Don Allen- Chair
Gary Robins- Member
Jeanne Wallace- Member

Stephen Zetz - Member
Michelle McCloud- Member
Stephanie Haug- Clerk Of The Board

PLANNING COMMISSION MEETING

Wednesday, February 24, 2015

AGENDA

Council Chambers
6:00 P.M.

TURN OFF ALL CELL PHONES & PAGERS-EMERGENCY PERSONNEL USE SILENT ALERT

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **APPROVAL OF MINUTES FOR NOVEMBER 18, 2015**
5. **DISCUSSION- 2017 Comprehensive Plan Periodic Update – RFP**
6. **GENERAL COMMISSION COMMENTS**
7. **ADJOURNMENT**

City of Benton City
Planning Commission Board Meeting Minutes
November 18th, 2015

CALL TO ORDER – (00:42:16*Audio recording begins) Commission Chair Allen called the November 18th, 2015 Planning Commission Board Meeting to order at 6:00 p.m.

ROLL CALL – (00:42:08*) **Commissioners Present:**

Commission Chair Don Allen
Commissioner Gary Robins
Commissioner Jeanne Wallace
Commissioner Steve Zetz
Board Vacancy

City Professionals Present:
Stephanie Haug, Clerk of Board

PLEDGE OF ALLEGIANCE TO THE FLAG/U.S. – Commission Chair Allen led the Board and audience in the Pledge of Allegiance - (00:41:56*)

APPROVAL OF MINUTES FOR OCTOBER 28TH, 2015 PLANNING COMMISSION BOARD MEETING (00:41:31*)

Commissioner Robins: I'd like to approve the Minutes from the last meeting.

Commissioner Zetz: I'll second.

MOTION #1 - Commissioner G. Robins moved and Commissioner S. Zetz seconded to approve the Minutes of the October 28th, 2015 Planning Commission Board Meeting as presented.

VOICE VOTE #1 –C. D. Allen, C. G. Robins, C. S. Zetz - ALL YEAS; C. J. Wallace – Abstain (Not present at last meeting) **Motion carried.**

COMPREHENSIVE PLAN AMENDMENT (00:41:02*)

A. STAFF REPORT

Commission Chair Allen – Introduction - Comprehensive Plan

Ms. Haug – Amendment is minor – Many items in Plan will need to be updated – Will be doing so for next twelve months – Only thing being amended in this Plan for purposes of update are some of dates in beginning – Land Use Map – Would allow pending rezone application to be approved – Although we could make many changes – Will take more time than month allowed for Amendment – Next update will be major update – Completely overhaul the entire document – Will spend next year doing – Some dates – Population estimates/projections – End of planning period – Will update all sections – For purposes of this Amendment – Just minor amendment – Amending map and dates of actual document

Commission Chair Allen: Want to go ahead and have a Public Hearing on this, it's open.

B. PUBLIC HEARING (00:31:22*)

*** Public Hearing begins at 6:11 p.m. ***

Carolyn Mason, Owner – Lot adjacent to Residential on two sides – Boundary Line Adjustment to change parcel – Makes more sense – Allow better use – Duplex – Downsize – Separate from Commercial

**** Public Hearing ends at 6:13 p.m. ****

Commission Chair Allen: We'll close the meeting, Public Hearing. Thank you.

C. FINDINGS OF FACT (00:28:26*)

Commissioner Zetz – Should be noted - SEPA checklist was done for non-project action – DNS was issued on November 3, 2015 – Land Use designation is contiguous with both Residential and Commercial – SEPA was good and there were no comments on it

D. RECOMMENDATION OF PLANNING COMMISSION (00:26:58*)

Commissioner Zetz: My recommendation would be for approval of the Land Use change.

Commissioner Robins: I'll second that, for sure.

MOTION #2 - Commissioner S. Zetz moved and Commissioner G. Robins seconded to recommend approval to the City of Benton City Council.

VOICE VOTE #2 –C. D. Allen, C. G. Robins, C. S. Zetz, C. J. Wallace
ALL YEAS. Motion carried.

Commissioner Wallace – Discussion – Use a lot of editorial work – More willing to make editorial changes – Not sure if appropriate – Acronyms throughout – Application info – Am a technical writer – Could make it a lot more Titles and Section numbers – Don't have reference sections – Personal computer and FOIA – Would like to contribute services

Ms. Haug – If we were to make significant changes – Even if formatting type changes – Would have to come back for review – Go back to Council – Through next twelve months – As we work on document – Would be excellent input – Design and complete – To attorney as well – Going to have consultant

Commissioner Wallace – Don't want to change the substance of the Plan – Just want to do the format in context with major revision – Can save Benton City thousands and thousands of contract hours – Know how to do this – Like it – Offering my services above and beyond coming to meetings

Commissioner Zetz – Good place to start – Department of Commerce website

Ms. Haug – Adopting as is – Old with moving towards new – Including that with new – Will be great

REZONE APPLICATION – 1205 13TH STREET (00:18:37*)

A. STAFF REPORT

Ms. Haug – Received Application for Rezone – Would be 1205 13th Street – Existing zoning being Commercial – Requested zone change to R-3 Residential – High Density Residential – Property to north is Public Reserve – Park – East is Residential – R-2 Medium Density – To south is Residential – R-2 Medium Density – To west is Commercial – C-1 – Parcel has gone and back forth – Adjacent to Commercial and Medium Density Residential – High Density is Segway between two

Commissioner Zetz – What is minimum dwelling unit – Minimum lot size and dwelling unit requirement for R-3

Ms. Haug – R-3 – Minimum lot size is 4,000 for one unit – Don't remember what square footage is for each additional unit – Want to say it's like 1,500 – This parcel is over half acre

Commissioner Zetz – Would R-2 designation allow for duplex?

Ms. Haug – Think with Conditional Use – Density would have to remain the same – Lot would have to be – Minimum lot size in R-2 is 7,200 – So minimum lot for duplex would be 14,400

Commissioner Zetz – How many square feet were there? About 20,000?

Commissioner Robins – There's twenty – Would say 23,000, 24,000 square feet there

Commissioner Zetz – But would require Conditional Use?

Ms. Haug – R-2 Multi-Family is a Conditional Use – In R-3 – Minimum lot size is 4,000 – Each additional dwelling unit is 1,500 square feet – Conditional Use would have to go through process to be approved – In R-3 – Minimum lot size is 4,000 for one unit – Each additional unit – 1,500 square feet above that – 5,500 for two units

Mrs. Mason – Duplex – Without going through all that – Would have to be R-3 – Conditional – Have to go through additional process

B. PUBLIC HEARING (00:13:53*)

Commission Chair Allen: We can open up the Public Hearing for it. It is now open is you have something you would like to say.

*** Public Hearing begins at 6:28 p.m. ***

Mrs. Mason– Lot we want to change for duplex – 8,032 square feet? Can you read that?

Ms. Haug – This is different than what was just approved – This hasn't been processed yet – One that was processed is one that created the lot this application is based on – Lot line here –

Mrs. Mason – That was original – This is Boundary Line Adjustment – Other was for Lot 2 to be able to take away from Lot 2 and put on Lot 3 – Due to mini-storage building – Too close – That was other Boundary Line Adjustment – Was 2, 3 and 4 – Two is now 5 – Three is Lot #6 – Of course, Lot 4 stayed that way until we did this – They have not assigned – The Assessor's Office assigns new numbers when Boundary Line Adjustment is done – Assuming now Lot 6 will be 7 and Lot 4 will be 8

Ms. Haug – Would like to clarify – Timing issue with this – This was processed at different time than this – Parcel that it was under is the full – This means this all needs to change – This was applied for in September – Held until it could be heard – Meantime – Boundary Line Adjustment was processed – Parcel information was not updated with County – Which is where I pulled from – This map – This is based on existing maps – Not going to be correct to what this parcel has changed

Commissioner Zetz – This record survey is not accurate as it is

Ms. Haug – This has been recorded since this was submitted

Mrs. Mason – This is the most current

Ms. Haug – These are based on what it was previous – This Boundary Line was submitted and approved since this was done – Information on this Staff Report needs to be updated – The actual subject site is only 0.8 acres – Not 0.584

Commissioner Robins – It's my understanding you own this whole parcel – Whole thing, correct?

Mrs. Mason – Except for Lot #1 – Lot #1 is the Laundromat – We own all this – This is where we're putting the duplex – This is the Residential - This is the park – We had to go through vacating the easement

Ms. Haug – This needs to be taken into consideration – This is what the new parcel size is – Its 0.8 – Disregard what is indicated here – Rezone will be specific to this parcel as it's created with this Boundary Line Adjustment – There is lapse in updates of parcel numbers – This parcel number listed on application is going to be changed

Commissioner Zetz – Notification would also not be valid – Notify everybody within 300 ft.

Ms. Haug – Would have been greater – Parcel was bigger than what it is now

Mrs. Mason – There was an egress/ingress easement – This other easement is the utilities easement – Utility easements running along here – Behind one house and beside there – Had PUD come out – If we do that – PUD will put another transformer – Can come from here also – Whichever is more feasible – Have question on actual address here – Will this be actual address of duplex?

Ms. Haug – Just a temporary address for location – Assigned when building permits are applied for

Commissioner Zetz – Boundary Line Adjustment is Administrative – Outside the scope of Planning Commission

**** Public Hearing ends at 6:41 p.m. ****

C. FINDINGS OF FACT (00:05:44*)

Ms. Haug – At this point – Findings of Fact – If Planning Commission wishes to approve or recommend to City Council approval of rezone – The parcel is only 0.18 – Dimensions would be as submitted on this Records Survey

Commissioner Zetz – For clarification – Could you highlight specific parcel?

Ms. Haug – Only parcel highlighted here – Instead of what is listed on Staff Report – It will be referenced as this highlighted parcel here which is 0.8 of an acre

Commissioner Zetz – For the record – Smaller parcel than what was originally applied for – You said that was 0.18 acres – 7,840 square feet – Point eighty if you round up

Mrs. Mason – Can you see what the square footage is there?

Commissioner Wallace – 8,032 square feet – Can't hardly read it

Commissioner Zetz – Could be because its 0.18562 – Under R-2 – Go with what's shown on plat is 8,000 – Allows for maximum number of units of two? Three? For R-3 – First unit is 4,000 – Then 1,500 for each additional unit – Only going to get maximum of three units? For rezone – Personally – Do it with maximum – Think that's fine – Throwing this out there – Street that it abuts – Rest of the street excluding the portion that is public – All Residential – Rezoning it specifically to Residential wouldn't have adverse effect on surrounding neighborhood – Consistent

D. RECOMMENDATION OF PLANNING COMMISSION (00:01:53*)
Commissioner Zetz: As modified in the hearing, I would recommend, my recommendation would be for approval.

Commissioner Robins: I'll second that recommendation.

MOTION #3 - Commissioner S. Zetz moved and Commissioner G. Robins seconded to recommend approval of the Rezone Application for 1205 13th Street, as modified in the Public Hearing, to the City of Benton City Council.

VOICE VOTE #3 –C. D. Allen, C. G. Robins, C. S. Zetz, C. J. Wallace
ALL YEAS. Motion carried.

***** Next Meeting – Tentatively scheduled for Wednesday, January 27th, 2016 *****

ADJOURNMENT (00:00:10*)
Commission Chair Allen: If there isn't anything else, we'll stand this meeting in adjournment. Thank you.

Planning Commission Meeting ends at 6:42 p.m. (00:00:05*Audio recording ends)

_____
Don Allen, Commission Chair
Planning Commission Board

_____
Stephanie Haug
Clerk of the Board

Date: _____

Request for Proposals

2017 Comprehensive Plan Periodic Update

Send Proposal Packages to:
Stephanie Haug, CMC
City Clerk/Treasurer
City of Benton City
PO Box 70 * 708 9th Street
Benton City, WA 99320

Submittal Deadline: Monday, March 21st, 2016
Not Later Than 4:00 pm PST

DRAFT

Request for Proposals

2015 Comprehensive Plan Periodic Update

Notice is hereby given that the City of Benton City, Washington, is seeking submittal of proposals from qualified multidisciplinary consultants for the 2017 Comprehensive Plan Periodic Update.

Background

The City of Benton City's current Comprehensive Plan was completed in 2007, with various updates and amendments approved in the intervening years. With the 2017 Comprehensive Plan Periodic Update the city desires to have an updated, well organized, concise plan that is user friendly and complies with all current requirements of Growth Management Act (GMA).

A copy of Benton City's Comprehensive Plan can be viewed at the City website:
http://ci.benton-city.wa.us/pView.aspx?id=28918&catid=671

Plan Update Scope

The city is seeking a multidisciplinary consultant team(which may be a single firm or a consultant team consisting of individuals and/or firms with specialized expertise) to update the city's Comprehensive Plan with the objective of providing the city council, planning commission, city staff, city residents, and the business and development community with a comprehensive, internally consistent and legally defensible tool to guide the City's decision making and development over the next 20 years, to the year 2037.

The updated plan will help maintain collaborative and respectful relationships within the community and surrounding neighbors, and establish or confirm existing policies and priorities for coordinated development/redevelopment and necessary infrastructure expansion.

The consultant team selected will:

- Review, update and revise, as appropriate, the contents of the Comprehensive Plan, along with updating technical and supporting data consistent with the city council's vision, Benton County's Countywide Planning Policies, WSDOT's Highway Programs, and ensure compliance with the requirements of the GMA.
- Identify unnecessary, redundant and inconsistent information within the existing document and recommend approaches (e.g. organization, formatting) to develop a more concise and usable document that contains relative data but is not a receptacle of statistics that are not informative to long range planning.
- Design the comprehensive plan document, including development of the format and layout, as well as production of high-quality illustrations and graphics. Undertake the primary responsibility for editing and writing a cohesive comprehensive plan document. This will include editing existing text or drafting new clear, concise text and policies that are supported by information in existing documents, new plans and studies, data analysis, public input, best practices, and/or successful application in other jurisdictions.
- Assist in the environmental review of the 2017 Comprehensive Plan periodic update including preparation of an SEPA checklist that summarizes the impacts of the 2017 Comprehensive Plan, which will be reviewed and "fine-tuned" by city staff (using consultant team resources as necessary)

- Identify existing development regulations that need to be revised or updated to be consistent with the 2017 Comprehensive Plan periodic update. Work with city staff to revise as necessary existing development regulations that support implementation of the 2017 comprehensive plan policies
- Support city staff in the presentation of materials and amendments to the planning commission and city council.
- Support a public participation process for this periodic update
- Prepare and produce high quality public outreach materials graphically and in writing describing facts, findings, analysis, and alternatives for public meetings, open houses, webpage, and hearings

The scope of work for this update will include, but is not limited to the following tasks:

- Outline a work plan and schedule that will allow this periodic update to be reviewed and approved by the city council before June 30, 2017.
- Plan presentations, public hearings and workshops will be scheduled during the Comprehensive Plan Update. The purpose of these meetings will be to provide an overview of the update process, present progress updates; receive citizen, elected official, commission members and staff comments; present the draft and final report and ancillary materials to the planning commission and city council.
- Presentations incorporated in to the public participation should include, but not be limited to the following:
    - General Workshops/Open Houses for the public (up to 5)
    - Informal public meetings/presentations to Planning Commission & City Council (up to 4)
    - Planning Commission public hearing (up to 2)
    - City Council public hearing (up to 2)
- Review and analyze local conditions, the existing Comprehensive Plan maps and text, and documents developed and utilized by the City of Benton City. (The consultant team will be expected to utilize the Department of Commerce periodic update checklists to illustrate how Benton City's existing Comprehensive Plan and regulations compare against the latest requirements of GMA.)
- Update the elements and work with city staff to update appendices to reflect the past changes and future trends and desired outcomes of the community, ensure internal and external consistency, and eliminate unnecessary redundancies

    - **Introduction** –revise and update

    - **Land Use/ Development Potential**- update as necessary including the land use capacity analysis to ensure existing policies are relevant and recommend new policies if gaps are identified to help direct growth and development within the urban area.

    - **Housing**–update element including review and update of existing housing inventories, analyze new data and projected housing needs, validate and update as necessary the identified number of housing units needed to serve the city's projected growth.

- **Economic Development**–update with current economic & market data to support economic growth, vitality and a high quality of life in the city. Review and confirm assumptions and policy direction with the business community and Benton City's Economic Development Council.

- **Community Facilities**- update as necessary, working with city staff and the Kiona-Benton School District

- **Parks & Open Space**–working with the city staff, and the Planning Commission, review and update this element

- **Environment/ Critical Areas**-review and evaluate the city's environmental policies and critical areas ordinances to ensure that they are utilizing best available science that directly applies to the city. Recommend changes and inclusion of updated best practices/information as appropriate.

- **Public Facilities ***

- **Water System***

- **Wastewater Disposal***

- **Transportation and Circulation***

- **Capital Facilities***

- **Appendices**–Review, update, incorporate into the plan or eliminate as appropriate

*** Update the Public Facilities, Water System, Wastewater Disposal, Transportation and Capital Facilities Elements.** We expect the update of these elements to be the most substantial and include collaboration with city staff and other public entities including but not limited to public works and finance staff, neighboring jurisdictions, and community groups.

- Identify capital facilities owned or used by public entities, map the locations and capacities of the capital facilities, forecast future needs and proposed locations and capacities of expanded or new facilities. Ensure internal consistency with other plan elements including land use capacity, housing supply, areas of potential economic growth and development, as well as park and transportation improvements;

- Review the capital facilities plan and identify changes to the financial plan using the city's adopted level of service (LOS) standards to pay for correcting existing deficiencies and constructing new facilities over the short-term (6 year) planning horizon;

- Coordinate facility timing and expenditures by identifying approximately when capital facilities, utilities and transportation improvements should be in place to allow growth and development; and

- Review the Transportation Element to ensure it is meeting the requirements of RCW 36.70A.070 and WAC 365-195-325. Review and update as appropriate the pedestrian and bicycle facilities component of the Transportation Element

Consultant Selection
The selection process will include review of proposals, preparation of a short list and final interviews. It is the city's desire to select a Consultant, complete contract negotiations and award a contract as follows:

February 26, 2016	Post Request for Proposal
March 21, 2016 at 4pm	**Proposals Due**
March 23, 2016	Shortlist for Interviews
March 24-30, 2016	Interviews
April 1, 2016	Select Finalist
April 13, 2016	Final Plan Scope and Contract Negotiations Complete
April 19, 2016	Council Authorizes Contract

The city invites you to submit a Proposal no later than March 21, 2016 at 4:00p.m. Proposals will be accepted at Benton City Hall, Attention Stephanie Haug, 708 9th Street * PO Box 70, Benton City, WA 99320

Consultant Qualifications
Qualified consultants will have experience in a variety of public outreach programs, facilitation of public meetings, compilation of information from varying sources (including GIS), and preparation of Comprehensive Plans. Finally the consultants will have familiarity with the Washington State Growth Management Act, the Shoreline Management Act, the Washington State Environmental Policy Act and their implementation, as well as, familiarity with Benton County's Countywide Planning Policies. The selected consultant should also be familiar with Hearing Board's decisions that affect our city and region and have a strong background in coordinating with stakeholders (agencies, and the public).

Submittal of Proposals and Budgets
Consultants should submit 7 hard copies of their proposal by 4 PM on March 21, 2016, to Benton City Hall. The consultant is solely responsible for ensuring that proposals are delivered on time via mail, courier, or in person. Proposals received after the due date and time will not be accepted and discarded. Faxed or emailed proposals will not be accepted. Please note the City utilizes a PO Box for USPS deliveries, and its physical address for other couriers. Each proposal must be limited to thirty (30) one-sided pages and shall include:

1. Names of project team members that will primarily be working on the periodic update and associated environmental review, their related experience specific to comprehensive plan periodic updates, and their expected roles in this project. List the anticipated percentage of time the project manager(s) and leads will have available for this project. Please identify the portions of the project anticipated to be performed by sub-consultants and their primary team member(s) working on that specific task.
2. Three references from jurisdictions with similar projects performed by the firm/team under a similar scope of work and budget.
3. Proposed approach and methodology to the scope of work, a work program outline with tasks and deliverables, time schedule and budget. Insights or suggestions from the

consultant team on the strategy for updating Benton City's Comprehensive Plan and restructuring the document for a more user-friendly and relevant document are welcome. All tasks & deliverables proposed should be identified in a streamlined list or table along with general dates and firm/team member(s) responsible for the work. The proposal should include a work program with deliverables, corresponding at a minimum, to the scope of work outlined above, with a breakdown of estimated hours and assigned personnel in each work task and phase, and costs associated with each task. A description of how the consultant team provides quality control to assure a high quality document with a consistent voice, internal consistency, high level of service and successful project completion and management.

Budget

The budget for this periodic update is $45,000. The final dollar amount will be negotiated with the selected firm/team as part of the final contract for this periodic update. If the city is unable to negotiate a satisfactory contract with the firm selected, negotiation with that firm will terminate and the city may select another firm. The proposed budget total should include all expenses and materials to deliver the work products. The City of Benton City will not be liable for any costs incurred by the consultant in preparation of a proposal submitted in response to this RFP, in conduct of a presentation or other activities related to responding to this RFP. No costs chargeable for work under the proposed contract may be incurred before receipt of either a fully executed contract with the city or specific written authorization from the City of Benton City.

Consultant Selection

Proposals will be considered only from firms that can demonstrate having a broad background and extensive experience with planning and environmental review in Washington State, and which specifically address the following criteria:

- Clarity of proposal and an ability to demonstrate an understanding of the projects objectives and technical requirements, and an ability to meet the project timeline while meeting project goals.
- Overall quality of the response including the approach and methodologies the consultant will use. Demonstration of past ability of completing similar projects and meeting deadlines, including references.
- Current workload and capacity of firm and key personnel.
- Qualifications and experience of key staff and sub-consultants who will participate in the project on state and local planning issues and policies including but not limited to the Growth Management Act, PSRC Plan Review Process & Vision 2040, and the King County Comprehensive Plan and Countywide Planning Policies as well as a familiarity with the City of Benton City's Comprehensive Plan.

Interviews & Selection

Each complete proposal received prior to 4pm on March 21, 2016, will be reviewed by city staff and ranked against the other proposals based on the criteria listed above. Consultants from the top two or three proposals will be extended an invitation to be interviewed by a city panel. The tentative date of interviews is expected to be the week of March 24, 2016.

The city interview panel's overall evaluation of each of the consultants interviewed will focus on the strength of their written proposal and presentation on the components. Each interview will be

limited to 50 minutes and include a 35 minute presentation from the consultant giving an overview of their approach and methodology and relevant experience but focused on the final tasks and deliverables.

The panel will be looking at the strength of the consultant's knowledge of regional and state planning laws and policies, and their ability to present their recommendations and findings in a format understood by the public and elected officials. The remaining 15 minutes will give the city panel an opportunity to ask questions of the consultants. The final selection will be made by the interview panel after ranking each firm against the other based on the criteria listed above. The top ranked firm will be asked to enter into a contract with the city for this 2017 Comprehensive Plan periodic update.

General Assumptions & Notes

The scope of work contained in this document is predicated upon the following provisions, assumptions and conditions that should be part of any proposal and budget submitted by a consultant. The purpose of this list is to enumerate and describe mutual expectations and understandings required of all parties to this scope of work in order to complete this periodic update on time and within budget.

1. The city may eliminate any task and associated contract hours/fees at any point throughout the contract period and will provide written notification of the task elimination to the consultant. Consultants will be paid for any task and associated contract hours/fees incurred prior to notification of cancellation.
2. All work products, including records, files, documents, plans, computer disks, magnetic media or material which may be produced or modified by the consultant or sub-consultant while performing this work shall belong to the City of Benton City. Digital copies of any data collected by the consultant or sub-consultants shall be provided to the City of Benton City.
3. The city expects final GIS data deliveries to be useable in QGis (2.12.0) geodatabase.
4. All consultant deliverables will be prepared in MS Word format. All spreadsheets and graphs will be prepared in MS Excel format. All maps and graphs shall be produced in color where appropriate. Digital copies of draft and final deliverables will be provided in both MS Word and PDF file formats as requested by city staff. Digital versions shall include all graphics, tables and appendices in suitable form for publishing on the city website.
5. The consultant will have primary responsibility for coordinating, reviewing and editing information obtained from their team members to ensure that the individual sections of the work submitted are prepared as part of one cohesive framework and/or document consistent in style and content.
6. The city will provide all available government documents, studies, site plans, GIS data layers and mapping and other technical information pertaining to the study area based on the consultant's data request. Any documents provided in hardcopy shall be returned to the city as appropriate upon completion of the contract.
7. The consultant will provide project updates and other information including graphics suitable for posting on the city's website; the city is responsible for website updates of available project materials.
8. City staff will be responsible for distribution of meeting notices, public meeting room arrangements, and other logistics for public meetings.

9. Note the city's Planning Commission typically meets the last Wednesday of the month starting at 6:00; the City Council typically meets on the 1st and 3rd Tuesday of the month starting at 7pm. The newspaper of record for the city is the Tri-City Herald. Staff reports and/ or any associated attachments (e.g. draft or final documents, ancillary material, supporting memos) are due to the city one week before the associated planning commission or city council meeting. This information must be taken into consideration when scheduling project milestones and legal noticing.
10. Consultants who are awarded a City of Benton City contract must obtain a City of Benton City business license if required pursuant to BCMC Title 5. This shall be the responsibility of the firm to pursue and complete if required.

Questions and Submittals

Questions concerning this RFP and the submittal of proposals should be directed to:

Stephanie Haug, CMC
City Clerk/Treasurer
City of Benton City
PO Box 70
708 9th Street
Benton City, WA 99320
509-588-3322
shaug@ci.benton-city.wa.us