



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 22, 2015

Applicant: City of Scio

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

Address: PO Box 37

City: Scio, OR

Zip: 97394

Phone: (503) 394-3342

Contact name and title: Virginia A. Griffith, City Manager

Contact e-mail address: sciocitymgr@smt-net.com

Grant request amount (in whole dollars): \$41,725.00

Local Contribution (recommended but not required): \$16,550.00

Project Title:

Thomas Creek Flood Hazards Assessment and Mitigation Strategies and 2015 Scio Comprehensive Plan Update

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

The City of Scio will produce two products:

- (1) Special Flood Hazards Data Collection, Mitigation Strategies and Natural Hazard Action Items.
- (2) Scio Comprehensive Plan Update (Part 2), including chapters on Natural Resources (hazards revision), public facilities, transportation and buildable lands/urbanization.

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

Product	Grant Request	Local Contribution	Total Budget
1	\$ <u>17,100</u>	\$ <u>4,250</u>	\$ <u>21,350</u>
2	\$ <u>24,625</u>	\$ <u>12,300</u>	\$ <u>36,925</u>
3	\$ _____	\$ _____	\$ _____
4	\$ _____	\$ _____	\$ _____
5	\$ _____	\$ _____	\$ _____
6	\$ _____	\$ _____	\$ _____
7	\$ _____	\$ _____	\$ _____
8	\$ _____	\$ _____	\$ _____
TOTAL	\$ <u>41,725</u>	\$ <u>16,550</u>	\$ <u>58,275</u>

Submit your application with all supplemental information to:

Larry French, Grants Administrative Specialist

E-mail (preferred): 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 Scio
DLCD Technical Assistance Grant Proposal
September 2015

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.

Problems:

1. *Flooding and Natural Resource Challenges along Thomas Creek*

The City of Scio and the majority of available buildable residential and employment lands inside the city limits and urban growth boundary are located in the Thomas Creek Special Flood Hazard Area (SFHA), as shown on the attached Map NR-8, Special Flood Hazard Area. Periodic shallow flooding impacts approximately 80% of land inside the city including the downtown commercial district and residential neighborhoods, as shown on the attached Map NR-9, January 2012 Thomas Creek Flood Inundation Map. Changes to FEMA's National Flood Insurance Program (NFIP) may double flood insurance rates for existing property owners. The City is concerned that changes in FEMA's NFIP program coupled with other regulatory changes to protect endangered salmonids in the Upper Willamette Basin may stifle new development and redevelopment in the community.

The City of Scio needs to understand the NFIP and other regulatory challenges facing the community, gather flood elevation data for existing buildings in the SFHA which do not have up-to-date information; identify workable development policies and strategies for property owners, engage citizens/property owners in plans for the future and update the Natural Hazards Mitigation Plan, which was completed 5 years ago and requires updating, City's Comprehensive Plan, buildable lands inventory and development ordinances as warranted. Until this information is readily available, the City is unsure how to respond to questions from property owners who want to renovate existing buildings, develop commercial or industrial sites or construct new homes in the City.

2. *Scio Comprehensive Plan.*

The original *Scio Comprehensive Plan* was adopted in 1980, with a few updates in the early 1990's. In 2014, the City initiated a plan update and adopted Part 1 in April 2015. Part 1 includes chapters on citizen involvement, demographics, population forecast, land use, natural resources and historic/cultural resources.

Part 2 of the *Scio Comprehensive Plan* update will include chapters on Economic Development, Housing, Public Facilities, Parks and Recreation, Transportation and Urbanization. As of September 2015, the City has drafted chapters on Economic Development, Housing and Energy

Conservation. The remaining chapters on Public Facilities, Transportation and Urbanization need to be written. The City will add factual information, prepare updated maps, comply with state statute and administrative rules, and update goals and policies to reflect the community vision for the future.

The data from the natural hazards analysis work may significantly impact whether or not land currently zoned for residential, commercial and industrial uses may be developed for urban uses. If the City finds there is insufficient unconstrained buildable land inside the Scio UGB, the City will need to discuss how and where Scio will grow / redevelop in the future. Changes to the Scio Comprehensive Plan map, UGB and buildable lands analysis may be needed. Chapters on public facilities, transportation and urbanization will rely on the natural resource analysis; they must reflect a realistic scenario for the future growth of the City.

Project Goals and Objectives:

1. *Perform Special Flood Hazard Area Data Collection, Assessment of the impact on Buildable Lands and Natural Hazard Mitigation Strategies/Policies by August 2016.*

Objective 1.1 Regulatory Challenges Facing Community

1. Prepare a briefing paper on the effect of the NMFS Reasonable and Prudent Alternative (RPA) and proposed interim measures for implementation of the NFIP and the regulatory challenges that are expected to confront the community by the year 2020.
2. Identify how the anticipated regulatory changes may limit the rehabilitation / redevelopment of existing structures in the SFHA.
3. Identify how the anticipated regulatory changes may limit new land divisions or development on vacant parcels inside the city limits.
4. Identify whether anticipated regulatory changes may restrict and prohibit development of buildable lands outside the city limits and within the UGB. In particular evaluate issues for properties located adjacent to Thomas Creek and Peters Ditch.
5. Presentation to City Council and Planning Commission, in conjunction with DLCD and other regulatory agency staff.
6. Q & A session for affected property owners/residents.

Objective 1.2: Flood Elevation Certification Data Collection

The City records show that 52 of the 125 residential structures in the SFHA zone have elevation certificates on file with the City of Scio or have obtained a Letter of Map Amendment removing the structure site from the SFHA. Of these, DLCD's Flood Plain program staff has identified 44 properties in the SFHA carry NFIP flood insurance. An additional 22 properties located outside of the SFHA in Scio have NFIP insurance.

The City's intent is to collect or generate accurate data on all parcels and structures in the SFHA. The City wants to accomplish two goals:

Objective 1.2.1 Ensure property owners have the best available data and the opportunity to purchase flood insurance with the lowest rates offered and

Objective 1.2.2 Provide the City with the most up-to-date information so that it can make informed decisions on Flood Development Permits within the SFHA.

In order to accomplish these goals the City proposes to:

1. Update the City's database and Linn County GIS records for parcels inside the SFHA so parcel records include:
 - Lowest Flood Elevation for existing structures from Elevation Certificates
 - GIS shape files and copies of Letters of Map Amendment (LOMA) approved by FEMA.
 - Base Flood Elevations
2. Review all elevation certificates to identify parcels where the property owner may request a Letter of Map Amendment to remove the parcel from the SFHA.
3. Work with DLCD staff to review all elevation certificates for properties which are covered by flood insurance to identify potential errors or inconsistencies that have led to high flood insurance costs. Identify corrections/changes that may result in lower flood insurance rates/savings for property owners.
4. Retain a surveyor to prepare elevation certificates for approximately 25 structures within the SFHA. The City will select structures in consultation with DLCD staff with emphasis on commercial and residential properties that have potential for repetitive losses and might benefit from mitigation measures. The elevation certificates are necessary to identify appropriate mitigation measures, complete a FEMA required cost-benefit analysis and pre-qualify for FEMA disaster assistance. 25 structures @ \$500 = \$12,500.
5. Update Linn County GIS Records so that all existing elevation certificates, LOMA's and base flood elevations are readily available on Linn County's GIS website and linked to the County's Assessor's records for each property.

Objective 1.3: Mitigation Strategies and Natural Hazards Mitigation ACTION ITEMS

1. Work with DLCD Flood Plain Management staff to identify a list of mitigation or flood-protection measures that can be used by private property owners.
2. Prepare an inventory of all existing residential and commercial parcels with improvements within the SFHA and provide mitigation or flood-protection measure recommendations for each structure.
3. Develop a list of ACTION Items for inclusion in the Scio Natural Hazards Mitigation Plan update and/or Linn County Natural Hazards Mitigation Plan

which will be prepared in 2016.

4. In anticipation of federal regulatory changes, recommend amendments to the City's zoning code, flood hazard management ordinance or wetlands ordinance, if warranted.
5. Prepare handout information for property owners describing the flood hazard issues, what to know, and guides for where to get up-to-date information.

Objective 1.4: Buildable Lands Analysis Update

1. Upon completion of Objectives 1.1, 1.2 and 1.3 update the City's buildable lands analysis of the vacant parcels in the SFHA and remove unbuildable/constrained land areas from the City's buildable lands inventory for residential and employment lands.
2. Determine if the City has an adequate supply of buildable residential land & employment land for the 20-year planning period through 2035.
3. Discuss the findings and conclusions with City officials. If there is not a sufficient supply of buildable land, discuss UGB expansion options. If a UGB expansion is warranted and desired by the City officials, identify potential buildable lands outside the existing UGB and initiate a UGB amendment per ORS 197.298.

2. Complete the Scio Comprehensive Plan Update (Part 2) by December 2016:

The Scio Comprehensive Plan was adopted in 1980 and acknowledged by LCDC on September 24, 1981. The first periodic review and major plan update was completed in the early 1990's and a periodic review order was issued by LCDC on July 14, 1992. The 2015 plan update is the first significant revision to the plan since 1992; Part 1 was adopted on April 13, 2015. Part 1 includes chapters on citizen involvement, population and demographics, land use, natural resources and the historic and cultural resources. The City concurrently adopted a 2015 update of the Scio Buildable Lands Analysis.

The City of Scio proposes to prepare and adopt Part 2 of the 2015 Scio Comprehensive Plan Update. Part 2 of the comprehensive plan update will include:

- Chapter 5: Natural Resources (Amendments to Natural Hazards Policies)
- Chapter 7: Economic Development
- Chapter 8: Parks and Recreation Services
- Chapter 9: Housing
- Chapter 10: Public Facilities
- Chapter 11: Transportation
- Chapter 12: Energy Conservation
- Chapter 13: Urbanization: Scio Urban Growth Area

The City proposes to complete the Part 2 update in the 2015-16 biennium as a stand-alone

project. It will be divided into the following work elements:

Objective 2.1: Natural Resources (Amend Natural Hazards Section, Goals and Policies)

Chapter 5 of the Scio Comprehensive Plan was adopted in April 2015. The City will prepare minor amendments to incorporate new data from this project, mitigation options and recommendations/ACTION ITEMS from the Scio Natural Hazards Mitigation Plan (2016 update). The narrative, goals and policies will be updated.

Objective 2.2: Economy, Housing and Energy Conservation Chapters:

The City's planning consultant has completed DRAFT chapters on Housing, Energy Conservation and Economic Development. These revisions will be finalized by April 2016.

The Housing and Economy chapters describes the Scio and Linn County housing, demographic and employment characteristics, impact of the Great Recession and recent recovery; economic and housing trends, community economic potential; employment land needs and economic development goals and policies.

Objective 2.3: Public Facilities Chapter and CIP:

The City's planning consultant and City Engineer will prepare a public facilities plan and capital improvements program (5-7 years). The City will review and map existing parks, open space and public facilities, review the existing Water and Wastewater Facility plans, prioritize CIP projects and prepare a new Parks and Open Space chapter and an updated Public Facilities chapter, goals and policies.

Objective 2.4: Transportation Chapter

The City's land use consultant will update the Transportation chapter. In 2015-2016, Linn County is updating the County's Transportation System Plan (TSP). Because Scio's arterial and collector roads are owned by ODOT (Hwy 226) and Linn County, they are included in Linn County's TSP update. The City is responsible for local residential streets, sidewalks and off-street bikeways. The City will rely on the data and recommendations from the county-wide TSP to prepare an updated Transportation chapter, goals and policies. Dan Fricke, ODOT, has recommended the City update the Transportation chapter in the Comprehensive Plan rather than prepare a local TSP.

Objective 2.5: Scio Urban Growth Area / Urbanization Chapter.

The 2015 Buildable Lands Analysis shows Scio has an adequate supply of buildable residential land, but will need to provide additional employment lands over the next 20 years. NFIP regulatory changes may require the City to eliminate some of the land in the SFHA from the buildable lands inventory. The City will determine if the City's residential and employment lands are adequate to meet the needs during the 20-year planning period or if a revision to Scio's UGB will be needed.

Objective 2.6: Agency Coordination

The City will coordinate preparation of the Part 2 chapters with partner agencies and DLCD staff during the preparation of each chapter. A final DRAFT will be compiled and provided to all agencies for comment prior to setting the dates for city public hearings.

Objective 2.7: Public Hearing DRAFT

The City will publish a final public hearing draft and submit Form 1 “Notice of Proposed Plan Amendment” to DLCD.

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.

1. Thomas Creek Special Flood Hazard Area Assessment & Development Strategies

- 1.1 Briefing Paper: NFIP regulatory changes and challenges that face the City and property owners. Clearly articulate development limitations for redevelopment of new development.
- 1.2 Flood Hazard Data Analysis & GIS Links: Compile parcel data for the properties in the Special Flood Hazard Area including LOMA’s, flood elevation certificates, flood insurance. Provide hyperlinks to LOMA and flood elevation certificates. Upload data to Linn County GIS system so data is readily available to the public.
- 1.3 Flood Hazard Mitigation Measures and Strategies: Compile a parcel-by-parcel list of flood hazard mitigation measures or strategies that may be used by property owners to minimize flood insurance costs and will allow for renovation/development. May include Zoning Code and Flood Hazard Ordinance amendments.
- 1.4 Buildable Lands Analysis Update and Recommendation: Technical Memorandum with recommendations to remove constrained/unbuildable lands in the Special Flood Hazard Area and options for UGB expansion, if warranted.

2. Scio Comprehensive Plan Update:

- 2.1 Scio Comprehensive Plan Update (Part 2). When Part 2 is completed, the City will compile Part 1 and Part 2 and print a Public Hearing DRAFT of the plan document.
- 2.2 Public Facilities Plan. The City has a Wastewater Master Plan and updated its Water Master Plan (2015), but has not prepared separate facility plan updates for storm drainage, parks, or transportation.

The City’s planning consultant and City Engineer will prepare a public facility plan following the guidelines in OAR 660-011-0010 including (1) an assessment of the City’s public facilities plans, including deficiencies and needed improvements; (2) assessment of vulnerability to natural hazards (primarily flooding); (3) updated

system-wide facility maps; (4) timing of when public facility improvements or public facility plan updates will be needed; (5) cost estimates, (6) a prioritized capital improvements list (5-7 year list) and (7) a financing plan listing potential local, state and federal funding sources and opportunities.

The Public Facilities Plan document will provide a prioritized list of potential facility improvements or investments the City can make for during the period 2016-2025. If needed, the plan will recommend the City prepare facility master plans. Where public facility projects are recommended, the plan will discuss prospective benefits including:

- Vulnerability and protection from natural hazards;
- Potential of the project to encourage private and public investment;
- Ability to meet long term needs of residential and employment lands.

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, and
- The interim and final product(s) for each task.

2. Timeline: List all dates of project including tentative start date after the contract is signed, interim 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.

Section A - "Project Description" of the application presents the goals and objectives, including the steps to accomplish each objective.

Table 1 presents a brief summary of the project objectives, time line and progress milestones. The Scio TA project is a one-year project.

Table 1
Scio TA Grant
Objectives, Time Line and Progress Milestones

Task		Project Titles	Start Date	Completion Date	Progress Milestones and Products
Contract Signed & Project Start Date			12/1/2015	Contract signed by DLCD & City	
1.0	Special Flood Hazard Analysis, Development Strategies & Hazard Mitigation Plan ACTION ITEMS				
	1.1	Briefing Paper: Challenges & Limitations on Development	12/01/15	02/01/16	Briefing Paper
	1.2	Flood Elevation Certification Data Collection / GIS Update	12/01/15	02/01/16	Input Data into Linn County GIS and Be Accessible to Public
	1.3	Buildable Lands Analysis Update on Constrained Lands	01/15/16	04/01/16	Tech Memo to update Scio Buildable Lands Analysis
	1.4	Mitigation Options for Existing & New Development	01/15/16	04/01/16	Strategies Memo; Property by Property Recommendations,
	1.5	Hazard Mitigation Plan ACTION ITEMS	01/15/16	04/01/16	ACTION Items for Scio Hazard Mitigation Plan.
2.0	Scio Comprehensive Plan Update (Part 2)				
	2.1	Natural Resources chapter revisions including, Natural Hazards & Mitigation options	03/01/16	06/01/16	1 st DRAFT Revisions to DLCD and for PC Review including goals & policies; City Code Amendments
	2.2	Economy, Housing and Energy Conservation Chapters	12/01/15	02/28/16	2 nd DRAFT for PC Review
	2.3	Public Facilities Plan, CIP and Public Facilities Chapter	01/01/16	05/01/16	Engineering Report incl. priority projects, CIP costs & 1 st DRAFT for PC Review
	2.4	Transportation Chapter	03/01/16	06/01/16	1st DRAFT for PC Review
	2.5	Urbanization Chapter & UGB Amendment Proposal	04/01/16	07/01/16	1st DRAFT for PC Review
	2.6	Agency Review	07/01/16	8/31/16	Agency Review, Hearings and Final Edits
	2.7	Preparation of Final Public Hearing DRAFT	09/01/16	10/30/16	PC Review of Final DRAFT for Public Hearing
Project Closeout & Completion Date			12/31/16	Final Reimbursement and Report Submitted to DLCD	

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 include no more than two payments – an interim and final payment.

Table 2
Scio TA Grant Payment Schedule

Payment	Submittal Date by City	Grant Payment Request	Product Submittal to DLCD
Interim Payment	June 1, 2016	\$ 30,000	1. Special Flood Hazard Analysis Briefing Paper w/ Strategies 2. Technical Memo re: Elevation Certifications, Analysis and affect on Buildable Lands 3. Natural Hazard Mitigation Plan: ACTION ITEM Recommendations 4. <u>Scio Comprehensive Plan–Part 2</u> , Prelim DRAFT of Chapters
Final Payment	December 31, 2016	\$ 11,725	5. <u>Scio Comprehensive Plan - Part 2</u> (PH Final DRAFT)
Total		\$ 41,725	

**Table 3
Scio TA Grant – Budget Estimate**

Task		Project	DLCD Grant	Local Match	Total
1.0		Special Flood Hazard Analysis & Development Strategies			
	1.1	Planning Consultant	4,600		4,600
	1.2	Surveyor – Elevation Certificates (25 @ \$500 each)	12,500		12,500
	1.3	Local Match:		3,255	3,255
	1.4	Local Match: Linn County GIS in-kind Flood Hazards		1,000	1,000
2.0		Scio Comprehensive Plan Update (Part 2)			
	2.1	Planning Consultant	13,500	3,000	16,500
	2.2	Engineering Consultant	11,125		11,125
	2.3	Local Match: In-kind,		8,295	8,295
	2.4	Local Match: Linn County GIS: Comp Plan Mapping		2,000	2,000
Estimated Project Costs			41,725	16,550	58,275

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”).

The City of Scio project will address the following DLCD TA Grant priorities:

(3) Natural hazards planning.

The Thomas Creek Special Flood Hazard Area is an impediment to community growth and economic vitality. The majority of the vacant residential and employment lands in the Scio UGB are affected by the Thomas Creek SFHA and/or locally significant wetlands. The project will provide parcel-by-parcel data, enable the City to understand the impact of NFIP and other regulatory changes, and strategize and initiate planning for future development. The natural hazards analysis, revisions to the Natural Hazards Mitigation Plan and Comp Plan update will provide the City with integrated goals, policies and action steps to address the SFHA issues.

(1) Promote economic development .

(4) Provide infrastructure financing plans for urbanizing areas.

(5) Upgrade comprehensive plan and implementing codes to respond to changes in state law.

Using information generated in the Natural Hazards project element, the City will identify available and buildable residential and employment lands.

With this updated information, the City will complete the economic development, transportation and public facilities chapters of the Comprehensive Plan and provide strategic direction for the City of Scio to make targeted public investments to serve Scio’s commercial and industrial lands.

The City will complete an infrastructure financing plan and the public facilities chapter will update information on the existing systems, define project priorities, and provide financing options for selected water, sewer, storm drainage and transportation facilities.

Regional Solutions Team Priorities:

The project fits in with several of the Regional Solutions Team priorities for Linn County. RST priorities encourage communities to “address regulatory uncertainties and permitting” in wetlands and natural hazard areas, improve the readiness of industrial land and support rural industrial development.

The SFHA project addresses Scio’s immediate need to understand the regulatory environment, provide information to property owners and identify mitigation strategies for property owners. The Comprehensive Plan update will set city goals and policies for economic development and establish a strategic direction for public investments to enhance community vitality.

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.).

City Involvement:

Virginia Griffith, City Manager: She will oversee the project and participate in the Planning Commission and City Council reviews.

Cathy Martin, Administrative Assistant: Ms. Martin serves as the secretary and staff to the Scio Planning Commission. She will perform the flood hazard data research, compile spreadsheets and coordinate mapping work with the Linn County GIS Department.

Jon Erwin, PE, City Engineer, Erwin Consulting: Mr. Erwin will provide the technical analysis, cost estimates and CIP for the public facilities plan element.

David W. Kinney, Community Development Consultant: Mr. Kinney has served as the City’s land use consultant since 2008. He prepared the 2015 Scio Comprehensive Plan Update (Part 1). He will serve as the project manager.

Partners:

Steve Barnett and Scott Valentine, Linn County GIS Department: Linn County provides GIS services to the small cities in Linn County at no charge. They maintain a database and website for with Linn County assessor records and land use information. The Linn County GIS staff will perform the following work as an in-kind contribution to the project:

- Upload Flood Hazard, LOMA and Elevation Certification into the Linn GIS system and make the data available to the public.
- Provide all maps for the Scio Comprehensive Plan Update including:
 - Public Facilities Maps (Existing Utilities and Proposed Improvements)
 - Transportation Facilities Maps
 - Parks and Open Space facilities
- Provide maps and Excel spreadsheets for the analysis of properties within the Special Flood Hazard Area and update of the Buildable Lands analysis.

Christine Shirley, DLCD Flood Management Program Coordinator Ms. Shirley will serve as a technical resource for the flood hazard analysis work and relationship to the National Flood

Insurance Program requirements. She will provide data on properties covered by flood insurance, assist with development of flood hazard mitigation measures, strategies and code amendments.

Ed Moore, DLCD Southern Willamette Valley Regional Representative. Mr. Moore will review the Scio Comprehensive Plan update and code amendments.

Contributors:

The City will solicit information and comments from public and private agencies during the preparation of the Scio Comprehensive Plan update. Contributors are expected to include, but are not limited to,

- Cascades West Economic Development District
- Pacific Power and NWNG
- DLCD Economic Development Specialist Tom Hogue
- Business Oregon – Regional Solutions Team
- Linn County Housing Authority
- Oregon Housing & Community Services
- Oregon Department of Energy
- Linn County Planning
- Linn County Roads, ODOT and DKS, the consultant working on Linn County’s TSP update
- Local public agencies including: the Scio RFPD, Scio School District
- Business Oregon IFA staff and DEQ staff

6. Advisory Committees. List any advisory committee or other committees that will participate in the project to satisfy the local Citizen Involvement Program, if any.

The Scio Planning Commission will serve as the citizens advisory committee for the City.

7. 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 recommended on general fund grants and at this time is not required, but could be a contributing factor to the success of the application.

The proposed budget anticipates the City will provide approximately \$ 16,550 in local match for the project, as shown in Table 4.

**Table 4
Scio TA Grant – Estimated Local Match**

Task		Local Match Description	Local Match
1.0		Special Flood Hazard Analysis & Development Strategies	
	1.1	City In-Kind Match: Notices, mailings, printing, etc.	\$ 500
	1.2	City In-Kind Staff: City Mgr and Administrative Asst (100 hrs)	3,755
	1.3	Linn County GIS: Data and Mapping	1,000
2.0		Scio Comprehensive Plan Update (Part 2)	
	2.1	Cash Match: Planning Consultant Work on Plan Update	\$ 3,000
	2.2	City In-Kind Match: Notices, mailings, printing, etc.	1,000

	2.3	City In-Kind Staff: City Mgr, Admin Asst & PW Supervisor (200 hrs)	8,295
	2.4	Linn County GIS: Comp Plan Mapping	2,000
	2.5	Linn County Roads: Technical Support from Linn County's TSP Update	
Estimated Local Match			\$ 16,550

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

The City of Scio will use the following consultants for the project

David W. Kinney, Community Development Consultant

Project Manager & Planning Consultant. Mr. Kinney has served as Scio's planning consultant since 2008.

Jon Erwin, PE, City Engineer, Erwin Consulting Engineers

Mr. Erwin will prepare the technical memorandum for the public facilities plan and CIP cost estimates for priority public improvements.