



# Oregon Transportation and Growth Management

## Selection of Code Assistance Projects



### **Eligibility**

Projects must meet all of the following.

#### **Eligibility #1: Transportation**

The project must have a clear transportation relationship and benefits. It must involve code regulating the provision of transportation facilities, regulating the connection between the public realm (i.e. streetscape) and adjoining land uses, or regulating types and intensities of land uses to make efficient use of the transportation system. The project must also have clear benefits for improving the function or operation of the transportation system. Projects addressing exclusively procedural code provisions or land use without regard to transportation are not eligible.

#### **Eligibility #2: TGM principles**

Projects will be considered only if the local government understands the TGM principles and is willing to work towards solutions consistent with them. A key principle of TGM is that transportation and land use decisions ought to be made in a comprehensive process that addresses their complex interrelationship. Another key principle of TGM is that planning and development codes ought to address all relevant modes of travel, with special attention to walking, bicycling, and transit. Additional TGM principles include mixed uses, efficient use of land, vibrant downtowns, and improving the connectivity of the street network.

#### **Eligibility #3: Local jurisdiction involvement**

A request for Code Assistance must come from a local jurisdiction; either a city or a county. The local jurisdiction is not required to provide a cash match, but each project does require significant involvement of local staff and support including providing public notice and meeting logistics.

#### **Eligibility #4: Elected official support**

The project must have the support of elected officials in the jurisdiction. Decision makers must understand Code Assistance is a voluntary program and be in favor of implementing TGM principles in their community. A letter expressing this support, signed by an elected official, must accompany the request from the city.

#### **Eligibility #5: Support from ODOT and DLCD**

The project must have the support of the ODOT region and DLCD. TGM staff will consult with the ODOT regional planner and the DLCD regional representative to assess support for the project.

### **Project Types**

Projects generally fall into one of two categories: Code updates in smaller communities or specialized projects advancing the TGM principles in larger jurisdictions. The amount of money spent on projects is roughly balanced between the two types of projects, but all projects are

selected for the potential to make a significant contribution to the TGM principles relative to the cost. Proposals are evaluated on a first-come/first-served basis; however, projects may be held to a higher standard if it appears that budgeted funds may not be sufficient to cover all of the eligible projects.

#### Type 1 – Small Communities

Helping Oregon’s small communities to integrate transportation and land use planning is one of the main functions of the Code Assistance program. Communities with a population of 2,500 to 20,000 often have limited staff available for planning efforts. Code Assistance can make a big difference in these communities, laying the foundation for efficient land use and transportation development patterns. Generally these projects use the TGM Model Code to replace all or part of the existing local development code.

#### Type 2 – Specialized Projects

Innovation in the areas of the TGM objectives (smart growth, integration of land use and transportation planning, alternate modes of transportation, Etc.) is an equally important function of the Code Assistance program. Larger communities with a specialized project that will advance innovation in these areas provide the opportunity to reach a greater population. These projects target a specific area or type of development in the code and are not full code evaluations or updates.

### **Selection Factors**

Projects are selected for the potential to make a significant contribution to the TGM principles relative to the cost. Listed below are some of the factors that are considered when evaluating eligible Code Assistance projects. Not all of the factors will apply to any particular project.

#### Need

The project would fulfill a significant planning need in the community. This need must include both Transportation and Land Use planning objectives and must be specific. General “housekeeping” type updates are not, on their own, a significant enough reason to grant Code Assistance.

#### High growth area

The project is located in a faster-growing community where growth pressures are more acute.

#### Example

The project has significant potential to serve as an example of applying TGM principles for other local jurisdictions, especially an example that would have broad statewide applicability.

#### State system

The project would benefit a state highway or aid in implementing the Oregon Highway Plan.

#### Opportunity for success

The project has a high likelihood of adoption by the local jurisdiction.

#### Innovations

The project would advance an innovative development pattern or practice consistent with TGM principles.

### Cost-effective

The project would result in a large benefit to TGM principles relative to the budget.

### Implementation of previous planning

The proposal offers the opportunity to further a local plan that is consistent with the TGM principles (e.g. Metro 2040), including plans previously funded by TGM. However, a potential Code Assistance project that would duplicate or largely duplicate work previously funded by TGM would not be appropriate.

### Outreach

The proposal provides the opportunity to involve the public in a way that helps disseminate the TGM principles. All TGM projects involve public participation in the code amendment process. Projects will receive extra consideration if they provide opportunities for general education and outreach that would increase the awareness of TGM principles.

### Regional balance

TGM seeks to support projects in all regions of the state. Projects located in regions that have not recently had Code Assistance projects will receive additional consideration.

## **Selection Process**

### Step 1: Inquiries

Local jurisdiction and regional state staff make inquiries to the program manager about potential Code Assistance projects. The program manager discusses the potential project and advises on the eligibility criteria and selection guidelines to help determine which projects have promise.

### Step 2: Written Request

The local jurisdiction must request assistance in writing. The letter must cover the following points.

1. Describe the specific issue or problem in the community that a code assessment or update of plan and code language would address;
2. Explain how a code assistance project would carry out TGM objectives;
3. Describe what the end product of code assistance would be;
4. Identify previous and ongoing land use and transportation planning projects that would have a bearing on a code assistance project;
5. Include a letter or resolution from decision makers – planning commission or city council/mayor – showing support for the project carrying out TGM objectives.

### Step 3: Evaluation

The Code Assistance Program Manager (or designated project manager) conducts background research and has follow-up conversations. This will include ODOT region planner(s) and DLCD regional representative and the ODOT and DLCD TGM program managers (or their designees). Investigation may include a site visit, meetings with local government planners and other stakeholders or requests for additional information (e.g. current comprehensive plan, examples of land use applications, zoning or development codes, etc.).

### Step 4: Decision

The Code Assistance Program Manager decides whether to proceed with a Code Assistance project and which consultant team is best suited for the project (considering any conflicts-of-interest).

#### Step 5: Statement of Work (SOW)

The Code Assistance Program Manager (or designated project manager), works with the local jurisdiction to prepare a draft SOW describing tasks, meetings, deliverables, and schedule. The SOW is also negotiated with the consultant for content and payment per deliverable.

#### Step 6: Work Order Contract

When all reviewers are satisfied with the content of the SOW, it is sent to the TGM Program Grants/Contracts Specialist and Grants/Contracts Coordinator for review and processing.

#### **Personnel**

Code Assistance Program Manager: Laura Buhl

Designated to review prospects by ODOT TGM Program Manager: Sue Geniesse

Designated to review prospects by DLCD TGM Program Manager: Matt Crall

TGM Program Grants/Contracts Specialist: Frances Campo

Grants/Contracts Coordinator: Cindy Lesmeister

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