



## 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 25, 2015

**Applicant:** Cities of Halfway, Haines and Huntington

**Address:** 155 B East Record St.; P.O. Box 738

**City:** Halfway, OR

**Zip:** 97834

**Phone:** 541-742-4741

**Contact name and title:** Page Frederickson, Planner and Public Works

**Contact e-mail address:** thecitybypage@hotmail.com

**Grant request amount** (in whole dollars): \$3,000

**Local Contribution** (recommended but not required): \$1,000 hard match per city; total, 3,000. 1,000 per city soft match; total, 3,000. Local Contribution Total \$6,000

**Project Title:**

Document Digitalization and Update

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

For each city; conversion of all planning program documents in written form to digital (Microsoft Word). This includes Comprehensive Plans, Zoning and Land Division Ordinances. Current Flood Hazard Ordinances will be updated to the latest Model of Implementing Regulations. Each city has some documents in digital format; none have digitized maps.

**Project Description & Work Program**

**A. Goals and Objectives.** The objective is to convert land use program documents from outdated “in-writing” form to digital, preferably Microsoft Word, including the adoption of a new model floodplain ordinance, and, to create basic GIS files for all maps, including a representative floodplain map. This will be done for all three cities. This project is a stand-alone, one-year project.

**B. Products and Outcomes**

Conversion of written comprehensive plans to Microsoft Word;

Conversion of written implementing regulations to Microsoft Word;  
Adopt new Model Floodplain regulations;  
Conversion of hand-drawn maps to basic GIS format.

The effect this would have is significant; currently, each city has some program documents in digital form and some in written form; copies of any written sections are necessary to provide to customers. Any contractor for updates would first have to convert these documents to written form and that would be expensive. With this project accomplished, Halfway, Haines and Huntington can embark on other projects we can do ourselves, such as an informal BLI or community visioning projects, and be able to provide program documents through email.

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

**Task 1; Initial Actions** - to be completed by April, 2016:

**Activities:**

- A. Hire Contractor
- B. Form Technical Advisory Committee/Citizen Advisory Committee
- C. Hold kick-off meetings to start project in each city

**Products:** Report including contractor and contact information; contact information for TAC members.

**Grant funding:** No

**Task 2; Draft Products** – to be completed by November, 2016;

**Activities:**

- A. Identify written and digital forms of existing documents; provide to contractor.
- B. Scan written documents using OCR and correct any inconsistencies; blend this product with current digital documents to create whole product (comprehensive plans and implementing ordinances).
- C. TAC/CAC review Model Floodplain Ordinance and adapt to city objectives as is possible to create draft ordinance;
- D. Create basic GIS format for comprehensive plan, zoning and floodplain maps to allow sending of basic shapefiles and pdf copies of those maps.

**Products:** Report to include Task 2 draft products to DLCD with request for Interim Payment of no more than \$2,000 no later than November, 2016;

**Grant Funding:** **Payment #1 of \$2,000 upon submittal of all products listed in Tasks 1 and 2.**

**Task 3: Refinement** – to be completed no later than February, 2017;

**Activities:**

- A. Hold Public Workshop with TAC/CAC, planning commission and city council no later than January, 2017,
- B. Adjust materials per results of public workshop – to be completed no later than January,

2017;

- C. Prepare final products and findings necessary for adoption proceedings – to be completed no later than February, 2017;

**Products:** Report to include minutes of workshop; adoption ready products and findings necessary for adoption.

**Grant Funding:** Final Payment of \$1,000 upon submittal of all Task 3 Products.

**Task 4: Adoption** – to be completed no later than May 30, 2017;

**Activities:**

- A. Provide Notice of proposed amendments to DLCD, affected property owners and agencies and hold hearings – to be completed by April, 2017;
- B. Provide notice of adoption to DLCD and submit request for final payment no later than May 30, 2017.

**Products:** Notice of Proposed Amendment and Adoption package with Notice and adopted products, Ordinance(s) and minutes of meetings.

**Grant Funding:** No

**D. Evaluation Criteria:** This project indirectly relates to evaluation criteria #1, “Promote Economic Development”, and #2, “Advance Regulatory Streamlining”. Without digital products updating of program documents; provision of information to developers; and, administration of the planning program are severely hampered. In addition, this project directly relates to evaluation criterion #5, “Update comprehensive plans and implementing codes to respond to changes in state law”, by adoption of a new floodplain ordinance and floodplain map – this brings the city into compliance with the National Floodplain Insurance Program and Statewide Planning Goal 7 for the flood hazard element.

**E. Project Partners.** Halfway, Haines and Huntington will partner with DLCD, Oregon Emergency Management and Baker County.

**F. Advisory Committees.** The cities will each appoint a TAC/CAC to review converted products and to do the trench-work on adapting the model floodplain code to each city’s objectives as is possible.

**G. Cost-Sharing and Local Contribution.** Each small city (3) will contribute \$1,000 hard match from our Planning Assistance Grants and approximately \$1,000 in staff time and materials as soft match for a total of \$9,000.

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

**Local Official Support**

Letters are included from Huntington and Haines; the Halfway city council will not meet until October 8<sup>th</sup> to sign the letter of support; however, a letter is provided from the Mayor of Halfway explaining this fact.

**Product Request Summary**

| Product      | Grant Request  | Local Contribution | Total Budget   |
|--------------|----------------|--------------------|----------------|
| 1            | \$ <u>0</u>    | \$ <u>0</u>        | \$ <u>0</u>    |
| 2            | \$ <u>2000</u> | \$ <u>3000</u>     | \$ <u>5000</u> |
| 3            | \$ <u>1000</u> | \$ <u>1500</u>     | \$ <u>2500</u> |
| 4            | \$ <u>0</u>    | \$ <u>1500</u>     | \$ <u>1500</u> |
| 5            | \$ _____       | \$ _____           | \$ _____       |
| 6            | \$ _____       | \$ _____           | \$ _____       |
| 7            | \$ _____       | \$ _____           | \$ _____       |
| 8            | \$ _____       | \$ _____           | \$ _____       |
| <b>TOTAL</b> | \$ <u>3000</u> | \$ <u>6000</u>     | \$ <u>9000</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**