

Staff Report



Overview: Town staff is providing the Council with an update on the Municipal Services Center and asking the Council to consider a new location or the project. Previously, the Town anticipated leasing a site on Estes Drive Extension for the project. Conditions changed, adding a property swap for Town-Owned property downtown, specifically the Wallace Parking Deck, to the conditions for moving forward. The Town thought the impact of this change was significant enough to seek alternate locations for the project.



Recommendation:

That the Council receive this update and authorize the Town Manager to explore a business arrangement and options for approval under the Town's Land Use Management Ordinance.

Key Issues:

- The University is requesting a property swap of Town-owned property in the downtown in order to satisfy property requirements from the Board of Trustees and the State.
- With these new conditions, Town staff has reviewed the property swap as well as other locations for the Municipal Services.
- Because of this exploration, staff identified a new opportunity at University Place to collaborate with Ram Development as they prepare their master plan for the property, potentially siting the Municipal Services Center along Willow Drive.
- Based on an initial evaluation, Town staff thinks this would be a viable and potentially more suitable option for the Town's needs.
- Tonight, we recommend that the Council authorize the Town Manager to work with Ram Development to develop a proposal for this project at this location and return with a concept plan for this option in the fall of 2019. A sample timeline for illustrative purposes is included below.
- If authorized by Council tonight, over the summer the staff and Ram Development would explore both the business arrangement for this proposed project and the options for approval under the Town's Land Use Management Ordinance.

Sample Timeline for Review under Development Regulations (negotiation of business agreement to run concurrently):

Summer 2019	Letter of Interest (Town and Ram) Outreach and concept refinement (Ram)
September 2019	Submit Concept Plan (Ram)
November 2019	Submit Complete Application for Conditional Zoning Application (Ram)
March-April 2020	Boards and Commission Review
May 2020	Council Public Hearing
June 2020	Council final consideration
July 2020	ZCP and Building permits
October 2020	Begin Construction

Fiscal Impact/Resources: The Town currently has funding earmarked for this phase of work, from the 2014 sale of the Old Library at 523 E. Franklin Street. Construction of the project will require an installment financing supported by the new building and will use a

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portion of the Parks and Recreation Facilities bonds to pay for the portion of the building used for Parks & Recreation Administration.