

RESOLUTION 2012-NN

**A RESOLUTION OF THE EATONVILLE TOWN COUNCIL TO AUTHORIZE
THE EXECUTION OF A MEMORANDUM OF AGREEMENT WITH THE
UNIVERSITY OF WASHINGTON FOR WORK ON THE COMPREHENSIVE
PLAN UPDATE**

WHEREAS, the Town of Eatonville needs to update its comprehensive plan, and

WHEREAS, the Town can receive much needed help for this update from students from the University of Washington, who are willing to provide these services at a tremendous discount,

THEREFORE, BE IT RESOLVED by the Council of the Town of Eatonville as follows:

Section 1. The Mayor is authorized to execute on behalf of the Town the attached Memorandum of Agreement with the University of Washington for work on the comprehensive plan update.

Passed by the Council of the Town of Eatonville at a regular meeting this _____ day of June, 2012.

Raymond Harper, Mayor

ATTEST:

Kathy Linnemeyer, Interim Town Clerk

APPROVED AS TO FORM:

Town Attorney

Memorandum of Agreement	
Between the University of Washington: Department of Urban Design and Planning and Town of Eatonville	
Agency	Agency
University of Washington Department of Urban Design and Planning Contact: Jan Brooks, Branden Born	Town of Eatonville Planning Department Contact: Nick Bond
Agency Address	Agency Address
University of Washington Department of Urban Design and Planning 3949 15th Ave. NE, Seattle, 98195	Town of Eatonville Planning Department 201 Center Street W, Eatonville Washington, 98328
Project Manager	Project Manager
Professor Branden Born (206) 543.4975	Nick Bond
Accounting Contact	Accounting Contact
Jan Brooks 206.685.4056	
Financial Designee	Financial Designee
In concurrence with this Agreement, please sign below. If you have any questions please contact the department's Project Manager.	
SIGNATURE	SIGNATURE
Professor Branden Born	
Department of Urban Design and Planning	

This memorandum of agreement formalizes a service agreement between The Town of Eatonville (“the Town”) through its Planning Department as represented by the Mayor and the University of Washington: Department of Urban Design and Planning (UW) to provide a maximum of six thousand dollars (\$6,000) to perform work on the proposed Comprehensive plan update.

I. Duration of Agreement

The terms of this agreement will be in effect beginning January 1, 2012 and ending June 30, 2012.

I. Scope of Work and Deliverables

The Studio, comprised of 16 Graduate students in the Department of Urban Planning and Design Department, will prepare current conditions reports and the comprehensive plan update for Town of Eatonville. The active involvement of the Town Planning Staff will enhance learning opportunities for the students. In return, it is the UW’s intention to provide the Town with professional caliber planning work.

In the course of preparing the materials and studies, students will complete the following:

- Develop updated initial conditions reports on the following topics:
 - Sociodemographics and Economic Activities
 - Community Services
 - Existing Plans and Studies – Land Use, Environmental, Economic Development, Housing

- Community Context, Local Organizations and Capital Facilities
- Public Safety and Community Well-Being
- Conduct community meetings and Focus groups to:
 - Elicit major concerns that participants believe should be addressed in upcoming updates to the comprehensive plan.
 - Both document the concerns and to describe available tools that the Town could use to address those issues.
- Draft updates of specified elements of the Town's comprehensive plan, in consultation with the Planning Director. The updated comprehensive plan will include a plan, scheme, or design for the following elements:
 - Vision—an updated Vision.
 - Land use— a proposed distribution of land uses, population densities, building intensities, and estimates of future population growth.
 - Parks, Open Space or Recreation use proposals, goals for future programming, or future areas for consideration for said purposes.
 - Housing— an analysis of existing and projected housing needs, the quantity and quality of future housing units, and an assessment of buildable lands will be conducted in this part, to be used in investigation of urban growth area changes.

III. Amendments

Modification or amendment of the agreement must be in writing and mutually agreed upon and signed by authorized party representatives.

IV. Billing & Compensation

The UW shall submit a properly executed invoice for four thousand dollars for services rendered to the Town of Eatonville.

A properly executed invoice shall be signed by the officer or officers executing this Agreement on behalf of the UW and shall disclose the specific deliverables and tasks completed. The invoice shall cover only work completed to the date of the invoice and shall not include work performed and reported under a prior invoice.

The Town shall initiate authorization for payment of such invoice after approval of the Consultant's completed tasks/deliverables to the date of the invoice or monthly report, as appropriate. Payment upon approved invoices shall be directly to the UW on receipt of the invoice from the UW and acceptance by the Town.

V. Review

Reviewed and verified agreement for financial soundness.

VI. Addendums

None.