

Council Communication

May 1, 2012, Business Meeting

Approval of an Intergovernmental Agreement between the Oregon Department of Transportation (ODOT) and the City of Ashland for the Development of the Normal Avenue Neighborhood Plan.

FROM:

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SUMMARY

The City Council's authorization is requested to enter into an Intergovernmental Agreement (IGA) with Oregon Department of Transportation's (ODOT) Transportation and Growth Management (TGM) program to undertake the development of the Normal Avenue Neighborhood Plan. The Normal Avenue Neighborhood Plan is intended to guide future changes to the area in a way that supports a compact neighborhood form, and which will ultimately accommodate a variety of housing, connect a system of greenways, protect and integrate existing creek corridors and wetlands, and enhance mobility for area residents through establishing safe and direct walking and bicycle routes, as well as help to build a foundation that supports future bus service in the area. Plan preparation is expected to be completed by July 2013.

This statement of work provided as an exhibit to the IGA describes the responsibilities of all entities involved in this cooperative project. The TGM award for this project in the amount of \$70,000 is conditional upon the execution of the Intergovernmental Agreement presented for Council's approval.

BACKGROUND AND POLICY IMPLICATIONS:

The Transportation and Growth Management ("TGM") Program is a joint program of ODOT and the Oregon Department of Land Conservation and Development. TGM includes a program of grants for local governments for planning projects. The objective of these projects is to better integrate transportation and land use planning and develop new ways to manage growth in order to achieve compact pedestrian, bicycle, and transit friendly development. The City of Ashland has been awarded a \$70,000 TGM Grant to develop the Normal Avenue Neighborhood Plan. Upon completion of this project, the Normal Avenue Neighborhood Plan will provide a coordinated approach for future area development.

On March 1, 2011 the City Council voted to direct Staff to submit the TGM grant application to obtain funding to master plan the North Normal Avenue Neighborhood. The City received notification of selection on June 23, 2011. On August 16, 2011 the City Council directed staff to work with the Transportation & Growth Management Program to develop a project statement of work, select a consultant team, and draft an Intergovernmental Agreement to undertake master planning the North Normal Avenue Neighborhood.



A consultant selection committee comprised of five members (John McDonald, ODOT; Brandon Goldman, Ashland Planning; Michael Morris, Ashland City Council, Pam Marsh, Ashland Planning Commission Chair; and Don Greene, Normal Ave. resident representative) reviewed the five proposals submitted by firms qualified to undertake TGM funded projects. The selection committee identified Parametrix as the preferred respondent, and the City Staff, ODOT and Parametrix have agreed upon the statement of work as is included in the IGA. This statement of work further provides the projects timeline with a completion date of July 2013.

FISCAL IMPLICATIONS:

Upon approval of an IGA, the TGM Program will dedicate \$70,000 of the \$82,450 project costs. The remaining balance will constitute the City's match in the amount of \$12,450. In the FY 2011-2012 the Community Development Department's budget included funds allocated toward professional services for the development of a housing analysis and housing plans consistent with this project. As such sufficient funds are presently available for the City's required match without requiring new funds to be budgeted.

Additional City contributions to this project constitute the dedication of Planning Division staff time for completion of two phases of the project. The first phase will include project management, preparation of background materials, mapping and analysis, conducting neighborhood and stakeholder meetings, review of deliverables, meeting preparation and contract management accounting for approximately .35 FTE from May 2012 – January 2013). The phase of the project including refining the draft plan and code amendment, and taking them through the local adoption process would result in the use of staff resources totaling approximately .50 FTE (from February 2013 – July 2013).

STAFF RECOMMENDATION AND REQUESTED ACTION:

Staff recommends that Council approve the Intergovernmental Agreement, directing staff to proceed ahead with the Normal Avenue Neighborhood Master Plan.

SUGGESTED MOTION:

Move approval of entering into an Intergovernmental Agreement between the City of Ashland and ODOT to undertake the Normal Avenue Neighborhood Plan project.

ATTACHMENTS:

- Summary of project objectives
- Estimated project timeline
- Plan area aerial photo
- Plan area natural resources map
- Intergovernmental Agreement (TGM Grant Agreement No. 28461)
- Letters
 - Dr. Sue DeMarinis letter dated 2/22/2012
 - Nicole Lee and Carol Block letter dated 11/07/2011
 - Dr. Marc Cooper letter dated 11/06/2011
 - Joint letter from Mr. & Mrs Bishop, Mr. & Mrs. Winmill, Mr. & Mrs. Mandell, Mr. & Mrs. Mahar dated 10/25/2011

