

# Memorandum

**REPORT TO:** City Commission

**FROM:** David Fine, Economic Development Manager

**SUBJECT:** Authorize the City Manager to sign Task Order 3 with Cushing Terrell for Fowler Annexation and Zone Map Amendment Professional Services

**MEETING DATE:** February 25, 2025

**AGENDA ITEM TYPE:** Agreement - Vendor/Contract

**RECOMMENDATION:** **Consider the Motion:** *I move to authorize the City Manager to sign Task Order 3 with Cushing Terrell for Fowler Annexation and Zone Map Amendment Professional Services*

**STRATEGIC PLAN:** 4.5 Housing and Transportation Choices: Vigorously encourage, through a wide variety of actions, the development of sustainable and lasting housing options for underserved individuals and families and improve mobility options that accommodate all travel modes.

**BACKGROUND:** Staff are initiating the process to annex and zone property owned by the City along the future Fowler Ave. corridor. As part of this process, staff plan to engage the public to understand possible outcomes from zoning choices and, concurrently, refine a vision to guide future request for proposals to develop the property for affordable housing.

Cushing Terrell will provide architectural services to assist Sanbell in the submittal of applications for Annexation & ZMA, Site Plan Pre-Application, and Preliminary Plat Application for the Fowler property south of the Oak Street and Davis Lane round-about. Cushing Terrell services will include conceptual building massing and site layout studies to verify unit types/counts and site density as well as integration of infrastructure as designed by Sanbell. These studies may include design refinements to illustrate exterior materials and glazing. Cushing Terrell will also assist in community engagement efforts to facilitate the project. Cushing Terrell will perform these services at an hourly rate.

**UNRESOLVED ISSUES:** None at this time.

**ALTERNATIVES:** As suggested by the City Commission.

**FISCAL EFFECTS:** The scope of work allows for services not to exceed \$50,000. This contract

will be paid from the Community Housing Fund.

Attachments:

[CT URD Task Order 3.docx](#)

Report compiled on: February 13, 2025