



Department of Land Conservation and Development

Application Date: September 30, 2015

Applicant: The City of North Plains

Address: 31360 NW Commercial Street

City: North Plains

Zip: 97133

Phone: 503-389-1397

Contact name and title: Blake Boyles, City Manager

Contact e-mail: blake@northplains.org

Grant request amount: \$40,000

Local Contribution (recommended but not required): \$30,000

Project Title:

1. Buildable Lands Inventory (BLI)
2. Housing Needs Analysis (HNA)
3. Economic Opportunities Analysis (EOA)

Project Summary:

The City of North Plains needs to update its BLI, HNA and EOA to guide future housing and economic growth. The City will develop cohesive housing and economic strategies to support the 2015 North Plains Vision, update the Comprehensive Plan with specific policies and recommend implementation measures.

Project Description & Work Program

A. Goals and Objectives.

The City of North Plains is requesting grant funding to retain a contract planner and technical consultants to prepare a buildable lands inventory (BLI), housing needs analysis (HNA) and economic opportunities analysis (EOA) to take advantage of and respond to growth pressure in the North Plains/Western Washington County region. This work will bring the City into compliance with Statewide Goals 9 and 10. The HNA and EOA will result in updates to Chapter 9 (Economic Development) and Chapter 10 (Housing) of the North Plains Comprehensive Plan, including goals and implementation

policies as well as relevant community development codes. The goal of this effort is to plan for, guide and manage future housing and employment related growth. This would be a one-biennium project.

The citizens and elected officials of North Plains look to growth and prosperity while maintaining the city's small town character. To this end, the City has embarked upon a comprehensive land use planning process designed to:

- Address the statewide planning goals of the Land Conservation and Development Commission;
- Encourage orderly and coordinated urban growth and provide urban level services in an efficient and economic manner;
- Enhance community livability and encourage economic expansion; and
- Preserve the community's character and natural resources for future generations.

North Plains has seen increasing interest from the development community in recent years for industrial, commercial and residential uses. Throughout 2015, the City has engaged community members in creating the 2015 North Plains Vision. With the visioning process nearly complete, the City would like to move forward with measures to implement the vision. More analysis is needed to update and modernize North Plains' comprehensive plan, land use ordinances and development codes to guide growth in the near and long-term future.

The City issued just 3, 54 and 53 building permits from 2012 to 2014. So far this year, the City has issued 92 building permits. The number of occupied single family residences has increased from 654 in August 2010 to 786 in August 2015. The City needs current data to ensure sufficient buildable land is designated to satisfy projected housing needs by type and density.

The City has initiated several efforts to guide the EOA and HNA process:

- Mayor David Hatcher and City Manager, Blake Boyles, conducted a tour of North Plains for members of the Governor's Regional Solutions Team to identify current and future projects and opportunities for collaboration, coordination and support among the City and state agencies. A summary of the visit is included as an attachment to this application.
- Planning Commission has been working to update portions of the municipal code and identify issues to be addressed in the EOA and HNA.
- A business inventory survey was conducted in partnership with the Chamber of Commerce to better understand existing businesses and industries and North Plains.
- A real estate development market assessment was conducted of key property currently owned by a private resident seeking to partner with the City on its strategic improvement. The City seeks to explore the potential for the property to be developed as retail commercial, which would require entitlement consistent with community development objectives.
- A work session for the North Plains City Council, Planning Commission and Vision Steering Committee explored residential and commercial design options and opportunities.

Project objectives include:

- Promote economic development and create jobs for residents of North Plains and surrounding communities.
- Provide a range of housing options to meet the needs of current and future North Plains' residents.
- Prepare a buildable lands inventory of residential and employment lands.
- Compile and analyze data on economic development and housing trends.
- Identify residential, commercial and industrial land needs.
- Develop policies to ensure adequate land to accommodate identified residential and employment needs.

- Provide the basis for updating the North Plains Municipal Code to implement housing and economic development policies.
- Update the comprehensive plan to demonstrate compliance with planning goals 9 and 10.

B. Products and Outcomes.

The City of North Plains envisions the BLI, HNA and EOA will serve as a first step towards implementing the 2015 North Plains Vision with the support of the community. The EOA will help create a strong and diverse economic environment, which is essential for the City to maintain its exemplary quality of life. Sustainable economic activities provide services for residents, create jobs, spread wealth, offer opportunities and generate tax revenue. The HNA will help the City promote quality residential development and homes that are well-planned, contextually appropriate, and enhance the overall quality of life for current and future residents. Ultimately these analyses are imperative to understanding community needs, guiding growth and development and complying with statewide planning goals.

The EOA will update the City's employment projections, target industries and inventory of suitable employment lands. Economic goals and policies will provide the land use framework for an economic development strategy that includes identifying key infrastructure improvements to promote economic activity and create vibrant development to serve residents and visitors.

There is developable commercial and industrial land in the City of North Plains; however residents and City leaders are concerned with how this land will develop and how to attract the desired type of businesses and industries. There are also many opportunities for North Plains to define its commercial character, particularly along Commercial Street downtown and along Glencoe Road from Highway 26 to Commercial Street.

The City's visioning process identified a strong desire for a grocery store in North Plains. One expected outcome of these analyses is the assessment of potential sites for employment and retail uses as well as development of a strategy for targeting a grocery store to locate in North Plains. Additional development opportunities exist in the industrial/employment areas of the City. North Plains is seeking a strategy to encourage businesses that will provide quality employment opportunities.

Through this process, the City is looking to develop clear policies and implementation measures for ensuring quality commercial and industrial development that reflects the unique history and character of North Plains. The City is also seeking innovative ideas for how to capitalize on existing local economic opportunities and attract new opportunities to this independent community. The City proposes to work in coordination with Washington County to ensure the project outcomes support regional economic development priorities.

The HNA will identify the mix and density of needed housing and land necessary to satisfy these needs by housing type and density. Housing goals and policies will guide future residential development and serve as the basis for code revisions to encourage quality homes that contribute to a more livable community. The community is particularly interested in analyzing minimum lot sizes and considering residential design standards.

Primary deliverables (section C describes the major tasks and deliverables in greater detail):

- Buildable lands inventory for residential and employment uses in North Plains.
- Identify/Refine community economic development and housing objectives.
- Update employment forecast.
- Trend analysis to identify economic opportunities likely to expand or locate in North Plains.
- Analysis of residential development trends.

- Determine land needed to accommodate commercial and industrial needs.
- Determine projected housing needs by and density, including price ranges and rent levels.
- Develop policies that promote economic development and ensure sufficient land to meet future commercial and industrial land needs.
- Develop policies that encourage quality residential development and ensure sufficient land to satisfy projected housing needs at various price ranges and rent levels.
- Update economic and housing chapters of the North Plains Comprehensive Plan
- Build partnerships with the Chamber of Commerce and local businesses, Washington County, Metro and state agencies to promote an inclusive and transparent policy agenda.

C. Work Program, Timeline & Payment.

1. Tasks and Products

Task 1. - Buildable Lands Inventory:

Prepare an inventory of buildable residential and employment lands using a methodology based on the DLCD publication *Planning for Residential Growth*.

Step 1: Prepare a master list and map of land zoned for residential and commercial uses within the urban growth boundary (UGB) showing land that is vacant, partially vacant and developed.

Step 2: For developed land, start a further screening process by removing parcels from the buildable lands inventory that are fully developed per existing zoning. The result is partially vacant land.

Step 3: For remaining developed land, identify redevelopable land based on a method such as applying an appropriate screen of the ratio between land value and improvement value, obtained from the County Assessor. Remove the parcels from the buildable lands inventory where redevelopment is found infeasible.

Step 4: Introduce development constraint layers to the entire remaining inventory of both vacant and redevelopable parcels, including public/semi-public ownership, floodways, floodplains, Goal 5-protected wetlands, and steep slopes. Use constraint information to remove parcels without sufficient buildable land or reduce density of potential development.

Step 5: Review the draft inventory for any anomalies or unusual situations that might not show up in the data, and make adjustments to the inventory as appropriate.

Step 6: Calculate and categorize the remaining residential and employment development potential.

Products: Draft and final buildable lands inventory for residential and employment uses.

Task 2. - Housing Needs Analysis

Prepare a housing needs analysis to identify housing needs in North Plains by type and density.

Step 1: Apply base zoning designations to residential lands in the BLI to determine current density/mix of housing.

Step 2: Project the number of new housing units needed in the next 20 years.

Step 3: Identify relevant national, state and local demographic and economic trends and factors that may affect the 20-year projection of structure type mix.

Step 4: Describe demographic characteristics of the population and, if possible, household trends that relate to demand for different types of housing.

Step 5: Determine the types of housing that are likely to be affordable to the projected households based on household income.

Step 6: Estimate the number of additional needed units by structure type.

Step 7: Determine the needed density ranges for each plan designation and the average needed net density for all structure types.

Step 8: Identify and evaluate measures to increase the likelihood needed residential development will occur. Prepare measures to amend the comprehensive plan and recommend needed changes to land use regulations. Prepare a list of proposed code changes to implement new policies.

Products:

- a. Memo describing residential development trends.
- b. Memo describing housing needs (dwelling units, acres).
- c. Housing policies and recommended implementation measures.
- d. Draft and final housing needs analysis.

Task 3. - Economic Opportunities Analysis

Prepare an economic opportunities analysis to identify land needed to accommodate commercial and industrial growth.

Step 1: Engage the community in a process to identifying key goals, objectives and issues related to economic development. Draft a statement of Community Economic Development Objectives.

Step 2: Conduct an analysis of local, regional, statewide and national economic development trends. Estimate job growth associated with the economic development opportunities likely to expand or locate in the planning area within the planning period. Meet with local stakeholders and state economic development professionals regarding local economic development potential.

Step 3: Prepare a site suitability analysis that identifies the employment land uses appropriate for the study area.

Step 4: Prepare an inventory of suitable sites in the planning area to identify development constraints and examine opportunities for redevelopment.

Step 5: Assess the potential of buildable employment lands to meet the identified need by types and amounts.

Step 6: Prepare policies to successfully implement the Community Economic Development Objectives, including changes to the land supply and updates to the comprehensive plan. Prepare a list of proposed code changes to implement new policies.

Products:

- a. Community Economic Development Objectives and a memo describing economic development trends.
- b. Memo describing the range of site types suitable for employment uses in North Plains, an inventory of sites suitable for employment uses likely to occur in North Plains, and estimated need for employment land by category of site type.
- c. Economic development policies and recommended implementation measures.
- d. Draft and final economic opportunities analysis.

2. Timeline

The following is a tentative schedule for the work to proceed upon receipt of a signed contract. The schedule indicates the months in which major steps will be completed for each of the three tasks.

	BLI	EOA	HNA
Month 1	Steps 1-4		
Month 2	Step 5		
Month 3	Step 6	Steps 1-4	Steps 1-2
Month 4			
Month 5			
Month 6		Steps 5-7	Steps 3-5
Month 7			
Month 8		Step 8	Step 6
Month 9	Project Completion / Adoption		

3. Payment Schedule

The City is requesting that \$15,000 be paid at the completion of Task 2a and 3a, \$15,000 at the completion of Task 2b and 3b and the balance of \$10,000 at the completion of Task 2d and 3d.

Task/Products	Payment	Date
Task 1. Buildable Lands Inventory		
Task 2a. Housing Needs Analysis: ✓ Residential trends	\$15,000	Month 3
Task 3a. Economic Opportunities Analysis: ✓ Community Economic Development Objectives ✓ Economic development trends		
Task 2b. Housing Needs Analysis: ✓ Housing needs (dwelling units, acres)		
Task 3b. Economic Opportunities Analysis: ✓ Range of suitable site types ✓ Inventory of suitable sites ✓ Estimated land need	\$15,000	Month 6
Task 2c: Housing Needs Analysis: ✓ Housing policies and recommended implementation measures		
Task 3c: Economic Opportunities Analysis: ✓ Economic development policies and recommended implementation measures		
Task 2d: Final Housing Needs Analysis	\$10,000	Month 9
Task 3d: Final Economic Opportunities Analysis		
TOTAL	\$40,000	

D. Evaluation Criteria.

The City of North Plains is seeking financial assistance to assess housing and economic development needs. The project aligns with program priorities, including a primary objective to promote economic development within the City. The project will provide the necessary analyses to update the comprehensive

plan with policies to guide future commercial, industrial and residential development. The project will result in an EOA intended to increase economic development opportunities. The EOA also will benefit economic development efforts, especially in downtown North Plains and the NE industrial/employment area. The results of the EOA and HNA will feed into planning for Goal 7 (Hazards) and Goal 11 (Public Facilities and Services) as part of the comprehensive plan update.

This project also aligns with many regional priorities of the Portland Metro Regional Solutions Center (RSC). Project outcomes will include:

- Infrastructure investment priorities to support livability and promote traded sector economic growth. (RSC Priority #2)
- Coordination with state agencies to explore possible uses on the Dant Russel and other potentially contaminated sites. (RSC Priority #3)
- Strategies to improve the local and regional economy by supporting and promoting appropriate industry clusters. (RSC Priority #4)
- Policies and strategies to develop land in a manner that accommodates future employment and housing growth, maximizes efficiency, provides transportation options and creates a livable community where people can live, work and play.

E. Project Partners.

The City will actively engage local, regional and state partners including the North Plains Chamber of Commerce, North Plains Neighborhood Associations, Washington County, Metro, DLCD and members of the Governor's Regional solutions Team.

F. Advisory Committees.

The City of North Plains will create a new Community Advisory Committee to guide development of the BLI, EOA and HNA. The committee will include representatives from the Planning Commission and City Council as well as business owners and neighborhood residents. City boards and commissions, including the North Plains Planning and Citizen Involvement commissions will be consulted throughout the project.

G. Cost-Sharing and Local Contribution.

The total project cost estimate for the BLI, EOA and HNA is \$70,000 and will take approximately nine months to complete. The City is requesting a grant amount of \$40,000 to cover a portion of the cost of the consultant. The City is proposing to provide matching funds of \$30,000. The City has adequate local capacity to successfully manage the project. A consultant will be retained to assist in completing the grant products.

Product Request Summary

Product	Grant Request		Local Contribution		Total Budget	
Buildable Lands Inventory	\$ 5,000		\$ 5,000		\$ 10,000	
Housing Analysis	\$ 20,000		\$ 15,000		\$ 35,000	
Economic Opportunities Analysis	\$ 15,000		\$ 10,000		\$ 25,000	
TOTAL	\$ 40,000		\$ 30,000		\$ 70,000	