

City of Port Townsend
Subarea Plan
Addenda #3 RFP 17-05

Questions submitted from Responder and staff response:

- 1. On page three under the submission requirement, number five is confusing. Would you please explain what is meant by “Proposed not-to-exceed fee and any related cost over and above the contract fee.”?**

Number five now read:

“5. Proposed fee to be an not-to-exceed amount including all related cost.”

- 2. Does your 10 pages (5 double-sided) include everything - resumes and examples work?**

Update to the answer #5 in Addenda #2. Resumes will not be included in the 10 pages limit and one (1) example of work will be allowed outside of the 10 page limit.

- 3. What were the general results of the recent interviews with stakeholders? The list of participants in attendance at the pre-proposal meeting is attached.**

The stakeholder interviews were intended to gather their views on any impediments to development in the area. The result of the interviews was consistent that that housing and labor were the biggest issues. The respondents indicated that City staff worked well with interested development partners. However, the development process was not always straightforward, but staff was helpful in assisting applicants to get through the process.

- 4. What will be the level of staff involvement?**

Staff involvement will be limited to providing general direction, historical documents and peer review. Staff will be the lead at Planning Commission and City Council meetings.

- 5. How comfortable is the City with Form-based zoning?**

Form-based zoning is not a completely new concept to the City in that design review requirements currently exist in the code. Having said that, actual form-based zoning it has not been used to the extent envisioned as a potential in the Subarea Study Area. Therefore, an education component would be advisable.

- 6. What is the issue with development? Or the lack thereof?**

Development in Port Townsend has been constrained by a number of factors, for example:

- Lack of workforce housing
- Limited investors
- Limited workforce (related to housing issue)
- Until the construction of Howard Street, limited infrastructure improvements.

7. Is the City looking for franchises?

The City is looking to keep with the essence of Port Townsend small town feel focusing on artisan type businesses. The city has current regulations (Port Town Municipal Code 17.54) that restrict formula store uses.

8. How will make up the interview panel?

The interview plan will be comprised of members of the Development Services Development, Public Works and the Planning Commission.

9. Why is the deliverables limited to the SEPA checklist?

The city is not looking for an extensive environment review as a part of the Subarea Plan. It is expected that environmental review will occur on a more site specific basis for individual development proposals. But we would like to have a prepared SEPA checklist at the end of the Subarea Plan process that will allow city staff to move forward with an appropriate SEPA determination.

10. How many property owners are in the subarea boundary?

There are 239 parcels and 130 property owners.