



TO: Millersburg City Council  
FROM: Kevin Kreitman  
DATE: July 28, 2020, for the August 11, 2020 City Council Meeting  
SUBJECT: Professional Services Agreement with ECONorthwest

Action Requested:

Approval to enter into a Professional Services Agreement with ECONorthwest to provide consultant services for the development of a Housing Needs Analysis and a Buildable Lands Inventory.

Discussion:

In March of 2019 staff shared the need for Council to consider completing a Housing Needs Analysis and a Buildable Lands Inventory. This was prompted by a number of considerations. The first was the update of our Land Use Development Code, and the required associated updates to our Comprehensive Plan. As shared at time the City currently has previously annexed all properties within our Urban Growth Boundary. With the City passing the 2,500 population mark we are also now required to maintain a 20-year buildable housing supply.

Based on our current conditions in Millersburg, it is likely we do not presently have a 20-year supply of land for housing based on properties which are currently and proposed to be zoned as Residential. With this in mind Council directed staff to budget funds for the completion of the required studies recommended by planning staff for Council review and consideration of a possible expansion of our Urban Growth Boundary (UGB), or other changes, to ensure compliance with State Land Use Planning Law.

Staff budgeted \$20,000.00 for the completion of the studies, and our Planning Director, John Morgan, approached the firm who just completed the same studies for the City of Albany for a cost proposal to complete the Millersburg studies. That estimate came in significantly higher than our estimate. John then reached out to ECONorthwest, another well-known Oregon based firm who also specializes in this area of work.

They have provided the attached proposed Professional Service Agreement with a not to exceed cost of \$22,000, with the potential addition of \$1,500 in costs if any in person meetings are requested. However, our Planning Director feels that based on his experience additional expense will not be required and that he can handle and respond to any requests for in person meetings.

Even though the not to exceed cost is \$2,000 over our budgeted funds, we have sufficient resources within the budget to cover the proposed costs.

Staff and the City Attorney have reviewed the proposal, and staff recommends award of the Professional Services Agreement with ECONorthwest. If approved, ECONorthwest will be prepared to begin work on the projects upon the

completion of the revisions to our zoning ordinance, zoning map, and Comprehensive Plan. Planning staff will be available to answer any additional questions on the proposal and the need for completion of these two studies.

Budget Impact:

This proposal is \$2,000 over the budgeted amount; however sufficient funds are available to cover the anticipated costs.

Recommendation:

Staff recommends Council authorize the City Manager to enter into the attached Professional Services Agreement with ECONorthwest for the completion of a Housing Needs Analysis and Buildable Lands Inventory for the City of Millersburg.

Attachment(s):

- Professional Services Agreement with ECONorthwest