

**RESOLUTION NO. 1595  
CITY OF PRINEVILLE, OREGON**

**A RESOLUTION APPROVING A PERSONAL SERVICES AGREEMENT WITH  
ECONorthwest AND 3J CONSULTING FOR ECONOMIC OPPORTUNITIES AND URBAN GROWTH  
BOUNDARY EXPANSION ANALYSIS**

**Whereas**, the City of Prineville (“City”) wants to expand its Urban Grown Boundary (UGB) to include a site for a biomass project.

**Whereas**, the City has not updated its Economic Opportunities Analysis (EOA) since 2007, which is necessary to support the UGB expansion.

**Whereas**, the City requires a consultant to prepare an EOA Analysis, UGB Sufficiency Assessment, Study Area, Goal 14 Analysis, and UGB Expansion Report.

**Whereas**, Consulting services are considered personal services pursuant to City Resolution 1266.


**Whereas**, ECONorthwest and 3J Consulting have provided the attached material marked as Exhibit A and incorporated herein.

**Whereas**, City Council finds that ECONorthwest and 3J Consulting meets the following applicable criteria as set out in City Resolution 1266, Section 8(C): (1) total costs to the City for delivery of services; (2) expertise of the contractor in the required area of specialty; (3) references regarding prior work done by the Contractor; (4) capacity and capability to perform the work, including any specialized services within the time limitations for the work; (5) educational and professional records; (6) availability to perform the assignment and familiarity with the area in which the specific work is located; (7) timeliness of delivery of service; and (8) knowledge of City’s needs and desires related to the contract.

**Now, Therefore, the City of Prineville Resolves as follows:**

1. That the City Council, serving in its role as the Local Contract Review Board for the City, hereby approves the City entering into a personal services contract with ECONorthwest and 3J Consulting to provide consulting services to prepare an EOA Analysis, UGB Sufficiency Assessment, Study Area, Goal 14 Analysis, and UGB Expansion Report, and authorizes the City Manager to execute, on behalf of the City, such contract and any other related documents.

Approved by the City Council this 28<sup>th</sup> day of May, 2024.

  
~~Rodney J. Boebe, Mayor~~  
Stephen P. Uffelman, Council President

ATTEST:

  
Lisa Morgan, City Recorder

**DATE:** May 8, 2024  
**TO:** Josh Smith  
**FROM:** Beth Goodman (ECONorthwest) and Steve Faust (3J Consulting)  
**SUBJECT:** Prineville: Draft EOA and UGB Alternatives Scope of Work

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The City of Prineville wants to expand its Urban Growth Boundary (UGB) to include a site for a biomass project. This expansion would include four parcels with about 226 acres of land. The City has not updated its Economic Opportunities Analysis (EOA) since 2007, which is necessary to support the UGB expansion. This memorandum presents a scope of work for updating the City's EOA and the UGB expansion analysis.

## Scope of Work

### Task 1: Project Kickoff

The project kickoff will provide an opportunity to discuss the project, clarify the project objectives, and discuss the proposed schedule for completing the project. At this meeting, we will discuss the following topics at the project kickoff meeting: clarification of study objectives, state and local policies related to developing the EOA, key policy issues in Prineville for (focusing on industrial issues, area for potential UGB expansion, and necessary clarifications of the project scope and schedule.

Following the kickoff, we will revise the project schedule to include more details on deliverables.

#### **Task 1: Consultant Deliverables**

- ◆ Schedule for completing the project

#### **Task 1: City Deliverables**

- ◆ Participation in the project kickoff meeting

### Task 2: Economic Opportunities Analysis

Economic Opportunities Analysis, which will inventory buildable commercial and industrial land, identify the City's economic development potential, forecast growth and land needs for both a 20-year period, and determine whether the City has enough land to accommodate growth.

The purpose of this task is to develop the analysis of employment growth potential and demand for the economic opportunities analysis that complies with the requirements of Goal

9 and OAR 660-009. Generally, ECONorthwest will use the advanced methods described in the Goal 9 guidebook (Industrial and Other Employment Lands Analysis Guidebook, DLCDD).

The analysis will address relationships among demographics, employment growth, market trends, and development. Population growth, demographic shifts, and employment growth by sector will drive demand for future development.

The buildable lands inventory will consider all commercial and industrial land within the Prineville UGB. The inventory will address the policy intention of Statewide Planning Goal 9: “Provide for at least an adequate supply of sites of suitable sizes, types, locations, and service levels for a variety of industrial and commercial uses consistent with plan policies.”

Forecasting employment land demand will require completing the following tasks:

- ◆ **Review of National, State, and Local Trends.** The demand analysis will include an overview of national, regional, and local trends affecting economic development in Prineville. The overview of national and state trends will focus on major long-run trends, while the overview of local trends will provide more detail on conditions in Prineville and the surrounding region over the past 10–20 years. This review will also consider forecasts for future conditions in the region.
- ◆ **Assessment of Community Economic Development Potential.** The demand analysis will estimate the types and amounts of industrial and commercial development likely to occur in Prineville. This estimate will be based on the planning area’s economic advantages and disadvantages in attracting new or expanded development. We will supplement our evaluation of economic advantages and disadvantages with interviews of realtors, developers, and others familiar with the regional real estate market.
- ◆ **Forecast of employment growth in Prineville.** Based on the review of trends and the factors that may affect Prineville’s economic opportunities, ECONorthwest will develop a forecast of employment growth in Prineville. We recommend considering using one of the “safe harbor” methodologies described in OAR 660-024-0040(9). We will work with the City staff to determine the best approach to develop the 20-year employment forecast. The forecast will also include growth for the 50-year period, necessary to establishing Urban Reserves.
- ◆ **Identification of Required Site Types.** The demand analysis will identify the characteristics of employment sites that will be needed to accommodate the expected employment growth based on the forecast of employment growth and on the types of employers (target industries) that Prineville aspires to attract (as identified in the City’s economic development vision).



For the 20-year planning period, this analysis will result in estimates of the amount and type of land needed to accommodate the forecast for employment growth and to implement the City’s economic development vision. The estimate of land needs will combine the forecast of employment growth in Prineville with an analysis of required site types to meet the target industries for Prineville. This site needs analysis will form part of the basis for understanding industrial land needs in the UGB expansion analysis.

The results of the EOA will be a determination of whether Prineville has enough commercial and industrial land to accommodate expected growth for the 20-year planning period. ECONorthwest will “ground-truth” the analysis with City staff, focusing on issues such as the City’s vision for economic development, identification of target industries for growth in Prineville, sites needed to accommodate growth of target industries, and other factors.

**Task 2: Consultant Deliverables**

- ◆ Draft Economic Opportunities Analysis report
- ◆ Final Economic Opportunities Analysis report
- ◆ Revisions to the Prineville Comprehensive Plan Economic Chapter

**Task 2: City Deliverables**

- ◆ Written review comments on the draft Economic Opportunities Analysis report

## Task 3: Refinement of Industrial Land within the UGB

Task 2 resulted in an estimate of land sufficiency for commercial and industrial land within the Prineville UGB. However, some industrial land within Prineville’s UGB may need to be re-zoned to other uses, as development of the land for industrial uses would cause compatibility conflicts with other adjacent uses, such as residential uses, and other issues.

The consultants will work with City staff to identify land use map changes within the current UGB and re-assess Prineville’s industrial land sufficiency (based on the forecast of growth and revised inventory of buildable land) from the EOA.

**Task 3: Consultant Deliverables**

- ◆ Draft UGB sufficiency assessment
- ◆ Final UGB sufficiency assessment

**Task 3: City Deliverables**

- ◆ Written review comments on the draft UGB sufficiency assessment



## Task 4: Establish the UGB Study Area

Consultant will conduct a Goal 14 Boundary Location Analysis to identify and evaluate potential areas where the UGB could be expanded. This process will be coordinated with County and State Agency staff, including the Oregon Departments of Land Conservation and Development and Transportation throughout. The first steps in the process are to establish the UGB expansion study area as directed by OAR 660-024-0065. Steps include:

- ◆ Establish the Preliminary Study Area, as directed by OAR 660-024-0065.
- ◆ Identify lands that may be excluded from the preliminary study area. Lands can be excluded if:
  - It is impracticable to provide necessary public facilities or services to the land.
  - The land is subject to significant development hazards, including a risk of landslides, a risk of flooding because the land is within the 100-year floodplain or is subject to inundation during storm surges or tsunamis, and other risks determined by the commission.
  - The long-term preservation of significant scenic, natural, cultural or recreational resources requires limiting or prohibiting urban development of the land that contains the resources.
  - The land is owned by the federal government and managed primarily for rural uses.
- ◆ Establish the Final Study Area. This task includes establishing parcel prioritization using statutory priorities and applying suitability criteria.

This analysis will take into account the site needs for target industries identified in the EOA.

Consultant will coordinate with City staff and DLCDC throughout the process and submit draft findings for an informal review in advance of the formal adoption process.

### **Task 4: Consultant Deliverables**

- ◆ Preliminary Study Area
- ◆ Evaluation of Preliminary Study Area / Exclusion of Lands
- ◆ Final Study Area

### **Task 4: City Deliverables:**

- ◆ Written review comments on the Study Area analysis



## Task 5: Apply Goal 14 Location Factors

Once the Final Study Area is established, the next step is to evaluate subareas within the study area to determine the most suitable locations for expansion. Goal 14 factors include:

- ◆ Efficient accommodation of identified land needs;
- ◆ Orderly and economic provision of public facilities and services;
- ◆ Comparative environmental, energy, economic and social consequences; and
- ◆ Compatibility of the proposed urban uses with nearby agricultural and forest activities occurring on farm and forest land outside the UGB

The consultant will prepare the final Goal 14 Analysis to incorporate public comments. Based on the Goal 14 Analysis, the consultant will prepare up to three UGB expansion alternatives for the City to consider.

The consultant will compile material from Tasks 3, 4, and 5 into the UGB expansion report, which will be shared with the City and County for comments.

### **Task 5: Consultant Deliverables**

- ◆ Draft Goal 14 Analysis
- ◆ Final Goal 14 Analysis
- ◆ UGB expansion alternatives
- ◆ UGB expansion recommendation
- ◆ UGB expansion report

### **Task 4 City Deliverables:**

- ◆ Written review comments on the draft Goal 14 analysis
- ◆ Written review comments on the UGB expansion alternatives

## Proposed Budget

ECONorthwest and 3J Consulting propose to complete this project for the following budget:

- ◆ Economic Opportunities Analysis: \$40,000 to \$50,000
- ◆ Urban Growth Boundary Analysis: \$60,000 to \$70,000

