.7.7:	<i>Steering Committee Meeting #1</i>	\$927.50

Phase 1 Community Engagement Subtotal: **\$10,732.50**

Phase 2: Community Visioning and Goal Setting \$13,017.50

Phase 2 Technical Tasks (Vision, Goals, and Objectives)

Task 2.1:	Creation of Draft Community Vision	\$805.00
Task 2.2:	Creation of Draft Comprehensive Goals and Objectives	\$2,245.00
Task 2.3:	Revised Draft Community Vision, Goals, and Objectives	\$1,415.00

Phase 2 Vision, Goals, and Objectives Subtotal: **\$4,465.00**

Phase 2 Community Engagement

Task 2.4:	Phase 2 Community Engagement Activities:	
2.4.1:	<i>Closing of Online Community Survey</i>	n/a
2.4.2:	<i>Closing of Online Business Survey</i>	n/a
2.4.3:	<i>Steering Committee Meeting #2 Presentation Materials</i>	\$3,310.00
2.4.4:	<i>Steering Committee Meeting #2</i>	\$1,557.50
2.4.5:	<i>Public Workshop #1 Presentation Materials</i>	\$1,645.00
2.4.6:	<i>Public Workshop #1</i>	\$2,040.00

Phase 2 Community Engagement Subtotal: **\$8,552.50**

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Phase 3: Draft Comprehensive Plan Recommendations \$31,585.00

Phase 3 Technical Tasks (Draft Comprehensive Plan Components)

Task 3.1:	Draft Comprehensive Plan Recommendation and Components	
3.1.1:	Final Draft Community Vision Statement	\$192.50
3.1.2:	Final Draft Community Goals and Objectives	\$910.00
3.1.3:	Draft Comprehensive Plan Strategies	\$2,350.00
3.1.4:	Draft Economic and Workforce Development Strategies	(Priced in Article II)
3.1.5:	Draft Housing Strategy	\$4,220.00
3.1.6:	Draft Community Place Types and Future Land Use Plan	\$5,900.00
3.1.7:	Draft Transportation Recommendations	\$5,750.00
3.1.8:	Draft Parks and Recreation Recommendations	\$3,010.00
3.1.9:	Public Infrastructure Recommendations	n/a

Phase 3 Draft Comprehensive Plan Components Subtotal: **\$22,332.50**

Phase 3 Community Engagement

Task 3.2:	Phase 3 Community Engagement Activities:	
3.2.1:	Business Owners' Focus Group Meeting #2	\$350.00
3.2.1:	Steering Committee Meeting #3 Presentation Materials	\$3,310.00
3.2.2:	Steering Committee Meeting #3 – Draft Comprehensive Plan	\$1,907.50
3.2.3:	Public Workshop #2 Presentation Materials	\$1,645.00
3.2.4:	Public Workshop #2 – Draft Comprehensive Plan	\$2,040.00

Phase 3 Community Engagement Subtotal: **\$9,252.50**

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Phase 4: Final Comprehensive Plan and Adoption Activities \$30,375.00

Phase 4 Technical Tasks (Final Comprehensive Plan)

Task 4.1:	Final Comprehensive Plan Components	
4.1.1:	Final Community Vision Statement, Goals and Objectives	\$100.00
4.1.2:	Final Comprehensive Plan Strategies	\$600.00
4.1.3:	Final Housing Strategy	\$1,390.00
4.1.4:	Final Economic and Workforce Development Strategies	(Priced in Article II)
4.1.5:	Final Community Place Types and Future Land Use Plan	\$1,870.00
4.1.6:	Final Transportation Recommendations	\$4,650.00
4.1.7:	Final Parks and Recreation Recommendations	\$700.00
4.1.8:	Final Public Infrastructure Recommendations	n/a
Task 4.2:	Implementation Priorities and Governmental Strategic Plan	\$2,570.00
Task 4.3:	Final Comprehensive Plan Document Deliverable	\$12,940.00
Phase 4 Final Comprehensive Plan Subtotal:		\$24,820.00

Phase 4 Community Engagement

Task 4.4:	Phase 3 Community Engagement Activities:	
4.4.1:	Governmental Strategic Action Plan Workshop	\$830.00
4.4.2:	Final Plan Presentation Materials	\$2,485.00
4.4.3:	Final Public Open House	\$1,190.00
4.4.4:	Planning and Zoning Commission Meeting Presentation (1)	\$350.00
4.4.5:	City Council Meeting Presentation (1)	\$350.00
4.4.6:	Public Hearing Presentation (1)	\$350.00
Phase 4 Community Engagement Subtotal:		\$5,555.00

Article I: Fee Analysis

Article I Technical Tasks Subtotal:	\$70,377.50
Article I Community Engagement Subtotal:	\$34,092.50
Article I Direct Expenses Subtotal:	\$6,500.00
Article I Core Comprehensive Plan Total:	\$110,970.00

Fee Breakdown by Consultant

H3 Studio, Inc.:	\$87,470.00
Lochmueller Group:	\$17,000.00
Direct Expenses:	\$6,500.00

(Please note: All fees and task items for economic development recommendations, inclusive of the workforce development strategy, are presented in Article II.)

H3

Article II: Workforce Development & Economic Development Strategy

Task 1: Demographic and Housing Trends, Projections, and Land Needs

- a. Evaluate population characteristics (trends and projections) of Washington in comparison with surrounding areas and cities spanning the 21st century.
- b. Evaluate housing needs of Washington residents with local and regional comparisons of housing characteristics (e.g., value/rent, age, size, units-in-structure, and affordability).
 - i. Isolate characteristics needed to support and attract Washington’s current and future workforce.
 - ii. Identify “gaps” in housing availability and affordability for all, with emphasis on workforce (see 3.c. below).
- c. Project three scenarios of population and housing growth with related land requirements.

Task 2. Identify Target Industry Sectors for Retention, Expansion, and Attraction in Washington.

- a. Conduct or obtain an inventory of businesses in Washington based on type of business and location.
 - i. Compare the business inventory to county and regional distribution of business types to help in identifying unique and overlapping characteristics of Washington’s businesses.
- b. Evaluate economic sector trends and projections in Washington over time in comparison to Franklin County, state of Missouri, St. Louis metro area, and U.S.A.
 - i. Business types/NAICS codes
 - ii. Employment
 - iii. Contributions by sector to personal income and gross domestic product
- c. Define strengths, weaknesses, opportunities, and threats of Washington’s economy in the context of county, state, metro, and national trends, and forces.
- d. Identify and evaluate sector growth targets of the state and metro area.
 - i. Sectors defined by relevant regional economic development strategic plans.

H3

- ii. Sectors that best support targeted sectors, including multiplier and value-added effects.
- iii. Compare to Washington's trends and economic characteristics to identify opportunities for Washington within the context of regional strengths.
- e. Project three scenarios of economic development growth with related land and building space requirements.
- f. Conduct two (2) Business Owners' Focus Group Meetings.
- g. Conduct seven (7) economic development stakeholder meetings.

Task 3. Downtown Washington Specific Opportunities

- a. Conduct or obtain a survey of downtown businesses by type of business and geographic location.
- b. Evaluate the downtown business mix and juxtapositioning to maximize economic benefits to support local shopping, dining, and entertainment demand as well as to support attraction and expansion of tourism.
- c. Recommend appropriate additions and relocations of businesses to achieve maximum impact.

Task 4. Evaluate and Project the Washington Area Labor Force

- a. Analyze educational attainment, age, occupational skills, wages, commuting, and other relevant data to create profiles of the available labor force.
- b. Evaluate projections of occupations (net growth over time plus annual job openings) in Missouri and the metro area, and applicability to Washington.
- c. Create a profile of the resident labor force of Washington, regardless of where they are employed, including population/labor force growth scenarios.
- d. Create a profile people employed in Washington, regardless of where they reside.
 - i. Evaluate affordability of housing in the city for workforce employed in the city.
 - ii. Identify opportunities for housing development to support workforce employed in the city.
- e. Create a profile of the surrounding labor force area (within 30-minute commute) that might support future economic and housing development opportunities in Washington.

H3

Task 5: Economic and Workforce Development Strategies for Washington's Economic

- a. Call out industry sectors that can contribute to growth, strength, and economic diversity in Washington.
- b. Project land and building space needs of growth sectors to aid in land use planning.
- c. Identify future labor force characteristics necessary to achieve growth, strength, and economic diversity in Washington.
- d. Project population growth and housing needs to support potential growth and diversity in the Washington economy, including land needs.
- e. Empower and guide the existing labor force to upgrade education, skills, and occupations that will lead to higher productivity, personal income, and prosperity in Washington.
- f. Describe available tools, techniques, and incentives to achieve the above and the outcomes that can be expected.
 - i. Describe how they work, procedures for implementation, and conditions for their use.
 - ii. Quantitatively project economic and municipal fiscal impacts of realistic, if presently hypothetical, application of these tools, techniques, and incentives.

PRIMARY SOURCES OF DATA AND INFORMATION

1. U.S. Bureau of Economic Analysis (BEA) for economic sector employment, income, and contributions to GDP (county, metro, state, and national levels).
2. U.S. BEA for economic impact multipliers and sector-to-sector value additions to identify industries in Washington that most benefit from, or best contribute to, regional economic growth.
3. U.S. Bureau of Labor Statistics (BLS) for national labor market and occupational trends and projections.
4. Missouri Economic Research and Information Center (MERIC) for state, metro, and local sector, and labor market conditions (including average wages) and projections.
5. U.S. Census Bureau for Washington sector and labor market profiles, including commuting patterns.
6. U.S. Census Bureau for local demographics on the labor force.
7. U.S. Census Bureau for population and related projections at the national level.
8. Greater St. Louis Inc. for monthly employment summaries at the county and metropolitan levels.
9. Greater St. Louis Inc. STL2030 Jobs Plan for target industry analysis and metropolitan policies toward economic development.
10. Missouri Department of Economic Development and Greater St. Louis Inc. for state-enabled programs to promote economic development and work force growth.
11. Missouri Main Street Connection and National Historic Main Street studies.
12. Local real estate brokerages and development firms for relevant space availability, vacancy rates, and rents/pricing for economic development facilities.
13. Expert, stakeholder, and community input from formal and informal meetings.
14. Other relevant sources as they are recommended or arise.

H3

Article II: Workforce Development & Economic Development Fee Proposal

Task 1. Demographics and Housing Analysis	\$3,000.00
Task 2. Economic Trends and Target Industries Opportunities	\$9,375.00
Task 3. Downtown Economic Development Opportunities	\$2,400.00
Task 4. Labor Force Analysis	\$4,500.00
Task 5. Economic and Workforce Development Strategies	\$2,700.00
Three (3) Comprehensive Plan Steering Committee Meetings	\$675.00

Article II Labor Fee Subtotal: \$22,650.00

Article II Direct Expenses Subtotal: \$500.00

Article II Workforce Development & Economic Development Total: \$23,150.00

BILL NO. _____ INTRODUCED BY _____

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING AND DIRECTING THE CITY OF WASHINGTON, MISSOURI TO ACCEPT THE PROPOSAL WITH DUDE SOLUTIONS FOR THE PURCHASE OF BUILDING AND PERMITTING SOFTWARE

Be It Ordained by the Council of the City of Washington, Missouri, as follows:

SECTION 1: The Mayor is hereby authorized and directed to accept the proposal with Dude Solutions for the purchase of Building and Permitting Software in the amount totaling Fifty Six Thousand Nine Hundred Fifty Three Dollars and Forty Two Cents (\$56,953.42). A copy of said proposal is attached hereto and marked as "Exhibit A".

SECTION 2: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3: This ordinance shall take effect and be in full force from and after it's passage and approval.

Passed: _____

ATTEST: _____

President of City Council

Approved: _____

ATTEST: _____

Mayor of Washington, Missouri



Software for Smarter Operations

PREPARED FOR

City Of Washington

John Nilges
Public Services Director
405 Jefferson Street
Washington, MO 63090

PREPARED BY

Dude Solutions

11000 Regency Parkway, Suite 400
Cary, NC 27518

PUBLISHED ON

March 8th, 2022



Q-267397

This SOW has been defined to leverage DSI's experience, while optimizing the use of resources, thereby maximizing cost efficiencies on behalf of Client.

Based on our current understanding of the complexity and scope of this effort and the expected involvement of the DSI team resources, the current estimated Fixed Price for this engagement is shown in the Investment table. This estimated cost breakdown is as follows:

Service Term: 65 months (05/01/2022 - 09/30/2027)

Services			
Services Invoice - Year 1			
Item	Start Date	End Date	Investment
SmartGov - Enterprise	5/1/2022	9/30/2022	2,787.12 USD
SmartGov Connector Financial	5/1/2022	9/30/2022	154.84 USD
SmartGov Connector Merchant Preferred	5/1/2022	9/30/2022	123.90 USD
Subscription			3,065.86 USD

Year 1 Total:

The Services invoice for Year 1 will be issued upon acceptance of the Order Form. Subsequent Services Invoices will be sent annually.

*3 months included at no charge on the first invoice.

Professional Services	
SmartGov Custom Implementation	0.00 USD
General Config	1,900.00 USD
Fees Configuration (Pages)	2,018.75 USD
Map Connector Configuration	950.00 USD
Parcel Connector Configuration	2,375.00 USD
Professional Services Year 1 Total:	53,887.56 USD



Portal Configuration	950.00 USD
Virtual Training	4,275.00 USD
Project Management	7,028.81 USD
Existing Merchant Connector Configuration	1,140.00 USD
Workflow template customization (package of 10)	14,250.00 USD
Data Migration	19,000.00 USD
Financial Export Connector Configuration	0.00 USD
Professional Services Year 1 Total:	53,887.56 USD
Total Year 1 Services & Professional Services	56,953.42 USD

The Professional Services invoice will be issued on or after October 1, 2022.

Sourcwell/NJPA purchasing contract

- <https://www.sourcwell-mn.gov/cooperative-purchasing/090320-sdi#tab-contract-documents> (<https://www.sourcwell-mn.gov/cooperative-purchasing/090320-sdi#tab-contract-documents>).
- Contract #090320-SDI
- Expiration date: 11/2/2024

The above level of effort and associated pricing is based on the SMARTGOV package selected by City Of Washington and is subject to change based on defined client requirements that may be discovered during project delivery. Any identified project scope or requirements changes will be addressed via DSI Change Control Authorization ("CCA") process.





Remaining Services Invoices

Year 2	Annual period beginning	Investment
SmartGov - Enterprise	10/1/2022	16,722.72 USD
SmartGov Connector Financial	10/1/2022	929.04 USD
SmartGov Connector Merchant Preferred	10/1/2022	743.39 USD
Total:		18,395.15 USD

Year 3	Annual period beginning	Investment
SmartGov - Enterprise	10/1/2023	17,224.40 USD
SmartGov Connector Financial	10/1/2023	956.91 USD
SmartGov Connector Merchant Preferred	10/1/2023	765.69 USD
Total:		18,947.00 USD

Year 4	Annual period beginning	Investment
SmartGov - Enterprise	10/1/2024	17,741.13 USD
SmartGov Connector Financial	10/1/2024	985.62 USD
SmartGov Connector Merchant Preferred	10/1/2024	788.66 USD
Total:		19,515.41 USD

Year 5	Annual period beginning	Investment
SmartGov - Enterprise	10/1/2025	18,273.37 USD
SmartGov Connector Financial	10/1/2025	1,015.19 USD
SmartGov Connector Merchant Preferred	10/1/2025	812.32 USD
Total:		20,100.88 USD

Item	Annual period beginning	Investment
SmartGov - Enterprise	10/1/2026	18,821.57 USD
Total:		20,703.90 USD





Software for Smarter Operations

Item	Annual period beginning	Investment
SmartGov Connector Financial	10/1/2026	1,045.64 USD
SmartGov Connector Merchant Preferred	10/1/2026	836.69 USD
Total:		20,703.90 USD



Introduction

Dude Solutions, Inc. ("DSI") is pleased to submit this Statement of Work ("SOW") to City Of Washington for SmartGov Professional Services. SmartGov streamlines permitting, planning/zoning, Inspections, code enforcement, and business licensing, providing efficiency for your jurisdiction and enhanced customer service for your citizens. The package City Of Washington has chosen for implementation of SmartGov will be implemented using proven processes and methodologies managed by an experienced project manager dedicated to delivering a successful project.

DSI looks forward to the opportunity to deliver these services and the ever-lasting development of a strong business partnership.

Custom Implementation and Features

The Custom Implementation leverages best practices but includes wide flexibility in Dude assisted customization. It is based on our pre-configured settings to streamline your setup but allows full access to modify your final configuration.

With Custom, you get access to the Full Software and your features include:

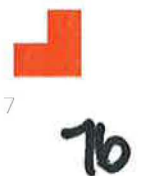
Feature	Custom
All Modules (Permitting, Licensing, Code Enforcement, Recurring Inspections)	Included
Public Portal	Included
Custom Fee Codes (across all modules)	Included
Custom Fields (across all modules)	Unlimited
Departments associated with Templates and Inspection Types (e.g., Building Safety and Construction, Planning and Zoning, etc.)	Unlimited
156 Standard Reports and Output Documents	Included
Custom Reports and Output Documents	Unlimited (Additional Fee Required)
Pre-configured Inspection Types (109 across all modules)	Included
Pre-configured Submittal Types (140 across all modules)	Included
Pre-configured Workflow Steps (152 across all modules)	Included
Additional Inspection Types	Unlimited (Additional Fee Required)



Feature	Custom
Additional Submittal Types	Unlimited (Additional Fee Required)
Additional Workflow Steps	Unlimited (Additional Fee Required)
Mobile App (Android and iOS)	Included
Pre-configured Templates and Workflow (77 templates across all modules)	Included
Additional Templates and Workflow	Unlimited Unlimited (Additional Fee Required)
Case number formatting	Customized
Users	Unlimited

With Custom you will get access to the following Services:

Service	Custom
Project Management	Per Agreement
Public Portal Configuration	Self-service or Per Agreement
Custom Code References	Included
Custom Condition Setup	Unlimited
Custom Field Configuration	Unlimited
Department Customization	Included
Fee/ Financial Setup	Per Agreement
Jurisdiction Specific Settings (Time zone, Holidays, etc.)	Included
Inspection Types Additions	Per Agreement
Template and Workflow Customization	Per Agreement
Template and Workflow Additions	Per Agreement
User Setup and Security	Included



Please talk with your account representative to determine timing for your Custom Implementation.

Planning, Initial Set Up & System Level Configuration

As part of the General Configuration Dude Solutions will:

- Create your database with our defaults
- Load your users with Dude standard permissions (provided in Dude input sheet)
- Load your Code References/Violation types (provided in Dude input sheet)
- Load up to 20 additional custom attributes/details (not associated with fees)
- Load your logo
- Provide access to 156 reports/output documents (see list)
- Provide ongoing access to our Virtual Classroom Training classes

Workflow Template Customization

CD-WT10 Dude will add up to x10 custom process templates across all modules (Permits/Licensing/Code Enforcement/Recurring Inspections) until your product readiness date or 12 months after purchase whichever comes first.

Financial Setup and Fees Pages

Based on your fee schedule Dude will:

- Setup your fee code calculations
- Load your FMS/GL Codes (provided in Dude input sheet)
- Load your Valuation table (provided in Dude input sheet or ICC table)
- Setup your fixture costs (if needed)
- Load your custom attributes / details as required for your fee calculations

Public Portal Configuration Setup

The Dude will customize your Portal by:

- Linking your logo
- Exposing all permits/business licenses that you want your citizens to have access to
- Will advise on best practices and load your custom verbiage into the available fields
- Provide the access URL to add link to any needed jurisdiction web pages

Parcel Connector Setup

Dude will configure EITHER a Delimited Parcel Job OR ARCGIS Parcel Job on behalf of the customer

- Delimited File – A delimited file may be uploaded to the job at runtime or may be made available to the job via FTP using anonymous access or a username and password. The delimited file option supports a single address for each individual parcel.
- Parcel Layer – A parcel layer must be accessible by URL through an ESRI REST service. A secondary address-only layer may also be provided for parcels that have more than one address. The layer(s) must be publicly accessible and may be secured with a username and password.

The configured parcel job will be available for the customer to run on-demand. If using the ARCGIS option or a delimited file that is accessible via FTP, the job may also be scheduled to run on a consistent basis (e.g., daily, weekly, monthly, etc.).

Map (GIS) Connector Setup

The Dude will connect to your supported ESRI Map Service secured by a publicly trusted certificate issued by a Certificate Authority.

The clients Map Service must be publicly accessible and require no user authentication of any kind. The Map Service must include a parcel layer with a designated field having parcel numbers that exactly match those provided in the Parcel Connector source data (this layer may be the same as that provided for the Parcel Connector if no authentication is required for access). Support for Feature, Tiled, and Web Map Services is not included.

Custom base maps are not supported. Base maps from the ESRI base map library will be available for use.

Financial Connector Setup

The Dude will customize the configuration of the export to match your financial system input needs. These customizations could include:

- Additional data fields
- Altered order of column information
- Alternate delimiter or fixed width formatting

Merchant Service Connector Setup

The Dude will setup our connector to your merchant vendor (from our authorized list of vendors).



The client will need to provide the relevant linking information for the Dude to complete the setup. These will often include connection URLs, Login IDs, and Transaction Keys.

The Dude cannot get this information on the client's behalf due to security and privacy concerns.

Data Migration

THIS NEEDS TO BE SCOPED AND PRICED BY THE DATA TEAM.

Virtual Training

The Dude web-based training will train up-to 10 client users in a "train-the-trainer" format.

The training agenda will be agreed upon by the consultant and the client lead and is designed to provide the client team with an interactive experience in the software to facilitate an understanding of the utilized parts of the software.

All attendees must have attended the required Virtual Classroom Trainings (VCT's) prior to attending this training. The consultant and PM will inform you of the classes that are required.

This training can span a 2-week period, provided in 3.5 hour sessions to meet client needs but will not exceed eight sessions. Once the team has been trained on all utilized sections of the software the training is complete.

Change Control Authorization Process

Any changes to the defined scope will require a signed Change Order by the client. This Change Order will outline the additional work required and costs associated with the change. It will also include estimated changes to your launch schedule that must also be approved.



Appendix

Parcel Configuration Setup

Parcel source data (delimited file or parcel layer) must include the following fields, at a minimum:

- Parcel Number
- Primary Situs Address
- Primary Situs City
- Primary Situs State
- Primary Situs Zip Code
- Owner Name
- Owner Street Address
- Owner City populated for USA addresses only
- Owner State populated for USA addresses only
- Owner Zip Code populated for USA addresses only
- International Indicator with a value of "Y" for any owner address outside of the USA
- International line including the full regional equivalent of the city, state and zip code for any owner address outside of the USA

Inclusion of the following additional fields is recommended:

- Parcel center point latitude in decimal degrees
- Parcel center point longitude in decimal degrees

If using a secondary address layer with the ARCGIS Parcel job, the address layer must contain the following fields:

- Parcel Number
- Secondary Situs Address
- Secondary Situs City
- Secondary Situs Zip Code

Inclusion of the following additional fields is recommended for the secondary address layer:

- Address point latitude in decimal degrees
- Address point longitude in decimal degrees

Map (GIS) Connector Setup

The following base maps are currently included (subject to change):

- Imagery
- Imagery Hybrid
- Streets
- Topographic
- Navigation
- Streets (Night)
- Terrain with Labels
- Light Gray Canvas



- Dark Gray Canvas
- Oceans
- National Geographic Style Map
- Open Street Map
- Charted Territory Map
- Community Map
- Navigation (Dark Mode)
- Newspaper Map
- Human Geography Map
- Human Geography Dark Map
- Modern Antique Map
- Mid-Century Map
- Nova Map
- Colored Pencil Map
- Firefly Imagery Hybrid
- USA Topo Maps

Financial Connector Setup

By default, financial extract jobs are pre-configured and the included configuration of the Receipt Extract job will produce a comma-delimited file with the following data points:

- Receipt Number
- Receipt Date
- FMS/GL Code
- Fund
- GL Account
- Fee Amount Paid
- Fee Code Name
- Permit/License/Case Number
- Payer Name

The included configuration of the Receipt Extract – FMS/GL Summary job will produce a comma-delimited file with the following data points:

- FMS/GL Code
- Fund
- GL Account
- Fee Amount Paid

The file output of the financial extract may be written to the customer's FTP site, if desired, to facilitate automated external processing of the file. The customer may request the use of an alternate delimiter if a comma is not acceptable.

The financial extract job may be run on demand or scheduled to run on a consistent basis (e.g., daily, weekly, monthly, etc.). Companion reports designed for reconciliation and extract verification are also available.





Proposal terms

- Proposal has been prepared for City Of Washington ("Subscriber")
- Proposal expires in sixty (60) days

Order Form terms

- This Order Form and its Services are governed by the terms of the Dude Solutions, Inc. Master Subscription Agreement found at <https://www.dudesolutions.com/terms> (<https://www.dudesolutions.com/terms>) ("Terms"), unless Subscriber has a separate written agreement executed by Dude Solutions, Inc. ("DSI") for the Services, in which case the separate written agreement will govern. Acceptance is expressly limited to these Terms. Any additional or different terms proposed by Subscriber (including, without limitation, any terms contained in any Subscriber purchase order) are objected to and rejected and will be deemed a material alteration hereof.
- To the extent professional services are included in the Implementation and Services section of this Order Form, the Professional Services Addendum found at <https://www.dudesolutions.com/terms> (<https://www.dudesolutions.com/terms>) is expressly incorporated into the Terms by reference.
- The Effective Date of the Agreement between Subscriber and DSI is the date Subscriber accepts this Order Form.
- During the Term, DSI shall, as part of Subscriber's Subscription Fees, provide telephone and email support ("Support Services") during the hours of 8:00 AM and 6:00 PM EST, Monday through Friday, excluding New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve and Christmas Day ("Business Hours"), except Community Development Services, where Business Hours means 5:00 AM – 5:00 PM PST.
- Acceptance of this Order Form on behalf of a company or legal entity represents that you have authority to bind such entity and its affiliates to the order, terms and conditions herein. If you do not have such authority, or you do not agree with the Terms set forth herein, you must not accept this Order Form and may not use the Service.

Additional information

- Prices shown above do not include any taxes that may apply. Any such taxes are the responsibility of Subscriber. This is not an invoice. For customers based in the United States, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To" location provided by Subscriber. Tax exemption certifications can be sent to accountsreceivable@dudesolutions.com (<mailto:accountsreceivable@dudesolutions.com>).
- Billing frequency other than annual is subject to additional processing fees.
- Please reference Q-267397 on any applicable purchase order and email to accountsreceivable@dudesolutions.com (<mailto:accountsreceivable@dudesolutions.com>)
- Dude Solutions, Inc. maintains the necessary liability coverage for its products and professional services. Proof of insurance can be provided upon request.





Software for Smarter Operations

Signature

Presented to:

Q-267397

November 23, 2021, 11:09:41 AM

Accepted by:

Printed Name

Signed Name

Title

Date





April 11, 2022

Honorable Mayor and City Council
City of Washington
405 Jefferson Street
Washington, MO 63090

RE: Building and Permitting Software
Dude Solutions

Honorable Mayor and City Council,

The Building Department upgraded to the building and permitting software from Tyler Technology a few years ago. From a staff efficiency, usability, customer pay portal, online permitting, and customer service perspective, the current software package has not lived up to expectations. The Building Department has made the current software work, but there are large operational gaps in customer service and is very complicated to be an "expert" in its utilization.

We are requesting to switch from our current software to this new solution.

The Building Department has visited other cities that implement this software, and have been impressed by its ease of use. We also believe that our goal of providing an online permit application portal will finally be met.

Our current software requires a yearly maintenance fee of \$18,000. We have not yet paid that fee in the current budget. Before we spend good money on a less than ideal software for another year, we would like to take the already budgeted \$18,000 and start the process to migrate to the new solution. The remaining balance ($\$56,953.42 - \$18,000.00 = \$38,953.42$) would be budgeted in 2023.

As always, if you have any questions, concerns or would like additional information, please feel free to contact me.

Respectfully,

Tom Neldon
Building Official

BILL NO. _____ INTRODUCED BY _____

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING AND DIRECTING THE
EXECUTION OF AN EASEMENT DEED BY AND
BETWEEN THE CITY OF WASHINGTON, MISSOURI AND
GERALD H. AND BETTY M. PARMENTIER

BE IT ORDAINED by the Council of the City of Washington, Missouri, as follows:

SECTION 1: The Mayor is hereby authorized and directed to execute an Easement Deed by and between the City of Washington, Missouri and Gerald H. and Betty M. Parmentier a copy of which is marked Exhibit I and is attached hereto and incorporated herein by reference, and such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Ordinance, for and on behalf of and as the act and deed of the City. The City Clerk is hereby authorized and directed to attest to and affix the seal of the City to the said Easement Deed and such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Ordinance.

SECTION 2: The City shall, and the officials, agents and employees of the City are hereby authorized and directed to, take such further action, and execute and deliver such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Ordinance.

SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 4: This ordinance shall be in full force and effect from and after its passage and approval.

Passed: _____

ATTEST: _____

President of City Council

Approved: _____

ATTEST: _____

Mayor of Washington, Missouri

EXHIBIT I

EASEMENT DEED

THIS DEED made and entered into this ____ day of _____, 2022, by and between Gerald H. and Betty M. Parmentier, whose mailing address is 303 International Avenue, Washington, Missouri 63090 (collectively the “**Grantor**”), and the City of Washington, Missouri, whose mailing address 405 Jefferson Street, Washington, Missouri (“**Grantee**”).

Witnesseth, that the **Grantor**, for and in consideration of the sum of One Dollar (\$1.00), paid by the said **Grantee**, the receipt of which is hereby acknowledged, does by these presents **Grant, Bargain, Sell and Convey** unto the said **Grantee**, **A Temporary Construction Easement** for the following purposes:

to assist and enable any and all construction related activities relating to the construction, reconstruction, repair, opening, widening, extending or altering of the storm drainage (the “Project”) in, over, under, across and through the following described real property situate in the County of Franklin and State of Missouri, to-wit:

(See Exhibit A attached hereto and incorporated herein by reference)

together with the right of ingress and egress from the temporary construction easement or the premises of the **Grantor** adjoining the temporary construction easement and the right of traveling over said temporary construction easement for the purpose of gaining ingress and egress from the rights of way or easements owned by the **Grantee** adjacent to the ends thereof for the purpose of doing anything necessary or convenient for the enjoyment of the temporary construction easement.

The **Grantor** agrees that she will not erect any building or structure or create or permit any hazard or obstruction of any kind or character which, in the judgment of the **Grantee**, will interfere with the surveying, staking, construction, reconstruction, erection, placement, retention, operation, maintenance, inspection, patrolling, repair, replacement, addition to and relocation of the **Grantee**’s Project.

The **Grantor** covenants to and with the **Grantee** that subject to existing easements, if any, for public highways, or roads, railroads, laterals, ditches, pipelines, and electrical transmission or distribution lines and telegraph and telephone lines covering the land herein described, the **Grantor** is lawfully seized and possessed of said lands, has a good and lawful right and power to sell and

convey them and that they are free and clear of all encumbrances, and that the **Grantor** will forever warrant and defend the title to said easement and the quiet enjoyment thereof against the lawful claims and demands of all persons whomsoever.

To Have and to Hold the said **Easement**, together with all rights and appurtenances to the same belonging, unto the said **Grantee** and to its heirs and assigns forever.

(The remainder of this page intentionally left blank)

Grantor

Gerald H. and Betty M. Parmentier

Gerald H. Parmentier

Betty M. Parmentier

STATE OF MISSOURI)
) SS:
COUNTY OF FRANKLIN)

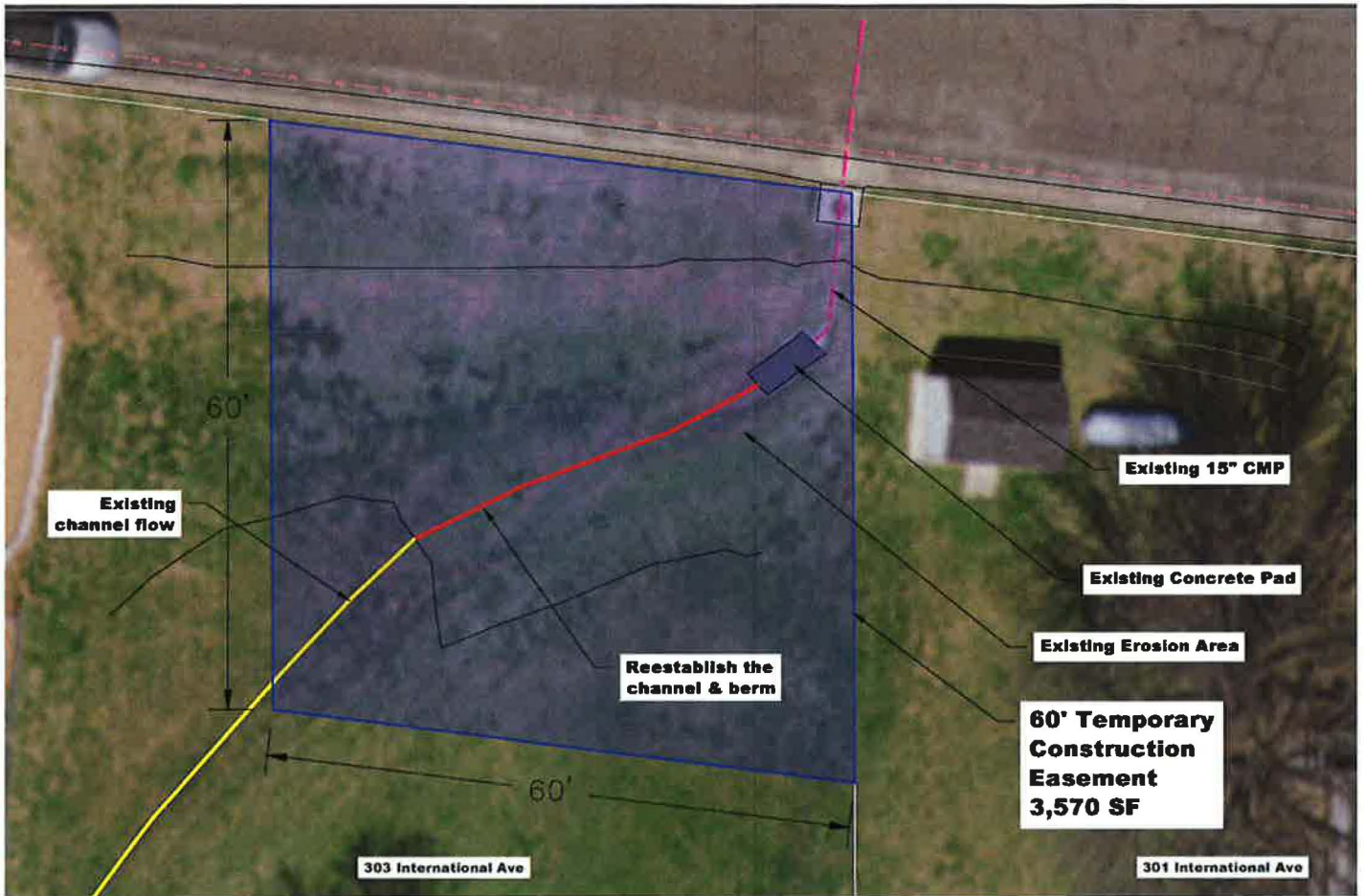
On this _____ day of _____, 2022, before me personally appeared Gerald H. and Betty M. Parmentier, to me known to be the persons described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed..

IN TESTIMONY WHEREOF, I have hereunto set me hand and affixed my official seal in the County and State aforesaid, the date and year first above written.

My Term Expires: _____

Notary Public

EXHIBIT A





April 11, 2022

Honorable Mayor and City Council
City of Washington
405 Jefferson Street
Washington, MO 63090

RE: 303 International – Grading Work
Temporary Construction Easement

Honorable Mayor and City Council,

The property owner at the subject addressed made me aware of situation where the City's storm sewer system outlets directly into a ditch / berm on private property. Over time this area becomes full of silt / street grit. After doing some research on the matter, it was apparent that over the decades, the Street Department has regraded this area a couple times. It is also very apparent that the only source of erosion / sedimentation is from the City's storm sewer system.

With the history at this location and the obvious source, I do believe we should, again, regrade / reshape the ditch. If you concur, we will need to execute a Temporary Construction Easement to complete the work. The work will be completed by the Street Department, and the area will be sodded to ensure an immediate stand of grass is established. The property owner has agreed to water the sod.

Within the agreement there is an exhibit showing the general location of where the work will take place.

This type of work is budgeted under the Street Department's annual operating budget.

As always, if you have any questions, concerns or would like additional information, please feel free to contact me.

Respectfully,


John Nilges, PE
Public Works Director

BILL NO. _____ INTRODUCED BY _____

ORDINANCE NO. _____

AN ORDINANCE APPROVING THE FINAL PLAT OF HIGHLAND MEADOWS PLAT 6, IN THE CITY OF WASHINGTON, FRANKLIN COUNTY, MISSOURI

WHEREAS, the final plat of Highland Meadows Plat 6, see Exhibit A, in the City of Washington, Franklin County, Missouri, has been submitted to the City for approval; and

WHEREAS, the City Council granted preliminary plat approval of this subdivision on April 18, 2022; and

NOW, THEREFORE, be it ordained by the Council of the City of Washington, Missouri, as follows:

SECTION 1: The final plat of Highland Meadows Plat 6, in the City of Washington, Missouri, is hereby approved and the same is ordered recorded with the Franklin County, Missouri, Recorder of Deeds.

SECTION 2: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3: This ordinance shall be in full force and effect from and after its passage and approval.

Passed: _____

ATTEST: _____

Approved: _____

ATTEST: _____

President of City Council

Mayor of Washington, Missouri

To: Planning and Zoning Commission

From: Planning and Engineering Department Staff

Date: April 11, 2022

Re: File # 22-0402 and 0403

Synopsis: The applicant is requesting approval of a preliminary plat for Highland Meadows Plats 6 and 7

Adjacent Land Use /Zoning Matrix		
	Existing Land Use	Existing Zoning
North	Commercial Property/ Senior Living	C-2 /SLD
South	Vacant Land	C-2
East	Commercial Property	C-2
West	Commercial Property	C-2

Analysis:

The applicant is requesting approval of two preliminary plats, one for Highland Meadows Plat 6 and one for Highland Meadows Plat 7. Plat 6 will be receiving a final plat separately, which is why this is broken into two different plats.

Plat 6 is the creation of Lot A, an 11.28 acre tract with access to the proposed High Street Extension. This property is zoned SCD Senior Community District allowing for the next phase of Riverbend Estates. It shows appropriate easements, lot size, and access. Stormwater is handled for this development to the north, eliminating the need for it to be in an easement on this property. Staff recommends approval of this preliminary plat.

Plat 7 is directly adjacent to Plat 6 on the West side of the High Street Extension. It proposes 23 single family lots along three streets. Sophia Drive will connect to the Sophia Drive in Autumn Leaf Subdivision, meeting the requirements of the Comprehensive Plan and meeting the 35 ft. width requirements. There will be a small cul-de-sac of Greta Court coming off of Sophia Drive. These lots (7-22) are already zoned R-1D and the proposed lot sizes and easements meet the requirements of that district. There is another street, Walter Way, proposed to the north for lots 23-30 that is also 35 ft. wide. These lots are zoned R-1C Single Family Attached for duplexes. The lots are over 12,000 sq. ft. allowing for a duplex to be built on each lot. Proper stormwater and utility easements are shown as well.

Recommendation:

Staff recommends approval of the plat amendment for Highland Meadows Plats 6 and 7.

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April 12, 2022

Mayor & City Council
City of Washington
Washington, MO 63090

RE: File No. 22-0402 & 0403-Preliminary Plat approval for Highland Meadows Plat 6 & 7

Mayor & City Council:

At their regularly scheduled meeting of the Planning and Zoning Commission held on April 11, 2022 the Commission voted to recommend approval of the above preliminary plat request with a unanimous vote.

Sincerely,

Thomas R. Holdmeier
Commission Chairman

To: Planning and Zoning Commission

From: Planning and Engineering Department Staff

Date: April 11, 2022

Re: File # 22-0402 and 0403

Synopsis: The applicant is requesting approval of a preliminary plat for Highland Meadows Plats 6 and 7

Adjacent Land Use /Zoning Matrix		
	Existing Land Use	Existing Zoning
North	Commercial Property/ Senior Living	C-2 /SLD
South	Vacant Land	C-2
East	Commercial Property	C-2
West	Commercial Property	C-2

Analysis:

The applicant is requesting approval of two preliminary plats, one for Highland Meadows Plat 6 and one for Highland Meadows Plat 7. Plat 6 will be receiving a final plat separately, which is why this is broken into two different plats.

Plat 6 is the creation of Lot A, an 11.28 acre tract with access to the proposed High Street Extension. This property is zoned SCD Senior Community District allowing for the next phase of Riverbend Estates. It shows appropriate easements, lot size, and access. Stormwater is handled for this development to the north, eliminating the need for it to be in an easement on this property. Staff recommends approval of this preliminary plat.

Plat 7 is directly adjacent to Plat 6 on the West side of the High Street Extension. It proposes 23 single family lots along three streets. Sophia Drive will connect to the Sophia Drive in Autumn Leaf Subdivision, meeting the requirements of the Comprehensive Plan and meeting the 35 ft. width requirements. There will be a small cul-de-sac of Greta Court coming off of Sophia Drive. These lots (7-22) are already zoned R-1D and the proposed lot sizes and easements meet the requirements of that district. There is another street, Walter Way, proposed to the north for lots 23-30 that is also 35 ft. wide. These lots are zoned R-1C Single Family Attached for duplexes. The lots are over 12,000 sq. ft. allowing for a duplex to be built on each lot. Proper stormwater and utility easements are shown as well.

Recommendation:

Staff recommends approval of the plat amendment for Highland Meadows Plats 6 and 7.

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CITY OF WASHINGTON, MISSOURI
Department of Planning and Engineering Services
405 Jefferson Street • Washington, Missouri 63090
636.390.1010 phone • 636.239.4649 fax

PRELIMINARY PLAT APPLICATION

Date: 3-28-22

Applicant Information:

Name: NATHAN FARMENTIER Phone: 636-584-9727

Address: 4923 SOUTH POINT RD., WASHINGTON, MO

Do you own the subject property? Yes No
If not, please provide ownership information here:

Name: KURT UNNERSTALL / BIG ELM LLC Phone: 314-660-0861

Address: 4923 SOUTH POINT RD. WASHINGTON, MO

Name of Proposed Subdivision: HIGHLAND MEADOWS PLAT 7

Number of Lots Proposed: 24 Zoning District(s): RIC + RID

Two copies of a detailed plat of the subject property must accompany this request.

Fee: Seventy-five dollars (\$75.00) for the first two lots, plus seven dollars (\$7.00) for each lot in excess of two. This fee must be paid to the City of Washington at the time this application is filed.

APPLICANT'S SIGNATURE:


APPLICANT/COMPANY NAME (Printed):
KJU Big Elm LLC

LANDOWNER SIGNATURE(S):


LANDOWNER NAME (Printed):
Br Kurt J. Unnerstall



Arbor Day 2022

Location: Crestview Water Tower Park @
Madison Ave & Crestview Drive



Activities Include:

- Enjoy Washington's newest park
- Learn about invasive honeysuckle removal and basic tree care and planting tips
- Help mulch park trees and shrubs
- Learn proper mulching techniques
- Help perform general cleanup of the park
- Help plant new trees
- Learn about and identify some of Missouri's native trees in the park
- Bring your own work gloves*

For more information, contact Washington Parks & Recreation at
(636) 390-1080, or email parks@washmo.gov

