



**Department of Land Conservation and Development**  
**2015-17 TECHNICAL ASSISTANCE GRANT APPLICATION**

Please complete each section in the form below. Type or write requested information in the spaces provided. Submit completed applications **by September 30, 2015**.

**Application Date:** September 30, 2015

**Applicant:** City of Beaverton

(If council of governments, please also include the recipient jurisdiction name if applicable)

**Address:** 12725 SW Millikan Way

**City:** Beaverton

**Zip:** 97005

**Phone:** 503-526-2557

**Contact name and title:** Valerie Sutton, Long Range Planning Manager

**Contact e-mail address:** vsutton@beavertonoregon.gov

**Grant request amount** (in whole dollars): \$50,000.00

**Local Contribution** (recommended but not required): \$50,000.00

**Project Title:**

Beaverton Comprehensive Plan Land Use Element

**Project summary:** (Summarize the project and products in 50 words or less)

The City of Beaverton is updating its Comprehensive Plan responding to circumstances that have changed since its last major revision. Products include an updated Land Use Element, Urban Planning Area Agreement and Urban Service Boundary Map; draft service provider agreements; and draft development code revisions needed to implement new policies.

**Project Description & Work Program**

Please describe the proposed project, addressing each of the following in an attachment.

**A. Goals and Objectives.** State the goals or overall purpose of the project. Describe particular objective(s) the community hopes to accomplish. Please indicate whether this is a one-biennium, stand-alone project or is part of a longer multi-biennium program. If it is the latter, describe subsequent phases and expected results, any previous work completed, and how work beyond this project will be funded.

**B. Products and Outcomes.** Clearly describe the product(s) and outcome(s) expected from the proposed project. Briefly describe any anticipated significant effect the project would have on development, livability, regulatory streamlining, and compliance with federal requirements, socioeconomic gains, and other relevant factors.

**C. Work Program, Timeline & Payment.**

**1. Task(s) and Product(s):** List and describe the major tasks and subtasks, with:

- The title of the task
- Steps to complete task
- The interim and final product(s) for each task

**2. Timeline:** List all dates for the project including tentative start date after the contract is signed, task completion dates, progress milestone(s), and project completion date. If the project is part of a multi-year program, provide an overview of the expected timeline(s) in sequence of expected start dates and completion date for each and describe subsequent phases to be completed.

**3. Payment Schedule:** Develop a requested payment schedule showing amount of interim and final payments. Include the products that will be provided with each payment request. The payment schedule should generally include no more than two payments – an interim and final payment.

**D. Evaluation Criteria.** Include a statement in the narrative that addresses the program priorities and evaluation criteria presented in the application instructions (“Eligible Projects and Evaluation Criteria”).

**E. Project Partners.** List any of the following that will participate in the project: federal agencies, state agencies, council of governments, city and county governments, special districts, and other entities. Briefly describe the role of each (*e.g.*, will perform work under the grant; will advise; will contribute information or services, etc.).

**F. Advisory Committees.** List any advisory committee or other committees that will participate in the project to satisfy the local citizen involvement program, if any.

**G. Cost-Sharing and Local Contribution.** DLCD funds are only a part of overall project costs; please identify sources and amounts of other funds or services that will contribute to the project’s success. Cost-sharing (match) is not required, but could be a contributing factor to the success of the application.

**Will a consultant be retained to assist in completing grant products? Yes  No**

**Local Official Support**

The application *must include* a resolution or letter from the governing body of the city, county, district, or tribe demonstrating support for the project. If the applicant is a council of governments on behalf of a city, a letter or resolution from the city council supporting the application must be included. *The application will not be complete if it does not include this item.*

## **Product Request Summary**

<b>Product</b>	<b>Grant Request</b>	<b>Local Contribution</b>	<b>Total Budget</b>
<u>Task 0</u> : Pre-Planning	\$ <u>      </u>	\$ <u>1,900</u>	\$ <u>1,900</u>
<u>Task 1</u> : Project kick-off	\$ <u>5,000</u>	\$ <u>3,600</u>	\$ <u>8,600</u>
<u>Task 2</u> : Existing Conditions & Urban Form	\$ <u>      </u>	\$ <u>30,700</u>	\$ <u>30,700</u>
<u>Task 3</u> : Coordinated Planning within USB	\$ <u>15,000</u>	\$ <u>3,500</u>	\$ <u>18,500</u>
<u>Task 4</u> : Update USB Map & UPAA	\$ <u>6,000</u>	\$ <u>3,000</u>	\$ <u>9,000</u>
<u>Task 5</u> : Land Use Element Update	\$ <u>24,000</u>	\$ <u>5,100</u>	\$ <u>29,100</u>
<u>Task 6</u> : Hearings & Adoption	\$ <u>      </u>	\$ <u>2,200</u>	\$ <u>2,200</u>
<b>TOTAL</b>	\$ <u>50,000</u>	\$ <u>50,000</u>	\$ <u>100,000</u>

Submit your application with all supplemental information to:

Larry French, Grants Administrative Specialist

E-mail (preferred): [DLCD.GFGrant@state.or.us](mailto:DLCD.GFGrant@state.or.us)

Mail: Department of Land Conservation and Development  
635 Capitol Street N.E., Suite 150  
Salem, OR 97301

Phone: 503-934-0054

**APPLICATION DEADLINE: September 30, 2015**

## City of Beaverton 2015-2017 Technical Assistance Grant Application Narrative Comprehensive Plan Land Use Element

### Project Summary

The City of Beaverton is updating its comprehensive plan responding to circumstances that have changed significantly since the last major revision in 2002. In 2015 and early 2016, it is expected that the Comprehensive Plan Introduction, Amendment Procedures, Housing Element and Economy Element will be approved by City Council. This project includes an updated Land Use Element, Urban Planning Area Agreement and Urban Service Boundary Map; draft service provider agreements; and draft development code revisions needed to implement land use policies.

### A. Project Goals & Objectives

Expected products and outcomes associated with each of the project's three goals described below are listed in this section.

#### **Goal 1 – Update the Land Use Element to address future growth and guide the city's ongoing transition to a more urban form**

Objective 1: Develop goals and policies addressing challenges and opportunities associated with rapid population growth, including: increasing traffic congestion; greater demands on public infrastructure and services; and provision of an adequate land supply to support future job creation and a full range of housing and lifestyle choices for all income levels.

Objective 2: Foster a sense of place through urban design policies that: promote pedestrian and bicycle connections to transit, amenities and public spaces; integrate people and natural resources; and improve the performance of existing corridors, centers, and employment areas.

Objective 3: Ensure integration of land use and transportation planning by revising land use policies prior to the anticipated 2018 Transportation System Plan (TSP) update to strategically address the needs of a growing city and guide public investment.

#### **Expected products/outcomes:**

- Background report – 2015 Existing Land Use Conditions and Urban Form Assessment
- Updated introductory text to the Land Use Element
- Updated Land Use goals and policies
- Identification of potential Comprehensive Plan Map updates
- Draft implementation strategies and development code revisions

#### **Goal 2 – Develop a coordinated approach to address 20-year land supply needs**

Objective 1: Coordinate Beaverton's 20-year land supply needs and strategies with Metro, Washington County, Hillsboro and Tigard. Beaverton is expected to have a shortage of vacant land available to meet single-family residential needs along with a deficit of affordable housing over the next 20 years. However, a surplus of land for single-family residential is available in the city's assumed Urban Service Boundary (USB). In the case of employment lands, significant shortages are forecast for both industrial and commercial land inside the existing city boundary, as well as within the USB.

Objective 2: Promote a well-planned community that has a sufficient supply of land, services and infrastructure to embrace a variety of economic opportunities and housing choices, in keeping with Regional Solutions priorities<sup>1</sup>. The update of the Land Use Element will help resolve the question of how the city can best comply with Goal 9 and Goal 10 using a coordinated intergovernmental approach that considers available land supply in a broader extraterritorial context.

### **Goal 3 – Develop agreements to implement land use policies and address service provision in the unincorporated area around Beaverton**

Objective 1: Beaverton’s Land Use element also houses the Washington County Urban Planning Area Agreement (UPAA), executed in 1989. To better plan for long-term job and housing capacity, the city will work with the county to revisit the UPAA to ensure that Statewide Planning Goal 2 coordination requirements are met and that special policies contained in the agreement are aligned with city and county comprehensive plans.

Objective 2: Coordinate with Washington County and various affected service providers to reach agreement on final determination of the city’s USB as discussed in the Public Facilities and Services Element of the comprehensive plan.

#### **Expected products/outcomes:**

- Inter-jurisdictional working group discussions and coordination regarding urban land supply
- Strategies and policies for addressing Beaverton’s Goal 9 and 10 land supply deficits
- Updated UPAA with Washington County; submission to decision-making bodies
- Draft agreements with Washington County and affected service providers addressing urban service provision; submission to decision-making bodies

## **B. Work Program, Timeline & Payment**

The project work plan has been organized into five tasks:

Task 1 Project Kick-off

Task 2 2015-16 Existing Land Use Conditions and Urban Form Assessment

Task 3 Coordinated Planning within the Urban Services Area

Task 4 Update of Beaverton USB Map and Washington County UPAA

Task 5 Land Use Element Update

Consistent with the updates of the other elements of the Comprehensive Plan, the Land Use Element update will be guided by a Technical Advisory Committee (TAC) and Community Advisory Committee (CAC). Briefings will be provided for the Planning Commission and City Council. The TAC will be comprised of a core team from the Beaverton Community Development Department, supplemented with staff from Hillsboro, Washington County and Metro for Task 3. The project consultant will participate in TAC meetings. For broader outreach, city staff will provide briefings to the Beaverton Committee for Community Involvement (BCCI), and hold a community open house when draft recommendations are emerging in Task 5.

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<sup>1</sup> Metro Region Priorities, Regional Solutions Office, Office of the Governor

**Task 0: Procurement of Consultant Services \***

Consultant services will include land use planning, transportation planning, urban design to assist with Tasks and possibly mediation if needed to reach consensus on the final USB Map and related intergovernmental agreements.

<i>Task 0.1</i>	<i>Develop RFQ for Consultant Services / Hire Consultant</i>
<i>Task 0.2</i>	<i>Assemble Advisory Committees</i>

Timeline: Upon grant award up to 2/28/2016

\*Task 0 does not use Technical Assistance grant funds

**Task 1: Project Kick-Off**

The city will initiate the project by conducting a round of kick-off meetings to discuss the scope, schedule, and project assumptions with the TAC, CAC and Planning Commission. Data and background documents will be compiled and transmitted to the project consultant.

<i>Task 1.1</i>	<i>Acquire GIS data and background documents</i>
<i>Task 1.2</i>	<i>Kick-off meetings with Advisory Committees and Planning Commission</i>

Products:

- Agenda, presentation and summary of each kick-off meeting

Timeline: 3/1/2016 – 4/30/2016

Budget: \$5000

**Task 2: Existing Land Use Conditions and Urban Form Assessment**

This task will produce a background report addressing three questions: (1) What type, location, and density of growth has occurred between 2002 and 2015? (a quantitative review); (2) What is the resultant character of private development and the public realm that we see today as a result of recent growth? (a qualitative review); and, (3) How do the results in (1) and (2) compare to the land use descriptions, goals and policies in the 2002 Land Use Element (a policy review). This background study is intended to inform a fourth question in Task 5, i.e. What Comprehensive Plan changes should be considered?

The recently updated Buildable Lands Inventory, and other GIS databases, will be used for this task, supplemented by additional work listed below. The working assumption is that the Assessment will be organized by Comprehensive Plan designation; this is subject to refinement during the preparation of the Assessment outline.

<i>Task 2.1</i>	<i>Outline and assumptions</i>
<i>Task 2.2</i>	<i>Summary of development 2002-2015</i>
<i>Task 2.3</i>	<i>Character assessment (photo inventory, data sheets for development projects)</i>
<i>Task 2.4</i>	<i>Preference survey to identify community desires in terms of character and form</i>
<i>Task 2.5</i>	<i>Analysis</i>
<i>Task 2.6</i>	<i>Draft report</i>
<i>Task 2.7</i>	<i>Final report</i>
<i>Task 2.8</i>	<i>Advisory Committee meetings</i>

Products:

- Preliminary Urban Form Assessment components:
  - Outline and assumptions for the Assessment
  - Summary of development (e.g. type, location, density) – 2002 to 2015
  - Character assessment of development and public realm in Beaverton – 2015-16. This will be a graphic and qualitative assessment of urban form in representative areas of the city's Comprehensive Plan designations
  - Consumer preference survey to identify what citizens desire in terms of character and form
  - Analysis – how does current actual development compare to the intended density and character in the Comprehensive Plan, and to community desires?
- Draft and final Assessment
- 2 TAC meetings

Timeline: 5/1/2016 – 7/31/2016

Budget: \$25,000

### **Task 3: Coordinated Planning within the Urban Service Area**

This task will convene the TAC and partnering jurisdictions to address coordination issues within Beaverton's Urban Services Area. There are three specific issues that will be addressed: (1) How the City's identified deficits (within City limits) for specific types of residential and employment lands might be accommodated by lands within its Urban Service Area; (2) Review and potential updates to the City's Urban Service Boundary Map; and, (3) Needed updates to the 1989 Urban Planning Area Agreement with Washington County.

Issue 1 (Goal 9 and 10 lands) will be addressed through 2-3 meetings with the TAC, Washington County, Metro, and DLCD staff.

Issue 2 (updates to the USB Map) will be addressed in small working group discussions and 2-3 meetings involving the TAC, Washington County, Hillsboro; and affected service providers including Clean Water Services (CWS), Tualatin Hills Park & Recreation District, and Tualatin Valley Water District.

Issue 3 will be addressed through direct discussions with Washington County. For each of these elements, the city will serve as convener, lead staff support, and facilitator (consultant support).

<i>Task 3.1</i>	<i>Goal 9 &amp; 10 Issue paper</i>
<i>Task 3.2</i>	<i>Goal 9 &amp; 10 meetings</i>
<i>Task 3.3</i>	<i>Urban Service Boundary map issue paper</i>
<i>Task 3.4</i>	<i>Urban Service Boundary map meetings</i>
<i>Task 3.5</i>	<i>Urban Planning Area Agreement issue paper</i>
<i>Task 3.6</i>	<i>City-County work sessions on Urban Planning Area Agreement</i>

**Products:**

- Issue paper: Summary of Goal 9 and 10 land supply within the City of Beaverton city Limits and assumed USB (city and consultant co-author this paper)
- Goal 9-10 issues: up to three meetings with Washington County, neighboring cities, Metro, and DLCD staff (agendas, meeting summaries, facilitation, summary of outcomes).
- Issue paper: USB Map issues (city lead for this paper)
- USB Map issues: up to three meetings (agendas, meeting summaries, facilitation, summary of outcomes).
- Issue paper: Identification of needed updates to the UPAA (by Washington County and by City of Beaverton)
- City-County work sessions on UPAA: up to three meetings (agendas, meeting summaries, facilitation, summary of outcomes).

Timeline: 7/1/2016 – 9/30/2016

Budget: \$15,000

**Task 4: Update of Urban Service Boundary Map and Urban Planning Area Agreement**

This task will utilize the outcomes from Task 3 to prepare updates to the USB Map and UPAA. If the need for new or amended policies are identified during Task 3, the policies will be drafted during this task.

<i>Task 4.1</i>	<i>Urban Service Boundary Map– draft and final</i>
<i>Task 4.2</i>	<i>Urban Planning Area Agreement – draft and final</i>

**Products:**

- Updated USB Map
- Updated Washington County UPAA (draft and final)
- Updated policies (as needed)

Timeline: 9/1/2016 – 10/31/2016

Budget: \$6,000

**Task 5: Land Use Element Update**

This task will bring together the outcomes of Tasks 1-4 to update the Land Use Element of the Beaverton Comprehensive Plan. The introductory text will be updated to capture key trends and outcomes, following a concise, readable and non-technical style that has been established for the Housing and Economy chapters. The goals and policies will be comprehensively updated to delete/amend provisions that are out of date and add new provisions needed to implement the outcomes of Tasks 1-4. The Comprehensive Plan and Zoning Matrix will be updated as needed. The updated UPAA will replace the existing agreement in Chapter 3. Draft implementation strategies and development code revisions will be developed as needed to implement new land use policies and related agreements.

<i>Task 5.1</i>	<i>Prepare introductory text</i>
<i>Task 5.2</i>	<i>Coordinate policy review</i>
<i>Task 5.3</i>	<i>Develop new policies based on Task 2</i>
<i>Task 5.4</i>	<i>Draft Land Use Element</i>
<i>Task 5.5</i>	<i>Final Land Use Element</i>
<i>Task 5.6</i>	<i>Draft Implementation Strategies and Development Code Revisions</i>
<i>Task 5.7</i>	<i>Advisory Committee meetings</i>

**Products:**

- Updated Land Use Element of the Comprehensive Plan (draft and final)
- 2 TAC meetings

Timeline: 11/1/2016 – 1/31/2017

Budget: \$ 24,000

**Task 6: Hearings & Adoption\***

<i>Task 6.1</i>	<i>Joint Work Session (Planning Commission/City Council), public notices</i>
<i>Task 6.2</i>	<i>Planning Commission hearing</i>
<i>Task 6.3</i>	<i>City Council presentation and adoption</i>

**Products:**

- Public review draft Land Use Element of the Comprehensive Plan
- Adoption draft Land Use Element of the Comprehensive Plan

Timeline: 1/1/2017 – 3/31/2017

\*Task 6 does not use Technical Assistance grant funds

## D. Evaluation Criteria

### Program Priorities

The proposed project addresses Technical Assistance grant program priorities as listed below.

#### Promote Economic Development

- Updated policy direction for commercial and industrial lands (the Downtown Regional Center, Station Communities, Town Centers, Main Streets, Corridors and Employment Areas) will increase development certainty and the likelihood that projected job capacity will be realized
- The updated Land Use Element will inform and be coordinated with the city's updated Economic Development Strategy to be completed by Beaverton Economic Development Division staff in 2016
- Clarification of the City of Beaverton's Goal 9 and 10 implementation will support the city's economic development goals and investments
- Coordinated Goal 9 planning will support interagency economic development efforts by Beaverton, Hillsboro, Washington County and interest groups such as the Westside Economic Alliance

#### Advance Regulatory Streamlining

- Updates to the USB Map, and associated policies and agreements, will clarify governance, reducing confusion and increasing certainty for developers and the public. The city currently receives many inquiries each day for permitting that needs to be addressed under Washington County's jurisdiction. The same is true for Washington County, regarding the city's jurisdiction. Properties in the unincorporated area proposed for development frequently need to be annexed into Beaverton to access urban services, creating confusion and frustration for developers.

#### Natural Hazards Planning

- Beaverton's existing Comprehensive Plan, and intended updates, will promote resiliency through complete communities throughout the city.
- Flooding is a major planning issue for the Beaverton Creekside District and the Western Avenue Employment Area, the city's largest industrial area. The land use element update will identify additional areas impacted by the regulatory floodplain and potential flooding where lessons learned from the Creekside District master planning process can be applied.

#### Provide Infrastructure Finance Plans for Urbanizing Areas

- The USB and UPAA discussions and strategies will provide a fundamental guide for infrastructure funding in newly developing and redeveloping areas.
- The city has gained valuable experience from the adopted South Cooper Mountain Infrastructure Funding Plan – this experience and the funding strategies will be applied to other parts of the city during the project

#### Update comprehensive plans and implementing codes to respond to changes in state law

- The project will produce a comprehensive update of the Land Use Element, a key chapter of the Beaverton Comprehensive Plan
- The updated Land Use Element will provide enabling policy for future code updates

- The UPAA and USB Map will be updated to comply with Goal 2, Goal 14, and ORS 195.020
- Draft development code revisions needed to implement land use policies and related agreements

### **Grantee Capacity**

The City of Beaverton has an outstanding track record of grant management and strong commitment to plan development and implementation. The South Cooper Mountain Concept and Community Plans, funded through the Metro Community Planning and Development Grant program, were completed and adopted in less than two years. The City's planning team now includes a Long Range Planning Manager with extensive project management experience who will provide daily oversight for the Land Use Element update.

### **Regional Solutions Team (RST) Priorities**

The project advances the Metro Region RST priorities for "Regulatory Coordination" and "Regional Planning and Development" by proposing a coordinated sub-regional approach to compliance with Goals 9 and 10. Given the City's deficient land supply, the project will engage adjacent jurisdictions and urban service providers to identify policies and actions that address the increasing demand for infrastructure and services and help accommodate anticipated job and housing growth in the Beaverton area. Updates to the USB Map and UPAA will provide property owners, developers and the public with an increased level of certainty and ensure that coordination requirements and policies are aligned with city and county comprehensive plans. The updated Land Use Element will assess existing land use conditions and develop new policies to be integrated into future transportation planning efforts, namely the 2018 Transportation System Plan Update.

### **Multiple Jurisdictions**

The update of the city's USB Map and UPAA will directly involve, and benefit, the City of Beaverton, Washington County and the City of Hillsboro. These planning documents will guide future governance and service provision that are at the heart of regional coordination for Washington County jurisdictions. The exploration of a cooperative approach to Goal 9 and 10 urban land supply is intended to resolve specific land deficits in the City of Beaverton. However, they have broader application in other parts of the Portland metropolitan area or other areas of the state.

### **Leverage**

City leadership is committed to updating the Comprehensive Plan, as demonstrated by the current updates to the Introduction, Housing and Economy Elements of Beaverton's Comprehensive Plan. Resolution No. 4335 (attached) states the City Council's intent to commit staff resources and funding to support the Land Use Element project. Funding is available in the Community Development Department Planning Division budget for Fiscal Year 2015-16 to be used as financial match in the amount of \$25,000. Additionally, the City will provide an estimated \$25,000 in-kind match for staff services and materials. A detailed description of the city's local contribution is provided under Criterion G.

## E. Project Partners

### Will perform work under the grant:

Beaverton Community Development Department  
Project Consultant

### Will contribute information:

City of Hillsboro  
City of Tigard  
Metro  
Washington County

### Will advise:

Beaverton Committee for Community Involvement  
Beaverton Planning Commission  
Beaverton School District  
Beaverton Chamber of Commerce  
Clean Water Services  
Oregon Department of Land Conservation and Development  
Oregon Department of Transportation  
TriMet  
Tualatin Hills Park & Recreation District  
Tualatin Valley Fire & Rescue  
Tualatin Valley Water District

## F. Advisory Committees

### Community Advisory Committee (CAC)

A Community Advisory Committee (CAC) will be formed with broad community and stakeholder representation. The city and consultant will utilize demographic data (including gender, ethnicity, age and income) as a basis for CAC development. The primary responsibility of the CAC is to define principles for public involvement and provide guidance during the development of the Comprehensive Plan update. Wide representation will ensure that the perspectives of the community are reflected in Comprehensive Plan policies. Staff's goal is to create an engaging and interactive approach with the CAC.

### Land Use Technical Advisory Committees (TAC)

A Technical Advisory Committee (TAC) will be formed for the Land Use Element update. The TAC will be comprised of representatives from affected jurisdictions, service districts, and organizations having an interest or stake in the project. The primary responsibility of the TAC is to provide technical expertise during the development of work plan products.

### G. Cost-Sharing and Local Contribution

The estimated total cost for the Land Use Element is \$100,000. The city is seeking \$50,000 in Technical Assistance grant dollars to procure a qualified consultant. The city proposes a direct financial match of \$25,000. The city's estimated local in-kind contribution is \$25,000 for staff services, printing, noticing and supplies. The total local contribution of \$50,000 is approximately 50% of the estimated total project cost. A summary of the city's local contribution is provided below:

<b>Contribution Source</b>	<b>Type</b>	<b>Amount</b>
City of Beaverton	Consultant services	\$25,000 (financial)
City of Beaverton	Project oversight, data analysis, coordination, and policy development	\$23,500 (in-kind)
City of Beaverton	Printing, noticing, publications, and GIS products	\$1,500 (in-kind)
	<b>Total</b>	<b>\$50,000</b>

**Beaverton Comprehensive Plan Land Use Element Update  
Work Program, Timeline, and Payment Summary**

Task	Activities	Assignment	Start Date	Completion Date	Products	Grant Request per Task	Grant Payment		
0	Project Pre-Planning	0.1	Develop RFQ for Consultant Services & Hire Consultant	City of Beaverton	Upon grant award	02/28/2016	Consultant selection and contract agreement		
		0.2	Assemble Advisory Committees	City of Beaverton	Upon grant award	02/28/2016	Community Advisory Committee (CAC)/Technical Advisory Committee (TAC) rosters		
1	Project kick-off	1.1	Acquire data and set up project	City of Beaverton & Consultant	03/01/2016	04/30/2016	Update city website; draft communications strategy	\$5,000	
		1.2	Kick-off meetings (CAC/TAC/PC)	City of Beaverton & Consultant	03/01/2016	04/30/2016	Agenda, presentation and summary of each meeting		
2	Existing Conditions & Urban Form Assessment	2.1	Outline and assumptions	City of Beaverton & Consultant	05/01/2016	05/31/2016	Outline of urban form assessment	\$25,000 (City cash match)	
		2.2	Summary of development 2002-2015	City of Beaverton & Consultant	05/01/2016	05/31/2016	Summary of development (type, location, density)		
		2.3	Character assessment	Consultant	05/01/2016	06/30/2016	Urban form assessment based on land use designations		
		2.4	Preference Survey	Consultant	05/01/2016	06/30/2016	Community desires in terms of character and form		
		2.5	Analysis	Consultant	05/01/2016	06/30/2016	Analysis of development and intended density/character		
		2.6	Draft report	Consultant	06/01/2016	06/30/2016	Draft urban form report		
		2.7	Final report	City of Beaverton & Consultant	07/01/2016	07/31/2016	Final urban form report		
		2.8	Advisory Committee meetings	City of Beaverton & Consultant	07/01/2016	07/31/2016	Agenda, presentation and summary of each meeting		
3	Coordinated Planning within the Urban Service Boundary	3.1	Goal 9 and 10 issue paper	Consultant	07/01/2016	07/31/2016	Goal 9 and 10 issue paper	\$15,000	
		3.2	Goal 9 and 10 meetings	City of Beaverton & Consultant	07/01/2016	07/31/2016	Agenda, presentation and summary of each meeting		
		3.3	USB map issue paper	Consultant	07/01/2016	08/31/2016	Urban Services Boundary map issue paper		
		3.4	USB map meetings	City of Beaverton & Consultant	07/01/2016	08/31/2016	Agenda, presentation and summary of each meeting		
		3.5	UPAA issue paper	Consultant	08/01/2016	08/31/2016	Urban Planning Area Agreement issue paper		
		3.6	City-County work sessions on UPAA	City of Beaverton & Consultant	08/01/2016	09/30/2016	Agenda, presentation and summary of each meeting		

ATTACHMENT B

Task	Activities	Assignment	Start Date	Completion Date	Products	Grant Request per Task	Grant Payment		
4	Update of Urban Service Boundary Map & UPAA	4.1	USB draft and final	City of Beaverton & Consultant	09/01/2016	10/31/2016	Final Urban Services Boundary map	\$6,000	Interim Payment \$20,000
		4.2	UPAA draft and final	City of Beaverton & Consultant	09/01/2016	10/31/2016	Final Urban Planning Area Agreement		
5	Land Use Element Update	5.1	Prepare introductory text	Consultant	11/01/2016	11/30/2016	Framework for Land Use Element	\$24,000	
		5.2	Coordinate policy review	Consultant	11/01/2016	11/30/2016	Identify issues/policy gaps based on Tasks 2-4		
		5.3	New policies based on Task 2	Consultant	11/01/2016	12/31/2016	Develop new policies & implementation strategies		
		5.4	Draft Land Use Element	Consultant	11/01/2016	12/31/2016	Draft document for discussion and feedback		
		5.5	Final Land Use Element	City of Beaverton & Consultant	12/01/2016	01/31/2017	Final document formatted for printing and public review		
		5.6	Draft Implementation measures	City of Beaverton & Consultant	12/01/2016	01/31/2017	Draft strategies and development code revisions		
		5.7	Advisory Committee meetings	City of Beaverton & Consultant	01/01/2017	01/31/2017	Agenda, presentation and summary of each meeting		
6	Hearings & Adoption	6.1	Joint Work Session (CC/PC)	City of Beaverton	01/01/2017	01/31/2017	Agenda, materials, and summary of work session		Final Payment \$30,000
		6.2	Planning Commission hearing	City of Beaverton	02/01/2017	03/31/2017	Public testimony and hearing before Planning Commission; provide recommendation to City Council		
		6.3	City Council presentation & adoption	City of Beaverton	02/01/2017	03/31/2017	City Council adoption of final Land Use Element		

\*Technical Assistance grant funds are requested for Tasks 1 through 5