

# Memorandum

**REPORT TO:** City Commission

**FROM:** David Fine, Economic Development Program Manager  
Brit Fontenot, Economic Development Director

**SUBJECT:** Authorize the City Manager to Sign a Task Order 007 with Sanbell for Planning Services for Applications for Annexation and Initial Zoning for City-owned Property on Fowler Avenue

**MEETING DATE:** December 10, 2024

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

**RECOMMENDATION:** Authorize the City Manager to sign Task Order 007 with Sanbell for planning services for applications for annexation and initial zoning for City-owned property on Fowler Avenue.

**STRATEGIC PLAN:** 4.2 High Quality Urban Approach: Continue to support high-quality planning, ranging from building design to neighborhood layouts, while pursuing urban approaches to issues such as multimodal transportation, infill, density, connected trails and parks, and walkable neighborhoods.

**BACKGROUND:** The City currently owns property along Fowler Avenue. The construction of Fowler Avenue will make the property (referenced as Tracks 3 and 4) developable for affordable housing. Staff intends to solicit proposals for the development of an affordable housing project on the site through the RFP process. Currently, the property is a county in-holding wholly surrounded by the City. In an effort to get more comprehensive proposals, staff proposes annexing and zoning the property in advance of the RFP. Task Order 007 includes planning services for the annexation and initial zoning of Tracks 3 and 4. A detailed scope of services is attached.

**UNRESOLVED ISSUES:** None.

**ALTERNATIVES:** As recommended by the Commission.

**FISCAL EFFECTS:** Sanbell will bill for services up to \$35,900 on a lump sum basis determined by the percentage completion method. \$35,900 is available in the Community Housing Program budget.

Attachments:

[Task Order 007\\_SOW\\_Fowler Annex and ZMA\\_120224.pdf](#)

Report compiled on: December 2, 2024

